



Solano Transportation Authority

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Suisun City, California 94585

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Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

**MEETING NOTICE**

**January 9, 2002**

**STA Board Meeting  
Suisun City Hall Council Chambers  
701 Civic Center Drive  
Suisun City, CA  
6:00 P.M. Regular Meeting**

**MISSION STATEMENT - SOLANO TRANSPORTATION  
AUTHORITY**

**To improve the quality of life in Solano County by delivering  
transportation system projects to ensure mobility, travel safety,  
and economic vitality.**

*Time set forth on agenda is an estimate. Items may be heard before or  
after the times designated.*

**STA Board Members:**

Marci Coglianese, Chair  
*City of Rio Vista*

John Silva, Vice Chair  
*County of Solano*

Pierre Bidou  
*City of Benicia*

Mary Ann Courville  
*City of Dixon*

Karin MacMillan  
*City of Fairfield*

Jim Spering  
*City of Suisun City*

Rischa Slade  
*City of Vacaville*

Dan Donahue  
*City of Vallejo*

**STA Alternates:**

Ed Woodruff

Barbara Kondylis

Dan Smith

Gil Vega

Harry Price

Michael Segala

David Fleming

Pete Rey

**ITEM**

**BOARD/STAFF PERSON**

- I. CALL TO ORDER – CONFIRM QUORUM** Chair Coglianese
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. OPPORTUNITY FOR PUBLIC COMMENT (6:05 – 6:10 p.m.)**
- V. EXECUTIVE DIRECTOR’S REPORT (6:10 – 6:15 p.m.) – Pg 1** Daryl Halls
- VI. SPECIAL PROCLAMATION FOR:  
MARY MCCARTHY (SEDCORP)  
(6:15-6:20 p.m.)** Chair Coglianese
- VII. COMMENTS/UPDATE FROM STAFF, CALTRANS AND MTC  
(6:20-6:25 p.m.)**
- A. Caltrans Report** Lenka Culik-Caro  
Caltrans District IV
- VIII. PRESENTATION OF STA HIGHLIGHTS FOR 2001  
(6:25-6:35 p.m.)** Chair Coglianese
- IX. CONSENT CALENDAR**  
*Recommendation: Approve the following consent items in one motion (Note: Items under consent calendar may be removed for separate discussion) (6:35-6:40 p.m.) – Pg 9*
- A. Approve STA Board Minutes of December 12, 2001 –  
Pg 11** Kim Cassidy
- B. Approve Draft STA TAC Minutes for January 3, 2002  
Pg 19** Kim Cassidy
- C. Highway 37 – Revision of Allocation Schedule** Daryl Halls  
*Recommendation: Forward recommendation to STA Board approving: 1.) Advancing \$601,000 in 2000 STIP funds from FY 2003/04 to FY 2001/02 for mitigation planting at Guadalcanal Village, 2.) Move \$599,000 in 2000 STIP funds from FY 2003/04 to FY 2005/06 for the remaining mitigation planting and highway planting projects, and 3.) Authorize the Executive Director to send a letter to Caltrans pertaining to the project funding available for and needed for funding the landscaping for Phases 2 and 3 of the Highway 37 project and request Caltrans provide options for covering any funding shortfall – Pg 25*

- D. Suisun City Rail Station Parking Lot** Dan Christians  
*Recommendation: Authorize the Executive Director to finalize a revised scope and execute an amended "Intercity Rail Passengers Facility Agreement" with Caltrans for the implementation of the Suisun City Rail Station Parking Lot Improvements on the "South Site" to expand the existing park and ride facility- Pg 29*
- E. Development of Reimbursement Policy for Project Plans** Kim Cassidy  
*Recommendation: Authorize STA staff to develop a policy for reimbursement of project plans, project reports, brochures, booklets and packets – Pg 31*
- F. Retainment of Accounting Firm To Review and Modify STA Accounting Policies and Procedures** Kim Cassidy  
*Recommendation: Authorize the Executive Director to retain Caporicci, Cropper and Larson to update the STA's Policies and Procedures Manual for Accounting and Financial Transactions for a fee not to exceed \$2500 - Pg 33*
- G. Proposed Schedule for Development of STA Budget for FY2002-03/2003-04** Daryl Halls  
*Recommendation: Approve schedule for development and completion of STA's 2002/03 and 2003/04 budget – Pg 37*
- H. Authorization to Release RFP Design and Environmental Consultants for I-80/680/SR12** Dale Dennis  
*Recommendation: Authorize the Executive Director to issue RFP's for the following: 1.) Completing the I-80/I-680/I-780 Corridor Study (Segments 2-5) and 2.) Preparing the Project Report and Environmental Document (PR/ED) for the I-80/I0680/SR12 Interchange Project – Pg 39*
- I. Subcommittee Appointment of New STA Board Members and Alternates** Dan Christians  
*Recommendation: Approve the revised list of appointments (see attached list) to the Subcommittees for the Comprehensive Transportation Plan  
Pg 41*
- J. Advisory Committee Representative for Bicycle Advisory Committee (BAC) and Paratransit Coordinating Council (PCC)** Robert Guerrero  
*Recommendation: 1.) The STA Board members submit names of potential candidates for the PCC, 2.) Declares the BAC positions vacant for Fairfield, Vacaville and Rio Vista and authorizes the Chair to request the Mayors of the cities*

of Fairfield, Vacaville and Rio Vista nominate members to the BAC – Pg 45

- K. STA Meeting Schedule for 2002** Kim Cassidy  
*Recommendation: Approve the STA Board's meeting schedule for 2002– Pg 49*

**X. ACTION ITEMS - NON-FINANCIAL**

- A. Call for Projects for Transportation for Clean Air Programs and Selection of STA Members to Serve on STA/YSAQMD Screening Committee** Robert Guerrero  
*Recommendation: 1.) Approve issuing a call for projects for the YSAQMD and BAAQMD Clean Air Fund Program Applications and 2.) Appoint two STA Board members to participate in the STA/YSAQMD Application Screening Committee (6:40-6:45 p.m.) – Pg 53*

- B. Appointment of Board Alternate to Capitol Corridors Joint Powers Board** Daryl Halls  
*Recommendation: Appoint an STA Board Member to serve as an Alternate on the Capitol Corridor Joint Powers Board (6:45-6:50 p.m.) – Pg 55*

- XI. SELECTION OF 2002 STA CHAIR AND VICE CHAIR** Chair Coglianese  
*Recommendation: 1.) Select STA Chair and Vice-Chair for 2002 and 2.) Request new Chair designates Executive Committee for 2002 (6:50-6:55 p.m.) – Pg 57*

**XII. INFORMATION ITEMS**

*(Discussion Necessary)*

- A. Status Update for I-80/680/SR12 Interchange Project** Daryl Halls/  
Dale Dennis, PDM  
**A.1 Overview of Environmental Process and Presentations from Resource Agency Representatives** Mike Davis/  
Jones and Stokes  
**A.2 Presentation on North Connector Alternative** Daryl Halls/  
Dale Dennis, PDM  
*Informational (6:55-7:35 p.m.) – Pg 61*

- B. SolanoWorks Draft Report** Elizabeth Richards  
*Informational (7:35-7:40 p.m.) – Pg 65*

*(No Discussion Necessary)*

- |           |  |                 |
|-----------|--|-----------------|
| <b>C.</b> | <b>Solano Comprehensive Transportation Plan<br/>(CTP) Update</b><br><i>Informational</i> – Pg 97 | Dan Christians  |
| <b>E.</b> | <b>Ozone Attainment Plan</b><br><i>Informational</i> – Pg 99                                     | Robert Guerrero |
| <b>F.</b> | <b>Review Funding Opportunities</b><br><i>Informational</i> – Pg 101                             | Robert Guerrero |

**XIII. BOARD MEMBER COMMENTS**

**XIV. ADJOURNMENT** – Next Meeting: February 13, 2002 at 6:00 p.m., at Suisun City Hall



DATE: January 3, 2002  
TO: STA Board  
FROM: Kim Cassidy, Office Manager/Clerk of the Board  
RE: CONSENT AGENDA (Any consent agenda item can be pulled for discussion)

**Recommendation:**

That the STA Board approves the following attached consent items:

- A. Approve STA Board Minutes for December 12, 2001
- B. Approve Draft STA TAC Minutes for January 3, 2002
- C. Highway 37 – Revision of Allocation Schedule
- D. Suisun City Rail Station Parking Lot
- E. Development of Reimbursement Policy for Project Plans
- F. Retainment of Accounting Firm to Review and Modify STA Accounting Policies and Procedures
- G. STA Budget Schedule
- H. Authorization to Release RFP Design and Environmental Consultants for I-80/680/SR12
- I. Subcommittee Appointment of New STA Board Members and Alternates
- J. Advisory Committee Representative for Bicycle Advisory Committee (BAC) and Paratransit Coordinating Council (PCC)
- K. STA Meeting Schedule for 2002



MEMORANDUM

DATE: January 4, 2002  
TO: STA Board  
FROM: Daryl K. Halls  
RE: Executive Director's Report – January 2002

The following is a brief status report on some of the major issues and projects currently being advanced by the STA. An asterisk (\*) notes items included in this month's Board agenda.

\* **I-80/680/SR12 Interchange Presentation Focuses on North Connector and EIS/R**

The STA continues to work concurrently on several fronts to move the I-80/680/SR 12 project forward. STA staff will be attending and providing presentations before the Fairfield City Council on January 8<sup>th</sup>, January 15<sup>th</sup> and February 5<sup>th</sup>. Staff is working with Solano County to schedule a similar presentation before the Solano County Board of Supervisors sometime in January. In late January, the STA and Caltrans will be providing the California Transportation Commission with a briefing on the project. At the Board meeting, presentations will be provided on the project's environmental study process and North Connector alternative. Representatives from several resource agencies have also agreed to attend to discuss their agency's respective role and responsibilities. In addition, staff will provide a project funding update at the meeting.

\* **Draft Comprehensive Transportation Plan and Public Input Meetings**

Staff and the Project Consultant Team are working to complete the draft elements for the CTP. Janice Sells is working with STA TAC members to schedule presentations for the STA's eight member agencies. Also, she will be contacting each Board Member to schedule a public input meeting in your community after the release of the draft CTP on February 13, 2002 and prior to Board consideration of the final CTP in April 2002.

\* **STA Budget Schedule and Process**

I have attached the proposed budget schedule for development of the STA's new two-year budget. As reported previously, the City of Vacaville has recently installed their new accounting system. STA staff is close to completing the update of STA's accounting and budget information. At the February Board meeting, staff will provide the Board with the first and second quarter reports for FY 2001/02. The new system will provide the STA with better access and reporting formats for financial and accounting data. I want to acknowledge the diligent efforts of Kim Cassidy and Barbara Padilla in this endeavor.

\* **Draft SolanoWORKS Plan**

Elizabeth Richards will be presenting the draft SolanoWorks Plan at the meeting. This committee has been well attended and has done a good job assessing and defining the multitude of issues and needs. I want to thank Board Members Rischa Slade and Marci Coglianesse for their dedicated participation in this effort. The report includes ten specific recommendations for further involvement and participation by the STA, Solano County and the various transit providers.

**Post RTP Regional Policies and Program Under Discussion**

Following their recent adoption of the Regional Transportation Plan and Regional Transit Expansion Policy, MTC is beginning the process to develop regional policies pertaining to several issues and programs of significance to Solano County. Several of the key policies to be developed are:

1. Establishment of a Lifeline Transit Network
2. The Funding of Regional Transit Capitol Shortfalls and a Transit Capitol Priorities Policy
3. Regional Policies for Allocating for Proposition 42 Funds (State Transit Assistance Funds)
4. Funding of the New Regional Bicycle Plan

Consequently, the nine Congestion Management Agencies are working with MTC and the large transit agencies to determine how to reinvigorate the Regional Partnership that has historically been critical to the success of the Bay Area Region. Over the next few months, staff and MTC Commissioner Jim Spring will provide an update to the STA Board on the progress of these discussions.

**New SEDCORP Executive Director Selected**

Last week, SEDCORP announced the selection of Linda Brown to replace the departing Mary McCarthy as its new Executive Director. I will be meeting with her later this month to discuss our continuing successful partnership with SEDCORP. As most of you are aware, the STA has worked closely with Mary McCarthy and SEDCORP's Transportation Action Team over the past few years. A proclamation has been placed on the agenda recognizing and her many contributions to the STA and Solano County's priority transportation projects.

**New STA Staff Hired for SCNI Program**

The STA has hired a new Commute Consultant, Tiffany Wiggins. She was selected from a pool of 60 applicants and her official starting date is Monday, January 7, 2002. We will invite her to attend the Board meeting to be introduced. Shannon Associates has advertised the recruitment for the vacant Director for Projects position. Selection of a preferred candidate is scheduled for late February or early March 2002.

***Attachment:***

*Attached for your information are a status of priority projects, key correspondence, and the STA's list of acronyms. Transportation related newspaper articles will be included with your Board folders at the meeting.*

STA Project Development Fund 2001 Priority Projects - Status Report (listed in alphabetical order)				
Project Lead Agency	Allotted PDF Funds	Matching Funds	Claimed PDF Funds	Status
Benicia-Martinez and Carquinez Bridge Projects Benicia, Caltrans, STA, Vallejo	*	*	*	Benicia Project initiated with construction to be completed by 2004. New bridge bids opened 9/28/01 and construction to begin in 11/2001. Project completion to conclude in 2004/2005. Bridge demolition under design 11/2001.
Capitol Corridor Rail Facilities Plan and Expanded Service CCJPB, STA	\$250,000	*	*	-TCI grant for obligation approved by CTC on 5/20/00. Revised scope of work prepared to add south site. One year time extension granted. Project under design and construction scheduled for 2002.
Comprehensive Transportation Plan	\$80,000		*	Plan underway. STA Board held CTP workshop on 11/29/01. Final CTP policies adopted by the STA Board in December 2001. Public Input meetings to be scheduled. CTP draft scheduled for completion in 2/02 and final to be adopted in 4/02.
Enhanced Transit Service on I-80, I-680, and I-780	*	*100,000	*	Transit Plan initiated as part of CTP. Express bus proposals approved by Board and submitted to MTC for consideration for Express Bus funding. All four proposals recommended for support by MTC staff. Route 20/30 under study. Updated funding MOU's under development.
Highway 12 (Jameson Canyon) EIS/EIR	*	*	*	-\$7 million in TCRP funds. Caltrans developed project schedule and application for TCRP funding approved for environmental. Initial PDT meeting held on 6/5/01 by STA, NCTPA and Caltrans. Project schedule presented to STA/NCTPA Committee in August 2001. Public meetings in Nov 2001. EIS/EIR Underway.
Highway 12 Major Investment Study			*	-Study completed. Final report approved by Caltrans. Adopted by Board on 10/10/01.
Highway 12 SHOPP project	*	*	*	Highway 12 MIS Subcommittee and STA TAC provided status by Caltrans. Revised project schedule underdevelopment.
Highway 37 Project	*	*	*	-Project fully funded - 95% plans near completion. -STA approved a modification to the contract to construct landscaping in 2003-04 and to delay construction to the 2003-2005 period, STA Board approved funding amendment on 7/12/00. STA approved Caltrans request for \$2 million to cover \$4 million project cost increase. Revised cost estimate reduced to \$2 million with STA requested to reconfirm support for \$2 million. A project consultant hired by STA to monitor project. Phase 2 advertised for construction in 9/01 with bid openings on 11/14/01. Phase 3 to be advertised Spring 2003. Caltrans funding scheduled for planning under review by STA.
Highway 113 SHOPP	*	*	*	Scope of work under refinement. Meeting with Caltrans and Dixon scheduled for 1-23-02.
I-80/505 Weave Correction PSR	*	*	*	Candidate for 2002 SHOPP funds. PSR completed by Caltrans. Project not included in 2002 SHOPP list.

I-80/680 Interchange	*	*	*	-Auxiliary lane funded by Caltrans. STA working with Caltrans to accelerate the schedule to complete construction prior to the two bridge projects in early 2003. PDT formed to develop accelerated PSR for full interchange. Targeted for 2002 ITIP funds. Interim funding strategy approved by Board on 6/13/01. Staff in the process of meeting with Caltrans, CTC and FHWA. Multi-agency traffic meeting held on 6/11/01. Traffic calibrations for am completed and approved by Caltrans for use for project. Draft tier analysis completed and presented to the STA Board on 10/10/01. Second multi-agency and public input meeting held in November 2002. \$10 million in 2002 RTIP funds approved by STA Board on 9/12/01. Request for 2002 ITIP funds submitted. Draft Tier 2 Analysis completed. Public meetings to be scheduled. Project not in 2002 ITIP list.
I-80/680/780 Corridor Study		\$1,000,000	*	Board approved subcommittee to monitor study. Balance of study to commence after completion of the I-80/680 segment one analysis. STA has requested additional TCRP allocation to fully fund study.
Jepson Parkway Project	\$491,000	\$59,237	*	- NEPA 404 complete. Purpose and need completed. Draft alternatives and screening criteria completed and reviewed by resource agencies. Revised project cost estimates completed. Project cost estimates and project alternatives approved by Board on 7/11/01. 2001/02 federal appropriations request submitted. Environmental Study initiated with draft scheduled for completion in Spring 2002. \$10 million 2002 RTIP funds approved by STA Board on 9/12/01. Subcommittee meeting scheduled to review EIS Alternatives and Funding Plan.
Project Monitoring (local projects)	\$20,000	\$6,626	*	All obligations completed by (STP/CMAQ Cycle 1 due) September 30, 2001. Next cycle due June 30, 2002.
Red Top Slide SHOPP Project	*	*	*	-Monitoring mitigation efforts by Caltrans. STA subcommittee formed to review emergency plan. Approved as design sequence pilot project. Phased 2 funding submitted as 2002 SHOPP project.
Solano Bike Project	*	*	*	-Construction completed in September 2001. Ribbon cutting held 10/11/01. Feasibility Study for next phase segment funded.
Solano Napa Commuter Information Work Program	*	*	*	-Program adopted and implementation underway. Meetings with Rio Vista and Dixon held. Updated scope of work for Napa County underdevelopment. Development of new incentives underway. California Rideshare Week campaign completed the week of 10/1/01 - 10/5/01. New program approved by Board 11/14/01. Napa County work plan under development.
SolanoWorks Transit Plan	*	*	*	-Plan being developed. Meeting with five focus groups completed. Two transit projects identified. Draft Plan completed.
STA Marketing Program	\$55,000		*	STA brochure and 2001 Annual Report completed. New Website Consultant retained and completion of STA Website loading underway. 2002 Annual Report underway for Spring 2002.
Vallejo Baylink Ferry Support and Operational Funds	*	*	*	All obligations completed by (STP/CMAQ Cycle 1 due) September 30, 2001. Next cycle due June 30, 2002. \$2 million in Federal Appropriations approved.

TOTAL	\$896,000	\$1,065,863	\$0
* No funds allotted at this time	\$1,961,863		

**Solano Transportation Authority**  
**Acronyms List**  
*Updated 1/4/02*

ABAG	Association of Bay Area Governments	LEV	Low Emission Vehicle
ADA	Americans with Disabilities Act	LOS	Level of Service
APDE	Advanced Project Development/Element (STIP)	LTF	Local Transportation Funds
AQMP	Air Quality Management Plan	MIS	Major Investment Study
BAAQMD	Bay Area Air Quality Management District	MOU	Memorandum of Understanding
BCDC	Bay Conservation and Development Commission	MPO	Metropolitan Planning Organization
CALTRANS	California Department of Transportation	MTC	Metropolitan Transportation Commission
CEQA	California Environmental Quality Act	MTS	Metropolitan Transportation System
CARB	California Air Resource Board	NEPA	National Environmental Policy
CCTA	Contra Costa Transportation Authority	NCTPA	Napa County Transportation Planning Agency
CHP	California Highway Patrol	NHS	National Highway System
CIP	Capital Improvement Program	OTS	Office of Traffic Safety
CMA	Congestion Management Agency	PCC	Paratransit Coordinating Council
CMAQ	Congestion Mitigation and Air Quality	PDS	Project Development Support
CMP	Congestion Management Program	PDT	Project Delivery Team
CNG	Compressed Natural Gas	PMS	Pavement Management System
CTC	California Transportation Commission	PNR	Park and Ride
DBE	Disadvantage Business Enterprise	POP	Program of Projects
DOT	Federal Department of Transportation	PSR	Project Study Report
EIR	Environmental Impact Report	RABA	Revenue Alignment Budget Authority
EIS	Environmental Impact Statement	REPEG	Regional Environmental Public Education Group
EPA	Federal Environmental Protection Agency	RFP	Request for Proposal
FHWA	Federal Highway Administration	RFQ	Request for Qualification
FTA	Federal Transit Administration	RTEP	Regional Transit Expansion Policy
GARVEE	Grant Anticipation Revenue Vehicles	RTIP	Regional Transportation Improvement Program
GIS	Geographic Information System	RTMC	Regional Transit Marketing Committee
HIP	Housing Incentive Program	RTP	Regional Transportation Plan
HOV Lane	High Occupancy Vehicle Lane	RTPA	Regional Transportation Planning Agency
ISTEA	Intermodal Surface Transportation Efficiency Act	SACOG	Sacramento Area Council of Governments
ITIP	Interregional Transportation Improvement Program	SCTA	Sonoma County Transportation Authority
JPA	Joint Powers Agreement		

SHOPP	State Highway Operational Protection Program
SNCI	Solano Napa Commuter Information
SOV	Single Occupant Vehicle
SMAQMD	Sacramento Metropolitan Air Quality Management District
SRITP	Short Range Intercity Transit Plan
S RTP	Short Range Transit Plan
STA	Solano Transportation Authority
STAF	State Transit Assistance Fund
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAZ	Transportation Analysis Zone
TCI	Transit Capital Improvement
TCM	Transportation Control Measure
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activity
TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
TDM	Transportation Demand Management
TFCA	Transportation for Clean Air Funds
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TMTAC	Transportation Management Technical Advisory Committee
TOS	Traffic Operation System
TSM	Transportation Systems Management
VTA	Valley Transportation Authority (Santa Clara)
W2Wk	Welfare to Work
WCCCTAC	West Contra Costa County Transportation Advisory Committee
YSAQMD	Yolo/Solano Air Quality Management District
ZEV	Zero Emission Vehicle



**SOLANO TRANSPORTATION AUTHORITY**  
**Minutes of Meeting of**  
**December 12, 2001**

**I. CALL TO ORDER - CONFIRM QUORUM**

Chair Coglianese called the regular meeting to order at 6:04 p.m. A quorum was confirmed.

**MEMBERS**

**PRESENT:**

Marci Coglianese (Chair)	City of Rio Vista
John Silva (Vice Chair)	County of Solano
Pierre Bidou	City of Benicia
Mary Ann Courville	City of Dixon
Karin MacMillan	City of Fairfield
Jim Spering	City of Suisun City
Rischa Slade	City of Vacaville
Dan Donahue	City of Vallejo

**MEMBERS**

**ABSENT:**

None

**STAFF**

**PRESENT:**

Daryl K. Halls	STA-Executive Director
Dan Christians	STA-Asst. Exec. Dir./Dir. Of Planning
Elizabeth Richards	STA-SNCI Program Director
Kim Cassidy	STA-Office Administrator/Clerk of the Board
Janice Sells	STA-Program Manager/Analyst
Melinda Stewart	STA Asst. Legal Counsel
Robert Guerrero	STA Planning Assistant

**ALSO**

**PRESENT:**

Lenka Culik-Caro	Caltrans
Bert Brown	CH2M Hill
Alan Nadritch	City of Benicia
Dan Smith (Board Alternate)	City of Benicia
Ron Hurlbut	City of Fairfield
Harry Price	City of Fairfield
Eddie Woodruff (Board Alternate)	City of Rio Vista

Mike Duncan  
Gian Aggarwal  
Bernice Kaylin  
James Williams  
Mike Pechner  
Steven Chappell

City of Suisun City  
City of Vacaville  
League of Women Voters-Sol. County  
PCC Member  
Solano Co. Vision  
Suisun Resource Cons. Dist.

**Members of Public:**

Robert Gartley  
Dan Walter  
Jim Cain  
Alex Underwood  
Steve Waymire  
Steve Hardy  
Elsa Von Hain  
D. Brunner  
James Loomis  
Debra Mondragon  
Margaret Manzo  
Karen Steinberg  
Tom Ambrose  
Cindy Rundall  
Debra Sanders  
Brian Runkle  
Juan Mondragon

Daphne Nixon  
Bruce Ornbaun  
Chey Cain  
Kirsten Underwood  
George Eleupoulos  
Ken Smith  
Leticia Smith  
Debra Spector  
Dana Creekmore  
Carla Scott  
Douglas Steinberg  
Steve Ornbaum  
Jay Rundall  
Carl Sanders  
Lamont Thompson  
Kelly Creekmore  
George Ambrose

**SWEARING IN OF NEW BOARD MEMBERS:** The following individuals were sworn in as members to the STA Board. Board Member Karin MacMillan (City of Fairfield) Alternates: Dan Smith (City of Benicia), Harry Price (City of Fairfield), Ed Woodruff (City of Rio Vista).

**IV. APPROVAL OF AGENDA**

On a motion by Member Slade, and a second by Vice Chair Silva, The STA Board unanimously approved the agenda.

**V. OPPORTUNITY FOR PUBLIC COMMENT**

George Ambrose, Citizen, inquired about the approval process for the I-80/680 project. Daryl Halls indicated this item would be addressed later in the meeting under Agenda Item VII.A.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Daryl Halls provided an update on the following items:

- Status of New STA Board Members
- I-80/680/SR12 Interchange Update
- Comprehensive Transportation Plan Policies, Goals, and Objectives
- Expenditure Plan and Education Effort for Transportation

- Regional Transportation Plan and Regional Transit Expansion Policy
- New STA Staff Hired
- New STA Office Location

## VII. COMMENTS/UPDATE FROM STAFF, CALTRANS, AND MTC

Mike Miller (The Ferguson Group) presented an update on STA's 2001 and 2002 projects; I-80/680 Interchange, Jepson Parkway, and Intermodal station.

STA: Elizabeth Richards presented a SolanoWorks update.

Caltrans: Lenka Culik-Caro summarized the progress of the following projects: Highway 37 widening, Jameson Canyon/SR12 and the I-80/SR12 Truck Climbing Lane.

MTC: None

## VIII. CONSENT AGENDA

Item VII.H (Designate Policy Committee for Napa Solano Passenger Rail Study) was pulled for further discussion. On a motion by Member Slade, and a second by Member Donahue, the consent calendar items were approved with Member Courville and Member MacMillan abstaining from vote on Item VII.A (Approve STA Board Minutes of November 14, 2001).

- A. Approve STA Board Minutes of November 14, 2001**
- B. Approve Draft STA TAC Minutes for November 28, 2001**
- C. Updated Disadvantaged Business Enterprises Program (DBE) Report**  
Recommendation: Approve the updated STA Disadvantaged Business Enterprise Program and the Identified goal of 12.6% as established according to regulations of the US Department of Transportation.
- D. Transportation For Livable Communities Planning Grant Submittal For I-80/680 Concept Plan – North Connector**  
Recommendation: Authorize the Chair of the STA Board to send a Letter of Interest to MTC requesting a \$75,000 TLC Planning Grant to conduct a planning process and prepare the I-80/680/SR12 Concept Plan for the North Connector and matching it with a \$25,000 local match from the STA's project development fund balance of 2000 STIP Reserve.
- E. Draft 2002 Federal/State Legislative Platform**  
Recommendation: Authorize the Executive Director to distribute the draft 2002 Federal/State Legislative Platform for 30-day review and comment.
- F. Request from County of Solano for a TIP Amendment to Reprogram \$85,000 of Unused TEA 21 Cycle 2 Corridor Management Funds**  
Recommendation: Authorize the Executive Director to submit a TIP amendment application and all supporting documentation to MTC to reprogram the \$84,859 in available TEA-21 Cycle 2 Corridor Management funding from the Abernathy Road Bike Project to the Fairfield Transportation Center Phase – 2 project.

- G. Amended Contract with Wilbur Smith Associates for the Fairfield/Vacaville Rail Station**  
Recommendation: 1.) Cancel the original authorization approved by the STA Board on November 8, 2000 for a contract amendment with Wilbur Smith Associates using APDE funds for three Capitol Corridor Rail Stations; and 2.) Authorize the Executive Director to approve a Contract Amendment No. 1 of the Transit Element of the Comprehensive Transportation Plan with Wilbur Smith Associates to provide project development assistance to advance the rail station at Fairfield/Vacaville using Advanced Project Development Element Funds (ADPE) from the STIP in an amount not to exceed \$125,000.
- I. Enhanced Planning, Programming and Marketing Funds**  
Recommendation: 1.) Authorize the Executive Director to reprogram an additional \$143,000 in PPM funds in fiscal year 2000/01 from 2000 STIP reserves and 2.) Authorize the Executive Director to program 1% of 2002 STIP funds for PPM activities as part of the STA's 2002/03 and 2001/02 Fiscal Year budget.
- J. Walters Road Project**  
Recommendation: Authorize the Chair to sign a letter to the U.S. Fish & Wildlife Service requesting the timely completion of a "No Effect" letter for the Walters Road Widening Project

The following item was pulled for discussion:

- H. Designate Policy Committee for Napa Solano Passenger Rail Study**  
Recommendation: Designate three STA Board members on the Joint STANCTPA Subcommittee to also serve as the Policy Steering Committee for the Napa/Solano Passenger Rail Study.

Vice Chair John Silva (Solano County), Pierre Bidou (Benicia) and Dan Donahue (City of Vallejo) were appointed to the Joint Napa Solano Rail Policy Committee. Member MacMillan requested the City of Fairfield be noticed on meetings of the committee. Mike Pechner expressed interest in serving on a committee of volunteers. Member Spring supported this suggestion.

On a motion by Member Spring, and a second by Member Courville, the STA Board unanimously approved this recommendation and requested staff include Mr. Pechner on Rail Advisory Committee.

## VIII. ACTION ITEMS: NON FINANCIAL

- A. I-80/680/SR12 Interchange Corridor Study – Segment 1- Segment Tier 2 Report**

Daryl Halls reviewed the Tier 2 draft report and identified the four alternatives. He noted staff recommendation to extend the comment period to enable staff to summarize the comments, and provide the new Fairfield City Council the opportunity to be briefed on the Tier 2 Report. Paul Wiese (Solano County) noted Solano County's concern for the impacts on several county local roads. He noted the North Connector could address that concern.

Member Spering requested the North Connector alternatives and analysis be brought to the January 9, 2002 Board meeting.

Member MacMillan noted her opposition to the North Connection alternatives and the South Parkway. She indicated preference for the Viaduct alternative and her interest in a presentation by funding resource agencies

Members Slade and Donahue encouraged consideration of the specified options and that it was too early in the process to delete these alternatives.

Member Spering commented that staff should refrain from continued study of alternatives that are unlikely.

Vice Chair Silva noted his opposition to the North Connector alignment on Mangels and requested the continued study of the Business Center Drive alignment.

Member Bidou requested STA staff provide an evaluation of the public comments and asked staff the effect of delaying the process.

The Board also directed staff to agendize the Northern Connector option and presentation by various resource agencies at the STA Board meeting on January 9, 2002.

The following citizens spoke and their comments are summarized under separate cover:

Tom Ambrose

Daphne Nixon

Steven Chappell

Bruce Ornbaun

Kelly Creekmore

Ken Smith

Margaret Manzo

Lamont Thompson

Juan Mondragon

Recommendation: Approve the following: 1.) Extend public comment period for I-80/680/SR 12 Tier 2 Analysis (Segment 1) to January 21, 2002, and 2.) Schedule consideration of I-80/680/SR 12 Tier 2 Analysis (Segment 1) for STA Board meeting of February 13, 2002, and 3.) Directed staff to agendize the Northern Connector alternatives and presentations by various resource agencies at the STA Board meeting of January 9, 2002.

On a motion by Member Spering, and a second by Member Bidou, the STA Board approved this recommendation by a 7 to 1 vote with Member MacMillan voting no.

## **B. Solano Comprehensive Transportation Plan Proposed Goals, Objectives, Policies and Status**

Dan Christians summarized the proposed goals and objectives of the Solano Comprehensive Transportation Plan and reviewed the subcommittees meeting schedule.

Member Slade requested the attendance records of alternates attending subcommittee meetings.

Recommendation: Approve the proposed Goals, Objectives and Policies of the CTP and attached CTP schedule.

On a motion by Vice Chair Silva, and a second by Member Donahue, the Board unanimously approved the staff's recommendation.

**C. Regional Transportation Plan and Regional Transit Expansion Policy**

Dan Christians reviewed drafts of the final Regional Transportation Plan and Regional Transit Expansion Policy under development by the Metropolitan Transportation Commission.

Recommendation: Authorize the Executive Director to submit a letter of support for the final Regional Transportation Plan dated December 2001 and the revised Regional Transit Expansion Policy.

On a motion by Vice Chair Silva, and a second by Member Slade, the Board unanimously approved the staff's recommendation.

**D. Adoption of Expenditure Plan Management Committee and Proposed Schedule**

Daryl Halls summarized the goals and objectives of the Expenditure Plan Management Committee.

Board Member Jim Spring summarized the development of the committee structure, framework for achieving consensus and the development of countywide poll for the Expenditure Plan .

Member Spring introduced the Expenditure Plan Management Steering Committee and reviewed their meeting schedule.

Recommendation: Approve the following: 1.) Establishment of the Transportation Management and Steering Committees, as specified, to guide the development of and provide input to the Transportation Expenditure Plan; and 2.) Preliminary Schedule for Development of the Expenditure Plan

On a motion by Member Spring, and a second by Member Courville, the Board unanimously approved the staff's recommendation

**IX. INFORMATION ITEMS: (Discussion Necessary)**

**A. Status of Open Space Planning Effort Update**

Board Member Donahue explained the three proposed phases for developing the Open Space Plan. He noted his concern that the Open Space Planning effort did not appear to be receptive to combining efforts with the Transportation Plan.

Chair Coglianesi suggested a joint funding effort be presented to the Advisory Committee.

**(No Discussion Necessary)**

- B. Proposition 42 (ACA 4) Funding Projections**  
Informational
- C. Project Monitoring Report**  
Informational
- D. Review Funding Opportunities**  
Informational
- E. STA Meeting Schedule**  
(December 2001-January 2002)  
Informational

**X. BOARD MEMBER COMMENTS**

**XI. ADJOURNMENT**

The STA Board meeting was adjourned at 8:44 p.m. The next Meeting: January 9, 2002 at 6:00 p.m., at Suisun City Hall.

Kim Cassidy  
Kim Cassidy, Clerk of the Board

Date:

Jan 4, 2002



**Draft**  
**TECHNICAL ADVISORY COMMITTEE**  
**Minutes for the meeting of**  
**January 3, 2002**

**1. CALL TO ORDER**

The regular meeting of the Technical Advisory Committee was called to order at approximately 1:30 p.m. in the Solano Transportation Authority Conference Room.

Present:

Virgil Mustain	City of Benicia
Morrie Barr	City of Fairfield
Dave Melilli	City of Rio Vista
Mike Duncan	City of Suisun City
Julie Pappa	City of Suisun City
Gian Aggarwal	City of Vacaville
Ed Huestis	City of Vacaville
Mark Akaba	City of Vallejo
Paul Wiese	County of Solano
Bob Grandy	Grandy and Associates
Elizabeth Richards	STA/SNCI
Daryl Halls	STA
Dan Christians	STA
Kim Cassidy	STA
Robert Guerrero	STA
Cameron Oakes	Caltrans
Katie Yim	Caltrans
Rob Collison	Collison Engineering

**II. OPPORTUNITY FOR PUBLIC COMMENT**

**III. REPORTS FROM CALTRANS, MTC AND STA STAFF**

Caltrans - None

MTC- None

STA – Robert Guerrero requested Agenda Item VII.D be moved from Information to an Action Item

#### **IV. CONSENT CALENDAR**

The following Consent Calendar was approved unanimously:

- A. Minutes of Meeting of November 28, 2001
- B. Review Funding Opportunities Calendar
- C. STA Meeting Schedule for 2002 and Acronyms List
- D. Highway 37 – Revision of Allocation Schedule

On a motion by Paul Wiese, and a second by Mike Duncan, the STA TAC unanimously approved the consent calendar, with the exception of Agenda Item IV.D, which was pulled for further discussion.

IV.D Highway 37-Revision of Allocation Schedule. Mark Akaba, City of Vallejo, expressed concerns about the availability of adequate funding for landscaping in both phases. At the meeting, Caltrans staff noted landscaping for the project is underfunded.

At the suggestion of STA staff, the TAC unanimously added a recommendation to request the STA Board authorize the STA's Executive Director to send a letter to Caltrans pertaining to the funding available for landscaping of the project, and funds available to cover any shortfall. Based on this action, the City of Vallejo will be forwarding a letter to the STA pertaining to this issue. A copy will be provided to the Board at the meeting.

#### **Recommendation:**

Forward recommendation to STA Board approving:

1. Advancing \$601,000 in 2000 STIP funds from FY 2003/04 to FY 2001/02 for mitigation planting at Guadalcanal Village,
2. Move \$599,000 in 2000 STIP funds from FY 2003/04 to FY 2005/06 for the remaining mitigation planting and highway planting projects, and
3. *Authorize the Executive Director to send a letter to Caltrans pertaining to the project funding available for and needed for funding the landscaping for Phases 2 and 3 of the Highway 37 project and request Caltrans provide options for covering any funding shortfall.*

On a motion by Mark Akaba, and a second by Virgil Mustain, the STA TAC unanimously approved the staff recommendation as modified.

#### **V. ACTION ITEMS**

##### **A. Travel Model Update**

Dan Christians reviewed the draft schedule for consultant selection and STA staff request for a recommendation on travel model software.

Recommendation: Approve the draft schedule for the Consultant Selection Process and request STA staff and the Modeling Subcommittee develop a recommendation on the travel model software.

On a motion by Mike Duncan, and a second by Mark Akaba, the STA TAC approved the recommendation.

**B. Suisun City Rail Station Parking Lot**

Dan Christians discussed the Intercity Rail Facility Agreement with Caltrans and the revised Scope of Work for the Suisun City Rail Station Parking Lot Improvements.

Recommendation: Forward a recommendation to the STA Board to authorize the Executive Director to finalize a revised scope and execute an amended "Intercity Rail Facility Agreement" with Caltrans for the implementation of the Suisun City Rail Station Parking Lot Improvements on the South Site to expand the existing park and ride facility.

On a motion by Paul Wiese, and a second by Morrie Barr, the STA TAC approved the recommendation.

**C. Advisory Committee Representatives for Bicycle Advisory Committee (BAC) and Paratransit Coordinating Council (PCC)**

Robert Guerrero reviewed the PCC and BAC accomplishments for the year 2001. He explained the need to fill four vacant positions on the PCC subcommittee and three vacant positions on the BAC subcommittee.

Recommendation: Forward a recommendation to the STA Board to submit names of potential candidates for the PCC and declare three of the BAC positions vacant (Fairfield, Vacaville and Rio Vista) and request the mayors of each of those cities to nominate members to the BAC.

On a motion by Paul Wiese, and a second by Mike Duncan, the STA TAC approved the recommendation.

**VI. INFORMATION ITEMS**

**A. Status Update for I-80/680/SR12 Interchange Project**

Daryl Halls summarized the upcoming Project Development Activities, summarized the meeting schedule, presentations and provided a funding update. A public comments detailed report and summary will be presented at the January 30, 2002 TAC meeting.

Dan Christians reviewed the draft schedule for consultant selection and STA staff request for a recommendation on travel model software.

Recommendation: Approve the draft schedule for the Consultant Selection Process and request STA staff and the Modeling Subcommittee develop a recommendation on the travel model software.

On a motion by Mike Duncan, and a second by Mark Akaba, the STA TAC approved the recommendation.

**B. Suisun City Rail Station Parking Lot**

Dan Christians discussed the Intercity Rail Facility Agreement with Caltrans and the revised Scope of Work for the Suisun City Rail Station Parking Lot Improvements.

Recommendation: Forward a recommendation to the STA Board to authorize the Executive Director to finalize a revised scope and execute an amended "Intercity Rail Facility Agreement" with Caltrans for the implementation of the Suisun City Rail Station Parking Lot Improvements on the South Site to expand the existing park and ride facility.

On a motion by Paul Wiese, and a second by Morrie Barr, the STA TAC approved the recommendation.

**C. Advisory Committee Representatives for Bicycle Advisory Committee (BAC) and Paratransit Coordinating Council (PCC)**

Robert Guerrero reviewed the PCC and BAC accomplishments for the year 2001. He explained the need to fill four vacant positions on the PCC subcommittee and three vacant positions on the BAC subcommittee.

Recommendation: Forward a recommendation to the STA Board to submit names of potential candidates for the PCC and declare three of the BAC positions vacant (Fairfield, Vacaville and Rio Vista) and request the mayors of each of those cities to nominate members to the BAC.

On a motion by Paul Wiese, and a second by Mike Duncan, the STA TAC approved the recommendation.

**VI. INFORMATION ITEMS**

**A. Status Update for I-80/680/SR12 Interchange Project**

Daryl Halls summarized the upcoming Project Development Activities, summarized the meeting schedule, presentations and provided a funding update. A public comments detailed report and summary will be presented at the January 30, 2002 TAC meeting.

**B. Solano Comprehensive Transportation Plan (CTP) Update**

Dan Christians reviewed the need for local road maintenance shortfalls listed in the Comprehensive Transportation Plan. Data should be submitted no later than January 11, 2002.

**C. Advisory Committee Representatives for Bicycle Advisory Committee (BAC) and Paratransit Coordinating Council (PCC)**

Agenda Item VI.C was moved to an action item, V.C

**D. Call for Projects-Transportation for Clean Air Program**

Robert Guerrero reviewed eligible projects for the 2002-03 BAAQMD TFCA Program. Program applications are due February 8, 2002. He also summarized the process necessary to establish a Screening Subcommittee to review Solano County YSAQMD CAF sponsored applications. Two STA Board members will be appointed to represent the Solano jurisdictions.

**E. SolanoWorks Draft Report**

Elizabeth Richards explained the programs involved with the Solano County Welfare To Work Transportation Committee. She reviewed the SolanoWorks Transportation Program, potential upcoming funding opportunities and steps after the Final Report. The final report is expected in February 2002.

**F. Ozone Attainment Plan**

Robert Guerrero presented a status report on the Ozone Attainment Plan and conformity lapse.

**VIII. ADJOURNMENT**

The meeting was adjourned at approximately 2:25 p.m. The next meeting is scheduled for Wednesday, January 30, 2002 at 1:30 p.m.



DATE: January 3, 2002  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Highway 37 – Revision of Allocation Schedule

**Background:**

The Highway 37 Project has been a priority highway project for much of the last 20 years. During the 1990s, this project absorbed much of Solano County's STIP budget. The project is divided into two remaining phases. Phase two includes a four-lane project from the Napa River Bridge to the Highway 29 Interchange. Phase 3 is the Highway 37/Highway 29 Interchange. All necessary permits have been acquired for both phases 2 and 3. The Phase 2 project was advertised in September 2001, bids were opened on November 14, 2001, and Caltrans awarded the contract to O.C. Jones on December 18, 2001. Caltrans has contacted the STA and the City of Vallejo to schedule a groundbreaking some time in March 2002. An outstanding issue associated with Phase 2 is the relocation of a sewer line before construction can be started. The sewer belongs to the Vallejo Sanitation & Flood Control District (VSFCD). The VSFCD has a \$9 million contract with Rados Construction: \$4.5 million of this contract is for the sewer relocation and will be reimbursed by Caltrans. There is a potential project cost overrun that may occur pursuant to some microtunneling anticipated for in the project plans. Any increased projects costs will not be known until after March 2002.

The 95% Project Study and Environmental is being circulated for review in Caltrans District 4. The Phase project 3 is scheduled to be advertised for construction in 2002.

**Discussion:**

On December 24, 2001, Caltrans forwarded a letter to the STA requesting approval for the reprogramming of \$1.2 million in 2000 STIP funds for construction of the Mitigation and Highway Planting Project. These funds are currently programmed in FY 2003/04. Caltrans is anticipating the completion of the Wetlands mitigation project at Guadalcanal Village to be completed by spring of 2002. Caltrans is requesting \$601,000 (\$171,000 for support dollars and \$430,000 for construction dollars) of these funds be advanced to FY 2001/02 for the Guadalcanal Village mitigation planting and \$599,000 be shifted to FY 2005/06 for Mitigation Planting at Austin Creek and Chabot Creek, Route 37 Highway Planting, and Follow up 3 year plant establishment at Guadalcanal Village. The total costs for the three projects have not been determined.

At the TAC meeting on January 3, 2002, the City of Vallejo expressed concerns about the availability of adequate funding for landscaping in both phases. At the meeting, Caltrans staff noted landscaping for the project is underfunded.

At the suggestion of STA staff, the TAC unanimously added a recommendation to request the STA Board authorize the STA's Executive Director to send a letter to Caltrans pertaining to the funding available for landscaping of the project, and funds available to cover the any shortfall. Based on this action, the City of Vallejo will be forwarding a letter to the STA pertaining to this issue. A copy will be provided to the Board at the meeting.

**Recommendation:**

Forward recommendation to STA Board approving:

1. Advancing \$601,000 in 2000 STIP funds from FY 2003/04 to FY 2001/02 for mitigation planting at Guadalcanal Village,
2. Move \$599,000 in 2000 STIP funds from FY 2003/04 to FY 2005/06 for the remaining mitigation planting and highway planting projects, and
3. Authorize the Executive Director to send a letter to Caltrans pertaining to the project funding available for and needed for funding the landscaping for Phases 2 and 3 of the Highway 37 project and request Caltrans provide options for covering any funding shortfall.

Attachments

## DEPARTMENT OF TRANSPORTATION

P. O. Box 23660

Oakland, CA 94623-0660

(510) 286-4444

TDD (510) 286-4454

*Flex your power!  
Be energy efficient!*

December 24, 2001

Mr. Daryl Halls  
Executive Director  
Solano Transportation Authority  
One Harbor Center, #130  
Suisun City, CA 94585

Dear Mr. Halls:

This letter is to request Solano Transportation Authority's (STA) approval to advance \$601,000 from the Route 37 Mitigation Planting and Highway Planting Project to FY 01/02 for mitigation planting at Guadalcanal Village. Currently, \$1,200,000 is programmed in the 2000 STIP for support and construction of the Mitigation and Highway Planting Project in FY 03/04. The advance funding will initiate off-site planting at the Guadalcanal Village site. The remaining on-site mitigation will have to wait until roadway construction is completed in Year 2005-2006. New projects will be identified to use the remaining funds for future mitigation requirements.

The following is a breakdown of the scope of mitigation work identified as compensatory mitigation to offset impacts related to Route 37 widening:

- Wetland mitigation project at Guadalcanal Village, under construction, to be completed in Spring 2002.
- Major mitigation planting at Guadalcanal Village, FY 01/02, estimated total cost \$601,000.
- Follow up 3-year plant establishment at Guadalcanal Village, FY 04/05, cost TBD
- Mitigation Planting at Austin Creek and Chabot Creek, FY 05/06, cost TBD
- Route 37 Highway Planting, FY 05/06, cost TBD

Except for the wetland mitigation project at Guadalcanal Village, all other mitigation planting and highway planting projects are funded under EA 0T14A1 as one project in the 2000 STIP for \$1,200,000. STA's approval is requested to advance \$601,000 (\$171,000 support dollars and \$430,000 construction dollars) under EA 0T14C1 to FY 01/02 for Guadalcanal Village mitigation planting and move \$599,000 under EA 0T14F1 to FY 05/06 for the remaining projects.

Mr. Daryl Halls  
12/26/2001  
Page 2

If you have any questions, please call Katie Yim, Project Manager, at 510-286-4455.

Sincerely,

RANDELL H. IWASAKI  
Acting District Director

By



HELENA "LENKA" CULIK-CARO  
Deputy District Director  
Project Development North

cc: Gary Leach - City of Vallejo

KKY:ky



DATE: January 3, 2002  
TO: STA Board  
FROM: Dan Christians, Assist. Exec. Dir./Director for Planning  
RE: Suisun City Rail Station Parking Lot

**Background:**

In 1997-98 the STA successfully submitted a \$591,000 Transit Capital Improvement (TCI) grant for acquisition and improvement of a 1.55 acre parking lot on the southeast corner of Ohio and Jefferson Street (north of Highway 12 and the Union Pacific tracks) for the Suisun City Rail Station. On May 10, 2000, at the request of STA the CTC approved an allocation of those funds and in May, 2001 granted a 12-month extension to obligate the funds within one year of that extension. The allocation also modified the project description to allow funds to be expended partially on the north lot, primarily for acquisition, and the rest spent on expanding the existing parking lot with additional parking on the south side of Highway 12 closer to the Suisun City Amtrak Rail station. STA has designated Suisun City as the project manager for this facility.

Because of difficulties encountered in acquiring the North Site, Suisun City has requested moving all of these funds to construct parking lot improvements on the South Site only with the concurrence of STA and Caltrans Intercity Rail. The South Site is located between State Route 12 and Lotz Way, between Main Street and Civic Center Boulevard in Suisun City.

**Discussion:**

Caltrans is preparing an amended "Intercity Rail Passenger Facility Agreement" that would allow STA and Suisun City to:

1. Delete of all TCI funds for the North Site; and
2. Transfer of all TCI funds to the South Site.

This would allow Suisun City to construct almost 160 parking spaces on the South Site, almost twice as many as originally planned. The resulting 244-space lot will more than adequately serve the continuing increase ridership of the Capitol Corridor trains.

Although a significant amount of additional parking spaces will be gained by shifting the funds to the south site, no increase in total costs is anticipated due to savings from not purchasing the North Site and cost efficiencies can be realized by concentrating on one site.

On December 4, 2001, Suisun City entered into a professional services agreement with a design consultant for the preparation of plans, specifications and bid documents for the South Site. The

designs are expected to be completed in March 2002. Construction is scheduled to commence in July 2002 and be completed no later than December 2002.

On a related matter, Suisun City is also working with Caltrans on a cooperative agreement that would transfer ownership of the South Site to Suisun City with Caltrans retaining the rights to this property for reversion to future right-of-way in the event that modifications are required to State Route 12 in this area.

**Fiscal Impact:**

No impact to the STA General Fund. All funds are from a state funded Transit Capital Improvement Grant.

**Recommendation:**

Authorize the Executive Director to finalize a revised scope and execute an amended "Intercity Rail Passengers Facility Agreement" with Caltrans for the implementation of the Suisun City Rail Station Parking Lot Improvements on the "South Site" to expand the existing park and ride facility.



DATE: January 3, 2002  
TO: STA Board  
FROM: Kim Cassidy, Office Administrator/Clerk of the Board  
RE: Development of Reimbursement Policy  
for Project Plans

**Discussion:**

Over the past year, the STA has taken on significant new responsibilities in production, delivery and monitoring of priority projects. For these services the STA often incurs significant printing, collating, and binding costs for plans, project reports, brochures, booklets and packets.

In the first six months of FY 2002 the STA expended \$2500 from the General Operations Budget for these types of documents. The various funding sources used to fund these plans and project reports do not cover the costs to produce multiple copies and drafts. With Board approval, staff will review the overall STA budget as it pertains to cost effective project delivery, planning and programming and make a recommendation to defray production costs.

**Recommendation:**

Authorize STA staff to develop a policy for reimbursement of project plans, project reports, brochures, booklets and packets.



DATE: January 3, 2002  
TO: STA Board  
FROM: Kim Cassidy, Office Administrator/Clerk of the Board  
RE: Retainment of Accounting Firm to Review and Modify  
STA Accounting Policies and Procedures

**Discussion:**

The last STA Accounting Policies and Procedures manual was adopted in June 1997. Since then the STA budget and volume of work has grown substantially. Therefore the STA staff has determined the need to review and update these procedures. The purpose of these services is to review and update STA current Policies and Procedures Practices for processing financial transactions and make recommendations for new and amended procedures based on internal audit control and organizational structure.

STA has received the attached proposal from Caporicci, Cropper and Larson to prepare a Policies and Procedures manual. The process is estimated to take three months.

**Fiscal Impact:** These services will not exceed \$2500 and will be funded from the FY 01-02 STA Operations-Services and Supplies budget.

**Recommendation:**

Authorize the Executive Director to retain Caporicci, Cropper and Larson to update the STA's Policies and Procedures Manual for Accounting and Financial Transactions for a fee not to exceed \$2500.

Attachment



Offices located in:  
Bay Area  
Orange County  
Sacramento

November 30, 2001

Mr. Daryl Halls  
Executive Director  
Solano Transportation Authority  
333 Sunset Avenue, Ste. 200  
Suisun City, CA 94585

Dear Daryl:

This is to confirm our understanding of the services to be provided to the Solano Transportation Authority (Authority) by us. We will prepare a **Policies and Procedures Manual** for processing financial transactions based on our understanding of the internal control and organizational structure of the Authority as of October 18, 2001. The sufficiency of the Policies and Procedures Manual is solely the responsibility of the Authority. Consequently, we will make no representations regarding the sufficiency of the policies and procedures for the purpose for which the report has been requested or any other purpose.

If you are aware of any restrictions that might limit the scope of our engagement, we ask that you bring them to our attention as soon as possible. Any significant restrictions may preclude us from performing some of the procedures requested.

The timing and professional staffing for this engagement will be as follows:

Planning	November 2001	Gary Caporicci (Senior Partner) Mark McGeady (Senior Manager)
Reporting	January 2002	Gary Caporicci (Senior Partner) Mark McGeady (Senior Manager) Sharla Reed (Administration)

Toll Free Tel: (877) 862-2200

Toll Free Fax: (866) 436-0927

**Bay Area**  
1111 Broadway, Suite 2300  
Oakland, California 94607

**Orange County**  
3184-D Airway Avenue  
Costa Mesa, California 92626

**Sacramento**  
777 Campus Commons Rd., Suite 200  
Sacramento, California 95825

Page 2

Mr. Daryl Halls

We understand that your personnel will assist us by providing further information should it be necessary, and any other supporting documents necessary to complete our services.

The fee for our services will be no more than \$2,500.00. This includes all time and expenses incurred by our Firm. However, if the actual time and expenses is lower, we will only charge you that amount based on our hourly rate schedule. The schedule is as follows:

Position	Rate per Hour
Gary Caporicci	\$ 200.00
Mark McGeady	\$ 150.00
Sharla Reed	\$ 60.00

We will bill for services rendered once our report has been delivered to you, and is due upon receipt.

We appreciate the opportunity to serve you.

If this letter correctly expresses your understanding of the services we are to provide, please sign the enclosed copy and return it to us at your earliest convenience. If you have any questions regarding any part of this engagement, including any details in this letter, please do not hesitate to contact me.

Sincerely,

Gary M. Caporicci

The terms of this letter constitute our contract. I have read and fully understand the terms and provisions.

\_\_\_\_\_  
Daryl Halls, Executive Director

\_\_\_\_\_  
Date



DATE: January 3, 2002  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Proposed Schedule for Development of STA Budget for FY2002-03/2003-04

**Background:**

Each year, the STA develops its annual budget in conjunction with its member agencies. In 2001, the STA Board directed staff to develop a two year budget beginning in FY 2002/03 for the time period of 02/03 and 03/04.

This budget development process ensures that member agencies receive local gas tax and TDA contributions for their early review, approval and distribution. The schedule allows for staff to work with various regional and state funding sources prior to budget adoption and provides for adjustments following the completion of the close of the previous fiscal year and completion of the annual audit.

**Discussion:**

Attached for Board consideration is the proposed schedule for STA's development of a two year budget.

**Recommendation:**

Approve schedule for development and completion of STA's 2002/03 and 2003/04 budget.

Attachment

**SOLANO TRANSPORTATION AUTHORITY'S**  
**SCHEDULE FOR DEVELOPMENT OF**  
**FY 2002/03 AND 2003/04 BUDGET**

*Draft*

- |      |  |                      |
|------|--|----------------------|
| I.   | STA Board Approval of Budget Schedule                                    | 1/9/02               |
| II.  | Development of Estimated Budget Expenditures/Revenues                    | March 2002           |
| III. | Distribution of Gas Tax and TDA Allocations to Member Agencies (STA TAC) | 3/27/02              |
| IV.  | Present Draft STA Budget to STA TAC                                      | 4/24/02              |
| V.   | Present Draft STA Budget to STA Board                                    | 5/8/02               |
| VI.  | STA Annual Audit   | April September 2002 |
| VII. | Present Revised STA Budget and Project Development Budget to STA Board   | 10/9/02              |



DATE: January 3, 2002  
TO: STA Board  
FROM: Dale Dennis, PDM  
RE: Authorization to Release RFP Design and  
Environmental Consultants for I-80/680/SR12

**Background:**

**I-80/I-680/I-780 Corridor Study**

Over the last 12 months, the STA has been working with project consultants and Caltrans to complete the *I-80/I-680/I-780 MIS/Corridor Study*. The MIS/Corridor Study has been divided into 7 segments for more efficient and effective evaluation. Segments 1, 6, and 7 of the MIS/Corridor Study are being funded with TCRP funds, but it was determined more funding sources would be required for Segments 2-5. In November, the STA Board approved using STP funds (through a STIP/STP Swap) for these segments.

**I-80/I-680/SR12 Interchange Project**

Up to this point, the effort on the *I80/680/780 MIS/Corridor Study* has focused on Segment 1 (I-80/I-680/SR12 Interchange Complex). The Draft Tier 2 Evaluation Report has been completed and three alternatives, in addition to the No-Build, are recommended for further evaluation in the environmental process. These alternatives include the following: 1) the I-680 Viaduct (Alternative 2D); 2) the I-80 Widening + the South Parkway (Alternative 4D Modified), and 3) I-80 Widening (Alternative 6A Modified).

In December, the STA Board extended the public comment period for the Draft Tier 2 Evaluation Report to January 21, 2002 and directed the Report be brought back to the STA Board for consideration at the February 13, 2002 Board Meeting.

**Discussion:**

The next step in moving the *I-80/I-680/I-780 Corridor Study* and the *I-80/I-680/SR12 Interchange Project* forward will be to issue Request for Proposals (RFPs) to retain consultants. The status of each project is presented below.

***I-80/I-680/I-780 MIS/Corridor Study***

As mentioned above, the STA Board approved processing a STIP/STP swap in November to complete Segments 2-5 of the *I-80/I-680/I-780 MIS/Corridor Study*. STA staff has been working

with MTC and the City of Fairfield over the last two months to process this swap and it is currently scheduled for approval by the California Transportation Commission (CTC) in late January. Staff is requesting authorization to issue a RFP to start the consultant selection process.

*I-80/I-680/SR12 Interchange Project*

STA staff has been working with Caltrans and MTC to allocate the balance of the TCRP for preparing the upcoming Project Report/Environmental Document (PR/ED) for the I-80/I-680/SR12 Interchange Complex. The California Transportation Commission (CTC) approved the funding allocation on December 12, 2001. As part of this process, Caltrans has agreed to have the STA take the lead in preparing these documents.

As mentioned above, the Draft Tier 2 Evaluation Report will be brought back to the STA Board for consideration at the February 13, 2002 Board Meeting. By that date, staff anticipates building a consensus on which alternatives and components should be further evaluated in the environmental process. In order to be prepared to start the Project Report/Environmental Document (PR/ED) phase in Spring 2002, for whichever alternatives and components are selected for further evaluation, staff is requesting authorization to start the process of selecting consultants to prepare these documents. It is important to note that if several of the environmental studies aren't started in the March/April time frame, the environmental process could be delayed by at least one year.

**Recommendation:**

Authorize the Executive Director to issue RFPs for the following:

- 1) Completing the I-80/I-680/I-780 Corridor Study (Segments 2-5); and
- 2) Preparing the Project Report and Environmental Document (PR/ED) for the I-80/I-680/SR12 Interchange Project



DATE: January 3, 2002  
TO: STA Board  
FROM: Dan Christians, Assist. Exec. Director/Director for Planning  
RE: Subcommittee Appointment of New STA Board  
Members and Alternates

**History:**

In March 2000, the STA originally appointed the Board Members, Alternates and participants for the three subcommittees of the Comprehensive Transportation Plan (Arterials, Transit and Alternative Modes). That official list was last updated in January 2001.

Because of the appointment of a new Member and Alternates to the STA Board in December, there are openings on all three committees. Each of the subcommittees will meet at least two more times during 2002 until the CTP is completed. In addition the Arterials, Highways and Freeways Subcommittee will continue to periodically meet during 2002 and 2003 as the STA completes the remaining six segments of the I-80/680/780 Corridor study.

**Discussion:**

Since last year, Risha Slade has been informally serving on the Alternative Modes Subcommittee and Mary Ann Courville has been serving on both the Arterials, Highways and Freeways Subcommittee and the Transit Subcommittee.

In addition, it is proposed that the following new appointments be made to the three subcommittees for the Comprehensive Transportation Plan:

***Arterials, Highways and Freeways:*** Harry Price, City of Fairfield  
Ed Woodruff, City of Rio Vista

***Transit:*** Karin MacMillan, City of Fairfield

***Alternative Modes:*** Dan Smith, City of Benicia

With these new appointments, two of the subcommittees will have five voting members and the Alternative Modes Subcommittee will have four. The subcommittee list has been updated to reflect all existing and new subcommittee appointments and participants.

**Recommendation:**

Approve the revised list of appointments (see attached list) to the Subcommittees for the Comprehensive Transportation Plan.

Attachment

# **Members of Solano Comprehensive Transportation Plan Subcommittees**

Rev. 1-2-02

## **Transportation Steering Committee**

*Major Responsibilities: Oversight for the Solano Comprehensive Transportation Plan*

### **Subcommittee members:**

Jim Spering, City of Suisun City  
Rischa Slade, City of Vacaville

## **Transit**

*Major Responsibilities: Buses, Rail, Ferries*

### **Subcommittee members:**

Dan Donahue, Subcommittee Chair, City of Vallejo  
Pierre Bidou, City of Benicia  
Mary Ann Courville, City of Dixon  
Karin MacMillan, City of Fairfield  
Barbara Kondylis, Solano County

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### **Participants:**

Assemblywoman Helen Thomson's Office, Jennifer Barton  
BAAQMD, Andrea Gordon  
Capitol Corridor JPA, Gene Skoropowski and David Kutrosky  
Chambers of Commerce  
Congressman Doug Ose's Office  
Farm Bureau  
Media  
MTC – Transit, Ann Flemer,  
PCC Member, Jim Simon  
Public Member  
SEDCORP  
SolanoLinks Transit Consortium, Kevin Daughton,  
STA TAC, Pam Belchamber,  
State Senator Wesley Chesbro's Office, Darby Kernan  
Tri-Cities

## **Arterials, Highways, and Freeways**

*Major Responsibilities: Interchanges, major arterials, state highways, freeways*

### **Subcommittee members:**

John Silva, Subcommittee Chair, Solano County  
Mary Ann Courville, City of Dixon  
Harry Price, City of Fairfield

Ed Woodruff, City of Rio Vista  
Pete Rey, City of Vallejo

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**Participants:**

Caltrans District 4, Don Reynolds  
Chambers of Commerce  
CHP, Lt. Victoria Corona  
Congressman Mike Thompson's Office  
League of Women Voters, Bernice Kaylin  
Media  
MTC – Planning, Ashley Nguyen  
Public Member  
SEDCORP, Edward Schaffnit, Syar Industries  
SEDCORP, Davis Esparza, Cal Inc.  
SEDCORP, Tom Chowanec, General Mills  
Solano County Transportation Dept. staff, Paul Wiese  
STA TAC, Gary Leach  
State Senator Johannessen's Office, Mike Reagan

**Alternative Modes**

*Major Responsibilities: Bicycle and pedestrian routes, transportation for livable communities, ridesharing, park and ride lots, alternative fuels and HOV lanes*

Marci Coglianesse, Subcommittee Chair, City of Rio Vista  
Michael Segala, City of Suisun City  
Rischa Slade, City of Vacaville  
Dan Smith, City of Benicia

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**Participants:**

Chambers of Commerce  
Congressman George Miller's Office, Kathy Hoffman  
Media  
SCI, Elizabeth Richards and Sandy Catalano  
SEDCORP  
Solano Land Trust, Pam Muick  
SolanoLinks Transit Consortium, Jeff Matheson  
STA BAC, Randall Carlson  
STA BAC (Alternate), Rob Powell  
STA TAC, Ed Huestis  
YSAQMD, Larry Greene and Daniel O'Brien  
Don Erickson, Public Member

Rev. 1-2-02



DATE: January 3, 2002  
TO: STA Board  
FROM: Robert Guerrero, Planning Assistant  
RE: Advisory Committee Representative  
For Bicycle Advisory Committee (BAC) and  
Paratransit Coordinating Council (PCC)

**Background:**

The Paratransit Coordinating Council (PCC) and the Bicycle Advisory Committee (BAC) are two of three Citizen Advisory Committees to the Solano Transportation Authority (the third committee being the Trails Advisory Committee).

**Year in Review:**

**PCC Accomplishments**

- Reviewed and recommended TDA Article 8 claims submitted by STA member Agencies
- Reviewed and scored applications for FTA Section 5310 funds
- Reviewed paratransit monthly reports from Solano Paratransit and MV Transportation
- Updated members on MTC Unmet Needs Process
- Continually updated members on the progress of the Transit Element for the Solano Comprehensive Transportation Plan
- Acquired two additional members

**BAC Accomplishments:**

- Reviewed and recommended TDA Article 3 submittals by STA member agencies
- Assisted in producing the Solano Countywide Bicycle Plan for the Alternative Modes Element for the Comprehensive Transportation Plan
- Produced two versions of the Solano BikeLinks Map
- Provided input on MTC's Regional Bicycle Plan
- Acquired an additional member

**Discussion:**

Both committees will continue to review and recommend TDA claims and provide input on the Transit and Alternative Modes Element of the Solano Comprehensive Transportation Plan in 2002. At this time, however, both committees are in need of filling vacant positions, the PCC has four vacancies and the BAC has three. New membership requirements differ between the two committees.

The PCC requires a potential candidate to attend three regular meetings and submit a letter of interest before the current members can recommend the potential candidate to the STA Board for approval. PCC membership consists of a variety of individuals representing a specific social category as specified by MTC. These categories include social service providers, transit users, elderly and disabled, members at large, and lower income persons. There are a total of twelve positions available; of that twelve there are four vacant positions. Attached is the PCC and BAC membership list.

The BAC members are individuals representing the STA's eight member agencies and one member at large. The Mayor or Chair of the County Board of Supervisors of his or her respective jurisdiction from which he or she resides nominates each member and the full STA Board formally approves the appointment. The BAC currently has three inactive or vacant positions for the cities of Fairfield, Vacaville, and Rio Vista.

Staff would like to request a call for candidates to fill the remaining vacancies for both committees. Given the differences in membership requirements, staff proposes to request members of the STA Board submit names of potential candidates for the PCC' four open positions: **(2)** Social Service Providers, **(1)** Low Income Representative, and **(1)** Member-at-Large. Also, staff proposes to formally request Mayors from the cities with vacant BAC positions to nominate members to the BAC.

**Recommendation:**

1.) The STA Board members submit names of potential candidates for the PCC, 2.) Declares the BAC positions vacant Fairfield, Vacaville and Rio Vista and authorizes the Chair to request the mayors of the cities of Fairfield, Vacaville and Rio Vista nominate members to the BAC.

Attachment

**I. Solano Paratransit Coordinating Council (PCC) Membership List**

**Current Members**

Abe Bautista, Chair-	Public Agency- Solano County
Fred Ramsey-	Representing Persons with Disabilities
Catarina Evanson-	Public Agency- Solano Community College
Jim Simon-	Social Service Provider- MTC Elderly and Disabled Representative
Rich Broaddus-	Social Service Provider- Independent Living Resource
Lary Schawn-	Social Service Provider- MV Transportation
James Williams-	Member-at-Large
Earnest Bradford-	Elderly Transit User

**PCC Vacancies**

<b>Vacant</b>	Social Service Provider
<b>Vacant</b>	Social Service Provider
<b>Vacant</b>	Low Income Representative
<b>Vacant</b>	Member-at-Large

**II. Solano Bicycle Advisory Committee (BAC) Membership List**

**Current Members**

Randall Carlson, Chair	Solano County
J.B. Davis	City of Benicia
Jim Fisk	City of Dixon
Michael Segala	City of Suisun City
Robert Powell	City of Vallejo
Mick Weninger	Member-at-Large

**BAC Vacancies**

Vacant	City of Fairfield
Vacant	City of Rio Vista
Vacant	City of Vacaville

*Agenda Item IX.K  
January 9, 2002*



DATE: January 2, 2002  
TO: STA Board  
FROM: Kim Cassidy, Office Administrator/Clerk of the Board/  
RE: STA Meeting Schedule for 2002

**Discussion:**

Attached is the proposed STA schedule for meetings that may be of interest to the STA Board. This schedule is an overview of the 2002 calendar year. Staff requests the STA Board approve the 2002 meeting schedule for the STA Board. (Attachment B).

**Recommendation:**

Approve the STA Board's meeting schedule for 2002.

Attachment

## STA MEETING SCHEDULE (For The Calendar Year 2002)

DATE	TIME	DESCRIPTION	LOCATION	CONFIRM
Jan. 3	10:00 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
Jan. 3	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
Jan. 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Jan. 17	10:30 a.m.	Joint STA/NCTPA Subcommittee	TBD	
Jan. 17	6:30 p.m.	Trails Advisory Committee	STA Conference Room	X
Jan. 18	3:30 p.m.	Alternative Modes Subcommittee	Suisun City Hall	X
Jan. 23	9:00 a.m.	Arterials, Highways, Freeways Sub.	Suisun City Hall	X
Jan. 23	11:00 a.m.	Transit Subcommittee	Suisun City Hall	
Jan. 30	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
Jan. 30	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
Feb. 13	TBD	Environmental Document Circulated	TBD	
Feb. 13	TBD	Preliminary Draft of Plan Released at STA Board	TBD	
Feb. 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Feb. 18- March 15	TBD	Public Input Meeting – all cities	TBD	
Feb. 27	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
Feb. 27	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
March 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
March 18-29	TBD	Arterials, Highways, Freeways Public Meeting	TBD	
March 18-29	TBD	Transit Subcommittee-Public Meeting	TBD	
March 18-29	TBD	Alternative Modes Subcommittee-Public Meeting	TBD	
March 27	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
March 27	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
April 10	TBD	STA Board Approves Final CTP and Environmental Doc.	TBD	
April 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	X

April 24	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
April 24	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
May 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
May 29	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
May 29	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
June 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
June 26	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
June 26	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
July 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Aug. 28	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
Aug. 28	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
Sept. 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Sept. 25	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
Sept. 25	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
Oct. 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Oct. 23	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
Oct. 23	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
Nov. 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Nov. 27	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
Nov. 27	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X
Dec. 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
TBD	10:30 a.m.	SolanoLinks Transit Consortium	STA Conference Room	X
TBD	1:30 p.m.	STA Technical Advisory Committee	STA Conference Room	X

**STA BOARD MEETING SCHEDULE**  
**(For The Calendar Year 2002)**

<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>CONFIRM</b>
Jan. 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Feb. 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
March 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
April 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
May 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
June 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
July 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Sept. 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Oct. 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Nov. 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	X
Dec. 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	X



DATE: January 3, 2002  
TO: STA Board  
FROM: Robert Guerrero, Planning Assistant  
RE: Call for Projects for Transportation  
for Clean Air Programs and Selection of STA  
Members to Serve on STA/YSAQMD Screening Committee

**Background:**

The STA serves as the program manager for the Solano Transportation Fund for Clean Air (TFCA) for the Bay Area Air Quality Management District. Through a Screening Subcommittee, the STA helps review and make recommendations on Solano-sponsored applications for the Yolo-Solano Air District program. Projects are reviewed and approved by the STA Board, the BAAQMD Board, and the YSAQMD Board. Previously approved projects include ridesharing activities, bike routes, certain high ridership shuttle bus services, electric bikes and charging facilities and alternative fuel infrastructure.

**Discussion:**

The STA is issuing a Call for Projects for the 2002-2003 TFCA Programs for both air districts. The Solano TFCA Program Manager funds (also referred to as "40% funds) from the BAAQMD is estimated to be \$340,000 for FY 02/03, plus additional reprogrammed funds from past years. Funds available from the YSAQMD for Solano jurisdictions is approximately \$270,000 for FY 02/03 (based on the average amount of funding provided in previous program years). Applications are due to the STA by February 8, 2002 for YSAQMD and March 1, 2002 for BAAQMD.

Also, at the request of the YSAQMD, staff would like to request that two members of the STA Board be appointed to a STA/YSAQMD Application Screening Subcommittee. The Screening Subcommittee would review applications originating from Solano County and recommend projects and funding amounts for next year. Staff is recommending the STA appoint Board members from Dixon, Rio Vista, Vacaville or Solano County.

Final draft applications for the YSAQMD Clean Air Funds are due to the District on February 22, 2002. Staff requested agencies submit draft applications to the STA by February 8, 2002 and would like to propose scheduling the Screening Committee meet either on February 14<sup>th</sup> or 15<sup>th</sup> so that applicants will have additional time to make changes before the final application is due to YSAQMD.

**Recommendation:**

1.) Approve issuing a call for projects for the YSAQMD and BAAQMD Clean Air Fund Program Applications and 2.) Appoint two STA Board members to participate in the STA/YSAQMD Application Screening Committee.



DATE: January 3, 2002  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Appointment of STA Alternate to the  
Capitol Corridors Joint Powers Board

**Discussion:**

The STA is a member of the Capital Corridor Joint Powers Board (CCJPB). Formed in 1997 as a joint powers authority (CCJPA), the CCJPB operates the Capitols Rail Passenger Service from Colfax to San Jose. Currently it runs nine round trips and it is planned to provide between 16 and 20 trips daily. The service is funded with state funds and has an annual operating budget of about \$21.3 million. The Board meets every other month, four times a year at Suisun City Hall and two times a year at other locations along the route.

The CCJPA specifies that two members will serve from the Solano Transportation Authority. Jim Spering (Suisun City) and Rischa Slade (Vacaville) serve as the STA representatives on the CCJPB. Dan Christians, the STA's Assist. Executive Director/Director for Planning, serves on the CCJPA's Technical Advisory Committee.

With the departure of Steve Lessler from the STA Board and Fairfield City Council, the STA has a vacancy for its CCJPB Board Alternate. The Board Alternate represents the STA if one of the two alternates is unable to attend a CCJPB meeting. Board Member Pierre Bidou (Benicia) has expressed an interest in filling this vacancy.

**Fiscal Impact:**

None

**Recommendation:** Appoint an STA Board Member to serve as an Alternate on the Capitol Corridor Joint Powers Board.



DATE: January 3, 2002  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Selection of 2002 STA Chair and Vice Chair

**Background:**

The STA policy for selection of Board Chair and Vice-Chair is identified in the STA's Joint Powers Agreement and stipulates that, "the members of the Transportation Authority shall select a chairperson and a vice-chairperson for the Transportation Authority, each of whom shall serve one year terms." Historically, the selection of the STA's Chair and Vice-Chair has taken place at the discretion of the STA Board. In February 2000, the STA Board established a policy to rotate the annual selection of the Chair and Vice-Chair among the STA's eight member agencies., reserved the flexibility to juggle the rotation if the prospective incoming Chair was a recently appointed member of the STA Board. The intent being to provide the new Board Member with the opportunity to accumulate at least one year of experience on the STA Board before assuming the role and expanded responsibilities of STA Board Chair. When the policy was adopted, the rotation was scheduled to begin in calendar year 2003 after the current two Board Members on the 2001 Executive Committee had served their term as STA Chair (Marci Coglianese and John Silva). Beginning in 2003, the next Chair in the rotation would come from the member agency whose representative had last served as STA Chair (see attached list of past STA Chairs).

In 2000, then STA Chair Dan Donahue modified the membership of the STA's Executive Committee by inviting the outgoing Chair (during 2000 that was Rischa Slade) to remain on the Executive Committee with the new Chair, Vice-Chair and a fourth Board member scheduled to serve as Chair following the new Vice-Chair. In order to comply with the Ralph M. Brown Act, a total of four members of the STA Board are allowed to serve on the Executive Committee. This complement of past, current and prospective STA Chairs on the Executive Committee serves to provide a continuity of leadership and policy direction from the STA Board. The selection of the STA's Executive Committee remains at the discretion of the new STA Chair. With the completion of Marci Coglianese's term as Chair this year, all eight STA member agencies will have had the opportunity to serve as the Chair of the STA since 1991.

**Discussion:**

Attached is a revised list of STA Board Chairs that have served since 1991. Utilizing the previous Chair's list as a starting point, the rotation of agencies is as follows:

<u>Year</u>	<u>Agency</u>
2001	Rio Vista (Marci Coglianese)
2002	Solano County (John Silva)
2003	Suisun City (Jim Spering)
2004	Benicia (Pierre Bidou)
2005	Fairfield (Karin MacMillan)
2006	Dixon (Mary Ann Courville)
2007	Vacaville (Rischa Slade)
2008	Vallejo (Dan Donahue)
2009	Rio Vista (Marci Coglianese)

**Recommendation:**

- 1.) Select STA Chair and Vice-Chair for 2002
- 2.) Request new Chair designates Executive Committee for 2002.

Attachment

## STA Board Chairs

<i>Year</i>	<i>Chair</i>	<i>Member Agency</i>
1991	Jim Spering	City of Suisun
1992	Sam Caddle	County of Solano
1993	Gary Falati	City of Fairfield
1994	Richard Brians (Jan - May 94, was not re-elected)	City of Dixon
1994/95	Jerry Hayes (June 94 – Dec 95)	City of Benicia
1996/97	Steve Lessler	City of Fairfield
1998	Don Erickson	City of Dixon
1999	Rischa Slade	City of Vacaville
2000	Dan Donahue	City of Vallejo
2001	Marci Coglianesse	City of Rio Vista



DATE: January 3, 2002  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
Dale Dennis, PDM  
RE: I-80/I680/SR12 Interchange Project –  
North Connector and Additional Environmental Information

**Background:**

*I-80/I680/SR12 Interchange Project*

Over the last 12 months, STA staff has been working with project consultants and Caltrans to complete Segment 1 (I-80/I-680/SR12 Interchange Complex) of the I80/680/780 MIS/Corridor Study. The Draft Tier 2 Evaluation Report has been completed and three alternatives, in addition to the No-Build, are recommended for further evaluation in the environmental process including: 1) the I-680 Viaduct (Alternative 2D); 2) the I-80 Widening + the South Parkway (Alternative 4D Modified), and 3) I-80 Widening (Alternative 6A Modified). In addition, the STA and Caltrans have modified the North Connector alternatives as needed for three alternatives.

The Draft Tier 2 Evaluation Report was presented to the STA Board on October 10, 2001, a multi-agency traffic meeting was held on November 16, 2001 and a second public meeting was held in Cordelia on November 19, 2001. On November 28, 2001, the STA TAC reviewed the I-80/680/SR12 Tier 2 Evaluation Report (Segment 1) and indicated their support for the Report based on its technical merits and recommended the Board adopt the report, pursuant to addressing the various local comments received during the public comment period.

*STA Board Direction*

In December, the STA Board extended the public comment period for the Draft Tier 2 Evaluation Report to January 21, 2002 and directed the Report be brought back to the STA Board for consideration at the February 13, 2002 Board Meeting. This extension will provide time for additional presentations during January and early February which will assist in developing a consensus on alternatives and components to be further evaluated in the environmental process for the *I-80/I680/SR12 Interchange Project*.

*Fairfield City Council*

With the recent election of a new Mayor and Council Member in the City of Fairfield, Fairfield did not have a new appointed representative or alternate to the STA Board until December 11, 2001 (Board Member Steve Lessler and Alternate George Pettygrove are no longer on the Fairfield City Council). All of the proposed alternatives will have a significant impact on Fairfield's local road network and STA staff believes it is prudent to allow the Fairfield City Council Members additional time to become more familiar with the various alternatives being proposed for further study in the environmental process. STA and Fairfield staff will be

providing an in-depth presentation of the Draft Tier 2 Evaluation Report to the Fairfield City Council at a workshop on January 8, 2002, a brief presentation at the Fairfield City Council Meeting on January 15, 2002, and a more extensive presentation at the Fairfield City Council Meeting on February 5, 2002 where it is expected that more of the public will be assembled.

#### *Additional Focused Public Meetings*

Fairfield's new Mayor Karin MacMillan and STA Board Members have requested the STA hold additional public meetings within the project study area. Based on this request, STA staff is currently scheduling meetings with various stakeholders, including homeowner associations, businesses and neighborhoods for the January 2002 time frame.

#### **Discussion:**

A significant portion of the comments that have been received to-date, in written form as well as verbally expressed at the November 19<sup>th</sup> Public Meeting and the December 12, 2001 STA Board Meeting, have opposed using Mangels Boulevard as the alignment for the North Connector. In light of this fact, per STA Board direction, staff will provide additional information on available alternative alignments for the North Connector at the January 9, 2002 Board Meeting.

The STA Board also requested staff to provide additional environmental information and to invite representatives from several of the resource agencies to the January Board Meeting. STA staff and its consultant will present an overview of the environmental process at the meeting (see attachment). Staff has also invited representatives from the US Fish & Wildlife Service, US Army Corps of Engineers, US Environmental Protection Agency, California Department of Fish and Game, and Regional Water Quality Control Board, and the Suisun Marsh Protection Agency to attend the January Board Meeting and to discuss their perspective on the project and their respective roles in the environmental process.

#### **Recommendation:**

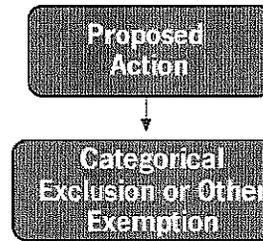
Informational.

Attachments

# Overview of the Environmental Review Process

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## PHASE I



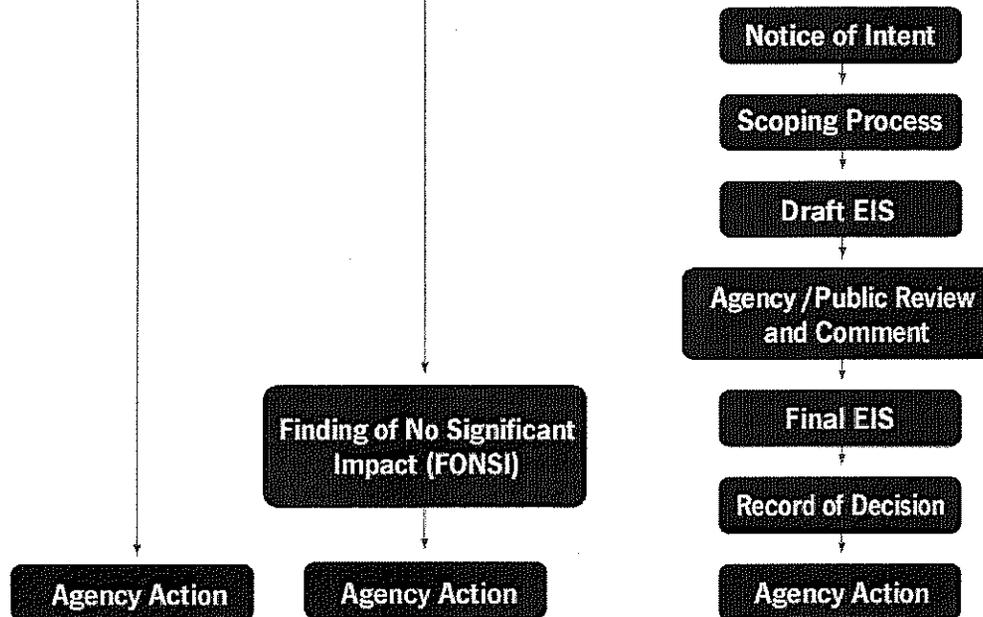
## PHASE II

Exclusion      No Exclusion



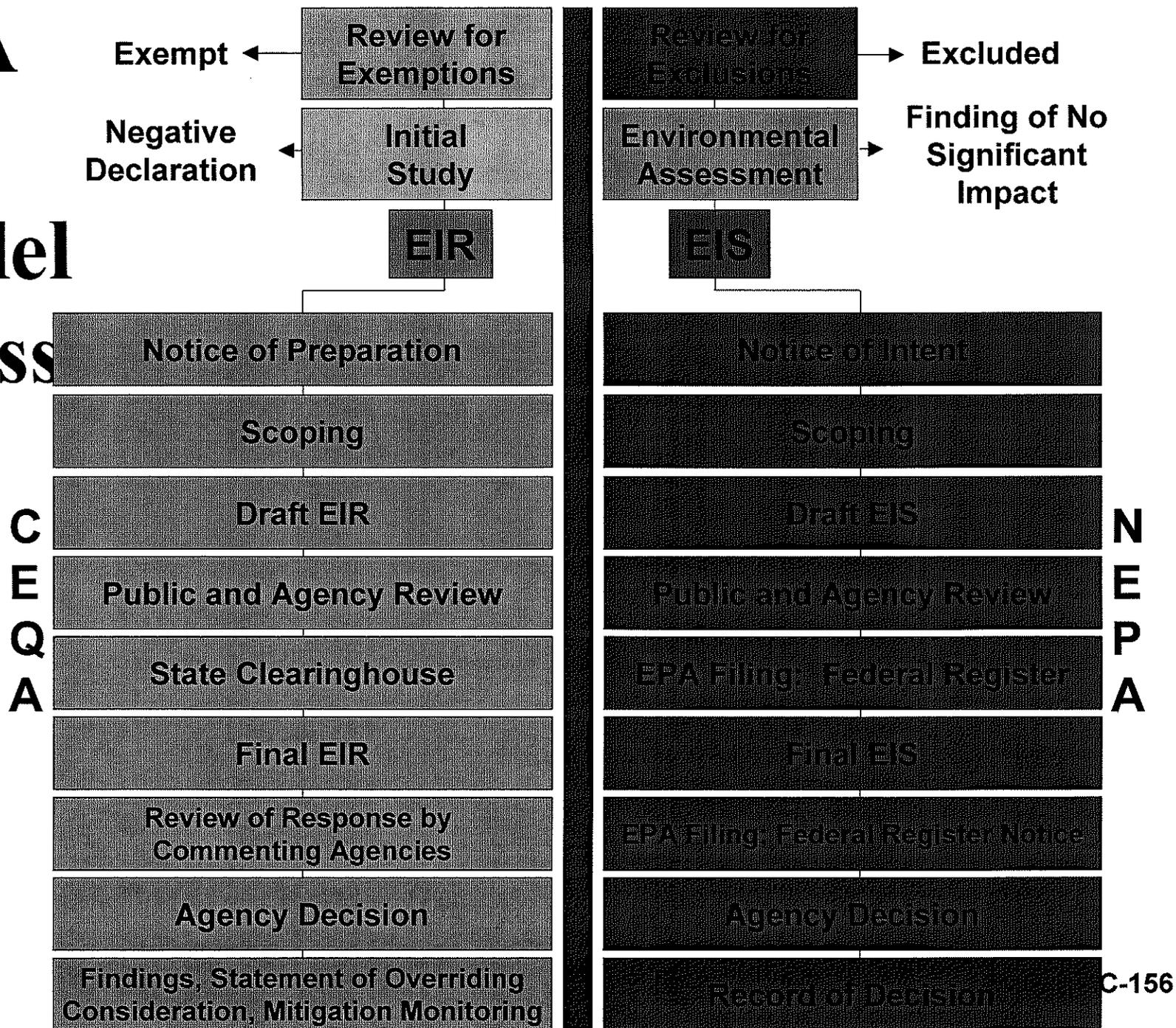
## PHASE III

No Significant Impact      Significant Impact



# NEPA as Parallel Processes

64



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DATE: January 3, 2002  
TO: STA Board  
FROM: Elizabeth Richard, SNCI Program Director  
RE: Solano Works Draft Report

**Background:**

For several years the STA and the Solano Napa Commuter Information (SNCI) program have been involved with the County of Solano's Welfare to Work transportation committees. The original committee identified and pursued six strategies to assist SolanoWORKS clients with their transportation challenges. These included vehicle loan, vehicle purchasing, vehicle repair, information, and an emergency ride home program as well as improving transit service. How transit service should be improved remained undefined.

At the end of 2000, MTC offered consultants Nelson/Nygaard to facilitate the process of defining how transit could be improved to better serve SolanoWORKS clients. A SolanoWORKS Transportation Advisory Committee was established with a membership representing social services, community and faith based organizations, transit, child care, employers, and public officials. This committee was established to guide a study of transit needs and identify potential strategies to meet the needs of SolanoWORKS clients. Four Advisory Committee meetings have been held over the past year. They have all been well attended by about 30 people at each meeting representing a cross-section of the groups.

**Discussion:**

The last meeting to be facilitated by Nelson/Nygaard was held December 11. At this meeting, Technical Memo #3; SolanoWORKS Programs was reviewed for discussion and input. This memo describes the programs developed specifically for SolanoWORKS participants to help reduce transportation as a barrier to gaining and retaining permanent employment. These were developed to respond to the transportation gaps and barriers identified through a series of stakeholder interviews and focus groups. The Advisory Committee then prioritized those gaps and barriers and conducted a brainstorming session to identify strategies to overcome them. The resulting Technical Memo #3; SolanoWORKS Programs is attached.

Good discussion and input was generated at the December 11 meeting. The consultants will revise the report based on the comments at this meeting. Boardmember Slade was in attendance. Comments from all STA Board members are still welcomed. The end of January and a final report expect a draft final report by February. Nelson/Nygaard will be at the STA Board meeting to answer questions. Nelson/Nygaard has been asked to present the report to the Board of Supervisors; the date for that has not yet been set.

Once the final report is completed, Nelson/Nygaard will no longer be involved with this project. STA staff, working with the County's Health and Social Service staff, has agreed to coordinate

future meetings of this committee to provide continuity and a forum for joint implementation and funding of several of the programs proposed. The STA Board will be kept apprised of the status of this follow up.

This report and its recommendations put Solano transit in a good position to compete for upcoming Low Income Flexible Transportation (LIFT) and Jobs Access Reverse Commute (JARC) funding that will become available in the Spring of 2002. This collaborative planning process was necessary for eligibility for these funds. The process has also opened up discussion of potential new partnerships that may be necessary to implement several of the programs.

**Recommendation:**

Information

Attachment

METROPOLITAN TRANSPORTATION COMMISSION

**Technical Memorandum #3**  
**SolanoWORKs Programs**

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Nelson\Nygaard Consulting Associates  
833 Market Street, Suite 900  
San Francisco, CA 94103

**November 2001**

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## **Chapter 1. Introduction**

This is the third technical memorandum of the Solano County Welfare to Work Transportation Plan. This memo describes the programs developed specifically for SolanoWORKs participants to help reduce transportation as a barrier to gaining and retaining permanent employment.

### **Work Completed to Date**

Over the last several months, Nelson\Nygaard has worked with the Solano County Welfare to Work Transportation Plan Advisory Committee to identify the transportation gaps facing SolanoWORKs clients and to develop solutions to fill those gaps. Transportation gaps and barriers were identified during a series of stakeholder interviews and focus groups. The Advisory Committee then prioritized those gaps and barriers and conducted a brainstorming session of strategies to overcome them.

The ten programs presented in this memo are based on the list of strategies that came out of that brainstorming session. These programs address the top ten priority gaps and barriers as identified by the Advisory Committee.

### **Tech Memo Organization**

Following this introduction are two chapters. Chapter 2 presents a summary table of candidate programs followed by a more detailed presentation of one. Each program includes a short description, identifies the transportation gap or barrier addressed, implementation steps, lead planning and implementation agencies and an estimate of costs.

Chapter 3 presents a list of policy statements that came out of the brainstorming session. These policy statements recognize the need to alleviate transportation gaps and barriers for SolanoWORKs clients but are not actual programs. Each one is of equal importance.

This chapter ends with a short discussion of the next steps in this study to develop the Final Welfare to Work Transportation Plan.

## Chapter 2. SolanoWORKs Transportation Programs

### Introduction

This chapter presents the SolanoWORKs transportation programs. Before introducing the programs developed during this planning process, this chapter identifies the auto-based programs that the Solano County Department of Health and Human Services (DHHS) has been planning over the past few years. These programs will be included in the Solano County Welfare to Work Transportation Plan.

This chapter then presents a summary table of the ten programs developed during this effort. They are listed in priority order based on the gap or barrier addressed. The summary table includes a very brief description of each program, the lead agency or agencies and an estimated cost. Following this table is a more in-depth presentation of each program.

Many of the programs will rely on the Department of Health and Human Services as a key agency for final planning and implementation. DHHS will need to identify someone to spearhead these efforts for the agency in order for the programs to be successful. The agency has had a transportation coordinator in the recent past, but this position is now empty. The identification of a Transportation Coordinator has been one of the keys to success for other Welfare to Work Transportation Plans implemented in the Bay Area and around the country. This does not necessarily imply that DHHS would directly operate or even administer the programs once they are fully developed. Rather, DHHS is needed to mobilize resources and catalyze the planning process. A critical part of the implementation effort will be identifying the agency interested in ongoing administration of any final program.

### Department of Health and Human Services

#### Auto-Based Programs

In addition to the programs identified in this chapter, the Solano County Welfare to Work Transportation Plan will incorporate program planning work that has been done by DHHS over the past few years. Four programs are in the planning phase and one started in October of this year. They include:

- **County Vehicle Loan Program** – Would allow participants the opportunity to borrow county vehicles for a limited period of time. At this time, the Vehicle Loan Program has been placed on hold. One of the main concerns regarding this program is the issue of liability.

- **Transportation Fund** – Would allow current/former participants the opportunity to receive funding for items such as vehicle registrations, smog checks, insurance, etc. DHHS is using the supportive service funds to assist with transportation needs for current and former SolanoWORKs participants.
- **Vehicle Buying Program** – Would allow employed participants the opportunity to acquire financing through a local financial institution for the purchase of a vehicle. The first draft of the RFP to solicit participation from a financial institution was completed in March 2001. Once approved, it will be forwarded to the contracts unit of DHHS where it will be typed and mailed to several financial institutions within the Solano County area.
- **Vehicle Repair Program** – Would allow current/former recipients the opportunity to receive vehicle repairs and/or parts from local community partners and businesses. The agency is currently using the supportive service funds to assist with repair needs for current and former SolanoWORKs participants. Over 250 letters requesting support from local businesses were mailed out in early December 2000. To date, only four repair shops have offered their assistance to provide repairs to our participants at a discounted cost. Many of SolanoWORKs participants are currently utilizing these services.
- **Emergency Transportation Services** – Allows employed current/former participants the opportunity to receive taxi and rental car vouchers to pay for emergency rides to and from work or childcare, and/or necessary emergencies along the way. This program started in October 2001.

Most of the DHHS sponsored programs focus on assisting SolanoWORKs participants with obtaining and maintaining a reliable automobile. These programs will be especially important and effective in the more rural areas where fixed route transit is not cost-effective. Dixon and Rio Vista are two primary examples of communities in Solano County with very limited public transportation available. These communities are relatively small and isolated and their residents must travel long distances to access jobs, goods and services. In these cases, the most cost-effective way to meet transportation needs may be to assist SolanoWORKs clients in purchasing and maintaining a reliable car.

In order to supplement the auto-based programs developed by DHHS, this planning process focused on the role of ridesharing and public transportation in eliminating transportation barriers and gaps. Figure 1 presents a summary of the transportation programs that are introduced in this chapter.

Figure 2-1 Summary of SolanoWORKs Transportation Programs

Program	Description	Key Agency or Agencies	Estimated Costs
1. Develop Vanpools to Benicia, Solano and Vacaville Industrial Parks  <i>High Priority Project</i>	Help create and fund vanpools targeted at specific home and employment sites including the Benicia, Solano and Vacaville Industrial Parks.	Employers Industrial Park Associations Solano Commuter Information (SCI) County Department of Health and Human Services (DHHS)	Vanpool costs are variable depending on the number of pool members, lease terms, fuel and other incremental costs.
2. Subscription Shuttle Bus Services to Industrial Parks  <i>High Priority Project</i>	Create a van or small bus service for those whose job shifts occur after the fixed route buses stop operating.	Solano Transportation Authority (STA) DHHS Employers Local Transit Providers	Based on hourly cost of approximately \$48/hour <sup>1</sup> and the cost of purchasing vans or mini-buses at \$20,000 - \$65,000 per vehicle depending on the vehicle size.
3. Market and Encourage Employer-Based Strategies at Industrial Parks <i>High Priority Project</i>	Encourage major employers to provide and/or assist with transportation for employees.	SCI DHHS Industrial Park Associations Employers	Marketing, printing, and other related tasks would be the only public costs. Other costs would be variable depending on the strategies pursued.
4. Shuttle Service for Childcare Transportation  <i>High Priority Project</i>	Develop a 24-hour shuttle service exclusively for transporting children from home to school, from school to day care and day care to home in the evening.	DHHS STA School districts Private contract operators Day care providers Solano Family & Children's Services Children's Network	Based on hourly cost of approximately \$60/hour <sup>2</sup> – includes contracting of the vehicles, drivers, maintenance of vehicles, fuel and the salary of an attendant on all vans.
5. Volunteer Driver Programs for Rio Vista and Dixon for Non-Regular Trips	Solicit volunteer drivers to provide rides to SolanoWORKs participants.	City of Rio Vista City of Dixon Dixon Read-Ride SCI	Costs are based on actual usage. Rides could be entirely free or volunteers may be reimbursed at \$0.40/mile. Administration and marketing costs would be minimal.

**Technical Memorandum #3 • SolanoWORKs Programs**

METROPOLITAN TRANSPORTATION COMMISSION

Program	Description	Key Agency or Agencies	Estimated Costs
6. Morning and Evening Transportation Service Between Rio Vista and the Westfield Shopping Town-Solano (formerly Solano Mall) Using Small Vehicles	Transportation service during peak periods with direct connections to Fairfield/Suisun Transit's buses at Westfield Shopping Town-Solano or the Fairfield Transportation Center.	City of Rio Vista Fairfield/Suisun Transit SCI DHHS	Based on hourly cost of approximately \$45 - 60/hour. Service would be contracted out to experienced transit provider, or, service would be implemented as a vanpool at a cost of about \$0.06 per mile for each passenger.
7. Extend Local Fixed Route Hours to Extend Beyond Regional Transit Service Hours	Extend all local fixed route schedules to provide one trip after last regional service trip ends.	Local transit providers STA Metropolitan Transportation Authority (MTC)	\$1.2 million/year (see Figure 2 for cost breakdown)
8. Subsidized Taxi Program for One-Time Trips	Pay the costs of taxi rides to job interviews, one-day trainings and short-term job placements.	DHHS Local taxi companies	Costs based on actual usage. Current taxi rates are \$2 to start a trip and \$2.25/mile thereafter. Discounted rates would probably be possible as is done with Guaranteed Ride Home programs throughout the Bay Area.
9. Evaluate Feasibility of Extending Fairfield/Suisun Transit Route 7 to Serve Solano Industrial Park	Encourage a study of extending the existing Route 7 to improve service to the Solano Industrial Park as part of the upcoming Short Range Transit Plan process.	Fairfield/Suisun Transit	Costs based on additional service hours (\$64/hour) plus the cost of additional buses (about \$ 300,000 each).
10. Locate Childcare Centers at or near Transit Hubs	Include a fully licensed childcare center near transit hubs and appropriate new development projects in Solano County.	Solano Family & Children's Services Solano County Planning Dept. City Planning Departments in Solano County County transit providers	Costs are variable depending on whether a facility is constructed, rehabilitated or simply renovated to accommodate childcare.

<sup>1</sup> \$48/hour is the current rate Vallejo Transit is paying to their contract operator for DAR service (Vallejo Transit SRTP 2001/02).

<sup>2</sup> The current rate being paid to the contract operator of the Contra Costa County children's shuttle service is \$59.98/hour.

## Program Descriptions

The following are the SolanoWORKs Transportation programs in order of priority based on the transportation gap or barrier addressed. Each program contains a description of the main elements of the program, the gap or barrier that the program addresses, the lead agency or agencies to implement the program and an estimate of the program's cost.

### 1. Program – High Priority

#### Develop Vanpools to Benicia, Solano and Vacaville Industrial Parks

##### **Transportation Gap/Barrier(s) addressed:**

- Lack of late night and owl service for swing shifts and graveyard shifts.
- Lack of transit service to industrial parks.
- Lack of coordination in service hours between regional and local routes.
- Lack of weekend service.
- Inadequate service frequencies during morning and evening peak periods.

##### **Description:**

Many entry-level jobs throughout Solano County require working non-traditional shifts. Warehousing, retail and light manufacturing are among the best paying types of jobs available in the county and often require working swing and graveyard shifts when public transit service is not available. This program provides transportation to these jobs via vanpools, recognizing that adding considerably more fixed route transit service throughout Solano County during these hours of relatively low transit demand is cost prohibitive.

In order to form as many vanpools as possible, this program is targeted at the three industrial parks in the County. These employment centers provide the greatest number of jobs in a concentrated area and, therefore, provide the most ideal environment for developing vanpools. Since the Benicia Industrial Park is currently not served by any public transit and the Solano and Vacaville Industrial Parks have very limited service, vanpools are a great option for daytime shifts as well.

Vanpools are flexible, relatively inexpensive and can easily be customized to meet the transportation needs of a small group. Vanpools are essentially organized and enlarged carpools that have designated drivers (or more than one driver) who are also a commuter like the passengers of the vanpool. A large vehicle (van or minivan) is generally used for the service so that at least six or more people can regularly use the service. The members of the vanpool must live and work close to each other so that the van is only making slight deviations from a simple point-to-point trip.

Vanpools are generally used for longer commute distances and when transit does not duplicate the vanpool route. The time it takes to collect the riders from their homes must be balanced against the total trip time when designing the route. To reduce the time of the trip, a vanpool may want to pick up riders at designated meeting points rather than going from house to house. However, if desired the vanpool route could include dropping off children at a daycare location.

DHHS would subsidize the vanpool fares of SolanoWORKs participants as long as needed based on SolanoWORKs eligibility criteria.

**Lead Agencies:**

Solano Commuter Information  
Industrial Park Associations  
Industrial park employers  
County Department of Health and Human Services

**Implementation Steps:**

This program requires two approaches. Solano Commuter Information (SCI) would work closely with the representatives from the Business Park Associations and park employers to start vanpools with current employees. One key objective in trying to develop new transportation options is to try to get the individual employers at the parks to work together as one very large employer. This will significantly expand the pool of potential participants.

At the same time, SCI would work with employment specialists at DHHS who would be able to identify groups of potential employees that reside in close proximity to one another. As the database of potential vanpool participants working at the industrial parks grows, the opportunities for SolanoWORKs clients to join existing vanpools or start their own also grows.

Specific implementation steps include:

- SCI would aggressively seek out the participation of the Industrial Park Associations and the individual employers located at the parks. A first step would be to make a presentation at an Association Meeting.
- SCI would identify potential vanpool riders and drivers through matching of employees at industrial park employers by location and shift times.
- SCI and DHHS would aggressively publicize information about vanpools and the emergency ride home program to all potential employees through DHHS employment specialists as well as the general public residing in neighborhoods with high concentrations of SolanoWORKs participants.
- DHHS would inform SCI about which employers in the industrial parks are seeking SolanoWORKs clients for employment positions.

## 2. Program – High Priority

### Subscription Shuttle Services to Industrial Parks

#### **Transportation Gap/Barrier(s) addressed:**

- Lack of late night and owl service for swing shifts and graveyard shifts.
- Lack of transit service to industrial parks.
- Lack of coordination in service hours between regional and local routes.
- Lack of weekend service.
- Inadequate service frequencies during morning and evening peak periods

#### **Description:**

This program serves as Phase 2 of the vanpool program and would be developed from the most successful vanpools. The difference between the vanpools and the subscription shuttle service is that the shuttle service would serve a greater number of people, would be operated by a service contractor, run on schedule during a specified service span and run on a fixed route. Similar to a vanpool, the passengers would purchase their seat on the bus each month.

For example, one subscription shuttle could run between the downtown Vallejo Transit Center and the Benicia Industrial Park. Service days, hours and drop off points in the Industrial Park would be determined by the subscribers. DHHS would subsidize the fares of SolanoWORKs participants as long as needed based on SolanoWORKs eligibility criteria.

#### **Lead Agencies:**

Solano Transportation Authority  
Solano Commuter Information  
Local Transit Providers  
County Department of Health and Human Services  
Industrial Park Employers

#### **Implementation Steps:**

- Identify which agency will be responsible for administering this service.
- Identify the markets that need to be served – how many employees need transportation? Where do they need to go?
- Develop service schedules and flexible routes that provide limited stop service to targeted employment sites.
- Enter into agreement with a contract operator to provide the vehicles, maintenance and drivers.

- SCI would assist vanpools in forming, developing routes and conduct brief training for vanpool drivers and/or vehicle leasers.
- DHHS would subsidize the fares of eligible SolanoWORKs participants and of their children, if included in vanpool.
- SCI and DHHS would set up a verification process to confirm operating vanpools before fares are subsidized.

**Costs:**

The cost of the program includes leasing of the vehicles and the incremental costs (fuel, maintenance, etc.) associated with driving. Solano Commuter Information (SCI) already provides all the technical assistance necessary to organize and operate vanpools. The mileage of each trip largely determines vanpool costs. On average, a vanpool passenger will pay between \$0.03 and \$0.09 per mile. DHHS would use TANF funds to subsidize the fares of SolanoWORKs participants.

- Develop a monitoring program including service criteria and standards to later determine whether the service is sustainable and successful.
- Publicize the service to SolanoWORKs participants, the general public residing in neighborhoods with high concentrations of SolanoWORKs participants, Industrial Park Associations and employers.
- DHHS would subsidize the fares of eligible SolanoWORKs participants.

**Costs:**

Hourly operating costs are estimated at about \$43 (the current rate of the Vallejo DAR service). The objective of the subscription service is to have the fares cover the cost of providing the service. If the buses carried a full load of 14 passengers each trip for a journey of 30 minutes (assuming an empty load on the return trip), the cost would be approximately \$3.10 per person one way- a competitive fare compared to many similar length trips on transit in the Bay Area. DHHS would use TANF funds to subsidize the fares of all eligible SolanoWORKs participants.

### 3. Program – High Priority

#### Market and Encourage Employer-Based Strategies at Industrial Parks

##### **Transportation Gap/Barrier(s) addressed:**

- Lack of transit service to Benicia, Solano and Vacaville Industrial Parks.

##### **Description:**

This program calls for employers located in the Benicia, Solano and Vacaville Industrial Parks to distribute information about commute options to their employees and, to the extent possible, provide or subsidize transportation for employees. Solano Commuter Information (SCI) has numerous resources for employers to assist in their efforts to ensure that current employees and future employees have reliable and low cost transportation to the work place.

The resources offered by SCI include information about:

- Toll Free Bridge Passage
- High occupancy vehicle lanes (HOV/diamond lanes)
- Park and Ride lots
- Car/vanpool referrals and formation assistance
- Individual commuter assistance
- Employer relocation assistance
- Ferry service
- Vanpool leasing company referrals
- Local and regional transit systems
- FasTrak (toll transponder)
- Personalized ride match-list
- Airporters to San Francisco, Oakland and Sacramento
- Bicycle Information
- Employee commuter surveys

In addition, there are tax and other types of incentives for private employers to assist with the transportation needs of their employees. The TEA 21 legislation (Transportation Equity Act of the 21st Century) amends current federal tax law to allow employers greater flexibility in providing financial commute assistance.

Employers can increase their benefits packages while reducing their payroll taxes:

- Federal law allows transit fare discounts up to \$780 a year as a pre-tax payroll deduction or tax-free employee benefit and fully deductible business expense to employers. The benefits apply to all types of employers in the private, public and nonprofit sectors.

Commuters can get great tax-free commute benefits:

- **Transit / Vanpool**  
Employees can receive up to \$65 a month or \$780 per year, tax-free, to purchase transit passes or pay for fares on registered vanpools / subscription buses. These amounts will increase to \$100/month and \$1,200 per year in January 2002.
- **Qualified Parking**  
Employees can receive up to \$180 a month, or \$ 2,160 a year, tax-free, for paid parking expenses. This benefit may be offered in addition to the Transit/Vanpool subsidy; for example, an employer could choose to help cover parking expenses incurred by an employee who drives to a paid parking lot to take transit.
- **Parking Cash-Out**  
Employer-provided parking can be "cashed out". This employer-based program pays employees to permanently give up their parking, in return for fair market value of the parking space. Employees can receive up to \$175 a month or \$2,100 a year.

An employer can create a Commuter Choice program to incorporate any or all of these subsidies; they have complete flexibility in choosing what to offer and who is eligible to receive the subsidies.

Many employers are realizing that these incentives are only part of the benefits. The study team heard from employers who cannot fill vacant positions because potential employees cannot reliably get to work each day. This causes reduced productivity that hurts their bottom line. As seen in other parts of the country, often it is quicker, more effective and easier for an employer or group of employers to provide transportation for employees than to rely on the employees to provide their own transportation or for a local provider to respond to the employers' and employees' needs.

**Lead Agencies:**

Industrial Park Associations  
Industrial Park Employers  
Solano Commuter Information

**Implementation Steps:**

- Solano Commuter Information should work with both the Industrial Park Associations and the individual employers to increase awareness of commute alternatives and incentives.
- Solano Commuter Information should provide marketing materials to the Industrial Park Associations and the individual employers to distribute to current and potential employees. This information could be included in all new hire and recruiting information packets.

**Costs:**

The costs associated with this program are primarily limited to the information materials needed for dissemination to employers. Other costs are the SCI staff time to provide direct consultation at employment sites and the variable costs associated with any transportation actually provided by employers (see other program costs for examples).

SCI currently provides these services, but this program calls for targeting the Industrial Parks. It is not known if this would require additional staff.

#### 4. Program – High Priority

##### 24-Hour Shuttle Service for Childcare Transportation

##### **Transportation Gap/Barrier(s) addressed:**

- Lack of childcare transportation – includes transporting children of SolanoWORKs participants from home to day care and day care to school in the morning, school to day care in the afternoon and day care to home or after-hours day care in the evening or night.

##### **Description:**

Of the 980 licensed childcare providers located in Solano County, less than half (407) offer childcare transportation. This program involves contracting with a private transportation operator to provide 24-hour per day, scheduled curb-to-curb service with a trained childcare attendant on board. Service would run between specific childcare provider sites, schools and the homes or workplaces of the parents.

Children of parents working day shifts would be transported between school and after-school care sites. Children of those working swing and graveyard shifts would be picked up at care sites in the morning and brought to school and/or picked up from school and brought to care sites in the afternoon.

Service would be offered to SolanoWORKs participants and non-participants on a pay-per-space basis, with SolanoWORKs participants' fares subsidized by DHHS.

##### **Key Agencies:**

Solano Family & Children's Services  
Children's Network  
School Districts  
County Department of Health and Human Services

##### **Implementation Steps:**

- Identify which agency will oversee this project.
- Solano Family & Children's Services or the children's network would work with the various school districts and DHHS to identify the number of children needing transportation, the school sites and the childcare locations that would need to be served.
- Develop service structure and parameters. For example, how far in advance will reservations need to be made? Will these trips need to be on a subscription basis only or can the service be used on an as-needed basis?
- Identify any licensing or other requirements associated with transporting children from school sites.

- Solicit proposals from experienced transportation providers and select contract operator.
- Develop a fare structure and payment system.
- Market the service to SolanoWORKs participants and licensed childcare providers.

**Costs:**

The cost of this program will be determined by the cost per service hour charged by the contract operator. It is reasonable to assume that a service provider would charge between \$60 and \$70 per hour of service. The agency that oversees the contract will also incur some administration costs.

Although the service would be available to parents 24-hours per day, the number of hours the children would actually be transported would be more limited. For example, school age children attending school during the day will not need service during the late morning and early afternoon. Service demand would peak in the morning, after school lets out and in the evening when the majority of parents arrive home from work. One can assume that demand for late evening trips and very early morning trips would be lower than during the typical commute periods.

## 5. Program

### Volunteer Driver Programs in Rio Vista and Dixon for Non-Regular Trips

#### **Transportation Gap/Barrier(s) addressed:**

- Lack of transportation from Rio Vista and Dixon to the rest of Solano County.

#### **Description:**

Rio Vista and Dixon are small communities located in somewhat isolated areas of the County and have minimal public transit service available. This program would recruit volunteer drivers to provide rides for SolanoWORKs participants and other low-income persons who do not have access to a car and need to make non-regular trips. Eligible trips may include medical appointments, grocery shopping, job interviews, etc.

A marketing campaign would be developed targeting the general public and encouraging Dixon and Rio Vista residents with reliable vehicles to offer rides to those in the community without access to transportation. This campaign should especially target the members of the community who are generally not working during the day such as retired persons and homemakers.

A centralized "dispatching" office would be created to help match those in need of rides with those volunteering rides. A volunteer could staff the office part-time or a position could be created and funded with CalWORKs dollars. Tasks would include the creation of a database of riders and drivers and a system of reimbursement on a per-mile basis. Santa Cruz County's Commute Solution developed a Neighbors Helping Neighbors campaign that encouraged carpooling and ridesharing in the rural parts of the county and focused their outreach efforts on the faith community, service organizations, the business community and government employees.

#### **Lead Agencies:**

The Cities of Dixon and Rio Vista would likely be the best agencies to administer these programs. SCI could assist in the creation of the reimbursement system and the most appropriate type of database for this effort.

The Department of Health and Human Services would promote the availability of the program to its clients living in Rio Vista and Dixon.

#### **Implementation Steps:**

- Identify agencies responsible for administering the program.
- Develop program parameters including mileage limits and the rate of reimbursement.
- Develop marketing strategy.
- Develop required forms and database for tracking rides.

- Recruit volunteers.

**Costs:**

The costs of this program include reimbursement for the drivers, staff time for program administration and marketing. A volunteer driver program in Glenn County reimburses volunteers at a rate of \$0.40 per mile.

## 6. Program

### Morning and Evening Transportation Service Between Rio Vista and the Westfield Shopping Town-Solano (formerly Solano Mall) or the Fairfield Transportation Center Using Small Vehicles

#### **Transportation Gap/Barrier(s) addressed:**

- Lack of Transportation to/from Rio Vista

#### **Description:**

This program addresses the lack of transit serving Rio Vista, the smallest community in Solano County, for regular journey to work trips. The program provides morning and evening service between Rio Vista and either the Westfield Shopping Town-Solano or the Fairfield Transportation Center. This mall is a large retail center with many entry-level jobs and is also a main transfer point for all of Fairfield Suisun Transit's local routes. This service would be available to both SolanoWORKs clients and the general public in Rio Vista. Fares for SolanoWORKs clients would be subsidized by DHHS.

There are three possible scenarios for implementing this program:

1. One or more vanpools would depart from Rio Vista each morning after picking up the vanpool members and would drive to the designated drop off point in Fairfield. The van(s) would be parked all day and then make an evening return trip to Rio Vista. Vans would be leased through VPSI, Enterprise Vanpools or another agency to one of the vanpool members or, possibly to DHHS.
2. Each morning, a van or small bus would depart Rio Vista from a centrally located place for the designated drop-off point. The vehicle would be driven by a paid driver and carry passengers who have subscribed to the service, meaning that the passengers have made advance arrangements to use the service on a regular basis, have agreed to pay a set amount for fare each month and have a reserved seat on the vehicle each day.

The vehicle would NOT park at the Mall or Transportation Center but rather, would leave and make other unrelated trips during the day but return to the Mall in the evening at a set time to pick up the same passengers and return to Rio Vista.

A contract operator would own the vehicle and the driver would be an employee of the same operator.

3. Each morning, a van or small bus would depart Rio Vista from a centrally located place for the designated drop-off point. The vehicle would be a vehicle owned by either the City of Rio Vista, Solano County or another public agency. The vehicle would be available each day to make the morning and evening roundtrips but available to its owning agency for most of the day. The driver would likely be a staff member of the agency who would be assigned to drive the vehicle or a

few staff members rotating the driving responsibility. No new employees would have to be hired to drive the vehicle.

The passengers would subscribe to the service as they would in Scenario 2.

**Lead Agencies:**

City of Rio Vista  
SCI  
DHHS

**Implementation Steps:**

- Survey SolanoWORKs clients and the general population living in Rio Vista to determine how many would be likely to use this new service and how many would be willing and eligible to be a driver.
- Determine whether there are any vehicles available from a public agency fleet.
- Determine which scenario would work best for the projected ridership.
- Finalize the schedule and pick up and drop off locations.
- Contract with service provider, if necessary.

**Costs:**

Costs depend on which scenario is implemented. Vanpools will cost about \$0.06 per mile per passenger if a van can be filled on a regular basis. Hiring a contract operator will likely cost about \$45 per hour of service including the morning return trip and evening trip to Fairfield when no passengers are on-board. If a public agency vehicle is available, the costs would be minimal and probably limited to fuel and a portion of maintenance costs.

Implementation and administration costs would be very minimal and SCI already provides assistance in forming vanpools.

## 7. Program

### Extend Local Fixed Route Hours to Extend Beyond Regional Service Hours

#### **Transportation Gap/Barrier(s) addressed:**

- Lack of coordination in service hours between regional routes and local routes.
- Lack of late night and owl service for swing shifts and graveyard shifts.

#### **Description:**

Most intercity routes in Solano County provide service into the evening after the local routes end service. Local service hours need to be coordinated with service hours on regional routes so that passengers may complete their trips on public transit and return home after their work shifts have ended.

This program directly addresses this issue by extending service hours of the local bus routes operated by Fairfield/Suisun Transit, Vacaville City Coach and Vallejo Transit (Vallejo Transit and Fairfield/Suisun Transit are operators of local and intercity service).

#### **Key Agencies:**

Transit Providers: Fairfield/Suisun Transit, Vacaville City Coach and Vallejo Transit.  
Solano Transportation Authority

#### **Implementation Steps:**

Fairfield/Suisun Transit, Vacaville City Coach and Vallejo Transit should extend the schedules of each local route to meet and operate one full trip after the last inter-city bus has arrived at the local transit center or main transfer point. CalWORKs funds can provide some of the initial funding for this program, but other operating funds would likely need to be secured in the long term.

#### **Costs:**

The costs for extending local service beyond the intercity schedules are presented by operator in Figure 2. Costs are based on the current cost per revenue hour of each of the three operators. It is assumed that each operator extend every local route's schedule to meet the last inter-city route bus at the main transfer point and operate one full additional trip. The main transfer point for local Fairfield/Suisun routes is the Westfield Shopping Town- Solano and is the Fairfield Transportation Center for intercity routes. In Vacaville, the transfer point for local routes is downtown on Kendal Street and for intercity routes is at the Davis Street Park-and-Ride lot. In Vallejo the transfer point is the York & Marin Transit Center. Sundays are not included since the only transit operated on Sundays is the Vallejo Baylink Ferry service.

Figure 2-2 Costs of Extending Local Transit Service

Agency	Cost Per Hour	Hours (Weekday)	Hours (Saturday)	Daily Cost (Weekday)	Annual Weekday Cost	Daily Cost (Saturday)	Annual Saturday Cost	Total Annual Cost (Weekdays and Saturdays)
Fairfield/Suisun Transit	\$64	23	4	\$1472	\$384,192	\$256	\$13,312	\$397,504
Vacaville City Coach	\$59	13.5	8.5	\$797	\$208,017	\$502	\$26,104	\$234,121
Vallejo Transit	\$65	28.5	35.5	\$1853	\$483,633	\$2308	\$120,016	\$603,649
<b>Total</b>	-----	<b>65</b>	<b>48</b>	<b>\$4122</b>	<b>\$1,075,842</b>	<b>\$3066</b>	<b>\$159,432</b>	<b>\$1,235,274</b>

Note: Costs do not include any farebox recovery. After fares are included, the costs would be lower.  
Annual service days are assumed to be 261 weekdays and 52 Saturdays.

## **8. Program:**

### Subsidized Taxi Program for One-Time Trips

#### **Transportation Gap/Barrier(s) addressed:**

- Lack of transportation from Rio Vista and Dixon to the rest of Solano County.
- Inadequate service frequencies during morning and evening peak periods.

#### **Description:**

This program calls for the creation of a service as a "back-up" when existing transit service cannot serve occasional trips such as job interviews or short-term job readiness/training programs. Taxi service would be used to ensure that SolanoWORKs participants arrive at job interviews and other periodic appointments on time and in a professional manner.

The SmartCard systems of debit-style electronic payment are an ideal form of tracking trips made by participants and allowing for direct third party payment. The SmartCard system can accommodate both a debit style form of payment where the user's card has a prepaid set amount of funds and each use subtracts from that total or, a credit style form where a running total amount is maintained on an account and billed periodically.

If using SmartCard technology is not feasible, this program could be set up using a voucher payment system. In either case, DHHS would probably be able to negotiate a reduced rate for participant trips from the cab companies as is currently done by regional guaranteed ride home programs throughout the Bay Area.

#### **Key Agencies:**

DHHS would take the lead in contracting with taxi companies and administering this program.

#### **Implementation Steps:**

- Estimate demand for service (How many participants would use this service? How often?)
- Solicit proposals from taxi companies to operate service.
- Negotiate a rate for trips, including maximum fares.
- Set up a SmartCard system (software) that provides the information needed for billing and tracking or a voucher payment system. If possible, utilize MTC's Translink system for payment.

**Costs:**

There are a few different costs involved with this program:

- Cost of trips- the current taxi rate in Solano County is \$2.00 per flag drop and \$2.25 each mile. For a 10 mile trip, the cost would be \$24.50. If a discounted 15% rate were negotiated, then the cost would be \$20.83. Before the program's implementation, an estimate of demand should be completed.
- SmartCard readers would need to be purchased and installed on vehicles not already equipped with them. This cost might be partially subsidized by DHHS if the proposed taxi company discounts rates for SolanoWORKs participants enough to make the up-front cost worthwhile.
- The actual SmartCards cost about \$2.50 each.
- Costs associated with program administration are probably minimal due in part to the electronic third party billing potential of the SmartCard system.

**9. Program:**

Evaluate Feasibility of Extending Fairfield/Suisun Transit Route 7 to Serve Solano Industrial Park as Part of their Upcoming SRTP

**Transportation Gap/Barrier(s) addressed:**

Lack of transit service to Solano Industrial Park

**Description:**

This program calls for a study of the feasibility of using Fairfield/Suisun Route 7 to better serve the Solano Industrial Park- a site of many entry-level employment opportunities. Currently this route serves a portion of the Industrial Park, but many of the employers are unserved. The changes could be relatively minor but would allow a potentially large number of SolanoWORKs participants and others to use transit to access the Industrial Park.

**Lead Agencies:**

Fairfield/Suisun Transit  
Solano Industrial Park Association  
Park Employers  
SCI

**Implementation Steps:**

- Fairfield/Suisun Transit would study the feasibility of modifying Route 7 to better serve the Solano Industrial Park. This could be wrapped into their upcoming SRTP.

**Costs:**

Costs for the proposed study are minimal and can probably be absorbed into the cost of the SRTP study process. Costs for implementing additional service are primarily based on the hourly cost of bus service (\$64) and the cost of additional buses necessary to provide the new service (about \$300,000 per vehicle).

## 10. Program

### Locate Childcare Centers At or Near Transit Hubs

#### **Transportation Gap/Barrier(s) addressed:**

- Lack of Childcare Transportation

#### **Description:**

This program calls for the inclusion of a fully licensed childcare center near transit hubs and appropriate new development projects in Solano County. Siting childcare at transit centers has been implemented in a few U.S. cities with positive results, including the Reistertown Metro Station in Baltimore MD, the 47th Street Station in San Diego, the Windmere Station in Cleveland, OH and the Tamien Station in San Jose. Trips are reduced overall because the childcare is "on the way" for virtually all trips and, likewise, time is often saved by commuters who utilize centrally located childcare. The current Sereno Transit Center project in Vallejo provides an excellent opportunity to implement this program.

The location of a childcare center has been shown to be a tremendous factor in determining how successfully a CalWORKs participant can enter or re-enter the workforce. Having to bring a child to childcare and then make one or more transfers to reach work on time requires a lot of time, energy and flexibility. This additional stress may cause a participant to miss employment opportunities. By siting childcare near transit hubs, there is a greatly increased ability to reduce the number of trips and time required to accomplish these tasks.

The County, individual cities and transit operators in the County should take steps to require that childcare be included in appropriate new development projects. Large office buildings, business parks, and housing developments of a certain size should all have childcare capacity requirements based on some ratio of occupancy.

#### **Key Agencies:**

Local transit agencies need to be involved from the beginning in locating childcare facilities at transit hubs. Childcare advocates could provide much of the technical expertise and also contribute funding. The County and cities' Planning Departments should work with childcare advocates including the Solano County Family and Child Services to identify childcare needs and reasonable accommodations in order to establish requirements for new developments. The centers would likely be open to the general public and DHHS would cover their participants' costs.

#### **Implementation Steps:**

- Identify the ideal transit centers/development locations for siting childcare facilities.

- Negotiate with the appropriate transit operator and/or planning agencies for access and space.
- Contract with established childcare professionals to provide the service and ensure a percentage of subsidized placements.
- Move toward implementing a development requirement to include childcare in larger new office, housing and transit center developments.

**Costs:**

The cost of providing childcare is quite variable. Capital costs would include possible reconstruction of existing stations, interior design and signage. Staffing the facility is generally the primary cost once it is established. Hopefully capital costs could be shared with or covered by the transit agency hosting the facility. Grants may be available from both childcare sources and transportation sources for capital costs and operating expenses would be covered through fees. DHHS would cover their participants' expenses.

## Chapter 3. Policy Statements and Next Steps

### Introduction

This chapter presents policy statements that are not transportation programs yet play an important role in reducing the need for additional special transportation programs. Following the policy statements is a brief discussion of the next steps in this study.

### Policy Statements

Policies are not prioritized, as they are of equal importance.

- **Employers should consider adjusting work shifts to match existing transit schedules.** While doing research for this study the team found examples of employers around the country who had shifted work schedules as little as 15 minutes to match transit schedules and found that employee attendance and even retention were improved dramatically. Often it is much easier for an employer to do this than a transit provider who is very limited in how much it can change schedules without disrupting timed transfers and other operational requirements of their systems.
- **Locate childcare centers at industrial parks (and at other large employers).** Many of the transportation challenges faced by SolanoWORKs participants involve shuttling children to and from childcare. By locating the childcare centers at the places of employment many trips will be eliminated and time will be saved. Parents appreciate knowing their children are on-site and if emergencies arise, the parent can attend to the child much quicker than if they had to first arrange for emergency transportation and then travel to reach their child. Likewise, employers benefit from more efficient, attentive, and motivated employees when childcare centers are on-site and there also are tax benefits to be realized by the creation of childcare centers.
- **Future transit schedules should include Sunday service and extend later into the evening.** During the research for this study the team heard from numerous people who wanted bus service on Sundays. Many retail jobs and an increasing number of warehousing and light industrial jobs are active on Sundays and SolanoWORKs participants need to be able to access these jobs.

Later evening service has already been prioritized as a critical element of the SolanoWORKs transportation programs, specifically to match local service with inter-city regional service. But transit service should run later still. Even with the proposed schedule coordination of the local services and the regional services, the two largest retail centers in the county- the Westfield Shopping Town-Solano (formerly Solano Mall) and the Vacaville Outlet Mall would not have any transit service available to any workers as they finished their shifts each night.

Westfield Shopping Town–Solano closes to the public at 9:00 PM on weekdays and Saturdays, 7:00 PM on Sundays and the Vacaville Outlet Mall closes to the public at 8:00 PM weekdays and Saturdays, 6:00 PM on Sundays.

As a policy for future transit services in the county, these types of venues need to be served until the last shift has finished.

## **Next Steps**

The programs introduced in this technical memo will be presented to the Solano County Welfare to Work Transportation Plan Advisory Committee during the next Advisory Committee meeting. This meeting will be the last meeting held during the course of this study. We hope to get feedback from the Advisory Committee about the content of the programs, the lead agencies identified and the implementation steps.

During this meeting we will also begin to discuss potential funding sources. We ask each Committee member to bring any information they may have about potential funding sources to the meeting to share with the group.

We will incorporate the Committee's comments into the Final Report which will document the steps taken throughout this study, key findings and the final version of the programs.



DATE: January 3, 2002  
TO: STA Board  
FROM: Dan Christians, Asst. Exec. Director/Director for Planning  
RE: Solano Comprehensive Transportation Plan  
(CTP) Update

**Background:**

The Comprehensive Transportation Plan (CTP) has been underway for the past 20 months. The three subcommittees have met numerous times, several public workshops were held and various analyses prepared. Some of the completed tasks include: needs assessments developed and provided by each of the eight STA member jurisdictions, functional classification systems maps, RTP Candidate Projects, core data for a new updated countywide traffic model, a Capitol Corridor Rail Implementation Plan, a new Countywide Bicycle Plan, reports on existing transit conditions and candidate projects for a local Transportation for Livable Communities/Enhancements program submitted from each of the STA members

On December 12, 2001, the STA Board approved the proposed Goals, Objectives and Policies.

**Discussion:**

The CTP is now in its final stages of preparation with all technical reports for each of the elements scheduled to be completed in the next few weeks and a draft plan planned for public release at the February 13, 2002 STA Board meeting. Additional subcommittee and public input meetings are scheduled in January and March. City Council presentations and public input meetings will also be conducted during February 18 - March 29, 2002 in each of Solano's seven cities. Staff will be contacting the STA Board members to determine the best dates/times for these meetings. The Final Plan is scheduled for adoption by the STA Board on April 10, 2002.

The Final Plan will be a fairly concise, well designed, policy-oriented Plan that will identify the major needs, policies, plans and future steps needed to implement major transportation projects and programs over the next 20 years. The Plan will set the policy framework needed to adopt an Expenditure Plan and help to program future state and federal funding cycles.

Attached is the final overall CTP schedule.

**Recommendation:**

Informational

Attachments

**Proposed Final Overall Schedule to Complete the  
Solano Comprehensive Transportation Plan  
(Rev. 1-2-02)**

<b>Meeting</b>	<b>Preliminary Dates/Times</b>
Alternative Modes Subcommittee	January 18, 2002 3:30 p.m.
Arterials, Highways, Freeways Subcommittee	January 23, 2002 9:00 a.m.
Transit Subcommittee	January 23, 2002 10:30 a.m.
Technical Advisory Committee reviews Draft Plan	January 30, 2002 1:30 p.m.
Transportation Steering Committee reviews Draft Plan	Jan. 31 – Feb. 5, 02 TBD
Preliminary Draft of Plan Released at STA Board	Feb. 13, 2002
Environmental Document Circulated	Feb. 13, 2002
Public Input Meeting-all cities	February 18-March 15
Arterials, Highways, Freeways Public Meeting	March 18-29
Transit Subcommittee-Public Meeting	March 18-29
Alternative Modes Subcommittee-Public Meeting	March 18-29
STA Board Approves Final CTP and Environmental Doc.	April 10, 2002



DATE: January 3, 2002  
TO: STA Board  
FROM: Robert Guerrero, Planning Assistant  
RE: Ozone Attainment Plan

**Discussion:**

The new Ozone Attainment Plan contains an updated transportation conformity budget that will enable MTC to conform the new 2001 Regional Transportation Plan to federal standards and add new projects to the TIP. The co-lead Bay Area Agencies (MTC, ABAG, and BAAQMD) approved and submitted the new plan in November 2001 to the U.S. EPA for their approval. Without U.S. EPA approval the Bay Area will experience a conformity lapse beginning January 21, 2002. During a conformity lapse, the next federal action required for a project cannot be taken. This means that federal approvals cannot be given during a conformity lapse regardless of the funding source for the project. Authorization to proceed on final design, right of way acquisition, or construction, if these actions utilize federal funding, are all federal actions that cannot be authorized during a conformity lapse. On-going design and right of way acquisition activities may not be federally reimbursable during a conformity lapse. Project sponsors should address any questions on this matter to the Caltrans Office of Local Assistance for further clarification.

The U.S. Environmental Protection Agency (EPA) is currently reviewing the 2001 Ozone Attainment Plan and is expected to approve the plan by late January or early February 2002. MTC anticipates a brief conformity lapse of less than two weeks. Projects with federal requirements stated in the previous paragraph will be affected. In the last several months MTC and the STA have contacted and worked with agencies to inventory which projects may be affected. Most projects were either not far along enough to be affected by a conformity lapse, have all the necessary permits to begin construction, or have been completed. Staff will continue to monitor the status of the Ozone Attainment Plan and update the TAC on any new developments as they occur.

**Recommendation:**

Informational



DATE: January 2, 2002  
 TO: STA Board  
 FROM: Robert Guerrero, Planning Assistant  
 RE: Review Funding Opportunities

The following funding opportunities will be available to STA members during the next few months. Also attached are fact sheets for each program.

<u>Fund Source</u>	<u>Application Available From</u>	<u>Applications Due</u>
Neighborhood Capital and Planning Grant Program	Ashley Nguyen, MTC (510) 464-7809	Capital grant applications will be available in January 2002.
FY 2002-2003 TDA Article 3 Program	Dan Christians, STA (707) 464-6075	<b><u>January 24, 2002</u></b>
YSAQMD Clean Air Funds Program FY 2001/2002*	Jim Antone, YSAQMD (530) 757-3653	<b><u>Due to the STA: February 8, 2002 Due to YSAQM: February 23, 2002</u></b>
Solano Transportation Fund for Clean Air Program (40% Program Manager Funds)	Dan Christians, STA (707) 424-6075	<b><u>March 1, 2002</u></b>
Elderly and Disabled Transit (Section 5310 Program)	Kate Miller, MTC (510) 464-7722	<b><u>March 8, 2002</u></b>
Regional Transportation Fund for Clean Air Program	Andrea Gordon (415) 749-4940	<b><u>June 2002</u></b>
Bicycle Transportation Account	Julian Carroll, Caltrans (510) 286-6485	<b><u>June 2002</u></b>



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*FUNDING OPPORTUNITY:*

*Transportation for Livable Communities (TLC): Neighborhood Capital, Planning Grant Program, and Housing Incentives Program (HIP)*

*Capital grants and HIP applications will be made available in January 2002*

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the Transportation for Livable Communities (TLC) program funds is intended to assist jurisdictions plan projects that are eligible for the program. Please obtain the actual program's application material for complete information. STA staff is available to answer questions this funding program and provide feedback on potential project applications.

**Eligible Project Sponsors:** Local jurisdictions, transportation service providers and community organizations in the San Francisco Bay Area.

**Program Description:** The Transportation for Livable Communities (TLC) program has planning and capital grants available for local agencies to develop and plan community-oriented transportation projects.

**Funding Available:** Approximately \$18 million will be available for capital projects (\$9 million for TLC and \$9 million for HIP) for the nine-county Bay Area. At least 11.5% local match is required for capital projects.

**Eligible Projects:** Eligible TLC projects include streetscape improvements and transit-, pedestrian-, and bicycle-oriented developments. Projects that provide pedestrian, bicycle and transit links to these centers will qualify for this program.

**Program Contact Person:** Ashley Nguyen, Metropolitan Transportation Commission (510) 464-7809. [anguyen@mtc.ca.gov](mailto:anguyen@mtc.ca.gov).

**STA Contact Person:** Robert Guerrero, STA Planning Assistant (707) 424-6014. [rguerrero@STA-SNCL.com](mailto:rguerrero@STA-SNCL.com).

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*FUNDING OPPORTUNITY:*

*TDA Article 3 Program*

Applications Due: January 24, 2002

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the TDA Article 3 Program funds is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Solano cities and county agencies.

Program Description: 2% of the total TDA funds available to Solano Cities and county is dedicated specifically to bicycle and pedestrian projects (TDA Article 3).

Funding Available: Approximately \$260,000 will be available for FY 2002. A local match is not required for any TDA programs.

Eligible projects: Bicycle, pedestrian, or TLC related projects are eligible.

Further Details: Funding provided by this program is generally used to assist local agencies with a local match for larger grant sources. Applications are reviewed by the STA Bicycle Advisory Committee and forwarded to the STA Technical Advisory Committee (BAC). The STA Technical Advisory Committee reviews and makes a recommendation to the STA Board based on the BAC's input and recommendation.

STA Program Contact Person: Dan Christians, STA Assistant Executive Director, (707) 424-6006. [dchristians@STA-SNCL.com](mailto:dchristians@STA-SNCL.com).

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*FUNDING OPPORTUNITY:*

*YSAQMD Clean Air Fund Program FY 2001-2002*

Applications Due to STA by February 8, 2002  
and will be due to YSAQMD February 22, 2002

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

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

Eligible Project Sponsors: Cities of Dixon, Rio Vista, Vacaville, and County of Solano.

Program Description: The YSAQMD Clean Air Funds Program provides grants to local agencies to implement various clean air projects.

Funding Available: Approximately \$375,000 will be available for the entire Yolo-Solano region. Solano will receive \$135,000 in discretionary funding for clean air projects.

Eligible projects: Eligible projects include clean fuel infrastructure programs, transit services, alternative transportation programs, and public education/information.

Further Details: Applications will be available in January 2002 and may be obtained from YSAQMD website or by calling Jim Antone at (530) 757-3653.

STA Program Contact Person: Dan Christians, STA Assistant Executive Director, (707) 424-6006. [dchristians@STA-SNCL.com](mailto:dchristians@STA-SNCL.com).

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*FUNDING OPPORTUNITY:*

*Solano Transportation Fund for Clean Air  
Program  
(40% Program Manager Funds)*

Applications Due: March 1, 2002

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the Solano Transportation Fund for Clean Air is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Cities of Benicia, Fairfield, Suisun, and Vallejo, the County of Solano, school districts and colleges in south Solano County are eligible.

Program Description: This program provides grants to local agencies for clean air projects.

Funding Available: Approximately \$340,000 is available for FY 2002-03.

Eligible Equipment: Shuttle/feeder buses, arterial management, bicycle facilities, clean air vehicles and infrastructure, ridesharing, clean air vehicles, and "Smart Growth" projects.

Further Details: Contact the Solano Transportation Authority for application material, program guidelines, and any other additional information about the Solano Transportation Fund for Clean Air.

STA Contact Person: Dan Christians, STA Assistant Executive Director, (707) 424-6006. [dchristians@STA-SNCL.com](mailto:dchristians@STA-SNCL.com).

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*FUNDING OPPORTUNITY:*

*Elderly and Disabled Transit (Section 5310) Program*

Applications Due: March 8, 2002

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the Elderly and Disabled Transit (Section 5310) Program funds is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions this funding program and provide feedback on potential project applications.

**Eligible Project Sponsors:** Private nonprofit corporations and public agencies where no nonprofits are readily available to provide the proposed service or that have been approved by the State of California to coordinate services for elderly persons and persons with disabilities.

**Program Description:** The Elderly and Disabled Transit (Section 5310) Program provides capital grants for the purpose of meeting transportation needs of elderly persons and persons with disabilities where public mass transportation services are otherwise unavailable, insufficient, or inappropriate.

**Funding Available:** Approximately \$9 million in 2002-03. Agencies are required to provide at least 20% local match.

**Eligible Equipment:** Transit Accessible vans and buses, communication equipment, and computer hardware and software.

**Further Details:** Please contact MTC or STA for appropriate forms. Applications and program guidelines can also be obtained at [www.dot.ca.gov/hq/MassTrans/applicat.htm](http://www.dot.ca.gov/hq/MassTrans/applicat.htm)

**Program Contact Person:** Kate Miller, MTC, (510) 464-7722. [KMiller@mtc.ca.gov](mailto:KMiller@mtc.ca.gov).

**STA Contact Person:** Robert Guerrero, STA Planning Assistant (707) 424-6014. [rguerrero@STA-SNCL.com](mailto:rguerrero@STA-SNCL.com).

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*FUNDING OPPORTUNITY:*

*Elderly and Disabled Transit (Section 5310) Program*

Applications Due: March 8, 2002

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the Elderly and Disabled Transit (Section 5310) Program funds is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions this funding program and provide feedback on potential project applications.

**Eligible Project Sponsors:** Private nonprofit corporations and public agencies where no nonprofits are readily available to provide the proposed service or that have been approved by the State of California to coordinate services for elderly persons and persons with disabilities.

**Program Description:** The Elderly and Disabled Transit (Section 5310) Program provides capital grants for the purpose of meeting transportation needs of elderly persons and persons with disabilities where public mass transportation services are otherwise unavailable, insufficient, or inappropriate.

**Funding Available:** Approximately \$9 million in 2002-03. Agencies are required to provide at least 20% local match.

**Eligible Equipment:** Transit Accessible vans and buses, communication equipment, and computer hardware and software.

**Further Details:** Please contact MTC or STA for appropriate forms. Applications and program guidelines can also be obtained at [www.dot.ca.gov/hq/MassTrans/applicat.htm](http://www.dot.ca.gov/hq/MassTrans/applicat.htm)

**Program Contact Person:** Kate Miller, MTC, (510) 464-7722. [Kmillier@mtc.ca.gov](mailto:Kmillier@mtc.ca.gov).

**STA Contact Person:** Robert Guerrero, STA Planning Assistant (707) 424-6014. [rguerrero@STA-SNCL.com](mailto:rguerrero@STA-SNCL.com).

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*FUNDING OPPORTUNITY:*

*Regional Transportation Fund for Clean Air Program*

Applications Due: June 2002

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

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

Eligible Project Sponsors: Cities of Benicia, Fairfield, Suisun City, and Vallejo, the County of Solano, and school districts and universities in the Bay Area region.

Program Description: This is a regional air quality program to provide grants to local and regional agencies for clean air projects.

Funding Available: Last year approximately \$10 million was available to the Bay Area. Specific funding amount available for FY 2002-03 will be provided in as more information becomes available.

Eligible Projects: Shuttle/feeder buses, arterial management, bicycle facilities, clean air vehicles and infrastructure, ridesharing, clean air vehicles, and "Smart Growth" projects.

Further Details: Guidelines for FY 2002-03 Regional TFCA program is currently being revised. More information will be provided as they become available.

Program Contact Person: Andrea Gordon, BAAQMD, (415) 749-4940

STA Contact Person: Robert Guerrero, STA Planning Assistant (707) 424-6014. [rguerrero@STA-SNCL.com](mailto:rguerrero@STA-SNCL.com).

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