



Sonoma County Transportation Authority
Regional Climate Protection Authority

Technical Advisory Committee

MEETING AGENDA SCTA Headquarters Office

September 28, 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, August 24, 2017*
4. Measure M **DISCUSSION / ACTION**
 - 4.1. Measure M Invoicing/Obligation Status*
 - 4.2. Measure M Annual Reporting Letter Status Update*
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
List of Projects due to CTC on October 16, 2017
 - 5.2a Department of Finance SB-1 Maintenance of Effort letters sent to local jurisdictions
 - 5.2b Local Streets and Roads Revenue Estimates for FY16/17, 17/18 and 18/19 (May11, 2017)*
<http://californiacityfinance.com/LSR1704.pdf>
 - 5.3 Caltrans Update of Corridor System Management Plan (CSMP) for U.S. 101*
6. Sonoma County Travel Model Administrative Guidelines – Final Revision
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 **October 9th, 2017**
The next **TAC** meeting will be held **October 26, 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	February	March	April	May	July	August	September
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 be held in early December.

TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Meeting Minutes of August 24, 2017

ITEM

1. Introductions

Meeting called to order by Chair Larry Zimmer at 1:33 p.m.

Committee Members: Larry Zimmer, City of Petaluma; Alejandro Perez, Town of Windsor; Eydie Tacata, City of Rohnert Park; Susan Klassen, Sonoma County Transportation and Public Works; Eric Jansen, City of Cloverdale; Katherine wall, City of Sonoma; Mario Landeros, City of Healdsburg; Stuart Hayre, Town of Windsor; Henry Mikus, City of Sebastopol; Nancy Adams, City of Santa Rosa; Anthony Taylor, Sonoma County Department of Health Services; Craig Scott, City of Cotati.

Staff: Suzanne Smith; Seana Gause; James Cameron; Chris Barney; Drew Nichols.

2. Public Comment

N/A

3. Approval of Minutes, July 27, 2017*

Approved as submitted.

4. Measure M - DISCUSSION / ACTION

4.1. Measure M Invoicing/Obligation Status*

The project list was described to the committee.

4.2. Potential Measure M Extension/Renewal:

James Cameron spoke on the Maintenance of Effort following the discussion from the July meeting. Based on the discussion, Mr. Cameron focused attention on a sentence for the potential policy, stating “To establish compliance, each year the adjusted three year baseline average will be compared to the three year average of the current year and two most recent fiscal years before the current year.” This policy aims to eliminate the peaks and valleys.

Staff is requesting the committee to go through the comments received from each jurisdiction and

determine which ones to utilize in the future. The goal is to form a recommendation supported by the committee. The MOE policy aims to be similar to the policy of SB1 that will use more current FY as the baseline. This would address the CAC concerns and allow SCTA to refine as SB1 polices are sorted.

The SB-1 MOE needs more implementation guidance from the State Controller’s Office (SCO) before moving forward with a Measure M Reauthorization Policy. The SCTA Board Meeting agenda item on the Measure M Reauthorization is tentatively scheduled for October or November, which will likely dictate the schedule for moving forward. The TAC will revisit the Draft Policy in the future and address comments about:

1. Strong language for the CAC and Public
2. Clarity on SB-1 MOE implementation guidance from the State Controller’s Office (SCO)
3. Aggregate Countywide Total for Compliance
4. Clarify Penalty
5. Evaluate Construction Index vs other historical index
6. PCI value of 70 for compliance

Katherine Wall recalled a recent webinar, and told the committee the State Controller will reach out to the jurisdictions.

Nancy Adams stressed the importance of consistency in these policies.

Susan Klassen noted the interest to keep the consistency in reporting efforts. The three-year average is a good compromise; however, Ms. Klassen expressed concerns on adjusting for the construction cost index rather than general fund growth.



The committee discussed the aggregate policy, penalties, and construction issues. The conversation focused on indexing.

As the discussions with the Measure M reauthorization with the Board of Directors begins, and depending how the discussion goes, will likely influence the timeline in drafting the expenditure plan and MOE.

Staff recommendation was moved by Susan Klassen, seconded by Nancy Adams and unanimously approved.

4.3. Measure M Annual Reporting Reminder:
*Annual Reporting for all programs due on **September 15, 2017 COB***

All Measure M funding recipients are required to report on their projects annually. The reporting status is expected to be reported to the Board of Directors in October.

5. Regional Information Update DISCUSSION / ACTION

5.1 Regional Information Items*

The federal government is wanting to keep inactive obligations at 5%; currently the obligations are at 9%. Seana Gause urged the committee to submit all invoices that have not been previously submitted to avoid deobligations/loss of funds.

5.2. SB-1 Local Streets and Roads Funding Reporting Guidelines Approved:

Seana Gause described to the committee that the list of projects, which is required with the SB1 funds, is due to the California Transportation Commission by October 16th. The following year, jurisdictions will need to report out on the projects on October 1st, 2018.

Presently, the list identifies the list of projects; the following year, provide a list projects and to as well report out what was done with the SB1 funds.

7. SB743/Model Admin Guidelines - DISCUSSION

Chris Barney announced the final guidance from OPR has not been issued. As a brief update, OPR indicated that cities look at city average when comparing project to average VMT rates. The two-year grace period will be in effect one the guidance is published.

There will be chance to comment on the guidance when it gets to the natural resource dept.

A series of maps was displayed to the committee.

The first map, produced by Caltrans, describes VMT per capita using large California Statewide Travel Model traffic analysis zones. Second, a tool developed by MTC provides a look at VMT in a three-year period using MTC TAZs, and third, one developed by SCTA – uses smaller SCTM zones and provides more detail for each jurisdiction.

Anthony Taylor inquired on the source of data used in the model.

Mr. Barney responded the data is provided by local jurisdictions and describes the population, employment and is used to estimate VMT and other travel metrics. The model is updated every five years.

SCTA operates and maintains the county wide travel model. Mr. Barney described an interest to update the travel model guidelines. The last update was in 2006.

The model is a tool used to support SCTA's planning and programming activities, and can also be used by local jurisdictions as well. The model estimates how individuals are driving (single occupancy vehicle, carpool, etc.), where these drivers are going, the time in which they're driving (peak, off-peak), and the reason they're travelling (commute, school, other travel).

The administrative and operational guidelines outline SCTA's modeling program objectives of maintaining the countywide model, coordinating with regional planning staff on modeling and analysis, analyzing the CTP and SCTA project performance, providing forecasts of existing and future travel, and supporting local jurisdictions planning and public works activities.

The model does not provide information on weekend travelling or for special events.

Modeling program midterm priorities are geared towards analyzing alternative scenarios in the CTP or as requested by jurisdictions. SCTA will be working with Permit Sonoma to enhance the model to study weekend and tourist traveling trends.

The long term modeling program goals aim to expand the geographic model – currently the boundary stays within the Sonoma County lines; as well, as improving model capabilities to model alternative transportation, such as transit, bicycling, and walking.

Standard modeling data are available upon request. SCTA staff works with local jurisdictions, consultants, and the public on other customized model applications.

Staff is requesting feedback and comments on the updated guidelines. It is anticipated to take the updated guidelines to the Board in Oct/Nov.

The admin guideline is currently under review through the committees, and comments/recommendation are requested by September 15.

8. Rail Update - DISCUSSION

SMART service will begin on August 25th.

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

The Fulton Road amendment will be considered, updates on SB1 and RM3 will be discussed, and the Department of Health Services will present on Safe Routes to School, as SCTA will assume responsibility of the program.

10. Other Business / Comments / Announcements - DISCUSSION

N/A

11. Adjourn ACTION

The meeting adjourned at 2:33 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		\$800,000	R/W
Santa Rosa	Hearn Avenue (Phase 3)	LSP		\$1,000,000	\$1,000,000	7/10/17	8/24/17	\$1,797,909	PSE
Santa Rosa	Fulton Road Improvements	LSP	\$0	\$1,000,000	\$1,000,000	9/11/17			PSE
Santa Rosa	Fulton Road Improvements	LSP	\$0	\$200,000	\$200,000	9/11/17	5/24/17		R/W SUP
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				Programmed in 16/17; Not appropriated
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	\$300,000	7/10/17	7/6/17	\$320,025	
SCBC	BTW (SCBC)	Bike/Ped	-\$8,697	\$12,000	\$15,000	7/10/17	7/6/17	\$6,303	Need to deobligate \$3K; only \$12K prog'd
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 approved for Advanced Funding
SMART	NWPRR	Bike/Ped	\$414,896	\$0	\$0		7/10/17	\$552,337	(PSE=\$386,695.77); (PAED=\$165,640.96)
				\$4,005,000	\$515,000			\$4,744,972	<i>total remaining</i>

[REDACTED] 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.

Bike Ped Remaining

LSP Remaining

Staff Report

To: Sonoma County Transportation Authority – Technical Advisory Committee

From: Seana L. S. Gause, Senior – Programming and Projects

Item: Status of Measure M annual reporting letters

Date: September 28, 2017

Issue:

What is the status of the annual reporting for expenditures of Measure M funds FY16/17?

Background:

The Traffic Relief Act of Sonoma County requires that agencies receiving Measure M funds report on how those funds were spent in a given fiscal year. Reporting letters are due on September 15 of each year, reporting on the previous fiscal year. This requirement is outlined in the 2017 Strategic Plan, Policy 4.12. Reporting letters are required for the following programs:

- Transit/Rail (LBT/Rail)
- Local Streets Rehabilitation (LSR)
- Local Streets Projects (LSP)
- Bicycle/Pedestrian Projects (Bike/Ped)

If an agency fails to submit Measure M reporting letters by the deadline, the Strategic Plan states that the next fiscal year's allocation or reimbursements for expenditures (in the case of Local Streets or Bike/Ped Projects) may be withheld until the reporting letter is received. Upon the suggestion of the auditor, governing bodies of any Measure M recipients delinquent in submitting annual reporting letters may be notified in writing.

The LSR program allows cities to carry over funds for up to three years in order to amass funds for larger projects. The program also requires that if an agency has chosen to carry over funds from previous fiscal year's allocation, interest on the sum must be reported. Banked funds must be spent in the third year, or SCTA reserves the right to withhold the next year's allocation until the jurisdiction's balance is drawn down, as is outlined in the Strategic Plan, Policy 4.1. Several jurisdictions show a partial expenditure of funds, but are banking some portion of the balance for future expenditures.

All LSR reporting letters were received by the 9/15/17 deadline.

LBT program funds are distributed on a quarterly basis. All transit agencies receiving Measure M funding are required to submit an annual audit to accompany their reporting. Because the annual audits usually take some months to produce after the close of the fiscal year, they are not always complete by the reporting deadline of September 15, thus transit agencies are given until December 31 to submit the required audit. Reporting letters remain due on September 15. All transit agencies submitted their annual reporting letters.

All reporting letters for the LSP, Bike/Ped and Rail programs were submitted on time. This summary will also be provided to the SCTA Board of Directors.

Policy Impacts:

None, these procedures are consistent with the policy established in the Traffic Relief Act of Sonoma County, and the 2017 Strategic Plan.

Fiscal Impacts:

None

Staff Recommendation:

None, this is an information item only.

PMP Certification	Expired
September 20, 2017	Expiring within 60 days
	Certified

* "Last Major Inspection" is the basis for certification and is indicative of the date the field inspection was completed.

County	Jurisdiction	Last Major Inspection*	Certified	P-TAP Cycle	Certification Expiration Date
Santa Clara	Mountain View	9/30/2016	Yes	17	10/1/2018
Santa Clara	Palo Alto	12/31/2015	Yes	15	1/1/2018
Santa Clara	San Jose	10/31/2016	Yes	17	11/1/2018
Santa Clara	Santa Clara	9/30/2016	Yes	18	10/1/2018
Santa Clara	Santa Clara County*	12/31/2014	Yes	17	1/1/2018
Santa Clara	Saratoga	9/30/2016	Yes	17	10/1/2018
Santa Clara	Sunnyvale	1/31/2017	Yes	17	2/1/2019
Solano	Benicia	8/31/2014	Pending	18	4/30/2018
Solano	Dixon	9/30/2014	Pending	18	4/30/2018
Solano	Fairfield*	9/30/2014	Yes	15	10/1/2017
Solano	Rio Vista	10/31/2015	Pending	18	4/30/2018
Solano	Solano County	3/31/2017	Yes		4/1/2019
Solano	Suisun City	6/30/2016	Yes	17	7/1/2018
Solano	Vacaville	12/31/2015	Yes	16	1/1/2018
Solano	Vallejo	10/31/2015	Yes	16	11/1/2017
Sonoma	Cloverdale*	8/31/2014	No	15	9/1/2017
Sonoma	Cotati	8/31/2014	Pending	18	4/30/2018
Sonoma	Healdsburg	11/30/2015	Yes	16	12/1/2017
Sonoma	Petaluma	8/31/2015	Pending	18	4/30/2018
Sonoma	Rohnert Park	6/30/2015	Pending	18	4/30/2018
Sonoma	Santa Rosa	4/30/2016	Yes	16	5/1/2018
Sonoma	Sebastopol*	8/31/2014	No	15	9/1/2017
Sonoma	Sonoma	11/30/2015	Pending	18	4/30/2018
Sonoma	Sonoma County	11/30/2014	Pending	18	4/30/2018
Sonoma	Windsor	7/31/2015	Pending	18	4/30/2018

(*) Indicates One-Year Extension. Note: PTAP awardees are ineligible for a one-year extension during the cycle awarded.

(^) Indicates previous P-TAP awardee, but hasn't fulfilled requirement; must submit certification prior to updating to current P-TAP award status.

Note: Updated report is posted monthly to:

http://mtc.ca.gov/sites/default/files/PMP_Certification_Status_Listing.xlsx

**SB1 - Road Repair and Accountability Act of 2017 (RRAA)
Local Road Funding by Jurisdiction - May 11, 2017**

	FY/17/18 New \$	FY18/19 New \$	Total New \$ from SB1/RRAA
Cloverdale	49,862	\$ 149,577	\$ 179,328
Cotati	41,048	\$ 123,137	\$ 144,058
Healdsburg	66,100	\$ 198,290	\$ 234,848
Petaluma	341,124	\$ 1,023,313	\$ 1,227,545
Rohnert Park	237,321	\$ 711,921	\$ 860,951
Santa Rosa	992,535	\$ 2,977,431	\$ 3,575,012
Sebastopol	42,528	\$ 127,577	\$ 151,346
Sonoma	61,388	\$ 184,154	\$ 216,513
Windsor	152,728	\$ 458,156	\$ 535,949
County of Sonoma	3,132,111	\$ 9,395,782	\$ 11,551,397
Total	\$ 5,116,745	\$ 15,349,338	\$ 18,676,947

Source: <http://www.californiacityfinance.com/LSR1704.pdf>

Staff Report

To: Sonoma County Transportation Authority – Technical Advisory Committee
From: Seana L. S. Gause, Senior – Programming and Projects
Item: Caltrans Updated Corridor System Management Plan (CSMP) – 101 Corridor Project List
Date: September 28, 2017

Issue:

Caltrans has approached SCTA staff about updating the CSMP for the 101 Corridor. In coordination with pertinent agencies, staff has developed the attached updated list.

Background:

Caltrans is the agency tasked with long term planning of the state’s highways. As part of that responsibility, Caltrans maintains Corridor System Management Plans for specific travel corridors. Because the Marin Sonoma Narrows was identified as an example of a congested corridor in the recently passed Road Repair and Accountability Act (or SB-1), Caltrans has determined that the CSMP for the 101 corridor should be updated in anticipation of an application submittal for the Congested Corridors Program in February. At the request of Caltrans, SCTA staff has been working with local jurisdictions and agencies to provide detail into projects that would contribute to reducing congestion in the Marin-Sonoma Narrows on Highway 101 in order to update the CSMP. Staff has produced a list (attached) of projects that would contribute to a multi-modal approach to congestion relief along the corridor to be included in the CSMP.

The current CSMP can be found at:

<http://www.dot.ca.gov/dist4/systemplanning/docs/us-101-north-csmp.pdf>

Policy Impacts:

None

Fiscal Impacts:

None.

Staff Recommendation:

Staff recommends that the TAC review the attached list of projects that will be submitted to the SCTA Board for approval on November 13. Any comments on the list should be provided to SCTA staff by October 5th.

Sonoma County (Major Roads Intersecting 101: Highway 128, 116, 12)			
Between Novato (Marin County) and Petaluma (Sonoma County)	MRN-TBD SON TBD	Ramp Metering from Highway 37 to Old Redwood highway.	In Development / Under Study - Funding Required. Infrastructure installed.
Petaluma - Windsor		Corridor Landscaping	In Development / Under Study - Funding Required
SMART		SMART Multi-Use Path Petaluma to Cloverdale	In Development / Under Study - Funding Required
Petaluma		Petaluma Rivertrail-Under Crossing SMART and Hwy 101	In Development / Under Study - Funding Required
Petaluma		Hwy 101 Bike and Ped Overcrossing between Caulfield Lane Overcrossing and E. Washington St Interchange.	Enviromental - Completed Funding Required for Design and Construction
Petaluma		Petaluma – Sebastopol Multi Use Path	In Development / Under Study - Funding Required
Petaluma	SON-02	OLD REDWOOD HIGHWAY INTERCHANGE	Construction Complete
Petaluma-Hwy 116		Petaluma – Sebastopol Multi Use Path	In Development / Under Study - Funding Required
Sonoma County Between Petaluma and Cotati		Railroad Ave Interchange	In Development / Under Study - Funding Required
Rohnert Park / Petaluma	SON-03	OLD REDWOOD HIGHWAY IN PETALUMA TO ROHNERT PARK EXPRESSWAY	Construction Complete
Rohnert Park	SON-04	ROHNERT PARK EXPRESSWAY TO WILFRED AVENUE	Construction Complete
Santa Rosa / Rohnert Park	SON-05	WILFRED AVENUE TO HIGHWAY 12	Construction Complete
Santa Rosa		Rapid Bus route: Mendocino Avenue-Santa Rosa Avenue corridor parallel to Hwy 101, ITS infrastructure expansion	In Development / Under Study - Funding Required
Santa Rosa		US Highway 101/Hearn Avenue interchange	In Design - Estimated Start Construction: Spring 2021 Constrtuion funding required
Santa Rosa	SON-06	HIGHWAY 12 TO STEELE LANE/ STEELE LANE INTERCHANGE IMPROVEMENTS	Construction Complete
Santa Rosa		Hwy 101 Bike and Ped Overcrossing near SRJC	In Enviromental - Design funded, Funding Required Construction
Santa Rosa	SON-07	STEELE LANE TO WINDSOR RIVER ROAD	Construction Complete
Santa Rosa		Mendocino Ave/Hopper Interchange	In Development / Under Study - Funding Required
Sonoma County Between Santa Rosa and Windsor		River Road Interchange	In Development / Under Study - Funding Required
SMART		Extend Passanger Rail Service from Airport Blvd to Windsor	In Development / Under Study - Funding Required
Windsor		Shiloh Road Interchange	In Development / Under Study - Funding Required
SMART		Extend Passanger Rail Service from Windsor to Healdsburg	In Development / Under Study - Funding Required
Windsor		Hwy 101 Bike and Ped crossing Windsor Downtown	In Development / Under Study - Funding Required
Windsor		Arata Lane Interchange	In Development / Under Study - Funding Required
SMART		Extend Passanger Rail Service from Healdsburg to Cloverdale	In Development / Under Study - Funding Required
Healdsburg		Dry Creek Road Interchange	In Development / Under Study - Funding Required

Staff Report

To: TAC

From: Chris Barney, Senior Transportation Planner

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

Date: September 28, 2017

Issue:

The Administrative and Operational Travel Demand Modeling Guidelines identify and describe 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 outlines the goals and objectives, priorities, scope, products and services, maintenance, improvement, validation, and program evaluation strategies of the SCTA modeling program.

A draft update to these guidelines was provided to the PAC, TAC, and CAC for discussion and review in August of 2017. The final document has been revised based on feedback from these committees and staff level review.

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:

The final revisions to the Administrative and Operational Travel Demand Modeling Guidelines will be presented to SCTA in October for review and approval. Provide any comments on the document by September 27, 2017.

BOARD OF DIRECTORS AGENDA

October 9, 2017 – 2:30 p.m.

Sonoma County Permit & Resource Management Department
Planning Commission Hearing Room – 2550 Ventura Avenue, Santa Rosa, CA

1. **Call to order the meeting of the Sonoma County Transportation Authority (SCTA) and the Sonoma County Regional Climate Protection Authority (RCPA)**
2. **Public comment on items not on the regular agenda**
3. **Consent Calendar**
 - A. **SCTA/RCPA Concurrent Items**
 - 3.1. **Admin** – Minutes of the September 11, 2017 meeting (ACTION)*
 - B. **SCTA Items**
 - 3.2. **Measure M** – Highway 101, Marin Sonoma Narrows Caltrans Cooperative Agreement 4-2213-A7 (ACTION)*
 - 3.3. **Measure M** – Highway 101, MSN-B2 Phase 2, PS&E Contract Amendment 3 SCTA13008-A3 (ACTION)*
 - 3.4. **Measure M** Measure M reporting letter status report
 - C. **RCPA Items**
 - 3.5. **BayREN** – amendments for the Bay Area Regional Energy Network contracts with the Association of Bay Area Governments and with BKi, Inc. (ACTION)*
4. **Regular Calendar**
 - A. **RCPA Items**
 - 4.1. RCPA Projects and Planning
 - 4.1.1. **CA2020** – Resolution No. xx to decertify the Environmental Impact Report for the Climate Action 2020 and Beyond plan (ACTION)*
 - 4.1.2. **CA2020** – next steps for climate action planning, including commitment to local government goals and measures to reduce greenhouse gas emissions (ACTION)*
 - 4.1.3. **Activities Report** – (REPORT)
 - B. **SCTA Items**
 - 4.1. SCTA Planning
 - 4.1.1. **Travel Model** – presentation on the Sonoma County Travel Model and administrative guidelines (ACTION)*
 - 4.1.2. **Regional Fees** – update on the
 - 4.2. SCTA Projects and Programming
 - 4.2.1. **Measure M** – report on from the Measure M Ad Hoc Committee (REPORT)*
 - 4.2.2. **Highways** – update on State Highway projects (ACTION)

<http://scta.ca.gov/wp-content/uploads/2017/09/SR-37-Corridor-Plan-091817a.pdf>

C. SCTA/RCPA Items

- 4.3. **Shift** – approve the Shift Sonoma County Low Carbon Transportation Plan (ACTION)*
- 4.4. **Activities Report** – Community Affairs Update – (REPORT)*
- 4.5. **Admin – PUBLIC HEARING** – FY17/18 Final Budgets
 - 4.5.1. FY17/18 Measure M Final Budgets
 - 4.5.2. FY17/18 Transportation Fund for Clean Air (TFCA) Final Budget
 - 4.5.3. FY17/18 RCPA Final Budget
 - 4.5.4. FY17/18 SCTA Final Budget

5. Reports and Announcements

- 5.1. Executive Committee report
- 5.2. Regional agency reports*
- 5.3. Advisory Committee agendas*
- 5.4. SCTA/RCPA staff report
- 5.5. Announcements

6. Adjourn

*Materials attached.

The next **SCTA/RCPA** meetings will be held **November 13, 2017**

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