



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

Members:

Benicia
Dixon
Fairfield
Rio Vista
Solano County
Suisun City
Vacaville
Vallejo

BAC

BICYCLE ADVISORY COMMITTEE MEETING AGENDA

Wednesday, APRIL 30, 2008
Start at 6:30 p.m. in STA Conference Room

STA Conference Room
One Harbor Center, Suite 130
Suisun City, CA 94585

The STA Bicycle Advisory Committee is a citizen's advisory committee made up of cycling advocates and supporters that help recommend funding for bicycle projects in Solano County.

ITEM

ACTIVITY

ADMINISTRATOR

- | | |
|--|---------------------|
| I. CALL TO ORDER—SELF INTRODUCTIONS
(6:30 p.m.) | Barbara Wood, Chair |
| II. OPPORTUNITY FOR PUBLIC COMMENT | Barbara Wood, Chair |
| III. APPROVAL OF AGENDA: APRIL 30, 2008 | Barbara Wood, Chair |
| IV. APPROVAL OF MINUTES FROM LAST MEETING:
MARCH 6, 2008
Pg. 1 | Barbara Wood, Chair |
| V. APPROVAL OF MINUTES FROM JOINT MEETING:
FEBRUARY 7, 2008
Pg. 4 | Barbara Wood, Chair |
| VI. STATUS REPORTS FROM STA STAFF
(6:35 – 6:50 p.m.) | |
| A. Bike to Work Activities Update | Judy Leaks |
| B. Letter Regarding Benicia State Recreation Area Update | Sara Woo |
| C. Solano Bicycle and Pedestrian Program (SBPP) 2008
Update | Sara Woo |

VII. ACTION ITEMS

No Action Items

BAC MEMBERS

Barbara Wood	Larry Mork	JB Davis	James Fisk	Randall Carlson	Michael Segala	Ray Posey	Mick Weninger	Glen Grant
Chair Member at Large	Vice Chair City of Rio Vista	City of Benicia	City of Dixon	City of Fairfield	City of Suisun City	City of Vacaville	City of Vallejo	County of Solano

VIII. INFORMATIONAL ITEMS - DISCUSSION

- A. **Regional Bicycle Working Group (RBWG): 04/17/08** Sara Woo
Meeting Summary
Informational
Pg. 7
- B. **Bicycle and Pedestrian Project Cost Estimates Update** Sara Woo
Informational
(7:10 – 7:25 p.m.)
Pg. 7
- C. **Solano County Bicycle Projects Tour** Sara Woo
Informational
(7:25 – 7:35 p.m.)
Pg. 7
- D. **STA BAC Work Plan Discussion – STA Board Presentation** Sara Woo
Informational
(7:35 – 7:45 p.m.)
Pg. 8
- E. **Advisory Committee Participation Incentives Update** Sara Woo
Informational
(7:45 – 7:50 p.m.)
Pg. 8

IX. INFORMATIONAL ITEMS - NO DISCUSSION NECESSARY

- A. **Funding Opportunities Summary** Sara Woo
Informational
Pg. 13

X. COMMITTEE MEMBER COMMENTS & FUTURE AGENDA TOPICS (7:50 – 8:00 p.m.)

XI. ADJOURNMENT

The next regular meeting of the Bicycle Advisory Committee is scheduled at
6:30 p.m. on Thursday, July 3, 2008.

2008 MEETING SCHEDULE

June 5, 2008 – Bicycle Projects Tour
July 3, 2008
August (TBD) – BAC/PAC joint meeting
September 4, 2008
November 6, 2008



STA ACRONYMS LIST OF TRANSPORTATION TERMS

A		P	
ABAG	Association of Bay Area Governments	PAC	Pedestrian Advisory Committee
ADA	American Disabilities Act	PCC	Paratransit Coordinating Council
AVA	Abandoned Vehicle Abatement	PCRPP	Planning and Congestion Relief Program
APDE	Advanced Project Development Element (STIP)	PDS	Project Development Support
AQMD	Air Quality Management District	PDT	Project Delivery Team
		PMP	Pavement Management Program
B		PMS	Pavement Management System
BAAQMD	Bay Area Air Quality Management District	PNR	Park and Ride
BABC	Bay Area Bicycle Coalition	POP	Program of Projects
BAC	Bicycle Advisory Committee	PPM	Planning, Programming and Monitoring
BATA	Bay Area Toll Authority	PSR	Project Study Report
BCDC	Bay Conservation and Development Commission	PTA	Public Transportation Account
BT&H	Business, Transportation & Housing Agency	PTAC	Partnership Technical Advisory Committee (MTC)
C		R	
CAF	Clean Air Funds	RABA	Revenue Alignment Budget Authority
CALTRANS	California Department of Transportation	REPEG	Regional Environmental Public Education Group
CARB	California Air Resources Board		
CCCC (4'Cs)	City County Coordinating Council	RFP	Request for Proposal
CCCTA (3CTA)	Central Contra Costa Transit Authority	RFQ	Request for Qualification
CEQA	California Environmental Quality Act	RM 2	Regional Measure 2
CHP	California Highway Patrol	RRP	Regional Rideshare Program
CIP	Capital Improvement Program	RTEP	Regional Transit Expansion Policy
CMA	Congestion Management Agency	RTIP	Regional Transportation Improvement Program
CMAQ	Congestion Mitigation and Air Quality		
CMP	Congestion Management Program	RTMC	Regional Transit Marketing Committee
CNG	Compressed Natural Gas	RTP	Regional Transportation Plan
CTA	County Transportation Authority	RTPA	Regional Transportation Planning Agency
CTC	California Transportation Commission		
CTEP	County Transportation Expenditure Plan	S	
CTP	Comprehensive Transportation Plan	SACOG	Sacramento Area Council of Governments
		SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users
D		SCTA	Sonoma County Transportation Authority
DBE	Disadvantaged Business Enterprise	SHOPP	State Highway Operations and Protection Program
DOT	Federal Department of Transportation		
		SJCOG	San Joaquin Council of Governments
E		SNCI	Solano Napa Commuter Information
EIR	Environmental Impact Report	SOV	Single Occupant Vehicle
EIS	Environmental Impact Statement	SMAQMD	Sacramento Metropolitan Air Quality Management District
EPA	Environmental Protection Agency		
		SP&R	State Planning and Research
F		SR2S	Safe Routes to School
FHWA	Federal Highway Administration	SR2T	Safe Routes to Transit
FST	Fairfield-Suisun Transit	SRITP	Short Range Intercity Transit Plan
FTA	Federal Transit Administration	SRTTP	Short Range Transit Plan
		STA	Solano Transportation Authority
G		STA	Spare the Air
GARVEE	Grant Anticipation Revenue Vehicle	STAF	State Transit Assistance Fund
GIS	Geographic Information System	STIA	Solano Transportation Improvement Authority
		STIP	State Transportation Improvement Program
H		STP	Surface Transportation Program
HIP	Housing Incentive Program		
HOV	High Occupancy Vehicle	T	
		TAC	Technical Advisory Committee
I		TAM	Transportation Authority of Marin
ISTEA	Intermodal Surface Transportation Efficiency Act	TANF	Temporary Assistance for Needy Families
ITIP	Interregional Transportation Improvement Program	TAZ	Transportation Analysis Zone
ITS	Intelligent Transportation System	TCI	Transportation Capital Improvement
		TCM	Transportation Control Measure
J		TCRP	Transportation Congestion Relief Program
JARC	Jobs Access Reverse Commute	TDA	Transportation Development Act
JPA	Joint Powers Agreement	TDM	Transportation Demand Management
		TEA	Transportation Enhancement Activity
L		TEA-21	Transportation Efficiency Act for the 21 st Century
LS&R	Local Streets & Roads	TFCA	Transportation Funds for Clean Air
LTA	Local Transportation Funds	TIF	Transportation Investment Fund
LEV	Low Emission Vehicle	TIP	Transportation Improvement Program
LIFT	Low Income Flexible Transportation	TLC	Transportation for Livable Communities
LOS	Level of Service	TMA	Transportation Management Association
LTF	Local Transportation Funds	TMP	Transportation Management Plan
		TMTAC	Transportation Management Technical Advisory Committee
M		TOS	Traffic Operation System
MIS	Major Investment Study	TRAC	Trails Advisory Committee
MOU	Memorandum of Understanding	TSM	Transportation Systems Management
MPO	Metropolitan Planning Organization		
MTC	Metropolitan Transportation Commission	U, V, W, Y, & Z	
MTS	Metropolitan Transportation System	UZA	Urbanized Area
		VTA	Valley Transportation Authority (Santa Clara)
N		W2W	Welfare to Work
NEPA	National Environmental Policy Act	WCCCTAC	West Contra Costa County Transportation Advisory Committee
NCTPA	Napa County Transportation Planning Agency		
NHS	National Highway System	YSAQMD	Yolo/Solano Air Quality Management District
NVTA	Napa Valley Transportation Authority	ZEV	Zero Emission Vehicle
O			
OTS	Office of Traffic Safety		

Helpful Definitions for Bicycle Advisory Committee Members

Below is a list of terms and acronyms that you may encounter in technical reports, plans, data, informational materials, or conversations when working with STA staff.

<u>Acronyms</u>	(Note: These acronyms have not yet been added to the “STA Acronyms List of Transportation Terms”)
ARB:	Air Resources Board
PDA:	Priority Development Area
RBPP:	Regional Bicycle and Pedestrian Program
RBWG:	Regional Bicycle Working Group
RPC:	Regional Pedestrian Committee
SBPP:	Solano Bicycle and Pedestrian Program

Planning Agencies

MTC (MPO):	The transportation planning, coordinating, and financing agency for the nine-county Bay Area
STA (CMA):	The transportation planning, coordinating and financing agency for the seven-city County of Solano

MPO:	Metropolitan Planning Agency; regional planning agency
CMA:	Congestion Management Agency; local countywide planning agency

Committees

BAC:	Advisory committee to STA for implementing the Countywide Bicycle Plan
RBWG:	Ad hoc advisory committee to MTC for implementing the Regional Bicycle Plan
PAC:	Advisory committee to STA for implementing the Countywide Pedestrian Plan
RPC:	Ad hoc advisory committee to MTC for addressing pedestrian-related issues in the Bay Area

Funding Sources

RBPP:	Regional Bicycle and Pedestrian Program; funding program for bicycle and pedestrian projects eligible to counties in the Bay Area
SBPP:	Solano Bicycle and Pedestrian Program; funding program made up of MTC CMAQ funds, SACOG ECMAQ funds, and TDA Article 3 funds for bicycle and pedestrian projects eligible to cities in Solano County <ul style="list-style-type: none">• MTC CMAQ – MTC Congestion Mitigation and Air Quality Improvement Program (for cities in Solano’s Western air basin: Benicia, Suisun City, Vacaville, Vallejo, and County unincorporated areas)• Solano County ECMAQ – Solano County Eastern Congestion Mitigation and Air Quality Improvement Program (for cities in Solano’s Eastern air basin: Dixon, Fairfield, Rio Vista, and County unincorporated areas)• TDA Article 3 – Transportation Development Act Article 3



Bicycle Advisory Committee
Meeting Minutes
March 6, 2008

BICYCLE ADVISORY COMMITTEE CALL TO ORDER

The Bicycle Advisory Committee (BAC) meeting was called to order by Committee Chair, Barbara Wood at approximately 6:30 p.m.

Committee Members Present:

Barbara Wood	Chair
Larry Mork	Vice-chair
J.B. Davis	City of Benicia
Randy Carlson	City of Fairfield
Michael Segala	City of Suisun City
Ray Posey	City of Vacaville
Mick Weninger	City of Vallejo
Glen Grant	County of Solano

Committee Members Not Present: Jim Fisk City of Dixon

Participants:

Paul Wiese	County of Solano
Matt Tuggle	County of Solano
Robert Guerrero	STA
Sam Shelton	STA
Sara Woo	STA
Judy Leaks	STA

- I. **CALL TO ORDER—SELF INTRODUCTIONS**
Participants exchanged introductions.
- II. **OPPORTUNITY FOR PUBLIC COMMENT**
None presented.
- III. **APPROVAL OF AGENDA: MARCH 6, 2008**
On a motion by Mike Segala, and a second by JB Davis, the STA BAC unanimously approved the agenda.
- IV. **APPROVAL OF MINUTES FROM LAST MEETING: JANUARY 10, 2008**
On a motion by Glen Grant, and a second by Larry Mork the STA BAC unanimously approved the minutes.

V. STATUS REPORTS FROM STA STAFF

- A. Bike to Work Week Activities Update
- B. Safe Routes to School (SR2S) Update
- C. BAC/PAC Letter Regarding PDA Funds Update
- D. BAC Bylaws, 2008 Revision Update
- E. Solano Bicycle and Pedestrian Program (SBPP) 2008 Update

VI. ACTION ITEMS

- A. Staggered Membership Terms
Sara Woo summarized the adjusted membership terms for the BAC.

Recommendation:

Forward a recommendation to the STA Board for approval of the attached Membership Terms List.

On a motion by JB Davis, and a second by Randy Carlson, the STA BAC unanimously approved the recommendation.

- B. Letter Opposing Benicia State Recreation Area Closure
Sara Woo briefly discussed the proposed closure of the Benicia State Recreation Area and draft letter of opposition.

Committee Comments:

Mike Segala and Glen Grant suggested including more information and/or specific references to State Law pertaining to climate change/global warming.

Recommendation:

Forward a recommendation to the STA Board for approval of the attached letter to the Governor regarding the Benicia State Recreation Area Closure.

On a motion by Glen Grant, and a second by Randy Carlson, the STA BAC unanimously approved the recommendation with inclusion of the Committee's comments as applicable.

VII. INFORMATIONAL ITEMS—DISCUSSION

- A. Bicycle and Pedestrian Project Cost Estimates Update
Sara Woo explained the effort to update the costs for the bicycle and pedestrian project costs. She described that the main concern was that the costs were largely underestimated. Ms. Woo also stated that a consolidated update to the projects in both plans will be instrumental to the success of future planning efforts. Glen Grant asked what is being done about the costs for the RTP submittal. Ms. Woo explained that the 2004 costs were submitted, however, an amendment can be submitted to MTC to update the costs. She further explained that she is working with project sponsors to update the costs for each agency.

B. Solano County Bicycle Projects Tour

Sara Woo informed the Committee that STA staff will be arranging a day to tour of the major bicycle projects planned and in progress. She solicited preferred dates during the months of May and June. The consensus among the committee was the first week of May and the first week of June.

C. STA BAC Work Plan Discussion—STA Board Presentation

Sara Woo notified the group that she would be discussing the BAC's work plan at the April or May STA Board meeting. She mentioned that it would be important for BAC members to make an effort to attend once a date has been determined.

VIII. INFORMATIONAL ITEMS—NO DISCUSSION NECESSARY

JB Davis made one suggestion regarding Agenda Item VIII.B, RTP Projects List. He requested STA staff to include an additional column for the actual cost for each project in the entire RTP projects list for comparative purposes. Mr. Davis explained that he was curious about how bicycle and pedestrian projects compare to other types of transportation projects in terms of funding request. Sara Woo concurred and stated that such an exercise would be constructive. Robert Guerrero advised that the costs that were submitted for the RTP are in the process of getting updated. Therefore, it could be more beneficial for STA staff to perform JB's request after the costs updates for both plans are complete. STA staff will follow up.

IX. COMMITTEE MEMBER COMMENTS

Some Committee members brought up the need for a "bikes merge" sign on Suisun Valley Road.

X. ADJOURNMENT

The BAC meeting was adjourned at approximately 7:52 p.m. The next meeting will be held on Wednesday, April 30th, 2008 at 6:30 p.m.



**BICYCLE ADVISORY COMMITTEE (BAC)
and
PEDESTRIAN ADVISORY COMMITTEE (PAC)
JOINT MEETING**

**DRAFT Minutes for the meeting of
February 7, 2008**

**I. CALL TO ORDER—SELF INTRODUCTIONS AND
OPPORTUNITY FOR PUBLIC COMMENT**

The special joint meeting of the Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC) was called to order at approximately 6:35 p.m. in Suisun City's City Hall. There were no public comments.

Present:

*(In Alphabetical Order by
Agency)*

BAC Members Present:

Barbara Wood
JB Davis
James Fisk
Randall Carlson
Larry Mork
Michael Segala
Ray Posey
Mick Weninger
Glen Grant

Chair
City of Benicia
City of Dixon
City of Fairfield
City of Rio Vista
City of Suisun City
City of Vacaville
City of Vallejo
County of Solano

PAC Members Present:

JB Davis
Michael Smith
Patrice Moran
Larry Mork
Todd Rewick
Allan Deal
Maureen Gaffney
Frank Morris
Brian Travis

City of Benicia
City of Dixon
City of Fairfield
City of Rio Vista
City of Vacaville
Member at Large
San Francisco Bay Trail
Solano Land Trust
Tri-City and County Cooperative Planning

STA Staff Present:

Robert Macaulay
Robert Guerrero
Sara Woo

STA
STA
STA

Others Present:

Daniel Schiada	City of Benicia
Gene Cortright	City of Fairfield
Thanh Vuong	City of Fairfield
Jay Swanson	City of Fairfield
Nick Lozano	City of Suisun City
James Loomis	City of Vacaville
Ed Huestis	City of Vacaville
Paul Wiese	County of Solano
Matt Tuggle	County of Solano
Rob Powell	San Francisco Bay Trail

II. APPROVAL OF AGENDA: FEBRUARY 7, 2008

On a motion by JB Davis, and a second by Randy Carlson, the STA BAC and PAC unanimously approved the agenda.

III. ACTION ITEMS

A. Solano Bicycle and Pedestrian Program (SBPP): Project Sponsor Presentations

Robert Guerrero, STA, gave an overview of the SBPP and explained that the project sponsors will be presenting status updates for their projects.

Dan Schiada, City of Benicia - Director of Public Works, gave a brief PowerPoint presentation regarding Benicia's "State Park Road Bicycle-Pedestrian Bridge and Trail" project. Mr. Schiada explained that the total project cost is \$3,938,000; however, there is a pending shortfall of approximately \$500,000. He further explained that the City of Benicia has applied for a \$500,000 grant from the Bay Trail Program, for which awards will be announced by July 2008. He also notified the group that approximately \$492,000 in local funding (from traffic mitigation fund) is dedicated to the project.

Paul Wiese, County of Solano – Engineering Manager, affirmed that Solano County's "Vaca-Dixon Bike Route" project is ready for construction of Phase 2 (Hawkins Road from Leisure Town Road through part of Pitt School Road) and Phase 3 (Pitt School Road from Weber Road to Porter Road). Mr. Wiese stated that the only obstacle to the construction of the Vaca-Dixon Bike Route is funding.

Thanh Vuong, City of Fairfield discussed the status of Fairfield's "Solano Bikeway Extension/McGary Road Class III Bike Route" project. He explained that the goal is to bring the road to a standard as to where the city can reopen the road for public use.

Ed Huestis, City of Vacaville, explained that Vacaville's "Ulatis Creek" bicycle project from Allison to Interstate 80 is moving forward. The \$169,000 recommended by both committees would take care of environmental studies and right of way acquisition. These funds would bring the project to the "construction-ready".

Jay Swanson, City Fairfield, presented on the status of the city's "West Texas Street Gateway" project. He explained that the project is a bicycle and pedestrian project that focuses on safety and streetscaping improvements for the corridor. JB Davis voiced his concern that the project does not address bicyclist needs. He explained his concern that the project may not have significant landscaping improvements and emphasized the importance of landscape improvements in pedestrian projects. Jay Swanson replied that the project is primarily a pedestrian project that does focus on landscape improvements. Mr. Davis recommended that PAC members reconsider the funding programmed for Fairfield's "West Texas Street" project.

Recommendation:

Review the FY 2008-09 SBPP funded bicycle and pedestrian project status and reconvene the joint meeting in July 2008 for another status update.

On a motion by Michael Smith, PAC, and a second by JB Davis, BAC/PAC, the STA BAC and PAC approved the recommendation as amended to reconvene the joint meeting in August 2008.

B. MTC Transportation 2035 (T2035) Plan: Bicycle and Pedestrian Project Submittals List

Bob Macaulay, STA, discussed the bicycle and pedestrian project submittals list for T2035, which is also known as the regional transportation plan (RTP). He explained that the Metropolitan Transportation Commission (MTC) has provided the STA with an estimate of \$1.98 billion to plan the County's transportation needs. He further discussed STA staff's recommendation to include the priority projects listed in the Countywide Bicycle Plan and Countywide Pedestrian Plan in their entirety. He solicited input from BAC/PAC members and participants regarding whether any of the projects on the list are in need of revision or if it excludes any projects.

Mr. Macaulay also reviewed a separate spreadsheet that consolidates the bicycle and pedestrian projects into one list. He described that the spreadsheet is meant to simplify the information from Attachment A and provide a preliminary update to the project's costs in today's dollars. JB Davis suggested updating specific projects that he noticed were inaccurate. Larry Mork, City of Rio Vista BAC/PAC, commented that some pedestrian projects for Rio Vista included in the attachment are not included in the consolidated list. Mr. Mork recommended STA staff to review the material from both the Countywide Bicycle Plan and Countywide Pedestrian Plan to refine any inconsistencies between the "cost estimates update" spreadsheet and the priority projects; this would ensure that priority projects listed in Solano's Bicycle and Pedestrian Plans are reflected in the updated list.

Recommendation:

Develop a draft list of bicycle and pedestrian projects based on the Countywide Bicycle and Pedestrian Plans for discussion at the STA Board Solano County RTP Public Hearing on February 13, 2008.

On a motion by Michael Smith, PAC, and a second by JB Davis, BAC/PAC, the STA BAC and PAC approved the recommendation with the inclusion of comments from participants.

IV. COMMITTEE MEMBER COMMENTS

The members from both committees suggested writing a letter to the Governor regarding the pending Benicia State Recreation Area closure.

V. ADJOURNMENT

The next joint meeting of the Bicycle and Pedestrian Advisory Committees is scheduled in **August 2008 on a date to be determined.**



DATE: April 30, 2008
TO: STA BAC
FROM: Sara Woo, Planning Assistant
RE: Informational Items – Discussion

VIII. A RBWG Meeting Summary: 04/17/08 – (Sara Woo, STA)

The MTC Regional Bicycle Working Group (RBWG) met on April 17, 2008. In the absence of the committee chair, Sara Woo chaired the meeting. It was announced that the Draft Regional Bicycle Plan will be released in May with a 30-day public review period. STA staff will forward the draft Regional Bicycle Plan to the BAC as soon as it is available for review.

The Regional Bicycle and Pedestrian Program (RBPP) has been reviewed by the Metropolitan Transportation Commission as part of the Regional Transportation Plan update (T2035). At present, the pedestrian portion of the program will be eliminated. However, this funding will be absorbed into other programs, leaving a Regional Bicycle Program. The goal is to maximize the ability to fund and construct bicycle and pedestrian projects most effectively. MTC staff is continuing to working to fairly determine how to best program funding for bicycle and pedestrian facilities. At present, the call for projects for the program is expected Fall 2008.

The final decision for regional bicycle and pedestrian funds will take place during the MTC T2035 “Trade-Off Discussions.” There will be a number of public workshops taking place during the months of May and June. Solano County’s workshop will be held on Wednesday May 7, 2008 from 6pm to 8pm at the County Government Center, Multi-Purpose Room; 675 Texas Street, Fairfield. No attachments.

VIII. B Bicycle and Pedestrian Project Cost Estimates Update – (Sara Woo, STA)

STA Staff is working with project sponsors to update the list to be more complete and up to date. A Microsoft Excel spreadsheet has been sent to each city for review. STA staff will provide the BAC with a status report related to this effort at the April 30, 2008 meeting. No attachments.

VIII. C Solano County Bicycle Projects Tour – (Sara Woo, STA)

To reacquaint BAC members with the current priority bicycle projects in the county, STA staff is proposing to take a group tour of these proposed facilities. In the past, the tour of bicycle facilities has been useful to committee members in making recommendations for funding projects. STA staff will also invite project sponsors to meet at each site for a brief overview of the projects. The tour will take place on Thursday **June 5, 2008**. No attachments.

VIII. D STA BAC Work Plan Discussion – STA Board Agenda Item – (Sara Woo, STA)
The BAC will be invited to the May 14th STA Board of Directors meeting. STA staff will present a status update on the BAC's current and planned activities this year to the STA Board of Directors at their May 14, 2008 meeting. The STA Board meets on the second Wednesday of every month at 6:00 p.m. at Suisun City Hall. The purpose of this update is to recognize the BAC and remind the STA Board of the Committee's contributions. Each member's participation at this meeting will be important to emphasizing your support for advancing bicycle projects. The BAC Chair will be provided an opportunity to represent the committee in its accomplishments. No attachments.

VIII.E Advisory Committee Membership Incentives – (Sara Woo, STA)
The option to consider the benefits for providing a stipend (other incentive) to members of the BAC Board was discussed at the January BAC meeting. STA staff has investigated the advisory committee structure in neighboring counties and is finalizing its feasibility internally (see **Attachment VIII.E**, page 9). The merits and potential selection of an incentive option will be determined by June 2008 as part of the FY 2008-09 STA budget. The outcome will be reported to the BAC at their July 3, 2008 meeting.

Attachment VIII.E
Advisory Committee Participation Incentives Update



DATE: April 24, 2008
 TO: Robert Macaulay, Director of Planning
 FROM: Sara Woo, Planning Assistant
 RE: Advisory Committee Participation Incentives

Background:

The STA sponsors two countywide citizen’s advisory committees to help address Bicycle and Pedestrian needs in the County. The Bicycle Advisory Committee is comprised of nine representatives from the eight STA member agencies. The Pedestrian Advisory Committee is comprised of representatives from STA member agencies and pedestrian advocacy or interest groups. Each representative appointed to either committee can serve a term of up to three years. Therefore, each agency/jurisdiction responsible must appoint a member to the BAC or PAC every three years. In the past, some positions remained vacant due to an inability to appoint someone to represent the respective agency.

At their January 10, 2008 meeting, members from the Bicycle Advisory Committee initiated a discussion regarding the importance to consider potential future membership vacancies. Committee members suggested that providing an incentive for members to participate was a worthy topic to research. In considering various incentives strategies to consider for membership participation, the STA Bicycle Advisory Committee has asked what membership incentive options are available to Committee participants (i.e. stipends or other compensation for time and travelling expense). Since the January 10, 2008 BAC meeting, STA staff has contacted Solano County’s neighboring Congestion Management Agencies to find out more information regarding the types of Advisory Committee membership incentives currently in practice.

Discussion:

STA staff contacted Napa, Contra Costa, Sonoma, Alameda, and Santa Clara counties. Staff from Solano Napa Commuter Information (SNCI) was also contacted. SNCI staffs a citizen’s advisory committee for the STA Board to assist in transit related funding recommendations. Each County’s advisory committee coordinator was asked whether and incentive is provided for their Bicycle and/or Pedestrian Advisory Committee members to participate. Table 1 below shows these results:

Table 1: Membership Incentives in Other Counties

County	Meeting Time	Incentive	Source
1. Alameda BPAC	5:30 – 7:30 p.m.	Per Diem	½ cent sales tax measure
2. Contra Costa BPAC	Evening	None	N/A
3. Napa BPAC	6:00 p.m.	None	N/A
4. Sonoma BPAC	10:00 – 11:45 a.m.	Occasional Lunch	SCTA Budget
5. Santa Clara BPAC	6:00 p.m.	Mileage/travel reimbursement	½ cent sales tax measure

(None of the agencies contacted expressed issues with membership vacancies)

Table 2: STA Membership Incentives

Committee	Meeting Time	Incentive	Source
1. STA PCC	12:00 – 2:00 p.m.	Lunch	STA Budget
2. STA BAC	6:30 – 8:00 p.m.	None.	N/A
3. STA PAC	6:00 – 7:30 p.m.	None.	N/A

Below is a matrix showing the last three years of BAC and PAC membership status. The BAC has been filled since 2005. The PAC membership has been consistently filled for the County and Cities; however, STA hasn't received appointments for a few advocacy positions since 2005.

Table 3: BAC Vacancies from January 2005 through January 2008

Representative	2005	2006	2007	2008
Benicia	Filled	Filled	Filled	Filled
Dixon	Filled	Filled	Filled	Filled
Fairfield	Filled	Filled	Filled	Filled
Rio Vista	Filled	Filled	Filled	Filled
Suisun City	Filled	Filled	Filled	Filled
Vacaville	Filled	Filled	Filled	Filled
Vallejo	Filled	Filled	Filled	Filled
Solano County	Filled	Filled	Filled	Filled
Member at Large	Filled	Filled	Filled	Filled

Table 4: PAC Vacancies from January 2005 through January 2008

Representative	2005	2006	2007	2008
Benicia	Filled	Filled	Filled	Filled
Dixon	Filled	Filled	Filled	Filled
Fairfield	Filled	Filled	Filled	Filled
Rio Vista	Filled	Filled	Filled	Filled
Suisun City	Filled	Filled	Filled	Filled
Vacaville	Filled	Filled	Filled	Filled
Vallejo	Filled	Filled	Filled	Filled
Solano County	Filled	Filled	Filled	Filled
Member at Large	Filled	Filled	Filled	Filled
Bay Area Ridge Trail	Filled	Filled	Filled	Filled
San Francisco Bay Trail	Filled	Filled	Filled	Filled
Solano Land Trust	Filled	Filled	Filled	Filled
Tri-City and County Cooperative Planning Group	Vacant	Vacant	Vacant	Filled
Solano Community College	Vacant	Vacant	Vacant	Vacant
Solano Agricultural Commission	Vacant	Vacant	Vacant	Vacant

Fiscal Impact:

Based on current practices, four incentives options are the most common: Per Diem, mileage/travel reimbursement, food, and no incentive. The following briefly describes each of the four options:

Option 1 – Based on discussions with other agencies, those that offered a stipend provided \$25 (Alameda County)

Option 2 – The mileage/travel reimbursement rate is based on a standard set by the IRS, which is \$0.505 per mile. The median distance from each of Solano’s 7 cities is 18.6 miles. The range was 0.5 to 23.2 miles. Using the median, \$18.80 per round trip was calculated.

Option 3 – Pizza was selected as the most cost effective food alternative

Option 4 – Maintaining status quo would incur a cost of \$0

Table 5 shows a cost estimate for provisions for each of these options respective to each committee.

Table 5: Schedule of Costs for Incentive Options (per meeting)

Options	BAC (9)	PAC (13)	PCC (9)	Totals
1. \$25 Per Diem	\$225	\$325	\$225	\$775
2. Mileage/travel reimbursement (\$18.80 per person)	\$169.2	\$244.4	\$169.2	\$582.8
3. Pizza* (1 pizza per 3 people at \$20.00 per pizza)	\$50	\$65	\$50	\$165
4. No Incentive	\$0	\$0	\$0	\$0

Table 6: Annual Schedule of Costs for Incentive Options (6-8 meetings per year)

Options	BAC (6-8 meetings)	PAC (6-8 meetings)	PCC (6-8 meetings)	Totals
1. \$25 Per Diem	\$1350 - 1800	\$1950 - \$4225	\$810 - \$1080	\$4650 - \$6200
2. Mileage/travel reimbursement	\$1015.2 - \$1353.6	\$1466.4 - \$1955.2	\$1015.2 - \$1353.6	\$3496.8 – \$4662.4
3. Pizza* (1 pizza per 3 people at \$20.00 per pizza)	\$300 - \$400	\$390 - \$520	\$300 - \$400	\$990 - \$1320
4. No Incentive	\$0	\$0	\$0	\$0

*Note: Given that committee members would eat during the meeting, pizza is the most practical alternative.



DATE: April 23, 2008
TO: STA BAC
FROM: Sara Woo, Planning Assistant
RE: Informational Items – No Discussion Necessary

IX.A Funding Opportunities Summary Report – (Sara Woo, STA)
The funding opportunities summary report is intended to inform STA staff and policy based committees of funding for various types of projects potentially available to sponsors. It is included as part of the Technical Advisory Committee and Board of Directors meeting agendas and is updated each month by STA staff to reflect new funding opportunities as they become available. This report will be included in future BAC meeting packets to further assist the Committee in their recommendation processes (**Attachment IX.A**, page 13).



DATE: April 23, 2008
 TO: STA BAC
 FROM: Sara Woo, Planning Assistant
 RE: Funding Opportunities Summary

The following funding opportunities will be available to STA member agencies during the next few months. Also attached are summary fact sheets for each program. Please distribute this information to appropriate departments within your jurisdiction.

Fund Source	Application Available From	Application Due
Federal Safe Routes to School (SRTS) Program	Joyce Parks, California Department of Transportation (Caltrans) (916) 653-6920	RFP Expected April 2008 (tentative)
Elderly and Disabled Specialized Transit Program (FTA 5310)*	Cindy Chiaverini, Caltrans (916) 654-6990	May 16, 2008
Job Access and Reverse Commute (JARC) Program (FTA 5316)*	Bill Walker, Caltrans (916) 654-8222	June 2, 2008 (tentative)
New Freedom Program (FTA 5317)*	Bill Walker, Caltrans (916) 654-8222	June 2, 2008 (tentative)
Non-Urbanized Area Intercity Bus Program (FTA 5316)*	Dan Mundy, Caltrans (916) 657-4587	August 29, 2008

* New funding opportunity



FUNDING OPPORTUNITY

Federal Safe Routes to School (SRTS) Program

Applications Due March 2008 (Tentative)

TO: STA TAC
FROM: Sara Woo, Planning Assistant

This summary of the SRTS Program is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: State, local, regional agencies; cities and counties; non-profit organizations; schools/school districts; and Native American Tribes.

Program Description: The program is intended to improve conditions for children in kindergarten through eighth grade, to safely walk and bicycle to school.

The second FY 2007-08 call for projects is currently unknown, but anticipated for January 2008.

Funding Available: Approximately \$46 million is available for FY 2007-08; each of the twelve (12) Caltrans Districts will receive at least \$1 million; no local match, 100 percent federally reimbursed.

Eligible Projects: Infrastructure projects: capital improvements related to bicycle and pedestrian facilities
Non-infrastructure projects: programs and strategies that increase public awareness and education.

Further Details: <http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/srts.htm>

Program Contact Person: Joyce Parks, Caltrans SRTS Coordinator,
(916) 653-6920
joyce_parks@dot.ca.gov

STA Contact Person: Sara Woo, STA Planning Assistant, (707) 399-3214
swoo@sta-snci.com



FUNDING OPPORTUNITY
Elderly and Disabled Specialized Transit Program
(FTA 5310)
Applications Due May 16, 2008

TO: STA TAC
FROM: Sara Woo, Planning Assistant

This summary of the Elderly and Disabled Specialized Transit Program is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

- Eligible Project Sponsors: Private non-profit corporations and some public agencies
 - Program Description: The Program provides capital grants for providing safe, efficient, and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate
 - Funding Available: \$12.1 million available statewide
 - Eligible Projects: Replacement vehicles, service expansion vehicles, and transportation operation support equipment.
 - Further Details: <http://www.dot.ca.gov/hq/MassTrans/5310.html>
 - Program Contact Person: Cindy Chiaverini, Branch Chief,
(916) 654-6990
Cindy_Chiaverini@dot.ca.gov
 - STA Contact Person: Liz Niedziela, STA Transit Program Manager/Analyst,
(707) 424-6075
eniedziela@sta-snci.com
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FUNDING OPPORTUNITY
Job Access and Reverse Commute (JARC) Program
FY 2007-09 (FTA 5316)
Applications Due June 2, 2008 (tentative)

TO: STA TAC
FROM: Sara Woo, Planning Assistant

This summary of the Job Access and Reverse Commute (JARC) Program (FTA 5316) is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Cities and transit operators.

Program Description: The Job Access and Reverse Commute (JARC) Program provides funding for projects designed to transport welfare recipients and eligible low-income individuals to and from employment and employment-related activities.

Funding Available: \$5.6 million for small-urbanized projects;
\$2.7 million for rural projects

The maximum grant amount per project is \$200,000. Minimum local match requirements are 20 percent for capital projects and 50 percent for operations projects.

Eligible Projects:

<p><u>Operating:</u></p> <ul style="list-style-type: none">• Late night/weekend service• Guaranteed ride home service• Shuttle service• Expanded fixed-route public transit routes• Demand-responsive service• Ridesharing/carpooling activities• Voucher programs	<p><u>Capital:</u></p> <ul style="list-style-type: none">• Intelligent Transportation Systems (ITS)• Promotion of operating activities• Vehicles• Mobility management activities
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Further Details: <http://www.dot.ca.gov/hq/MassTrans/5316.html>

Program Contact Person: Bill Walker, Federal Transit Grants Program Representative (Caltrans), (916) 654-9986
bill_walker_jr@dot.ca.gov

STA Contact Person: Liz Niedziela, STA Transit Program Manager/Analyst, (707) 424-6075
eniedziela@sta-snci.com



FUNDING OPPORTUNITY

**New Freedom Program FY 2007-09
(FTA 5317)**

Applications Due June 2, 2008

TO: STA TAC
FROM: Sara Woo, Planning Assistant

This summary of the New Freedom Program (FTA 5317) is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Cities and transit operators.

Program Description: The New Freedom Program provides funding to assist transit operators and public agencies to provide new transportation services for individuals with disabilities, above and beyond the minimum required by the Americans with Disabilities Act of 1990.

Funding Available: \$3.2 million for small-urbanized projects;
\$1.3 million for rural projects

The maximum grant amount per project \$125,000. Minimum local match requirements are 20 percent for capital projects and 50 percent for operations projects.

Eligible Projects: Operating:
• Expansion of hours for paratransit service
• Enhancement of services
• Voucher programs
• Volunteer driver programs

Capital:
• Acquisition of accessibility equipment beyond ADA requirements
• Purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs
• Mobility management activities

Examples:
• AC Transit: Paratransit Inventory – \$144,000
• City of Benicia: Taxi Scrip Program Extension – \$15,000
• Contra Costa County Transportation Authority: Comprehensive Mobility Options Inventory – \$35,000

Further Details: <http://www.dot.ca.gov/hq/MassTrans/5317.html>

Program Contact Person: Bill Walker, Federal Transit Grants Program Representative (Caltrans), (916) 654-9986
bill_walker_jr@dot.ca.gov

STA Contact Person: Liz Niedziela, STA Transit Program Manager/Analyst, (707) 424-6075
eniedziela@sta-snci.com



FUNDING OPPORTUNITY
Non-Urbanized Area Intercity Bus Program
(FTA 5311(f))
Applications Due June 2, 2008

TO: STA TAC
FROM: Sara Woo, Planning Assistant

This summary of the Non-Urbanized Area Intercity Bus Program (FTA 5311(f)) is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

- Eligible Project Sponsors: Public agencies, private for profit organizations, private non-profit organizations, and tribal governments
- Program Description: The federal grant program provides funding for public transit in non-urbanized areas with a population fewer than 50,000 as designated by the Bureau of the Census.
- Funding Available: Approximately \$2.9 million
- Eligible Projects: Operating, capital, and/or planning projects
Examples:
- **Operating:** costs/expenses, marketing activities
 - **Capital:** accessible vans and buses, infrastructure (shelters, benches, signage, technology (i.e. transit related ITS systems such as smart cards); equipment (communication, computer hardware and software); feasibility/planning studies
- Further Details: <http://www.dot.ca.gov/hq/MassTrans/5311.html>
- Program Contact Person: Dan Mundy, Branch Chief (Caltrans),
(916) 657-4587
Dan_Mundy@dot.ca.gov
- STA Contact Person: Liz Niedziela, STA Transit Program Manager/Analyst,
(707) 424-6075
eniedziela@sta-snci.com
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