Technical Advisory Committee

MEETING AGENDA
SCTA Headquarters Office

February 23, 2017 – 1:30 p.m.
Sonoma County Transportation Authority
Large Conference Room
490 Mendocino Avenue, Suite 206
Santa Rosa, California  95401

ITEM
1. Introductions
2. Public Comment
3. Approval of Minutes, January 26, 2016*
4. TFCA/TDA3 Call for Projects DISCUSSION / ACTION
5. Measure M DISCUSSION
   5.1. Measure M Invoicing Status*
6. Regional Information Update DISCUSSION
   6.1  Fund Management System (FMS) and Single Point of Contact (SPOC) Primer
       MTC Staff will present information on how to use FMS, deadlines for submitting projects to the Transportation Improvement Program, and major responsibilities of the SPOC.
7. SB 743 Information Update DISCUSSION
8. Project Initiation Documents List Status Update – DISCUSSION / ACTION
9. Rail Update DISCUSSION
10. Draft SCTA Board Meeting Agenda for March 13, 2017 DISCUSSION*
11. Other Business / Comments / Announcements DISCUSSION
12. Adjourn ACTION

*Materials attached.

The next SCTA meeting will be held February 6th, 2017
The next TAC meeting will be held February 23, 2017

Copies of the full Agenda Packet are available at www.sctainfo.org

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.
SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the Technical Advisory Committee after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

TAC Voting member attendance – (6 Month rolling 2016)

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<thead>
<tr>
<th>Jurisdiction</th>
<th>Feb.</th>
<th>April</th>
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<th>June</th>
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NB: March, August, September and November meetings were cancelled. The standing November meeting conflicted with the Thanksgiving Holiday.
ITEM

1. Introductions
   Meeting called to order by Larry Zimmer at 1:31 p.m.

   Committee Members: Larry Zimmer, City of Petaluma; Mark Rincon, City of Cloverdale; Henry Mikus, City of Sebastopol; Craig Scott, City of Cotati; Anwar Mirza, City of Cotati; Stuart Hayre, Town of Windsor; Nancy Adams (via phone), City of Santa Rosa; Dan Takasugi, City of Sonoma; Eydie Tacata, City of Rohnert Park; Elizabeth Tyree, Sonoma County Regional Parks; Steve Urbanek, Sonoma County Transportation and Public Works; Susan Klassen, Sonoma County Transportation and Public Works; Rachel Ede, Santa Rosa Transit; Joanne Parker, SMART.

   Guest: Anthony Taylor, Department of Health Services; Brittany Lobo, Department of Health Services

   Staff: Seana Gause, Suzanne Smith, James Cameron, Dana Turrey, Chris Barney, Drew Nichols

2. Public Comment
   N/A

3. Approval of Minutes, December 6, 2016*
   Approved as submitted.

4. TFCA/TDA3 Quarterly Reports – DISCUSSION / ACTION

   Dana Turrey described the quarterly report for Quarter 2 of FY 17. This list includes the projects not fully expended as of the end of 2016. This is included for informational purposes. Ms. Turrey welcomed any questions.

   A call for projects for TDA 3 is out and is due March 17th. A call for projects for TFCA will be released soon.

5. Measure M - DISCUSSION / ACTION

   5.1. Measure M Invoicing Status*

   Seana Gause welcomed any questions and discussions.

   5.2. FY2017/18 LSR/LBT Allocation Estimates*

   The allocation estimates are included in the packet every year, sent out electronically, and are provided for budgeting purposes.

6. Regional Information Update DISCUSSION / ACTION

   6.1 One Bay Area Grant Round 2 (OBAG2)

   6.1a OBAG2 List of Submitted Projects*

   Seana Gause included a list of submitted projects for the OBAG2 grant. There were 19 projects submitted. Evaluations have not been started at this moment; currently, the projects applications are being sorted for review. A review team composed of SCTA staff is established and will begin reviewing.

   The project applications will be reviewed by the CBPAC committee prior to approval by the SCTA. This process is required by OBAG. Comments from CBPAC will be collected throughout the month and are due February 16th.

   A discussion around how these projects are evaluated, scored, and the strategy were held.

   6.1b Schedule for OBAG Approval**

   The schedule is provided for the committee’s information. Staff plans to report on details through the month of March. The applications will cycle through various committees first. SCTA plans
to present the applications to the Board of Directors on the May 8th meeting.

Nancy Adams asked on the possibility to provide preliminary assessments for the February TAC meeting.

Seana Gause responded that the committee will be reviewing the applications during the month of February and will bring assessments to the TAC in March.

6.2 Regional Joint Local Streets and Road/Programming and Delivery Working Group Actions Needed*

6.2a. Regional Pavement Condition Update

MTC is working to compile the data. All jurisdictions need to update the databases by January 31st, 2017.

6.2b. Pavement Management Program

All jurisdictions in Sonoma County need to be a part of PTAP 18 or 19 to keep their certification current. Seana Gause stressed the importance to keep certifications current.

PTAP18 Call for Projects was announced in October and award notifications are expected on Feb 8th or 9th, 2017.

7. Rail Update - DISCUSSION

Joanne Parker reported on the recent SMART Board of Directors meetings. The Board has approved a bicycle parking and investment program, where access to bicycle lockers will be available with a Clipper card. These bicycle parking areas will be scattered throughout the stations along the SMART route. Secondly, the Board has approved plans to install gravel parking lots at the Airport Blvd and downtown Petaluma stations.

The 31-day monthly pass is established at $200 per month for adults, $100 per month for the discounted categories. SMART is working with transit partners to ensure Clipper is integrated.

The SMART Board has adopted a promotional period of free service until the July 4th weekend, half off fares through the summer, with an anticipated kick-off service in September.

Five engines have had their motors changed and high speed testing along the corridor, with safety flaggers, will begin the week of January 30th.

Nancy Adams commented that high speed testing has started in Santa Rosa.

SMART service is expected to begin late spring.

8. Draft SCTA Board Meeting Agenda for February 6, 2017 - DISCUSSION

Seana Gause announced an addition to the SCTA Board meeting agenda. The Cities of Cloverdale and Santa Rosa both had funds from OBAG 1 in which they were not prepared to obligate yet, and as opposed to losing them, SCTA proposes to reprogram these funds.

9. Other Business / Comments / Announcements DISCUSSION

Brittany Lobo from the Department of Health Services announced that she would like to meet representatives from local jurisdiction’s Public Works departments to discuss engineering evaluation around high schools through the ATP Cycle 1 Safe Routes to School grant.

Anthony Taylor from the Department of Health Services announced the Safe Routes to School National Partnership is offering technical assistance grants to disadvantaged communities in California for developing applications for the next ATP grant cycle. Only four communities statewide are selected. Mr. Taylor offered to forward the information upon request.

Craig Scott introduced the new civil engineer, Anwar Mirza, from the City of Cotati.

Nancy Adams asked clarification on the maintenance of effort. James Cameron clarified that the maintenance of effort is due February 15th, and will send a reminder email.

10. Adjourn – ACTION

The meeting adjourned at 2:01PM.
Memorandum

To: Eligible Applicants  
From: Dana Turréy, Transportation Planner  
Re: Call for Projects for FYE 2018 Transportation Fund for Clean Air  
Date: February 2, 2017

APPLICATIONS DUE TO DANA TURREY VIA EMAIL dana.turrey@scta.ca.gov  
BY 5:00 P.M. ON MARCH 20, 2017

Call for Transportation Fund for Clean Air Projects
All eligible jurisdictions are invited to submit applications for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for Fiscal Year Ending (FYE) 2018.

Distribution Criteria
In October 2006, the SCTA Board set the criteria to be used for the distribution of TFCA funding. This criteria was adjusted in December 2013 by the SCTA Board to include the City of Petaluma in part one of the distribution. The two-part distribution is as follows:

1) Sonoma County, City of Santa Rosa, and City of Petaluma receive guaranteed “off-the-top” funding based on their annually-updated population totals; and
2) Jurisdictions within the Bay Area Air Quality Management District (BAAQMD) Air Basin – including, Windsor, Rohnert Park, Cotati, Sonoma, and Sebastopol are eligible to apply for a competitive portion of the funding.

By agreement, the jurisdictions in part one (1) of the TFCA distribution will submit applications for funding from the competitive portion only if the eligible cities do not put forth a sufficient package of qualified proposals to fully utilize the entire amount of available funding. The entire amount of funding must be programmed; BAAQMD does not allow the carryover of TFCA funds. If sufficient qualified proposals for the competitive portion of the funds are not received by the above application deadline, the jurisdictions with guaranteed funding in part one (1) of the distribution will be notified that these funds are available.

FY 2017-2018 TFCA Distribution

<table>
<thead>
<tr>
<th>Santa Rosa</th>
<th>County</th>
<th>Petaluma</th>
<th>Competitive</th>
<th>Total Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.29%</td>
<td>24.18%</td>
<td>13.85%</td>
<td>21.69%</td>
<td>100%</td>
</tr>
<tr>
<td>$248,109</td>
<td>$148,911</td>
<td>$85,272</td>
<td>$133,581</td>
<td>$615,874</td>
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</table>

490 Mendocino Ave. #206, Santa Rosa, CA | 707.565.5373 | scta.ca.gov | rcpa.ca.gov
Call for Projects for FYE 2018 Transportation Fund for Clean Air

**Approvals Process**
The applications and a staff recommendation for Transportation Fund for Clean Air Program of Projects are presented to and approved by the SCTA Technical Advisory Committee (TAC) and the Transit Technical Advisory Committee (T-TAC). The SCTA Board must pass a resolution of approval for the TFCA Program of Projects, which is then submitted to the Bay Area Air Quality Management District (BAAQMD) for approval. SCTA does not require local resolutions of support with project applications.

**FYE 2018 Update Highlights**
The following changes to the BAAQMD Guidance have been made from the previous funding cycle:

- Streamlined and improved wording to clarify and to ensure adherence to state statute
- Aligned with FYE 2017 TFCA Regional Fund Policies as follows:
  - Increased the cost-effectiveness limit for shuttle projects
  - Revised policy language for Alternative Fuel Light-Duty Vehicles and Alternative Fuel Heavy-Duty Vehicles and Buses categories
- Added On-Road Goods Movement Truck Replacements as an eligible category for the replacements of diesel-power trucks that are used for goods movement
- Allowed upgrades to an existing bicycle facility when converting from a Class-2 or Class-3 to a Class-1 or Class-4 bike facility*
- Relaxed requirements for bike share projects

*See attached [California Bicycle Coalition’s guide](mailto:California%20Bicycle%20Coalition%27s%20guide) for more information about Class-4 bike facilities

**Application Materials**
1. Project Information Form*
2. Cost Effectiveness Worksheets*
3. TFCA County Program Manager Fund Policies for FYE 2018 are available on the [BAAQMD website](http://BAAQMD)

*FYE 18 Project Information Forms and Cost Effectiveness Worksheets will be emailed out to the TFCA mailing list and are available by request to [dana.turrey@scta.ca.gov](mailto:dana.turrey@scta.ca.gov).

**Application Instructions**
Please submit the following application materials in Word and Excel formats via email to Dana Turrey at [dana.turrey@scta.ca.gov](mailto:dana.turrey@scta.ca.gov).
1. Project Information Form
2. Cost Effectiveness Worksheets
   a. Do not re-use worksheets from past years; if you use a previous year’s worksheet, you will be required to re-submit your application.
   b. Fill out the following THREE (3) tabs in the Excel worksheet; (i) General Information, (ii) Emission Factors, (iii) Notes and Assumptions

Please direct questions to Dana Turrey at [dana.turrey@scta.ca.gov](mailto:dana.turrey@scta.ca.gov) or 707-565-5376.
### FYE 2018 TFCA Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>Call for Projects Released</td>
</tr>
<tr>
<td>March 20</td>
<td>Deadline for TFCA Project Application Forms to SCTA</td>
</tr>
<tr>
<td></td>
<td>Please submit all forms</td>
</tr>
<tr>
<td>April 12 / 27</td>
<td>T-TAC and TAC review and recommends program of projects to SCTA Board</td>
</tr>
<tr>
<td>May 8</td>
<td>SCTA Board considers the FYE 2018 TFCA Program of Projects</td>
</tr>
<tr>
<td>May – August</td>
<td>Contract between BAAQMD and SCTA signed, then contracts between SCTA and Project Sponsors signed.</td>
</tr>
<tr>
<td>Upon Contract Execution</td>
<td>Project expenses may be incurred.</td>
</tr>
<tr>
<td>Upon SCTA’s Receipt of 1st Check from BAAQMD</td>
<td>Reimbursement requests may be processed. Funds need to be expended within 2 years of receipt of 1st BAAQMD check received by SCTA (usually October-December).</td>
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</table>
Class IV Separated Bikeways: Approved for Use in California

An easy guide for implementation by the California Bicycle Coalition

“There was a need in our city to connect the Modesto Junior College East and West campus—so we repurposed one lane of this high speed roadway to create a Separated Bikeway while doing routine maintenance. People love the separated bikeway and it makes the two mile connection a lower stress facility through separation from vehicles.”

—Michael Sacuskie, Associate Engineer/Bicycle Program Coordinator
Phillip Soares, PE, TE, Associate Civil Engineer/Traffic Engineer
City of Modesto
Common Concerns

Class IV Separated Bikeways are brand new in many communities and are sure to raise a lot of questions. Worry not, we’re here to help.

Will my city be liable for Separated Bikeways?

**NO** Caltrans design immunity extends to Class IV facilities in the same capacity as it exists for the other three classes of bike facilities.

Do Separated Bikeways violate CA HDM rules?

**NO** The design guidelines issued by Caltrans for Separated Bikeways work in tandem with CA HDM rules. For any components of the project where you are concerned about violating design rules, the CA HDM clearly states that cities are only required to document their variations from the design manual and document them.

Will Separated Bikeways be more dangerous at intersections or driveways?

**NO** Driveways and intersections are deserving of extra attention when planning a Separated Bikeway, but are by no means a dealbreaker. As long as you provide clear sightlines and additional striping, driveway crossings can be made safer than current conditions. Intersections require more attention, and many examples already exist around the state for how to plan for them appropriately—including protected intersections and crossings.

Are Separated Bikeways more expensive?

**NOT ALWAYS** There are a lot of design approaches when implementing Separated Bikeways, some of which can be done for very little money. Separated Bikeways will also be much more competitive for grant funding like HSIP or ATP.

**Alameda, CA**

**Cambridge, MA**

**Seattle, WA**

**Austin, TX**

**San Francisco, CA**

**Chicago, IL**

**Images courtesy of Adam Cappola Photography, People for Bikes, Robert Prinz and Nick Falbo-Alta Planning + Design**
What is a Separated Bikeway?

- Separated Bikeways are on-street facilities reserved for use by bicyclists, with physical separation between the bikeway and travel lanes
- Separated Bikeways can be one-way facilities on both sides of the street or two-way facilities on one side of the street
- Physical separation can include concrete curbs, landscaping, parking lanes, bollards, or other vertical elements
- Class IV Separated Bikeways are not Class I shared-use paths or Class II bike lanes, as they are on-street yet physically separated from vehicle traffic

Why Build Separated Bikeways?

- Get more people to ride bikes by providing the safety, comfort, and separation most people want and need to consider bicycling (San Francisco Study)
- Improve safety for bicyclists, drivers, and pedestrians (NYC, Chicago)
- Increase sales in business districts (Salt Lake City, NYC DOT)
- Boost property values (Indianapolis)

Since separated bike lanes are physically separated from vehicular traffic, almost all users (96 percent) feel safer as a result of the separation, which can help attract new riders.

—“Lessons from the Green Lanes: Evaluating Protected Bike Lanes in the U.S.” National Institute for Transportation and Communities (2014)
"I am so proud of the new bike lanes we have opened. Our first protected lanes on Telegraph are a critical part of making Oakland a more vibrant, safe, and sustainable city."
— City of Oakland’s Mayor Libby Schaaf, May 31, 2016

LEARN MORE

There are many sources, including links below, for more information on Class IV Separated Bikeways and unique design guidance in California.

Caltrans Class IV Bikeway Guidance

FHWA Separated Bike Lane Planning and Design Guide

NACTO Urban Bikeway Design Guide

MassDOT Separated Bike Lane Planning & Design Guide

Alta Planning + Design Evolution of Protected Intersection White Paper
Memorandum

To: Eligible Applicants
From: Dana Turréy, Transportation Planner
Re: Transportation Development Act, Article 3, Call for Projects FY 2017-2018
Date: January 17, 2016

APPLICATIONS DUE BY 5:00 P.M. ON MARCH 17, 2017

Call for Bicycle and Pedestrian Projects:

All eligible jurisdictions are invited to submit projects for the Transportation Development Act, Article 3 Program. Please see the attached “scorecard” showing funds available to each eligible entity.

Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA (TDA3) is a set-aside of approximately 2% of those funds for bicycle and pedestrian planning and projects. The Metropolitan Transportation Commission (MTC) administers TDA3, which is distributed based on population. The TDA3 program manager at MTC is Cheryl Chi.

Sonoma County’s incorporated cities/town and the County of Sonoma are eligible to apply. Each year an annual fund estimate (entitlement) is developed for each jurisdiction based on population, with unused entitlements allowed to accumulate from year to year as “credit.” A jurisdiction’s claim for any given year is not allowed to exceed the amount equal to the accumulated credit plus the following two years of projected entitlement. This mechanism allows jurisdictions to gather sufficient amounts, from past and future entitlements, to fund projects. Programming in any given year, however, cannot exceed the sum of the total revenues available to Sonoma County as a whole.

TDA3 funds may be used for bicycle lanes, bicycle and pedestrian paths, and related planning and marketing efforts. There are no matching requirements with this funding source. Projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within three years; be maintained; be consistent with adopted bicycle plans; and be authorized by a city/town council or county board.

Projects are recommended by existing city, town and county bicycle and pedestrian advisory committees (BPACs).
**FY 2017-2018 TDA3 Schedule:**

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<tr>
<td>January 17</td>
<td>SCTA issues TDA3 Call for Projects</td>
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<tr>
<td>March 17</td>
<td>Deadline for TDA3 Project Application Forms and any required environmental documentation, project maps, or supplemental materials to be submitted to Dana Turrey at <a href="mailto:dana.turrey@scta.ca.gov">dana.turrey@scta.ca.gov</a></td>
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<td>March 28</td>
<td>CBPAC to review project proposals and make recommendation to Board Project sponsors are requested to attend this meeting</td>
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<tr>
<td>April 24</td>
<td>Deadline for project sponsor’s council or board adopted resolutions Please send to Dana Turrey: <a href="mailto:dana.turrey@scta.ca.gov">dana.turrey@scta.ca.gov</a></td>
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<tr>
<td>May 8</td>
<td>SCTA Board considers CBPAC recommendations and approves the 2017/2018 TDA3 Program of Projects</td>
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<td>End of May</td>
<td>Approved TDA3 Program of Projects and required supporting documentation submitted to MTC by SCTA</td>
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<tr>
<td>May / June</td>
<td>MTC reviews SCTA submittal</td>
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<tr>
<td>July 1</td>
<td>Funds available for approved projects</td>
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**Attachments:**
- TDA3 Scorecard – Estimated funding available for programming in FY 17/18
- TDA3 Model Resolution and Project Application Form
- MTC’s Resolution 4108 (June 26, 2013)

Please direct questions to Dana Turrey: dana.turrey@scta.ca.gov or 707-565-5376.
## TDA 3 FUNDING ESTIMATE FOR FY 2017/2018

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<th>Cloverdale</th>
<th>Cotati</th>
<th>Healdsburg</th>
<th>Petaluma</th>
<th>Rohnert Park</th>
<th>Santa Rosa</th>
<th>Sebastopol</th>
<th>Sonoma</th>
<th>Windsor</th>
<th>County</th>
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<td><strong>2016 Population</strong></td>
<td>8,825</td>
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<td>42,003</td>
<td>175,667</td>
<td>7,527</td>
<td>10,865</td>
<td>27,031</td>
<td>150,814</td>
<td>501,959</td>
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<td><strong>Population Percentage</strong></td>
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<td>1.43%</td>
<td>2.33%</td>
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<td>8.37%</td>
<td>35.00%</td>
<td>1.50%</td>
<td>2.16%</td>
<td>5.39%</td>
<td>30.05%</td>
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<td><strong>Carryover</strong></td>
<td>$65,476</td>
<td>$71,903</td>
<td>$78,349</td>
<td>$24,374</td>
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<td>$32,631</td>
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<td>$38,277</td>
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<td>$10,640</td>
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<td>$159,762</td>
<td>$6,845</td>
<td>$9,881</td>
<td>$24,584</td>
<td>$137,159</td>
<td>$ 456,510</td>
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<td><strong>Estimate for FY 2017/18</strong></td>
<td>$73,502</td>
<td>$78,408</td>
<td>$88,989</td>
<td>$79,283</td>
<td>$271,835</td>
<td>$192,392</td>
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<td>$48,159</td>
<td>$143,081</td>
<td>$199,169</td>
<td>$1,182,048</td>
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<tr>
<td>Project Sponsor</td>
<td>Project Name</td>
<td>Program</td>
<td>Prior Apprp Balance</td>
<td>16/17 Programmed</td>
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$5,135,000 $18,000 $1,702,644 total remaining

$648,778 Bike Ped Remaining

$1,053,867 LSP Remaining
Staff Report

To: Sonoma County Transportation Authority – Technical Advisory Committee
From: Seana L.S. Gause, Senior – Programming and Projects
Item: 8.0 Project Initiation Documents – Status Update
Date: February 23, 2017

Issue:
What is the status of Caltrans’ Three Fiscal Year Work Plan for Project Initiation Documents (PIDs) in Sonoma County? Shall the TAC provide direction to staff on the next priority PID?

Background:
Caltrans is required by gubernatorial action to have cost recovery agreements for any oversight provided by Caltrans’ staff. Such requirements necessitate having cooperative agreements with Caltrans in order for funds to be exchanged. Further, Caltrans requires its’ districts to have a three year work plan for production of PIDs, and if a project is to be considered for the work plan, it should be listed in the Regional Transportation Plan (RTP), and have secured funding sources through the Environmental Phase.

Last year, as in previous years, SCTA staff at the Board’s direction submitted a three year work plan. SCTA is anticipating Caltrans’ request for an updated plan for 17/18. As such, SCTA is seeking input from the TAC regarding new/additional PIDs that may be needed.

The existing three year list includes six projects: Forestville Bypass, Railroad Avenue, improvements at Fourth Street and Farmers Lane, Highway 37, Dry Creek Interchange Improvements and Hwy 12 Right of Way in Santa Rosa.

Staff is soliciting direction from the TAC regarding the priority of the listed projects and any additional projects that may need to be added to the list. There is a requirement that PIDs be developed and paid for with local funds, and that projects have committed funding sources through at least the environmental phase in order for Caltrans to enter into a cooperative agreement for oversight on PID development. Caltrans cannot begin work on a PID without an executed cooperative agreement.

Policy Impacts:
None, it is within policy for the SCTA to identify countywide priorities for PID development.
**Fiscal Impacts:**
Caltrans has established streamlined estimates for the PID process. Caltrans estimates that developing a PID takes about 16-18 months, and the equivalent work of one person/year (1758 hours). This works out to about $200,000 per PID for oversight. In addition, each PID will cost a certain amount to develop – ranging from $150,000 and up depending on project complexity. Caltrans also estimates that executing a cooperative agreements for such work takes 2-3 months.

**Staff Recommendation:**
Staff recommends that the TAC consider the remaining projects in the work plan and any additional projects that may need to be added to the list and make a recommendation to staff as to the next appropriate priority for PID development (to be funded by project sponsor). Staff will represent the TACs recommendation to the SCTA Board prior to submitting to Caltrans.