Countywide Bicycle & Pedestrian Advisory Committee

MEETING AGENDA

January 23, 2018– 1:30 p.m.

Sonoma County Transportation Authority
SCTA Large Conference Room
490 Mendocino Avenue, Suite 206
Santa Rosa, California 95401

ITEM

1. Introductions
2. Approval of Meeting Notes: November 28, 2017 - DISCUSSION / ACTION*
3. Public Comment
4. Election of Officers for 2018 - DISCUSSION / ACTION*
5. Roundtable updates – Discussion
6. TDA3 FY 2019 Call for Projects – Discussion*
7. TDA3/TFCA FY2018 Quarter 2 Report – Information*
8. Bike Share Capital Grant Update – Discussion
9. Countywide Bicycle and Pedestrian Master Plan, Draft Project List and Map Update – Discussion**
10. Caltrans District 4 Bike Plan – Discussion
11. FHWA Rescission of Interim Approval for RRFBS - Discussion
12. Active Transportation Program, Cycle 4 – Information
13. Other Business / Comments / Announcements – Discussion
14. Adjourn – ACTION

*Materials attached
**Materials to be handed out

The next SCTA/RCPA meeting will be held February 5, 2018
The next CBPAC meeting will be held March 27, 2018
Copies of the full Agenda Packet are available at www.scta.ca.gov

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/RCPA 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
COUNTYWIDE BICYCLE & PEDESTRIAN 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.

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COUNTYWIDE BICYCLE PEDESTRIAN ADVISORY COMMITTEE MEETING NOTES

Meeting Notes of November 28th 2017

ITEM

1. Introductions

Meeting called to order at 1:33 by Chair Curtis Bates.

Committee Members: Curtis Bates, Chair, City of Petaluma; Jon-Paul Harries, City of Cotati; Bobby Boinski, City of Healdsburg; Eydie Tacata, City of Rohnert Park; Dana Morrison, City of Sebastopol; Wendy Atkins, City of Sonoma; Jim O’Brien, Town of Windsor; Steven Schmitz, Sonoma County Transit; Elizabeth Tyree, Sonoma County Regional Parks; Joe Morgan, County of Sonoma.

Guests: Brittany Lobo, County of Sonoma, Department of Health Services; Julie Dempsey, City of Cotati.

Staff: Dana Turrey; Chris Barney; Drew Nichols.

2. Approval of Meeting Notes: May 23, 2017 and September 26th - DISCUSSION / ACTION*

Approved as submitted.

3. Public Comment

N/A

4. Notice of Election for 2018 – Discussion

Dana Turrey referenced the staff report included in the agenda packet. Elections for chair and vice chair will be held on January 23rd.

Curtis Bates is the current Chair and Nancy Adams is the current Vice-Chair for 2017.

Committee members were requested to be present in January as a quorum is required for officer elections.

5. Sonoma County Travel Model – Discussion

Chris Barney briefly spoke to the committee about the updates to the SCTA Travel Model. The model is primarily used to estimate the current and future travel destinations.

An RFP will be issued soon to assist with the revalidation of the model and the proposal will be vetted through the committees.

A Travel Behavior Study is highly considered. The RFP for the travel behavior study is anticipated to be presented to the SCTA Board of Directors for approval in February, data collection through the spring, and set for completion by the end of 2018.

6. Roundtable updates – Discussion

City of Cotati:

Jon-Paul Harries reported the sidewalk project in Cotati has been completed and are currently reviewing proposals for the Wayfinding signage project in the city.

City of Healdsburg:

Bobby Boinski announced the roundabout project is the current focus. Additional projects include: evaluating the Foss Creek bicycle and pedestrian path, updating ADA ramps, and a study for Healdsburg Avenue from Grant Street to the northern parts of town to see how to implement elements of complete streets.

City of Petaluma:

Curtis Bates updated the committee that the City of Petaluma will be updating elements in the bicycle and pedestrian plan in 2018. The updated portions of the bicycle and pedestrian plan should be completed by 2019.
City of Santa Rosa:
N/A

City of Sebastopol:
Dana Morrison announced the finishing elements to the bicycle and pedestrian plan. The Morris Street bike lanes have been completed. Bike route with shared roadways markings have been completed.

Caltrans will be repaving the Highway 116 portion within the City of Sebastopol and the City will be assisting in bring street curbs into ADA compliancy.

City of Sonoma:
Wendy Atkins announced work on the Bicycle Friendly Communities application is in progress. Additional work on the environmental element for Fryer Creek Bridge has begun.

Sonoma County Bicycle Coalition:
Tina Panza updated to committee on Safe Routes to School. Bike rodeos have been rescheduled since schools were closed due to the wildfires.

Sixty schools are currently enrolled in international walk and roll to school day and 40 have ongoing education and encouragement activities. Evaluations are being reviewed.

Ms. Panza described various statistics, including 22% students in 35 schools are using active transportation.

Ms. Panza further explained the GIS mapping tool. An average of 30% of students live within one-half of a mile from school. There is potential seen in regards to mode shift, and the GIS map can be useful tool for grant applications or where to improve on shifts.

Brittany Lobo, Sonoma County Department of Health Services, provided an update to the High School data collection. Walking audits at ten high schools will be conducted in the spring, as well as arrival and departure observations to gauge the level of which students are arriving and leaving school daily.

County of Sonoma, Regional Parks:
Elizabeth Tyree reported on the completion within the next several weeks of the Central Sonoma Valley Trail, which will connect with Maxwell Regional Park.

Additionally, a Caltrans planning grant application for the Lower Russian River Trail Feasibility Study was submitted. Ms. Tyree thanked members for their letters of support for the grant.

The grant will study from River Road and Mirabel Road along Highway 116 to Highway 1. This path would connect more communities with an alternative to traveling on highways.

Furthermore, a matching fund of $120,000 from the Northern Sonoma County Air Pollution District has been received.

Sonoma County Transit:
Steven Schmitz announced more advertisements using the 3-foot law campaign instead of the “Share the Road” will continue to be used.

Town of Windsor:
N/A

7. Caltrans District 4 Bicycle Plan Update
A public meeting on the Caltrans District 4 Bicycle Plan was held in Petaluma few weeks ago. Dana Turrey described the workshop and the presentation of the Plan, and promoted an online webinar from 1-3p.m. on Thursday, November 30th.

A series of handouts were distributed and described. More information can be found at: http://www.dot.ca.gov/d4/bikeplan/

8. Active Transportation Program, Cycle 4
Dana Turrey described the upcoming cycle for active transportation program. The information collected from an online workshop and the Caltrans website. The next cycle includes funding for FY 19/20-22/23. The Call for Projects is set to go out in March once the guidelines are adopted.

Senate Bill 1 will add $100 million per year to the program and $4 million will be allocated to the California Conservation Corps for active transportation. There will be updates to the disadvantaged communities’ area as well.

This round will consider pre-constructing funding, upon a funding plan which demonstrations construction can be completed within ten years.

9. TDA3/TFCA FY2018 Quarter 1 Report
The quarterly report has been included in the agenda packet.

Curtis Bates ask when is the next TFCA.

Dana Turrey responded the call for projects are usually issued late January for both TDA and TFCA.

10. Bike Share Capital Grant Update
Dana Turrey reported the MTC commission has approved the grant funding for the bicycle share proposal along the SMART corridor from SCTA and Transportation Authority of Marin.

The fund estimate was based on a model using the social bicycles. MTC grant will fund estimated capital expenses, and 18% for outreach. There is wide variety of models and pricing among vendors, so there is a wide range of possibilities for what can be done with the funding. An RFP will be issued to see which different operators and vendors can offer.

Jon Paul Harries inquired if the costs included corporate sponsorships in the models.

Ms. Turrey responded there were estimates that did take into account for sponsorships for ongoing operating costs; however, the funding award was based on capital costs.

Curtis Bates asked if there is a timeline for TAM/SCTA to meet and discuss the bicycle share program.

Ms. Turrey responded no timeline has been established currently, though will follow up with the committee by the end of the year.

This is a reminder from the last meeting.

The project list and maps are currently being updated. Dana Turrey discussed submitting projects to SCTA staff to be included in an update the Appendix A and B of the Countywide Bicycle and Pedestrian Master Plan. The original submission dates were scheduled for the fall, but was changed to the end of the year.

Submissions can be sent to Dana Turrey by December 29th, 2017.

12. Measure M Reauthorization Planning – on hold until further direction from Ad Hoc Committee
Dana Turrey recalled a previous conversation at the last CBPAC meeting where discussion around compiling a list of bicycle projects for the possible extension of Measure M were held.

The Ad Hoc committee has not met since September, but will meet in December. The plan to submit bicycle projects was placed on hold until the Ad Hoc meets and determines how to move forward.

13. Other Business/Comments/Announcements
N/A

14. Adjourn
The committee adjourned at 2:49 p.m.
Memorandum

To: Eligible Transportation Development Act, Article 3 Applicants
From: Dana Turréy, Transportation Planner
Re: Transportation Development Act, Article 3, Call for Projects FY 2018-2019
Date: January 16, 2018

APPLICATIONS DUE BY 5:00 P.M. ON MARCH 19, 2018

Call for Bicycle and Pedestrian Projects:

Sonoma County’s incorporated cities/town and the County of Sonoma are invited to submit projects for the Transportation Development Act, Article 3 Program for fiscal year 2018-2019 funding. 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 (cchi@bayareametro.gov).

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).

Eligible Project Types

The following project types are eligible for TDA3 funding:

1. Construction and/or engineering of a bicycle or pedestrian capital project.
2. Maintenance of a multi-purpose path which is closed to motorized traffic.
3. Bicycle safety education program (no more than 5% of county total).
4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
5. Restriping Class II bicycle lanes (no more than 20% of county total).
**Estimated Funding Available for Programming in FY 18-19 “Scorecard”**

The table below shows the FY 2018-2019 entitlement for each jurisdiction, which is based on population and any funds banked or rescinded from previous years. The total fund estimate for Sonoma County is $1,288,371 this year. Any adjustments to the fund estimate will be accounted for in the carryover for future years.

<table>
<thead>
<tr>
<th>Population 2017</th>
<th>Population %</th>
<th>Carryover</th>
<th>New FY18-19</th>
<th>Available for FY 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloverdale</td>
<td>8,931</td>
<td>1.77%</td>
<td>$73,507</td>
<td>$81,776</td>
</tr>
<tr>
<td>Cotati</td>
<td>7,272</td>
<td>1.44%</td>
<td>($11,587)</td>
<td>($4,854)</td>
</tr>
<tr>
<td>Healdsburg</td>
<td>11,800</td>
<td>2.34%</td>
<td>$88,996</td>
<td>$99,922</td>
</tr>
<tr>
<td>Petaluma</td>
<td>60,941</td>
<td>12.06%</td>
<td>$38</td>
<td>$56,462</td>
</tr>
<tr>
<td>Rohnert Park</td>
<td>42,067</td>
<td>8.33%</td>
<td>$271,861</td>
<td>$310,810</td>
</tr>
<tr>
<td>Santa Rosa</td>
<td>176,799</td>
<td>35.00%</td>
<td>$112</td>
<td>$163,806</td>
</tr>
<tr>
<td>Sebastopol</td>
<td>7,579</td>
<td>1.50%</td>
<td>$7,236</td>
<td>$14,253</td>
</tr>
<tr>
<td>Sonoma</td>
<td>10,989</td>
<td>2.18%</td>
<td>$48,166</td>
<td>$58,340</td>
</tr>
<tr>
<td>Windsor</td>
<td>27,371</td>
<td>5.42%</td>
<td>$143,098</td>
<td>$168,440</td>
</tr>
<tr>
<td>County</td>
<td>151,371</td>
<td>29.97%</td>
<td>$199,265</td>
<td>$339,416</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>505,120</strong></td>
<td><strong>100%</strong></td>
<td><strong>$820,692</strong></td>
<td><strong>$1,288,371</strong></td>
</tr>
</tbody>
</table>

**Banking Funds**

TDA3 funds may be banked for up to two years of projected entitlement plus one year to program funds. 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. To bank TDA funds, project sponsors must submit a letter or email requesting to bank funds to Dana Turrey at the address below.

**Application Instructions**

MTC’s TDA3 application form and model resolution document is attached and can be downloaded from: [https://mtc.ca.gov/tools-and-resources/digital-library/tda-article-3-bicycle-and-pedestrian-application](https://mtc.ca.gov/tools-and-resources/digital-library/tda-article-3-bicycle-and-pedestrian-application). Please complete one application for each project and submit via email to Dana Turrey by the application deadline. One resolution may be used for multiple projects with the same project sponsor. Please include a map and documentation of environmental clearance (if applicable) for each project.
## FY 2018-2019 TDA3 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16</td>
<td>SCTA issues TDA3 Call for Projects</td>
</tr>
<tr>
<td>March 19</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>
</tr>
<tr>
<td>March 27</td>
<td>CBPAC to review project proposals and make recommendation to Board Project sponsors are requested to attend this meeting</td>
</tr>
</tbody>
</table>
| April 27   | Deadline for project sponsor’s council or board adopted resolutions  
Please send to Dana Turrey: dana.turrey@scta.ca.gov                                   |
| May 14     | SCTA Board considers CBPAC recommendations and approves the 2018/2019 TDA3 Program of Projects                                                |
| End of May | Approved TDA3 Program of Projects and required supporting documentation submitted to MTC by SCTA                                               |
| May / June | MTC reviews SCTA submittal                                                                                                                  |
| July 1     | Funds available for approved projects                                                                                                         |

Please submit application and direct questions to Dana Turréy: dana.turrey@scta.ca.gov or 707-565-5376.

**Attachments:**
- TDA3 Model Resolution and Project Application Form
- MTC’s Resolution 4108 (June 26, 2013)
ABSTRACT
Resolution No. 4108, Revised

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

This resolution was revised on February 24, 2016 to make pedestrian safety education projects eligible for funding, in accordance with recent state law changes.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013 and February 10, 2016.
METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION

Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.
TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3, PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by counties or congestion management agencies.

All cities and counties in the nine counties in the MTC region are eligible to claim funds under TDA Article 3. Joint powers agencies composed of cities and/or counties are also eligible provided their JPA agreement allows it to claim TDA funds.

Application

1. Counties or congestion management agencies will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.

2. Claimants will send one or more copies of project applications to the county or congestion management agency (see "Priority Setting" below).

3. A project is eligible for funding if:
   a. The project sponsor submits a resolution of its governing board that addresses the following six points:
      1. There are no legal impediments regarding the project.
      2. Jurisdictional or agency staffing resources are adequate to complete the project.
      3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
      4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.
      5. Adequate local funding is available to complete the project.
6. The project has been conceptually reviewed to the point that all contingent issues have been considered.

b. The funding requested is for one or more of the following purposes:
   1. Construction and/or engineering of a bicycle or pedestrian capital project
   2. Maintenance of a multi-purpose path which is closed to motorized traffic
   3. Bicycle safety education program (no more than 5% of county total).
   4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
   5. Restriping Class II bicycle lanes.
      Refer to Appendix A for examples of eligible projects.

c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.

d. If it is a Class I, II or III bikeway project, it must meet the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual (Available via Caltrans headquarters’ World Wide Web page); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in Chapter 100 of the California Highway Design Manual (Available via Caltrans headquarters’ World Wide Web page).

e. The project is ready to implement and can be completed within the three year eligibility period.

f. If the project includes construction, that it meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.

g. A jurisdiction agrees to maintain the facility.

h. The project is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.

Priority Setting

1. The county or congestion management agency (CMA) shall establish a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.

2. Each county and city is required to have a Bicycle Advisory Committee (BAC) to review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the
development and review of comprehensive bicycle plans. **BACs should be composed of both bicyclists and pedestrians.**

A city BAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

An agency can apply to MTC for exemption from the city BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation.

A county BAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The County Board of Supervisors or Congestion Management Agency (CMA) will appoint BAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

3. All proposed projects shall be submitted to the County or congestion management agency for evaluation/prioritization. Consistent with the county process, either the Board of Supervisors or the Congestion Management Agency (CMA) will adopt the countywide list and forward it to MTC for approval.

4. The county or congestion management agency will forward to MTC a copy of the following:

   a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; and confirmation that each project meets Caltrans’ minimum safety design criteria and can be completed before the allocation expires.

   b) The complete priority list of projects with an electronic version to facilitate grant processing.

   c) A Board of Supervisors’ or CMA resolution approving the priority list and authorizing the claim.

**MTC Staff Evaluation**

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.
Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the “Disbursement” section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2014, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2014. The allocation expires on June 30, 2017 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2017.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
   a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
   
   b) Documents showing that costs have been incurred during the period of time covered by the allocation.
   
   c) With the final invoice, the claimant shall submit a one paragraph summary of work completed with the allocated funds. This information may be included in the cover letter identified in bullet “a” above and is required before final disbursement is made. If the project includes completion of a Class I, II or III bicycle facility, this information should be added to Bikemapper or a request should be made to MTC to add it to Bikemapper.

2. MTC will approve the disbursement and, if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management
agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county’s apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county’s apportionment and will be available for allocation.

**Fiscal Audit**

All claimants that have received an allocation of TDA funds are required to submit an annual certified fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not expended (that is, costs incurred) during a given fiscal year. However, the applicant should submit a statement for MTC’s records certifying that no TDA funds were expended during the fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.
Appendix A: Examples of Eligible Projects

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, roadway widening, shoulder paving, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects to improve safety should be based on current traffic safety engineering knowledge.

2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of Multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of Multi-purpose paths, Class II, and Class III bikeways on routes identified as high demand access routes; bicycle route signs or bike lanes on selected routes which receive priority maintenance and cleaning.

3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.

4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.

5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county’s total TDA Article 3 allocation).

6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.

7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.
8. Intersection safety improvements including bulbouts/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.

9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalK (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.

10. Projects that provide connection to and continuity with longer routes provided by other means or by other jurisdictions to improve regional continuity.

11. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.

12. Bicycle and Pedestrian Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle and pedestrian safety education programs and staffing.

13. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.
Staff Report

To: SCTA Technical Advisory Committee

From: Dana Turréy, Transportation Planner

Item: Quarterly Status Report of TDA3 and TFCA Projects –FYE 2018 Q2

Date: January 25, 2018

Issue: This report provides the status of TDA3 and TFCA projects not yet fully expended as of December 31, 2017.

Background:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Project</th>
<th>ID</th>
<th>Programmed Amount</th>
<th>Funds Expended</th>
<th>Funds Remaining</th>
<th>Funds Expire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Rosa</td>
<td>SMART Crossing at Jennings</td>
<td>16-0010-01</td>
<td>$503,313</td>
<td>$179,862.05</td>
<td>$323,450.95</td>
<td>6/30/2018</td>
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<td>Santa Rosa</td>
<td>Montecito Boulevard Bike Enhancements</td>
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<td>$38,164.65</td>
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<td>Citywide Green Bike Lane Transition Enhancements</td>
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<td>$78,000</td>
<td>$79.67</td>
<td>$77,920.33</td>
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<td>Santa Rosa</td>
<td>Citywide Pedestrian Enhancements</td>
<td>17-0010-03</td>
<td>$47,000</td>
<td>$29,978.10</td>
<td>$17,021.90</td>
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<td>Bicycle Safety Education Campaign</td>
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<td>$50,000</td>
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<td>$28,804.59</td>
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<td>Sonoma County - RP</td>
<td>West County Trail – Forestville</td>
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<td>$200,000</td>
<td>$0.00</td>
<td>$200,000</td>
<td>6/30/2019</td>
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<tr>
<td>Sebastopol</td>
<td>Class 2 and 3 - Local Streets, Class 2 - SR 116</td>
<td>17-0010-06</td>
<td>$8,842</td>
<td>$0.00</td>
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<td>Cotati</td>
<td>Bicycle and Pedestrian Wayfinding Signage</td>
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<td>$90,000</td>
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<td>Pedestrian and Bicycle Upgrades, Crystal Lane and Edith Street</td>
<td>18-0010-03</td>
<td>$79,283</td>
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</table>

Project costs must be incurred prior to the TDA3 expiration date (typically June 30). Sponsors must submit invoices no later than August 31 for any funds expiring June 30. Please submit invoices to MTC (Cheryl Chi CChi@mtc.ca.gov) and copy SCTA (Dana Turréy dana.turrey@scta.ca.gov).
<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Project</th>
<th>ID</th>
<th>Programmed Amount</th>
<th>Funds Expended</th>
<th>Funds Remaining</th>
<th>Funds Expire</th>
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<tbody>
<tr>
<td>Windsor</td>
<td>Protective-Permissive Left Turn Phasing</td>
<td>15-SON-05</td>
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<td>Petaluma</td>
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<td>Santa Rosa CityBus</td>
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<td>Public Access EV Chargers, Courthouse Square</td>
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<td>Sonoma County Transit</td>
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<td>Local Streets Bicycle Gap Closures</td>
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<td>Sonoma County Transit</td>
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</table>

Final Reports for TFCA projects completed before December 31, 2017 will be due to SCTA in May 2018. Interim Reports are due for all other open projects in October 2018.

Please submit all TFCA invoices by June 24 for any expenses incurred in that fiscal year.

**Action:**

Please contact Dana Turrey at dana.turrey@scta.ca.gov with any questions or corrections.