Countywide Bicycle & Pedestrian Advisory Committee

MEETING AGENDA

March 27, 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: January 23, 2018 - DISCUSSION / ACTION*

3. Public Comment

4. Roundtable updates – Discussion

5. Measure M Strategic Plan update – Information*

6. Transportation Development Act, Article 3, FY19 Program of Projects – Santa Rosa E Street Class II, Windsor, Crosswalk Installation and Improvements – Brooks Rd South, US101 NB On-Ramp - DISCUSSION / ACTION*

7. Active Transportation Program, Cycle 4 Update – Discussion*
   7.1. Technical Assistance Opportunity, Active Transportation Resource Center*

8. Wayfinding on Regional Networks/Trails – Discussion

9. Bike Share Capital Grant Update – Discussion

10. Caltrans District 4 Bicycle Plan Update – Discussion

11. Articles and Events of Interest – Information
   11.1. Bike to Work Day is Thursday, May 10th: http://www.bikesonoma.org/btwd/
   11.3. Santa Rosa Bicycle and Pedestrian Master Plan Update 2018 – Information and survey online: https://srcity.org/2711/Bicycle-and-Pedestrian-Master-Plan

12. Other Business / Comments / Announcements – Discussion

13. Adjourn – ACTION

*Materials attached
**Materials to be handed out

The next SCTA/RCPA meeting will be held April 9, 2018
The next CBPAC meeting will be held May 22, 2018
Copies of the full Agenda Packet are available at [www.scta.ca.gov](http://www.scta.ca.gov)

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COUNTYWIDE BICYCLE PEDESTRIAN ADVISORY COMMITTEE MEETING NOTES

Meeting Notes of January 23, 2018

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 (via phone); Mona Ibrahim, Town of Windsor; Steven Schmitz, Sonoma County Transit; Elizabeth Tyree, Sonoma County Regional Parks.

Guests: Brittany Lobo, Sonoma County Department of Health Services; Tina Panza, Sonoma County Bicycle Coalition; Steve Weinberger, W-Trans.

Staff: Dana Turrey; Drew Nichols.

2. Approval of Meeting Notes: November 28, 2017

- DISCUSSION / ACTION*

Approved as submitted.

3. Public Comment

N/A

4. Election of Officers for 2018 – Discussion

Dana Turrey described previous jurisdictions who have chaired the CBPAC. The current chair is Curtis Bates, City of Petaluma and the vice chair is Nancy Adams, City of Santa Rosa.

Curtis Bates briefly described the role of chair.

Jon Paul Harries, City of Cotati, volunteered for the chair position of the CBPAC. The Committee suggested that Nancy Adams, who was not present at the meeting, continue in her role as vice chair in 2018. If Ms. Adams does not wish to continue serving as vice chair, Curtis Bates offered to take the role of vice chair.

5. Roundtable updates – Discussion

City of Cotati:

Nothing new to report.

City of Healdsburg:

Bobby Boinski announced the new Director, Larry Zimmer, to the City of Healdsburg Public Works. Furthermore, the bicycle share program for the City of Healdsburg is set to begin on Saturday, January 27 and will report back in the next meeting on the status.

City of Petaluma:

No updates at this time.

City of Sebastopol:

Steve Weinberger, a consultant for the City of Sebastopol, announced a new pedestrian crossing at Regal Road and the Highway 116 bicycle lane project design has been completed. The project is anticipated to begin in the summer.

Sonoma County Bicycle Coalition:

Tina Panza described recent outreach efforts for the Safe Routes to School program. The Green Sneaker challenge has been promoted to schools who participated walk and roll to school and invited students to participate.

Staff continues making presentations with the local police departments to bring awareness of the Safe Routes to School and awareness for a divergent program for bicycle violators.
Ms. Panza explained the divergent program and ticketing for bicycle citations. Tickets will be issued for injury causing behavior.

A Walk and Roll essay and art contest has been developed for students beginning in February. Any school can participate and prizes will awards to students.

County of Sonoma, Regional Parks:

Elizabeth Tyree reported the feasibility study for the Petaluma-Sebastopol trail is wrapping up and will be presented to the Sonoma County Board of Supervisors soon after.

Furthermore, the Sonoma County Regional Parks was recently awarded a Caltrans planning grant for the Lower Russian River trail from Forestville to Highway 116/1 intersection.

County of Sonoma, Department of Health Services

Brittany Lobo reported on an ATP Cycle 4 application for technical assistance for the Moorland neighborhood in southwest Santa Rosa and a small-medium infrastructure grant with Sonoma County Transportation and Public Works.

Sonoma County Transit:

Steve Schmitz explained efforts for the bicycle safety campaign and reported a contract with Sonoma County Bicycle Coalition for safety classes and bike rodeos have been agreed on.

Town of Windsor:

Mona Ibrahim described two proposals were submitted for an RFP to improve Windsor Road and Windsor River Road intersections, in preparations for SMART in downtown Windsor.

6. TDA3 FY 2019 Call for Projects

Dana Turrey included a copy of the Call for Projects in the agenda packet. This is an annual program of TDA funding for bicycle and pedestrian projects.

There is an opportunity to borrow ahead for up to two years as long as the county wide programming is within the total amount.

Applications are due to Ms. Turrey by March 19th. Submissions will be presented to the CBPAC on March 27th.

7. TDA3/TFCA FY2018 Quarter 2 Report

Dana Turrey included this item in the agenda packet for committee’s information and review.

8. Bike Share Capital Grant Update

Dana Turrey updated the committee on the bicycle share proposal along the SMART corridor submitted along with the Transportation Authority of Marin. Staff will continue to update the committee.

Eydie Tacata inquired on the nature of any requirements of the grant.

Ms. Turrey responded there is an element of who receives the funding, either the SCTA or the Transportation Authority of Marin. There is a requirement of placement in communities of concern area, yet details need to be further explained.

Ms. Turrey further explained the use of clipper cards as means as an identifier.

Ms. Tacata continued by asking on the time in which these funds will need to be spent.

Ms. Turrey responded there is a hope to use some project management funding and restrictions on
when the funds need to be spent have not been announced.

9. Countywide Bicycle and Pedestrian master Plan, Draft Project List, and Map Update
Dana Turrey discussed a deadline at the end of year of any new locally approved projects to be include in the update of the project list for the bicycle plan. The update is a refresh of the existing list, noting no new projects were submitted.

Staff requests the committee to note any changes and corrections, remove completed projects, and to make any updates to planned projects that were submitted.

10. Caltrans District 4 Bike Plan
Dana Turrey announced the project list was distributed and comments were submitted.

Tina Panza asked if there is there a list of types of projects that qualifies for projects to be included in the master plan.

The committee discussed the level of details of the walking audits, list types, and the master bicycle plan.

11. FHWA Rescission of Interim Approval for RRFBS
Dana Turrey recalled a link to a memo that was provided by Toole Design Group regarding the FHWA decision. This item was included for the committee’s information.

Curtis Bates added that manufactures of the RFBs received a patent and FHWA does not allow patents on traffic signals.

However, existing signals in place can stay in place for useful life, yet study for unnecessary schedule and financial impacts need to be conducted for awards contracts.

Steve Weinberger provided comments on conversations for replacements.

12. Active Transportation Program, Cycle 4
Dana Turrey will continue to bring updates on ATP Cycle 4 as they arrive.

Brittany Lobo added the link provided has all the materials that were in the workshops.

13. Other Business/Comments/Announcements
Dana Turrey announced that the Active Transportation working group will meet in March at a different time and location.

The meeting was changed to the first Thursday, March 8th, at Cambridge Systematic. The focus of the meeting will be on bicycle share.

Furthermore, the SCTA and RCPA Board of Directors meeting location has been changed to the City of Santa Rosa City Council Chambers.

14. Adjourn
The committee adjourned at 2:35 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/18</td>
<td>Distribute approved prior programming sheet to project sponsors</td>
</tr>
<tr>
<td>2/5-2/23/18</td>
<td>Meet with sponsors to discuss status of unspent prior programming</td>
</tr>
<tr>
<td>3/1/18</td>
<td>Call for new programming</td>
</tr>
<tr>
<td>3/30/18</td>
<td>Due date for sponsors to submit Fact and Funds sheets to SCTA</td>
</tr>
<tr>
<td>4/2/-4/20/18</td>
<td>Review Fact and Fund sheets</td>
</tr>
<tr>
<td>4/23-4/24/18</td>
<td>Develop preliminary spreadsheets showing requested programming</td>
</tr>
<tr>
<td>4/24/18</td>
<td>Spreadsheet ready for TAC agenda</td>
</tr>
<tr>
<td>4/26/18</td>
<td>Deliver preliminary spreadsheets to TAC</td>
</tr>
<tr>
<td>4/30-5/18/18</td>
<td>Schedule meetings with sponsors as necessary to review project</td>
</tr>
<tr>
<td>4/30-5/18/18</td>
<td>delivery plan, scope and schedule of all Measure M projects</td>
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<tr>
<td>5/21/18</td>
<td>Finalize Cash Flow Report for programs</td>
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<tr>
<td>5/22/18</td>
<td>Revise spreadsheets</td>
</tr>
<tr>
<td>5/24/18</td>
<td>Take revised programming to TAC for approval</td>
</tr>
<tr>
<td>6/25/18</td>
<td>Take revised programming to CAC for approval</td>
</tr>
<tr>
<td>7/9/18</td>
<td>Proposed Programming to the SCTA Board</td>
</tr>
<tr>
<td>8/15/18</td>
<td>Draft Info Sheets, Approach, Policies, Appendices, tables done</td>
</tr>
<tr>
<td>8/23/18</td>
<td>Draft Info Sheets, Approach, Policies, Appendices and tables to TAC</td>
</tr>
<tr>
<td>9/4/18</td>
<td>Collect and consolidate comments on Drafts</td>
</tr>
<tr>
<td>9/21/18</td>
<td>Finalize text, tables and appendices to graphic artist</td>
</tr>
<tr>
<td>9/24/18</td>
<td>Deliver text tables and appendices to graphic artist</td>
</tr>
<tr>
<td>10/25/18</td>
<td>Admin Draft to TAC</td>
</tr>
<tr>
<td>10/29/18</td>
<td>Admin Draft to CAC</td>
</tr>
<tr>
<td>10/31/18</td>
<td>Review and consolidate comments of admin draft</td>
</tr>
<tr>
<td>11/1/18</td>
<td>Final edits on admin draft to Graphic artist</td>
</tr>
<tr>
<td>11/5/18</td>
<td>Present Draft Plan to SCTA board, request comments and direction</td>
</tr>
<tr>
<td>11/6/18</td>
<td>Provide final comments and edits to Graphic Artist</td>
</tr>
<tr>
<td>11/13/18?</td>
<td>Deliver electronic copies of Plan for Reproduction</td>
</tr>
<tr>
<td>11/19/18</td>
<td>Pick up hard copies of Plan from Printer</td>
</tr>
<tr>
<td>11/30/18</td>
<td>Mail out hard copies; email electronic copies of final to Board</td>
</tr>
<tr>
<td>12/10/18</td>
<td>Request approval of Final Strategic Plan from SCTA Board (only if nec.)</td>
</tr>
<tr>
<td>Dec 2018/Jan 2019</td>
<td>Distribute Copies of SP to Advisory Committees</td>
</tr>
</tbody>
</table>
Staff Report

To: Countywide Bicycle & Pedestrian Advisory Committee
From: Dana Turréy, Transportation Planner
Item: 6.0 - FY18/19 Transportation Development Act, Article 3 Program of Projects
Date: March 27, 2018

Issue:
Shall the CBPAC recommend approval of the FY18/19 Transportation Development Act, Article 3 (TDA3) program of projects to the SCTA Board of Directors?

Background:
TDA funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA is a set-aside of approximately 2% of those monies. MTC administers TDA3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each jurisdiction. Unused entitlement is accumulated as credit. A jurisdiction’s claim in any given year cannot exceed the sum of their accumulated credit plus their projected entitlement for the following two years.

Sonoma County’s cities/towns and the County of Sonoma are eligible to apply. 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. TDA3 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 governing council or board.

SCTA issued a Call for Projects on January 16, 2018, with an application deadline of March 19, 2018. In addition to the application, project sponsors were requested to deliver a governing-body authorizing resolution; documentation of environmental clearance; maps/documents showing project locations; and design parameters prior to submittal of the program of projects to MTC at the end of May.

Program of Projects:
The SCTA received applications for TDA3 funding for the two (2) projects listed below and described in the Attachment.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Project Title</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Rosa</td>
<td>E Street Class II Bike Lanes</td>
<td>$90,000</td>
</tr>
<tr>
<td>Windsor</td>
<td>Crosswalk Installation and Improvements - Brooks Rd South, US101 NB On-Ramp</td>
<td>$219,124</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$309,124</strong></td>
</tr>
</tbody>
</table>
**Fiscal Impacts:**

The proposed Program of Projects will provide $309,124 of benefit to Sonoma County jurisdictions for implementation of bicycle projects and programs.

**Staff Recommendation:**

The CBPAC is requested to consider the projects described in this staff report and make a recommendation to the SCTA Board of Directors. Approval of the projects will be an action item for the SCTA Board meeting on May 14, 2018. Staff recommends that project sponsors attend the SCTA Board meeting to answer any detailed questions about their proposed projects.

**Proposed FY18/19 TDA3 Project Information Summary**

**Applicant: City of Santa Rosa**

**Contact:** Nancy Adams

**Project Title:** E Street Class II Bike Lanes

**Project Description:** Install (Class II bike lanes) on E Street between College Avenue and Sonoma Avenue. Project will restripe segments of roadway to include bike lanes and will reduce a travel lane in each direction. Design will include a review of lane configuration and operations to ensure that any changes made will have minimal reduction to the level of service at the intersections. This project will connect to the existing Class II bike lanes on Sonoma Avenue and to the Humboldt Street bike boulevard via Cherry Street. No parking will be taken as part of this project rather it may include adding some on street parking.

**Project Elements:** Engineering, Construction, Contingency

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>All Prior FYs</th>
<th>Application FY</th>
<th>Next FY</th>
<th>Following FYs</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDA Article 3</td>
<td>$90,000</td>
<td>$90,000</td>
<td></td>
<td></td>
<td>$90,000</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$90,000</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$90,000</strong></td>
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</tbody>
</table>

**Applicant: Town of Windsor**

**Contact:** Alejandro Perez

**Project Title:** Crosswalk Installation and Improvements-Brooks Rd South, US101 NB On-Ramp

**Project Description:** Install high-visibility school crosswalk with yield markings, pedestrian ramps, street light, pedestrian activated flashing beacons and pedestrian refuge island on Brooks Road South. Install pedestrian activated flashing beacons and/or LED enhanced crossing signs at existing crosswalk on at the US 101 northbound on-ramp.

**Project Elements:** Engineering, Construction, Construction Management, Contingency

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>All Prior FYs</th>
<th>Application FY</th>
<th>Next FY</th>
<th>Following FYs</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDA Article 3</td>
<td>$168,440</td>
<td>$25,342</td>
<td>$25,342</td>
<td></td>
<td>$219,124</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$168,440</strong></td>
<td><strong>$25,342</strong></td>
<td><strong>$25,342</strong></td>
<td></td>
<td><strong>$219,124</strong></td>
</tr>
</tbody>
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Staff Report

To: Countywide Bicycle and Pedestrian Advisory Committee
From: Dana Turrey, Transportation Planner
Item: 7.0 - Active Transportation Program Cycle 4
Date: March 27, 2018

Issue:
What is the status of Cycle 4 of the Active Transportation Program (ATP)?

Background:
The Active Transportation Program (ATP) consolidates various transportation programs into a single program aiming to encourage increased biking and walking. Programs are adopted every other year, unless the Commission elects to adopt a program annually, and will include four years of funding. ATP Cycle 4 will cover fiscal years 2019-20 through 2022-23. Bay Area public agencies may be eligible to apply for the statewide competitive program through Caltrans (50%) and the Metropolitan Planning Organization program through MTC (40%). Program information, including draft Guidelines and Applications are posted at http://www.catc.ca.gov/programs/ATP.htm.

The program schedule has been extended since the draft presented at the November 28, 2017 CBPAC meeting.

Updated Program Schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Draft ATP Guidelines and Application presented to Commission</td>
<td>March 21, 2018</td>
</tr>
<tr>
<td>Commission hearing and adoption of ATP Guidelines</td>
<td>May 16, 2018</td>
</tr>
<tr>
<td>Commission adopts ATP Fund Estimate</td>
<td>May 16, 2018</td>
</tr>
<tr>
<td><strong>Call for projects</strong></td>
<td><strong>May 16, 2018</strong></td>
</tr>
<tr>
<td>Large MPOs submit optional guidelines to Commission</td>
<td>May 31, 2018</td>
</tr>
<tr>
<td><strong>Project applications to Caltrans (postmark date)</strong></td>
<td><strong>July 31, 2018</strong></td>
</tr>
<tr>
<td>Commission approves or rejects MPO guidelines</td>
<td>August 15, 2018</td>
</tr>
<tr>
<td>Staff recommendation for statewide and small urban and rural portions of the program</td>
<td>December 31, 2018</td>
</tr>
<tr>
<td>Commission adopts statewide and small urban and rural portions of the program</td>
<td>January, 2019</td>
</tr>
<tr>
<td>Projects not programmed distributed to large MPOs based on location</td>
<td>January, 2019</td>
</tr>
<tr>
<td>Deadline for MPO Draft project programming recommendations to the Commission</td>
<td>February 15, 2019</td>
</tr>
<tr>
<td>Deadline for MPO Final project programming recommendations to the Commission</td>
<td>April 1, 2019</td>
</tr>
<tr>
<td>Commission adopts MPO selected projects</td>
<td>June 2019</td>
</tr>
</tbody>
</table>
Technical Assistance Opportunity

Active Transportation Resource Center

California Climate Investments Active Transportation Program Pilot Technical Assistance (Pilot CCI ATP TA)

Free assistance for disadvantaged and/or low-income communities interested in applying for funds from the state’s Active Transportation Program (ATP) and other related California Climate Investments (CCI) programs is now available!

This assistance is administered through the Strategic Growth Council (SGC) with the California Department of Transportation (Caltrans) as part of the California Climate Investments Active Transportation Program Pilot Technical Assistance (Pilot CCI ATP TA) Program. The Program provides no-cost direct application assistance to support agencies with projects serving disadvantaged and/or low-income communities that have had limited success in receiving funding for active transportation projects. The Program will offer in-depth technical assistance to 3-5 communities.

Assistance for selected applicants may include:
• Identifying relevant community needs and assessing how ATP can provide direct, meaningful benefits to address those needs.
• Training selected communities in active transportation principles and concepts, including how infrastructure and non-infrastructure projects are developed and funded.
• Building local partnerships that can help build a comprehensive, community-driven ATP Project.
• Developing an ATP Project scope and other components.
• Identifying other funding resources (particularly from other CCI programs) or opportunities to integrate multiple projects.

The below survey will serve as an application to determine TA needs for Cycle 4 of the ATP, as well as other CCI programs that fund active transportation components.

If you are interested in receiving TA for a potential active transportation proposal, please complete this survey by **Friday, April 6.**

[CCI ATP TA SURVEY]

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**Active Transportation Resource Center**

Active Transportation Resource Center | 3000 State University Drive, Sacramento, CA 95682

Sent by tracy.coan@csus.edu in collaboration with

[Constant Contact]

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