



**Santa Cruz County Regional
Transportation Commission's
BICYCLE ADVISORY COMMITTEE**

AGENDA

**NOTE SPECIAL MEETING DATE:
Monday, June 5th, 2017**

6:00 pm to 8:30 pm

**RTC Office
1523 Pacific Ave
Santa Cruz, CA 95060**

COMMITTEE MEMBERSHIP

<u>Member</u>	<u>Alternate</u>	<u>Representing</u>
Grace Voss	Janneke Strause	District 1
David Casterson, Vice -Chair	Jim Cook	District 2
Peter Scott	Will Menchine	District 3
Kem Akol	Vacant	District 4
Rick Hyman	Vacant	District 5
Vacant	Vacant	City of Capitola
Amelia Conlen, Chair	Vacant	City of Santa Cruz
TBD	TBD	City of Scotts Valley
Murray Fontes	Vacant	City of Watsonville
Kira Ticus	Piet Canin	Ecology Action
Leo Jed	Jim Langley	Comm. Traffic Safety Coalition

The majority of the Committee constitutes a quorum for the transaction of business

1. Call to Order
2. Introductions
3. Announcements – RTC staff
4. Oral communications – members and public

The Committee will receive oral communications during this time on items not on today's agenda. Presentations must be within the jurisdiction of the Committee, and may be limited in time at the discretion of the Chair. Committee members will not take action or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.

5. Additions or deletions to consent and regular agendas

CONSENT AGENDA

All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the Committee or public wishes an item be removed and discussed on the regular agenda. Members of the Committee may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other committee member objects to the change.

6. Approve draft minutes of the April 10, 2017 Bicycle Advisory Committee meeting (pages 4 – 7)
7. Accept letter from the Bicycle Advisory Committee to the City of Santa Cruz Planning Commission regarding improved bicycle access as part of the 2424 Mission Street hotel reconstruction project (pages 8 - 9)
8. Accept letter from the Bicycle Advisory Committee to the California Natural Resources Agency in support of the City of Santa Cruz' Urban Greening Program grant application (page 10)
9. Accept letter from the Bicycle Advisory Committee to the City of Scotts Valley City Council regarding refinements to bicycle-friendly elements included in the Mount Hermon Road/Scotts Valley Drive/Whispering Pines Drive intersection project (pages 11 – 13)
10. Accept notice of Caltrans' adoption of "Toward an Active California", the final State Bicycle and Pedestrian Plan, and Executive Summary (pages 14 - 19)
11. Accept summary of Hazard Reports (pages 20 - 21)
12. Accept summary of 5-year Measure D allocations for the Active Transportation/MBSST/Rail Trail category as approved by the RTC at the June 1, 2017 meeting (page 22)
13. Accept updates to the Commission's Rules and Regulations as approved by the RTC at the June 1, 2017 meeting and comment from Bicycle Committee member Rick Hyman (pages 23 - 89)

REGULAR AGENDA

14. Presentation of Certificates of Appreciation to former Bicycle Advisory Committee members Andy Ward, Daniel Kostelec and Lex Rau
15. Overview of Traffic Safety Programs provided by the County of Santa Cruz Health Services Department - Presentation from Lynn Lauridsen and Theresia Rogerson, HSA staff (page 90)
16. Consideration of scenarios to be evaluated in the Unified Corridor Investment Study – Presentation from Ginger Dykaar, Transportation Planner (pages 91 - 95)
17. Yacht Harbor Bicycle Circulation – Bicycle Advisory Committee member Kem Akol

18. Updates related to Committee functions

19. Adjourn

NEXT MEETING: The next Bicycle Committee meeting is scheduled for August 14, 2017 from 6:00pm to 8:30pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

HOW TO REACH US

*Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
phone: (831) 460-3200 / fax (831) 460-3215
email: info@sccrtc.org / website: www.sccrtc.org*

AGENDAS ONLINE

To receive email notification when the Bicycle Committee meeting agenda packets are posted on our website, please call (831) 460-3201 or email ccaletti@sccrtc.org to subscribe.

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those person affected, Please attend the meeting smoke and scent-free.

SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

Si gusta estar presente o participar en esta junta de la Comisión Regional de Transporte del condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3200 para hacer los arreglos necesarios. (Spanish language translation is available on an as needed basis. Please make advance arrangements (at least three days in advance by calling (831) 460-3200.

TITLE VI NOTICE

The RTC operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person believing to have been aggrieved by the RTC under Title VI may file a complaint with RTC by contacting the RTC at (831) 460-3212 or 1523 Pacific Avenue, Santa Cruz, CA, 95060 or online at www.sccrtc.org. A complaint may also be filed directly with the Federal Transit Administration to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

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**Santa Cruz County Regional
Transportation Commission's
BICYCLE ADVISORY COMMITTEE**

Minutes

**Monday, April 17, 2017
6:00 p.m. to 8:30 pm**

RTC Office 1523 Pacific Ave Santa Cruz, CA 95060

1. Call to Order: Chair Conlen called the meeting to order at 6:05 pm.
2. Introductions

Members Present:

Grace Voss, District 1
Janneke Strause, District 1 (Alt)
David Casterson, District 2, Vice-Chair
Peter Scott, District 3
Will Menchine, District 3 (Alt.)
Kem Akol, District 4
Rick Hyman, District 5
Amelia Conlen, City of Santa Cruz, Chair
Murray Fontes, City of Watsonville
Kira Ticus, Ecology Action/Bike-to-Work
Leo Jed, CTSC

Staff:

Cory Caletti, Sr Transportation Planner
Grace Blakeslee, Sr Transportation Planner
Rachel Moriconi, Sr Transportation Planner

Unexcused Absences:

Excused Absences:

Jim Cook, District 2 (Alt.)
Piet Canin, Ecology Action/Bike to Work (Alt)
Jim Langley, CTSC (Alt.)

Vacancies:

District 4 – Alternate
District 5 – Alternate
City of Santa Cruz – Alternate
City of Scotts Valley – Voting and Alternate
City of Capitola – Voting and Alternate
City of Watsonville – Alternate

Guests:

Lex Rau, Former City of SV voting member
David Alexander, City of SC resident
Lynn Lauridsen, County Health Services
Agency
Scott Hamby, City of Scotts Valley
Rodney Cahill, Mesiti-Miller Engineering (for
City of Scotts Valley)
Jessica Kahn, City of Scotts Valley

3. Announcements – Grace Blakeslee, RTC Senior Transportation Planner, announced the Cruz511 in Your Neighborhood program and provided information on the focus areas for the project, travel behavior surveying, timeline and engagement opportunities.
4. Oral communications – Bicycle Advisory Committee member Leo Jed summarized 3 pieces of legislation currently working their way through the legislature. The bills relate to bicyclist signal detection, legalizing the treatment of stop signs as yields for bicyclists, and clarifying the legal travel behavior for bicyclists in situations where right lanes exist for motorists.
5. Additions or deletions to consent and regular agendas – Add-on materials for item #16 were distributed. Items #7 and #12 were moved to the regular agenda.

CONSENT AGENDA

A motion (Hyman/Akol) was made to approve the consent agenda. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.

6. Approved draft minutes of the February 13, 2017 Bicycle Advisory Committee meeting
7. Accept letter from the Bicycle Advisory Committee to the City of Santa Cruz recommending that a "Port District Multi-Modal Transportation Plan" project be added to the City of Santa Cruz Active Transportation Plan – Moved to the regular agenda as Item #19a.
8. Accepted letter from the Bicycle Advisory Committee to the City of Santa Cruz requesting bike lanes along Mission St be included in the City's Active Transportation Plan and that future bike lanes, sharrows or other bike friendly treatments be added along Mission Street between the two King Street intersections.
9. Accepted announcement and solicitation of public comment for the County of Santa Cruz Parks, Open Space and Cultural Services Strategic Plan
10. Accepted summary of Hazard Reports – A request was made to bring back information related to a reported hazard on River Street.
11. Approved recommendation to the RTC to approve Ecology Action's Transportation Development Act allocation request for \$60,000 for the Bike to Work Program
12. Approve recommendation to the RTC to approve the Health Service Agency's TDA allocation request for \$130,000 for the Community Traffic Safety Coalition and the Ride 'n Stride Bicycle and Pedestrian Education Programs – Moved to the regular agenda as item #19b.

REGULAR AGENDA

13. Accept information on new appointments and resignations, and update roster – Cory Caletti, RTC Senior Transportation Planner, identified the new appointments recently

approved by the RTC and expired seats for which members did not seek reappointment or sought reappointed but were not nominated. The seats impacted include District 1 (Janneke Strause was appointed as an alternate), District 4 (Kem Akol was appointed as a voting member), and Bike to Work (Kira Ticus was appointed as a voting member). Lex Rau and Gary Milburn requested reappointment to seats representing the City of Scotts Valley but were not nominated. A motion was made (Scott/Akol) to send certificates of appreciation for long-serving former members Andy Ward, Daniel Kostelec and Lex Rau for their service. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.

14. Office Elections – Cory Caletti, RTC Senior Transportation Planner, expressed appreciation for Amelia Conlen's service for the past year as Chair of the committee and David Casterson's service as Vice-Chair. A motion was made (Akol/Scott) to elect Amelia Conlen for an additional one-year term as Chair. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition. Another motion was made (Voss, Fontes) to elect David Casterson as Vice-Chair for another one-year term. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.
15. "5-year Program of Projects" recommendations for Measure D funding allocations: Highway Corridors, Active Transportation and Rail Corridor investment categories, the San Lorenzo Valley Highway 9 Corridor Improvements and the Highway 17 Wildlife Crossing – Rachel Moriconi, RTC Senior Transportation Planner, summarized the staff report. Comments included the following: 1) general support of the funding recommendations for the rail trail allocations but requests that more funding for the trail should be provided out of the trail category instead of from the neighborhood projects category; 2) the Bicycle Advisory Committee should receive a presentation on the scope of the Unified Corridor Investment Study and its relation to consideration of options for the rail corridor; 3) request for more information related to Segments 8 and 9 of the trail project including construction costs of the San Lorenzo River pedestrian walkway widening; and 4) yearly agendizing of the Measure D funding allocation recommendations. A motion was made (Casterson/Fontes) to recommend that the RTC approve the staff recommendation. After some discussion, the motion passed with members Voss, Strause, Casterson, Scott, Akol, Conlen, Fontes, and Ticus voting in favor. Members Rick Hyman and Leo Jed abstained from the vote.
16. Mt. Hermon Rd/Scotts Valley Dr/Whispering Pines Dr Intersection Project – Ad-Hoc Committee members and Scott Hamby, City of Scotts Valley Public Works Director presented an overview of the intersection improvements. Additional materials were also distributed and representatives from the City of Scotts Valley's consultant team, Mesiti-Miller Engineering, added project details. After discussion and appreciation for the use of innovative treatments like green bike boxes, a motion was made (Hyman/Jed) to send a letter recommending further refinements. The motion passed unanimously with members Voss, Strause, Casterson, Scott, Akol, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. No votes were cast in opposition.

17. Bicycle Safety Observation Study and new Vision Zero program – Lynn Lauridsen, Health Services Agency staff, summarized the reports provided in the packet and added additional details related to the scope of the Vision Zero initiative. Ms. Lauridsen indicated that a compilation of existing data and its toll on human lives will be presented at the June Bicycle Advisory Committee and that a symposium on programs to eliminate all traffic collisions will be held at the Simpkins Swim Center on June 29th from 4-6pm. A special emphasis of the program is on preventing fatalities of the most vulnerable road users and local jurisdictions will be asked to adopt policies and identify focus areas. The two year, 2016-2018, CTSC Vision Zero Work Plan was approved last year by the Bicycle Advisory Committee. The Bicycle Observation Survey is “on hold” while the program assesses the utility of existing data sources.
18. Sunset Inn on Mission Street Demolition and New Construction Opportunities for Improved Bicycle Access between King Street and Swift Street – Rick Hyman, Bicycle Advisory Committee, summarized considerations related to the proposed bike access being considered as part of the hotel project at 2424 Mission Street. A motion was made to write a letter to the City of Santa Cruz Planning Commission suggesting further enhancements to the proposal. The motion passed with members Voss, Strause, Casterson, Scott, Akol, Conlen, Fontes, Ticus, and Jed voting in favor. Rick Hyman abstained from the vote.
19. Updates related to Committee functions
 - a.) Item #7 as pulled from the Consent agenda: A motion was made to accept the letter (Fontes/Akol) but to agendize a discussion of the item at a future meeting.
 - b.) Item #12 as pulled from the Consent agenda was discussed. A motion was made (Hyman/Voss) to approve the staff recommendation for TDA funding but a request was added that the program increase efforts to promote helmet use. Ms. Lauridsen indicated that other programs of the County Health Services Agency focus on helmet give-aways and education. The motion passed with members Voss, Strause, Casterson, Scott, Hyman, Conlen, Fontes, Ticus, and Jed voting in favor. Kem Akol voted in opposition because of opposition to the discontinuation of the bicycle observation study.
 - c.) Due to summer schedules, the Bicycle Advisory Committee date for June will be switched from June 12th to June 5th, 2017.
20. Adjourned – 8:40 p.m.

NEXT MEETING: The next Bicycle Advisory Committee meeting is scheduled for a special date of June 5th, 2017, from 6:00 pm to 8:30 pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

Minutes respectfully prepared and submitted by:

Cory Caletti, Senior Transportation Planner

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

April 17, 2017

Santa Cruz City Planning Commission
809 Center Street
Santa Cruz, CA 95060

RE: 2424 Mission Street Item #3 April 20, 2017 Commission Meeting

Dear Commissioners:

The Bicycle Advisory Committee of the Regional Transportation Commission appreciates that bicycle access is being considered in this proposed hotel project at 2424 Mission Street. However, we request that there be a two-way bike path separated from the parking lot in the rear of the building. This would reduce potential conflicts between motor vehicles, pedestrians, and cyclists and provide a key connection between Grandview/Swift and King Streets. It would allow cyclists riding east on Grandview to access King Street without having to ride on and cross Mission Street twice (at Swift and at King intersections), and provide a safe route for less confident cyclists. If, instead, you accept the plans for bike access to be allowed through the parking lot, then we recommend:

- painting additional sharrows there to alert motorists to the presence of cyclists;
- adding "Except Bicycles" to planned signs that will prohibiting motor vehicles from exiting onto King Street from the parking lot.

In either case, we also recommend installing signs on both Swift and King Streets pointing to the bike route through the property.

We also recommend installation of a bike lane on Mission Street in front of the proposed new hotel. Although the parking lot cut-through will be convenient for cyclists already on Swift or King Streets, many cyclists use Mission Street. The Mission Street Urban Design Plan (MSUDP) on both pages 53 and 72 calls for a bike lane on Mission Street from King Street to the western City limits. Westward from Swift Street, Mission St/Route1 already has a very wide shoulder suitable for cycling. Adding this bike lane between King and Swift Streets, pursuant to the MSUDP, would close this gap. The travel lane next to the sidewalk is already about 13 feet wide. Narrowing it to 11 feet would then only require two more feet of frontage of the subject property for a bike lane. The staff report notes that many Caltrans recommended pedestrian-friendly elements are included in the project. However, Caltrans' "Main Street, California, A Guide for Improving Community and Transportation Vitality", 2013, also promotes bicycle-friendly strategies, including bike lanes, for state highways through urban areas (like Mission Street). (http://www.dot.ca.gov/hq/LandArch/mainstreet/main_street_3rd_edition.pdf).

In conclusion, the Bicycle Advisory Committee is supportive of bicycle access both along Mission Street and behind the proposed new hotel - preferably adjacent to, or if not then through, the parking lot.

The Committee thanks you for your consideration of these comments. Please feel free to contact the RTC's Bicycle Program Manager and staff to the Bicycle Advisory Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other committee related matters.

Sincerely,

A handwritten signature in black ink that reads "David Casterson". The signature is fluid and cursive, with the first name "David" being more prominent than the last name "Casterson".

David Casterson
Bicycle Advisory Committee Vice-Chair

cc: Kelly McClendon, Caltrans
Alex Khoury, City of Santa Cruz
Mike Ferry, City of Santa Cruz



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

April 18, 2017

California Natural Resources Agency
Attn: Urban Greening Coordinator
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

Dear Urban Greening Grant Selection Committee,

I am writing on behalf of the Bicycle Advisory Committee of the Regional Transportation Commission to express support for the City of Santa Cruz's Urban Greening Program application for the *Swanton Boulevard Multiuse Path and Urban Greening*. The new multiuse path will reduce vehicle miles traveled (VMT) through the creation of a safe, separated route for students, employees, residents, and visitors. The path will connect to over 10 miles of existing or funded multiuse trails to fill a gap in the overall network, leading to even larger VMT reduction benefits.

Additionally, the project will plant 100 new trees along the Swanton Boulevard median as well as native plantings adjacent to the multiuse path. The new trees will sequester carbon, contribute to the City's urban tree canopy goals, and have the added benefit of shading the multiuse path. The path will run adjacent to Natural Bridges State Park, which serves as critical habitat for several native species. Native plantings will increase habitat for native species and reduce and filter storm water runoff in a coastal area that currently has no drainage systems in place.

The Bicycle Advisory Committee advises the Regional Transportation Commission and its member agencies on bicycle related issues. The Committee has a strong commitment to reducing bicycle collisions and providing safe facilities for cyclists of all ages and skill levels. The Swanton Boulevard Multiuse Path project will provide a protected route between the future rail trail and West Cliff Drive, which will reduce the potential for collisions and encourage more biking and walking trips.

I encourage you to support this valuable project. The Swanton Boulevard Multiuse Path and Urban Greening is an important project to reduce VMT in the Santa Cruz community, connect to schools, employment, and community facilities via a safe, connected, active transportation corridor, and to expand tree canopy and native plantings and decrease storm water runoff. The Regional Transportation Commission strongly supports funding for this project to improve active transportation in the City and County of Santa Cruz.

Sincerely,

David Casterson
Bicycle Advisory Committee Vice-Chair

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

April 17, 2017

Scotts Valley City Council
1 Civic Center Drive
Scotts Valley, CA 95066

Re: Intersection Improvements, Item # 2, April 19, 2017 City Council Meeting

Dear City Council Members:

The Bicycle Advisory Committee of the Regional Transportation Commission (RTC) appreciates that bicycle-friendly elements are included in the proposed Mount Hermon Road/Scotts Valley Drive/Whispering Pines Drive intersection improvement plans. Incorporating these, along with pedestrian-friendly elements, will make the intersecting roadways more complete streets – an objective of the RTC and the State. We do note that from a cyclist's (and pedestrian's) safety and comfort perspective, converting the three channelized right turn lanes into close to or actual right angle turn lanes would have been preferable. In the absence of making such a major revision, we do appreciate that City has added bike signing and markings, including such relatively newer elements as sharrows and dashed green lanes in conflict zones. Generally, these are appropriately shown on the plans before you. We do have a few recommended revisions that we have discussed with your staff and recommend that you accept for incorporation into the final plans. These are listed in the attachment.

One new element of the proposed plans is the bike box, as highlighted in your staff report. We thank you for being open to incorporating this newly approved treatment. Instead of cyclists having to cross three lanes of moving traffic in order to make left turns, the bike boxes offer an exclusive means for left-turning cyclists to position themselves during red lights. Some cyclists already make this maneuver at or near the crosswalk – adding bike boxes will delineate a formal location at the intersection for cyclists to use and motorists to stay outside of. Bike boxes are authorized under "Interim Approval for Optional Use of an Intersection Bicycle Box" https://mutcd.fhwa.dot.gov/resources/interim_approval/ia18/index.htm. The proposed intersection plans mostly conform to these requirements. We do offer a few recommended revisions to be in full compliance, again listed in the attachment.

The Bicycle Committee really appreciates that your staff has consulted with us throughout the process of preparing various iterations of the intersection improvement plans. Our recommendations are based on experience, consultation with others, and research into standards and practices. We remain available to, and hope to, continue collaboration. It would be helpful to motorists and cyclists alike for the City to publicize how bike boxes and green lanes work and we stand ready to assist. We can also offer help in collecting data on motorist and cyclist experiences with the bike boxes. This can provide valuable information from what will be the pioneer bike box installation in the County.

In summary, we appreciate that bike-friendly elements have been included in the intersection improvement plans and we hope that you approve them with the attached recommended revisions. The Committee thanks you for your consideration of these comments. Please feel free to contact the RTC's Bicycle Program

Manager and staff to the Bicycle Advisory Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other committee related matters.

Sincerely,

A handwritten signature in blue ink, appearing to be 'AC' followed by a long horizontal flourish.

Amelia Conlen
Bicycle Advisory Committee Chair

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

Attachment

Attachment

Bicycle Committee Recommended Revisions to the Mount Hermon Road/Scotts Valley Drive/Whispering Pines Drive Intersection Improvement Plans

1. Add sharrows to beginning and middle of westbound Scotts Valley Dr. channelized right turn lane;
2. Continue eastbound Whispering Pines Dr. bike lane across free right turn lane to the intersection, designed with sharrows and green lane treatment similar to northbound Mt. Hermon (this can be accomplished by reducing each of the four 12-foot wide travel lanes there to 11 feet), and remove the sharrow in the right through travel lane;
3. Add "Begin Right Turn Lane, Yield to Bikes" signs;
4. Do not install "Share the Road" signs, instead install "Bikes May Use Full Lane" signs for the three channelized right turn lanes;
5. Add "STOP HERE ON RED" sign at the advance stop line defining the bicycle box with an "EXCEPT BICYCLES" word legend plaque below;
6. Install "NO TURN ON RED" sign on southbound Mount Hermon Rd. approach to the intersection;
7. If the above recommendation to continue the bike lane on Whispering Pines Dr. through to the bike box is not implemented, then delete that bike box (because the guidelines require an at least 50 foot long bike lane approaching a bike box);
8. Cut back or slope up the islands adjacent to the northbound Mt Hermon Rd. and westbound Scotts Valley Dr. bike boxes in order to provide refuges for cyclists waiting to traverse the bike box so they don't block through bicycle travel on a green light;
9. Establish signal sequencing that supports use of the bike boxes -- best would seem to be either left turn arrow turns green first at each leg or both left turn and straight through signal at each leg turn green at the same time; through signals turning green before left turn signals turn green could put cyclists in the bike box at risk;
10. Consider video detection rather than loop detection; if you chose loop detection, procure the best quality product that will detect all types of bicycles.


www.calbikepedplan.org/bpp_pages/view/190

caltrans bike ped plan

Dictionary.com https://maps.google.c... Web Update Request join.me - Screen Shari... Bicycle law in Californ... Monterey Bay Sanctua... Home - Dropbox

EN ESPAÑOL | CALENDAR | NEWS | CALTRANS WEBSITE

CALIFORNIA STATE BIKE & PED PLAN



HOME ABOUT THE CSBPP PARTNERS + PARTICIPATION PROCESS + SCHEDULE DOCUMENTS

Final Plan

Caltrans has adopted "Toward an Active California," the State Bicycle and Pedestrian Plan ([Low resolution version - 6MB](#); [High resolution version - 20MB](#)). This document is California's first statewide plan that lays out the policies and actions that Caltrans and its partner agencies will take to achieve the department's ambitious statewide goals to double walking and triple bicycling trips by 2020.

The Plan Appendices will be available soon. This supporting document to the plan will include the items listed below. Some of these documents are currently available by clicking below, or within the "[Documents](#)" tab.

1. [Review of Existing Documents](#)
2. [Performance Measures Report](#)
3. [Baseline Data Methodology Report](#)
4. [Bicycle and Pedestrian Safety Trends Report](#)
5. [Active Transportation Benefits](#)
6. [Evaluation of Programs and Infrastructure](#)
7. [Infographics Survey Results](#)
8. [Regional Forums Summary](#)
9. [Summary Report: Focus Groups](#)
10. [Informational Meetings and Webinars: Summary Report](#)
11. [Tribal Listening Sessions: Summary Report](#)
12. [Questionnaire: CSBPP Developments](#)
13. [Summary of Public Comments on Draft Plan](#)

Sign-up to [receive email notifications](#) when new information is available.



TOWARD AN ACTIVE CALIFORNIA

STATE BICYCLE + PEDESTRIAN PLAN



DIRECTOR'S MESSAGE



Dear Fellow Californians:

I am pleased to present *Toward an Active California, State Bicycle + Pedestrian Plan*, Caltrans' first-ever statewide plan for active modes of transportation. This document is the culmination of a year and half of discussions and analysis by management and subject matter experts from Caltrans, local and regional agencies, state agency partners, advocacy organizations, and other stakeholders. Over the course of the plan's development an extensive effort to engage the public from every region of California was made through a series of regional forums, online surveys, focus groups, and webinars.

Caltrans has set an ambitious target to double walking, triple bicycling, and double transit use in the state between 2010 and 2020. This goal cannot be achieved by Caltrans alone, which is why *Toward an Active California* compliments local and regional active transportation plans across the state and identifies policies and actions that Caltrans and its partners will take to achieve this and other important goals. We are excited that this plan comes at a time when the Road Repair and Accountability Act of 2017 will provide significant new revenues to multi-modal transportation programs including funds to catch up on years of unfunded maintenance needs and an additional \$1 billion for the active transportation program over the next ten years increasing this ongoing program by more than 80 percent. Well-maintained roads benefit all users, not just drivers, as roads are used for all modes of transport, whether motor vehicles, transit, bicycles, or pedestrians.

Active transportation must play a vital role in California's goal to reduce greenhouse gas emissions and vehicle miles traveled. Walking and bicycling also have many positive benefits associated with personal health, economic benefits, and sustainable and equitable development. I encourage you to read the policies and actions within *Toward an Active California* as it identifies steps Caltrans and its partners will take to improve the safety and comfort of pedestrians and bicyclists throughout the state, making walking and biking an appealing option for many everyday trips.

Sincerely,

A handwritten signature in blue ink, which appears to read "Malcolm Dougherty". The signature is stylized with a large, sweeping "M" and a long, horizontal stroke at the end.

MALCOLM DOUGHERTY
Director, Caltrans
May 2017

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Executive Summary

Home to millions, California is full of diverse and amazing regions, cities, and neighborhoods full of active families, businesses, schools, and communities. Visitors and residents alike experience wonders large and small through vacations and day trips, exploring the arts and the outdoors, meeting friends and families, or discovering food, culture, and a sense of place. An active California should be available across the state and through a variety of transportation modes.

Toward an Active California is Caltrans' first statewide policy-plan to support travel by bicyclists and pedestrians through objectives, strategies, and actions. This policy direction continues support for the recent trend of increasing bicycle and pedestrian travel in the state and strengthens the connection between transportation, environmental sustainability, and public health. This plan is an important element of a statewide goal to provide robust multimodal transportation options to everyone in California.

Trends and Opportunities

Over the last decade, Californians have increased travel by foot and bicycle. Between 2000 and 2010, the California Household Travel Survey showed an increase in bicycling from 0.8 percent to 1.5 percent of all trips, and an increase in walking from 8.4 percent to 16.6 percent. State and local officials are adapting elements of the expansive network of state highways and local roads to support and encourage this increase in active transportation.

New Funding

This plan is released concurrent with major new funding directed to active transportation from Senate Bill 1, the Road Repair and Accountability Act of 2017. This legislation provides an additional \$1 billion for investments over the next decade.

VISION STATEMENT

BY 2040, PEOPLE IN CALIFORNIA OF ALL AGES, ABILITIES, AND INCOMES CAN SAFELY, CONVENIENTLY, AND COMFORTABLY WALK AND BICYCLE FOR THEIR TRANSPORTATION NEEDS.



Caltrans Planning Framework

The *California Transportation Plan 2040* (CTP 2040) is Caltrans' overarching long-range transportation plan that identifies the state's sustainable multi-modal transportation system, uniting six individual modal plans: The *Interregional Transportation Strategic Plan*, *California Freight Mobility Plan*, *California State Rail Plan*, *California Aviation System Plan*, *Statewide Transit Strategic Plan*, and now *Toward an Active California - State Bicycle and Pedestrian Plan*. *Toward an Active California* seeks to fulfill the six goals laid out in the CTP 2040 as identified in Chapter 4 of this plan.

Toward an Active California also aims to achieve goals and targets set in the *Caltrans Strategic Management Plan*, including:

- » Double walking, triple bicycling, and double transit by 2020
- » Reduce bicycle and pedestrian fatalities by ten percent per year
- » Increase the number of complete streets projects by twenty percent

New Active Transportation Policies

Toward an Active California introduces four new objectives, fifteen strategies, and sixty actions that are specific to active transportation. The objectives are provided below; strategies and actions are described in Chapter 4 and serve as the basis for Plan implementation.

SAFETY

Reduce the number, rate, and severity of bicycle and pedestrian involved collisions



MOBILITY

Increase walking and bicycling in California



PRESERVATION

Maintain a high quality active transportation system



SOCIAL EQUITY

Invest resources in communities that are most dependent on active transportation and transit



Public Engagement and Input

Extensive public engagement informed the recommendations in *Toward an Active California*, to capture the challenges and opportunities facing residents, communities, and policy makers. This strategic outreach as outlined in Chapter 3 sought feedback from a diverse cross section of Californians from rural, suburban, and urban areas; from socially and economically disadvantaged communities; local advocates; and local, regional, and state agencies.

**June 5, 2017
Hazard Report**

Date	First Name	Last Name	Contact Info	Location	Cross Street	City	Category	Additional Comments	Forwarded To	Forwarded Date	Response
05/28/17	Alberta	James	alberta.m.james@gmail.com	Soquel Dr		Santa Cruz County	rough pavement or potholes, construction hazard	rider states recent construction patch that covers the width of the bike lane has slumped. More than one cyclist has stated they just about flipped over their handle bars	General Dept of Co of SC	05/30/17	
05/26/17	Rick	Hyman	bikerick@att.net	Water St		Santa Cruz	plant overgrowth or interference	rider states trees growing too low over bike lane; have to duck to pass under	Amelia Conlen	05/30/17	
05/26/17	Adam	Millard-Ball	adammb@hotmail.com	King St		Santa Cruz	traffic signal problem	rider states does not detect bikes. Even when there is no traffic on Bay, signal does not change unless you push the pedestrian button	Amelia Conlen	05/26/17	From Amelia - Thank you for this report. It has been forwarded to our streets maintenance team for action - 05/26/17
05/25/17	Bryan	Xiong	bryanstah11@gmail.com	Toledo St		Santa Cruz	rough pavement or potholes	rider states HUGE POT hole. It has been weeks since this pot hole has been created	Amelia Conlen	05/26/17	From Amelia - Thanks for your email. It has been forwarded to our Streets Maintenance team for action - 05/26/17
05/22/17	Eileen	Cavalier	eileenc722@gmail.com	Brommer	Darlene/40th	Santa Cruz County	plant overgrowth or interference	rider states On Brommer between Darlene and 30th. As you ride from Darlene towards 30th, shortly before the signage that indicates there is a stop sign ahead, there is a large poison oak vine dangling down from an oak tree into the bike lane. that I am marking it urgent as it cannot be seen at night, which is when I first encountered it. Result: major outbreak of poison oak on my face and neck	General Dept of Co of SC	05/23/17	
05/22/17	Stan	Blackburn	831 212 8964	E Cliff Dr	20th Ave	Santa Cruz County	debris on shoulder or bikeway	rider states sand in both direction of bike path east and west across from ksco	General Dept of Co of SC	05/23/17	
05/15/17	Mark	Nockleby	nockleby@nocklebeast.net	Delaware St	Columbia St	Santa Cruz	other	rider states Nice new asphalt on Delaware at Columbia, but the bike lanes have been re-painted to be 8 feet wide, which makes them impossible to use for cycling with the on-street parking.	Amelia Conlen	05/16/17	From Amelia - . I'll be going out next week to take some measurements and see if we can expand the bike lane at this location (as well as several other intersections on Delaware that have the same issue). We'll be working on this
05/08/17	Paula	Barsamian	pa0la421@yahoo.com	Spreckels St		Santa Cruz County	hazardous drain grate	rider states I warned bike club about this grate awhile ago when I fell into it. it is the second grate spreckels st going south. Big enough to lose a wheel or fall and break a hip. I destroyed my wheel. I call the county, they sent someone to look at it, they said it would be fixed, and nothing was done. month late, still noting is done. i re-filed my report to the county and took screen shots of the report as proof.	General Dept of Co of SC	05/08/17	
05/08/17	Rick	Hyman	bikerick@att.net	Hospital Dr		Santa Cruz	traffic signal problem	rider states the traffic signal at the exit of dominican hospital to travel onto soquel ave does not change for bicycles. I had the same problem today ; signal. Not recognizing my bicycle	Amelia Conlen	05/08/17	From Amellia - followed up with our Streets team to see if someone can take another look. We just had a key Streets Maintenance person leave, so things are happening a little slower than usual. I'll follow up next week if I don't hear back from them - 05/09/17
05/02/17	Paula	Barsamian	pa0la421@yahoo.com	Spreckels		Santa Cruz County	hazardous drain grate	rider states the second grate, on Spreckels in Aptos Village (near 230 Spreckels and Treasure Island) is a dangerous hole. the grate is large enough to permit the wheel of a road bike to fall in and get stuck. this already happened to me, months ago. i reported it. An employee called me, found it, and said it would be fixed. It is not fixed and it is STILL dangerous	General Dept of Co of SC	05/03/17	From Christine - A service request has been forward to Public Works Maintenance Yard - 05/03/17
04/28/17	Peter	Stanger	pj@rattlebrain.com	Thurwachter Rd	Beach Rd	Santa Cruz County	bikeway not clearly marked, damaged bikeway signs	rider states "pacific coast bike route" sign is gone at thurwachter rd and beach rd for southbound cyclists	General Dept of Co of SC Carol Salas Jessica Brio	05/01/17	
04/28/17	Peter	Stanger	pj@rattlebrain.com	San Andreas Rd		Santa Cruz County	plant overgrowth or interference, debris on shoulder or bikeway	rider states intersection of san andreas rd and beach rd northeast curve as it comes to stop sign at beach. Bike lane along curved area has filled with roadway debris and vegetation. Bile lane is narrowed to less than a foot wide	General Dept of Co of SC	05/01/17	From Christine - A service request has been forward to Public Works Maintenance Yard - 05/04/17
04/28/17	Peter	Stanger	pj@rattlebrain.com	San Andreas Rd		Santa Cruz County	plant overgrowth or interference, debris on shoulder or bikeway	rider states south of kitayama flower greenhouse entrance southbound bike lane is reduced to less than foot wide due to plants and debris and lack of maintenance by PW	General Dept of Co of SC	05/01/17	
04/28/17	Peter	Stanger	pj@rattlebrain.com	San Andreas Rd		Santa Cruz County	plant overgrowth or interference, debris on shoulder or bikeway	rider states bike lane along san andreas rd south of zills rd as it approaches entrance of monterey bay academy has narrowed to less than a foot wide due to pants encroachment and total lack of maintenance by PW.	General Dept of Co of SC	05/01/17	From Christine - A service request has been forward to Public Works Maintenance Yard - 05/04/17
04/28/17	Peter	Stanger	pj@rattlebrain.com	Soquel Dr		Santa Cruz County	rough pavement or potholes, pavement cracks, plant overgrowth or interference, debris on shoulder or bikeway	rider states soquel dr nb before aptos times bldg bike lane has multiple areas where paving has about an inch surface peeled off. Area was resurface by PW last summer but they only concerned themselves with motor vehicle roadway. This was an obstacle but last winter a lot of the steep hillside encroached onto bike lane right side and one spot there is 12" tree that protrudes across bike lane leaving less than a foot to get through without getting into motor vehicle lane. this is in area where traffic will back-up as it approaches aptos junior high and deer park	General Dept of Co of SC	05/01/17	From Christine - A service request has been forward to Public Works Maintenance Yard - 05/04/17

June 5, 2017
Hazard Report

Date	First Name	Last Name	Contact Info	Location	Cross Street	City	Category	Additional Comments	Forwarded To	Forwarded Date	Response
04/27/17	Greg	McPheeters	gmcpheters@gmail.com	California St		Santa Cruz	traffic signal problem, other	rider states It's a minor hazard, but riding West on CA Ave approaching the intersection with Laurel, the curb was recently redone to have more of a bulb out, which is nice. I do think it calms traffic. However, I suspect you know that the button to get a bike signal to cross the street is now awkwardly inset from the curb. When I ride up to, I actually have to ride up on the sidewalk to hit the bike cross button to call the light. I'm pretty good at riding up curbs, but this seems like a pretty odd scenario. It's not clear to me how it could be better without moving the entire pole, but I do feel like it is a hazard for typical cyclists to have lean way over to get the light. This should also be reviewed for closely for future traffic improvement projects.	Amelia Conlen	04/28/17	From Amelia - Just went out to the intersection of California and Laurel and couldn't find the spot you mentioned. California heading southbound, towards the beach, hasn't had any improvements, and the bike button is accessible. On California heading northbound, towards the high school, the bike button is set back from the intersection and is still accessible for cyclists in the roadway - 05/02/17
04/26/17	Brad	Cramer	cramer4eyes@yahoo.com	San Andreas Rd		Santa Cruz County	plant overgrowth or interference, debris on shoulder or bikeway	rider states The bushes, including Poison Oak hang over the entire bike lane for large stretches of the road forcing cyclists into a high speed traffic lane. There are also large sand, gravel, broken glass, mud, debris piles covering large portion of the bike land throughout the length of the road. It is very unsafe for cyclists right now	General Dept of Co of SC	04/26/17	
04/24/17	Connie	Wilson	camt@cruzio.com	Berkeley Way		Santa Cruz	rough pavement or potholes, lack of sidewalk, pole blocking walkway	rider states At the bottom of the Berkeley Way bridge heading towards downtown, there is a challenging exit. There are 2 metal posts and if one goes straight thru via bicycle there is a curb before entering Market St. On either side of the posts are DG areas that are below the surface of the concrete. Both sides have access to the sidewalk and driveway access to Market st. If the lowered areas were filled in it would be much safer as now my tire hits bottom when entering or exiting this area. I personally do not advise making access straight onto Market St as people can come down the hill rapidly and entry onto market at some speed would be very dangerous	Amelia Conlen	04/26/17	From Amelia - Public Works staff will visit the site in the next week or so - 04/26/17 - We took a look at the site last week, and will be installing two concrete triangles to fill in the sunken area and widen the access to the bridge on the Market Street side. Both our Streets Maintenance team and City Inspector are a little swamped right now, so this may take longer than usual. Feel free to check in for a status update - 05/09/17
04/24/17	Greg	McPheeters	gmcpheters@gmail.com	Berkeley Ave		Santa Cruz	other	rider states Berkeley Ave Bridge over Branciforte Creek. This bridge is a great local connector trail for bikes and peds and i use it weekly, but the access from either side is rather dangerous and difficult to navigate. The bollards are poorly placed and there are no curb cuts on the North end of the bridge to allow you to ride off in a safe and easy manner. Not sure how it got put in as it is, but it would be a great improvement to safety if this could be fixed to allow easier riding on both ends.	Amelia Conlen	04/24/17	From Amelia - Public Works staff will visit the site in the next week or so - 04/26/17 - We took a look at the site last week, and will be installing two concrete triangles to fill in the sunken area and widen the access to the bridge on the Market Street side. Both our Streets Maintenance team and City Inspector are a little swamped right now, so this may take longer than usual. Feel free to check in for a status update. - 05/09/17
04/17/17	Rick	Hyman	bikerick@att.net	41st Ave		Capitola	traffic signal problem	rider states northbound 41st Ave, turning left at light into Capitola Mall entrance way; arrow does not turn green for cyclists; I waited through a whole cycle to make sure.	Steve Jesberg	04/18/17	From Steve - . The city is currently working on a project to change the detection at the signals along 41st Avenue that will improve bicycle detection. If the bids come in on budget the plan is to complete construction this summer - 04/20/14
04/17/17	Rick	Hyman	bikerick@att.net	Capitola Rd	Soquel Ave 7th Ave	Santa Cruz County	plant overgrowth or interference	rider states trees overhanging bike lanes low enough to interfere with cyclists	General Dept of Co of SC	04/18/17	From Christine - . I have sent your service request to the County Road Maintenance Yard - 04/18/17
04/05/17	Cory	Caletti	ccaletti@scrtc.org	West Cliff		Santa Cruz	not supplied	rider states The hazard in the subject heading is between the Wharf and the Dream Inn. The one closest to the wharf is sticking out pretty far in the buffered bike lane.	Amelia Conlen	04/05/17	From Amelia - hazard has been forwarded to our Streets Maintenance team. I'll let you know when I hear back - 4/5
04/05/17	Lowell	Hurst	lowell.hurst@cityofwatsonville.org	Green Valley Rd		Watsonville	plant overgrowth or interference, debris on shoulder or bikeway, lack of sidewalk	rider states Road shoulder covered with dirt & mud. Bike riders impeded	General Dept of Co of SC	04/05/17	
04/03/17	Janine	Honey	trainstripes@comcast.net	N Main St		Soquel	overgrowth or interference, bikeway not clearly marked	rider states Vegetation overgrowth forces cyclists and pedestrians completely into roadway	General Dept of Co of SC	04/04/17	From Christine - I have forward your service request to the Maintenance Yard - 04/04/17

Measure D: 5-Year Program of Projects (FY17/18-FY21/22)

Expenditure Plan Category: **Active Transportaiton/MBSST-Rail Trail (17 % of Measure D per Expenditure Plan)**

Agency: **Santa Cruz County Regional Transportation Commission**

Estimated Annual Measure D Allocations		FY17/18	FY18/19	FY19/20	FY20/21	FY21/22				
		\$3,192,665	\$3,192,665	\$3,192,665	\$3,192,665	\$3,192,665				
Rail Trail Project/Program	Description	year 1 (17/18)	year 2 (18/19)	year 3 (19/20)	year 4 (20/21)	year 5 (21/22)	5-Year Measure D	Total Estimated Project Cost	Other fund information	Est. Construction start date
City of Santa Cruz (SC) Segment 7 (Natural Bridges to Wharf) - Phase 2 construction	Construction of trail. Portion of increased costs to build retaining walls.	\$ 1,100,000	-	-	-	-	\$ 1,100,000	\$7.4M (ph 1 & 2)	\$3.25M earmark \$1.8M STIP, City, FORT, Bike SCCO, Coastal Conservancy	Fall 2017/18
City of SC Seg 8 - Construction: San Lorenzo river parkway trestle widening	Widening of existing walkway on the existing railroad bridge over San Lorenzo River near Boardwalk to serve multi-use purposes	\$ 500,000	-	-	-	-	\$ 500,000	Est. \$1.55M	Land Trust, City, State Resource Agency	FY17/18
City of SC Seg 8/9 (SC Wharf to 17th Ave.): Construction	Funds set aside to serve as match when seeking other grants for trail construction in rail corridor between San Lorenzo River and 17th Avenue in Live Oak.	-	-	-	\$ 2,000,000	-	\$ 2,000,000	Est. \$33M	ATP pre-construction; Construction cost: \$28M - Seek \$26M in grants, including ATP.	est. 2021
City of SC trail maintenance and operations	Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 22,000	\$ 62,000	Est. \$20k/yr	City funds	ongoing
City/RTC coordination: CPUC, Iowa Pacific (IP), Env Health Svc (EHS), Right-of-Way (ROW), design & contractor, outreach - Seg 7,8,9	RTC oversight and coordination on development of trail sections in City of SC.	\$ 30,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 195,000	TBD		
City of Watsonville Segment 18 (Lee Rd-Walker)	Trail section from Lee Road to Walker in Watsonville. Measure D to cover cost increases due to inflation	\$ 150,000	-	-	-	-	\$ 150,000	\$2.2M	\$1.04M STIP \$688k ATP \$335k Land Trust FORT, County, City funds	FY17/18
City of Watsonville trail maintenance and operations	Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 11,000	\$ 31,000	est. \$10k/yr	City funds	ongoing
City/RTC coordination (CPUC, IP, ROW, EHS, design & contractor, outreach)	RTC oversight and coordination on development of trail in City and connecting to County trail segments.	\$ 20,000	\$ 25,000	\$ 25,000			\$ 70,000	\$ 70,000		
North Coast Segment 5 - envr, design, CPUC/IP, constr mgmt (+ cover Coast Conserv funds=\$239K)	Environmental review and design of north coast section of trail.	\$ 400,000	\$ 450,000	\$ 500,000			\$ 1,350,000		FLAP, Land Trust, RSTPX, Coastal Conservancy	by 2020
North Coast Seg 5 - technical assist (attorney, envl/CEQA filing, etc)	Technical assistance for north coast trail implementation.	\$ 100,000	\$ 100,000	\$ 100,000			\$ 300,000		FLAP, Land Trust, RSTPX, Coastal Conservancy	
North Coast trail maintenance and operations	Ongoing maintenance of sections of trail once constructed. Includes restriping, sweeping, vegetation management and periodic repaving.	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 125,000	\$ 275,000	Est. \$125k/yr		ongoing
North Coast: Reserve to match future grants for unfunded 2 mi.	Funds set aside to service as match when seeking future grant application.	\$ 173,415	\$ 1,853,415	\$ 1,663,415	-	-	\$ 3,690,245	see above	TBD- possible FLAP grant	TBD
RTC general technical assist (all projects) - survey, Environmental Health (EHS), attorneys, etc		\$ 50,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 70,000	\$ 315,000	est. \$70k/yr		ongoing
RTC staff - overall program management, development of future projects, grant apps		\$ 150,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 900,000	est. \$200k/yr		ongoing
Corridor encroachments & maintenance	Ongoing corridor maintenance, including vegetation, tree removal, trash, graffiti, drainage, encroachments, storm damage repairs outside of what is required for railroad operations	\$ 519,250	\$ 519,250	\$ 519,250	\$ 519,250	\$ 519,250	\$ 2,596,250	\$519k/year	IP/shortline operator	ongoing
Unappropriated carryover to future years - opportunity fund/matches for grant apps, unexpected needs	Use of funds to be determined in future 5-year plans.				\$ 228,415	\$ 2,200,415	\$ 2,428,830	NA		TBD
Estimated Annual Measure D Expenditures		\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 3,192,665	\$ 15,963,325			

DRAFT

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

Rules & Regulations

~~Revised August 7, 2014~~ Draft 65/01/2017

I.



**Santa Cruz County
Regional Transportation Commission**
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SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION
RULES AND REGULATIONS

SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

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SANTA CRUZ COUNTY
REGIONAL TRANSPORTATION COMMISSION

RULES AND REGULATIONS

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REGIONAL TRANSPORTATION COMMISSION

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REVISED JANUARY 1989

REVISED FEBRUARY 1991

REVISED MARCH 1993

REVISED MAY 1994

REVISED MAY 1995

REVISED FEBRUARY 1996

REVISED SEPTEMBER 1997

REVISED NOVEMBER 2001

REVISED JANUARY 2002

REVISED NOVEMBER 2004

REVISED DECEMBER 2004

REVISED MARCH 2006

REVISED APRIL 2014

REVISED AUGUST 2014

REVISED JUNE 1, 2017

H.I. INTRODUCTION

A. General

1. These rules establish the regulations and procedure for the conduct of all meetings of the Santa Cruz County Regional Transportation Commission and its committees.
2. These rules and regulations provide for the implementation of the Transportation Development Act (TDA) of 1971 as amended. They are intended solely to interpret, make specific and otherwise carry out provisions of legislation and to be subject to it, and are in no way intended to be inconsistent therewith.
3. These rules and regulations delineate procedures for submittal of claims for TDA funds. Pursuant to Public Utilities Code (PUC) Section 99261 and 99401, these rules delineate specific procedures for submission of claims for bicycle and pedestrian facilities and other claims for funds as outlined in P.U.C Sections 99234 and 99400, respectively, and for other claims as specified. The rules for all other Transportation Development Act claims are generally defined herein and specifically defined in the California Code of Regulation under Title 21, Division 3, Chapter 2, titled "Transportation Development," and incorporated by reference as a part of these rules and regulations.
4. These rules and regulations outline administrative procedures for administering the funding programs of the federal transportation act (most recently named "Moving Ahead for Progress in the 21st Century" (MAP 21)) as included in Title 23 of the United States Code and implemented by state funding programs.

B. Consistency with Memoranda of Understanding

These rules and regulations are intended to complement and be consistent with the Commission's Administrative and Fiscal Policies, Memoranda of Understanding which the Commission has entered into with staff bargaining units, with the County of Santa Cruz for the provision of support services, and with the Association for Monterey Bay Area Governments, CALTRANS, the Santa Cruz Metropolitan Transit District, and other agencies delineating regional transportation planning and programming responsibilities.

III. II. GENERAL RULES AND REGULATIONS

A. Name and Purpose

The Santa Cruz County Regional Transportation Commission for the area within its boundaries is the Regional Transportation Planning Agency as established pursuant to Government Code Section 67940 and 67941.

The Santa Cruz County Regional Transportation Commission has also been designated as the Service Authority for Freeway Emergencies for Santa Cruz County, pursuant to Streets and Highways Code Sections 2550 to 2559.

B. Membership

1. Consistent with Government Code Section 67940 (b), membership of the Commission is composed of all five members of the Santa Cruz County Board of Supervisors, one member appointed by each of the cities of the county and three members appointed by the Santa Cruz Metropolitan Transit District.
2. The appointing authority, for each regular member, and the Santa Cruz County Board of Supervisors for each of its members, may appoint an alternate member to serve in the place of the regular member. Alternate members may act and vote as any regularly appointed member. The Secretary shall keep a list indicating composition of the Commission.
3. The District Director of the State Department of Transportation District in which Santa Cruz County is located, or the director's designated alternate, shall serve as an ex-officio representative to the Commission.

C. Time and Place of Meetings

1. The Commission shall hold regular monthly meetings on the first Thursday of each month in Santa Cruz County, except in the month of July.
2. The Commission shall hold monthly Transportation Policy Workshop meetings on the third Thursday of each month, as needed, as detailed in Exhibit 7.
3. All meetings of the Commission, and its committees shall be held in conformity with the provisions of the Ralph M. Brown Act specified in Sections 54950 through 54963 of the Government Code, and all subsequent amendments thereto.

D. Members' Reimbursement for Expense

The members shall serve without compensation, and shall receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties; provided; however, that in lieu of such reimbursement for attendance at Commission and Committee meetings, each member of the Commission who is not on the staff of an appointing agency shall receive a per diem of \$50 for attendance at Commission meetings, \$50 per month for attendance at one or more Commission committee meetings, not to exceed \$100 per month per member, plus the necessary traveling expenses as may be authorized by the Commission. The Commission shall pay all costs, pursuant to this section.

E. Election of Chair

The Commission shall, at its regular meeting in December of each year, choose one of its members to serve as Chair and one of its members to serve as Vice Chair, to serve for one year, beginning in January, or until the election of their successors.

Should the office of Chair or Vice Chair become vacant, the Commission shall, at the meeting at which the vacancy occurs, choose a successor to fill the vacancy for the balance of that year, or until the election of a successor.

F. Staff

1. The Executive Director is appointed by and serves at the pleasure of the Commission. All other staff appointments are made by the Executive Director in consultation with the appropriate manager and consistent with the Commission's Human Resources Policies.
2. The performance of the Executive Director shall be evaluated by the Regional Transportation Commission once every year. The Commission shall include a summary of their written evaluation in the Executive Director's Personnel file.

G. Agenda

1. All reports, communications, resolutions, or other matters to be submitted to the Commission and included in the meeting packet should be submitted to the Executive Director not later than 5 pm on the Friday, thirteen days preceding a regular Commission meeting. Materials that are relevant to an agenda item and are received by noon on the day before the meeting will be copied by RTC staff and distributed at the meeting on the following day. Members of the public may provide materials for distribution at the meeting.

2. The Executive Director shall arrange the agenda and shall make a copy available to each member of the Commission, to all the cities within Santa Cruz County, to the Santa Cruz Metropolitan Transit District, to the County Counsel, to the County of Santa Cruz, and to the public at least 72 hours prior to the meeting.
3. Consistent with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 through 54963, no action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by a two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted.

H. Public Hearings

All public hearings scheduled by the Commission shall be identified as such in the agenda. Notice of a public hearing shall be published in newspapers of general circulation or be sent via e-mail announcements at least 10 days in advance of the hearing. The newspapers selected shall serve the area affected by the item under consideration. Staff will make available in its offices the information provided to the Commission of the item and, as appropriate, distribute that information to the public library system.

I. ~~Chair to~~ Presiding at Meetings

The Chair shall preside at the meeting of the Commission. If s/he is absent or unable to act, the Vice Chair shall serve until the Chair returns or is able to act. The Vice Chair has all of the powers and duties of the Chair while acting as Chair. The Vice Chair shall preside at the TPW meetings and if the Vice Chair is absent, the Chair shall preside at the TPW meetings. If both the Chair and the Vice-Chair are absent from a meeting, the Executive Director shall open the meeting and the Commission shall elect a Chair to preside only at that meeting.

J. Quorum and Voting

A majority of the voting members of the Commission shall constitute a quorum for the transaction of business. No act of the Commission shall be valid unless at least a majority of members present and casting votes on the item concur therein.

K. Reading of Minutes

Minutes may be approved on the consent agenda and shall include all “aye” and “no” votes and abstentions on all actions of the Commission.

L. Rules of Debate

1. The Chair or such other member of the Commission as may be presiding may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members; and s/he shall not be deprived of any of the rights and privileges of a commissioner by reason of her/his acting as the presiding officer.
2. Every member desiring to speak shall address the Chair; and, upon recognition by the presiding officer, shall confine him/herself to the question under debate.
3. Notwithstanding Sections II.L.1 and II.L.2, the meetings are to be conducted in accordance with the principles of Rosenberg’s Rules of Order (see Exhibit 11).

M. Method of Voting & Recording Votes

Voting on all motions, claims or resolutions may be done with a voice vote. Any Commissioner may request a vote by hand or roll call on any item. All “aye” and “no” votes and abstentions shall be recorded accurately and recorded in the minutes of the meeting.

N. Abstaining from Voting

A commissioner may abstain from voting.

O. Attendance at Meetings

Commissioners unable to attend meetings should make arrangements with their designated alternate to attend. Should any commissioner or alternate commissioner be absent for three consecutive regular meetings of the Commission without valid excuse, the Chair of the Commission shall, through the Executive Director, notify the appointing authority of such unexcused absences.

P. Adoption and Revision of Rules

All rules promulgated by the Commission, and all revisions of these rules, must be approved by a two-thirds vote of the members present.

Q. Establishment of Committees

The Commission shall have the authority to establish temporary and permanent Commission and advisory committees. Current committees are shown in Exhibit 1. Procedures for appointment to permanent advisory committees and the charge to such committees shall be established and maintained through committee bylaws approved by the Commission. Annual Commissioner appointments to committees shall be made at the March Commission meeting by the Chair with concurrence of the Commission (Exhibit 2). When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

R. Committee Bylaws

Permanent Commission Committees shall operate under the bylaws included as Exhibit 2.

S. Public Comment

At the beginning of each meeting, the Commission shall allow members of the public the opportunity to provide oral communications regarding items under the Commission's jurisdiction, which are not on the Commission's regular agenda, for a period not to exceed limits established by the Commission Chair. A copy of each letter from the public on policy issues shall be ~~provided~~ made available to the Commission for the next regular meeting of the Commission, in accordance with the timing in II.G.1.

T. Conflict of Interest Code

Commissioners and designated staff are subject to the Conflict of Interest Code included as Exhibit 9.

~~IV.~~ III. PROCEDURE FOR ESTABLISHING ANNUAL TRANSPORTATION DEVELOPMENT ACT FUND APPORTIONMENTS

A. The TDA provides two funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance fund (STA), which is derived from the statewide sales tax on diesel fuel.

A.B. Annual Revenue Estimates

1. By December 31, the Auditor-Controller shall provide the Commission with an estimate of Transportation Development Act ~~LTF~~ revenue for the ensuing

fiscal year. This estimate shall include both new revenue and interest revenue. The Commission may also request the Auditor-Controller to provide the Commission with an estimate of the moneys expected to remain in the Local Transportation Fund at the end of the current fiscal year after all allocations are honored (California Administrative Code Section 6620).

~~1.2.~~ The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO allocates 50% of STA revenues, by population formula to regional planning agencies and 50% to transit agencies according to operator revenues from the prior fiscal year. The SCO provides estimates of STA funds anticipated to be available in the upcoming fiscal year, based on the state budget. STA allocations are deposited in the RTC's STA fund.

~~B.C.~~ Budget and Apportionment Schedule

The staff shall prepare and the Commission shall adopt a Budget and Apportionment Schedule for the next fiscal year at its March meeting. The Budget will be based upon the estimate of the Auditor-Controller and priorities in allocating funds specified in Public Utilities Code Section 99233 and 99313 and in these rules and regulations.

~~C.D.~~ Appropriation Priorities

Priorities for public transportation and other appropriations of Transportation Development Act LTF funds will be based on the following:

1. Consistent with Public Utilities Code (PUC) Section 99230 pertaining to allocation, 99233 pertaining to allocation purposes, 99233.1 pertaining to administration, PUC Section 99233.2 pertaining to planning and programming, PUC Section 99233.9 pertaining to miscellaneous transportation allocations, PUC Section 99400 pertaining to claim purposes and PUC Section 99402 pertaining to the transportation planning process; there shall be allocated to the Commission from the Local Transportation Fund such sums as are necessary to administer the provisions of the Transportation Development Act and to accomplish the Commission's annual work program including, but not limited to, expenditures for audits, legal and accounting services, office expense and transportation planning and professional services, as specified in Section IV. The intent of these allocations is to share the cost of regional transportation planning proportionately among all eligible claimants.
2. Consistent with PUC Sections 99233.8 and 99260 pertaining to Public Transportation (Article 4), eighty-five and one half percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Santa Cruz Metropolitan Transit District for public transportation purposes, as specified in Section V.

3. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, eight and four tenths percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Consolidated Transportation Services Agency for specialized transportation services, as specified in Section VII.
4. Consistent with PUC Section 99400(c) pertaining to Article 8 special transportation assistance claims, one percent of the remaining LTF funds, after making appropriations according to Section III.C.1 above, shall be appropriated to the Volunteer Center for specialized transportation services.
5. Consistent with PUC Sections 99400(a) pertaining to Article 8 claims for projects for use by pedestrians and bicycles and 99402 pertaining to the transportation planning process, the remaining fund, after the above appropriations have been made, shall be appropriated ~~to demonstration projects, and~~ to the County of Santa Cruz and the cities in the County proportionately, according to their population as last certified by the California Department of Finance, for bikeway, pedestrian and other projects as specified in Section V.C.
6. Section 99400(c) of the Public Utility Code (PUC) allows STA to pay for administrative cost related to transportation services under contract. Section 6731(b) of the California Code of Regulations (CCR) also allows STA to pay for administrative services by operators under contract to provide transportation services.

~~D.E.~~ Budget and Apportionment Revisions

The Commission's Budget and Apportionment Schedule and Work Program may be revised at any regular meeting to adjust for new information or work program amendments.

~~E.F.~~ Transportation Development Act LTF and RTC Reserve Funds

1. The Commission shall maintain a Transportation Development Act LTF Reserve Fund of at least 8% of the annual revenue estimate. Should the reserve be depleted due to a deficit in TDA revenues or a special allocation in any fiscal year, new TDA revenues from subsequent years shall be allocated to the Reserve Fund as the first priority.
2. The Commission shall maintain a general RTC reserve fund of at least 30% of the RTC's operating budget, of which 8% shall be used as a cash

flow reserve and 22% shall be restricted reserve. TDA surplus funds used to build this reserve shall be spent consistent with TDA requirements.

~~F.G.~~ Transportation Development Act Surplus

Any surplus funds remaining in the Local Transportation Fund, after accounting for an adequate reserve, shall be reported to the Commission and appropriated by the Commission during its fall budget. The intention of this provision is to maintain the allocation priorities established in Section III.C. above; however, the Commission retains flexibility to appropriate a portion of the surplus to reserves or other high priority activities by special allocation.

~~G.H.~~ Special Allocations

1. The Commission may use a portion of the Reserve Fund for a special allocation to a high priority project for which other funds are not available if the special allocation is accompanied by a plan to rebuild the Reserve Fund to the 8% target level in the following fiscal year.
2. The Commission may conduct a call for projects for special allocations.
3. Special allocations must be consistent with the Transportation Development Act and these Rules and Regulations.

~~H.I.~~ Transportation Development Act Funding Shortfall

TDA shortfall is defined as a shortfall in actual revenues available in the Local Transportation Fund in relation to the estimated TDA revenue for a fiscal year. This includes new TDA revenues and interest earnings in that fiscal year and funds available in the TDA Reserve Fund. It excludes unclaimed allocations from prior years. If in any fiscal year there is a TDA shortfall, this shortfall shall be applied to claimants proportionate to their share of the total TDA apportionment in the fiscal year in which the shortfall occurred. Their claims for the subsequent fiscal year will then be reduced by their proportionate share of the prior year's shortfall. The TDA allocation adjustment for the following fiscal year budget shall occur at the August Commission meeting. If, however, the Commission determines that there is an emergency situation with regard to cash flow in the Local Transportation Fund, the TDA allocation adjustment may be made in the fiscal year in which the shortfall occurred.

~~I.J.~~ Apportionments - Unclaimed

Annual Article 8 or Article 4 apportionments not claimed shall be carried over from year to year, and may be later claimed by the appropriate applicant.

~~V~~.IV. CLAIMS FOR TDA ADMINISTRATION AND PLANNING PROGRAM FUNDS
(ARTICLES 3 AND 8)

A. Submission of Claims

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for administration of the Transportation Development Act and for conduct of the transportation planning and programming process by the designated Regional Transportation Planning Agency, the Santa Cruz County Regional Transportation Commission.

B. Claims by the Santa Cruz County Regional Transportation Commission for TDA Funds

1. Claims for Transportation Development Act Administration may be filed by the Santa Cruz County Regional Transportation Commission Executive Director. Allowable expenses include but are not limited to legal fees, audits, postage, duplicating, office expense and staff work on administration functions.
2. Claims for the transportation planning and programming process to be conducted by the Santa Cruz County Regional Transportation Commission may be filed by the Santa Cruz County Regional Transportation Commission Executive Director. Allowable expenses include but are not limited to short and long range multi-modal transportation planning, transportation improvement programming, transportation monitoring, bicycle and pedestrian planning and safety education, specialized transportation planning, transportation systems management, budget and work program development, plan coordination, and public information, consistent with the Commission's adopted annual work program and budget. The Commission may, at its discretion, contract with other entities to accomplish portions of its adopted work program.

~~VI~~.V. CLAIMS FOR PUBLIC TRANSPORTATION FUNDS: TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 4 CLAIMS AND STATE TRANSIT ASSISTANCE (STA) CLAIMS

A. Submission of Claims

The Transportation Development Act and the applicable California Administration Code Title 21, Chapter 3, subchapter 2, provide regulations for the submission of claims for Public Transportation. By this reference, they are incorporated in the rules and regulations of the Santa Cruz County Regional Transportation Commission.

B. Claims by the Santa Cruz Metropolitan Transit District

1. Claims may be filed under PUC Sections 99260 and 99313 for the support of public transportation systems and for aid to public transportation research and demonstration projects by the Santa Cruz Metropolitan Transit District, consistent with the Commission's adopted budget and work program.
2. In accordance with Transportation Development Act regulations, Public Utilities Code (PUC) Section 6645 (relating to operators in urbanized and non-urbanized areas), the Transit District shall meet ~~1) a ratio of fare revenue to operating cost of no less than 15% and 2) a ratios~~ (farebox recovery ratio) of fare revenue plus local support to operating cost shall be as established by set forth by state law, and show different ratios for urban and rural service. Public Utilities Code Section 6633.2. The size and density of the service area as well as the proportion of the ridership that is transit dependent have been considered prior to the adoption of this ratio.
3. The Transit District shall submit a written report of its current and upcoming activities along with its annual claim, including planned productivity improvements.
4. The annual claim shall be submitted utilizing the SCCRTC's TDA Claim Form.
5. The Commission shall transfer one-quarter of the Transit District's annual TDA allocation by the last day of October, January, April and July, subject to the availability of TDA funds.

C. Claims for Research and Demonstration Projects

1. The RTC may elect to designate a portion of TDA revenues for research and/or demonstration projects. Claims for TDA funds for research and demonstration projects may include funds for all tasks associated with the planning, design, construction, operation and maintenance of a project (or program). Claims for these purposes will be analyzed and evaluated on the basis of the following criteria:
 - a. The potential of the project to meet the intent of the Regional Transportation Plan and the Transportation Development Act.
 - b. The transferability or applicability of the project on a countywide, regional, and statewide basis.
 - c. A well-defined measure of success or completion of the project.

- d. The amount of funding available for projects of this nature.
 - e. The availability of other funding sources for the proposed project.
 - f. The degree to which the project is coordinated with existing projects.
2. The claim shall be accompanied by the following data:
- a. Description of the project.
 - b. Justification for the project, including a statement regarding its consistency with and relationship to the Regional Transportation Plan.
 - c. The anticipated schedule and time period of the proposed project. A maximum two-year period is encouraged, but this may vary according to the nature of the project. The determined time period should be included as a condition of claim approval.
 - d. Estimated cost of the project, including percent to be funded by the Commission and sources of other funding.
 - e. Proposed funding for continuation of the project should it prove successful.
3. Process
- a. The Transportation Commission may conduct a call for projects.
 - b. Review by one or more SCCRTC committee(s) may be required for certain projects.
 - c. After Commission approval, the claimant and the Transportation Commission shall sign a grant acceptance agreement.
4. Disbursement of funds
- a. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.

- b. A claimant may request a disbursement for the final 10 percent of expenditures upon the completion of an approved project.
- c. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.
- d. A final report on the project must be submitted to the Regional Transportation Commission prior to final disbursement.

~~VII.~~VI. BICYCLE AND PEDESTRIAN FACILITIES AND OTHER CLAIMS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS (ARTICLES 3 & 8)

A. General

- 1. The Transportation Development Act in Article 3, Section 99233.3 and Article 8, Section 99400 provides for the allocation of funds for pedestrian and bicycle facilities and for other claims. The following rules and regulations do not release a claimant from meeting the requirements of the Transportation Development Act and appropriate administrative code.
- 2. Pedestrian and bicycle allocations under Article 3 are limited by state law to two percent of a County's apportionment. Pedestrian and bicycle allocations under Article 8 are not subject to this limitation, and will therefore be used by the SCCRTC instead of Article 3 monies to fund bicycle and pedestrian projects under the TDA.

B. Eligible Claimants

The County of Santa Cruz and each city in the county qualify as eligible claimants for Article 8 funds under this section.

C. Claims for Article 8 Funds

- 1. Prior to 60 days before the start of the fiscal year, the Commission shall notify each applicant of its apportionment for the year.
- 2. A claim for the entire year may be submitted by an applicant after it has adopted its annual budget.
- 3. Changes may be submitted any time during the year.
- 4. Claims shall be submitted utilizing a TDA Claim Form developed by the RTC. The claim form includes the following information:

- a. Description of the project(s) adequate for a review by the Commission and its advisory committees (including performance measures and a proposed schedule of regular progress reports with a year-end evaluation—see VIII.G, Project Monitoring/Assistance Program).
 - b. Justification for the project, including a statement regarding its consistency and relationship with the Regional Transportation Plan.
 - c. Estimated cost of the project, including other funding sources.
 - d. A statement agreeing to maintain funded project in the condition in the submitted plans for a period of 20 years. Any change to the agreement must be approved by the Commission.
 - e. Assurances from the TDA Eligible Claimant indicating their role and responsibilities.
 - f. Preferred method and schedule of disbursement, consistent with Section H, Disbursements.
5. Claims must be reviewed by the Bicycle Advisory Committee (bike related projects) or the Elderly and Disabled Transportation Advisory Committee (pedestrian related projects), as appropriate, and submitted to be approved by the Commission prior to initiation of the project.

D. Conditions for Approval

Before a claim can be approved, the Commission must find that each project for which funds are claimed is in conformance with the Regional Transportation Plan. This finding must be included in the resolution submitted to the Commission for approval.

E. Criteria for Article 8 Claims

1. Joint operations and planning are encouraged.
2. Claims should be for:
 - a. Transportation planning - comprehensive planning and special projects.
 - 1) Refinement of the Regional Transportation Plan
 - 2) Transportation System and Demand Management Planning

- 3) Transit Planning
- 4) Bicycle and Pedestrian Planning
- 5) Guideway or Rail Planning
- 6) Development of a comprehensive neighborhood or area circulation system
- 7) Preliminary engineering for approved projects
- 8) Bicycle and/or Pedestrian Safety Education Programs
- 9) A comprehensive bicycle and pedestrian facilities plan, with an emphasis on bicycle projects intended to accommodate bicycle commuters rather than recreational bicycle users. An allocation for this purpose may not be made more than once every five years to each city or the county.

b. New facilities: capital investments, operations and construction, including related engineering expenses, on new and old rights of way, where budget in the claim is specifically attributable:

- 1) Transit, including special bus stops
- 2) Bikeways and trails
- 3) Pedestrian facilities
- 4) Turnouts, rest stops
- 5) Scenic overlooks
- 6) Where the project, on new or old rights of way, is critical to transit operations and/or will allow transit controlled or transit only use (i.e., bus-actuated or bus only routes)
- 7) Sidewalks, curb cuts and other pedestrian facilities

The project should fit into an overall planned network that is part of the best available transit or transportation plan; however, these funds should not be used for projects for which other funds are available.

8) Facilities provided for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable.

- c. Landscaping and medians for use with the items listed in "b" above.
- d. Maintenance or development of new safety features on the existing transportation network for use with the items listed in "b" above, where needed for the safety of transportation modes other than automobiles.
- e. Lighting that contributes to bike, bus, and pedestrian safety.

g. _____ f. _____ Demonstration projects, as specified in Section V.C.

h. Up to 20 percent of the amount available each year to a city or county pursuant to Section 99233.3 may be allocated to re-stripe class II bicycle lanes.

3. Other Provisions

- a. Funding of bicycle lane and sidewalk projects that are part of a general road improvement project will be limited to the cost of providing the bicycle lane/sidewalk portion. Bicycle lane designs shall be consistent with guidelines found in the California Highway Design Manual, Sections 1000, Bikeway Transportation Design. Deviations from this standard may be allowed by the Commission after design review and comment by its Bicycle Advisory Committee.
- b. All projects must submit evidence of environmental review at the time the claim is submitted.

c. Funds may be used as a match to secure other grants.

F. Commission and Committee Review

- 1. The appropriate committee (the Bicycle Advisory Committee and/or the Elderly and Disabled Transportation Advisory Committee) and the Commission shall review each claim according to criteria in Section VI.F. and shall, from the analysis and evaluation thereof, recommend, approve, amend or reject the claim.

2. The appropriate committee may review and approve the final design for facilities prior to final disbursement. If the committee does not approve the final design, the Commission shall review and approve the final design for facilities prior to final disbursement.

G. Disbursements

1. Before disbursement of funds to previously approved Article 8 bikeway projects can occur, the Bicycle Advisory Committee, or the Commission must have approved the final project design plans prior to construction. Final project design plans will be a map of the project listing the project's "typical" dimension, surface, and alignment, and identifying any deviations from that "typical" cross section and other changes in the surface and alignment. All planned parking restrictions along the route should be identified.
2. When a claimant approves a contract or otherwise begins work on a project after the effective date of the claim, the claimant may request a disbursement or disbursements not to exceed a total of 90 percent of the approved claim amount for that project, prior to completion of project.
3. A claimant may request a disbursement for the final 10 percent of additional unreimbursed expenditures upon the completion of an approved project.
4. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.
5. Any interest earned on Article 8 monies disbursed to a claimant and any unexpended Article 8 dollars must accrue to the Article 8 program and be allocated in the claim for the following year.

H. Appeal

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

I. Amount of Claim

No applicant may file claims for an amount that exceeds its apportionment.

J. Approved Claims

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

K. Interest

Any interest generated by Transportation Development Act (TDA) funds distributed to claimants shall be considered TDA funds. Expenditure of any and all of this interest shall be approved by the Commission.

~~VIII.~~VII. TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS FOR SPECIALIZED TRANSPORTATION SERVICES (ARTICLE 8)

A. Submission of Claims

The Transportation Development Act applicable California Administrative Code Title 21, Chapter 3, subchapter 2, provides regulations for the submission of claims for specialized transportation services.

B. Claims for Specialized Transportation

1. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Consolidated Transportation Services Agency, consistent with an agreement between the local jurisdiction and the Consolidated Transportation Services Agency, and the Commission's adopted budget and work program. Claimants shall use the RTC TDA Claim Form.
2. Claims for specialized transportation services consistent with PUC Section 99400(c), the Regional Transportation Plan and the Short Range Transit Plan for Specialized Transportation may be filed by a city or county on behalf of the Volunteer Center, consistent with an agreement between the local jurisdiction and the Volunteer Center, and the Commission's adopted budget and work program.
3. Claims for specialized transportation for the exclusive use of the elderly and disabled require a minimum of 10 percent local match. The local match can take the form of fares, donations, agency charges, grants,

revenue sharing, and other non-restricted sources of funding. In kind services may not apply toward the local match.

4. Each claimant shall submit a written report of its current and upcoming activities along with its annual claim.
5. Prior to approving a claim for specialized transportation programs, the Santa Cruz County Regional Transportation Commission shall make a finding that the transportation services contracted for are responding to transportation needs not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with other transportation services.

C. Commission and Committee Review

The Elderly and Disabled Transportation Advisory Committee and the Commission shall review each claim and the Commission shall approve, amend or reject the claim.

D. Disbursements

1. The Consolidated Transportation Services Agency may request a quarterly disbursement of the approved claim amount, with the first quarter being up to 35% of the annual claim amount, and the remaining quarterly payments being one-third of the remaining claim amount.
2. The Commission shall make the quarterly payments to the Consolidated Transportation Services Agency by the last day of October, January, April, and July, subject to the availability of TDA funds.
3. The Volunteer Center may request payment of the full approved claim amount in the first quarter.
4. The Executive Director is authorized to make these disbursements in accordance with these rules and regulations and the resolution approving the claim.

E. Appeal

In the event of disagreement, an applicant may file an appeal with the California State Secretary of Business and Transportation (Public Utility Code Section 99235 and Section 6670, Title 21, Chapter 3, of the California Administrative Code).

F. Amount of Claim

No applicant may file claims for an amount that exceeds its apportionment.

G. Approved Claims

The approved claim shall be transmitted by the Executive Director of the Commission to the applicant, and the Auditor-Controller, upon receipt of an allocation instruction as per Section 6659, Title 21, Chapter 3, of the California Administrative Code, shall make disbursements in the manner and at the times determined by these rules and regulations and/or the resolution approving the claim.

~~IX~~. VIII. THE REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)

A. General

1. Consistent with state and federal law, major sources of federal and state funding apportioned to the Commission for programming include:
 - a. [Surface Transportation Block Grant Program \(STBG\) \(also known as the Regional Surface Transportation Program \(RSTP\)\)](#).
 - b. Regional Share State Transportation Improvement Program (STIP).
2. These programs are established by the Federal Surface Transportation Acts, State Senate Bill 45 (SB45), Section 182.6 of the Streets and Highways Code, and Section 101a of Title 23 of the United States Code, and establish regional shares of funding. Rules governing use and distribution of these funds are also mandated by the California Transportation Commission, the California Department of Transportation (Caltrans) and the Memorandum of Understanding between Caltrans, the Association of Monterey Bay Area Governments (AMBAG) and other regional agencies in the AMBAG region.
3. As the Regional Transportation Planning Agency (RTPA) for Santa Cruz County, the Commission programs and monitors these funds through its Regional Transportation Improvement Program (RTIP). The RTIP is subsequently incorporated into the State Transportation Improvement Program, prepared by the California Transportation Commission, and the Federal Transportation Improvement Program (FTIP), prepared by the federally designated metropolitan planning organization for this region, AMBAG.

B. Eligible Applicants

Federal, state, regional and local public agencies may nominate projects to receive the regions share of state and federal funds (including RSTP/[STBG](#), or STIP), subject to any limitations established in state or federal statute or guidelines. Other entities may apply for funds through sponsorship by a public agency.

For all transit related projects sponsored by an eligible agency, the Transit District should be the co-sponsor. If the eligible agency decides not to use the funds for its transit projects, then as a co-sponsor of the project, the Transit District may request that the funds be programmed for another underfunded transit project.

C. Eligible Projects/Programs

1. Regional Surface Transportation Program (RSTP)/[Surface Transportation Block Grant Program \(STBG\)](#)

Eligible RSTP/[STBG](#) projects/programs are listed in Section 133(b) of Title 23 of the United States Code. In general, [RSTP-these RTC-discretionary](#) funds are available for a wide range of surface transportation projects, including highway projects, roadway rehabilitation, safety improvements, rideshare projects, enhancement activities, and transit capital projects. [RSTP-These](#) funds may not be used for projects on roads that are functionally classified as local or rural minor collectors. Bridge projects are not limited to these roads, but must be located on a public road.

2. State Transportation Improvement Program (STIP)

Eligible STIP projects/programs are listed in the *California Transportation Commission STIP Guidelines*. Eligible projects include capital projects that improve State highways, local roads, public transit (including buses), intercity and other rail, pedestrian and bicycle facilities, grade separations, transportation system management, soundwalls, intermodal facilities, and safety; project development/monitoring activities and rideshare programs. The California Transportation Commission provides final approval of the STIP and may specify priority projects. Other non-capital projects (e.g. road and transit maintenance) are not eligible.

3. Consistency with the *Regional Transportation Plan*

All projects receiving regional shares of state or federal transportation funds must be consistent with the adopted Regional Transportation Plan.

D. Project Application and Programming Process

1. Establish Criteria for Programming Funds

- a. According to federal and state guidelines, projects and programs compete for funding based on their merits.
- b. The screening criteria ensure that general conditions such as project type, eligibility, project definition, and funding requirements are met.
- c. Scoring criteria may be developed and applied by the Commission, consistent with state and federal law. Scoring criteria are used to evaluate the projects/programs based on relative merit.
- d. The Commission's Interagency Technical Advisory Committee will assist with development of applications and scoring criteria for each programming cycle.

2. Issue Call for Projects

The Commission shall notify eligible agencies of proposed funding cycles, approximate funding amounts, programming timeline, and programming process.

3. Workshop

To facilitate public participation, the Commission staff will hold a workshop early in the programming schedule to explain application and processing procedures to potential project applicants, as needed.

4. Project applicants shall submit applications containing the following information:

- a. Completed project application which includes project location, project description, proposed program year(s), project timeline, project budget, and satisfaction of applicable screening and evaluation criteria, including a Project Study Report (PSR) or PSR Equivalent for STIP projects.
- b. Letter of commitment to sponsorship or resolution signed by an official of the applicant agency, indicating the agency's authority to carry out the proposed project and a commitment to provide any matching funds (if applicable).

5. Project Review, Selection and Programming Process

- a. After screening and scoring criteria are applied, the Commission's Interagency Technical Advisory Committee (ITAC) and, as appropriate, the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee shall review the staff recommendations and refer their recommendations to the Commission.
- b. The Commission shall hold a public hearing to receive public comment on the proposed program of projects, consider staff and committee recommendations and adopt a program of projects.

The Commission may elect to keep a portion of the available funds in reserve for future programming.

- c. The Commission shall amend the program of projects into the Regional Transportation Improvement Program (RTIP) and request that the Association of Monterey Bay Area Governments (AMBAG) include the program of projects in the current Federal Transportation Improvement Program (FTIP), as appropriate. The Commission shall also request the California Transportation Commission to include regional STIP projects in the State Transportation Improvement Program.

E. Amendments to the Approved Program

1. General Policy

Local project sponsors are required to obtain SCCRTC concurrence in allocation, extension, amendment or other requests for proposed changes to projects listed in the Regional Transportation Improvement Program (RTIP) prior to submittal of such request to Caltrans and the California Transportation Commission (for STIP projects) or AMBAG (for federally funded projects). Concurrence shall be handled administratively by SCCRTC staff unless substantive project issues (such as major schedule changes, requests for additional funds, major scope changes, or adding or deleting projects) require that concurrence be authorized by Commission action, during a public meeting. (*Per resolution 11-01*). Changes to the program cannot be to the detriment of other projects/programs included in the program and must not negatively impact air quality conformity determinations made on the FTIP, based on Caltrans policy.

2. Amendment Process

- a. For projects/programs included in the approved RTIP which have secured other funding:

1) The project sponsor must certify that the original project is completely funded and will not compete again for any additional ~~RSTP or STIP~~RTC-discretionary funds, such as STIP and STBG; and

2) The project sponsor may request to redirect those funds from the original project to another eligible project which is included in the approved RTIP. If the project sponsor does not have an alternate project in the RTIP or the RTC does not approve the shift of funds, then the funds return to the general regional ~~RSTP or STIP~~share balance to be allocated in the subsequent programming cycle.

b. For projects/programs deleted from the RTIP

~~STIP and RSTP~~RTC-discretionary funds deprogrammed from projects will be placed in reserve for future programming as part of a competitive grant program, providing that the region is not at risk of losing those funds to timely use of funds requirements.
(approved by RTC 11/1/01)

F. Reimbursement for RSTP/STBG or STIP Funds

~~Costs for RSTP/STBG or STIP funds for all projects are distributed on a reimbursement basis.~~ Reimbursable expenses ~~for projects are determined by and~~ administered through Caltrans and can be initiated following inclusion of the project in a federally approved Federal Transportation Improvement Program (FTIP), completion of a Caltrans field review, authorization to proceed (E-76), and/or receipt of an allocation for STIP projects from the California Transportation Commission, as applicable. Project sponsors shall coordinate STIP allocation requests with Regional Transportation Commission staff.

G. Project Monitoring/Assistance Program (Adopted by RTC 8/6/98)

The Commission has adopted a Monitoring and Assistance Program for state and federally funded transportation projects (Exhibit 10). The objectives of the program are to:

- Assure timely, cost-effective implementation of projects
- Ensure that the region as a whole meets the “timely use of funds” provisions of SB 45, AB 1012, and other state and federal requirements
- Provide regular information to Commissioners on project milestones

- Assist local agencies with trouble shooting, especially with state and federal agencies
- Help lead agencies obtain the resources and expertise needed
- Develop a regular, streamlined reporting process
- Devote extra attention to STIP and state highway projects

X.IX. FEDERAL APPORTIONMENT (STP) EXCHANGE PROGRAM

A. General

As authorized by Section 182.6 of the Streets and Highways Code, Caltrans has established a yearly Federal Apportionment Exchange Program which allows the Commission the option to exchange all or a portion of its annual apportionment of [Surface Transportation Block Grant Program \(STBG\)/Regional Surface Transportation Program \(RSTP\)](#) funds with Caltrans for non-Federal (State) funds.

B. Eligible Claimants

The Commission, County of Santa Cruz, each city in the county and other eligible public agencies as identified in Title 23 of the United States Code-Highways Sect. 133 whose projects have been programmed using Regional Surface Transportation Program (RSTP) [or Surface Transportation Block Grant Program \(STBG\)](#) funds are eligible claimants for the Federal Apportionment Exchange Program.

C. Eligible Uses of Funds

Exchange funds must be used for projects as defined in Sections 133(b) and 133(c) of Title 23 of the United States Code-Highways, and not excluded by Article XIX-Motor Vehicle Revenues of the State Constitution. Only direct project related costs are eligible. Local agency overhead and other non-direct charges are ineligible.

D. Accrued Interest on RSTP Exchange [\(RSTPX\)](#) Funds

Interest accrued in the regional RSTP Exchange account of the Commission will be available for future programming.

Interest accrued in the local jurisdiction's RSTP Exchange account must either be:

1. Applied to that particular project for which it was accrued; or

2. If the interest accrued cannot be applied to that project, the interest must be returned to the Commission for deposit in the regional RSTP Exchange account for future programming.

E. Disbursement Procedure for Federal Apportionment Exchange Program

1. A list of RSTP Exchange Projects for each cycle is approved by the Commission by adoption into the Commission's Budget and Work Program, or by separate resolution.
2. The Commission authorizes the Executive Director by resolution to disburse funds for the approved list of exchange projects.
3. Each exchange participant must have a signed Agreement between the Commission and the ~~RSTP~~ Recipients for the Federal Apportionment Exchange Program, which details requirements set forth for the program by Caltrans, on file prior to incurring reimbursable expenses.
4. Exchange participants have two options to receive exchange disbursement:
 - a. Exchange participants may invoice for exchange projects on a project-by-project basis, for the total amount of the project no earlier than six months prior to that project's initiation date (i.e. for construction projects, the initiation date is considered the award of contract; for right-of-way acquisition, the initiation date is considered after CEQA clearance), or for projects with identifiable phasing (e.g. by preliminary engineering, right-of-way, construction etc.), at the initiation of each project phase; or
 - b. Exchange participants may invoice for exchange projects by reimbursement after the project, or project phase, is completed.
5. Commission staff reviews the invoices and submits them to the County Auditor-Controller for payment.

F. Return of Exchange Funds

In the event that exchange funds exceed the final total costs of the exchange project, those funds must be returned to the Commission regional exchange account for future programming.

G. Advance Delivery of RSTP Exchange Projects (*Resolution 24-06*)

In the event that an implementing agency [hereafter "Agency"] is ready to proceed with a project eligible for RSTP Exchange funds prior to the RTC disbursing (allocating) those exchange funds to that project, the project sponsor

may implement that project and later request reimbursement (advance delivery) if the following terms and risks are agreed to:

1. Agency certifies that they understand the responsibilities and risks listed herein prior to proceeding with the project;
2. Agency receives approval from RTC staff to advance their project;
3. Agency uses its own funds to advance the project;
4. Agency follows the rules that apply to RSTPX-funded projects, as defined in the RTC's Rules and Regulations and previously signed "Agreement Between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program";
5. The Commission will consider approval of reimbursement allocations of RSTPX funds once a year, after receiving a reimbursement allocation request from the project sponsor and when sufficient exchange funds are available.
6. Projects remain subject to the California Environmental Quality Act (CEQA);
7. Only those expenditures made by or under contract to the Agency for a project which is programmed for RSTP/STBG funds are eligible for reimbursement by the Commission;
8. Expenditures made more than 36 months prior to date of Commission approval of RSTP Exchange funds for the project are not eligible;
9. Expenditures which exceed the amount of RSTP/STBG funds that were or are programmed in the RTIP for the particular project component are not eligible;
10. Only expenditures made in accordance with the "signed Agreement between the SCCRTC and the STP Recipients for the Federal Apportionment Exchange Program" ~~between the local entity and SCCRTC~~ are eligible;
11. In the event that expenditures made by the local agency are determined to be ineligible, the SCCRTC has no obligation to reimburse those expenditures;
12. INDEMNIFICATION

- a. The Agency assumes all risks, of proceeding ahead of schedule and understands that if RSTP Exchange funds do not materialize the sponsor may have to follow federal regulations in order to receive reimbursement for their project, in the form of federal RSTP/STBG funds.
 - b. The implementing agency agrees to defend, indemnify and hold harmless the SCCRTC from and against all claims, actions, proceedings, demands, liabilities, costs and expenses (including attorneys' fees), or damage claimed by third parties on account of any damage, loss, injury to, costs or attorneys fees incurred by said third parties related to the allocation or reimbursement of RSTP Exchange Program funding.
13. If exchange funds do not become available and a completed project is no longer eligible for federal-RSTP/STBG funds, the implementing agency may request the SCCRTC program a substitute project for federal RSTP/STBG funds; and
 14. Any implementing agency intending to take advantage of these reimbursement provisions understands its obligations and the risk that is inherently involved.

The Commission will approve reimbursement allocations only when it finds that the expenditures were and are consistent with RSTP/STBG programming and that the project is itself eligible for RSTPX. The availability of state RSTPX funds and the lack of specific legal impediment do not obligate the Commission to approve an allocation ahead of other allocations.

~~XX.~~ ENVIRONMENTAL REVIEW GUIDELINES

A. Lead Agency

The Commission, under state legislation may be assigned responsibilities for the development of plans and projects which may require environmental review. In these cases where the Santa Cruz County Regional Transportation Commission is the lead agency, it may have the responsibility for complying with applicable environmental review requirements under the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).

B. Guidelines

1. Any environmental documents certified by the Commission must be in conformance with the California Environmental Quality Act (CEQA), and, when applicable, with the National Environmental Policy Act (NEPA). In

implementing CEQA and NEPA requirements, the Commission shall be guided by the latest state and federal CEQA and NEPA Guidelines.

2. The Commission may join with another agency, such as the Association of Monterey Bay Area Governments or the Santa Cruz Metropolitan Transit District, to jointly prepare environmental documents for joint projects or plans.

~~XII~~XI. DOCUMENT DISTRIBUTION AND PRICING

A. Document Distribution

The Commission shall distribute draft and final documents consistent with the policies listed in Exhibit 8.

B. Document Pricing

The Commission shall price documents based on printing and copying costs.

Exhibit 1

SCCRTC COMMITTEES

This document contains descriptions for the following committees:

BICYCLE ADVISORY COMMITTEE
BUDGET AND ADMINISTRATION/PERSONNEL COMMITTEE
ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE
INTER-AGENCY TECHNICAL ADVISORY COMMITTEE

This document also contains a description of the special workshop meeting of the Commission:

TRANSPORTATION POLICY WORKSHOP

Exhibit 2

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION Bylaws for Commission Committees April 3, 2014

CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory bodies to the Commission for any designated length of time. Such Committees will adopt the bylaws below, as approved by the Commission, for rules and procedures.

PURPOSES, POWERS AND DUTIES

A separate attachment describing the purpose, membership, quorum and meeting frequency and location of each authorized Committee is included with these bylaws.

MEMBERSHIP

The Commission shall designate the number of members and affiliations to serve on each Committee at the Commission's pleasure. Committees ~~can~~ may include Commissioners and non-Commission members, representatives from other agencies and jurisdictions, and members of the general public as deemed appropriate by the Commission, state statute, or local ordinance. For each committee, an individual may be appointed to one membership seat only, as either member or alternate.

APPOINTMENTS

Commissioner appointments to Committees with RTC board member membership are made by the Commission Chair with the concurrence of the Commission. The Chair shall ensure fair Committee representation by the entities represented on the Commission itself. Non-Commissioner appointments to agency membership slots for Committees are made by the represented agency. Each represented agency shall inform the Commission in writing of its appointment. Appointments of members of the general public to Committees are made by the Commission based on an open application process. Each of the cities and each member of the Board of Supervisors are encouraged to nominate members to the Bicycle Advisory Committee and the Elderly and Disabled Transportation Advisory Committee. The nominations are limited to representation for the appointing entity's jurisdiction. The nominations will be considered along with any other applications for the seats to be filled. Current membership lists shall be maintained by the Commission's Executive Director.

Commissioner appointments to committees shall be made annually at the March Commission meeting by the Chair with concurrence of the Commission. When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

ALTERNATES

Commissioners' designated alternates shall serve as their alternates on Committees. Alternates for non-Commissioner committee member seats shall be appointed in the same manner as appointments to the corresponding regular membership slot.

VACANCIES

A vacancy may be created when an appointed member of the Committee misses three consecutive regular meetings without good cause so entered in the minutes. A vacancy shall be created when due to death, disability, or extenuating circumstances, an appointed member can no longer carry out responsibilities; when an appointed member resigns as a Committee member; or when a Commissioner appointed to a Committee resigns from the Commission. Vacancies are to be filled in the same manner as the original appointments were made.

Commission staff shall notify Committee members when they have missed two consecutive meetings without good cause so entered in the minutes, in order to inform them of the potential creation of a vacancy.

For membership slots filled by members of the public, Commission staff shall advertise the opening on the Commission website and in other manners as to notify the public of the membership opportunity.

The membership structure, including alternates and ex-officio members, of each Committee is included as separate attachments to these bylaws.

COMMITTEE MEMBERS ATTENDANCE RESPONSIBILITIES

A Committee Member on a given Committee shall be responsible for contacting his or her Alternate in the event the Committee Member cannot attend a scheduled meeting.

A Committee Member or Alternate on a given Committee shall be responsible for notifying staff 24 hours prior to the meeting that the Alternate will be serving as the representative to that Committee on behalf of the Committee Member or that neither the member nor alternate will be in attendance.

Should a Committee Member comply with the above (contacting the Alternate and notifying staff), in the event the Alternate does not attend the meeting, it will be noted in the minutes that the Committee Member is excused.

Should a Committee Member fail to notify staff that his or her Alternate will be serving as the representative to the Committee, and should the Alternate not be in attendance at the meeting, the Committee Member shall be entered in the minutes as absent without cause and subject to the Vacancies requirement.

ALTERNATES ATTENDANCE RESPONSIBILITIES

An Alternate shall be required to attend Committee meetings only in the event that his or her Committee Member is unable to attend; however, the Alternate may attend and may participate as a member of the public (but may not vote) at Committee meetings even if the Committee Member is present.

TERMS OF OFFICE

Commissioners appointed to Committees shall serve a term of one year, and continue to serve until a new appointment is made. Non- Commissioner members of Committees shall serve three year terms. Alternates shall serve a term that coincides with the term of the committee member for whom they are an alternate. Terms of office for all Committee members are renewable by the Commission. At its discretion the Commission may review and change Committee appointments at any time.

OFFICERS

A Chairperson and Vice Chairperson for each Committee shall be elected to serve for a term of one or two years. ~~The Committee shall elect its officers at the first meeting following the March SCCRTC meeting of every year.~~ The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee's decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.

COMMITTEE STAFF

The Executive Director of the Commission shall appoint a staff member to serve as the primary staff to each Committee.

ORGANIZATION AND PROCEDURES

- a) Meetings. Committee meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in a freely accessible location in order to facilitate the attendance of disabled members of the Committee and community in general. The scheduled meeting time for each committee is listed on the separate attachments but may be changed at the decision of a quorum of the Committee. The date, time and place of the meeting may also occasionally be changed due to availability of members or timeliness of agenda items.
- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee

meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.

- c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Ex officio members of the Committee shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.
- d) Agenda. Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting's agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting's agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agenda item to the next meeting.

Members who wish to place items on the agenda shall notify commission staff and provide appropriate documentation to staff at least two weeks prior to the meeting except for emergency items considered pursuant to requirements of the Brown Act.

- e) Limitation of Discussion. Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- f) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Rosenberg's Rules of Order (see Exhibit 11).
- g) Minutes. Official minutes recording the members and visitors present, motions entertained, ~~and~~ actions taken, ~~and the votes cast~~ at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.
- h) Oral Communications. A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee's business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other times, which require further information or investigation can be referred by the Committee to staff, and if action is required, placed on a future agenda.
- i) Bylaws. The information set forth herein shall be deemed sufficient to serve as the bylaws for the Commission's Committees subject to approval by the

Commission. The committee descriptions included in the Commission's Rules and Regulations can be amended by a majority vote of the subject committee's members with approval by the Commission.

CONFLICTS OF INTEREST

A member of the Commission or its committees is prohibited from participating in a governmental decision, including, but not limited to the making of a contract, in which he or she has a financial interest.

Exhibit 3

Committee: **BICYCLE ADVISORY COMMITTEE**

Committee Objectives: Serves in an advisory capacity to the Regional Transportation Commission and its member agencies on bicycle-related issues, policies, plans, programs and projects.

1. Reviews claims submitted to the Commission that deal with bicycle facilities;
2. Reviews recommendations for the bicycle section of the Regional Transportation Plan, including policies, programs and capital improvement projects;
3. Reviews the bicycle sections of other studies, programs and plans prepared by the Commission;
4. Provides input into development of the Monterey Bay Sanctuary Scenic Trail Network as outlined in the adopted Master Plan. Review design and engineering plans for segments at the conceptual and design levels whether the RTC or another entity is the implementing body.
5. Reviews and advises implementing agencies in a timely manner on transportation capital improvement projects with bicycle elements for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the Bicycle Advisory Committee involves review of the proposed concept and proposed design for the bicycle features of the transportation project. Local implementing agencies may seek the advice of the Bicycle Committee for more localized, locally funded bicycle projects at their discretion.
6. Advises the local jurisdictions' Public Works and Planning departments and Santa Cruz Metro, at their request, in their other functions as they relate to bicycling, including bicycle plans, policies and ordinances and bikeway maintenance activities.
7. Advises local agencies and the Commission on the implementation of bicycle promotion, safety or outreach programs funded by Commission funds;
- ~~8. Reviews and approves applications for Bikes Secure bike parking grant applications;~~
- 9.8. Assists in the pursuit of local, state and federal funds for bicycle projects and advises the Commission on project priorities for funding and grant applications for bicycle projects;
- ~~10.9.~~ 9. Serves as advocates on behalf of the bicycling population regarding bicycle related issues before the Commission.

Committee Membership:

One person representing each of the five supervisorial districts	5
One person representing each of the four cities	4
A representative of Bike to Work	1
A representative of the Community Traffic Safety Coalition	1
<hr/>	
Total	11

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on ~~recommendations of the Bicycle Advisory Committee and~~ via open application process. The cities and the County Supervisors nominate individuals for Committee and Commission consideration.

Quorum: A quorum is six members, assuming that there are no vacant positions. If there are vacant positions, a quorum will be half plus one of the number of filled positions.

Meeting Frequency and Time: Set meeting time as 2nd Monday of every other month, or as needed from 6:00-8:30pm. The time may be changed by the Committee with a majority vote.

Meeting Location: Preferably, at least one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

Exhibit 4

Committee: **BUDGET & ADMINISTRATION/PERSONNEL COMMITTEE**

Committee Objectives: In order to ensure efficient and effective operations, the Budget & Administration Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of the Commission and makes recommendations to the Commission regarding such items. The committee also functions as the Personnel Committee to review personnel matters, and to conduct an annual performance evaluation of the Executive Director.

Committee Membership: Commission Chair and up to 5 other Commissioners. A Commissioner can be designated to serve in lieu of the Commission Chair, at the direction of the Commission Chair and with the concurrence of the Commission.

Meeting Frequency and Time: The Committee will meet at least quarterly; meeting times will be set as needed and noticed appropriately.

Exhibit 5

Committee: **ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE (E&D TAC)**

Committee Objectives: Serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238. Advises the Santa Cruz County Regional Transportation Commission (SCCRTC), the Santa Cruz Metropolitan Transit District (Metro), the Consolidated Transportation Services Agency (CTSA), social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs and projects for the elderly, disabled (includes physical and mental disabilities) and persons of limited means populations. (Committee duties specifically referenced in other documents are as noted: A - Transportation Development Act Statutes, B - 1992 Paratransit Implementation Plan)

1. Assists in the determination of transportation needs of the elderly, disabled and persons of limited means populations, including the annual assessment of unmet transit needs (A, B);
2. Solicits input of transit dependent and transit disadvantaged persons, including elderly, disabled and persons of limited means, for the unmet needs assessment process pursuant to Transportation Development Act statutes 99238.5 (A);
3. Reviews claims submitted to the Commission that deal with specialized transportation services or pedestrian issues;
4. Advises the SCCRTC, Metro, CTSA, the County and other providers on policy decisions including but not limited to the coordination and consolidation of specialized transportation services, paratransit and other transportation for the county's elderly and disabled residents and residents of limited means (B);
5. Reviews specialized transportation planning and the pedestrian sections of studies and plans prepared by the Santa Cruz County Regional Transportation Commission, the Santa Cruz Metropolitan Transit District, the Consolidated Transportation Service Agency, the local jurisdictions and other agencies, as necessary (A, B);
6. Reviews recommendations for the specialized transportation, transit and pedestrian sections of the Regional Transportation Plan, including policies, programs and capital improvement projects (A);
7. Reviews and advises implementing agencies on transportation capital improvement projects with pedestrian elements with regards to accessibility for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the E&D TAC involves review of the proposed concept and proposed design for the accessible pedestrian features of the transportation project. Local implementing agencies may seek the advice of the E&D TAC for more localized, locally funded pedestrian projects at their discretion;

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; all other members are appointed by the Commission based on an open application process.

Quorum: A quorum is eight members, assuming that there are no vacant positions.

Meeting Frequency: Second Tuesday of every even numbered month at 1:30 pm.

Meeting Location: Preferably, one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

Bylaws Approval: Bylaws must be recommended for approval by the Elderly & Disabled Transportation Advisory Committee and approved by the Santa Cruz County Regional Transportation Commission. The Bylaws shall also be submitted to the Consolidated Transportation Services Agency Board for their review.

Exhibit 6

Committee: **INTERAGENCY TECHNICAL ADVISORY COMMITTEE**

Committee Objective: Serves to coordinate regional transportation capital improvement projects and transportation planning programs; serves as a technical and planning forum for local jurisdictions, SCMTD, AMBAG, UCSC, Cabrillo College, Caltrans and the Ecology Action Transportation Group; serves as a forum to consider technical and policy issues; land use-transportation/air quality issues, such as general plans, development projects, housing elements; serves as an arena to distribute and share information on state and federal funding opportunities and requirements; and makes recommendations to the Commission regarding these issues.

Specific actions taken by the committee include, but are not limited to:

1. Provides recommendation for funding programmed by the Regional Transportation Commission (RTC) in the Regional Transportation Improvement Program (RTIP);
2. Reviews and provides recommendations on the Regional Transportation Plan, including policies, programs and capital improvement projects;
3. Reviews transportation studies, programs and plans prepared by the Commission;
4. Reviews and provides recommendations on the RTC's Legislative Program.

Committee Membership:

voting members

City and County Public Works <u>Department-staffs</u>	5	
City and County Planning/ <u>Community Development-staffs</u>	5	
Santa Cruz Metropolitan Transit District	2	
Caltrans District 5 Transportation Planning Branch	1	
Association of Monterey Bay Area Governments	1	
Monterey Bay Unified Air Pollution Control District (<u>ex-officio</u>)	1	1
Ecology Action Transportation Group	1	
University of California, Santa Cruz	1	
Cabrillo College (<u>ex-officio</u>)	1	
California Highway Patrol (ex-officio)		

voting members 18

The local jurisdiction members may also assign an alternate for a specific meeting as appropriate for the topics on the agenda.

Quorum:

One member from a local jurisdiction or the SCMTD may serve as proxy for the other voting member from that jurisdiction or agency for purposes of voting. A majority of members (including proxy votes) will constitute a quorum. Committee members or alternates should notify

staff or other local jurisdiction staff ~~24 hours~~ prior to the meeting if a proxy will be representing the member in the member's absence. ~~For efficiency of meetings, when possible, agenda items of interest to Planning staff will be grouped separately from items of interest to Public Works staff.~~

Meeting Frequency and Time:

Committee meets on the third Thursday of the month at 1:30 pm, as needed.

Exhibit 7

Committee: **TRANSPORTATION POLICY WORKSHOP**

Policy Workshop Objectives: For the Commission to review and discuss major policy, funding and project development issues in greater detail and in a less formal setting than the regular meetings of the Commission. The intent is to provide the Commission and other attendees with an opportunity for detailed discussion of complex transportation issues, including the following:

1. Funding, development and implementation of major state highway projects such as improvements to Highways 1 and 17.
2. Planning, fFunding, development and implementation of the SCCRTC's major or regional projects, including ~~the projects within to acquire~~ the Santa Cruz Branch Line Rail right of way (rail corridor).
3. Development of major planning documents such as the Regional Transportation Plan.
4. Programming of state and federal funds by the Commission, including Surface Transportation Program (STP), and State Transportation Improvement Program (STIP) regional share funds.

The Transportation Policy Workshop also hears oral presentations on topics of interest.

Committee Membership: The Transportation Policy Workshop is a meeting of the Commission; the membership is the full Commission.

Quorum: A quorum is seven Commissioners.

Meeting Frequency, Date and Time: Every month on the third Thursday of the month at 9:00 am, with the flexibility to meet less frequently at Commission discretion.

Meeting Location: Typically in the Commission offices.

Exhibit 8

SCCRTC DOCUMENT DISTRIBUTION AND PRICING POLICIES

Public Access to SCCRTC Documents

1. The SCCRTC posts all Commission and Committee agendas, all Commission packets and most Commission documents on the Commission website (www.sccrtc.org). In addition, these documents are available for viewing at the Commission office during normal business hours. Major Commission documents are also distributed to ~~area-main~~ public libraries. The Commission has an email notification list for meeting notices and agendas for the Commission and each SCCRTC committee. To reduce the use of non-renewable resources, the SCCRTC encourages the public to access Commission materials via the website, and by viewing copies available in the Commission office and at public libraries.

Agendas and Packets for Commission and Committee Meetings

1. Notification of availability of electronic versions of SCCRTC Commission and Committee packets are distributed free of charge to public agencies and members of the press.
2. Hard copies of commission and committee packets will be available to Commission members and alternates that request them.
3. Others who wish to receive hard copies of agenda packets or agendas may be charged a fee, computed annually and included on the SCCRTC Document Fee Schedule.
4. Annually, Commission staff will contact each recipient of a hard copy or email notification of a Commission or committee agenda or agenda packet, asking them whether they want to continue to receive the materials or notification. (Commission and committee members will automatically receive agenda materials and will be excluded from this annual renewal process.)

Copies of ~~Other Printed~~ Documents

1. ~~1.~~ —RTC documents shall be available for public review on the RTC website and at the RTC office.

A copy of a draft document produced by the SCCRTC (or its agents or contractors) that is being distributed for public comment will be available free of charge to each individual, group or agency that requests it during the comment period. Consistent with agency environmental efforts, some documents will only be available electronically. Hard copies will be available for public review at main libraries and at the RTC offices.

2. A copy of a final document will be ~~distributed free of charge to each of those individuals, groups or agencies that provided written comments on earlier drafts, available at the RTC offices, public libraries, as well as to~~ and relevant public agencies.
3. ~~A copy of an adopted document will be available free of charge to any individual, group or agency requesting it within 30 calendar days of its adoption.~~
4. ~~Requests received more than 30 calendar days after adoption of an~~ Hard copies of SCCRTC documents, will cost the price of printing that document.s indicated on its ~~SCCRTC Document Fee Schedule.~~ Documents listed as “free” on the Document Fee Schedule are exempt from this provision.

General

1. Free documents (as listed on the Document Fee Schedule) are generally limited to one per individual, agency or organization and are available while supplies last. For organizations and business that assist the SCCRTC in distributing free documents to the public, up to 100 copies may be requested. More than 100 copies may be provided to a third party as part of an event or promotion.
2. For single copies of portions of SCCRTC documents or Commission or committee agendas, the SCCRTC will charge the price listed on the SCCRTC Document Fee Schedule.
3. Document fees or packet fees may be waived at the discretion of the Executive Director.
4. SCCRTC staff will fulfill requests for copies in a timely fashion within the following guidelines: within one (1) business day for 20 pages or less; within two (2) business days for documents easily duplicated in-house; and within three (3) business days if an outside copy service is needed. More time may be required for copies mailed to a recipient.
5. For documents or materials prepared by consultants or other organizations for the Commission, Commission staff shall receive and process all requests for copies.
6. The SCCRTC Document Fee Schedule may be revised at any time and will be updated on a regular basis to reflect changes in duplicating, mailing, and administrative costs. Costs for new materials will be established at the time of publication.

SCCRTC DOCUMENT FEE SCHEDULE

(Revised ~~May~~^{October} 2017~~02~~)

– Subject to change at any time –

Fees are for hard copies. Most items are available for viewing or downloading on the SCCRTC website: www.sccrtc.org

<u>Commission or Committee Meeting</u> <i>(includes mailing)</i>	<u>Annual Fee Full Packet</u>	<u>Annual Fee Agenda Only</u>
SCCRTC/Transportation Policy Workshop	\$6 ¹⁰⁰	\$5
Interagency Technical Advisory Committee	\$40	\$5
Bicycle Advisory Committee	\$40	\$5
Elderly and Disabled Transportation Advisory Committee	\$40	\$5
Budget and Administration/Personnel Committee	\$40	\$5
E-mail notification of agenda	n/a	free
Other committees and task forces	tbd	tbd

Costs for partial year mailings will be prorated.

Final Documents (most are available for viewing and downloading at www.sccrtc.org)

For printed copies, prices are as follows:

Regional Transportation Improvement Program	\$8.00
Regional Transportation Plan	\$30 ⁴⁰ .00
SCCRTC Rules and Regulations	\$6.00

SCCRTC documents not listed above will be supplied at the cost of 5 cents per page or the cost of the outside copying service, if higher.

Free Documents - Except for informational materials, hard copies of free documents are generally limited to one per individual, agency or organization, while supplies last

Santa Cruz County Bikeway Map

Cost of Driving Brochure

Guide to Specialized Transportation (*available in English, Spanish and Large Print*)

SCCRTC Annual Report

Informational brochures and handouts produced by the SCCRTC

Single Copies of Portions of SCCRTC Packets or Documents

For small quantities that can be produced in-house:

- 5 cents per page, single sided
- 10 cents per page, double sided

All other copies:

- actual cost for outside copying service, if higher

Additional Charge for Mailing

The cost of mailing will be added to the copying cost charged to the person/organization ordering the document, unless otherwise specified above. (Please NOTE: Agenda pricing already includes postage costs.)

Exhibit 9

CONFLICT OF INTEREST CODE OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

SECTION 100. Incorporation of Model Code.

The terms of 2 C.C.R. § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of this Authority.

SECTION 200. Designated Positions.

The positions listed on Exhibit “9-A” are designated positions. Officers and employees holding those positions are deemed to make or participate in the making of decisions that may foreseeably have a material effect on a financial interest.

SECTION 300. Disclosure Statements.

A person holding a designated position shall be assigned to the disclosure category set forth on Exhibit “9-B” unless such persons are already required to file disclosure statements of economic interests under the provisions of Section 87200 of the California Government Code. Each person assigned a disclosure category shall file an annual statement disclosing that person’s interest in investments, real property, and income designated as reportable under the category to which the person’s position is assigned in Exhibit “9-A”.

SECTION 400. Place and Time of Filing.

(a) Filing Originals. All persons holding designated positions with an assigned disclosure category shall file the original statement of economic interests with this agency.

(b) Filing Copies. This agency shall make and retain a copy and forward the originals of these statements to the County Elections Department.

(c) Initial Statements – After Code Adoption. A person holding a designated position with an assigned disclosure category shall submit an initial statement of economic interest within 30 days after the effective date of this Code.

(d) Annual and Other Statements. Persons holding designated positions with an assigned disclosure category shall file annual statements of economic interest and other required statements pursuant to Section 5 of the Conflict of Interest Code provisions contained in 2 C.C.R. § 18730.

Exhibit 9-A

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

*DESIGNATED POSITIONS

Category	Disclosure
1. Commission Members (including Alternate Members)	1
2. Executive Director	1
3. Deputy Director	1
4. Administrative Services Officer	1

*See Section 2, Conflicted Code (2 C.C.R. § 18730)

Exhibit 9-B

APPENDIX, CONFLICT OF INTEREST CODE

Appendix, 2 C.C.R. § 18730
As adopted by reference

DISCLOSURE CATEGORIES

CATEGORY 1. Interests in Real Property, Sources of Income, Investments and Business Positions Held by Designated Officer or Employee. All interests in real property located within Santa Cruz County. All income (including loans and gifts) from any source which contracts with or may in the foreseeable future contract with the Commission to provide services, supplies, equipment, or other property. All investments in any business entity or trust in which the designated officer or employee is a director, officer, partner, trustee, employee, or holds any position of management, which contracts with or may foreseeably contract with the Commission to provide services, supplies, equipment, or other property.

Exhibit 10

**SCCRTC's Monitoring/Assistance Program for
State and Federally Funded Projects**
(Adopted 8/6/98)

1. State Highway Regional Share or Jointly-Funded Interregional Projects

- a. Memorandum of Understanding (overall) between Caltrans and SCCRTC
- b. Cooperative Agreement between Caltrans and implementing agency for each project
- c. Project development team (includes local jurisdiction, SCCRTC, Caltrans, others)
- d. SCCRTC staff assistance in coordination between local agencies and Caltrans
- e. Quarterly scope, schedule and budget status reports by Caltrans to the Commission, monthly reports as the project nears construction
- f. Submittal of early draft environmental and design documents by Caltrans to the project development team members for review
- g. Monitoring of the project schedule and budget by project milestones by SCCRTC
- h. Oversight of STIP amendments by SCCRTC

2. Local STIP Projects

- a. Biannual scope, schedule and budget status reports submitted by project sponsors to the Commission ~~(proposed for March and September)~~
- b. Monitoring of the project schedule and budget by project milestones by SCCRTC
- c. Submittal of early draft environmental and design documents ~~-(65% to 80% stage,~~ basic drawings, not plans and specs) by project sponsor to SCCRTC staff for review
- d. Review of project design ~~(65% to 80% stage,~~ basic drawings) by the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee (E&D TAC), if appropriate
- e. Oversight of STIP amendments by SCCRTC
- f. Notification to SCCRTC of STIP allocation request by project sponsors
- g. Review of STIP allocation request and issuance of concurrence letter to Caltrans by SCCRTC staff to determine if project meets state law/guidelines and RTIP provisions; if issues exist, bring concurrence letter to Commission for approval.

3. Local Non - STIP Projects (e.x. TDA, RSTP/~~STBG~~)

- a. Annual scope, schedule and budget status reports by project sponsor to the Commission ~~(proposed for September)~~
- b. Submittal of early draft environmental by project sponsor to SCCRTC staff for review
- c. Review of project design ~~(65% to 80% stage,~~ basic drawings) by the Bicycle Advisory Committee and/or Elderly and Disabled Transportation Advisory Committee (E&D TAC), if appropriate
- d. Local agency assistance by SCCRTC staff as requested, particularly in interactions with Caltrans and the Federal Highway Administration

- e. Hold informational workshops as appropriate and provide a forum for discussing common implementation issues (ITAC)
- f. Encourage non-transportation departments or agencies to seek assistance from local public works departments if project delivery issues arise
- g. Submittal of courtesy copies of Environmental Enhancement and Mitigation, [Active Transportation Program, and other grant requests for regionally-significant and Monterey Bay Sanctuary Scenic Trail Network \(MBSST\) projects](#) by local agencies to SCCRTC staff.

Comments from the Public on Agenda Item 11

From: bikerick
Sent: Tuesday, May 30, 2017 7:47 AM
To: info@sccrtc.org
Cc: 'Cory Caletti at work'
Subject: Item Rules & Regs Revisions June 1 2017 meeting

Dear Commissioners:

I see that you are considering changes to the Rules and Regulations affecting the Bicycle Committee, of which I am a member. In the past you have solicited input from the Committee on such changes and hopefully you will continue to do so. One potentially significant change in Exhibit 10 is for the Committee to review basic drawings of projects rather than review plans at the 65% to 80% design stage. An important and successful function of the Committee is to review plans for and that affect bicycling. I'm not sure how "basic plans" are defined, but as you likely are aware – the devil is in the details. For bicycling this typically means pavement markings, signing, and facility design and location. For example, the Committee recently provided specific comments on these plan aspects for the Mount Hermon-Scotts Valley Drive intersection to Scotts Valley. In order to do so, we reviewed plans that were fairly detailed and complete. Thus, a better wording would be "review project design of sufficient detail to identify any changes needed for effective and safe bicycle use by the Bicycle Advisory Committee..."

Some other proposed changes affecting the Bicycle Committee include allowing 2 instead of 1 year terms for officers and deleting Committee recommendations of new members. I would suggest providing a list of these revisions to the Committee for comment at our next meeting before you take final action.

Thank you,
Rick Hyman

From: Info [mailto:info@sccrtc.org]
Sent: Wednesday, May 31, 2017 5:03 PM
To: 'bikerick'
Subject: RE: Item Rules & Regs Revisions June 1 2017 meeting

Mr. Hyman,

Thank you for your comments. They will be made available to the Commission for their review.

Please visit the SCCRTC website at www.sccrtc.org for information on the Commission and its activities.

Thank you,



[Santa Cruz County Regional Transportation Commission](http://www.sccrtc.org)

831.460.3200 - Santa Cruz Office (main location)

831.768.3205 – Watsonville Satellite Office

1523 Pacific Avenue | Santa Cruz, CA 95060



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AGENDA: April 17, 2017

TO: Bicycle Advisory Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Program Manager

RE: Overview of Bicycle and Pedestrian Safety Programs of the County Health Services Agency

FOR INFORMATION ONLY

Staff from the Santa Cruz County Health Services Agency (HSA) will provide an overview of traffic safety programs with a focus on their bicycle safety and outreach education. HSA receives TDA funds to support Ride 'n Stride bike and pedestrian safety presentations for elementary schools and the activities of the Community Traffic Safety Coalition. Funding from other sources and community partnerships allow HSA to expand its reach and variety of programming. HSA will report on program milestones from the past year and upcoming projects.

With the Community Traffic Safety Coalition, HSA is preparing a report titled "The Impact of Traffic Violence on Santa Cruz County." The report is a first step in introducing the Vision Zero initiative to Santa Cruz. Bicycle Advisory Committee members are invited to attend a Vision Zero Forum on June 29th, 4-6pm at Simpkins Swim Center. Copies of the report will be available at the forum as well as the next BAC in August. HSA will attend the August meeting to review contents for the report and forum.

S:\Bike\Committee\BC2017\BCJune2017\SR_HSA_Bike_Ped_programs_overview.docx

TO: Bicycle Advisory Committee

FROM: Ginger Dykaar and Grace Blakeslee, Transportation Planners

RE: Unified Corridor Investment Study (UCS) - Draft Scenarios

RECOMMENDATIONS

Staff recommends that the Bicycle Advisory Committee provide input on the scenarios to be evaluated in the Unified Corridor Investment Study ([Attachment 1](#)).

BACKGROUND

The Unified Corridor Investment Study (UCS) is underway to identify multimodal transportation investments that provide the greatest benefit and most effective use of Highway 1, Soquel Avenue/Drive and Freedom Blvd, and the Santa Cruz Branch Rail Line. See the project area map in [Attachment 2](#). Goals for the UCS have been developed with a focus on developing a sustainable transportation system that is based on a triple bottom line analysis. Triple bottom line is a process which seeks to maximize benefits in terms of the natural environment, economic vitality and equity. The goals, criteria, performance measures and project list for the UCS reflect a triple bottom line analysis and input from the public, stakeholders, and RTC advisory committees and have been approved by the RTC at the May 4, 2017 meeting ([Attachments 1 and 3](#)).

A request for proposals (RFP) was issued to solicit proposals from qualified consultants to develop the Unified Corridor Investment Study. An evaluation committee comprised of staff from Caltrans, Santa Cruz Metropolitan Transit District and RTC, reviewed the proposals for completeness and content. Based on criteria specified in the RFP and information from the written proposals, interviews, and references, the evaluation committee recommended Kimley-Horn as the firm that will be the most advantageous to the RTC. The RTC authorized the Executive Director to execute an agreement with Kimley-Horn and Associates, Inc. to develop the Unified Corridor Investment Study.

DISCUSSION

A scenario analysis will be performed to identify a package of transportation projects that will provide the greatest benefit based on the project goals. The "scenarios" or groups of projects will be evaluated using a two step process. Step 1 will evaluate scenarios based on an initial set of criteria, allowing some scenarios to be eliminated early on. Step 2 will be a more detailed evaluation of the remaining

scenarios using the performance measures and will result in a recommended preferred scenario. RTC staff together with Kimley-Horn has drafted a list of scenarios to be evaluated in the Unified Corridor Study based on input-to-date from the public, stakeholders, and RTC ([Attachment 1](#)). Additional input on scenarios to be evaluated is currently being solicited through an online survey (<https://scrtc-ucs.metroquest.com/>) and from RTC Advisory Committees. Results from this most recent set of outreach will help inform the revised draft transportation scenarios that will be brought to the RTC for approval at the June 15, 2017 Transportation Policy Workshop.

RTC staff recommends that the Bicycle Advisory Committee provide input on the draft list of scenarios to be evaluated in the Unified Corridor Investment Study ([Attachment 1](#)).

Next Steps

June 2017: RTC scheduled to review and approve scenarios to be evaluated.

Fall 2017/Winter 2018: Results of Step 1 scenario analysis brought to RTC, RTC advisory committees, stakeholders, and public.

Fall 2018: Results of Step 2 scenario analysis brought to RTC, RTC advisory committees, stakeholders and public.

Fall 2018: Develop draft project report.

December 2018: Final Unified Corridor Investment Study report and preferred scenario.

SUMMARY











































The Unified Corridor Investment Study is underway to identify multimodal transportation investments that optimize usage of Highway 1, Soquel Avenue/Drive and Freedom Blvd and the Santa Cruz Branch Rail Line while advancing sustainability goals. RTC staff recommends that the Bicycle Advisory Committee provide input on the UCS scenarios to be evaluated ([Attachment 1](#)).

Attachments:

1. Draft Scenarios to be evaluated
2. Project Area Map
3. Goals, Step 1 criteria, and Step 2 performance measures

S:\UnifiedCorridorsStudy\StaffReports\AdvisoryCommittees\MayJune2017\BikeComm\0-SR_UCS2_Scenarios-bike.docx

Unified Corridor Investment Study - Draft Scenarios for Analysis

	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E	No Build
Highway 1 Projects						
buses on shoulders						
high occupancy vehicle lanes (HOV) and increased transit frequency						
auxiliary lanes to extend merging distance IN ADDITION TO MEASURE D						
metering of on-ramps						
additional lanes on bridge over San Lorenzo River						
Mission St intersection improvements						
rail transit on Hwy 1 between Santa Cruz and Watsonville						
self driving cars						
Soquel Avenue/Drive and Freedom Blvd						
bus rapid transit lite (faster boarding, transit signal priority and queue jumps)						
dedicated bus lane for bus rapid transit						
parking moved from Soquel Avenue/Drive to improve bike and transit options						
increased frequency of transit with express services						
buffered/protected bike lanes						
intersection improvements for auto						
intersection improvements for bikes/pedestrians						
Rail Corridor						
multiuse trail (bike and pedestrian)						
bike trail separate from pedestrian trail						
local rail transit with interregional connections						
bus rapid transit						
freight service on rail						
Overall Project Area/Connections between Routes						
improved bike/pedestrian facilities throughout urban area closing gaps in network	These projects will be evaluated in all scenarios.					
additional transit connections						
bike share, bike amenities, transit amenities, park and ride lots						
multimodal transportation hubs						
Transportation Demand and System Management						
employers and residences - incentive programs	These projects will be evaluated in all scenarios.					
education and enforcement - electric vehicle, motorist safety, and bike safety						

Attachment



Unified Corridor Investment Study

Highway 1, Soquel Ave/Drive & Freedom Blvd, and the Santa Cruz Branch Rail Line

Goals, Criteria and Performance Measures

The goals, criteria and performance measures below support a vision for an integrated, multimodal transportation network based on a triple bottom line approach that maximizes the environmental, economic and equity benefits.

Goal	Step 1 Criteria
Promote feasible solutions that address transportation challenges.	Community support and coordination/consistency with local, regional, state and federal plans
	Potential to address transportation challenges and advance environmental, economic and equity goals
	Compatibility with regulatory requirements
	Level of public investment
	Right of way constraints
Goals	Step 2 Performance Measures
Safer transportation for all modes	Injury and fatal collisions by mode
Reliable and efficient transportation choices that serve the most people and facilitate the transport of goods	Peak period mean automobile travel time
	Peak period mean transit travel time
	Travel time reliability
	Mode share
	Person trips across N-S screenline
Develop a well integrated transportation system that supports economic vitality	Level of public investment
	Visitor tax revenues
	Cost associated with fatalities and injuries
Minimize environmental concerns and reduce adverse health impacts	Automobile vehicle miles traveled
	Environmentally sensitive areas
	Criteria pollutants
	Greenhouse gas emissions
Accessible and equitable transportation system that is responsive to the needs of all users	Transit Vehicle Miles Traveled
	Household transportation costs