



Sonoma County Transportation Authority
Regional Climate Protection Authority

Technical Advisory Committee

MEETING AGENDA SCTA Headquarters Office

August 24, 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, July 27, 2017*
4. Measure M **DISCUSSION / ACTION**
 - 4.1. Measure M Invoicing/Obligation Status*
 - 4.2. Potential Measure M Extension/Renewal - Maintenance of Effort*
 - 4.3. Measure M Annual Reporting Reminder: *Annual Reporting for all programs due on **September 15, 2017 COB***
5. Regional Information Update **DISCUSSION / ACTION**
 - 5.1 Regional Informational Items*
 - 5.2 SB-1 Local Streets and Roads Funding Reporting Guidelines Approved:
http://catc.ca.gov/programs/SB_1/081717_Final_LSR_Program_Reporting_Guidelines.pdf
6. SB743 Model Admin Guidelines
7. Rail Update **DISCUSSION**
8. Draft SCTA Board Meeting Agenda for September 11, 2017 **DISCUSSION**
9. Other Business / Comments / Announcements **DISCUSSION**
10. Adjourn **ACTION**

*Materials attached.

**Materials handed out at meeting

The next **SCTA** meeting will be held **September 11th, 2017**
The next **TAC** meeting will be held **September 27, 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 2017)

Jurisdiction	January	February	March	April	May	July	August
Cloverdale Public Works	✓	✓	✓	✓	✓	✓	
Cotati Public Works	✓	✓	✓	✓	✓	✓	
County of Sonoma DHS	✓	✓	✓	✓	✓	✓	
County of Sonoma PRMD							
County of Sonoma Regional Parks	✓	✓	✓		✓		
County of Sonoma TPW	✓		✓	✓	✓	✓	
Healdsburg Public Works					✓		
Petaluma Public Works & Transit	✓		✓	✓	✓	✓	
Rohnert Park Public Works	✓	✓	✓	✓	✓	✓	
Santa Rosa Public Works	✓		✓	✓	✓	✓	
Santa Rosa Transit	✓						
Sebastopol Public Works	✓	✓	✓	✓	✓	✓	
SMART	✓	✓	✓	✓		✓	
Sonoma County Transit							
Sonoma Public Works	✓		✓		✓	✓	
Windsor Public Works	✓	✓	✓	✓	✓	✓	

NB: June meeting was cancelled. November and December meetings fall on or near holidays so a single TAC meeting will held in early December.

TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Meeting Minutes of July 27, 2017

ITEM

1. Introductions

Meeting called to order by Larry Zimmer at 1:34 p.m.

Committee Members: Larry Zimmer, Chair, City of Petaluma; Katherine Wall, City of Sonoma; Kenyon Webster, City of Sebastopol; Nancy Adams, City of Santa Rosa; Anthony Taylor, Sonoma County Department of Health Services; Eydie Tacata, City of Rohnert Park; Alejandro Perez, Town of Windsor; Olesya Tribukait, Sonoma County Transportation and Public Works; Susan Klassen, Sonoma County Transportation and Public Works; Steve Urbanek, Sonoma County Transportation and Public Works; Craig Scott, City of Cotati; Eric Jansen, City of Cloverdale; Joanne Parker, SMART.

Guest: Steve Birdleough, Sonoma County Transportation and Land Use Coalition; Carol Taylor, Transit Riders United.

Staff: Seana Gause; James Cameron; Dana Turrey.

2. Public Comment

N/A

3. Approval of Minutes, May 25, 2017*

Approved as submitted.

4. Measure M - **DISCUSSION / ACTION**

4.1. Measure M Invoicing/Obligation Status*

Seana Gause described the status of the Measure M invoice, noting the information included in the agenda packet is FY 16/17.

4.2. Potential Measure M Extension/Renewal

a. Ad Hoc Staff Report

James Cameron provided background information on the current Maintenance of Effort, highlighting the interest to develop a policy for the reauthorization of Measure M. This policy will be similar to the MOE of Senate Bill 1. The current Measure’s policy (4.14) requires jurisdictions to identify which of their accounts of local funds are used for transportation purposes. The jurisdictions’ reporting is then aggregated for the county as a whole on an annual basis.

Staff is requesting comments from all jurisdictions on the new policy presented for the proposed measure renewal/extension.

Staff would like to bring TAC comments to the Citizens Advisory Committee (CAC).

The committee would like to discuss this information with their respective jurisdictions before approving. Comments are due by August 17th to provide time to consider all comments for the next TAC meeting.

The committee shared ideas and questions around the policy, expenditures, and funding schedules.

b. MTC PCI Table

This is included to show the data compiled by MTC.



c. Jurisdiction reported PCI Table

Discussed concurrently with item 4.2 b.

4.3. Measure M FY17/18 Project Presentation Schedule to CAC*

Seana Gause directed attention toward page 13 in the agenda packet, highlighting the Measure M projects presentation proposal to the CAC. The schedule shows either new Measure M projects or projects that have received Measure M funds in the current fiscal year. The schedule has been sent to the CAC.

Note: Sonoma Schellville project is for February 27, 2018, not February 27, 2017.

Ms. Gause requested the committee to inform her if these proposed presentations do not suit the schedule of each jurisdiction, and to provide any comments if necessary. The TAC approved the list by consensus.

5. SB-1 Local Streets and Roads Funding Draft Guidelines Workshop materials

SG recalled the LSR workshop, and presented the information to committee members who did not receive the information presented. The PowerPoint presentation is included in the agenda packet.

Seana Gause described the changes to the guidelines. The lists of projects from each jurisdiction are not due to the California Transportation Commission until October, which is a postponement of one month due to a short short time frame for each jurisdiction to take a list of projects to their respective Boards and Councils for approval.

6. Regional Information Update **DISCUSSION/ACTION**

Included in the agenda packet for the committee's information.

6.1. TIP Revision Update Schedule*

The TIP is anticipated to be approved in October or November. Committee members who have received an email from Seana Gause regarding their OBAG 2 project applications on MTC's Fund Management System (FMS) should make updates to said applications prior to submission.

6.2. PMP Certification Status*

Included in the agenda packet for information. If funds are about to expire, each jurisdiction will be allowed a one-time extension. If an extension has already been granted, the jurisdiction will be ineligible for federal funding until the PMP certification is brought into good standing.

6.3. Regional Information Items*

Included in the agenda packet for information.

6.4. DRAFT Single point of Contact Checklist Updated

Seana Gause requested the committee to use the SPOC list.

6.5. Local Streets and Roads Working Group Work Plan workshop results*

Included in the agenda packet for information. Seana Gause recalled MTC's presentation on the work plan. The memo included in the agenda packet is the result from the regional meetings.

7. TFCA/TDA3 Quarterly Reports **DISCUSSION**

Dana Turrey described the projects not yet fully expended as of the last quarter of FY 16/17. The FY 17/18 projects will be included in the next quarterly report. The list is included in the agenda packet.

Ms. Turrey is available for questions.

8. Rail Update **DISCUSSION**

Joanne Parker announced an active transportation project grant in which SMART has applied.

All bicycle lockers have been installed at all the stations along the SMART line. A Bike Link card is required to use the lockers and is available in person only at the Santa Rosa Junior College; otherwise, can be purchased online.

Clipper is live at all stations, as well as the Santa Rosa Transit Mall, and monthly passes can be purchased. Discounted clipper passes must be purchased in person.

Positive Train Control testing is still ongoing and awaiting final approval from the FRA.

Finally, around 34,000 passengers were carried during public preview days.

9. Draft SCTA Board Meeting Agenda for September 11, 2017 – **DISCUSSION**

10. Other Business / Comments / Announcements
- DISCUSSION

11. Adjourn **ACTION**
2:50 p.m.

Sonoma County Transportation Authority
Measure M Appropriation/Invoice Status Report
FY 16/17

Project Sponsor	Project Name	Measure M Program	Prior Apprp Balance	17/18 Programmed	17/18 Amount Apprp	Appropriation Date	Last Invoice Date	Balance Remaining	Notes
Santa Rosa	Hearn Avenue (Phase 3)	LSP	\$2,156,029	\$0	\$0		7/10/17	\$331,125	PAED
Santa Rosa	Hearn Avenue (Phase 3)	LSP		\$800,000	\$800,000	7/10/17		\$2,600,000	PSE+R/W
Santa Rosa	Fulton Road Improvements	LSP	\$0	\$1,200,000	\$0		5/24/17		
Sonoma County	Airport Blvd	LSP	\$0		\$0				
Sonoma County	Airport Blvd Landscaping PS&E	LSP	\$82,728			3/27/17	4/17/17	\$82,728	4/17/17 FINAL Invoice
Sonoma County	Airport Blvd Landscaping CON	LSP	\$740,000			3/27/17		\$740,000	
Sonoma County	Airport Blvd Landscaping CON SUP	LSP	\$53,140			3/27/17		\$53,140	
Sonoma County	Airport Blvd Landscaping CON	101	\$16,492			3/27/17		\$16,492	
Santa Rosa	Santa Rosa Creek Trail	Bike/Ped	\$0	\$52,000	\$0				
Rohnert Park	Access Across 101	Bike/Ped	\$0	\$250,000	\$0				
Windsor	Access Across 101	Bike/Ped	\$106,679	\$0	\$0		8/2/2017	\$17,493	
SoCo DHS	SRTS (DHS)	Bike/Ped	\$26,000	\$10,000	\$0	6/12/17		\$26,000	
SCBC	SRTS (SCBC)	Bike/Ped	\$20,025	\$300,000	\$0		7/6/17		
SCBC	BTW (SCBC)	Bike/Ped	-\$8,697	\$12,000	\$0	7/10/17	7/6/17		accrued in 16/17, but approp is at July mtg
SoCo Regional Pks	Sonoma Schellville	Bike/Ped	\$17,438	\$50,000	\$0		7/20/17	\$1,420	
Petaluma	Petaluma River Trail	Bike/Ped	\$0	\$331,000	\$0			\$0	\$32K prog'd in 16/17 not appropriated
SMART	NWPRR	Bike/Ped	\$414,896	\$0	\$0		7/10/17	\$552,337	(PSE=\$386,695.77); (PAED=\$165,640.96)

\$3,005,000

\$0

\$4,420,734 *total remaining*

projects that are approaching or past 6 months for invoicing or appropriation
or projects that are programmed for 17/8 funds that have
not appropriated said funds.

\$487,156 Bike Ped Remaining

\$2,238,757 LSP Remaining

Staff Report

To: Sonoma County Transportation Authority – Technical Advisory Committee
From: James R. Cameron, Director of Projects & Programming
Item: Potential Reauthorization: Local Streets and Roads - Maintenance of Effort (MOE)
Date: August 24, 2017

Issue:

What Local Streets and Roads Maintenance of Effort (MOE) Policy should the TAC recommend for the potential Measure M extension/renewal?

Background:

The TAC discussed a potential maintenance of effort policy in relation to a proposed Measure M extension/renewal and the recently approved Senate Bill 1 (SB-1) at the July 27 meeting of the Committee. The item was continued to the August meeting. The agenda Item discussed in July starts on document page 7 at the following link:

<http://scta.ca.gov/wp-content/uploads/2017/07/TAC-Agenda-Packet-07-27-2017.pdf>

Attached to this staff report are comments received from the Cities of Petaluma, Santa Rosa, and Sonoma and the County of Sonoma public works departments.

Future Policy for Consideration with Track Changes from version 7/27/17 TAC meeting:

To address issues with both the Measure M policy and the SB-1 legislation staff has researched other Jurisdiction requirements and come up with the following Policy as a recommendation.

Maintenance of Effort (MOE): Funds generated by the new sales tax Measure are to be used to supplement and not replace existing local revenues used for streets and highways purposes. The basis of the MOE requirement will be the average of expenditures of annual discretionary funds on streets and highways, as reported to the Controller pursuant to Streets and Highways Code Section 2151 for the three most recent fiscal years before the passage of the Measure where data is available. The average dollar amount will then be increased once every three years by the construction cost index of that third year.

To establish compliance, each year the adjusted 3-year baseline average will be compared to the 3-year average of the current year and the 2 most recent fiscal years before the current year. Penalty for non-compliance of meeting the minimum MOE is immediate loss of all Local Streets Maintenance and Improvements funds until MOE compliance is achieved. The audit of the MOE contribution may be requested every five years, to be provided by the jurisdiction and completed by an independent certified public accountant (CPA). Any agency found to be in non-compliance may be required to provide annual audits for three years after they come back into compliance.

Any local jurisdiction wishing to adjust its maintenance of effort requirement shall submit to the Authority a request for adjustment and the necessary documentation to justify the adjustment. The Authority staff shall review the request and shall make a recommendation to the Authority. Taking into consideration the recommendation, the Authority may adjust the annual average of expenditures reported pursuant to Streets and Highways Code Section 2151. The Authority shall make an adjustment if one or more of the following conditions exists:

- 1. The local jurisdiction has undertaken one or more major capital projects during those fiscal years, that required accumulating unrestricted revenues (i.e., revenues that are not restricted for use on streets and highways such as general funds) to support the project during one or more fiscal years.*
- 2. A source of unrestricted revenue used to support the major capital project or projects is no longer available to the local jurisdiction and the local jurisdiction lacks authority to continue the unrestricted funding source.*
- 3. One or more sources of unrestricted revenues that were available to the local jurisdiction is producing less than 95 percent of the amount produced in those fiscal years, and the reduction is not caused by any discretionary action of the local jurisdiction.*
- 4. The local jurisdiction Pavement Condition Index (PCI) is 70 or greater, as calculated by the jurisdiction Pavement Management System and reported to the Metropolitan Transportation Commission.*

Policy Impacts:

This would potentially set policy for individual jurisdictions to meet their baseline MOE commitment and consequences if the baseline MOE is not met.

Fiscal Impacts:

Outlines the specific way that jurisdictions could be required to maintain the level of their general funds commitment and ensures that that Sales Tax Measure Local Streets and Roads Funds are not supplanted by other funds.

Staff Recommendation:

Based on comments, staff requests that the TAC make additional comments to the revised draft policy and defer final recommendation of approval to the SCTA Board until after the State Control's Office further clarifies the SB-1 baseline establishment.

Staff recommends that the TAC approve moving forward with a draft policy similar to SB-1 that uses more current fiscal years for a baseline average.

James Cameron

From: Katherine Wall [REDACTED]
Sent: Monday, August 14, 2017 5:54 PM
To: James Cameron
Cc: Colleen Ferguson; Seana Gause
Subject: RE: REMINDER: Measure M Reauthorization MOE Policy edits due end of day 8/14.

Hi James,

The City of Sonoma would like to concur with the comments provided by Santa Rosa and Petaluma below as well as add the following comments for consideration:

- If a specific table from the State Controller's Office reports will be used for the MOE baseline, we would suggest the Measure M policy include a reference to that table. That would hopefully eliminate some confusion over which table was used or should be used by the local agency (Table 3, Table 5, Table 11, etc.) in the baseline calculation.
- On another note, the speakers for the recent SB 1 Implementation Webinar that was put on by the League of California Cities last Friday mentioned that the State Controller's Office would be reaching out to each local agency to finalize their MOE baseline amount. This gives the local agency an opportunity to work with the State Controller's Office and make sure the MOE amount is reflective of what is appropriate. We are not sure when this is supposed to occur, and it was mentioned during the webinar. Maybe this could influence the Measure M policy so that both MOE baseline amounts could be determined utilizing a similar process.

Thank you, and I look forward to seeing you at this month's meeting.

Kat

Katherine Wall
Public Works Administrative Manager
City of Sonoma
#1 The Plaza
Sonoma, CA 95476-6618
[REDACTED]

From: Colleen Ferguson
Sent: Monday, August 14, 2017 4:46 PM
To: Katherine Wall
Subject: FW: REMINDER: Measure M Reauthorization MOE Policy edits due end of day 8/14.

From: Adams, Nancy [REDACTED]
Sent: Monday, August 14, 2017 4:44 PM
To: Zimmer, Larry; James Cameron; Alejandro Perez [REDACTED] Tacata, Eydie; Craig Scott; Mario

Landeras [REDACTED] Henry Mikus; Eric Janzen; Colleen Ferguson; Steve Urbanek

Cc: Seana Gause; Sprinkle, Rob; Nutt, Jason

Subject: RE: REMINDER: Measure M Reauthorization MOE Policy edits due end of day 8/14.

All –

Also, done a bit of research on this.

I consulted with our Finance Department which prepares our annual SCO reports. They informed me that the reports include expenditures for one time CIP projects. For instance, we had significant expenditures in FY 15-16 and expect the same in the report that they are preparing for FY 16-17. These expenditures are not related to ongoing street maintenance.

Based on this, our suggestions include the following-

- that a jurisdiction has the flexibility to determine what expenditures for each year from the SCO should be used to determine the baseline three-year average (as described in the draft policy)
- in addition, each jurisdiction has the flexibility to determine what expenditures should be included in the annual reports and be consistent in reporting those expenditures in future years
- a couple of thoughts related to the penalty –
 - consider adding the countywide aggregate into the draft policy
 - if a jurisdiction is within 10% of the three-year average (baseline), then the Measure M funds would not be withheld that year

From: Zimmer, Larry [REDACTED]

Sent: Thursday, August 10, 2017 5:17 PM

To: James Cameron [REDACTED]; Adams, Nancy [REDACTED] Alejandro Perez [REDACTED]
[REDACTED] Tacata, Eydie [REDACTED]; Craig Scott [REDACTED]
[REDACTED] Mario Landeras [REDACTED] Henry Mikus [REDACTED]

[REDACTED]; Eric Janzen [REDACTED]

[REDACTED] Colleen Ferguson [REDACTED]

[REDACTED]; Steve Urbanek [REDACTED]

Cc: Seana Gause [REDACTED]

Subject: RE: REMINDER: Measure M Reauthorization MOE Policy edits due end of day 8/14.

Hi All,

Just wanted to share some research I have done on this topic.

Specifically James is proposing we use the total of “Other Discretionary” shown in Schedule 3 of the SCO report. The problem is this amount varies drastically year to year and it could pose a big problem for us if it is used to set our MOE threshold. In doing a little research and talking with the State accountant/auditor who happened to be working on the report this week, I have found one large expenditure that caused the deviations year to year. The City includes all public right of way improvements dedicated upon completion of development every year. I explained to the State accountant that is not in any way discretionary, it is private money that builds public infrastructure needed for the development and then is given to the City to maintain. He basically said there is no other obvious place to put those expenditure and

therefore goes in what he implied was the catch all category of “other discretionary”. I have asked my finance department to provide me detailed information on all the items include in that category of the SCO report to see what else may be in there.

Based on this, I am suggesting a fifth condition be added that gives us the opportunity to remove any expenditure include in the report that the agency has no control over or ability to spend elsewhere, but haven’t thought much about the exact language yet.

Larry Zimmer P.E.
Deputy Director
Public Works and Utilities Department
202 North McDowell Boulevard
Petaluma, CA 94954

Office 707.776.3674



From: James Cameron [REDACTED]
Sent: Thursday, August 10, 2017 5:00 PM
To: 'Adams, Nancy'; Zimmer, Larry; Alejandro Perez [REDACTED] Tacata, Eydie; Craig Scott; Mario Landeras [REDACTED] Henry Mikus; Eric Janzen; Colleen Ferguson; Steve Urbanek
Cc: Seana Gause
Subject: REMINDER: Measure M Reauthorization MOE Policy edits due end of day 8/14.

As discussed at the last TAC, please provide direct edits or request revisions by the end of the day on Monday, for discussion and recommendation at our 8/24 TAC.

Agenda Item we discussed in July starts on PDF page 7 at:
<http://scta.ca.gov/wp-content/uploads/2017/07/TAC-Agenda-Packet-07-27-2017.pdf>

Proposed Policy copied and pasted below for your use. Per our July TAC discussion SCTA will edit the annual requirement to be a 3 year average to be compared to the 3 year average baseline.

James R. Cameron | Director of Projects and Programming
Sonoma County Transportation Authority  /Regional Climate Protection Authority 
490 Mendocino Ave, Suite 206 | Santa Rosa, CA 95401
direct 707.565.5377 main 707.565.5373 | james.cameron@scta.ca.gov



Future Policy for Consideration:

To address issues with both the Measure M Policy and the SB-1 Legislation staff has researched other Jurisdiction requirements and come up with the follow Policy as a recommendation.

Maintenance of Effort (MOE): Funds generated by the new sales tax Measure are to be used to supplement and not replace existing local revenues used for streets and highways purposes. The basis of the MOE requirement will be the average of expenditures of annual discretionary funds on streets and highways, as reported to the Controller pursuant to Streets and Highways Code Section 2151 for the three most recent fiscal years before the passage of the Measure where data is available. The average dollar amount will then be increased once every three years by the construction cost index of that third year. Penalty for non-compliance of meeting the minimum MOE is immediate loss of all Local Streets Maintenance and Improvements funds until MOE compliance is achieved. The audit of the MOE contribution may be requested every five years, to be provided by the jurisdiction and completed by an independent certified public

accountant (CPA). Any agency found to be in non-compliance may be required to provide annual audits for three years after they come back into compliance.

Any local jurisdiction wishing to adjust its maintenance of effort requirement shall submit to the Authority a request for adjustment and the necessary documentation to justify the adjustment. The Authority staff shall review the request and shall make a recommendation to the Authority. Taking into consideration the recommendation, the Authority may adjust the annual average of expenditures reported pursuant to Streets and Highways Code Section 2151. The Authority shall make an adjustment if one or more of the following conditions exists:

1. The local jurisdiction has undertaken one or more major capital projects during those fiscal years, that required accumulating unrestricted revenues (i.e., revenues that are not restricted for use on streets and highways such as general funds) to support the project during one or more fiscal years.
2. A source of unrestricted revenue used to support the major capital project or projects is no longer available to the local jurisdiction and the local jurisdiction lacks authority to continue the unrestricted funding source.
3. One or more sources of unrestricted revenues that were available to the local jurisdiction is producing less than 95 percent of the amount produced in those fiscal years, and the reduction is not caused by any discretionary action of the local jurisdiction.
4. The local jurisdiction Pavement Condition Index (PCI) is 70 or greater, as calculated by the jurisdiction Pavement Management System and reported to the Metropolitan Transportation Commission.

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TO: Technical Advisory Committee
Sonoma County Transportation Authority

FROM: Susan Klassen, Director
Sonoma County Department of Transportation and Public Works

SUBJECT: Potential Reauthorization Discussion: Local Streets and Roads - Maintenance of Effort (MOE)

Thank you for the opportunity to have input into the Technical Advisory Committee's recommendation on potential MOE provisions in a reauthorized Measure M. The County has the following comments:

1. We think it is very important to have a more robust approach to MOE than has gone before the voters expect it.
2. In concept we are agreeable to recommending a MOE provision that is based on the most recent three years of General Fund contributions to Pavement Preservation and Rehabilitation, and corrective Road Maintenance. Contributions to major one-time capital projects, or from one-time sources, such as discretionary fund balances, etc. should not be included.
3. We do have some concern over the proposed 3 year adjustment of the baseline by construction cost index. Although this index has a direct relationship to the price of materials, labor, transport of construction costs, it is not based on actual revenue patterns. In our experience the increasing cost of construction can be significantly higher than the amount of General Fund growth which could erode a jurisdiction's ability to stay in compliance overtime. Perhaps the adjustment could be based on the average growth of all of the jurisdictions General Funds' over the 3 year period, or something along those lines that would not allow it to potentially become unsustainable over the course of the Measure.
4. The last concern is that as you move from an aggregated model to an individual jurisdictional model. It will be very important to have a clear mechanism in place to address the fluctuations that will occur between when local money is allocated to LSR projects by budget approval vs. when it is actually expended. For example, if I do a two year pavement program based on two fiscal years of on-going General Fund contribution for roads, and an event occurs that causes the planned bid date to be delayed (as occurred this year with the storms) or the actual construction to carry over to next season, then based on actual fiscal year expenditures, we will be out of compliance with MOE the first year and way over the next. Basing the MOE on "committed" funding through a budget approval versus actual expenditures might be a way of not having to do significant analysis from year to year, tracking re-budgeted and carry over amounts with each jurisdiction.

Again thank you for the opportunity to have input.

Inactive Obligations
Local, State Administered/Locally Funded and Rail Projects

Updated on
08/03/2017

Project No.	Status	Agency Action Required	Reason for delay	State Project No	Prefix	District	County	Agency	RTPA	MPD	Description	Latest Date	Authorization Date	Last Expenditure Date	Last Action Date	Program Codes	Total Cost	Federal Funds	Expenditure Amount	Unexpended Balance
5022050	Inactive	Submit invoice to District by 08/21/2017	Seismic retrofit PE costs beyond allowable 25% of estimate	0400020947L-0	BHLS	4	SON	Petaluma	MTC	MTC	WASHINGTON STREET BRIDGE OVER PETALUMA RIVER, SEISMIC RETROFIT	7/8/2016	4/5/2011	7/8/2016	7/8/2016	Q120	\$250,000.00	\$221,325.00	\$219,307.25	\$2,017.75
5027010	Inactive	Submit invoice to District by 08/21/2017	working with CT to shift construction savings to CE. Package to go out week of 8/14/17	04924820L	BRLS	4	SON	Healdsburg	MTC	MTC	HEALDSBURG AVE. BRIDGE OVER THE RUSSIAN RIVER 20C0065, BRIDGE REHABILITATION	9/28/2016	7/8/2009	9/28/2016	9/28/2016	M240 , LICE , L1C0	\$17,966,546.00	\$15,173,157.00	\$14,536,496.73	\$636,660.27
5027013	Inactive	Records indicate project is in Final Voucher. District to contact Final Voucher Unit to check status of project closure.	final voucher and expenditure approved in 2016.	04925407L	CML	4	SON	Healdsburg	MTC	MTC	HEALDSBURG FOSS CREEK, BIKE AND PED PATHWAY	9/20/2016	4/17/2009	9/20/2016	9/20/2016	L400 , L23E , H660	\$2,485,329.00	\$2,254,910.00	\$1,477,373.22	\$777,536.78
5027018	Inactive	Carry over project. Provide status update to DLAE immediately.	Package submitted week of 8/14/17	0414000173L	STPL	4	SON	Healdsburg	MTC	MTC	TERRACE BLVD, LUPINE RD, POWELL AVE, PORDON LN, BIANCA LN., ROAD REHABILITATION	6/16/2016	6/11/2015	6/16/2016	6/16/2016	M24E	\$318,000.00	\$250,000.00	\$176,209.83	\$73,790.17
5028072	Inactive	Invoice returned to agency. Resubmit to District by 8/21/2017	KN says rec'd invoice 8/14/17 but wont get to review until next week.	0414000295L	CML	4	SON	Santa Rosa	MTC	MTC	THIRD ST BETWEEN MORGAN AND B ST. PEDESTRIAN IMPROVEMENTS	7/12/2016	2/7/2014	7/12/2016	7/12/2016	M003	\$727,118.00	\$643,120.00	\$125,973.12	\$517,146.88
5028075	Inactive	Invoice under review by Caltrans. Monitor for progress.	KN says signed final invoice 8/16/17	0415000079L	STPL	4	SON	Santa Rosa	MTC	MTC	ROSELAND AREA/ SEBASTOPOL ROAD, DEVELOP A SPECIFIC PLAN FOR LAND USE AND TRANSPORT	9/20/2016	9/16/2014	9/20/2016	9/20/2016	M240	\$731,000.00	\$647,000.00	\$600,772.44	\$46,227.56
5123015	Inactive	Submit invoice to District by 08/21/2017	Project completed. Final invoice and expenditure report filed?	0414000170L	STPL	4	SON	Sebastopol	MTC	MTC	KEATING AVENUE FROM NORTH MAIN STREET TO PITT AVENUE, REHABILITATE ROADWAY (TC)	9/13/2016	3/26/2015	9/13/2016	9/13/2016	M23E	\$249,392.00	\$249,392.00	\$166,262.07	\$83,129.93
5379020	Inactive	Carry over project. Provide status update to DLAE immediately.	Final invoice and expenditure report sent to DLAE on 8/11/17	0414000165L	STPL	4	SON	Rohnert Park	MTC	MTC	ROHNERT PARK EXPRESSWAY FROM STATE FARM DRIVE TO SNYDER LANE, ROAD REHABILITATION	6/14/2016	3/26/2015	6/14/2016	6/14/2016	M23E	\$2,062,266.00	\$1,103,000.00	\$14,901.93	\$1,088,098.07
5379021	Inactive	Carry over project. Provide status update to DLAE immediately.	1st billing sent by mail to DLAE on 8/4/17. e-copy Rec'd by DLAE 8/7/17; will continue processing when hc arrives.	0415000181L	CML	4	SON	Rohnert Park	MTC	MTC	IN ROHNERT PARK: COMMERCE & COPELAND CREEK, COMMERCE & ENTERPRISE, MID BLOCK CROSSING OF HUNTER & COMMERCE, ENTERPRISE & HUNTER, SEED FARM & ENTERPRISE, COPELAND CREEK & STATE FARM, SEED FARM & COPELAND CK, AND CITY CENTER/PLAZA INSTALL PEDESTRIAN AND BIKE FACILITY IMPROVEMENTS (TC)	6/24/2016	6/24/2016		6/24/2016	2003	\$500,000.00	\$500,000.00	\$0.00	\$500,000.00
5472017	Inactive	Carry over project. Invoice rejected. Contact DLAE.	revisions sent to DLAE and accepted via email as of 8/15/17. Invoice to be processed.	0413000090L	RPSTPLE	4	SON	Windsor	MTC	MTC	OLD REDWOOD HWY: WINDSOR RIVER RD/CONDE LN TO 4TH ST, PEDESTRIAN AND BIKE PATH	1/28/2015	4/17/2013	1/28/2015	1/28/2015	M302 , M240 , L22E	\$1,331,854.00	\$609,000.00	\$417,397.62	\$191,602.38
5472018	Future	Invoice returned to agency. Resubmit to District by 11/20/2017		0414000168L	CML	4	SON	Windsor	MTC	MTC	INTERSECTION OF JAGUAR WAY AND WINDSOR ROAD INSTALL TRAFFIC SIGNAL, CONSTRUCT 800' BIKELANES	12/13/2016	3/14/2014	12/13/2016	12/13/2016	M003	\$1,677,307.00	\$630,000.00	\$350,696.17	\$279,303.83
5472019	Future	Submit invoice to District by 11/20/2017		0415000193L	CML	4	SON	Windsor	MTC	MTC	CONDE LN/ JOHNSON STREET PEDESTRIAN IMPROVEMENTS	12/23/2016	12/23/2016	12/23/2016	2003	\$576,233.00	\$432,000.00	\$0.00	\$432,000.00	
6364010	Inactive	Records indicate project is in Final Voucher. District to contact Final Voucher Unit to check status of project closure.		04925898L	CML	4	SON	Sonoma County Transportation Authority	MTC	MTC	SONOMA, MARIN, AND CONTRA COSTA COUNTIES., APPLY DYNAMIC RIDESHARING TECHNOLOGY (TC)	2/12/2016	2/22/2011	2/12/2016	2/12/2016	M400 , L40E	\$2,407,000.00	\$2,375,000.00	\$2,348,416.56	\$26,583.44

Color Key

	Project is inactive for more than 12 months and is carried over from last quarter inactive project list.
	Invoice / Final invoice is under review
	Project is in final voucher process. District can contact final voucher unit to verify and get an update.
	Invoice is returned and agency needs to contact DLAE to resubmit the invoice.
	Invoice Overdue. Agency needs to provide justification to DLAE.

\$122,723,181.31
21%

Staff Report

To: Planning Advisory Committee
From: Chris Barney, Senior Transportation Planner
Item: SB743 Implementation – Draft VMT map
Date: June 15, 2017

Issue:

A number of tools are available which can be used to help evaluate VMT impacts at various levels of geography. These tools may be useful for estimating VMT impacts, quick screening to determine if a project is located in a high or low VMT area, and setting VMT thresholds of significance as required by SB 743.

Background:

Senate Bill 743 will require lead agencies to replace level of service (LOS) estimates with vehicle miles of travel (VMT) estimates when evaluating transportation impacts in CEQA.

A number of datasets and data viewers are available which could be used to help assess VMT impacts of projects and could be useful for setting thresholds of significance. Development projects that are expected to generate automobile VMT greater than 15% below existing city-wide or regional values for similar land use types may impose a significant impact according to the Office of Planning and Research (OPR) draft SB743 guidance. OPR has indicated that lead agencies may use maps identifying areas that generate below threshold VMT to screen residential and office projects which may or may not require a detailed VMT analysis. The justification for this is based on the assumption that new residential and office projects that locate in areas that currently generate low VMT and that are similar to existing uses in that area will also generate low VMT. Draft guidance states that travel demand model or travel survey data can be used to generate maps that identify areas that generate VMT below accepted thresholds. Per capita or per employee measures limited to household VMT are recommended by current draft guidance.

Caltrans California Statewide Travel Demand Model (CSTDm) VMT estimates:

Caltrans has posted a web map traffic analysis zone viewer which can be used in conjunction with CSTDm VMT, trip length, and population estimates to estimate project location average VMT. CSTDm TAZs are quite large in Sonoma County so the level of detail provided by these resources are generalized. This viewer and model data can be accessed here:

<http://www.dot.ca.gov/hq/tpp/offices/omsp/SB743.html>

Metropolitan Transportation Commission Travel Model One Bay Area Regional VMT estimates:

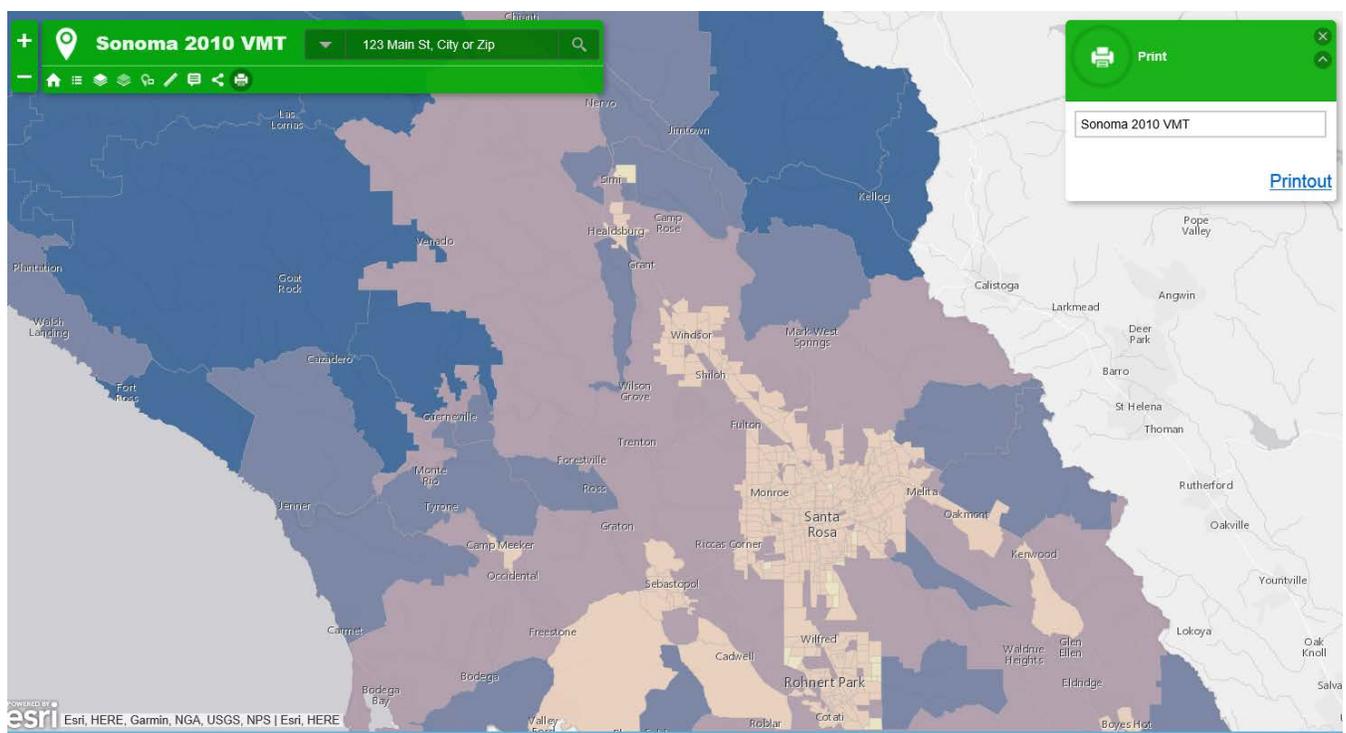
MTC has generated an online map providing estimates of per capita VMT generated by the regional MTC travel model. The map legend provides a summary of regional average per capita VMT for each scenario year. This online map can be accessed online here:

<http://www.arcgis.com/apps/OnePane/basicviewer/index.html?appid=d16904ee97dc4c589897cd2b9b573089>

Sonoma County Transportation Authority - Sonoma County Travel Model Countywide VMT estimates:

SCTA has developed an online map providing estimates of VMT per person trip, total VMT, vehicle and person trips, and average trip length in miles as exported by the countywide Sonoma County Travel Model. Staff is investigating providing household only per-capita and per-employee VMT in a similar format. SCTM VMT estimates are available for more detailed geographic locations and include more detail than CSTDM and MTC model estimates of VMT and provide more detailed estimates of local road VMT. The draft SCTM VMT viewer can be accessed online at the following location:

<http://arcg.is/2s5XTBm>



Policy Impacts: VMT estimates summarized by the tools listed in this report could help with SB 743 implementation.

Fiscal Impacts: No fiscal impacts at this time.

Staff Recommendation: Provide feedback on draft SCTA – SCTM VMT map.

Staff Report

To: Technical Advisory Committee

From: Chris Barney, Senior Transportation Planner

Item: Sonoma County Travel Model – Update to Administrative and Operational Travel Demand Modeling Guidelines

Date: August 24, 2017

Issue: The Administrative and Operational Travel Demand Modeling Guidelines identifies and describes the policies, procedures, and protocols that are used to guide SCTA’s travel demand modeling program.

Background:

SCTA operates and maintains the Sonoma County Travel Model (SCTM) which is used to support SCTA’s transportation planning activities and to provide analytic and modeling support to the Authority’s member organizations. SCTA’s Administrative and Operational Travel Demand Modeling Guidelines are used by staff to guide the operation, maintenance, improvement, and administration of the SCTM. This document identifies:

- Modeling Goals and Objectives
- Program Products and Services
- Modeling Priorities
- Scope of the Modeling Program
- Intended Use of the Travel Model
- Model Maintenance and Improvement
- Data Dissemination
- Model Validation and Reasonableness Checking
- Modeling Program Evaluation

Policy Impacts: This document is used to guide how the travel model is used, updated, and maintained and outlines how the model shall be used to support SCTA and local planning and project delivery efforts.

Fiscal Impacts: None at this time.

Staff Recommendation: Consider approving or recommending revisions to the Draft Administrative and Operational Travel Demand Modeling Guidelines. Consider providing feedback on the Travel Model Data Request Form.

Administrative and Operational Travel Demand Modeling Guidelines

DRAFT

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Santa Rosa, CA 95401
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August 17, 2017

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Introduction

These guidelines identify and describe the policies, procedures, and protocols guiding the Sonoma County Transportation Authority's (SCTA) Travel Demand Modeling (TDM) program and are intended to ensure that the Authority's governing board, and all of its member agencies support and are aware of these policies, procedures, and protocols. This document outlines the benefits of the modeling program and the products and services that are available through the program. Guidance is provided on how different organizations can access these products and services.

Program Administration

Travel demand modeling is an important transportation planning in Sonoma County. Most transportation projects and development projects that are proposed, designed, or built, require an analysis of the potential impacts the project may have on local and regional transportation systems. Travel demand modeling is often used to quantify these impacts. In the past SCTA and local jurisdictions have relied on outside contractors to run travel demand models and to perform travel demand analysis. The program has been configured to bring the maintenance and operation of the travel model in-house. Routine model analysis and maintenance is performed by SCTA staff with outside consultants providing additional modeling support when necessary. By maintaining a countywide model in-house, SCTA is able to provide local control over the modeling process, and is better able to provide customized analysis for SCTA's planning activities and for member organizations. Supporting a local modeling program also ensures that the authority has in-house technical modeling expertise and allows SCTA's member organizations to exercise more control over the modeling process. Local engineering and planning staff are able to participate in model development, improvement and application by participating in modeling discussions at SCTA advisory committees (the Technical Advisory and Planning Advisory Committees primarily), or by working directly with SCTA modeling and technical staff.

The following sections identify important administrative components of the modeling program including the program's guidelines and policies:

A. Modeling Goals and Objectives

SCTA's modeling program supports the authority's planning and programming functions as laid out by SCTA's mission statement:

"As a collaborative agency of the cities and County of Sonoma, we work together to maintain and improve our transportation network. We do so by prioritizing, coordinating, and maximizing the funding available to us and providing comprehensive, countywide planning. Our deliberations and

decisions recognize the diverse needs within our county and the environmental and economic aspects of transportation planning."

The modeling program will help the Authority fulfill its mission by analyzing the transportation impacts of future growth, analyzing the impact of regional projects that affect local jurisdictions, provide a modeling framework that allows staff to analyze alternative modes of transport, and by providing local modeling expertise and control over the maintenance, improvement, and operation of the travel model.

The modeling program provides modeling support, data, and analysis that may be useful to the authority's member organizations, other public and private organizations, and the public at large.

B. Authority Planning Goals

SCTA's planning goals are outlined in chapter 4 of the 2016 Comprehensive Transportation Plan (CTP). The travel demand model allows the authority to evaluate how different actions including project implementation and policy approaches can help SCTA achieve CTP goals. CTP Chapter 6 – Evaluating Plan Performance provides an overview of this process.

C. Products and Services

The data and analysis provided by SCTA's modeling program are used to support local and regional transportation planning and project development activities. Local agencies, their consultants, and the public often request model data or specialized analysis to support their planning and capital improvement activities or for informational purposes.

In order to meet the majority of this demand, SCTA provides baseline model run data and associated modeling input data upon request. It is important to consider that travel demand model data in general and SCTM projections in particular have limitations and should be used to predict trends and provide a generalized idea about impacts and travel changes. Geographically, the SCTM is focused on the HWY 101 corridor and urbanized areas and the quality of the model output decreases as one moves away from these locations. The model is intended to allow analysis of traffic impacts for projects and/or issues that impact a number of different jurisdictions, or to analyze impacts within cities that have regional significance. The model was not designed to perform detailed traffic studies for more local projects, though the countywide model data is often used as a starting point for these types of analysis. Disclaimers explaining these limitations and discussing the intended uses of the provided data are provided when the data is delivered to the requesting party.

Unprocessed data that has been developed or provided by other organizations will not be provided without the explicit permission of that organization and staff will refer data requestors to the providing or developing organization unless previous agreements or arrangements have been made for SCTA to distribute this information to requesting parties.

D. Modeling Priorities

The following list of modeling priorities was assembled in conjunction with SCTA's modeling subcommittee and advisory committees. These priorities should be re-evaluated on an ongoing basis and revised as necessary.

Tasks have not been prioritized individually but have been divided into work task groupings that will be addressed by staff in the short, mid, and long term. Short-term tasks are not necessarily more important than long-term tasks and vice versa.

Short-term or ongoing tasks:

- Providing baseline (2015) and projected year (2040) model projections in easily usable formats (Excel and GIS formats),
- Updating current land use data and evaluating projection year (2040) data for possible update and changes based on new information,
- Maintaining and updating general plan buildout model estimates,
- Tracking local pending and improved development and ensuring that these projects are reflected in model forecasts,
- Filling holes in the current land use dataset,
- Improving the quality of current land use data,
- Identify and address weaknesses in the current modeling system

Mid-term tasks:

- Analyzing travel demand impacts of Measure M projects (CTP analysis)
- Analyzing travel demand impacts of projects of regional significance (CTP analysis)
- Providing modeling support for the development of regional mitigation fees
- Improving modeling capability to analyze alternative modes
- Improving model capabilities for analyzing tourism, visitor, and special event travel.
- Developing methods for analyzing travel demand impacts of special events on a regional scale
- Developing non-peak hour and weekend modeling methodology and data-sets

Long-term tasks:

- Preparing specialized data products or evaluating non-Measure M projects
- Shift to activity based modeling framework
- Expand geographic coverage of travel model beyond county boundary

E. Scope of the Program

The Sonoma County Travel Model was developed with a focus on the HWY 101 corridor and the larger regional transportation system. Efforts have been made to provide more detail in other parts of the county by incorporating local travel models into the countywide model, but the program's primary focus remains on countywide regional travel demand impacts and supporting SCTA's long range regional transportation planning efforts.

SCTA staff has regularly worked with a number of jurisdictions and their consultants in an effort to provide them with the modeling data they request in the course of preparing environmental review documents. In this process, SCTA staff has been faced with the challenge of trying to fill all data requests, big and small. Although it is relatively straightforward to disseminate data from already completed model runs, it can require a significant amount of staff time to fill data requests that require any modification to the baseline data, and in many cases, the needs of a particular data user usually requires some modification to existing model inputs and/or outputs.

In order to clearly define the work scope of the modeling program, SCTA staff makes the following policy recommendations:

1. The long-range planning priorities of the SCTA shall dictate how the model will be re-configured/improved over time;
2. Work to incorporate new land use updates/revisions and network modifications shall be the primary maintenance function of the program;
3. Making updated data readily available to SCTA member agencies and their designates shall be the primary dissemination function of the program; and
4. Any work requiring additional manipulation of the baseline updates described in the first three points shall be handled on a case-by-case basis and may require the data user to pay market rate for the additional services being requested out of the program or enter into a formal agreement allowing the user to obtain a copy of the model for use outside the program.
5. Those requesting model data, scripts, or reports shall complete and submit a "SCTM Data Request" form to SCTA staff identifying the

requesting individual/ organization, data/files requested, and data purpose. SEE ATTACHMENT A.

6. Any changes or improvements to model files, inputs, or reports will be submitted to SCTA staff for possible inclusion in the countywide model.

F. Coordination with other Modeling Efforts

SCTA staff will compare SCTM output, assumptions, and methodology with regional, county, and jurisdictional travel demand models in the San Francisco Bay Area region. Efforts will be made to coordinate modeling efforts within Sonoma County with other existing regional and local models where possible. Staff will attend regional travel demand modeling workshops and user group meetings to stay informed on regional model developments, and will keep up to date on any local modeling efforts being undertaken by Sonoma County cities.

Technical and Operational Policies

SCTA staff's travel demand modeling efforts have focused predominately on data input and model improvement and modification. STCM model inputs are maintained in geographic information system (GIS) databases, which can be seamlessly displayed and combined with existing GIS data maintained by staff and local jurisdictions. In previous versions of the SCTM, the model inputs and outputs were created without any geographic orientation and were maintained in proprietary formats which made export and display unwieldy and difficult. The transfer of model inputs and outputs into a GIS based database system has streamline the data maintenance and data sharing processes, allowing all model inputs to be maintained in one system that is easy to use, and that most local staff and their consultants are able to access and extract easily.

Staff focuses on the following technical modeling issues in consultation with SCTA advisory committees (primarily the PAC and TAC):

A. Ongoing maintenance

One of the most important parts of the modeling program is the collection, storage, and updating of the input data that is used to run the travel demand model. The quality of the model projections are only as good as the input data that is being used to run the model, so as input demographic, land use, and transportation network data improve, model projections will also be more reliable. Staff will continue to monitor and incorporate demographic, development, and project completion data available from local jurisdictions, regional, state, and federal agencies, and other data sources to ensure that model inputs are current, accurate, and reflect current land use and travel conditions and travel behavioral trends.

B. Transportation System (Network) Updates

Model representation of important regional roadways and transit corridors are a key input to the travel demand model. The regional transportation system is represented by simplified networks, and are coded with information regarding road capacity, average speed, directional travel, headways for transit, and facility location. It is important that this information accurately represent the current state of the transportation system and that the future projected transportation network be a good representation of what will be built in the future. Staff continues to monitor changes in Sonoma County's transportation network and makes changes as necessary to ensure that representations of the existing and future transportation system are accurate. Future network additions are focused on Measure M projects, Caltrans projects, and local projects with significant regional importance and are consistent with the Metropolitan Transportation Commission's regional travel demand model (Travel Model One).

C. Land Use Data Updates

A challenging aspect of managing the modeling program is tracking housing and job growth as they occur throughout the county. Historically updates to the travel model land use inputs have coincided with the Comprehensive Transportation Plan (CTP) update schedule. CTP updates generally occur on a four-year cycle. These major CTP updates have been supplemented by intermittent updates as requested by local jurisdictions which are associated with project level analysis or local planning efforts. Staff recommends continuing to maintain the major model update schedule associated with the CTP update and is working with local jurisdictions to develop a countywide permitted and pending development database which will be used to ensure that model land use assumptions are consistent with local planning activities and development trends. Staff uses a universal data collection and reporting methodology in order to ensure that development and housing and job growth data provided by different organizations is consistent.

D. Data dissemination

As discussed earlier in this document, modeling data will be made available upon request including GIS and Excel versions of: input land use data for base (2015) and projected year (2040), model network outlining transportation system assumptions, travel demand projections by TAZ and network section, and other standard model reports summarizing VMT, delay, travel times, and other transportation metrics.

Those requesting model data will be asked to submit a formal data request form which identifies the requesting individual/ organization, data/files requested, and intended use (see Attachment A).

E. Model modification and improvement

Over time a number of local travel models have been incorporated into the SCTM. Detail from the Santa Rosa, Rohnert Park, Windsor, and Petaluma travel demand models has been incorporated into the countywide model.

Functional and technical improvements are routinely made to the model as necessary when time and resources allow. Improvements include changes and increases to model TAZs, network changes, additions or changes to model land use categories and trip generation formulas, improved reporting and visualization functionality, and coding efficiency changes. These structural changes and model improvements are undertaken when they are able to improve the quality and usability of the products produced by the modeling program.

F. Training

New modeling techniques, software, and GIS capabilities should be incorporated into the modeling program when they will improve the quality of the output, and/or make it easier to provide to SCTA's member organizations, their consultants, or the public where necessary. SCTA staff regularly participates in regional, statewide, and national technical modeling training programs and information exchange networks in order to keep up with recent developments and trends in travel demand modeling. Staff is also available to provide information on and provide training to local staff on the SCTM, travel modeling, and technical data analysis.

G. Model Validation

The model needs to be able to replicate observed conditions before being used to produce future-year forecasts. The Model Validation and Reasonableness Checking Manual published by the U.S. Department of Transportation (Federal Highways Administration – FHWA) provides guidance on how to validate and perform reasonableness checks on travel demand models. SCTA bases its model validation procedure on the recommendations provided in this document.

Model validation is performed in conjunction with model updates that are performed in conjunction with updates to SCTA's Comprehensive Transportation Plan. The services of independent consultants familiar with travel demand models and model validation are retained to assist staff with model validation.

Staff uses the following methods to validate the travel model:

1. Check countywide vehicle miles traveled and trips per person rates against typical values provided by FHWA and values reported by MTC and other counties for reasonableness.
2. Compare predicted or modeled link volumes to ground traffic count volumes using available traffic counts. Peak hour traffic count data is obtained from Caltrans and local jurisdictions. Link volume comparisons should be scattered across the countywide transportation system where ground counts are available, and should cover high and lower volume transportation system links. Staff generates a list and map of network/transportation system links and available ground count locations in an effort to determine if steps should be taken to collect additional ground counts in locations where data is unavailable.
3. Predicted/modeled link volumes should be within the deviation ranges to ground count volumes recommended by FHWA. Higher functional class links (freeways and principal arterials), which normally carry larger travel volumes (10,000 Annual Daily Traffic (ADT) and above), are recommended to be within 7% deviation of ground counts, and lower functional class links (collectors or roads with volumes of 5,000 ADT and below) to be within 25% deviation of ground counts.
4. Check future trip generation, distribution, and link volume for reasonableness by comparing model results to regional and statewide model results, comparison to transportation trends, and consultation with the SCTA advisory committees.
5. Compare predicted or modeled mode split rider ship counts to existing transit rider ship counts and historical/observed mode split rates.
6. Land use audits – Model land use inputs are reviewed using visual and tabular representations of this data. Outliers and gaps are identified and corrected as necessary. Draft model run results are also used to identify possible errors or omissions in land use inputs.
7. Transportation network audits - Model networks are reviewed various visual representations and tabular versions of input transportation network data. Draft model run results will often quickly highlight any errors or omissions in model transportation networks.
8. Dynamic validation/Sensitivity Testing – Dynamic validation tests the model's ability to respond reasonably to changes in inputs. Changes to land use, road network, transit service, travel costs, and policy are tested as part of the SCTM dynamic validation process.

Program Evaluation

In order to ensure the long-term viability of the program, it is critical that the program be periodically re-evaluated. Staff will work with SCTA advisory committees to evaluate model performance and to recommend changes to the modeling program or its associated policies periodically.

From an administrative standpoint, the following questions can be used to assess the program:

1. Is the SCTM being primarily used to support the planning priorities of the SCTA?
2. Is the SCTM being adequately maintained and does it accurately represent current and expected countywide travel?
3. Are the data products and analytical services available through the program sufficient for SCTA and local planning needs?
4. Is there a significant unmet data need that would warrant changes to the model, model focus, or data products available through the modeling program?

From a technical/operational standpoint, the following performance criteria can be used to evaluate the adequacy of the modeling program:

1. Can the existing structure and functionality of the SCTM be used to adequately support the long-range planning priorities of the SCTA?
2. Are existing land use updating procedures and protocol in place and working?
3. Is there a significant deficiency in model outputs that would warrant a major re-configuration of the existing SCTM structure?

Staff will routinely review the status of the modeling program and will address any deficiencies as resources allow. Staff will also conduct a comprehensive review of program operations and model performance during each major model update and will make recommendations for addressing possible deficiencies. Staff will work with SCTA advisory committees to perform this comprehensive program review as part of the CTP update cycle.

Sonoma County Transportation Authority
Travel Model Data Request Form

Firm/Organization: _____

Requested by: _____

Address: Street: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____

Project/Application: _____

Detailed description of requested data/files (include formats, model run years, etc.):

Purpose/Use of requested data:

I understand and agree to the following terms related to the use of the request data/files:

Travel model files prepared by SCTA including the associated input and output files, were developed for use by SCTA for countywide planning purposes. The appropriate use of such data in other planning programs and studies must be determined entirely by the planners and analysts of the firm or agency undertaking such projects. SCTA makes no warranties, expressed or implied, of the appropriateness or accuracy of any results or opinions derived from any project not conducted or sponsored by SCTA utilizing SCTA's technical data. SCTA welcomes verifiable modifications that would enhance the integrity of the modeling process or input/output files. Please provide a detailed list of any model file modifications and a justification for any modifications to SCTA staff at the conclusion of this project.

Signed: _____ **Date:** _____

Mail, Email, or Fax to: SCTA
Attn: Chris Barney, Transportation Planner
490 Mendocino Ave., Suite 206
(707)565-5373
cbarney@sctainfo.org
fax: (707) 565-5370

