



Solano Transportation Authority

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Suisun City, California 94585

Area Code 707  
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Members:

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

**MEETING NOTICE**

**March 14, 2001**

**STA Board Meeting  
Suisun City Hall Council Chambers  
701 Civic Center Drive  
Suisun City, CA**

**STA Board Meeting 6:00 p.m.**

**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 Coglianesse, Chair  
*City of Rio Vista*
- John Silva, Vice Chair  
*County of Solano*
- Pierre Bidou  
*City of Benicia*
- Mary Ann Courville  
*City of Dixon*
- Steve Lessler  
*City of Fairfield*
- Jim Spering  
*City of Suisun City*
- Rischa Slade  
*City of Vacaville*
- Dan Donahue  
*City of Vallejo*

**STA Alternates:**

- Matt Bidou
- Barbara Kondylis
- Steve Gizzi
- Gil Vega
- George Pettygrove
- Michael Segala
- David Fleming
- Pete Rey

**ITEM**

- I. CALL TO ORDER – CONFIRM QUORUM**
- II. APPROVAL OF AGENDA (6:00 – 6:05 p.m.)**

**BOARD/STAFF PERSON**

Chair Coglianesse

**III. OPPORTUNITY FOR PUBLIC COMMENT**

(6:05- 6:10 p.m.)

**IV. INTRODUCTION AND SWEARING-IN OF NEW  
STA BOARD ALTERNATES-Gil Vega (6:10-6:15 p.m.)**

Stacy Medley

**V. EXECUTIVE DIRECTOR'S REPORT (6:15-6:20 p.m.) – Pg 1**

Daryl K. Halls

**VI. COMMENTS/UPDATE FROM STAFF,  
CALTRANS AND MTC (6:20-6:25 p.m.)**

**VII. CONSENT CALENDAR**

*Recommendation: Approve the following consent items in one motion (Note: Items under consent calendar may be removed for separate discussion)*

(6:25-6:30 p.m.) – Pg 13

**A. Approve STA Board Minutes of February 14,  
2001 – Pg 15**

Stacy Medley

**B. Approve Draft STA TAC Minutes for  
February 28, 2001 – Pg 23**

Kim Cassidy

**C. Abandoned Vehicle Account – Quarterly Report  
*Informational* – Pg 31**

Janice Sells

**D. SCI 2001 Events Calender  
*Informational* - Pg 33**

Elizabeth Richards

**E. 2001-02 YSAQMD Clean Air Fund Screening  
Committee Recommendations  
*Informational* - Pg 37**

Dan Christians

**F. Amendment to the Capitol Corridor Joint Exercise  
of Powers Agreement**

Dan Christians

*Recommendation: Authorize the Chair to sign the attached amendment to the Capitol Corridor Joint Exercise of Powers Agreement - Pg 39*

**G. Jepson Parkway – STIP Extension Request**

John Harris

*Recommendation: Approve the submission of a 20-month extension request on all unallocated STIP funds programmed for the Jepson Parkway project - Pg 43*

**H. Contract Amendment to Alta Transportation  
Consulting Agreement**

Dan Christians

*Recommendation: Authorize the Executive Director to execute an amendment for \$12,500 to the previous Bike Implementation Agreement with Alta Transportation*

*Consultants to provide additional services and products for the STA Alternative Modes Subcommittee - Pg 45*

- I. Resolution of Support for TLC Applications** Dan Christians  
*Recommendation: Authorize the Chair to sign letters of support for the STA's application for 2001 TLC Capital funds for the Jepson Parkway Bike Route Project and for the City of Rio Vista's TLC Capital Waterfront Project and other TLC projects submitted by STA member jurisdictions - Pg 49*
- J. Letter of Support for High Speed Rail Investment Act of 2001** Dan Christians  
*Recommendation: Authorize the Chair to submit a letter to Congressional leaders supporting the High Speed Rail Investment Act of 2001 – Pg 51*
- K. Approve STA's Amended Personnel, Policies and Procedures** Stacy Medley  
*Recommendation: Review and approve the amended STA Personnel Policies and Procedures manual – Pg 55*
- L. Transfer Federal Funding for Lobbyist Services from Project Development to Operations Budget** Stacy Medley  
*Recommendation: Approve transferring \$12,000 from project development to the STA's general operations program – Pg 97*
- M. Disadvantage Business Enterprise (DBE) Program** Janice Sells  
*Recommendation: 1) Adopt the STA Disadvantaged Business Enterprise Program as established according to regulations of the U.S. Department of Transportation 2). Designate Janice Sells as the STA's DBE Liaison Officer Pg 99*
- N. Funding Application for Countywide Trails Plan** Dan Christians  
*Recommendation: Approve Resolution authorizing an application for Bay Trail, Ridge Trail and Coastal Conservancy Funds to prepare a Countywide Trails Plan in conjunction with Solano County – Pg 103*

## **VIII. FINANCIAL ITEMS**

- A. Highway 37 Project Cost – Adjustment** Daryl Halls  
*Recommendation: Approve an allocation of \$2 million from Solano County's 2000 STIP reserve to cover one half of the cost increase of the Route 37 widening project (Phase 2), conditional on Caltrans sponsorship of a 2002 ITIP request*

for the I-80/I-680 interchange project (6:30-6:35 p.m.) – Pg 105

- B. Rio Vista to City of Fairfield STP Fund Transfer** John Harris  
*Recommendation: Authorize the transfer of \$190,000 in federal STP funds from the City of Rio Vista to the City of Fairfield (6:35-6:40 p.m.) - Pg 109*
- C. 5 Year Bicycle Plan and 2001-02 TDA Article 3 Claims** Dan Christians  
*Recommendation: Adopt the attached resolution approving the 2001-06 5-Year Bicycle/Pedestrian Plan and 2001-02 TDA Article 3 Claims (6:40-6:45 p.m.) - Pg 111*
- D. HOV Demand Analysis for Comprehensive Transportation Plan** Dan Christians  
*Recommendation: Approve a \$15,000 contract amendment with Fehr and Peers Associates to prepare a High Occupancy Vehicle Demand Analysis for the Solano Comprehensive Transportation Plan (6:45-6:50 p.m.) – Pg 121*
- E. Project Development Fund Request by Suisun City for Suisun City Rail Station Park and Ride** Dan Christians  
*Recommendation: Approve Project Development funds to cover half the cost (not to exceed \$4,000) to prepare an environmental assessment of the “south site” parking lot expansion project located in Suisun City adjacent to the Capitol Corridor Rail Station (6:50-6:55 p.m.) – Pg 127*

**IX. NON-FINANCIAL ITEMS**

- A. Rail Station Implementation Criteria** Daryl Halls  
*Recommendation: Approve the attached “Proposed Rail Station Implementation Criteria” (6:55-7:00 p.m.) - Pg 129*
- B. 2001 Countywide Bicycle Plan** Dan Christians  
*Recommendation: Approve the Countywide Bicycle Plan dated March 2001, and incorporate the recommendations into the Solano Comprehensive Transportation Plan (7:00-7:10 p.m.) – Pg 137*
- C. Inter-City Transit Funding Priorities** Daryl Halls  
*Recommendation: 1.) Approve the list of recommendations to address seven short-term transit funding priorities. 2.) Authorize the Executive Director to forward letters of appreciation to the various member agencies that participated in the development, operations and funding of these transit proposals. 3.) Authorize staff to work with the*

*participating agencies to develop funding commitments and agreements for Routes 30, 40 and 780 Corridor Service (7:10-7:15 p.m.) – Pg 139*

**X. INFORMATION ITEMS**

- A. Revised Schedules for I-80/680 Interchange and I-80/680/780 Corridor Study** Daryl Halls  
*Informational (7:15-7:20 p.m.) - Pg 145*
- B. Regional Transportation Plan** Dan Christians  
*Informational (7:20-7:25 p.m.) - Pg 149*
- C. Solano Comprehensive Transportation Plan** Dan Christians  
*Informational (7:25-7:30 p.m.) - Pg 151*  
  
(No Discussion Necessary)
- D. Welfare to Work Update** Elizabeth Richards  
*Informational – Pg 153*
- E. State Transit Assistance Funds** John Harris  
*Informational - Pg 173*
- F. Highway Projects Status Report** John Harris  
*Informational - Pg 175*

**XI. FUNDING OPPORTUNITIES - (For Information Only)** Robert Guerrero  
– Pg 177

**XII. ADJOURNMENT** – Next Meeting: April 11, 2001 at 6:00 p.m., at Suisun City Hall.



DATE: March 6, 2001  
TO: STA Board  
FROM: Daryl K. Halls  
RE: Executive Director's Report – March 2001

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

**\* STA Board Retreat**

Staff met last week with the Executive Committee (Marci Coglianesi, Dan Donahue and Jim Spring) to finalize preparations for the STA Board retreat on March 16, 9:30 am to 3 p.m. at Hiddenbrooke in Vallejo. The focus of the day will be developing board consensus, policies and a collective vision to guide the STA's development of the Comprehensive Transportation Plan and funding for the transportation system. An agenda for the retreat will be distributed later this week.

**\* Approval of Countywide Bicycle Plan**

The Countywide Bicycle Plan is the first draft plan that has been completed in preparation for the Comprehensive Transportation Plan. Alta Transportation Consultants prepared the plan in consultation with STA's Bicycle Advisory Committee and the TAC. The STA's Dan Christians and Robert Guerrero, and members of the BAC should be commended for their extra efforts in preparing this plan.

**\* Rail Station Phasing Criteria**

Wilbur Smith has developed a draft rail station criterion for Board consideration. This is envisioned to initiate a three-step process for STA's update of the Countywide Rail Facilities plan. Recognizing the keen interest exhibited by the STA's member agencies, STA staff is recommending the STA Board first adopt the rail station criteria to be followed by the consultant's analysis of the three proposed sites (Benicia, Dixon and Fairfield/Vacaville). This will be followed by the development of the Rail Plan. Staff will provide an overview of the process at the meeting.

**\* Caltrans Request for Funds to Cover Highway 37 Project Cost Increase**

Attached to agenda item VIII.A is a letter from Caltrans requesting the STA share in the \$4 million project cost increase for Highway 37. Caltrans is requesting the STA provide \$2 million

(1/2 of the project cost increase) from Solano County's 2000 STIP reserve. At a meeting with Harry Yahata on February 22 to discuss Caltrans support for the STA to develop a revised PSR for I-80/680, staff discussed the potential for a Caltrans District IV submittal of a 2002 ITIP request for I-80/680 in conjunction with a request for ITIP funding for the remaining funds \$2 million needed to cover the Highway 37 project cost increase. My staff recommendation to the Board is consistent with this suggestion.

\* **STA Fosters Increased Partnership with Napa County and North Bay**

Elizabeth Richards and I traveled to Napa County to provide a presentation to the NCTPA Board pursuant to their consideration of a scope of work for this year. As part of their approval, the NCTPA requested the STA consider developing a joint identity for the SCI program to reflect Napa County's involvement. Elizabeth will provide a copy of the scope of work at your next meeting.

Jim Sperring and I are scheduled to meet with MTC Commissioners from Marin, Napa and Sonoma counties this week to discuss several topics of mutual interest and/or concern. The issues include: 1) MTC's preparation of the next RTP, 2) the potential for return of STA funds to the North Bay previously diverted by MTC to fund the new Express Bus program, and 3) MTC's consideration of the New Rail Starts Program.

STA (John Harris) and NCTPA staff are currently working with Caltrans to initiate the Highway 12 (Jameson Canyon) project. There are also discussions regarding several other inter-county issues affecting both counties that include the following: modeling and traffic data needed for both I-80/680 and Jameson Canyon, NCTPA's continuing interest in initiating a rail study along SR 29 to Vallejo, and future transit coordination between the two counties. Based on this mutual interest covering a range of projects, Mike Zdon, NCTPA's Executive Director, and I are beginning to discuss development of a joint STA/NCTPA Committee (similar to the successful CCTA/STA partnership) to provide a forum for policy and technical discussions between the two counties.

\* **STA Travels to Washington, D.C.**

I will be traveling with STA Board Members Marci Coglianese, Dan Donahue and Rischa Slade to Washington, D.C., from March 9-14 to advocate for funding for the STA's three priority projects. Board Members Steve Lessler, Board Alternate George Pettygrove and two members of the Fairfield City Council will also be in the Capitol the same week and will join with us to support the same projects. In addition, Board Member John Silva was in Washington, D.C. this past week as part of a Solano County trip and was provided with project descriptions for all three projects. Our trip will coincide with MTC's annual legislative trip, and conferences for the National League of Cities and the American Public Transit Association. This trip initiates the STA's three-year effort to obtain Federal Re-authorization funds for I-80/680, the Baylink Ferry Service, and Jepson Parkway. We are scheduled to return to Solano County the day of the Board meeting and will provide the Board with a verbal update.

\* **Vanpool Week Wraps Up**

STA/SCI Program staff completed a very successful Vanpool Week promotion last week. The highlight was a race between a single occupant automobile (driven by SCI's Karin Hiolle) and a vanpool! The race initiated at the Curtola Park and Ride in Vallejo and finished in San Francisco with the vanpool besting the single occupant automobile by 30 minutes.

\* **Newspaper Clips Moved**

As mentioned last month, the newspaper clips on transportation will be provided to each Board Member as a supplemental to the agenda packet.

*Attached for your information are a status of priority projects, a new STA meetings calendar, STA's list of transportation acronyms, and key correspondence*

**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	*	*	*	-Projects initiated with construction to be completed by 2003. Carquinez Bridge Groundbreaking in March 2000. Schedule completion to conclude in late 2003.
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 requested.
Comprehensive Transportation Plan	\$115,000	\$56,181	*	-Plan underway. Public input meetings completed. Bicycle Plan Draft Completed. Rail station criteria prepared. CTP policies to be discussed at Board retreat.
Enhanced Transit Service on I-80, I-680, and I-780	*	*	*	-Short term issues identified. Transit Plan initiated. Express bus proposals under development.
Highway 12 (Jameson Canyon) EIS/EIR	*	*	*	-\$7 million in TCRP funds. Caltrans developing project schedule and application for TCRP funding for environmental. STA, NCTPA and Caltrans to develop PDT meetings.
Highway 12 Major Investment Study	\$100,000	\$15,866	*	-Study underway. Existing conditions report done. Screening criteria approved by Subcommittee and short range cost estimates prepared.
Highway 12 SHOPP project	*	*	*	.Project approved for 2002 SHOPP and Design-sequencing Program. Project initiated.
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 reviewing Caltrans request for \$2 million to cover \$4 million project cost increase.
Highway 113 SHOPP	*	*	*	Scope of work under refinement.
I-80/505 Weave Correction PSR	*	*	*	Project study report initiated by Caltrans. Completion targeted by August 2001. Candidate for 2002 SHOPP funds.
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 ITTP funds.
I-80/680/780 Corridor Study	\$1,000,000	*	*	Board approved subcommittee to monitor study. Study to commence after completion of the I-80/680 PSR.
Jepson Parkway Project	\$491,000	\$59,237	*	- NEPA 404 underway. Purpose and need completed. Draft alternatives and screening criteria under review by resource agencies.
Project Monitoring (local projects)	\$20,000	\$6,626	*	-Ongoing
Red Top Slide SHOPP Project	*	*	*	-Monitoring mitigation efforts by Caltrans. Congressional summit held 12/17; draft PSR released. Approved for SHOPP funds by CTC on 5/10/00. STA subcommittee formed to review emergency plan. Next Red Top meeting scheduled for 10/5/00. Approved design sequence pilot project
Solano Bike Project	*	*	*	-Under construction with completion scheduled for August 2001.
Solano Commuter Information Work Program	*	*	*	-Program adopted and implementation underway. Vanpool week completed. Meeting with Rio Vista held. NCTPA approved scope of work for Napa County.
Solano Works Transit Plan	*	*	*	-Plan being developed. Meeting with five focus groups completed. Target completion date of summer 2001.
STA Marketing Program	\$55,000	\$7,525	*	STA brochure completed. Project descriptions for Wash. D.C. trip completed. Completion of Website loading underway.
Vallejo Baylink Ferry Support and Operational Funds	*	*	*	-Pursuing Federal and State funds for Intermodal Center.
TOTAL	\$2,031,000	\$145,435	\$0	

\* No funds allotted at this time

\$2,176,435

# STA MEETING SCHEDULE

## (March / April / May 2001)

<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
March 16	9:30 – 3:00 p.m.	STA Board Retreat	Hiddenbrooke, Vallejo
March 20	10:00 a.m.	Arterials, Highways & Freeways Sub-Committee	Suisun City Hall
March 28	10:00 a.m.	SolanoLinks Consortium	STA Conference Room
March 28	1:30 p.m.	STA Technical Advisory Committee	So. Co. Trans. Dept. Conf. Room
March 28	7:00 p.m.	Highway 12 MIS Public Meeting #1	Rio Vista City Hall
April 11	6:00 p.m.	STA Board Meeting	Suisun City Hall
April 18	3:30 p.m.	Alternative Modes Subcommittee	Suisun City Hall
April 19	8:30 a.m.	CCTA/STA Joint Meeting	Benicia Library
April 25	10:00 a.m.	SolanoLinks Consortium	STA Conference Room
April 25	1:30 p.m.	STA Technical Advisory Committee	So. Co Trans. Dept. Conf. Room
April 25	7:00 p.m.	Highway 12 MIS Public Meeting #2	Suisun City Hall
May 2	9:00 a.m.	Transit Subcommittee	Suisun City Hall
May 4	1:30 p.m.	Highway 12 MIS Committee	So. Co. Trans. Dept. Conf. Room
May 9	6:00 p.m.	STA Board Meeting	Suisun City Hall
May 30	10:00 a.m.	SolanoLinks Consortium	STA Conference Room
May 30	1:30 p.m.	STA Technical Advisory Committee	So. Co. Trans. Dept. Conf. Room

**Solano Transportation Authority**  
**Acronyms List**  
*Updated 3/6/01*

ABAG	Association of Bay Area Governments	LOS	Level of Service
ADA	Americans with Disabilities Act	LTF	Local Transportation Funds
APDE	Advanced Project Development/Element (STIP)	MIS	Major Investment Study
AQMP	Air Quality Management Plan	MOU	Memorandum of Understanding
BAAQMD	Bay Area Air Quality Management District	MPO	Metropolitan Planning Organization
BCDC	Bay Conservation and Development Commission	MTC	Metropolitan Transportation Commission
CALTRANS	California Department of Transportation	MTS	Metropolitan Transportation System
CEQA	California Environmental Quality Act	NEPA	National Environmental Policy
CARB	California Air Resource Board	NCTPA	Napa County Transportation Planning Agency
CCTA	Contra Costa Transportation Authority	NHS	National Highway System
CHP	California Highway Patrol	OTS	Office of Traffic Safety
CIP	Capital Improvement Program	PCC	Paratransit Coordinating Council
CMA	Congestion Management Agency	PMS	Pavement Management System
CMAQ	Congestion Mitigation and Air Quality	POP	Program of Projects
CMP	Congestion Management Program	PSR	Project Study Report
CNG	Compressed Natural Gas	RABA	Revenue Alignment Budget Authority
CTC	California Transportation Commission	RFP	Request for Proposal
DBE	Disadvantage Business Enterprise	RFQ	Request for Qualification
DOT	Federal Department of Transportation	RTIP	Regional Transportation Improvement Program
EIR	Environmental Impact Report	RTP	Regional Transportation Plan
EIS	Environmental Impact Statement	RTPA	Regional Transportation Planning Agency
EPA	Federal Environmental Protection Agency	SACOG	Sacramento Area Council of Governments
FHWA	Federal Highway Administration	SCI	Solano Commuter Information
FTA	Federal Transit Administration	SCTA	Sonoma County Transportation Authority
GARVEE	Grant Anticipation Revenue Vehicles	SHOPP	State Highway Operational Protection Program
GIS	Geographic Information System	SOV	Single Occupant Vehicle
HOV Lane	High Occupancy Vehicle Lane	SRITP	Short Range Intercity Transit Plan
ISTEA	Intermodal Surface Transportation Efficiency Act	SRTTP	Short Range Transit Plan
ITIP	Interregional Transportation Improvement Program	STA	Solano Transportation Authority
JPA	Joint Powers Agreement	STAF	State Transit Assistance Fund
LEV	Low Emission Vehicle	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  
TIP Transportation Improvement Program  
TLC Transportation for Livable  
Communities  
TOS Traffic Operation System  
  
YSAQMD Yolo/Solano Air Quality Management  
District  
  
ZEV Zero Emission Vehicle



SHAW/YODER, inc.  
LEGISLATIVE ADVOCACY

March 7, 2001

To: Board Members, Solano Transportation Authority (STA)  
Daryl Halls, Executive Director

From: Shaw / Yoder, Inc.

Re: Status Report

**General Outlook Deteriorates Further**

We reported in our last memo to your Board that the general mood in the Capitol with respect to the prospects for the State's 2001-02 budget is increasingly pessimistic due to the energy crisis. If anything, this situation becomes more acute every day. For example, since our last report to you, the State's general fund has been drained of at least another \$1 billion.

**Public Transportation Account (PTA) Surplus?**

On the positive side, the Legislative Analyst's Office (LAO), in their annual report to the Legislature, has predicted a \$264 million surplus in 2001-02 in terms of uncommitted PTA revenues. The LAO notes that this \$264 million could be used by the Legislature to fund its public transit priorities. More specifically, the LAO observes that the Legislature could either direct the California Transportation Commission (CTC) to program a specified amount of the remaining uncommitted PTA fund in the STIP for new local and regional transit capital improvements or simply earmark the money. This development may provide an opportunity to secure additional revenues for STA priority projects.

**Capitol Corridors on a Roll**

Also on the positive side, the LAO in the same report also comments on the Governor's specific proposals to expand intercity rail service on several different lines. The LAO notes that virtually all of the growth in ridership on intercity rail service in 1999-00 occurred on the Capitol Corridors line, and that the farebox recovery ratio on the Capitol Corridors line actually improved. Lastly, the LAO comments that expanded service on the Capitol Corridors line between Sacramento and Oakland appears justified.

TEL: 916.446.4656

FAX: 916.446.4318

1414 K STREET, SUITE 320

SACRAMENTO, CA 95814

Memo to STA Board  
Page 2 of 2  
March 7, 2001

On the other hand, the LAO comments that expansion between Sacramento and Oakland and Oakland and San Jose is premature and that the \$1.8 million proposed for expansion of service on these segments be deleted. While this may seem like bad news on the surface for the line in general, we believe this critique may provide the basis for an argument to have the \$1.8 million redirected to some other aspect of the line. For example, it may be possible to have the \$1.8 million redirected as seed money for the construction of Capitol Corridors stations in the STA service area.

**Largest Transit Operators Utilize Vast Majority of State Transit Assistance Funds**

The LAO also discusses that 95% of all STA funds are utilized by only 51 transit agencies. However, the LAO notes that these 51 transit agencies carried 93% of the state's total transit ridership.

**\$12 Billion for Amtrak Expansions?**

Yesterday, Amtrak officials and California legislators announced the reintroduction of federal legislation that would provide \$12 billion for the expansion of intercity service, such as on the Capitol Corridors line, which is reportedly the fastest growing rail route in the nation. Portions of the \$12 billion would be used to fund hourly service on the Capitols and lower the travel time between Sacramento and San Jose from 3 hours to 2 hours and 20 minutes.



- Request meetings with regional congressional delegation members and staff regarding all projects.
- Coordinate with STA staff on materials for the D.C. advocacy trip.
- Ongoing communications with STA staff regarding appropriations process, TEA-21 Reauthorization process, the D.C. advocacy trip, and other matters.

## **2. Action Items for March 2001.**

The need to move quickly on FY 2002 appropriations opportunities requires focus this month on appropriations requests with work on the long-term authorization efforts occupying lower priority status.

The Ferguson Group is scheduling D.C. meetings during the week of March 12<sup>th</sup>, with primary focus on the appropriations requests and introducing congressional offices to the new coalition and our TEA-21 Reauthorization projects. Efforts during the remainder of the month are likely to focus on the following:

- Responding to inquiries from congressional offices regarding appropriations requests.
- Tracking appropriations requests.
- Following up on March D.C. meetings with congressional offices.
- Further developing communications within the coalition and further defining the short, medium, and long term strategy for the coalition.

Please feel free to contact me directly at (916) 443-8500 if you have any questions or need additional information. Thank you.

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DATE: March 5, 2001  
TO: STA Board  
FROM: Stacy Medley, 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 of February 14, 2001
- B. Approve Draft STA TAC Minutes for February 28, 2001
- C. Abandoned Vehicle Account – Quarterly Report
- D. SCI 2001 Events Calendar
- E. 2001-02 YSAQMD Clean Air Fund Screening Committee Recommendations
- F. Amendment to the Capitol Corridor Joint Exercise of Powers Agreement
- G. Jepson Parkway – STIP Extension Request
- H. Contract Amendment to Alta Transportation Consulting Agreement
- I. Resolution of Support for TLC Applications
- J. Letter of Support for High Speed Rail Investment Act of 2001
- K. Approve STA's Amended Personnel, Policies and Procedures
- L. Transfer Federal Funding for Lobbyist Services from Project Development to Operations Budget
- M. Disadvantage Business Enterprise Program
- N. Funding Applications for Countywide Trails Plan



**SOLANO TRANSPORTATION AUTHORITY**  
**Minutes of Meeting of**  
**February 14, 2001**

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

Chair Donahue called the regular meeting to order at 6:06 p.m. A quorum was confirmed.

Stacy Medley, Clerk of the Board, took roll call and a quorum was confirmed.

**MEMBERS**

<b>PRESENT:</b>	Marci Coglianesse, Chair	City of Rio Vista
	Pierre Bidou	City of Benicia
	MaryAnn Courville	City of Dixon
	Steve Lessler	City of Fairfield
	Jim Spering	City of Suisun City
	Rischa Slade	City of Vacaville
	Dan Donahue	City of Vallejo
	Barbara Kondylis (Alternate)	County of Solano

**MEMBERS**

<b>ABSENT:</b>	John Silva, Vice Chair	County of Solano
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**STAFF**

<b>PRESENT:</b>	Dan Christians	Deputy Director for Planning
	Robert Guerrero	Planning Assistant
	Daryl K. Halls	Executive Director
	John Harris	Deputy Director for Projects
	Stacy Medley	Clerk of the Board
	Elizabeth Richards	STA-SCI Program Director
	Melinda Stewart	Assistant Legal Council
	Jennifer Tongson	Projects Intern

**ALSO**

<b>PRESENT:</b>	Lenka Culik-Caro	Caltrans
	Jason DeGrasse	CH2M Hill
	Dale Dennis	PDM
	Mike Duncan	City of Suisun City
	Mikos Fabersonne	Dixon Resident / Representative of Yolobus Riders Association
	John Gray	County of Solano
	Ron Hurlbut	City of Fairfield

Bernice Kaylin  
Hans Korve  
Mike Miller  
Pam Muick  
Alan Nadritch  
Julie Pappa  
Paul Wiese

League of Women Voters (Solano Co.)  
Korve Engineering  
The Ferguson Group  
SCFOSF  
City of Benicia  
City of Suisun City  
County of Solano

## **II. APPROVAL OF AGENDA**

Daryl Halls stated that staff would like to pull items VIII.D, G, H, and I to clarify some addendums, which were faxed out to the Board previous to the meeting. He also stated that he would go over each of the changes prior to each item.

On a motion by Member Slade, and a second by Member Courville, the STA Board unanimously approved the agenda, with the changes requested by Daryl Halls.

## **III. OPPORTUNITY FOR PUBLIC COMMENTS**

Bernice Kaylin thanked Daryl Halls and Janice Sells for their excellent presentation provided to the League of Women Voters Association.

*Jim Spering came in at 6:10 p.m.*

## **IV. INTRODUCTION AND SWEARING-IN OF NEW STA BOARD ALTERNATES**

Item was postponed until next meeting.

## **V. EXECUTIVE DIRECTORS REPORT**

Daryl Halls provided an update on the following items:

- STA Board Retreat
- Caltrans District IV Loses Two Key Management Staff
- Countywide Traffic Model Under Review by Caltrans and MTC
- I-80/680 Study Underway
- Transit Working Groups Hold Final Meetings
- STA/SCI Rideshare Presentation for Napa County
- State and Federal Advocacy Updates

## **VI. PROCLAMATION FOR RETIRING SOLANO COUNTY DIRECTOR OF TRANSPORTATION, JOHN GRAY**

A proclamation was presented to John Gray, Solano County Public Works Director by Chair Coglianese.

## **VII. COMMENTS FROM STAFF, CALTRANS, AND MTC**

Mike Miller, The Ferguson Group, provided a presentation regarding the federal lobbying services they will provide to the STA.

Member Spering stated how critical it is to coordinate with MTC regarding this issue.

## VIII. CONSENT AGENDA

Items D, G, H, and I were pulled so Daryl Halls could provide additional information regarding the addendum information to these items. The remaining items were approved.

On a motion by Member Lessler, with a second by Member Bidou, the consent agenda, with the exception of the items listed above, was approved.

Daryl Halls briefed the STA Board on the four items and the changes that had taken place.

On a motion by Member Bidou, and a second by Member Spering, the STA Board unanimously approved items VIII.D, G, H and I after the briefing made by Daryl Halls.

- A. **Minutes of Meeting of January 10, 2001**  
Recommendation: Approve minutes of the STA Board meeting of January 10, 2001
- B. **Draft Minutes of January 31, 2001 STA TAC meeting**  
Recommendation: Review draft minutes of the January 31, 2001 STA TAC meeting
- C. **Extend Terms for Existing Paratransit Coordinating Council Members and Appoint New Member**  
Recommendation: Approve the re-appointments and proposed appointment of Richard Broadus to the Solano Paratransit Coordinating Council
- D. **PCC Letters of Documentation on FTA Section 5310 Applications for USARC/PACE and Ride with Pride**  
Recommendation: Authorize the PCC to send Letters of Documentation and Support on FTA Section 5310 Applications for USARC/PACE and Ride with Pride
- E. **Co-Sponsorship of YSAQMD Green Award**  
Recommendation: Support the YSAQMD by being a participating Agency in developing and implementing a Green Award program for Solano businesses
- F. **Time Extension for TCI Funded Park and Ride Lot near Suisun City Amtrak Station**  
Recommendation: Approve authorizing the STA to forward a request to the CTC to approve a time extension for the TCI – funded park and ride lot project near the Suisun City Amtrak Capitol Corridor Station
- G. **STA Second Quarter Budget Report**  
Recommendation: Receive and file the second quarter STA Quarterly Report
- H. **Resolution of Support for STA Credit Card**  
Recommendation: 1.) Approve resolution establishing a credit card account with Bank of America, 2.) Authorize Executive Director to open a credit card account for use by Executive Director and Office Manager, and 3.) Direct staff to return to the Board no later than March 2001 with credit card policies and procedures as part of the STA's update of its policies and procedures
- I. **Future STA Office Lease**  
Recommendation: Authorize the Executive Director to negotiate entrance into a five-year office lease for a 5,000 square feet office located at One Harbor Center, Suisun City
- J. **2001 –02 Budget Development**  
Recommendation: Approve schedule for development and completion of STA's 2001/02 budget

## IX. ACTION ITEMS: FINANCIAL

### A. YSAQMD Funding Phase Out Plan for Route 30 and 40

John Harris presented this item. He stated that Routes 30 and 40 have been funded by the YSAQMD for the past decade. As part of renewing the current contract, the STA agreed to develop a phase out plan for funding for both routes. Staff is working with member agencies to identify other funding to continue these routes during the phase out period.

Micos Fabersonne, Dixon resident, stepped forward to speak on this item. He stated he is concerned by the phase out of funding, what will happen and about the recognition for the need for Route 30. He also stated that Item X.B (Preliminary Unmet Transit Needs Responses for FY 2001-02) was a disappointment for him because of Vacaville being concerned about its route to and from Sacramento. He stated his concern about stepping forward at the unmet needs hearing, expressing his opinion about the lack of transit to and from Davis and MTC staff either did not take his issue seriously or it was overlooked. He stated the STA needs to work more closely with local transportation agencies and with Yolo County on transportation issues.

Daryl Halls explained the phase out of the YSAQMD funding for these routes and the unmet needs process.

Member Spring stated that STA staff has been creative in identifying funding for these routes and Solano County and others have stepped forward to provide funding. He also requested staff inform MTC of the transit comments from Mr. Fabersonne.

Recommendation: Approve the recommended phase-out plans of YSAQMD funding for the Route 30 and the Route 40.

On a motion by Member Slade, and a second by Member Lessler, the STA Board unanimously approved the staff's recommendation.

## **B. Annual STA Board Retreat**

Daryl Halls presented this item. He noted that staff is trying to set a date for the retreat.

Chair Coglianese commented the retreat should take place immediately following the lobbying trip if possible.

The STA Board discussed the appropriate date for this retreat and decided on the original date of March 16.

Recommendation: Approve setting date, time and location for special STA Board retreat for Friday, March 16 at 9:30 a.m. at Hiddenbrooke in Vallejo, and 2.) Designate Executive Committee to work with staff to develop meeting agenda and specifics for Board consideration on March 14, and 3.) Approve a budget of \$1500 towards the cost of the retreat.

On a motion by Member Donahue, and a second by Member Lessler, the STA Board unanimously approved the staff's recommendation.

## **X. ACTION ITEMS: NON FINANCIAL**

### **A. I-80/680 Interchange and I-80/680/780 Corridor Study State Report**

Daryl Halls presented the item. He stated that a series of presentations would be taking place over the next few months regarding this study. Dale Dennis with PDMG gave a brief presentation on this topic.

Daryl stated that staff is currently working to set the project up for 2002 ITIP funding. Caltrans will be challenged to maintain the study schedule during the next couple of months.

Recommendation: 1.) Approve STA TAC participants for seven segments of corridor study, 2.) Designate Arterials, Highways and Freeways Subcommittee to serve as Subcommittee for I-80/680/780 corridor study, and 3.) Approve initial schedule for I-80/680 Interchange and I-80/680/780 corridor study.

On a motion by Member Lessler, and a second by Member Bidou, the STA Board unanimously approved the staff's recommendation.

## **B. Preliminary Unmet Transit Needs Response for 2001-02**

John Harris presented the item. He stated this is the first of a two-step process. A hearing has been held and preliminary unmet transit needs list has also been created. Staff has been asked by MTC to respond to the preliminary unmet needs for Solano County issues. Staff has collected the preliminary responses for these issues, provided by affected local agencies, and will forward them back to MTC for review and approval.

Recommendation: Approve staff responses to MTC's preliminary 23 unmet transit needs.

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

## **C. Countywide Trails Plan**

Dan Christians presented the item. He stated this proposal came about as part of last year's Open Space forum. This item has been discussed with several committees, including STA TAC, Bicycle Advisory Committee and Alternative Modes Subcommittee, and they all support the development of this plan.

Pam Muick, Executive Director for the Solano Farmlands and Open Space Foundation, spoke in support of the STA developing this plan and she indicated the foundation's interest in participating.

Member Spering noted that it is important to find a funding source to help pursue this project. He asked Ms. Muick if the Foundation and Open Space Advocates would support working with the STA on development of a Countywide Expenditure Plan for transportation. Pam stated that their staff has no thought of becoming competitive with STA, and that they would rather collaborate with the STA on the development of this plan, their Countywide Open Space Plan and the pursuit of future funding.

Member Slade expressed the importance for the STA and the Solano Farmlands and Open Space Foundation to work together in the development of their respective Countywide Planning efforts.

Chair Coglianese stated she reviewed the RFP for the Open Space plan and feels staff can work together to develop both efforts.

Recommendation: Approve application for funding and authorize preparation from both agencies of the Countywide Trails Plan in conjunction with the Solano County Department of Environmental Management.

On a motion by Member Lessler and a second by Member Bidou, the STA Board unanimously approved the recommendation.

## **XI. INFORMATION ITEMS: (DISCUSSION NECESSARY)**

### **A. Vanpool Week Promotion**

Elizabeth Richards presented information on this item. She updated the Board on Vanpool Week, which will take place in the next month. She noted staff has updated the SCI page of the STA website, which should help employers seek information needed and is working with RIDES to allow vans to use HOV lanes during this week to help promote vanpool. A press release will be distributed regarding Vanpool week.

### **B. Regional Transportation Plan (RTP) Schedule**

Dan Christians presented information on this item. MTC has started the update on the RTP. They will be asking for applications within the next three months on projects to be evaluated as part of the development of this plan.

Member Spering stated that the RTP would be fiscally strained. Staff noted MTC will be holding a public meeting on February 27 as part of the kickoff of this plan

### **C. Solano Comprehensive Transportation Plan**

Dan Christians presented information on this item. He noted each subcommittee will meet in March and April to develop the next phase of this plan. Policy proposals will be discussed at the Board retreat.

Member Slade expressed her concern about Vacaville's attendance at these meeting. She asked that a letter go out asking for their participation.

### **D. Project Monitoring Program**

Jennifer Tongson presented information on this item. She stated that staff has updated the project monitoring program. Staff will be updating this information on a quarterly basis.

*(No Discussion Necessary)*

### **E. Status of Carquinez and Benicia-Martinez Bridge Projects**

### **F. YSAQMD Subcommittee Meeting to Review and Comment on 2001-02 Clean Air Fund Applications**

### **G. Applications and Call for Projects for 2001-02 Solano TFCA Program**

### **H. Status of STIP-Funded Projects with June 30, 2001 Allocation Date**

### **I. Highway 12 MIS Status Report**

### **J. State Transit Assistance Funds (STAF) Call for Projects**

### **K. Red Top Slide Status**

### **L. Jepson Parkway Section 404 Project Purpose and Need Statement**

## **XII. FUNDING OPPORTUNITIES**

- **Section 5310 Bus Purchase Program – February 27, 2001**
- **2001-02 BAAQMD Transportation Fund for Clean Air – March 16, 2001**
- **Transportation for Livable Communities (TLC) Capital Grants – March 29, 2001**
- **Bay Trail Program – April 6, 2001**
- **Safe Route to Schools, Second Cycle – March 22, 2001**
- **Bicycle Transportation Account – Applications will be available in March, Applications Due in Late June**

### **XIII. BOARD MEMBERS COMMENTS**

Member Slade stated that April is know your City in Vacaville, and the city will provide free transit for a day.

Member Lessler thanked staff regarding their assistance on the Solano Bike Classic, which will take place in April and encouraged the STA to participate in the event. Daryl Halls commented STA/SCI would have a booth at the race on Saturday, March 31, 2001.

Chair Coglianese stated that Rio Vista citizens are very interested in several transportation issues.

### **XIV. ADJOURNMENT**

The STA Board meeting was adjourned at 7:45 p.m. The next regular meeting will be held at 6:00 p.m., March 14, 2001, at the Suisun City Council Chambers.



**DRAFT TECHNICAL ADVISORY COMMITTEE**  
**Minutes of the meeting of**  
**February 28, 2001**

**1. CALL TO ORDER**

The regular meeting of the Technical Advisory Committee was called to order at approximately 1:35 p.m. in the Solano County Transportation Department Conference Room.

Present:

Julian Carroll	Caltrans
Dan Schiada	City of Benicia
Janet Koster	City of Dixon
Kevin Daughton	City of Fairfield
Ron Hurlbut	City of Fairfield
Jim Holden	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
Dale Pfeiffer	City of Vacaville
Mark Akaba	City of Vallejo
Pam Belchamber	City of Vallejo
Gary Leach	City of Vallejo
John Gray	County of Solano
Paul Wiese	County of Solano
Bob Grandy	Grandy Associates
Paul Menaker	Korve Engineering
Ashley Nguyen	MTC
Dale Dennis	PDM
Kim Cassidy	STA
Dan Christians	STA
Robert Guerrero	STA
Daryl Halls	STA
John Harris	STA
Elizabeth Richards	STA/SCI
Janice Sells	STA
Jennifer Tongson	STA
Dan O'Brien	YSAQMD

## **II. OPPORTUNITY FOR PUBLIC COMMENT**

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

Caltrans - none

MTC - none

STA - none

## **IV. CONSORTIUM UPDATE**

Pam Belchamber reviewed the items discussed at the morning meeting. The SolanoLinks Transit Consortium supported the following items: HOV Demand Analysis for Comprehensive Transportation Plan and Transit Priorities.

## **V. CONSENT CALENDAR**

The following Consent Calendar was approved unanimously:

### **A. Minutes of Meeting of January 31, 2001**

- A. Review Funding Opportunities Calendar
- B. Abandoned Vehicle Account – Quarterly Report
- C. 2001-02 YSAQMD Clean Air Fund Screening Committee Recommendation
- D. SCI 2001 Events Calendar

On a motion by Ron Hurlbut, and a second by Mark Akaba, the STA TAC unanimously approved the consent calendar with the following change to the January 31, 2001 meeting minutes.

Agenda Item VI.C motion reading: On a motion by Mike Duncan, and a second by Dale Pfeiffer, the STA TAC unanimously approved the recommendation with John Gray abstaining until after meeting with (members of) the County Board of Supervisors on Monday, February 5, 2001.

On a motion by Ron Hurlbut, and a second by Jim Holden the STA TAC unanimously approved the following changes to the consent calendar.

Revision of Agenda Item VI.J Highway 37 Project Cost – Adjustment, and addition of item VI.M Project Development Fund Request by Suisun City for Suisun City Rail Station Park and Ride

## **VI. ACTION ITEMS**

### **A. 2001 Countywide Bicycle Plan**

Dan Christians reviewed the supplement to the Countywide Bicycle Plan which replaces and updates pages from the January 31, 2001 plan. Dan said the City of Vacaville had

Dan Christians reviewed the supplement to the Countywide Bicycle Plan which replaces and updates pages from the January 31, 2001 plan. Dan said the City of Vacaville had also sent a letter dated February 25, 2001 and he would try to incorporate technical corrections where possible. The final plan will be submitted to the STA Board at their March 14, 2001 meeting.

Recommendation: Forward a recommendation to the STA Board to approve the Countywide Bicycle Plan dated January 2001 (including the updated pages contained in the February 28, 2001 Supplement) as part of the Solano Comprehensive Transportation Plan.

On a motion by Paul Wiese, and a second by Janet Koster, the STA TAC unanimously approved the recommendation.

**B. Rio Vista to City of Fairfield STP Fund Transfer**

John Harris explained the rationale behind the transfer of \$190,000 in STP funds to the Pennsylvania Road project in Fairfield and the \$171,000 in local general fund monies from Fairfield to Rio Vista.

Recommendation: Forward a recommendation of support to the STA Board for the fund exchange agreement between Rio Vista and Fairfield

On a motion by Dale Pfeiffer, and a second by Paul Wiese, the STA TAC unanimously approved the recommendation

**C. 5 Year Bicycle Plan and 2001-02 TDA Article 3 Claims**

Dan Christians explained the update to the 5 Year Bicycle Plan with the following groups submitting new or amended projects: City of Vacaville, Suisun City/STA. County of Solano. 2001-02 TDA Article 3 claims submitted were also reviewed.

Recommendation: Forward a recommendation to the STA Board to approve the 5-Year Bicycle/Pedestrian Plan and 2001-02 TDA Article 3 Claim

On a motion by Ron Hurlbut, and a second by Paul Wiese, the STA TAC unanimously approved the recommendation.

**D. Rail Station Implementation Criteria**

Dan Christians reviewed the Proposed Rail Station Criteria – Solano County which was developed as part of the Transit Element of the Solano Comprehensive Transportation Plan. The purpose of the Rail Station Criteria is to prioritize and phase the three proposed rail stations.

Recommendation: Forward a recommendation to the STA Board to approve the proposed Rail Station Implementation Criteria

On a motion by Ron Hurlbut, and a second by Dale Pfeiffer, the STA TAC unanimously approved the recommendation with the TAC requesting addition of Ron Hurlbut and Gian Aggarwal to future Transit meeting invitations.

**E. HOV Demand Analysis for Comprehensive Transportation Plan**

Dan Christians reviewed the purpose for Fehr and Peers Associates to develop an HOV analysis as part of the Phase 2 work currently being conducted for the Arterials, Highways and Freeways Element. He noted it is crucial this work be completed within the next 2 months. Toward this goal, Fehr and Peers created a scope of work (with a cost of \$15,000) that would complete the work within the needed time frame.

Recommendation: Forward a recommendation to the STA Board to approve a \$15,000 contract amendment with Fehr and Peers Associates to prepare a High Occupancy Vehicle Demand Analysis for the Solano Comprehensive Transportation Plan

On a motion by Dale Pfeiffer, and a second by Ron Hurlbut, the STA TAC unanimously approved the recommendation.

**F. Bike Lanes on Highway 29 between the current Highway 37 and the new Highway 37 Interchange**

Dan Christians explained the City of Vallejo's request of Caltrans District 4 to provide bike lanes on Highway 29. Since bike lanes on Highway 29 are proposed in the Countywide Bicycle Plan, he noted the STA staff supports the provision of bike lanes on Highway 29 but not sidewalks because of the possibility of additional project cost. STA TAC members requested more information on the project, particularly a request from the City of Vallejo regarding pedestrian access. STA staff concurred with this request.

Recommendation: Forward a recommendation to the STA Board to submit a letter to Caltrans supporting the provision of bike lanes on Highway 29 between the current Highway 37 and the new Highway 37 interchange

On a motion by Ron Hurlbut, and a second by Janet Koster, the STA TAC voted to defer this matter to the next TAC meeting when additional information on the proposed project could be reviewed.

**G. Transit Priorities**

John Harris reviewed the North and South County transit working groups' recommendations for seven short-term intercity transit-funding priorities.

Recommendation: Authorize forwarding the list of recommendations, which address seven short-term transit-funding priorities, to the STA Board for approval

On a motion by Ron Hurlbut, and a second by Janet Koster, the STA TAC unanimously approved the recommendation.

## **H. Disadvantage Business Enterprise Program**

Janice Sells explained the requirement for a revised DBE program, that includes goal setting methodology and a proposed program. A DBE Liaison Officer must also be identified for agencies participating in federally funded projects.

Recommendation: 1.) Forward to the STA Board for adoption the STA Disadvantaged Business Enterprise Program 2.) Designate Janice Sells (Program Manager/Analyst) as the STA's DBE Liaison Officer

On a motion by Dan Schiada, and a second by Ron Hurlbut, the STA TAC unanimously approved the recommendation.

## **I. Jepson Parkway – STIP Extension Request**

John Harris explained the need for an extension request of 20 months for the segments of the Jepson Parkway project that are currently programmed to receive STIP funds.

Recommendation: Forward a recommendation to the STA Board to approve the submission of a 20-month extension request on all unallocated STIP funds programmed for the Jepson Parkway project

On a motion by Paul Wiese, and a second by Ron Hurlbut, the STA TAC unanimously approved the recommendation.

*The following agenda item was revised.*

## **J. Highway 37 Project Cost – Adjustment**

Katie Yim (Caltrans) identified the reasons for the cost increase of \$4 million for phase 2 of the Highway 37 Project Development. A remedial funding proposal, which splits the \$4 million equally between the ITP and the RTIP, was also discussed.

Recommendation: Forward a recommendation to the STA Board to approve an additional \$2 million from 2000 STIP request to cover one half of the cost increase of the Route 37 widening project (Phase 2). This recommendation is conditional on Caltrans' sponsorship of 2002 ITIP request for I-80/I-680 interchange project

On a motion by Ron Hurlbut, and a second by Mike Duncan, the STA TAC unanimously approved the recommendation

## **K. Contract Amendment to Alta Transportation Consulting Agreement**

Dan Christians explained the need to have consulting services continue for the Alternative Modes Subcommittee through the rest of the 2001 calendar year. The STA

proposal is to amend Alta's current contract by an additional \$12,500 to prepare information on TLC projects in each communities and alternative fuels infrastructure.

Recommendation: Authorize the Executive Director to execute an amendment for \$12,500 to the previous Bike Implementation Agreement with Alta Transportation Consultant to provide additional services and products for the STA Alternative Modes Subcommittee

On a motion by Paul Wiese, and a second by Janet Koster, the STA TAC unanimously approved the recommendation

**L. Amendment to the Capitol Corridor Joint Exercise of Powers Agreement**

Dan Christians explained the requirement of the CCJPA (Capitol Corridor Joint Powers Agreement) to prepare a preliminary budget by April 1 of each year with adoption of the budget by June 30. Dan also reviewed the amendment which would provide a flexible date for adoption of a final budget.

Recommendation: Forward a recommendation to the STA Board to authorize the Chair to sign the attached amendment to the Capitol Corridor Joint Exercise of Powers Agreement

On a motion by Ron Hurlbut, and a second by Paul Wiese, the STA TAC unanimously approved the recommendation

*The following agenda item was added as part of the addendum to the agenda at the request of Suisun City.*

**M. Project Development Fund Request by Suisun City for Suisun City Rail Station Park and Ride**

Dan Christians explained the fiscal impact of the request from Suisun City for the STA to fund one half of an environmental analysis; with the Suisun City Redevelopment Agency funding the remaining half of the \$5,000-\$8,000 cost.

Recommendation: Forward a recommendation to the STA Board to cover 50% of the cost (not to exceed \$4000) to prepare an environmental assessment of the "south site" parking lot expansion project located in Suisun City adjacent to the Capitol Corridor Rail Station

On a motion by Janet Koster, and a second by Ron Hurlbut, the STA TAC unanimously approved the recommendation

**VII. INFORMATION ITEMS**

**A. I-80/680 Interchange Alternative Concepts**

Paul Menaker (Korve Engineering) explained the revision to the TAC report and presented preliminary concepts for interchange alternatives.

**B. STA Board Retreat**

Daryl Halls described the focus of this year's STA Board retreat. Topics to be discussed are:

- 1.) Critical issues being evaluated as part of the Comprehensive Transportation Plan
- 2.) Funding shortfalls in transit operation for the ferry system/intercity transit service
- 3.) Integration of transportation planning into other issues
- 4.) Funding the Solano County 20 year Comprehensive Transportation Plan

**C. Regional Transportation Plan**

Dan Christians explained the development of performance measures for the Regional Transportation Plan

**D. Solano Comprehensive Transportation Plan**

Dan Christians noted that Peter Martin (Wilbur Smith and Assoc.) is compiling existing conditions for a preliminary transit report tentatively scheduled to be produced by March.

**E. Express Bus Proposal**

John Harris discussed the development of express bus service proposals for Solano County. Potential proposals for Solano County were outlined in the report.

**F. State Transit Assistance Funds**

John Harris discussed the request for SolanoLinks Consortium member agencies to submit STAF project proposals. A review of the proposals will occur at the March Consortium meeting.

**G. Highway Projects Status Report**

John Harris reviewed the updated matrix of the Solano Highway Projects status. Some of the recent developments in the status of the ten listed projects was also reviewed.

**H. Welfare to Work Update**

Elizabeth Richards reviewed results from the Welfare to Work focus groups held by Nelson/Nygaard.

**ADJOURNMENT**

The meeting was adjourned at approximately 3:50 p.m. The next meeting is scheduled for Wednesday, March 28, 2001 at 1:30 p.m.



DATE: March 6, 2001  
TO: STA Board  
FROM: Janice Sells, Program Manager/Analyst  
RE: Abandoned Vehicle Account – Quarterly Report

A \$1 surcharge for vehicles registered in Solano County each quarter funds the Solano Abandoned Vehicle Abatement Program. December 31, 2000 ended the second quarter for the AVA Program fund collection. Revenue for the second quarter (October – December 2000) was \$76,095.02. The funds were distributed as follows:

Jurisdiction	Requested	Pay-outs 50% Regional	50% No. Vehicles Abated	Total Pay-out
Benicia	6,057.77	2,763.19	0	2,763.19
Dixon	361.76	361.76	0	361.76
Fairfield	17,506.80	9,276.76	4,246.88	13,523.64
Solano County	33,068.00	2,956.66	7,432.03	10,388.69
Suisun City	17,900.00	2,668.93	2,495.04	5,163.97
Vacaville	12,453.90	8,869.97	2,972.81	11,842.78
Vallejo	26,916.00	3,398.92	23,517.08	26,916.92
Administration	1,250.00			1,250.00
<b>Total</b>	<b>\$115,514.23</b>	<b>\$30,296.19</b>	<b>\$40,673.84</b>	<b>\$72,210.03</b>

**Carry-over funds - \$3,884.99.**

**Recommendation:**

Informational



DATE: March 6, 2001  
TO: STA Board  
FROM: Elizabeth Richards, Program Director  
RE: SCI 2001 Events Calendar

**Background:**

Every year the STA Solano Commuter Information (SCI) program staffs an information booth at a variety of business, community, and promotional events. Since joining the Solano Transportation Authority (STA) in July 2000, public workshop events have been added as opportunities for SCI to directly outreach to the public. At events, SCI offers the full range of alternative transportation information from carpooling and vanpooling sign-ups to bus, BART, AMTRAK, ferry schedules, bicycle route maps, and more. These events often occur during the evening and weekends when it is possible to reach Solano residents who commute long distances and are not in the county during weekdays. Staffing these events has been very successful in the past and SCI is beginning to plan the staffing of upcoming events.

**Discussion:**

The event "season" peaks in the summer, but business and some other events began to be scheduled in late February with the Bay Area Vanpool Promotion Week. Staff has created a universe of events known at this time through June and beyond. This includes events in both Napa and Solano counties. Staffing for events between now and June is being developed and presented. Often just one, but sometimes two, staff members staff these events. The existing event staffing is attached. Updates will be provided as the season progresses. Transit operators, and other partner agencies, are welcome to join staff at any of these events or offer special handouts for distribution.

An information booth will be at all the events with the exception of the following: 1) As part of the Vanpool Promotion Week, staff co-sponsored a media event highlighting a vanpool vs. drive alone timed commute from Vallejo to San Francisco; 2) May 17 Calistoga Bike to Work Day Energizer Station: The City of Calistoga is the lead on this event and the SCI program provides staff support and materials but not a separate information booth; 3) May 26 Vacaville Fiesta Days Parade: a contingency of commuter vanpools are expected to participate with staff organizing this group.

A new date for the Grand Opening of the Fairfield Transportation Center (FTC) has not yet been announced. Staff will add that event to the calendar when a date is determined. Other changes at

a later date that are likely are possible events for Bike to Work Week during the week of May 14, 2001.

**Recommendation:**  
Informational

Attachment

## Attachment

### SCI Staffed Events March – June 2001

<i>Tuesday, Feb. 27 (6am)</i>	<i>Vanpool Promotion Week Timed Commute between vanpool and drive alone media event</i>
<i>Tuesday, Feb. 27 (11am- 1pm)</i>	<i>United Airlines Maintenance Ctr (SFIA) Vanpool Promotion Week event</i>
<b>Upcoming Events:</b> Tuesday, March 20 (2pm – 8pm)	Napa Business Events Showcase, Napa
Wednesday, March 28 (7-9pm)	Hwy 12 Mtg, Rio Vista
Saturday, March 31 (all day)	Bicycle Classic, Fairfield
Wednesday, April 4 (10am – 2pm)	Napa Valley College Job Fair
Saturday, April 21 (9am – 1pm)	Earth Day at Vallejo Downtown Farmers' Market
Wednesday, April 25 (3pm – 7:30pm)	Vacaville Business Expo
Tuesday, May 8 (7am – Noon)	Napa Farmers' Market
Friday, May 11 (7:00am – 11:30am)	St. Helena Farmers' Market
Thursday, May 17 (7am – 9am)	Calistoga Bike to Work Day Energizer Station
Saturday, May 26	Vacaville Fiesta Days Parade (Vanpool contingency)

Saturday, June 2  
(9am – 1pm)

Vallejo Farmers' Market

Friday, June 8  
(7:00am – 11:30am)

St. Helena Farmers' Market

Tuesday, June 12  
(7am – Noon)

Napa Farmers' Market

Saturday, June 16  
(8am – Noon)

Vacaville Farmers' Market

03/05/01 Version



DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: 2001-02 YSAQMD Clean Air Fund Screening Committee  
Recommendations

**Background:**

Similar to the 2000-01 funding cycle, the YSAQMD has requested a screening committee, consisting of STA and YSAQMD Board members representing Solano jurisdictions, review all Clean Air Fund applications and recommend projects and funding amounts for next year. On February 15, a screening committee consisting of Mary Ann Courville, Duane Kromm and representatives of the Air District and STA staff and project sponsors met to discuss and screen the applications received for the 2001-02 funding cycle.

**Discussion**

The STA/YSAQMD Clean Air Fund Screening Committee heard presentations on all proposed 14 Solano-based applications submitted for the anticipated \$270,000 available for the next program year. A list of recommended projects and funding amounts is attached. A total of 11 projects totaling \$270,000 are recommended for funding. If there is any additional funding available (in addition to the minimum expected \$270,000), the committee recommended consideration for funding of the remaining partially or unfunded projects in the order listed.

**Fiscal Impact**

None. However, the STA budget will assume 2001/02 funding in clean air is obtained for the five STA sponsored projects in the amounts recommended by the Screening Committee in preparation for the STA's 2001/02 budget.

**Recommendation**

Informational

Attachment

**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
 CLEAN AIR FUNDING CYCLE - FISCAL YEAR 2001/01  
 SOLANO SCREENING COMMITTEE RECOMMENDATIONS**

<i><b>Applicant</b></i>	<i><b>Project</b></i>	<i><b>Category</b></i>	<i><b>Requested Funding</b></i>	<i><b>Recommendations</b></i>
STA	Route 30	Transit	\$ 60,000	\$ 60,000
Vacaville	Solano BART Express Rte. 40	Transit	\$ 70,000	\$ 70,000
Vacaville	Alamo Creek Bike Path	Alternative	\$ 50,000	\$ 50,000
County of Solano	Pleasants Valley Rd. Bike Route	Alternative	\$ 15,000	\$ 15,000
City of Dixon	Downtown Multi-Modal Trans. Cnt.	Alternative	\$ 26,000	\$ 26,000
Vacaville	Bike Lockers at VRTC	Alternative	\$ 20,000	\$ 20,000
STA	Countywide Trails Program	Alternative	\$ 10,000	\$ 10,000
STA/SCI	Guaranteed Return Trip Program	Alternative	\$ 5,000	\$ 5,000
Vacaville	Electric Vehicle Program (Dixon)	Clean Fuels	\$ 10,000	\$ 4,000
STA	Solano Bike Route Signage	Alternative	\$ 10,000	\$ 5,000
STA/SCI	Tailored Rideshare Services	Alternative	\$ 10,000	\$ 5,000
Vacaville	Electric Vehicle Program (Vacaville)	Clean Fuels	\$ 25,000	\$ -
Vacaville	CNG Vehicles	Clean Fuels	\$ 40,000	\$ -
Vacaville	CNG Promotion Campaign	Education	\$ 30,000	\$ -
<b>TOTALS</b>			<b>\$ 381,000</b>	<b>\$ 270,000</b>



DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Amendment to the Capitol Corridor Joint Exercise  
Of Powers Agreement

**Background:**

The Capitol Corridor Joint Powers Agreement (CCJPA) was signed on December 31, 1996 and the CCJPA became effective August 28, 1997. Solano Transportation Authority is one of six signatories to the Agreement.

**Discussion:**

The current CCJPA requires preparation of a preliminary budget by April 1 each year and adoption of a final budget by June 30. It has been difficult for the Capitol Corridor Joint Powers Board (CCJPB) to adopt a final budget by the June 30 deadline each year, because the timing of the annual funding allocation is beyond the annual funding allocation timeframe from the state. This amendment would provide a flexible date for adoption of a final budget at the next Capitol Corridor meeting after receipt of an allocation from the state.

**Fiscal Impact:**

None

**Recommendation:**

Authorize the Chair to sign the attached amendment to the Capitol Corridor Joint Exercise of Powers Agreement.

Attachment

## AMENDMENT TO JOINT EXERCISE OF POWERS AGREEMENT

This Amendment ("Amendment") to the amended Joint Exercise of Powers Agreement to Establish the Capitol Corridor Joint Powers Authority ("Amended Agreement") is made as of \_\_\_\_\_, 2000, by and among the following agencies that are parties to the Amended Agreement:

- (a) Placer County Transportation Planning Agency ("PCTPA");
- (b) Sacramento Regional Transit District ("SRTD");
- (c) San Francisco Bay Area Rapid Transit District ("BART");
- (d) Santa Clara Valley Transportation Authority ("VTA");
- (e) Solano Transportation Authority ("STA"); and
- (f) Yolo County Transportation District ("YCTD");

all of which collectively are sometimes hereinafter referred to as the "Agencies."

### RECITALS

This Amendment is made with reference to the following facts:

- A. On December 31, 1996, the Agencies entered into a Joint Exercise of Powers Agreement to Establish the Capitol Corridor Joint Powers Authority ("Agreement").
- B. Effective August 28, 1997, the Agencies entered into the Amended Agreement, which superseded and replaced in its entirety the Agreement, as more fully set forth in the Amended Agreement.
- C. Section 8.1 of the Amended Agreement provides, among other things, that the Managing Agency submit a preliminary operating and capital budget for the succeeding fiscal year by April 1 of each year, and that the Authority shall by resolution adopt a final budget no later than June 30 of each year.
- D. In practice it has proven difficult to adopt the final budget by June 30 of each year, due to the fact that the timing of the annual funding allocation from the State is not within the Authority's control.
- E. Section 16.0 of the Amended Agreement provides that in order to be effective, all amendments must be in writing and signed by all member Agencies.
- F. The Agencies now desire further to amend the Amended Agreement to provide a flexible date for adoption of the final budget by the Authority.

## AGREEMENT

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Section 8.1: Section 8.1 of the Amended Agreement is hereby amended to read in its entirety as follows:

“8.1 The Managing Agency shall prepare and submit to the CCJPB for approval a preliminary operating and capital budget for the succeeding fiscal year by April 1 of each year which is consistent with the prior Business Plan submitted. Upon receipt of an annual allocation from the State, the Authority shall by resolution adopt a final budget at the next regularly scheduled meeting of the CCJPB. The fiscal year shall be July 1 of each year to and including the following June 30. The budget shall include separate components for Managing Agency administration costs, operations, and capital costs anticipated to be incurred by the Authority during the fiscal year. The annual budget resolution shall set forth the authority of the Managing Agency to make capital and operating expenditures during the fiscal year, subject to such policy guidelines as the CCJPB may establish.”

2. Affirmation: Except as expressly amended hereby, all the terms and conditions of the Amended Agreement are ratified and affirmed by both parties hereto.

**SOLANO TRANSPORTATION AUTHORITY**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_



DATE: March 6, 2001  
TO: STA Board  
FROM: John Harris, Deputy Director for Projects  
RE: Jepson Parkway – STIP Extension Request

**Background:**

The State Transportation Improvement Program (STIP) Guidelines adopted by the California Transportation Commission (CTC) include provisions for timely use of funds imposed by passage of Senate Bill (SB) 45. The initial requirement of the timely use of funds provision is that STIP funds are available for allocation only until the end of the fiscal year identified in the STIP.

Approval by the CTC is required for any time extensions. The CTC may extend the deadline only once and only with justification. The extension cannot exceed a period of 20 months.

**Discussion:**

The Jepson Parkway project is experiencing delays in completion of the environmental document (i.e., EIS/R) as a result of additional time required to complete a NEPA/404 Concurrence process requested by the FHWA. Therefore, it is recommended that an extension request of 20 months (equivalent of two fiscal years) be submitted for all segments of the Jepson Parkway project that are programmed to receive STIP funds totaling \$13.3 million. This extension will serve to protect the STIP funds until they are ready for various phase allocations.

The STA TAC unanimously recommended approval by the STA Board for this extension request.

**Recommendation:**

Approve the submission of a 20-month extension request on all unallocated STIP funds programmed for the Jepson Parkway project.



DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Contract Amendment to Alta Transportation Consulting Agreement

**Background**

On November 10, 1999, the STA entered into an Agreement with Alta Consulting for Bike Implementation Services for 1999-00. A total of \$15,000 was budgeted for a new Countywide Bicycle Plan, the preparation of two funding state applications for the Solano Bikeway (resulting in a successful \$250,000 EEM grant) and other support services for the Bicycle Advisory Committee. In May 2000, an additional \$15,000 was budgeted to complete the Countywide Bicycle Plan and provide additional consulting services to the Alternative Modes Subcommittee and BAC. The Countywide Bicycle Plan has now been completed, consulting assistance has been provided to the Alternative Modes Subcommittee and the original budgeted funds for the initial contract and amendment have been fully expended.

**Discussion**

The Alternative Modes Section is intended to include sections on bicycle routes, ridesharing, air quality, TLC projects, countywide trails plan and alternative fuels infrastructure. Alta Transportation has a wide range of expertise and has excellent mapping, graphics and writing abilities. Based on their experience on Solano issues and the need to have consulting services continue for the Alternative Modes Subcommittee through the rest of this calendar year, STA is proposing to amend Alta's current contract by an additional \$12,500.

Alta's additional scope of work would include working with the Alternative Modes Subcommittee to develop the following products:

1. Develop a map showing the location of all Transportation for Livable Communities projects in the County and develop descriptions, cost estimates and photos to illustrate those projects.

STA believes this will be very helpful in the STA Board's efforts to support and increase funding opportunities for TLC projects for Solano communities.

2. Develop a map, text and photos summarizing the existing and proposed alternative fuel projects in the County, including fueling stations, CNG, clean diesel, and electric charging stations, plus a description of future technologies such as fuel cells.

The Alternative Modes Committee will need information on alternative fuel infrastructure and related funding opportunities. Although fuel technology is changing yearly, this map will be a proactive effort to display many of the current and planned efforts by Solano jurisdictions to provide various types of improved fueling facilities.

The Alternative Modes Subcommittee will need both of these products later this summer as they develop policies and recommendations. See attached proposed detailed scope.

**Fiscal Impact:**

This \$12,500 contract amendment is recommended to be funded from the remaining \$34,000 budgeted for the Comprehensive Transportation Plan for this fiscal year.

**Recommendation**

Authorize the Executive Director to execute an amendment for \$12,500 to the previous Bike Implementation Agreement with Alta Transportation Consultants to provide additional services and products for the STA Alternative Modes Subcommittee.

Attachment

# alta

TRANSPORTATION CONSULTING

**Michael G. Jones, Principal**

707 C Street

San Rafael, CA 94901

(415) 482-8660

(415) 482-8603

mgjones@pacbell.net

www.altaplanning.com

February 15, 2001

Dan Christians  
Solano Transportation Authority  
333 Sunset Ave. Ste. 200  
Suisun City, CA 94585

**Re: Additional Services Contract Amendment**

Dear Mr. Christians:

Per your request, Alta Transportation Consulting is pleased to submit this proposal as a third amendment to our FY 99/00 consulting services contract. This letter will serve as our contractual agreement, recognizing that the STA has authorized an additional \$12,500.00 to the FY 99/00 contract for the following tasks:

1. Develop a map showing the location of all Transportation for Livable Communities (TLC) projects in the County. Develop a simple Summary in text and photos describing these TLC projects.
2. Develop a map, text, and photos (as appropriate) summarizing the existing and proposed alternative fuel projects in the County, including fueling stations, CNG, clean diesel, and electric charging stations, plus a summary description of future technologies such as fuel cells.

Except as specifically set forth in this letter amendment, all of the terms and conditions of the Professional Services Agreement between the Solano Transportation Authority and Alta Consulting, dated November 10, 1999, remain in full force and effect, except that the term of the Agreement (including Amendments #1 and #2) shall be extended to June 30, 2001. We look forward to working with you and the Alternative Modes Committee on this exciting project.

Sincerely,  
Alta Transportation Consulting

  
Michael G. Jones  
Principal



DATE: March 7, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Resolution of Support for TLC Applications

**Background:**

Projects for the 2001 cycle of the Transportation for Livable Communities (TLC) Capital Program are due on March 29, 2001. In November 2000, the STA authorized \$5,000 of funding and authorized the Executive Director to submit a TLC application for the Jepson Parkway Bike Route candidate project on Walters Road in Suisun City. Most of the original funding for the Jepson Parkway Concept Plan was received via MTC from a TLC planning grant.

**Discussion:**

The STA has retained Alta Transportation Consulting to prepare a grant application for this project. Alta has been very successful in assisting the STA and its member agencies obtain approximately \$1 million in funding for bike route projects during the past 3-4 years. Although the TLC program has become very competitive, staff believes the Jepson Parkway project has a very good chance of receiving some TLC funding for this multi-jurisdictional project.

Staff recently met with the consultants and City of Suisun City staff to develop the concept for this application. The consultant is preparing a multi-modal approach to show how the Jepson project bike route will promote alternative modes and link with other regional bike routes and transit hubs including the existing Suisun Rail Station and the planned Fairfield-Vacaville Station. This would be the first "candidate" project (i.e. bikes, landscaping, staging areas) recommended by the Jepson Parkway Concept Plan. The application will also be co-sponsored by the city of Suisun City.

In addition, the City of Rio Vista is preparing an application for bicycle/pedestrian improvements to implement their waterfront project, that is also being designed with a TLC planning grant. As requested by the City of Rio Vista, staff is recommending a letter of support be prepared for that project. If any other TLC project applications are submitted to the STA in the next few weeks, staff is recommending letters of support for those projects located in Solano County that need the objective of MTC's TLC program.

**Recommendation:**

Authorize the Chair to sign letters of support for the STA's application for 2001 TLC Capital funds for the Jepson Parkway Bike Route Project and the City of Rio Vista's TLC Capital Waterfront Project and other TLC projects submitted by STA member jurisdictions.



DATE: March 7, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Letter of Support for High Speed Rail Investment Act of 2001

**Background:**

The Capitol Corridor Joint Powers Board has requested each of its member agencies to submit a letter to Congress supporting the High Speed Investment Act of 2001 (also designated as bill S.250).

**Discussion:**

The High Speed Investment Act of 2001 will provide approximately \$10 billion of funding for rail passenger services similar to the very successful Capitol Corridor. The bill has bi-partisan support and will provide an incentive for states to invest in the development of high speed rail corridors. Attached is a letter sent by the Capitol Corridor JPA.

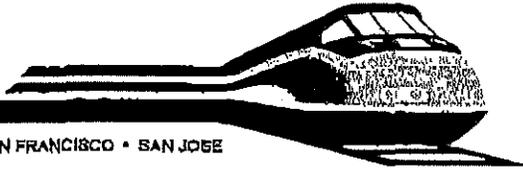
The staff will prepare a similar letter of support for signature by the client.

**Recommendation:**

Authorize the Chair to submit a letter to Congressional leaders supporting the High Speed Rail Investment Act of 2001.

Attachment

# THE CAPITOL CORRIDOR



COLFAX • SACRAMENTO • DAVIS • SUISUN / FAIRFIELD • MARTINEZ • OAKLAND / SAN FRANCISCO • SAN JOSE

February 21, 2001

The Honorable Trent Lott  
Majority Leader  
United States Senate  
487 Russell Senate Office Building  
Washington, DC 20510

The Honorable Tom Daschle  
Minority Leader  
United States Senate  
Russell Senate Building  
Washington, DC 20510

Re: Senate Bill S.250

Dear Senators Lott and Daschle:

As the Chair of The Capitol Corridor Joint Powers Authority (CCJPA), and as a local official, I am writing to express the full support of the CCJPA Board for S.250, the 'High Speed Rail Investment Act of 2001'. Your leadership in sponsoring this bi-partisan legislation is commended. Enactment of this legislation will both strengthen high-speed rail investments nationwide, as well as improve safety and mobility all across our nation. Here in California, our state has made, and will continue to make, investments to promote, improve and expand rail passenger service. By providing an incentive for states to invest in the development of high speed rail corridors, this legislation will help the states to develop an another viable mode of travel for our citizens and offer and will offer them another travel choice to avoid the hopelessly overburdened airways and roadways.

The Capitol Corridor has already proven that reasonably frequent and reasonably fast conventional passenger trains can indeed draw riders from their cars. While perhaps no investment can ever restore free-flowing roadways in our congested population centers, a viable rail passenger system can help slow the growth of that congestion while becoming a more significant component of our national transport network. We are most supportive of the provision in S.250, which makes funds available to states to improve existing non-high-speed rail corridors, as it will also improve the infrastructure of our freight railroads. This provision expands the potential benefit of the legislation to many states that have invested in rail, but not yet in high-speed rail. This investment program, overall, will provide substantial improvements in the safety and cost-efficiency of the high-speed rail program.

Our Board believes that investing in high-speed rail is an important step towards meeting the needs and solving the problems of our nation's transportation infrastructure. We have built about as much of a highway network as we can, and now even air travel is oversaturated. Rail is the missing component in our nation's transport system. This S.250 legislation clearly declares we can no longer pretend that rail has no role in our country's transport system. We look forward to working with you to ensure that we in California are able to take advantage of the benefits proposed in S.250.

Thank you for your leadership on this very important legislative initiative. Please do not hesitate to contact the CCJPA Board or me if there is anything further we can do to help you ensure its enactment.

Sincerely,

Thomas M. Blalock, P.E.,  
Chair

Draft

March 14, 2001

The Honorable Trent Lott  
Majority Leader  
United States Senate  
487 Russell Senate Office Building  
Washington, DC 20510

The Honorable Tom Daschle  
Minority Leader  
United States Senate  
Russell Senate Building  
Washington, DC 20510

Re: High Speed Rail Investment Act of 2001  
Senate Bill S.250

Dear Senators Lott and Daschle:

I am writing to express the support of the STA for S.250 the "High Speed Rail Investment Act of 2001. The Solano Transportation Authority (STA) is a member of the Capitol Corridor Joint Powers Board that operates one of the fastest growing passenger rail services in the country. Recent data shows that ridership of this service has increased 52% during the past 12 months compared to the prior year.

Your leadership in co-sponsoring this bi-partisan legislation is commended. Enactment of this legislation will both strengthen high-speed rail investments nationwide as well as improve safety and mobility of local passenger rail services such as the Capitol Corridor. This legislation will help the states to develop another viable mode of travel for our citizens and avoid the overburdened airports and roadways. (By providing an incentive for the states to invest in the development of high-speed rail corridors.)

The Capitol Corridor has proven that reasonably frequent and reasonably fast conventional passenger trains can indeed draw riders from their cars. We are most supportive of the provision in S.250, which makes funds available to states to improve existing non-high-speed rail corridors, as it will also improve the infrastructure of our freight railroads.

The STA believes that investing in high-speed rail is an important step towards meeting the needs and solving the problems of our nation's transportation infrastructure.

Thank you for your leadership and this opportunity to comment on this important legislation.

Sincerely,

Marci Coglianese, Chair  
Solano Transportation Authority

CC: Capitol Corridor Joint Powers Board



DATE: March 6, 2001  
TO: STA Board  
FROM: Stacy Medley, Office Manager/Clerk of the Board  
RE: Approve STA's Amended Personnel, Policies and Procedures

**Background:**

Since the STA separated from the County in 1997, many changes have taken place that affect the STA's previously approved Personnel Policies and Procedures manual. Some changes include a new Executive Director, our mission statement and adjustments to the current equipment policies. There have also been additional policies added, including Fixed Assets/Surplus Process, Use of the STA Van and the Credit Card process.

**Fiscal Impact:**

None.

**Recommendation:**

Review and approve the amended STA Personnel Policies and Procedures manual.

Attachment

# **SOLANO TRANSPORTATION AUTHORITY**

## **PERSONNEL POLICIES AND PROCEDURES**

**Effective July 9, 1997  
Amended March 14, 2001**

I \_\_\_\_\_ acknowledge that I have received and understand the following STA Personnel Policies and Procedures:

#1	Introduction_____	1
#2	STA Goals and Objectives_____	2
#3	Benefits and Salaries_____	3 - 6
	Benefits Summary (attachment A)	
	Salary Schedule (attachment B)	
#4	At-will Employment_____	7
#5	Expenses_____	8 - 12
	Monthly Expense Claim Form (attachment A)	
	Personal Expense Claim Form (attachment B)	
#6	Work Hours_____	13
#7	Timely Response to Phone Messages and Written Requests_____	14
#8	Dealing with the Media_____	15 - 17
#9	Use of STA Equipment_____	18 - 19
#10	Performance Evaluations_____	20 - 26
#11	Salary Administration Guidelines_____	27 - 28
#12	Drug and Alcohol Policy_____	29 - 30
#13	Sexual Harassment Policy_____	31 - 32
#14	Equal Employment Opportunity Policy & Affirmative Action Policy_____	33
#15	Attendance at STA Sponsored Events_____	33
#16	Fixed Assets / Surplus Process_____	35 - 36
#17	Use of the STA Van_____	37
#18	Credit Card Process_____	38

Additionally, STA and employee agree that employee's employment with STA is terminable at-will by either party, at any time, with or without notice and for any reason, with or without cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SOLANO TRANSPORTATION AUTHORITY  
POLICIES AND PROCEDURES**

**#1**

**INTRODUCTION**

Dear STA Employee:

I wish to welcome you as an employee of the Solano Transportation Authority (STA). As you will see in the next section, as an employee of the STA an exciting and challenging experience awaits you. You will find that each and every employee has a critical role to play in this organization.

The purpose of this handbook is to inform you about the operations of the STA and to set forth certain policies and procedures of the STA. Please read it thoroughly and retain it for future reference. Please be advised that the policies and procedures stated in this handbook are guidelines only and are subject to change at the sole discretion of the STA Board of Directors, as are all of the policies, procedures, benefits or other programs of STA, whether set forth herein or not. From time to time you may receive updated information concerning changes in the policies or procedures. If you have any questions regarding any of the policies and procedures, please ask me for assistance.

Sincerely,

Daryl K. Halls  
Executive Director

**The policies and procedures set forth herein are not intended to confer contractual rights of any kind upon any employee or to create contractual obligations of any kind for the STA. The STA reserves the right to modify, revoke, suspend or change, in writing, any or all such policies and procedures, in whole or in part, at any time with or without notice. Any such modification, revocation, suspension or change not in writing shall not be of any force or effect.**

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

#2

## STA GOALS AND OBJECTIVES

**Date Approved:** July 9, 1997  
**Amended:** March 14, 2001

The Solano Transportation Authority (STA) coordinates countywide transportation programs and projects under a joint powers agreement between the cities and county. It develops transportation plans, operates elderly and handicapped paratransit services and serves as the clearinghouse for several state, regional and federal transportation grants.

The STA is governed by a board comprised of representatives from the Solano County Board of Supervisors and Mayors/City Council Members from each of the seven cities within the county. The Board adopted the following Mission Statement in 2000:

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

STA staff is to assist the STA Board and its member agencies in implementing the Board's vision of priority projects in order to maintain mobility in Solano County in the context of a workable, realistic regional transportation system.

**SOLANO TRANSPORTATION AUTHORITY**

**POLICIES AND PROCEDURES**

**#3**

**BENEFITS AND SALARIES**

**Date Approved: July 9, 1997**  
**Amended: March 14, 2001**

Attached is the STA's employee benefits and salary schedule, which constitute personnel policies and procedures #2.

# SOLANO TRANSPORTATION AUTHORITY

Employee Benefit Summary  
Board Approved July 12, 2000

## TERM

This summary shall remain in effect until amended by Board action.

## SALARY

Salary schedule is recorded in appendix A.

## WORKWEEK

The workweek will be forty (40) hours per week for all employees. Overtime will be granted at time and one-half for all hours worked in excess of the normal workweek in accordance with the Fair Labor Standards Act (FLSA). Compensatory time may be granted in lieu of pay at the employee's request and the Executive Director's approval. The Executive Director may establish flexible work schedules in order to meet the needs of the agency and the employee's job responsibilities.

## RETIREMENT

### *PERS*

Employees are covered under the Public Employees Retirement System. Solano Transportation Authority (STA) shall pay seven percent (7%) of PERS Employee Contribution Rate to PERS. Service Credit shall be credited in accordance with PERS guidelines. Miscellaneous employees shall be covered under 2% @ age 55 modified formula. Retirement allowance benefits shall be calculated under the 36 highest paid consecutive months. The 1959 Survivor's Benefits shall be at the Third (3rd) Level. The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor's Benefit.

### *401(a) PROGRAM*

Employees are covered under a 401(a) plan. The employee shall contribute a total of 3.8% of salary and STA shall contribute 6.2% of salary.

### *SOCIAL SECURITY*

Effective July 1, 1997, employees will no longer be covered under Social Security, however the medicare portion will remain in effect. The employee and the employer shall contribute the mandatory 1.45% each.

## HEALTH & WELFARE

STA to contribute an amount for employee plus family towards health, dental, vision, life and long term disability insurances. Employees are responsible for amounts that exceed the maximum amount.

### *HEALTH INSURANCE*

STA shall contribute an amount equal to the Kaiser rate or the Health Net rate, whichever is greater. Premium contributions shall be based on the number of eligible dependents enrolled on the employee's plan.

The amounts as of 07/01/00 are as follows:

Employee Only	\$184.06
Employee Plus One Dependent	\$368.12
Employee Plus Two or More	\$478.56

### *DENTAL INSURANCE*

STA shall contribute maximum of \$77.00 for employee or employee plus family for dental coverage.

### *VISION INSURANCE*

STA shall contribute a maximum of \$8.68 for employee or employee plus family at \$18.76 for vision coverage.

### *LIFE INSURANCE*

STA to contribute premium sufficient to maintain \$50,000 basic life insurance.

### *LONG TERM DISABILITY*

STA to provide a LTD plan to cover all employees. Plan shall include a 30 day waiting period, 60% of the first \$3,333 of earnings, 5 year + ADEA maximum benefit period.

**HOLIDAYS**

Paid holidays include the following:

- |                               |                               |
|-------------------------------|-------------------------------|
| New Year's Day                | Columbus Day                  |
| Martin Luther King's Birthday | Veteran's Day                 |
| Lincoln's Birthday            | Thanksgiving Day              |
| Washington's Birthday         | Friday after Thanksgiving Day |
| Memorial Day                  | 4 Hours Christmas Eve*        |
| July 4th                      | Christmas Day                 |
| Labor Day                     | 4 Hours New Year's Eve*       |

Two floating holidays shall be credited July 1st of each year to the employee's vacation balance. \*If Christmas Eve and New Year's Eve falls on a Friday, Saturday or Sunday, an additional eight (8) hours of vacation shall be credited on July 1st. Employees hired between July and December shall receive credit for two floating holidays and Christmas Eve and New Year's Eve, if applicable. Employees hired between January and June shall receive credit for one floating holiday.

**VACATION**

Employees shall receive - 0-5 years = 10 days, 5-10 years = 15 days, 11 years = 16 days, 12 years = 17 days, 13 years = 18 days, 14 years = 19 days, 15+ = 20 days. Bonus 5 and 15 years = 5 days lump sum credit. Maximum accumulation 40 days.

Previous years of service credit shall be considered for accrual purposes for those employees transitioning from the County to STA.

**SICK LEAVE**

12 days accrual per year. Unlimited accrual.

**SICK LEAVE BUYBACK**

Service retirement - 25% cash for sick leave balance.

Employees are eligible to participate in an annual buyback program. Eligible employees electing to participate shall be paid in February. The annual program is as follows: Employees with 30 days of sick leave balance who use less than 4 of 12 days earned can elect to receive 50% of the unused portion earned in that year in cash.

**BEREAVEMENT LEAVE**

A maximum of three (3) consecutive days in California or five (5) consecutive days outside California to attend funeral of employee's spouse, child, parent, brother, sister, grandparent, mother or father-in-law, or household dependent or relative.

**AT-WILL EMPLOYMENT**

Employees shall be considered as at-will employees and may be terminated at anytime by the Executive Director.

In addition to the above, STA shall comply with all employment regulations mandated by state and federal laws.

Approved \_\_\_\_\_  
Effective July 1, 2000  
(Board Approved \_\_\_\_\_ )

## APPENDIX A

### STA SALARY RANGE (Approved November 8, 2000)

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Executive Director	\$7917 – Contracted – No Salary Range				
Deputy Director for Planning	\$5237	\$5498	\$5773	\$6062	\$6283
Deputy Director for Projects	\$5237	\$5498	\$5773	\$6062	\$6283
Program Director	\$4218	\$4429	\$4650	\$4883	\$5127
Program Manager/Analyst	\$3680	\$3865	\$4058	\$4261	\$4472
Office Manager/Clerk to the Board	\$3574	\$3753	\$3941	\$4138	\$4345
Outreach Coordinator	\$2981	\$3130	\$3286	\$3450	\$3623
Planning Assistant	\$2796	\$2936	\$3083	\$3237	\$3399
Commute Consultant	\$2710	\$2845	\$2987	\$3136	\$3293
Administrative Assistant	\$2484	\$2608	\$2738	\$2875	\$3019
Projects Intern (part time)	\$12.00 per hour – No Salary Range				

# **SOLANO TRANSPORTATION AUTHORITY**

## **POLICIES AND PROCEDURES**

**#4**

### **AT-WILL EMPLOYMENT**

**Date Approved: July 9, 1997**

**Amended:**

STA employees serve in "at will" positions at the pleasure of the Executive Director. The Executive Director is considered to be the appointing authority for employees of the STA, and may take all necessary actions to hire, promote, demote, transfer, suspend with or without pay or discharge any employee.

The Executive Director shall consult with the STA Executive Committee and promptly notify the STA Board of aforesaid action.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

### #5

## EXPENSES

**Date Approved:** July 9, 1997

**Amended:**

The following are the procedures relative to travel, mileage, and meal expenses:

1. All STA employees shall be allowed their actual, necessary travel expenses in the performance of STA duties.
2. The Executive Director may approve payment of claims for travel expenses not specifically covered by the provisions of this section, provided that such expenses were necessarily incurred in connection with STA business and there is a good cause for such payment.
3. The Office Manager shall establish rules and regulations governing the preparation, filing, and payment of claims under this section, and all such claims thereunder shall be filed in the manner prescribed by law and in accordance with the rules and procedures set forth by the Office Manager and approved by the Executive Director.
4. No claim of any STA employee for the expense of transportation from his residence to his place of employment or return, shall be allowed.
5. A STA employee may attend a convention or meeting pertaining to his office when authorized by the Executive Director and within the budgetary program approved by the STA Board.
6. Any STA employee who is required to travel and who is authorized to use a motor vehicle in his own private possession or control, shall be allowed the sum per mile as allowed by federal guidelines.
7. When a STA employee is authorized to use his/her privately-owned vehicles on STA business, mileage may be allowed in accordance with the following provision:
  - a. The term "worksite" as used in this section, means the STA's address of 333 Sunset Avenue, Suite 200, Suisun City, CA 94585.
  - b. "Commute mileage" as used in this section, is the amount of one-way mileage between the employee's home and the STA's address.

- c. "First point of contact" as used in this section, means the first site where, on any given workday, the employee conducts STA business. If an employee has a first point of contact, which is not the STA worksite, then the distance between home and the first point of contact will be recorded. If the amount of this distance is greater than the amount of commute mileage between home and the worksite, the difference may be claimed. If the amount of this distance is less than the commute mileage, then no mileage may be claimed.
  - d. Once the employee arrives at the first point of contact, mileage used in the course of conducting STA business may be claimed up to arrival at the last point of contact.
  - e. "Last point of contact" as used in this section means the last site where, on any given workday, the employee conducts STA business. If an employee has a last point of contact, which is not the assigned worksite, then the distance between the last point of contact and home will be recorded. If the amount of this distance is greater than the amount of the commute mileage between the assigned worksite and home, the difference may be claimed. If the amount of this distance is less than the commute mileage, then no mileage may be claimed.
  - f. When an employee is required to use his privately owned automobile to perform specific duties outside of said employee's working hours, mileage shall be allowed from his residence to the first point of contact in the performance of his duties to his residence.
  - g. Reimbursable transportation expenses shall be limited to mileage, public transit fares, parking, and bridge tolls unless the Executive Director authorized payment for other expenses.
8. When required by or approved by the Executive Director, employees may be reimbursed for meals, not to exceed a reasonable expense, determined by the Executive Director, consumed in connection with STA business only when one of the following conditions exist:
- a. An employee attends a meeting or conference for the STA's benefit at which time a meal is a regularly scheduled event, and at which attendance has been anticipated within the travel budget.
  - b. An employee is required to attend a meeting concerning STA business because of his official position.
  - c. An employee has been assigned by the Executive Director to attend a meeting concerning official business as a representative of the STA or to attend a training course.

- d. To the extent permitted by laws, employees, committees, Board members serving the STA without compensation, when meals are in conjunction with a meeting for purposes of conducting STA business.
  - e. An employee is required to incur expenses as host for a person deemed by the Executive Director to be an official guest of the STA.
9. The Executive Director is accountable for determining: A) the necessity for expending public funds for meals, B) the appropriateness and accuracy of the claim, C) the availability of funds, and D) conformity with STA policy. The Office Manager may require such certification from the Executive Director as to the foregoing as considered warranted ensuring accountability.
10. In the event that an employee required by the STA to use a private automobile on Agency business, should incur property damage to the employee's automobile through no negligence of the employee, and the employee is unable to recover the costs of such property damage from his/her own insurance company or from any driver or other source, such costs shall be covered under the STA's Hired/Non-Owned Auto Liability Policy to a sum not exceeding the limits of the policy, provided that any claims the employee may have against his/her insurance company or any third party have been litigated or settled, and provided further that the employee is not found guilty of a violation of California Vehicle Code or Penal Code in connection with the event causing such damage. Employees shall submit proof of loss, damage or theft (e.g. an appropriate police report, and/or estimated statement of loss) to the Executive Director within thirty (30) days of such loss, damage or theft.
11. Expense claims shall be submitted monthly using one of the following two forms attached:

Monthly Expense Claim  
Personal Expense Claim

Receipts for all expenses shall accompany claim forms.

**CITY OF VACAVILLE**  
**MONTHLY BUSINESS EXPENSE STATEMENT**  
 For the Month of \_\_\_\_\_, 2001

Day	DESCRIPTION Please give detailed explanation of expense, (use back of form if needed) Include where Traveled and Why	MILEAGE		TRAVEL			OTHER		DAILY Totals
		PER IRS ALLOWANCES	0.345	MEALS ***	BRIDGE	PARKING	MISC*		
		# Miles		INDICATE BLD					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
<b>TOTALS</b>									

\*\* Attach Receipts

\*\*\* please note: meal maximums are \$50 per day / \$25 per meal

**ACCOUNT DISTRIBUTION:**

Grand Total

Fund # -0- Account # Object code

Line Total

Fund # -0- Account # Object code

Line Total

Fund # -0- Account # Object code

Line Total

Employee Name (PRINT)

Supervisor Approval

Employee Signature

Supervisor name, print

For Finance Use:  
Check #:

Check Date:

All original receipts in travel file by date of travel.

**CITY OF VACAVILLE**  
**TRAVEL EXPENSE STATEMENT**  
 (For Training, Conferences & Overnight Travel)

Employee Name *(PRINT)* \_\_\_\_\_  
 Business Purpose \_\_\_\_\_  
 Place \_\_\_\_\_  
 Dates \_\_\_\_\_

Account# : \_\_\_\_\_ - \_\_\_\_\_  
 Account# : \_\_\_\_\_ - \_\_\_\_\_  
 Account# : \_\_\_\_\_ - \_\_\_\_\_

*(Fill in actual Dates)*

DESCRIPTION	Date	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTALS
	Day								
Hotel *									
Meals - <b>Not to exceed \$50 per day/\$25 per meal</b>									
Breakfast *									
Lunch *									
Dinner*									
Parking *									
Air Fare *									
Taxi Fare *									
Auto Expense \$. <u>345</u> /mile <small>(current IRS allowance)</small>									
Bridge Tolls									
Registration Fees *									
Other (Identify) *									
Other (Identify) *									

**\* Attach Receipts!**

Grand Total  
 Less Advances  
 Less City Credit Card Charges  
 Less Prepaid Amounts  
 Balance Due **CITY**  
 Balance Due **EMPLOYEE**

I hereby certify that the travel indicated hereon was accomplished according to the Travel Policy and that information shown is correct; that no part of compensation claimed was of a personal nature.

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Approval Date

\_\_\_\_\_  
 print name

For Advances: Send form to finance in triplicate  
 ORIGINAL: File  
 1 COPY: To employee: **Return form to finance with all receipts attached**  
 1 COPY: File

**PLEASE NOTE:**  
 The City of Vacaville uses the ACCOUNTABLE expense plan  
 All expenses must be documented with receipts attached.

For Finance Use:  
 Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_ All original receipts in travel file by date of travel.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

### #6

## WORK HOURS

**Date Approved:** July 9, 1997

**Amended:**

The offices of the STA shall be open to the public Monday through Friday between 8:00 a.m. and 5:00 p.m. except for STA holidays as defined in the Policies and Procedures #2.

The workweek for full time employees shall be forty (40) hours Monday through Friday, except weeks containing STA holidays.

Employees may work flexible daily work schedules if any when approved by the Executive Director provided that:

- a. The total work hours are accumulated during the daily hours of 7:00 a.m. to 7:00 p.m. each pay period (twice monthly).
- b. Employees are present at their job assignment during the "core time" of 9:00 a.m. to noon and 1:30 p.m. to 3:30 p.m., unless authorized by the Executive Director.
- c. Employees take at least a thirty (30) minute lunch break during the period of 11:30 a.m. to 1:30 p.m. and the lunch break does not exceed two hours.
- d. Work away from the office, such as telecommuting from home as authorized by the Executive Director, will be credited as work hours.
- e. Time off during the core time in excess of work breaks must be approved by the Executive Director.
- f. When the Executive Director determines that operating needs require hours of coverage other than those defined as "core time" the employee will be required to work them and shall be paid pursuant to the salary and overtime schedules and policies.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

#7

### TIMELY RESPONSE TO PHONE MESSAGES AND WRITTEN REQUESTS

**Date Approved:** July 9, 1997

**Amended:**

The perception of our effectiveness as the staff to the STA will be judged in many ways. One of those ways is how well we serve the STA Board members, the staffs of the cities and the county, and most important, the public. Our timely response to phone and written inquiries is a tangible measure of our commitment to serving this constituency.

#### Phone Messages

You should make every effort to respond to a phone message as soon as possible, preferably within 24 hours. If you know the person that called you will require information you do not have at this time or he/she expects a detailed response you are not prepared to offer now, you should call the person back within 24 hours and give them a schedule by when you can respond in detail.

#### Written Requests

You should make every effort to respond to written requests as soon as possible, preferably within two (2) weeks. If the request will require research and you do not have the data immediately available, you should write the person within one (1) week and give them a schedule by when you can respond in detail.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

#8

### DEALING WITH THE MEDIA

**Date Approved:** July 9, 1997

It is important that the information given to the press is accurate, complete, and placed in context. It should be our objective to be open and prompt in responding to press inquiries. Remember, they are often on very tight deadlines requiring information that day.

#### Who Talks to the news media?

1. STA Board Members and the Executive Director unless specific technical or program information is required. However, staff can expect to be contacted directly by reporters at public meetings or by phone. When such contact is made, you should report the nature of the discussion, and outcome to the Executive Director as soon as possible, to assure that he/she is prepared for follow-up calls.
2. In certain circumstances, professional staff may be called on to provide technical information to the media. An excess of complicated technical information can cloud a good news story. When receiving a call directly from the press:
  - ◆ Determine the name and organization and write it down, plus date and time.
  - ◆ Determine the nature of the inquiry and write it down.
  - ◆ Either refer the call to the Executive Director or answer the question(s) consistent with the guidance of this memo, and
  - ◆ If the inquiry is answered, complete a brief written record and forward to the Executive Director.
3. The Executive Director or Chairperson of the STA Board shall make all contacts with the media regarding feature articles and appearances on talk shows. Any staff person receiving such a request from the media should forward it to the Executive Director.
4. STA initiated contacts with the media, such as press releases or requests to appear before editorial boards, shall be made by the Executive Director or Chairperson of the STA Board or the designee of either person.

## **Policy vs. Information**

The STA Board makes policy. While the staff may propose a policy or suggest policy options, a policy is official only after the STA Board acts. Staff may produce technical reports as information to the STA Board. Each staff member should ensure that the media understands the nature of the information given, e.g. staff report, staff recommendation, proposed policy or approved STA Board policy. Always identify the kind of information given.

## **How to talk to reporters**

1. Simply. The media for the most part do not have technical expertise.
2. Concisely. Most reporters are very bright but must deal with a multitude of issues. Errors are likely to occur with questions answered in an unclear manner. Staff should keep in mind that newspapers are written for the sixth grade level reader, that TV and radio news stories are typically very concise (30-90 seconds), and that disclaimers, exceptions, and qualifying factors are often left out of news stories.
3. Willingly. The media are the eyes and ears of the public. Public acceptance of the STA and its programs depends on public understanding, facilitated through honest and open dealings with the media.
4. Honestly. Always assume you are talking "on the record." There is no such thing as "off the record" when talking to the media. Make sure facts are correct. If you don't know, say so but that you will find out and follow through. On rare occasions you may know but do not wish to comment. Don't lie. Say you do not wish to comment.
5. Promptly. Media calls and requests should receive highest priority. Media deadlines are absolute, and news is news for a very short time. If you do not answer promptly, the reporter will complete the story without your information, and errors or omissions may occur.
6. Sensitively. A spokesperson for the STA, dealing with politically sensitive issues, must consider the political implications of what is said. Any staff person who does not have a grasp of the facts or political implications should ask a more senior staff person to handle the request. Information given to the news media cannot be retracted.

## **Dos and Don'ts**

1. Do assume that the press is present at every public meeting and formulate your comments to the STA Board or committee accordingly.

2. Do keep two or three key points in mind and bring them up at every opportunity in an interview.
3. Do assume that members of the press are looking for a story, even during casual conversation, that's their job.
4. Do remain calm and objective. Don't be defensive, provocative or combative.
5. Do watch out for issues with political implications, but don't use the word "political" to describe a situation to the press - that's a red flag.
6. Do speak in plain English. Don't use a lot of acronyms or jargon.
7. Do anticipate questions, and prepare answers ahead of time (in the case of a radio or television appearance or in-depth interview, you should ask the producer or reporter what the interview will focus on in general).
8. Don't speculate about what we might find out from a study, what might happen or what the STA might do - just stick to the facts.
9. Don't believe, and don't respond to, secondhand information about findings from a report you have not seen or about what someone supposedly said about the STA. See the document yourself or talk to the person yourself, before responding.
10. Don't speak ill of someone else or of another organization. Don't attribute motives to someone else or some other organization.
11. Don't let the don'ts listed here gets in the way of your being helpful to the press. Do maintain a positive, open attitude toward the press at all times.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

#9

### USE OF STA EQUIPMENT

**Date Approved:** July 9, 1997  
**Amended:** March 14, 2001

Telephones, copiers, postage meter, fax and computer systems are an integral part of the office operation of the STA, and have been installed at substantial expense to facilitate business communications.

Personal telephone calls should be kept to a minimum. Any personal long distance telephone call should be charged to your home telephone number. If circumstances prevent this and a personal long distance telephone call must be made from the STA, then you should inform the Office Manager who will identify the call when the phone bill comes for reimbursement to the STA. This also applies to fax communications and use of the copier.

The postage meter is not to be used for personal use under any circumstances.

All computer equipment, including STA computers for telecommuting purposes at employee's homes, is the property of the STA. Any computer equipment, including laptops and/or desktops, at employee's homes must be returned to the STA upon departure from STA employment. Application CD's should not be removed from the office for personal use. Following are additional policies and procedures required by the STA:

- Viruses can easily be transmitted through an infected file to STA network
- Because the STA computing systems are networked, procedures not followed and changes made by users to computing systems can adversely affect all systems
- Files brought in from an outside source must be scanned for viruses. The following files often carry attached viruses and downloading them is strictly prohibited:
  - *Music files (.mp3)*
  - *Pornographic materials downloaded from the Internet, uploaded from outside source disks (cd's), or pornographic screensavers*

The STA has provided a virus package. It is recommended that this virus protection be ran on a daily basis but no less than twice weekly. Live Update (which downloads most recent changes to the virus protection) will be run weekly. Under NO circumstances should users turn off the virus protection package.

The STA has provided personal computing systems for each employee. These PC's are configured to STA standards. To ensure the stability of competing systems, as well as to ensure that the productivity of each employee is not hampered, these configurations must not be changed.

It is the responsibility of each employee to backup his or her application files. Files should be stored as follows: c:\My Documents\ with a daily backup to zip (as recommended) but backup no less than twice weekly. In the event of a disaster, the STA will provide application CD's (i.e. Windows 98, Office 2000, System Recovery Disk), but it is the responsibility of each employee to provide current files.

It is the responsibility of the STA to catalog applications CD's (i.e. Windows 98, Office 2000, System Recovery Disk) and store these CD's off site or in a locked fireproof safe.

It is the responsibility of the STA to alert users to computing system viruses. It is the responsibility of each user to be discriminative when opening e-mail from an unknown source or opening an unexpected e-mail from a known user.

The STA reserves the right to obtain access to all voice mail and E-mail messages left on or recorded on the system, as well as the right to obtain access to any computer file on the computer system, at any time, without any advance notice. Accordingly, employees should not assume that any voice mail or E-mail message or any computer file is private or confidential.

All desks, file cabinets, personal workstations, etc. are the property of the STA. The STA reserves the right to search these areas if there is a belief that any state, federal or local law, or STA policies have been violated. Employees should not assume that their desks, workstations, file cabinets, bookcases or any other STA provided furniture and equipment is for employee's private or confidential use.

# **SOLANO TRANSPORTATION AUTHORITY**

## **POLICIES AND PROCEDURES #10 PERFORMANCE EVALUATIONS**

**Date Approved: July 9, 1997**  
**Amended: March 14, 2001**

Although employees of the STA are at-will employees, the STA also recognizes the interest of employees to have their work evaluated. While continuing to emphasize the at-will nature of employment with the STA, performance evaluations (1) will be conducted annually for all employees, and (2) the performance evaluation is the basis for considering salary adjustments for employees, however, it is not intended to, nor shall it provide only change or modification in the terminable at-will status of the STA employees. All salary adjustments are to be approved by the Executive Director.

Compensation for the Executive Director is determined in a separate contract negotiated directly between he/she and the STA Board. The process is provided as an attachment.

The attached forms are to be used to conduct performance evaluations. The forms are to be completed at the beginning of the evaluation period and will provide a basis for measurement of objectives at the end of the evaluation period. In addition, the Executive Director may periodically review performance throughout the year and consult with the employee.

## **SOLANO TRANSPORTATION AUTHORITY (STA)**

### **EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS**

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The STA Board will review the performance of the Executive Director annually. The review will include the following steps:

1. The performance evaluation form, along with the Executive Director Role description and previously agreed upon goals and objectives, will be provided to each Board member at least two weeks before the closed session scheduled for the Executive Director's personnel evaluation.
2. Each Board member will go through the performance evaluation form and independently rate the Executive Director's performance.
3. The Board members will meet in closed session without the Executive Director to discuss their independent ratings and to consolidate their ratings and comments into a single performance evaluation form.
4. The Board and Executive Director will meet in closed session to review and discuss the consolidated performance evaluation form. The Executive Director will get the benefit of the individual comments and perspectives of all Board members.
5. The Board and Executive Director will review plans for the Executive Director's personal and professional development and will establish goals and objectives for the next appraisal period.



SOLANO TRANSPORTATION AUTHORITY
PERFORMANCE EVALUATION

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Following is a listing of the desired qualities, which describe a good professional STA staff member. "A" indicates the person is exceptionally strong in that area. "B" generally strong in this area, "C" acceptable, "D" needs to improve, and "F" unsatisfactory.

A. COMMITMENT TO STA GOALS: PLANNING/TEAMWORK

- \_\_\_ Takes an active role in goal setting, project planning and internal affairs of the STA.
\_\_\_ Individuals goals, talents, and efforts are directed toward the needs of the department and achievement of the work group.
\_\_\_ Established goals and plans are prioritized and based upon substantiated needs.
\_\_\_ Innovative ideas are advanced and encouraged in solving problems and improving the effectiveness of the work group.

Comments: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

B. APPLICATION OF PROFESSIONAL SKILLS

- \_\_\_ Professional skills for performing assignments are either possessed or developed.
\_\_\_ Performance of assigned projects is consistent with currently accepted techniques, stands and procedures.
\_\_\_ Solutions developed are conceptually sound...technical problems in application are anticipated and resolved.
\_\_\_ Conclusions and recommendations are substantiated and documented by available information.
\_\_\_ No unnecessary delays in performing assignments or resolving problems...work is completed on schedule or exceptions are explained.

Comments: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

**C. COMPLIANCE WITH BUDGETS AND EXPENDITURE CONTROLS**

- Budget recommendations are based upon prioritized needs and produce desired results.
- Budget recommendations and expenditure reports are documented and submitted at agreed upon time.
- Purchase requests are in line with established needs and within budget limitations.
- Controllable costs, (overtime, overruns, etc.) are kept within budget limitations.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. PREPARATIONS AND PRESENTATION OF ORAL/WRITTEN REPORTS OR INFORMATION**

- Written reports are clear, concise, and rarely returned for correction.
- Oral reports are presented in a clear well organized manner.
- Reports are submitted in prescribed format and contain all specified information.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. PERFORMANCE OF ROUTINE AND SPECIAL ASSIGNMENTS**

- Conformance with schedules, standards and plans does not require close supervision.
- Deviations in instructions, work schedules and standards are approved by supervisor or corrected.
- New and additional assignments are readily accepted and performed.
- Work is of sufficient quality and quantity to meet supervisor's expectations.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. WORKING RELATIONSHIP, COMMUNICATIONS AND COORDINATION WITH OTHER PERSONNEL**

- Conflicts or problems in working relationships are usually resolved without intercession of higher authority.
- Needs, problems and procedures are communicated to affected parties.
- Desired results are accomplished through subordinate and other personnel.
- Few and only minor problems occur because of inadequate communication and coordination of activities.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. INTERACTION AND COMMUNICATION WITH THE PUBLIC AND OUTSIDE ENTITIES**

\_\_\_\_\_ Problems and complaints from outside sources are normally resolved without referral to a higher source.

\_\_\_\_\_ Policies and work rules are followed as prescribed, or exceptions cleared in advance with appropriate authority.

\_\_\_\_\_ Potential improvements in policy, procedures and work rules are recommended and substantiated.

Comments: \_\_\_\_\_

**H. DEVELOPMENT, APPLICATION AND INTERPRETATION OF POLICIES, PROCEDURES AND WORK RULES**

\_\_\_\_\_ Policy and procedural recommendations are sound and well received by supervisor/receiving party.

\_\_\_\_\_ Policies and work rules are followed as prescribed, or exceptions cleared in advance with appropriate authority.

\_\_\_\_\_ Potential improvements in policy, procedures and work rules are recommended and substantiated.

Comments: \_\_\_\_\_

**I. ASSIGNMENT, SCHEDULING, TRAINING AND OVERSEEING OF ASSIGNED PERSONNEL**

\_\_\_\_\_ Few and only minor misunderstandings in assignments occur.

\_\_\_\_\_ Assignments and schedules correspond to departmental needs.

\_\_\_\_\_ Feedback on performance is provided to subordinates and reported to superior in an objective and timely manner.

\_\_\_\_\_ On-the-job training needs are identified and met without regard to race and sex, in accordance with Equal Employment Opportunity requirements.

\_\_\_\_\_ Performance of subordinates is satisfactory or corrective measures are taken.

Comments: \_\_\_\_\_

**J. ASSIGNMENT AND SUPERVISION OF SUBORDINATE PERSONNEL**

\_\_\_\_\_ Assignments are made in a fair and impartial manner considering the needs of the STA and the capabilities of the employees.

\_\_\_\_\_ Subordinates understand instructions and job assignments with few and only minor misunderstandings.

\_\_\_\_\_ Problems or deviations arising in established plans, schedules and work activities are confronted promptly and corrected or discussed with appropriate supervisor.

\_\_\_\_\_ Desired results (quantity and quality of work expected from group) are accomplished through subordinate personnel.

\_\_\_\_\_ Superior is provided periodic feedback on subordinate's performance.

\_\_\_\_\_ Selection of new employees is based on job related criteria and is consistent with Affirmative Action objectives and Equal Employment Opportunity laws.

Comments: \_\_\_\_\_

**K. OTHER FACTORS IMPORTANT TO SUPERVISOR**

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# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

### #11

## SALARY ADMINISTRATION GUIDELINES

**Date Approved:** July 9, 1997

### 1. Start Salaries

Executive Director shall approve initial salaries and increases for all STA employees.

The initial salary offered to new hires should be determined only after verifying that the salary range for the job itself is appropriate.

The reason for having salary ranges (as opposed to single rates) is to be able to vary actual salaries for individuals in recognition of performance and experience levels. For example, the upper part of the range is intended for individuals who are outstanding performers.

The minimum of the pay range is NOT the same as the hire rate and should not be used as such. There actually is no such thing as a specific hire rate for any job at STA. The appropriateness of a new hire salary, within the guidelines stated above, will be determined based on budget constraints and the Executive Director's management judgment. Consideration will be given to the candidate's background and skill level, the time it is presumed it will take the individual to learn the job, the current competitiveness of the market for the particular job, and any other factors that may be pertinent.

### 2. Promotions

A promotion, by definition, is a reassignment of an employee from one job to another job with the STA that is classified in a higher pay range. If a job is reclassified to a higher pay range, and the same individual employee remains in the job, it is a promotion-in-place. The same salary administration guidelines apply to both promotions and promotions-in-place.

Promotional increases shall be based on the appropriate salary level within the new position's salary range depending on the employee's performance and experience.

Avoidance of potential internal inequities is critical to the effectiveness of the salary administration program. As with all salary decisions, Executive Director's discretion and management judgment will be the sole criteria for any salary decision.

### 3. Demotions

When an individual is moved to a job with a lower salary grade, salary adjustments may or may not be appropriate. If, by mutual consent, the employee requests or agrees to the demotion, the current salary should be assessed relative to its position in the new pay range. If it is over the maximum of the new range, consideration should be given to a salary decrease to an appropriate salary level within the new range, particularly if there are other employees in the new job that may be more experienced and/or have better performance evaluations than the individual being demoted.

If the demotion is the result of a job reclassification and results in a situation where the employees' salary is higher than appropriate for the job duties and the salary range, it is generally best to "red-circle" the salary (grant no increases) until such time as labor market inflation results in increased ranges and the salary falls into the range at a level that would justify a merit increase. Pay decreases are seldom imposed in this situation, although the final decision rests with the Executive Director's discretion.

#### **4. Salary Increases**

The Executive Director may issue guidelines to help recommend whether an employee should receive an annual salary increase after the employee's annual performance evaluation. The STA Board may provide direction to the Executive Director within areas, but the ultimate authority rests in the Executive Director's discretion.

Salary increases are intended to be allocated among employees in consideration of the following criteria:

- (1) current position of salary level within approved salary range of a job; and
- (2) performance evaluation; and
- (3) budget constraints

The Executive Director exercises his discretion and management judgment in the process of making salary increase recommendations. It is important to acknowledge that not all employees will receive pay increases annually. Salary increases will be based on performance, existing salary level within the approved salary range, and available funds, as determined within the discretion of the Executive Director.

Timing of Increases. The Executive Director may recommend salary increases after a performance review, consistent with the salary administration guidelines only once in a 12-month period. If increases are approved at other times of the year for any reason such as a promotion, such increases should be prorated.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

### #12

## DRUG AND ALCOHOL POLICY

**Date Approved:** July 9, 1997

The STA recognizes that alcohol and drug abuse in the workplace has become a national concern. The STA believes that by reducing drug and alcohol use we will improve the safety, health, and productivity of employees. The object of the STA's alcohol and drug policy is to provide a safe and healthy workplace for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

The manufacture, use, possession, sales, distribution, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs, narcotics, controlled substances or intoxicants (collectively "Alcohol and Drugs") except for medical purposes as further described below, by STA employees at any time on STA premises or while on STA business is prohibited. Employees shall not report for duty, enter or remain on STA premises while under the influence of Alcohol and/or Drugs nor have in their possession any such Alcohol and/or Drugs while on STA premises.

The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician or over-the-counter medications that you buy at the store are not prohibited by this policy. Employees who are using prescription or over-the-counter medications that may impair their ability to perform their job safely, must report such use to their supervisor immediately before starting or resuming work. If employees discover that such medication has an impaired or adverse impact on their ability to work, they should contact their physician immediately.

The STA will encourage employees with chemical dependencies (drug and alcohol) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request an appropriate leave of absence. The STA is not obligated, however, to continue to employ a person whose job performance is impaired because of drug or alcohol use, nor is the STA obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of use or dependence.

Employees with substance abuse problems will be held to the same standards of performance as other employees in the same or similar job positions.

The STA may conduct unannounced searches of office facilities and property, including, but not limited to, offices, desks, file cabinets and book shelves, for alcohol or illegal drugs with or without probable cause to believe there is a violation of this policy, but as long as a reasonable suspicion is present. The STA shall retain a set of keys (or the locker combination) for each piece of STA property, which can be locked. Employees are required to cooperate in such searches. An employee's refusal to cooperate may result in disciplinary action, including, but not limited to, immediate termination.

Searches of employees and their personal property may be conducted when there is a reasonable suspicion that an employee is in violation of this policy. With respect to searches of the employee's person, the employee will be given the option of submitting to a self-search in the presence of the Executive Director, or his or her representative. An employee's consent to such a search of the employee or his or her personal property is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including immediate termination.

Any violation of this policy may result in disciplinary action up to and including immediate termination.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

### #13

## SEXUAL HARASSMENT POLICY

**Date Approved:** July 9, 1997

Sexual harassment is prohibited by federal and state law, and is regulated by the Equal Employment Opportunity Commission (EEOC), and the California Department of Fair Employment and Housing. The STA has a zero-tolerance policy. Any employee engaged in any of the acts of behavior defined below will be subject to disciplinary action up to and including immediate discharge. Steps will be taken, as necessary, to prevent further harassment.

Sexual harassment is unwelcome or unwanted conduct of a sexual nature when either:

1. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects or conditions of employment and employment decisions (quid pro quo harassment); or
2. Conduct which substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment (hostile environment harassment).

Sexual Harassment includes, but is not limited to:

- Unwelcome sexual advances, requested sexual favors and other verbal or physical conduct of a sexual nature.
- Making threats of reprisal explicitly or implicitly a term or condition of employment.
- Using coercive sexual behavior to control or affect the career, salary or performance review of another employee.
- Unreasonably interfering with work performance or creating an otherwise intimidating, hostile or offensive work environment by or through activity or conduct of a sexual nature.

Management will ensure that a non-employee who subjects an STA employee on the job to sexual harassment will be informed of STA's policy, and other action may be taken as deemed appropriate by the Executive Director or the STA Board of Directors.

An employee who believes that he or she has been discriminated against or harassed on any basis stated in this policy should immediately report such incident(s) to the Executive Director without fear of reprisal. The Executive Director shall ensure that an investigation is initiated.

An employee who files frivolous, intentional or vindictive false claims will be subject to discipline or other sanctions.

The Executive Director or a neutral fact finder he or she designates shall conduct a thorough investigation of all complaints of sexual harassment. At the conclusion of the investigation, the Executive Director shall present the findings and decision to the complainant, which shall be implemented subject to appeal by the complainant or the subject(s) of the investigation to the STA's Executive Committee. Investigations shall be conducted in as confidential a manner as is compatible with the investigation.

**SOLANO TRANSPORTATION AUTHORITY**

**POLICIES AND PROCEDURES**

**#14**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY AND  
AFFIRMATIVE ACTION POLICY**

**Date Approved: July 9, 1997**

The Solano Transportation Authority, in conformance with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000 (d)) prohibits discrimination in employment against any persons or group of persons on the grounds of race, religious creed, color, national origin, age, ancestry, physical disability, medical condition, marital status, sex, sexual orientation, veteran's status, political affiliation or any other non-merit factor.

**SOLANO TRANSPORTATION AUTHORITY**  
**POLICIES AND PROCEDURES**  
**#15**  
**ATTENDANCE AT STA SPONSORED EVENTS**

**Date Approved: July 9, 1997**

While all STA employees are invited to attend all STA sponsored functions, such as conferences, symposiums, field trips, etc., compensation for attendance shall be as follows:

1. If an employee attends a STA sponsored function at the specific request of his/her supervisor or because it is required within the scope of his/her job function, and that function is held after official working hours or on a week-end, then the employee is entitled to overtime pay or comp time depending on their employee status, and related transportation expenses. Attendance at such functions requires the supervisor's prior approval.
2. If an employee attends a STA sponsored function, whether during or after official working hours, of his own accord, then the employee is not entitled to any compensation, including, but not limited to overtime pay, comp time, transportation expenses, etc.

# **SOLANO TRANSPORTATION AUTHORITY**

## **POLICIES AND PROCEDURES**

**#16**

### **FIXED ASSETS / SURPLUS PROCESS**

**Date Approved: March 14, 2001**

All equipment, furniture and computer equipment exceeding \$500 will be tagged with a serial number and noted as the property of Solano Transportation Authority. The Office Manager will be responsible for providing a tag for each item and keeping a schedule of fixed assets list, which is used as part of the STA's annual audit process.

The following is the process the STA will following as part of surplus process of equipment, furniture or computer equipment:

- The Office Manager will provide you with a Surplus Property Report, which you will be required to complete.
- The Office Manager will then contact the City of Vacaville Purchasing Department to set up a date for items to be picked up.
- These items will be donated to organizations through the City or Solano County. Receipts will be provided to the STA after the completion of the donation(s).
- The STA will not receive any funds for these donations. Items are not auctioned off, just donated.
- If the City cannot find an organization to donate to, they will donate the item to The Salvation Army.



# SURPLUS PROPERTY REPORT

TO PURCHASING – THE FOLLOWING PROPERTY IS SURPLUS TO THIS DEPARTMENTS OPERATION

- 1. Quantity: \_\_\_\_\_
- 2. Description (Attach separate sheet if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3. STA Tag Number (If any): \_\_\_\_\_
- 4. Manufacturer: \_\_\_\_\_
- 5. Model Number: \_\_\_\_\_
- 6. Serial Number: \_\_\_\_\_
- 7. Condition:     \_\_\_\_\_ Excellent     \_\_\_\_\_ Good     \_\_\_\_\_ Fair     \_\_\_\_\_ Poor
- 8. Location: \_\_\_\_\_
- 9. For Additional Information Contact: \_\_\_\_\_
- 10. Department Name: \_\_\_\_\_
- 11. Approved by: \_\_\_\_\_
- 12. Date: \_\_\_\_\_
- 13. Comments (Suggested Disposition): \_\_\_\_\_  
 \_\_\_\_\_

## PURCHASING USE ONLY

### PLANNED DISPOSITION

Trade In      Sell  
 Transfer      Auction  
 Scrap      Bid  
 Lease      Other  
 Planned Disposition Complete By: \_\_\_\_\_

Date: \_\_\_\_\_

### FINAL DISPOSITION

Method of Disposal: \_\_\_\_\_  
 \_\_\_\_\_  
 To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 By: \_\_\_\_\_  
 (Signature)

# **SOLANO TRANSPORTATION AUTHORITY**

## **POLICIES AND PROCEDURES**

### **#17**

#### **USE OF THE STA VAN**

**Date Approved:     March 14, 2001**

The STA van will be used for business purposes only, including events and meetings. You must schedule the use of the van through the Administrative Assistant, who keeps a log of scheduled dates and times that have been requested for the use of the van.

Anyone using the van will be responsible for monitoring the gas use. If you get to a quarter of a tank, please fill it back up. You can seek funds through petty cash or on a reimbursable basis as long as a receipt is provided.

If the van is in need of maintenance, you will need to contact the Office Manager, who will then make arrangement with a car maintenance facility for any necessary repairs.

The van is insured for use by all STA employees. If an accident occurs, please notify the Office Manager or the Executive Director within 24 hours from the time of the accident. The Office Manager will be responsible for seeking the accident information and providing it to the insurance company.

# SOLANO TRANSPORTATION AUTHORITY

## POLICIES AND PROCEDURES

### #18

## CREDIT CARD PROCESS

**Date Approved: March 14, 2001**

The following is to establish those policies and procedures necessary to control the use of Credit Cards that will be assigned to and utilized by selected STA employees to purchase goods and services on behalf of the STA.

1. Credit cards will be assigned to and utilized by the Executive Director and the Office Manager to purchase goods, services or for use on business travel, including flight, hotel, food and purchases related to business travel. Employees are prohibited from requesting or accepting credit cards directly from the issuer (bank).
2. The card will have the agency's individual name, the account number and expiration date. The Office Manager will maintain a receipt for all purchases made with the credit card(s). The employee responsible for the card will be held accountable for all purchases made with the card entrusted to him/her, along with documentation and payment procedures discussed herein.
3. The bank has no individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc. are maintained.
4. The credit card should be used whenever possible in lieu of petty cash, emergency purchase orders, special checks or purchase requisitions when the dollar amount for a single item or group of items is under \$500, without seeking authorization. Each single purchase may be comprised of multiple items, but the total including tax cannot exceed the single purchase dollar limit of the Credit Card.
5. When a merchant seeks authorization for a purchase from the bank, the system will check each individual cardholder's single purchase limit.
6. The Executive Director maintains the right to cancel any credit card, which has been abused or deny cards to any employee that violates any part of these policies or procedures. The Executive Director has the right to limit the total number of cards issued to STA employees, and has the right to restrict the cards to full-time employees and also to keep the number of cards to a minimum.
7. The Office Manager has the authority to make necessary purchases up to \$500, consistent with the STA budget, without seeking Executive Director's authorization, and up to \$5000 after seeking authorization from the Executive Director. The Executive Director has the authority to make necessary purchase up to \$5000 without seeking authorization.

8. The Credit Card is to be used for STA purchases ONLY.
9. Charges for single purchases are NOT to be split in order to stay within the authorized total. Receiving CASH back from any transaction is NOT allowed. Cash advances are PROHIBITED.
10. Any misuse of the Credit Card set by this policy may be result in the cancellation of the card for the employee and/or further disciplinary action can be taken.
11. Any time a purchase is made, documents (charge slips, receipts, etc.) must be retained as proof of purchase. Each cardholder is to maintain a log of uses. The documents should be attached to the monthly statement to verify the purchases. If for some reason the cardholder does not have documentation for a transaction to attach to the statement, he/she should attach a written explanation that includes the description of the good/services purchased, the date of purchase, and the Vendor's name and address.
12. At the end of a billing cycle, each cardholder will receive a statement showing all transactions made during the billing cycle. The employee is required to review and attest (sign) to the accuracy of the statement. The statement, along with all receipts must then be forwarded for payment to the bank. If a cardholder had no purchase activity during a particular billing cycle, no statement will be generated and no action will be necessary by the cardholder.
13. All requests for new cards or changes will be done through the Office Manager. The Executive Director will authorize new card requests.
14. If a cardholder losses or their credit card gets stolen, notify the Office Manager immediately, the Office Manager will then contact the bank and replacement card(s) will be issued.
15. If a cardholder leaves the STA, his/her card must be collected by the STA.

The cardholder (employee) is responsible for the use of the Credit Card in accordance with these policies and procedures. The STA is responsible for monitoring and controlling the expenditure accounts to which the cards are assigned.



DATE: March 6, 2001  
TO: STA Board  
FROM: Stacy Medley, Office Manager/Clerk of the Board  
RE: Transfer Federal Funding for Lobbyist Services from Project  
Development To Operations Budget

**Background:**

The STA Board approved a budget of \$12,000 for federal lobbying services by The Ferguson Group from January 1 through June 30, 2001. This expenditure was approved as part of the miscellaneous project development funding and staff is recommending that this item be transferred out of project development to operations, where state lobbying funds are applied.

**Fiscal Impact:**

None. The money has already been approved by the STA Board.

**Recommendation:**

Approve transferring \$12,000 from project development to the STA's general operations program.

Attachment

## STA 2000/01 APPROVED BUDGET

REVENUES	Appvd 6/00	Amend 10/00
Current Year Revenues	2000-01 Budget	2000-01 Budget
TDA Planning & Admin. (Op)	\$272,969	\$272,969
Gas Tax Contribution (Op)	\$272,969	\$272,969
STP Planning (MTC)	\$200,000	\$200,000
Solano Paratransit Op (TDA)	\$296,313	\$296,313
BAAQMD	\$321,871	\$321,871
Abandoned Vehicle Abatement	\$295,000	\$295,000
YSAQMD/BAAQMD (CityLink)	\$95,000	\$95,000
CityLink Fares	\$20,000	\$20,000
TCI Grant (Rail Station)	\$591,000	\$591,000
STIP Funds (Jepson Parkway)	\$241,000	\$241,000
MIS Funding (Hwy 12)	\$110,000	\$110,000
State Transit Assistance (SolanoLinks)	\$160,000	\$160,000
Local Match for Section 3 Grant (STAF) (CNG Coach)	\$200,000	\$375,000
2000 STIP PPM	\$0	\$121,000
APDE (2002 STIP)	\$0	\$250,000
TCRF (I-80/I-680)	\$0	\$1,000,000
2000 STIP Augmentation	\$0	\$250,000
SCI Metropolitan Transportation Commission	\$350,000	\$353,355
SCI BAAQMD Funds (FY 99/00)	\$40,000	\$200,000
SCI YSAQMD	\$2,000	\$17,260
<b>Subtotal</b>	<b>\$3,468,122</b>	<b>\$5,442,737</b>
<b>Use of Fund Balance</b>		
AVA Fund Balance	\$20,000	\$20,000
FY 99/0 BAAQMD-TFCA Program/Unallocated Funds	\$111,348	\$79,462
BAAQMD interest	\$0	\$31,886
Gen Op Fund Balance for Ops for FY 99/0	\$0	\$86,013
Gen Op Fund Balance for Reserve Account	\$0	\$50,000
Project Development Fund Balance for Proj. Dev.	\$29,362	\$169,346
Gen Op Fund Balance for Solano Paratransit	\$5,000	\$5,000
SCI BAAQMD Fund Balances (FY 97/8 & 98/9)	\$112,000	\$97,822
<b>Subtotal</b>	<b>\$277,710</b>	<b>\$539,529</b>
<b>TOTAL</b>	<b>\$3,745,832</b>	<b>\$5,982,266</b>

Additional Op Rev.

FY 99/0 Op Fund Balance	136,013	STA
AVA Fund Balance	5,000	STA
Hwy 12 MIS Funding	10,000	STA
2000 STIP PPM	<u>\$43,843</u>	STA
	\$194,856	Subtotal
SCI TFCA Funding	<u>\$6,440</u>	SCI
	\$201,296	TOTAL

Additional PD Rev.

FY 99/0 Proj. Dev. Fund Balance	\$128,984	
STIP PPM	\$17,157	
STP Funding	<u>\$5,000</u>	
	\$151,141	TOTAL

Additional Program Rev.

Local Match for Section 3 Grant (STAF) (CNG Coach)	\$375,000	
2000 STIP PPM	\$90,000	
APDE (2002 STIP)	\$250,000	
TCRF (I-80/I-680)	\$1,000,000	
2000 STIP Augmentation	<u>\$250,000</u>	

EXPENDITURES	Appvd 6/00	Appvd 10/00
Current Year Expenditures	2000-01 Budget	2000-01 Budget
<b>Operations</b>		
STA Salaries & Benefits	\$460,003	\$500,564
SCI Salaries and Benefits	\$301,471	\$307,911
SCI Overtime/Comp Time	<u>\$500</u>	<u>\$1,000</u>
TOTAL SALARIES & BENEFITS	\$761,974	\$809,475
STA Services and Supplies	\$198,499	\$269,951
Federal Lobbyist	\$0	\$12,000
SCI Services and Supplies	<u>\$166,772</u>	<u>\$117,323</u>
TOTAL SERVICES & SUPPLIES	\$365,271	\$399,274
STA Reserve Account (Previous)	\$0	\$50,000
STA Reserve Account (Current)	<u>\$30,000</u>	<u>\$30,000</u>
TOTAL RESERVE ACCOUNT	\$30,000	\$80,000
STA Contingency	\$0	\$27,843
SCI Contingency	<u>\$0</u>	<u>\$110,200</u>
TOTAL CONTINGENCY	\$0	\$138,043
<b>Subtotal</b>	<b>\$1,157,245</b>	<b>\$1,426,792</b>
<b>Project Development</b>		
Jepson Parkway TLC		\$5,000
Vallejo Sereno Park N Ride		\$3,000
Comprehensive Transportation Plan	\$57,936	\$115,000
Project Assistance Program	\$10,000	\$20,000
Marketing Program	\$15,000	\$55,000
SEDCORP Sponsorship		\$1,000
Park N Ride Survey		\$10,000
Modeling Contract	\$35,000	\$35,000
Federal Lobbyist	\$0.00	\$0.00
Reserved Fund Balance from FY 99/00		\$24,077
<b>Subtotal</b>	<b>\$117,936</b>	<b>\$268,077</b>
<b>Programs</b>		
Jepson Parkway Concept Plan	\$241,000	\$491,000
Fairfield/Suisun Rail Station	\$591,000	\$591,000
SolanoLinks (Transit/Marketing/Planning)	\$160,000	\$160,000
Local Match Purchases (TFCA/STAF Grants) CityLink	\$200,000	\$375,000
Abandoned Vehicle Abatement Program	\$310,000	\$305,000
TFCA Air Quality Grants (BAAQMD)	\$414,581	\$414,581
Highway 12 MIS	\$110,000	\$100,000
Solano Paratransit Operations	\$293,813	\$293,813
CityLink - Route 30	\$115,000	\$115,000
Capitol Corridor Stations Design	\$0.00	\$250,000
I-80/I-680 Corridor Study	\$0.00	\$1,000,000
Program Contingency	\$0.00	\$60,000
<b>SCI MARKETING PROGRAM</b>	\$35,257.00	
General Marketing Program	\$0.00	32,743
Employer Outreach Program	\$0.00	7,500
Vanpool Program	\$0.00	10,000
CRSW 2000	\$0.00	25,000
Guaranteed Ride Home Program	\$0.00	30,260
BikeLinks Maps	\$0.00	20,000
Bike to Work Program	\$0.00	6,500
<b>Subtotal</b>	<b>\$2,470,651</b>	<b>\$4,287,397</b>
<b>TOTAL</b>	<b>\$3,745,832</b>	<b>\$5,982,266</b>



DATE: March 6, 2001  
TO: STA Board  
FROM: Janice Sells, Project Manager/Analyst  
RE: Disadvantage Business Enterprise (DBE) Program

**Background:**

In performing the agency's transportation planning and development functions, the STA uses federal funds to contract consulting firms to prepare various plans and documents. When federal funds are used, the STA is mandated to set specific DBE goals and develop a boilerplate for each Request for Proposals (RFP) document.

In October 2000, new federal US Department of Transportation (DOT) DBE regulation required some modification to previously approved plans. All federally funded projects (partial or full funding) must be advertised under the new requirements. To comply with the new regulation, all federal-aid recipients must submit a revised DBE program (including goal setting methodology and sample contract boilerplate). In addition, a DBE Liaison Officer must be identified in each agency participating in federally funded projects.

The STA staff (with the assistance of Leo Flores of the Solano County Transportation Department) has prepared the necessary documents and submitted them to Caltrans for approval. With some minor changes, the program was approved on January 8, 2001. The plan has been noticed in a local newspaper for 30 days, as required, and now comes to the STA Board for formal adoption.

The resulting DBE goal for the STA for fiscal year 2000-2001 is 11.7%, which will be achieved using a 9.8% race conscious method and a 1.9% race neutral method as detailed in the Goal Setting Methodology documents.

**Recommendation:**

- 1.) Adopt the STA Disadvantaged Business Enterprise Program as established according to regulations of the US Department of Transportation
- 2.) Designate Janice Sells as the STA's DBE Liaison Officer

Attachment

## GOAL SETTING METHODOLOGY

The Solano Transportation Authority (STA) is responsible for transportation planning, coordination, and the financing of projects for the seven cities and the county. STA provides countywide planning for the development of roads, transit, and rideshare; facilities for rail, bicycles, and pedestrian facilities; and for the management of Solano County transit services. Projects involving federal funds are limited to consulting services involving traffic and environmental studies and marketing. STA is not involved in the management of federal preliminary engineering, right-of-way, and construction activities. These obligations are the responsibility of each local jurisdiction.

The Goal Setting Methodology developed is specifically for consulting work involving traffic and environmental studies, and marketing where federal funds are utilized. STA currently does not have a project that is federally funded. Because of the limited federal funded activities a DBE goal for FY 2000/01 can be developed and utilized should a project funded with federal funds be initiated.

A two-step process methodology described in 49CFR Part 26 must be used for the DBE goal setting. Step 1 of the methodology establishes a base figure for the relative availability of DBEs that are ready, willing, and able to participate in DOT projects. The Step 2 methodology is a survey of the contracting markets and local agencies to determine if an up or down adjustment from the base figure is needed. Each methodology is discussed in detail below:

### Step 1 Process: Census Bureau Data and DBE Directory (Race Conscious)

The first stage in developing step 1 is to develop a market area for which consultants have demonstrated an interest in working in Solano County for projects involving traffic and environmental studies, and marketing. A review of STA and Solano County Transportation files on previous Request for Proposals and letters of interest were used to establish a market area. Solano County attracts consultants from both the Bay Area and Sacramento region because of its location. The counties in the market area for which consultants are expected to participate in STA contracts are:

Alameda County	Contra Costa County	Marin County
Placer County	Sacramento County	San Francisco County
Solano County	Yolo County	

Work Category Codes (WCC) identifies each activity. WCC 8703 and 8720 are for work in traffic engineering, WCC J9510 for work in environmental quality, and WCC I8740 for work in management and public relations. Phase I calculates the percentage of DBE firms listed in the DBE directory, for each WCC, located in each of the above counties divided by the number of the same type of work category establishments from the Census County Business Pattern. The results are as follows:

WCC C8703 & 9720 Traffic Engineering	3.3%
WCC J9510 Environmental Quality	13.7%
WCC I8740 Management and Public Relations	12.4%

An average of the three percentages results in a base DBE goal of 9.8% for Step 1.

Step 2 Process: History (Race-Neutral)

A Step 2 process is an integral requirement for the goal setting process. The purpose of the step 2 analyses is to determine if an adjustment to the race conscious goal is justified. A review DBE participation on previous projects was conducted to determine if an adjustment to the step 1 percentages was necessary. A review of STA and Solano County files, for the past four years, showed no previous DBE participation for WCC J9510 and I8750, therefore, an adjustment to these WCC items is not necessary.

The survey did result in a previous DBE participation of 15.0% for WCC C8703 & 9720 for the same four-year period. There was \$597,974 of services performed of which \$89,949 (15%) was performed by a certified DBE. 9.1% DBE participation for WCC C8703 & 9720 resulted from a calculated average of 3.3%, from step 1 above, and 15.0%. This is an upward adjustment of 5.8%.

CONCLUSIONS

The average of 9.1%, 13.7% and 12.4% produce a resultant goal of 11.7%. This is an upward adjustment of 1.9%.

**THE RESULTING GOAL FOR FY 00/01 IS 11.7%, WHICH WILL BE ACHIEVED USING A 9.8% RACE CONCIOUS METHOD AND A 1.9% RACE NEUTRAL METHOD.**



DATE: March 7, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Funding Application for Countywide Trails Plan

**Background:**

In February 2001, the STA Board authorized staff to: 1). Prepare a Countywide Trails Plan in conjunction with the Solano County Department of Environmental Management; 2). Apply for funding from various sources for the trails plan; and 3). Return to the STA Board with a schedule, scope of work and committee structure to implement the planning process.

**Discussion:**

Since February, staff has met with Solano County Department of Environmental Management Agency staff - to discuss the development of the Trails plan, and ABAG staff - to discuss mapping and funding needs. Several of the next steps being discussed include:

1. EMA staff to request the County Board of Supervisors partner with the STA to develop the County Trails Plan.
2. Initiate STA applications for funding from the Bay Trail, Ridge Trail and Coastal Conservancy Programs to help fund consultant services.
3. Meet with Solano Farmlands and Open Space Foundation staff to discuss the Foundation's participation in the Trails plan

**Recommendation:**

Approve resolution submitting an application for Bay Trail, Ridge Trail and Coastal Conservancy Funds to prepare a Countywide Trails Plan in conjunction with Solano County.

Attachment

**RESOLUTION 2001-**

**A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY SUPPORTING FUNDING APPLICATIONS FOR THE COUNTYWIDE TRAILS PLAN FROM THE BAY TRAIL, RIDGE TRAIL AND COASTAL CONSERVANCY PROGRAMS**

**WHEREAS**, the ABAG Bay Trail Program has requested applications for the FY 2001-02; and

**WHEREAS**, additional funds may be available from the Ridge Trail, Coastal Conservancy and other programs; and

**WHEREAS**, the STA has submitted an application for \$10,000 of YSAQMD Clean Air Program with a favorable recommendation from the STA/YSAQMD Screening Committee; and

**WHEREAS**, the Solano Transportation Authority (STA) is requesting an additional \$60,000 for consultant services to prepare a short and long range Countywide Trails Plan;

**WHEREAS**, the Phase 1 Countywide Trails Plan is expected to be a key component of the Alternatives Modes Element of the Solano Comprehensive Transportation Plan; and

**WHEREAS**, this plan meets the criteria for planning grants for the Bay Trail Program and will help to implement the Bay Trail, Ridge Trail and Coastal Conservancy efforts in Solano County.

**WHEREAS**, the STA is requesting the County of Solano to co-sponsor the development of this plan and the proposed funding applications to help further the efforts of the May 2000 Open Space Forum; and

**NOW, THEREFORE, BE IT RESOLVED** that the STA hereby supports applications for Bay Trail, Ridge Trail, Coastal Conservancy and other available funds for the development of a Countywide Trails Plan.

---

Marci Coglianese, Chair  
Solano Transportation Authority

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was regularly introduced, passed, and adopted by said STA at a regular meeting thereof held this 14th day of March 2001.

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Daryl K. Halls, Executive Director  
Solano Transportation Authority



DATE: March 6, 2001  
TO: STA Board  
FROM: John Harris, Deputy Director for Projects  
RE: Highway 37 Project Cost - Adjustment

**Discussion:**

At the Highway 37 Project Development Team (PDT) meeting on February 15, 2001, a \$4.0 million cost increase was identified by Caltrans for phase 2 of the project. Robert Collison (Quincy Engineering) represented the STA at the meeting. A copy of his e-mail memo regarding the announced cost increase is attached. Subsequent to the meeting, the STA also received a letter from Caltrans Project Manager Katie Yim (also attached), which outlines the reasons for the increase and a suggested remedial funding proposal. The proposal essentially splits the \$4.0 million increase between the ITIP and the RTIP.

Based on a meeting with Caltrans District 4 Director Harry Yahata last week, it was agreed that the STA's consideration of support in covering \$2 million of the Route 37 project cost increase with STIP reserves, would be conditioned on Caltrans sponsorship of a 2002 I-TIP request for the I-80/I-680 interchange project. Currently, Solano County has \$6 million in 2002 STIP reserves set aside for the I-80/680 interchange. These funds will likely not be allocated until 2002.

**Recommendation:**

Approve an allocation of \$2 million from Solano County's 2000 STIP reserve to cover one-half of the cost increase of the Route 37 widening project (Phase 2) conditional on Caltrans' sponsorship of a 2002 ITIP request for the I-80/I-680 interchange project.

Attachments

## John Harris

---

**From:** ROBERTCOLLISON@aol.com  
**Sent:** Tuesday, February 20, 2001 5:28 PM  
**To:** wjhsta@pacbell.net  
**Subject:** HWY 37 PDT Meeting

On February 15, 2001, I attended the PDT meeting for the White Slough (Hwy 37) Project at Caltrans District 4 in Oakland. I attended the meeting as a representative of Solano Transportation Authority.

The PDT meeting covered the whole project, and included discussion of an additional \$4M of projected costs for Phase 2 of the project. I informed Caltrans that STA would be reluctant to agree to provide additional funding. Caltrans stated that the increase was needed to construct the project, and that the increase was less than 10% of the budget.

Caltrans stated that the majority of the cost was due to hazardous waste remediation. Caltrans proposed that they would fund \$2M from ITIP, and STA should fund \$2M from RTIP.

~~STATE OF CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY~~

GRAY DAVIS, Governor

**DEPARTMENT OF TRANSPORTATION**

BOX 23660  
OAKLAND, CA 94623-0660  
(510) 286-4444  
TDD (510) 286-4454



February 20, 2001

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

Dear Mr. Halls:

This letter is to request Solano Transportation Authority's approval to provide an additional \$2.0 million RTIP funds for the cost increase of Phase 2 of the Route 37 Widening Project.

Currently, the Route 37 projects (Phase 1, 2 and 3) are funded by both ITIP and RTIP. A \$4.0 million cost increase has been identified for the phase 2 project. This project is listed in the 2000 STIP for 00/01 FY funding. The cost increase is due to the following:

- \$2.0 million is due to the difference in hazardous waste cleanup cost. Original estimate in the Project Report was \$1.6 M and recent hazardous waste reports have a total estimate of \$3.6 M.
- \$1.0 million is due to structural cost increase.
- \$1.0 million is due to the need to use lightweight fill and wick drain for construction at the White Slough area.

It is proposed to fund 50% of the cost increase from ITIP and 50% from RTIP. STA's approval of this request will be greatly appreciated.

If you have any questions, please call me at (510) 286-4455.

Sincerely,

HARRY Y YAHATA  
District Director

By

A handwritten signature in black ink, appearing to read 'Katie K. W. Yim', written over a horizontal line.

KATIE K. W. YIM  
Project Manager

cc: Gary Leach - City of Vallejo



DATE: March 6, 2001  
TO: STA Board  
FROM: John Harris, Deputy Director for Projects  
RE: Rio Vista to City of Fairfield STP Fund Transfer

**Discussion:**

On January 24, 2001, staff members from Fairfield, Rio Vista and the STA met to discuss the transfer of federal funds from three Rio Vista projects to the Pennsylvania Road improvement project in Fairfield (SOL970027). The three projects from Rio Vista are:

1. The construction of a right-turn lane at the intersection of State Route 12 and Church Road (SOL991007)
2. The construction of a right-turn lane at the intersection of State Route 12 and Amerada Road (SOL991008)
3. The design and construction of east/westbound left and right-turn lanes at the intersection of SR 12 and Church/Amerada Road (SOL991041)

The combined amount of federal funds (STP) from these three projects total \$190,000, which will be transferred to the Pennsylvania Road project in Fairfield. In return, Rio Vista will receive \$171,000 in local general fund monies from Fairfield. Due to the fast approaching obligation deadline (September 30, 2001) for these federal funds, the agreement between Rio Vista and Fairfield will ensure the successful obligation of these funds. Of equal importance, the fund exchange will also offer Rio Vista the opportunity to initiate a complete intersection redesign, which could make it a more attractive 2002 SHOPP candidate. The three projects currently programmed do not adequately address the safety issues on this stretch of State Route 12. STA Board approval is needed to approve the transfer of the federal STP funds.

On February 28, the STA TAC unanimously voted to recommend that the STA Board approve the fund exchange agreement between the City of Rio Vista And Fairfield.

**Recommendation:**

Authorize the transfer of \$190,000 in federal STP funds from the City of Rio Vista to the City of Fairfield



DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: 5 Year Bicycle Plan and 2001-02 TDA Article 3 Claims

**Background:**

Each year the STA calls for new and modified projects to add to the previous 5-year bicycle/pedestrian plan. STA also requests that applicants for the first year of the next plan to submit their draft claims for TDA Article 3 funds. MTC makes available approximately \$180,000 of new TDA Article 3 funds each year to Solano jurisdictions. This represents 2% off the top of the approximate total \$9-10 million in TDA funds available for Solano cities and county.

**Discussion:**

On November 2, 2000, the Bicycle Advisory Committee (BAC) initiated a "Call for Projects" and on February 1, 2001 recommended projects for the 2001-2006 5-Year Bicycle Plan and 2000-01 TDA Article 3 claims. On February 28, 2001, the TAC endorsed recommendations for the following projects:

***2001-2006 5-Year Bicycle/Pedestrian Plan***

**City of Vacaville**

In January 2000, City of Vacaville requested funds in the 5-year Plan for Alamo Creek in 2002-03 and two segments of the Ulatis Creek bike route in 2004-05. The BAC and TAC recommend that \$45,254 be funded for Alamo Creek and \$62,000 funded for each of the two segments of the Ulatis Creek bike route (\$124,000 total).

**Suisun City/STA**

Both agencies staff request a new project for 2001-02 to establish Phase 1 of a special countywide bike route sign program for mid and south county. This sign program has been proposed for the past three years and is one of the 11 priority projects for the Countywide Bicycle Plan. The signs would initially be placed on the Central County Bikeway and Jepson Parkway (in Suisun City) and the Solano Bikeway (in City of Vallejo) then eventually on other new and existing bike routes throughout the county. Suisun City is also required to install some special State Recreational Program signs, also to be funded from this claim. The BAC and TAC recommend \$10,000 for this program. The program would also be complimented by an

additional \$5,000 being recommended for the YSAQMD Clean Air Fund to implement this program in the north county.

County of Solano

Solano County requests the following projects:

- 1 Requests moving the Suisun Valley Road Bridge project, originally requested for \$82,400 for 2002-03 of last year's 5-year plan, to the year 2004-05 because of environmental delays. The BAC and TAC support this request and recommend \$76,000 of TDA funds.
- 2 Requests deletion of the Suisun Valley Road Bridge project at Miller Creek from FY 2004-05 - (this was not proposed for funding in the last 5-year plan).
- 3 Requests funding for the Pleasants Valley Road Widening, from Cherry Glen Road to about a half mile north of Foothill Road to accommodate Class 2 bike lanes. The BAC recommends \$70,000 of TDA funds for 2002-03. \$15,000 of YSAQMD funds is also being recommended for this bike route project.
- 4 Requests a new project for the 5th year of the new plan (2005-06) to repair the existing railroad bridge across the Putah Creek for use by bicycles and pedestrians. The BAC recommends \$150,000 of TDA funding for this innovative bike route project.

2001-02 TDA Article 3 Claims

In accordance with the proposed updated 5 year Bicycle/Pedestrian Plan, the following TDA Article 3 claims are recommended to be submitted for 2001-02;

1. City of Suisun - \$150,000 claim for Class 1 Central County Bikeway.
2. City of Vallejo - \$10,000 for new Class 2 and Class 3 bike routes from new Carquinez Bridge span to the Vallejo Ferry Terminal.
3. Suisun City/STA- \$10,000 for a special bike route sign program and state sign program for the Central County Bike Route and other mid and south county bikeways.

With the addition of the above-described projects, attached is the proposed five-year plan (2001-2006 Bicycle/Pedestrian Plan). Also attached are the draft TDA Article 3 claims for the three projects listed in 2001-02 for the next proposed five-year plan.

**Fiscal Impact:**

None

**Recommendation:**

Adopt the attached resolution to approve the updated 2001-06 5-Year Bicycle/Pedestrian Plan and 2001-02 TDA Article 3 Claims

Attachments

**RESOLUTION NO. 2001-**

**A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY  
APPROVING A BICYCLE PLAN/PEDESTRIAN FUNDING PLAN FOR  
2001-2006 AND APPROVING THE FILING OF  
TDA ARTICLE 3 CLAIMS FOR 2001-02**

**WHEREAS**, the Transportation Development Act (TDA) Article 3 provides for the disbursement of funds from the Local Transportation Fund (LTF) of the County of Solano for the use by eligible recipients for the purpose of providing bicycle and pedestrian projects; and

**WHEREAS**, the attached revised 5-Year Solano Bicycle/Pedestrian Plan (2001-2006) has been available for public review; and

**WHEREAS**, approximately \$258,000 of remaining TDA Article 3 funds are estimated by MTC to be available for next year; and

**NOW, THEREFORE, BE IT RESOLVED** that the Solano Transportation Authority (STA) approves the attached 5-Year Bicycle/Pedestrian Plan for 2001-2006.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the STA authorizes the filing of \$170,000 of TDA Article 3 Claims for the year 2001-02 of the 5 year Funding Plan including \$10,000 for the City of Vallejo's to construct the Class 1 and 2 bike route improvements from Maritime Academy Drive to the Vallejo Ferry Terminal; \$150,000 for City of Suisun to construct the Central County Bikeway on Highway 12; and \$10,000 to City of Suisun construct a special Countywide Bicycle Signage Program for various bike routes.

---

Marci Coglianese, Chair  
Solano Transportation Authority

I, Daryl K. Halls, the Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was regularly introduced, passed, and adopted by said Authority at a regular meeting thereof held this 14th day of March, 2001.

---

Daryl K Halls, Executive Director  
Solano Transportation Authority

# Proposed 5-Year Solano Bicycle/Pedestrian Plan (2001-2006)

Revised 10/5/00

Project Sponsor	Project	Total Project	TDA Request	Recommend.	Est. Running Balance	
<b>Year 1 (2001-02)</b>					\$258,965	Revised MTC Estimate received on 3/6/01
1. City of Vallejo	Construct Class II and Class III bike route gap closures on Maritime Academy Dr. , Sonoma Blvd. (Hwy 29) and Mare Island Way to connect the new Carquinez Bridge to the Vallejo Ferry Terminal.	\$10,000	\$10,000	\$10,000	\$248,965	
2. Suisun City	Class I Bike Lane adjacent to Highway 12 from Sunset Avenue to Emperor Road	\$150,000	\$150,000	\$150,000	\$98,965	BAC submitted suggestions on the preliminary designs; Project is fully funded at about \$1.4 million
3. Suisun City/STA Agencies	Countywide Bike Route Signage Program Construct approx. 50-100 special signs	\$20,000	\$10,000	\$10,000	\$88,965	This is recommendation No. 11 of Phase I of new Countywide Bicycle plan. It will be matched with \$5,000 of YSAQMD funds
SUBTOTAL		\$180,000	\$170,000	\$170,000	\$88,965	Approximate estimated balance available
<b>Year 2 (2002-2003)</b>					\$268,965	\$180,000 MTC est. plus carryover.
1. Benicia	Construct bike bridge from Columbus Parkway/ Rose Dr. across I-780 to Benicia	\$500,000	\$85,000	\$85,000	\$183,965	Applicant is applying for additional funding. Requested to remain on 5-year plan and requested additional funds in 2003.
2. Co. of Solano	Widen Pleasants Valley Road with Class 2 bike lanes	\$1,131,000	\$80,000	\$70,000	\$113,965	BAC supported portion of request
3. City of Vacaville	Alamo Creek Class 1 Bike Path (Alamo Drive to Marshall Road)		\$50,000	\$45,254	\$68,711	BAC supported portion of request
SUBTOTAL		\$1,631,000	\$215,000	\$200,254	\$68,711	Approximate estimated balance available
<b>Year 3 (2003-2004)</b>					\$248,711	MTC estimate plus any balance from previous year
1. City of Benicia	Construct improvements to Park Road to provide access to the bike route on the new Benicia-Martinez Bridge span	\$345,660	\$160,000	\$160,000	\$88,711	Based on request from City of Benicia and So. County Bicycle Plan Update.
SUBTOTAL		\$345,660	\$160,000	\$160,000	\$88,711	Approximate estimated balance available
<b>Year 4 (2004-2005)</b>					\$268,711	\$180,000 MTC estimate plus balance from previous year
1. City of Vacaville	Construct Ulatis Creek Class 1 Bike Path (Allison Dr. to I-80)		\$75,000	\$62,000	\$206,711	Proposed in letter dated January 5, 2000
2. City of Vacaville	Construct Ulatis Creek Class 1 Bike Path (Allison Dr. to Nut Tree Road)		\$75,000	\$62,000	\$144,711	Proposed in letter dated January 5, 2000
3. Co. of Solano	Replace Suisun Valley Road Bridge at Suisun Creek to incorporate Class II shoulders and handrailing for bicyclists (Bridge No. 23C-77)	\$1,400,000	\$82,400	\$76,000	\$68,711	Project has been delayed because of environmental clearances
SUBTOTAL			\$150,000	\$200,000	\$68,711	
<b>Year 5 (2005-2006)</b>					\$248,711	\$180,000 MTC estimate plus any balance from previous year
1. Co. of Solano	Winters Railroad Bridge over Putah Creek	\$2,000,000	\$150,000	\$150,000	\$98,711	
SUBTOTAL			\$150,000	\$150,000	\$98,711	

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03/07/2001

c:\SYR00-05  
03/07/2001

**SOLANO COUNTY  
TRANSPORTATION DEPARTMENT**

333 Sunset Avenue, Suite 230  
Suisun City, California 94585

Telephone (707) 421-6060  
Fax (707) 429-2894



**John Gray, Director**

Melba I. Delfino	Paul Wiese
Administration	Engineering
(707) 421-6064	(707) 421-6072

Eben Stevens, Operations  
(707) 421-6055

January 17, 2001

Dan Christians, Deputy Director  
Solano Transportation Authority  
333 Sunset Avenue, Suite 200  
Suisun City, CA 94585

Dear Dan:

**SUBJECT: Solano County TDA Article 3 Nominations**

Solano County proposes the following actions related to TDA Article 3 bicycle funding:

**Suisun Valley Road Bridge at Suisun Creek 23C-77 (FY 2002-2003)**

This project is currently partially funded with \$82,400 of TDA Article 3 matching funding in FY 2002-2003. Work is proceeding more slowly than anticipated due to problems obtaining environmental clearance. Therefore, I request that the funding be slipped two years to FY 2004-2005.

**Pleasants Valley Road Widening**

This project consists of widening Pleasants Valley Road to 32 feet of paved width, from Cherry Glen Road to about half a mile north of Foothill Road. The project will provide four foot paved shoulders suitable for a Class 2 bicycle lane. The Countywide Bicycle Plan lists this road as one of the key bike routes in the County. We have currently secured \$1,131,000 in Federal funds for the project. We must match this with \$147,000 in local funds. I am requesting \$80,000 in TDA Article 3 funds in FY 2002-2003 to help pay for the local match for this project. The remaining funds, plus any cost overruns, will be paid for with Solano County road funds.

### **Pleasants Valley Road Bridge at Miller Canyon Creek 23C-96 (FY 2004-2005)**

This project was approved for \$80,000 of TDA Article 3 matching funding in FY 2004-2005. Unfortunately, we were not able to secure Federal funding for the bridge replacement as we had anticipated. Therefore, I request this project be dropped.

Solano County would like to nominate the following project for TDA Article 3 bicycle funding in fiscal year 2005-2006:

### **Winters Road Bridge over Putah Creek**

This bridge represents the southerly gateway into the City of Winters from Solano County. It provides the only crossing of Putah Creek (other than I-505) between Putah Creek Road and Stevenson Bridge Road, a distance of 11 miles, so it is a key bicycle link between Solano and Yolo counties.

It has been inspected by Caltrans and found to be structurally deficient and functionally obsolete. It is a fairly long bridge (369 feet), with a very narrow clear width (22) feet. Per the Solano Countywide Bicycle Plan, it is located on a future Class II bike route.

Our options include rehabilitating, widening or replacing the existing bridge. The best option may be to rehabilitate the existing bridge for vehicles, and rehabilitate the adjacent railroad bridge as a bicycle and pedestrian bridge only.

At this time, we are requesting \$150,000 as partial funding of the local cost share of the project. The total project cost will likely be in the range of \$1 - 2 million.

The support of Solano County's Bicycle Advisory Committee for this important project would be greatly appreciated.

Thank you for considering my requests. Please call me at (707) 421-6072 if you have any questions.

Sincerely,



Paul Wiese  
Engineering Manager

MTC TDA Article 3 Fund Application

Fiscal Year of this Claim: 2001/02 Applicant: City of Vallejo, Public Works Department

Contact person: Taner H. Aksu, Senior Civil Engineer

E-Mail Address: taksu@ci.vallejo.ca.us Telephone: 707-648-4300

Secondary Contact (in event primary not available) Sabina Romick

E-Mail Address: sromick@ci.vallejo.ca.us Telephone: 707-649-3412

Short Title Description of Project: Sign and marking/stripping Bike Lanes - BIKE PROJECT

Amount of claim: \$ 10,000.00

Functional Description of Project:

Designating Class II and Class III bike lanes on Sonoma Blvd (SR229) between Curtola Parkway and Maritime Academy Drive, and Magazine Street, between Sonoma Blvd and Glen Cove Road.

Financial Plan:

Below, please list project components being applied for such as planning, engineering right-of-way, construction, contingencies, etc.; also provide project budget showing total cost of project and other funding sources. If this is a segment of a larger project, include prior and proposed funding sources for other segments.

Project Components: Planning, engineering/design, construction (signs, installation, and marking/stripping.

Funding Source	Prior Year	Application FY	2nd Year	3rd Year	Totals
TDA		\$ 10,000			\$ 10,000
Others (specify):					
Totals		\$ 10,000			\$ 10,000

Project Eligibility: (If OONO give approximate date of completion in comments)	YES or NO
A. Is the project approved by the governing agency (City Council or Board of Supervisors)?	No
B. Has this project previously received any TDA Article 3 funding? If so, please explain below:	No
C. If a bikeway, does the project meet Caltrans' mandatory minimum safety design criteria? (Chapter 1000 of the California Highway Design Manual dated July 1, 1995.)	Yes
D. If a bicycle project, has it been reviewed by a Bicycle Advisory Committee? (If not, please explain below under OComments.O)	Yes
E. Has the environmental impact documentation been stamped by the County Clerk? (See Tab I, MTC's Fund Application Manual.) Specify date stamped by County Clerk.	No N/A
F. Will the project be completed within one year after funds become available? What is the expected completion date of project? <u>Fall 2002</u>	Yes
G. Have provisions been made by the Claimant to maintain the facility? If an agency other than the Claimant is to maintain the facility provide the agency's name _____	Yes

Comments:

A. Will go to the City Council on March 2001 or immediate after funds become available

E. Not Applicable

MTC TDA Article 3 Fund Application

Fiscal Year of this Claim: 2002      Applicant: City of Suisun City  
 Contact person: Julie M. Pappa, Assistant Engineer  
 E-Mail Address: jpappa@suisun.com      Telephone: 707-421-7347  
 Secondary Contact (in event primary not available) Mike Duncan, Public Works Director  
 E-Mail Address: mduncan@suisun.com      Telephone: 707-421-7340  
 Short Title Description of Project: Central County Bikeway  
 Amount of claim: \$ 150,000.00

Functional Description of Project:  
 Class 1 Bikeway from AmTrak to Walters Road along the north side of  
 State Route Highway 12 in Suisun City.

**Financial Plan:**

Below, please list project components being applied for such as planning, engineering right-of-way, construction, contingencies, etc.; also provide project budget showing total cost of project and other funding sources. If this is a segment of a larger project, include prior and proposed funding sources for other segments.

Project Components: Preliminary Engineering, Design and Construction including Construction Management.

Funding Source	Prior Year	Application FY	2nd Year	3rd Year	Totals
TDA	\$75,000.00	\$150,000.00			\$225,000.00
Others (specify): T2	\$235,000.00				
CMAQ	\$310,000.00				
TFCA	\$260,000.00				
State Rec	\$120,000.00				
Totals	\$1,000,000.00	\$150,000.00			\$1,150,000.00

Project Eligibility: (If "NO" give approximate date of completion in comments)	YES or NO
A. Is the project approved by the governing agency (City Council or Board of Supervisors)?	YES
B. Has this project previously received any TDA Article 3 funding? If so, please explain below:	YES
C. If a bikeway, does the project meet Caltrans' mandatory minimum safety design criteria? (Chapter 1000 of the California Highway Design Manual dated July 1, 1995.)	YES
D. If a bicycle project, has it been reviewed by a Bicycle Advisory Committee? (If not, please explain below under "Comments.")	YES
E. Has the environmental impact documentation been stamped by the County Clerk? (See Tab I, MTC's Fund Application Manual.) Specify date stamped by County Clerk.	YES 1-28-1999
F. Will the project be completed within one year after funds become available? What is the expected completion date of project? 2002	YES
G. Have provisions been made by the Claimant to maintain the facility? If an agency other than the Claimant is to maintain the facility provide the agency's name	YES

Comments: 1998 TDA Article 3 funds totaling \$75,000.00 for the Central County Bikeway.





DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: HOV Demand Analysis for Comprehensive Transportation Plan

**Background**

On April 12, 2000, the STA Board authorized the Executive Director to enter into a contract with Fehr and Peers Associates for Phase 1 of the Arterials, Highways and Freeways Element of the Solano Comprehensive Transportation Plan. Phase 1 (including the needs analysis, development of the functional classification system map, input on the countywide traffic model and the conducting of existing traffic counts) has been completed.

On October 11, 2000, the revised STA budget included \$115,000 for new activities for the Comprehensive Transportation Plan. On December 13, 2000, the STA Board authorized a contract amendment for \$61,000 to conduct Phase 2 that will consist of refining the needs assessment, develop a policy element, develop performance measures, evaluate solutions, prepare a funding and implementation plan, and prepare format guidelines for the various elements of the plan.

**Discussion:**

A major component of the Comprehensive Transportation Plan and the I-80/680/780 Corridor Study is expected to be a proposal to implement High Occupancy Vehicle (HOV) lanes along major designated roadways. Caltrans requires a certain amount of demand before such lanes can be implemented. STA needs to identify the short and long term demand for HOV's in Solano County and subsequently may need to develop a special proposal and cost estimate for inclusion in the Plan. It is also expected that this be a major proposal to be incorporated into the I-80/680 interchange and potentially the RTP.

It is proposed that Fehr and Peers Associates develop an HOV analysis as part of the Phase 2 work they are currently conducting for the Arterials, Highways and Freeways Element. Timing is critical and this work needs to be completed in the next 2 months. Fehr and Peers has developed the attached proposed scope of work for this contract amendment that would complete this work within the needed time frame.

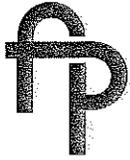
**Fiscal Impact**

This \$15,000 contract amendment will be funded from the remaining \$31,500 budgeted for the Comprehensive Transportation Plan for this fiscal year.

**Recommendation**

Approve a \$15,000 contract amendment with Fehr and Peers Associates to prepare a High Occupancy Vehicle Demand Analysis for the Solano Comprehensive Transportation Plan.

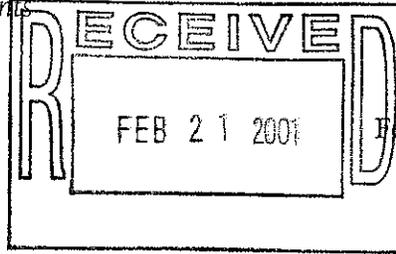
Attachment



FEHR & PEERS ASSOCIATES, INC.  
Transportation Consultants

2990 Lava Ridge Court, Suite 200  
Roseville, CA 95661

916 773-1900 • Fax 916 773-2015  
fehrandpeers.com



February 20, 2001

Mr. Dan Christians  
Solano Transportation Authority  
333 Sunset Avenue, Suite 200  
Suisun City, CA 94585

Re: *Solano County Comprehensive Transportation Plan - HOV Lane Evaluation*

Dear Mr. Christians:

Fehr & Peers Associates, Inc. is pleased to submit the attached scope of work and cost estimate to conduct an evaluation of potential high occupancy vehicle (HOV) lanes for I-80, I-680, and I-780 as part of Phase 2 for the Solano County Comprehensive Transportation Plan. Please sign and return the attached submittal. We appreciate the opportunity to continue assisting STA with such an important project.

Sincerely,

FEHR & PEERS ASSOCIATES, INC.

Ronald T. Milam, AICP  
Principal

Attachments

## PHASE 2 HOV-LANE EVALUATION - SCOPE OF WORK

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Prior to authorizing or permitting the installation of high occupancy vehicle (HOV) lanes, Section 21655.5 of the California Vehicle Code requires that an engineering study be prepared to evaluate the effect of the planned HOV lanes on safety, congestion, and highway capacity. The Caltrans *High Occupancy Vehicle (HOV) Guidelines for Planning, Design, and Operations* describe the specific requirements of the engineering study. Although this study is not required by Caltrans until the Project Report stage of project development, a key item required by the guidelines is a comparison of the HOV-lane traffic volume forecast for one year after opening and the minimum threshold of 800 vehicles per hour per lane. Given that STA may decide to advance HOV lanes quickly through the project development process, this scope of work includes an early evaluation of HOV lane traffic volume forecasts.

### Task 1. HOV-Lane Evaluation

This effort will require the estimation of existing HOV traffic volumes and the development of HOV traffic volume projections, which are not currently available from the Countywide travel demand forecasting (TDF) model. Existing a.m. peak hour and p.m. peak hour HOV (2+ persons per vehicle) traffic volumes will be estimated from mainline traffic counts at up to five locations on the I-80/680/780 corridors. With regards to HOV traffic volume forecasts, Fehr & Peers developed a process to generate HOV traffic volume forecasts for the I-680 HOV Lane project in Contra Costa County. This process relies on input from the MTC regional TDF model, which generates both SOV and HOV trip tables. The MTC information was combined with more detailed travel demand information from the local agency TDF models to determine the proportion of mainline traffic that consisted of HOVs.

Fehr & Peers will apply a similar process to forecast a.m. and p.m. peak hour HOV traffic volumes under 2005, 2010, 2010, 2015, 2020 and 2025 conditions for the following sections of I-80, I-680, and I-780.

- I-80 – Solano/Yolo County line to I-505
- I-505 to I-680
- I-80 - I-680 to SR 37
- I-80 - SR 37 to Carquinez Bridge
- I-680 - I-80 to Lake Herman Road
- I-680 - Lake Herman Road to Benicia Bridge
- I-780 - I-80 to Columbus Parkway
- I-780 - Columbus Parkway to I-680

Based on the SOV and HOV traffic volume projections, Fehr & Peers will assess the following operational issues for the I-80/680/780 network:

- A.M. and P.M. Peak Hour Mainline LOS;
- Potential Interchange Bottlenecks; and
- Potential Ramp Metering Locations.

### Deliverables

Fehr & Peers will prepare a technical memorandum describing the development of the HOV lane traffic volume forecasts and the potential implications of these forecasts on peak hour traffic operations.

A staff-review copy of the memorandum will be prepared and submitted to STA for review and comment prior to preparing the final memorandum for distribution to STA committees. Up to 25 hard copies and one electronic copy of the memorandum will be submitted to STA for distribution.

Meetings

Fehr & Peers will attend up to two meetings for this task.

**Authorization**

Except as specifically set forth in this letter amendment and the attached cost estimate dated 2/20/2001, all of the terms of the Professional Services Agreement between the Solano Transportation Authority and Fehr & Peers Associates, Inc. dated 5-22-00, remain in full force and effect, except that the term of the Agreement shall be extended to December 31, 2001 for the completion of phase 2 and this HOV-lane evaluation, only.

SOLANO TRANSPORTATION AUTHORITY

FEHR & PEERS ASSOCIATES, INC.

By: \_\_\_\_\_  
Daryl K. Halls,  
Executive Director

By: \_\_\_\_\_  
Ronald T. Milam, AICP  
Principal

Approved As To Form

By: \_\_\_\_\_  
Melinda C. H. Stewart  
Deputy Agency Counsel



DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Project Development Fund Request by Suisun City  
For Suisun City Rail Station Park and Ride

**Background:**

In 1997-98, the STA received a \$591,000 state-funded 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. STA is the project sponsor and Suisun City is the Project Manager. On February 14, 2001 the STA Board supported a time extension request to the CTC to obligate these funds to acquire and provide limited improvements for the original "north site" (north of Highway 12) and fully improve a "south lot" located adjacent to the existing park and ride lot and Capitol Corridor station (see attached letter).

**Discussion:**

One of the major new requirements imposed by Caltrans on the City of Suisun City is to conduct an environmental assessment on the "south site," including a hazmat (or a hazardous waste analysis) of that lot to determine if any special mitigation may be required before design and construction can commence. A similar analysis was conducted by the STA on the north site a few years ago.

Suisun City estimates the environmental analysis will cost between \$5,000 to \$8,000. They are requesting that STA (the original project sponsor of the TCI grant) fund one half of the environmental analysis and the Suisun City Redevelopment Agency will fund the remaining half (see attached letter).

**Fiscal Impact:**

This request would cost up to \$4,000 from the 2000-01 STA Project Development funds. Approximately \$24,000 of 2000/01 project development funds are currently available in the STA Budget for this request.

**Recommendation:**

Approve Project Development Funds to cover half the cost (not to exceed \$4,000) to prepare an environmental assessment of the "south site" parking lot expansion project located in Suisun City adjacent to the Capitol Corridor Rail Station.

Attachment



## REDEVELOPMENT AGENCY

701 Civic Center Blvd. • Suisun City, California 94585  
Telephone: 707/421-7309 • Fax: 429-3758

### CITY OF SUISUN CITY

*James P. Spering*  
Chairman  
*Jane Day*  
Vice Chairman  
*Pedro "Pete" M. Sanchez,*  
Board Member  
*Michael A. Segala*  
Board Member  
*Sharon Ventura*  
Board Member

February 23, 2001

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

RE: Suisun City Rail Station Parking Lot Improvements

Dear Daryl:

As emphasized in your time extension letter for this project to Steve Zimrick, improvements to the existing Caltrans lot (the south lot) will take considerable additional time and effort to comply with the Caltrans design and review processes. In order to expedite the process at Caltrans, the Suisun City Redevelopment Agency proposes that the initial environmental assessment of the site be funded locally. This initial assessment, including a few soil borings, will determine if the site is "clean" and potentially ready for design and construction of the parking lot expansion.

The cost of this type of environmental assessment is estimated at \$5,000-\$8,000. We request that STA fund one half of the environmental assessment from project development funds. The Suisun City Redevelopment Agency will fund the remainder.

Sincerely,

Steven W. Baker  
Executive Director



DATE: March 6, 2001  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Rail Station Implementation Criteria

**Background**

A Rail Element will be developed as part of the Transit Element of the Solano Comprehensive Transportation Plan. One of its main purposes will be to prioritize and phase the three rail stations proposed for Benicia, Dixon and Fairfield/Vacaville. The scope of work for Wilbur Smith and Associates includes developing local rail criteria that would supplement the station criteria already in effect by the Capitol Corridor JPB.

**Discussion**

The Capitol Corridor Joint Powers Board (CCJPB) has established a set of seven criteria for considering new stations along the entire Capitol Corridor. These criteria address basic facility requirements, minimum ridership standards, and minimum spacing between stations and impact on train travel times. It is anticipated the three new Solano County stations will satisfy these criteria. However, local criteria is being developed to determine how the stations should be phased.

Attached is the "Proposed Rail Station Criteria - Solano County". On February the 21, 2001, a subcommittee of the three project sponsors met and provided input on the proposed criteria. Staff from the Capitol Corridor JPA also submitted comments that have been incorporated. On February 28, 2001, the TAC recommended approval of the criteria. The Transit Subcommittee of the Comprehensive Transportation Plan will also review the proposed criteria on March 7, 2001 and rank and phase the three stations at the May or June meeting. The STA Board is expected to make a final determination at the July meeting.

The next major component of the rail plan will be to develop ridership projections for each station and collect other information needed to determine consistency with the proposed criteria. This is expected to be completed by June 2001.

Following the development of the rail phasing plan, more detailed schematic plans, cost estimates, funding strategy and submittals for approvals from the CCJPB and Union Pacific will be developed for each of the stations.

**Fiscal Impact**

None.

**Recommendation**

Approve the attached "Proposed Rail Station Implementation Criteria".

Attachments

# PROPOSED RAIL STATION IMPLEMENTATION CRITERIA

## - SOLANO COUNTY

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Three new Solano County stations are proposed for development in order to provide more Solano County residents, workers and visitors with easy access to the Capitol Corridor passenger rail service. The Capitol Corridor Joint Powers Authority (CCJPA) Board has established a set of criteria for considering requests for new stations. It is anticipated that all three new Solano County stations will independently satisfy these criteria. The Intercity Transit Planning Study will address the CCJPA station justification criteria as well as address several local implementation criteria. The CCJPA criteria will be used to determine the need for the new stations and the local criteria will identify which station improvements should be implemented first.

Recognizing that limited funding resources might not permit development of all three new stations at the same time, a set of locally established implementation criteria have been defined to identify which station(s) should be introduced first. These implementation criteria differ from prioritization criteria in that they recognize factors which might delay implementation, as well as factors which provide the greatest passenger and rail operational benefits. Application of these CCJPA and local criteria for new station development implementation phasing is not intended to be a rigorous effort, recognizing that many input factors and relationships are hard to quantify.

### CAPITOL CORRIDOR NEW STATION CRITERIA

In October 1998, the Capitol Corridor Joint Powers Authority (CCJPA) Board established a set of seven criteria for new stations. A full description of the criteria is attached to this Technical Memorandum for reference. In summary, the seven criteria are:

1. Local approval and consensus on station site;
2. Project sponsor must secure necessary funding to build, maintain, operate station;
3. Meet basic facility requirements;
4. Minimum ridership standard must be met;
5. Goal to have stations separated by a minimum of 5 miles;
6. Impact on service: improve performance; mitigate increase in train travel times; and
7. Approval from CCJPA and railroad owner.

All three proposed new stations appear to meet criteria #1 and #5 and should be able to meet the other five criteria. The ridership criteria is understood to refer to current patronage potential rather than some future year patronage potential based upon increased development around the station site.

## PROPOSED LOCAL CRITERIA

To complement the CCJPA criteria and assist the development of an implementation plan, four local criteria are proposed:

8. Passenger Benefits;
9. Transportation Benefits;
10. Community Benefits; and
11. Ease of Implementation.

### 8. Passenger Benefits

**Accessibility** to Capitol Corridor passenger rail service for residents and employees within Solano County is an important factor. Specifically, how far will patrons need to travel in order to reach a Capitol Corridor station? Station accessibility differs depending on whether people are destined east or west on the Capitol Corridor service. People are more inclined to travel a greater distance to stations if it is in the desired direction of travel, versus opposite direction of travel. Accessibility coverage would be measured in terms of 2000 (current), 2005, 2010 and 2025 population coverage within 15 minutes upstream and ten minutes downstream of each station and employment within ½ mile of each station.

Stations projected to serve the **greatest number of near-term (2000 and 2005) passengers** would be of most urgent implementation interest.

### 9. Transportation Benefits

Rail passenger stations are important elements of local and regional public transportation systems. Their location desirably should strengthen rather than complicate other elements of public transit services in the County and Corridor. Integration with local and intercity bus services, ability to share parking resources and opportunities to provide good driver and operations support (i.e. layover facilities) are all desired objectives.

While intercity rail passengers typically access stations via private automobiles in suburban communities, increasing service frequencies on the Capitol Corridor will also make public transit access more viable. Desirably new stations should be **located along local bus routes** and ideally should be located at a hub of these services.

It is also desirable that rail passenger stations be easily **accessible to intercity bus services** in order to provide greater corridor schedule flexibility for riders and increase transfer opportunities for regional trips. This coordination also includes opportunities to transfer to Greyhound and other privately operated services.

Location of stations that facilitate **multiple use of parking resources** for rail passenger, express bus and car/vanpoolers is desirable as it simplifies provision of security and tends to increase efficiency of parking resources.

Station facilities can provide good locations for local transit driver breaks (restrooms etc) as well as passenger information and other **support needs** associated with provision of transit services.

For some intercity travel markets, Capitol Corridor passenger rail service might prove to be the most effective mode to link with key destinations. Station facilities would be required to effectively serve these “**gap closure**” links of the public transportation network.

## 10. Community Benefits

Consistency with local land use plans and opportunities to achieve station friendly development are important towards maximizing patronage and community benefit.

**Consistency with General Plans** demonstrates community support of the new station site as well as absence of the need for a General Plan Amendment.

Community desires for new stations often relate as much to economic development as to transportation improvements. These local economic development desires are generally consistent with transportation desires for increased patronage. As such, the federal government includes **transit oriented or coordinated design developments** (Liveable Communities) in funding decisions. While achievement of these development practices often takes time (during which patronage potential is very limited), sometimes private development decisions have an opportunity window of time that are important regarding station development decisions. Good transit oriented development opportunities can be lost, if station development phasing is not coordinated with private sector schedules.

## 11. Ease of Implementation

This criteria is intended to consider the readiness of the project to be constructed, opportunities for construction coordination with planned railroad improvements, and cash/funding flow opportunities related to phased implementation.

**Project readiness** would be measured in terms of the status of control of station properties and the status of environmental clearance and other pre-construction tasks. In essence, what are the minimum time required before station construction could begin and what unknown risk factors might delay this schedule?

Because station development probably will require modification of some railroad facilities (platforms, crossovers, crossing protections etc), the ability to coordinate these station improvements with CCJPA and UPRR track improvements might provide **opportunities to minimize costs and railroad operations impacts**.

Projects that are **low cost** or lend themselves to cost effective **phased development** or to **leveraging of public funds** offer the opportunity to spread limited funds to support fastrack development of more than one new station. Provision of CCJPA minimum station facilities must be met, but the amount of parking and extent of station building (Depot) development might be phased. Utilities and roadway access improvements would need to be in place for start-up of new station facilities. Desirably major utility infrastructure extensions would be provided by adjacent developers to station sites.

Rev. 2/28/01

**PROPOSED IMPLEMENTATION CRITERIA  
SOLANO COUNTY RAIL STATIONS**

<b>LOCAL CRITERIA</b>	<b>BENICIA STATION</b>	<b>FAIRFIELD/VACAVILLE</b>	<b>DIXON STATION</b>
<b>1. LOCAL APPROVAL AND CONSENSUS</b>			
Adopted Site			
Environmental Clearance			
<b>2. FUNDING</b>			
Station Improvements			
Railroad Improvements			
Sponsor Provided Maintenance			
<b>3. BASIC FACILITY REQUIREMENTS</b>			
600 Foot Platform(s)			
CCJPA Guidelines			
35 Parking spaces			
Barrier Fence Between Tracks			
Security			
<b>4. PROJECTED PATRONAGE</b>			
2000 Boardings Per Train			
2005 Boardings Per Train			
2010 Boardings Per Train			
2025 Boardings Per Train			
<b>5. LOCATION</b>			
Distance to Station West			
Distance to Station East			
<b>6. IMPACT ON SERVICE</b>			
Running Time Increase - Eastbound			
Running Time Increase - Westbound			
<b>7. APPROVAL FROM CCJPA AND UPRR</b>			
CCJPA Approval			
UPRR Approval			
<b>8. PASSENGER BENEFITS</b>			
Marketshed Population - 2000			
Marketshed Population - 2005			
Marketshed Population - 2010			
Marketshed Population - 2025			
Marketshed Employment - 2000			
Marketshed Employment - 2005			
Marketshed Employment - 2010			
Marketshed Employment - 2025			
<b>9. TRANSPORTATION BENEFITS</b>			
Proximity to Local Bus Services			
Proximity to Intercity Bus Services			
Flexibility of Park and Ride Use			
Opportunity to Provide Support Functions			
Closure of Service Gaps			
<b>10. COMMUNITY BENEFITS</b>			
General Plan Consistency			
Potential for Coordinated Development			
<b>11. EASE OF IMPLEMENTATION</b>			
Project Readiness			
Coordination with Railroad Construction			
Low Cost/Funding Needs			
Phased Development Potential			
Potential to Leverage Public Funds			
Local Funding Commitment			



DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: 2001 Countywide Bicycle Plan

**Background:**

The Countywide Bicycle Plan, (which will be provided under separate cover) is the first component of the Comprehensive Transportation Plan to be completed. On January 17, 2001, the Alternative Modes Subcommittee recommended approval of the Bicycle Plan. On February 1, 2001, the Bicycle Advisory Committee reviewed the January 2001 Draft and suggested a few changes to the text and exhibits. On January 31, 2001 and February 28, 2001, the TAC reviewed and approved the January 2001 version of the Plan including a February 28, 2001 supplement which addressed a few comments from member agencies. On February 25, the City of Vacaville requested some technical changes, which the consultant has incorporated into the Final Draft.

**Discussion:**

Requested changes from TAC and BAC members have been incorporated into the final draft Countywide Bicycle Plan. This replaces and updates a few pages in the Countywide Bicycle Plan dated January 2001. It also incorporates the February 28, 2001 Supplement requested by the TAC including technical changes requested by the City of Vacaville. The Plan proposes approximately \$53 million of new funding to implement major bicycle routes during the next 20 years. It is a very dynamic plan that will contribute significantly to promoting alternative modes throughout the cities and unincorporated areas of Solano County. The Plan reflects the support of the TAC and the BAC.

**Recommendation:**

Approve the Countywide Bicycle Plan dated March 2001 and incorporate the recommendations into the Solano Comprehensive Transportation Plan.



DATE: March 6, 2001  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Inter-city Transit Funding Priorities

**Background:**

In July 2000, the STA formed two transit working groups (one in the North and one in the South) to assist in addressing seven short-term operational transit issues. Based on the discussions by the North County and South County Transit Working Groups and input provided by members of the SolanoLinks Consortium, the STA Board directed staff to develop recommendations pertaining to seven short-term inter-city transit funding priorities:

1. Citylink Route 30
2. Route 40 (Solano Bart Express)
3. Solano Paratransit
4. Benicia/Vallejo 780 Service
5. Evaluation of all inter-city routes
6. "Donahue Plan" for Additional Commuter Ferry Service
7. Sacramento Express Bus

On a parallel track, the Metropolitan Transportation Commission (MTC) was successful in obtaining \$40 million in funding for transit capital to implement the first phase of the "Express Bus" Program developed from MTC's Blue Print for the 21<sup>st</sup> Century Plan. On November 15, 2000, MTC's Board of Directors voted (with Napa, Solano and Sonoma voting no) to amend a previous policy for allocation of the population share of the additional STAF funds. Based on this changed policy, an estimated \$4.5 million in new annual operating revenue available to the Bay Area region through the State Transit Account Fund (STAF) that MTC will be allocated for the Regional Express Bus Program. \$1.5 million of the \$4.5 million of new STAF revenues would have been distributed to small operators and the four North Bay counties. The change in MTC policy results in an estimated \$300,000 in potential transit operating funds being diverted from Solano County to help fund the operating of the proposed Regional Express Bus Program. The MTC Commissioners representing the four North Bay counties are continuing to work with MTC staff to lessen the impact of the new MTC policy for allocating STAF funds.

**Discussion:**

Both the North and South County Transit Working Groups have completed their review and discussion regarding their respective transit priorities. The North County group has developed

funding recommendations for issues #1, #2, #3, #5 and #7. The South County group has developed recommendations regarding issues #4, #5 and #6. The following is a list of their recommendations:

Transit priorities **# 1 and 2** are existing inter-city routes that rely on all or a portion of AB 2766 and AB 8 funds provided by the Yolo/Solano Air Quality Management District (YSAQMD). As a condition for this year's renewal of the funding, the YSAQMD requested the operational funds for both routes be phased out over the next three or four years. On February 14, the STA Board approved the phase out plan for use of YSAQMD funds for both routes 30 and 40. STA staff has met with the cities of Dixon, Fairfield, Suisun City and Vacaville and Solano County to request consideration of pooling local transit development act (TDA) over a four-year period to cover the loss of YSAQMD funds. Each of these five agencies has agreed to pool additional amounts of TDA funds over a four period. Attached are funding matrixes for both routes that indicate the level of funding commitment by each agency for each route. Route 30 will continue to operate as an inter-city service connecting Fairfield, Vacaville and Dixon to the City of Davis. Route 40 is proposed to increase service from its current morning and evening service to all day service. Route 40 operates from Vacaville and Fairfield to Pleasant Hill BART. This route is also a proposed candidate for MTC's Express Bus program along the I-680 corridor with expanded services hours and a connection to the Walnut Creek transit hub.

The STA contracts with Fairfield/Suisun Transit for the operation of Solano Paratransit, short-term transit priority **#3**. For fiscal year 2000/01, \$264,313 in TDA was claimed for Solano Paratransit operations. Based on the 1999 unmet transit needs hearing and an increase in denied trips, it is STA staff and Fairfield/Suisun Transit's view that up to a 10-to 20% increase in the amount claimed for 2001/02 may be needed.

Benicia and Vallejo Transit staff had indicated their support for transitioning I-780 Inter-city service to BART from Benicia Transit to Vallejo Transit in July 2001 (transit priority **#4**). Vallejo Transit is interested in securing additional operating funds to help cover the additional overhead cost for taking over this service. The South County Working Group met and agreed this transit service is a priority for both Benicia and Vallejo. Solano County has agreed to pool some additional TDA funds and this service is also a potential candidate for MTC's proposed Express Bus Program, but under the program's existing guidelines there is still an estimated \$150,000 annual operating shortfall. Staff recommends forwarding a request to MTC to request modification of their existing policy to secure the additional operating funds match needed to fund this route.

Short-term Transit priority **#5** responds to a request from the SolanoLinks Consortium for the STA's Transit Consultant (Wilbur Smith) for the Comprehensive Transportation Plan to review and evaluate the remaining inter-city routes in Solano County (routes 20, 80, 85, 90 and 91).

The "Donahue Plan (transit issue **#6**)," developed by Vallejo Transit following discussions with STA's past Chair Dan Donahue, consists of providing the net operational funds to provide transit support for an additional a.m. and p.m. ferry trip during commute times after the Jet Cat back up boat engine upgrade is completed. The funds would help cover the operating costs for back up buses needed to operate the additional service. This will provide an extra commute round trip on

the Baylink Ferry to San Francisco each weekday. This is one of two proposals being developed by Vallejo Transit for submittal to the MTC's Express Bus program for the I-80 corridor.

There is an interest by the cities of Fairfield, Vacaville and Dixon to initiate Express Service to Sacramento (cited in Vacaville's SRTP), but there are not adequate operating funds available to cover the necessary operating costs or to provide a match for MTC's Express Bus program. Staff recommends tabling this proposal until additional operating funds can be identified.

**Recommendation:**

1. Approve the list of recommendations to address seven short-term transit funding priorities.
2. Authorize the Executive Director to forward letters of appreciation to the various member agencies that participated in the development, operations and funding of these transit proposals.
3. Authorize staff to work with the participating agencies to develop funding commitments and agreements for Routes 30, 40 and 780 Corridor Service.

Attachments

## PROPOSED ROUTE 30 FUNDING

### YSAQMD Subsidy (000's)

	00/01	01/02	02/03	03/04	04/05
YSAQMD	\$95	\$60	\$40	\$20	-0-
Dixon	-0-	\$10	\$15	\$20	\$25
Vacaville	-0-	\$10	\$15	\$20	\$25
Fairfield	-0-	\$10	\$15	\$20	\$25
Solano County	-0-	\$5	\$10	\$15	\$20
TOTAL	<u>\$95</u>	<u>\$95</u>	<u>\$95</u>	<u>\$95</u>	<u>\$95</u>

Proposed Route 40 Funding  
YSAQMD Subsidy Drawdown  
(000's)

<u>Agency</u>	<u>Fiscal Year</u>					<u>% Share</u>
	<u>00/01</u>	<u>01/02</u>	<u>02/03</u>	<u>03/04</u>	<u>04/05</u>	<u>5th Year</u>
YSAQMD	\$90	\$70	\$50	\$30	\$0	0%
Vacaville	\$80	\$120	\$130	\$140	\$153	39%
Fairfield	\$80	\$120	\$130	\$140	\$153	39%
Suisun City	\$0	\$15	\$20	\$25	\$30	8%
Solano County	<u>\$0</u>	<u>\$25</u>	<u>\$35</u>	<u>\$45</u>	<u>\$60</u>	<u>15%</u>
TOTAL	\$250	\$350	\$365	\$380	\$396	100%



DATE: March 6, 2000  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Revised Schedules for I-80/680 Interchange PSR and I-80/680/780 Corridor Study

**Background:**

Last month, the STA Board approved the following: 1) Subcommittees for each of the seven identified segments for the I-80/680/780 Corridor Study, 2) the appointment of the Arterials, Highways and Freeways Subcommittee for the Comprehensive Transportation Plan to serve as the review committee for the corridor study, and 3) the preliminary schedule for the corridor study.

The Project Development Team (PDT) for the I-80/680 Interchange project is now meeting twice a month and an ambitious schedule has been developed to update the Project Study Report (PSR) for the interchange to ensure submittal of a request for 2002 ITIP funding by October/November 2001. STA staff and the project consultants met with Harry Yahata and Lenka Culik-Caro on February 22 to elicit Caltrans District IV support for a range of alternative concepts and concurrence for development of the PSR. Staff is also preparing to meet with Caltrans Headquarters and FHWA to elicit similar support for the project. The immediate short-term objective is to develop and receive support for the updated PSR to serve as a funding document for 2002 ITIP funding.

**Discussion:**

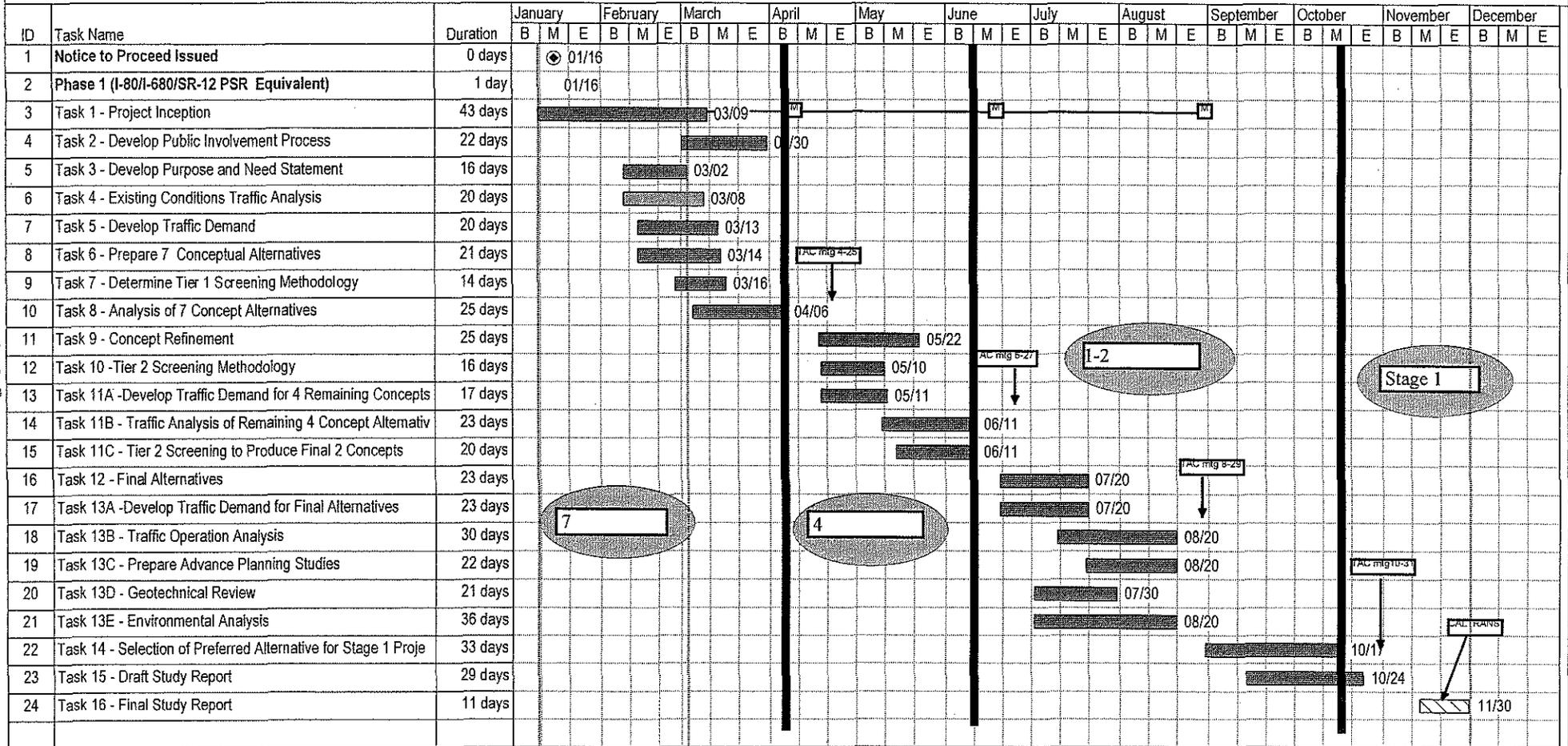
Attached are revised schedules for the I-80/680 PSR and I-80/680/780 Corridor Study. At the Board meeting of April 11, staff and the project consultants will present a range of design alternatives for the I-80/680 interchange for review by the Board. Staff is working with the City of Fairfield to schedule a public input meeting in early May in the Cordelia area near the interchange.

**Recommendation:**

Informational

Attachment

STA Solano Transportation Authority  
I-80/I-680/SR-12 PSR  
Schedule



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STA Solano Transportation Authority  
**I-80/680/780 Corridor MIS**  
**Schedule**

ID	Task Name	Duration	Qtr 1, 2001			Qtr 2, 2001			Qtr 3, 2001			Qtr 4, 2001			Qtr 1, 2002			Qtr 2, 2002			Qtr 3, 2002		
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Notice to Proceed Issued	0 days	01/16																				
2	Phase 2 (I-80/I-680/I-780 Corridor MIS)	1 day	01/16																				
3	Task 1 - Project Initiation	12 days						07/17															
4	Task 2 - Data Assembly	45 days							08/31														
5	Task 3 - Document Exist/Future Baseline Condition	25 days							09/10														
6	Task 4 - Develop Purpose and Need Statement	15 days							09/24														
7	Task 5 - Develop Alternatives	33 days										11/21											
8	Task 6 - Prepare Criteria and Methodology	13 days										11/21											
9	Task 7 - Initial Screening of Alternatives	18 days										12/14											
10	Task 8 - Final Alternatives Recommendation	34 days												02/15									
11	Task 9 - Final Alternatives Evaluation	73 days														05/08							
12	Task 10 - Project Phasing	43 days																			06/12		
13	Task 10 - Community Involvement Process	28 days																				07/05	
14	Task 11 - Selection of Preferred Strategy	30 days																				06/21	
15	Task 12 - Draft MIS Report	40 days																				08/23	
16	Task 13 - Final MIS Report	21 days																					

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DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Regional Transportation Plan

**Background:**

MTC has started a comprehensive update to the 1998 Regional Transportation Plan (RTP). The RTP identifies all federal and state transportation funds expected in the region over the next 25 years (Track 1), along with additional projects that could be implemented if there were additional sources of funding (called Track 2 or "Blueprint projects"). All proposed state and federal monies and certain locally significant transportation projects that need an air quality conformity analysis must be listed in the RTP to be programmed for various federal and state funds.

Some current Solano projects in the RTP include the I-80/680 interchange (auxiliary lanes only), Jepson Parkway, Capitol Corridor intercity rail stations at Dixon and Fairfield/Vacaville, partial funding for Route 12 widening from I-80 to Napa County line, express bus service on I-80 and intercity bus services throughout Solano County, roadway rehabilitation, I-80 HOV lanes between Vacaville and Fairfield, and funding for bicycle, pedestrian and TLC projects.

The Blueprint lists a number of longer-range projects such as completing the entire I-80/680/12 interchange, widening of I-680 from Benicia Bridge to I-80, enhanced ferry service and intermodal center in Vallejo, partial funding for Route 12 widening from I-80 to Napa County line, widening of I-80 between Vacaville and Dixon, 12 daily Capitol Corridor trips between Solano County and Oakland, increased intercity bus services, and increased express bus service on I-80 and I-680.

**Discussion:**

The STA is gearing up to submit projects for the new RTP as a result of fast track planning efforts now underway for the Comprehensive Transportation Plan and the I-80/680/780 Corridor Study. However, the RTP process is also on a very fast track with the development of performance measures, revenue estimates and transit shortfall projections now underway. STA staff is participating in the development of performance measures for the new plan. The MTC developed revenue projections by county were just received and will be provided at the next STA Board meeting. Information on Solano projects currently in Track 1, 2 and the Blueprint were previously provided to the Board.

A public kick-off meeting on the 2001 RTP at MTC was held on February 27, 2001. Track 1 and Track 2 projects are proposed to be developed between March and May 2001, with an air quality conformity prepared by May. A Draft EIR is expected to be released in July 2001 with public outreach and polling scheduled throughout the year. The Draft RTP is also expected by July 2001 with adoption by the MTC Commission proposed by November 2001.

The STA is inviting representatives from MTC to attend the March 28, 2001 TAC meeting and April 11 STA Board meeting to solicit input on projects proposed for the RTP. STA staff will be formally requesting TAC and Board members to submit candidate projects at their next meetings. The Board will be requested to approve a list of Solano County projects in May, 2001.

**Recommendation:**

Informational



DATE: March 6, 2001  
TO: STA Board  
FROM: Dan Christians, Deputy Director for Planning  
RE: Solano Comprehensive Transportation Plan

**Discussion:**

**Arterials, Freeways and Highways**

In December 2000, the STA Board authorized Fehr and Peers Associates to commence Phase 2 of the Arterials, Highways and Freeways Element of the Solano Comprehensive Transportation Plan. This phase will take about six months and includes the following tasks:

- Needs Assessment Refinement
- Policy Element
- Performance Measure Development
- HOV Demand Analysis
- Solutions Evaluation
- Funding and Implementation Plan
- CTP Format Guidelines

Two of the first tasks include developing policy statements and performance measures for review by the Board and its subcommittees in the next 2-3 months. The next Arterials, Freeways and Highways Subcommittee meeting is scheduled for March 20, 2001 at 10:00 a.m. at the STA. The HOV Demand Analysis is also proposed as a key component of this Phase.

**Transit Element:**

Wilbur Smith and Associates have been developing local rail station criteria to be used for the proposed three new rail stations. They are also developing an existing conditions report to fully describe and analyze the existing Solano intercity transit services.

The "Proposed Rail Station Criteria" has been developed as the initial work product for this element. Following the approval of this criteria detailed documentation on rail and transit ridership, existing transit routes and other transit information will be compiled for use in the new Transit Element. Staff has also talked with Wilbur Smith Associates about preparing a Ridesharing program section. The Transit Element Subcommittee met on March 7, 2001. Their next meeting is tentatively proposed for May 2, 2001.

**Alternative Modes**

With the recommendation to approve the new Countywide Bicycle Plan and develop a new Countywide Trails Plan, the Alternative Modes Committee will now be focusing their efforts on ridesharing, TLC issues, HOV lanes, alternative fuels and park and ride lots. The next meeting of the Alternative Modes Subcommittee is scheduled for April 18, 2001 at 3:30 p.m.

**Recommendation:**

Informational



DATE: March 14, 2001  
TO: STA Board  
FROM: Elizabeth Richards, SCI Program Director  
RE: Welfare to Work Update

**Background:**

Solano's Welfare to Work effort has begun the planning process to evaluate the transit needs of SolanoWORKS clients. This planning process and resulting Transit Study are necessary as eligibility criteria for various potential funding sources. Nelson/Nygaard, on contract with the Metropolitan Transportation Commission (MTC), is facilitating the process. STA's SCI program is providing administrative support and coordinating with the County of Solano's Health and Social Services Department. This report is a status report of the local process as well as recent MTC Regional Welfare to Work Transportation Working Group activities.

**Discussion:**

The first SolanoWORKS Transportation Advisory Committee meeting was held December 8. Since that meeting, activity has revolved around setting up and holding five focus groups. The focus groups will help identify transit-related obstacles of SolanoWORKS clients and existing resources. Supplemental information will be collected from interviews with key players unable to attend the focus groups.

Nelson/Nygaard has been facilitating these focus groups and interviews. SCI coordinated the setting up of these meetings including the mailing and follow-up calls to participants. The five focus groups have been held: 1) Employment Resource Specialists, 2) Employers, 3) Child Care Providers, 4) Community Based Organizations/Faith Based Organizations, and 5) Transportation Providers. Once the consultants have completed the collection of all the data from the focus groups, interviews and other resources, the full Advisory Committee is expected to meet and review this information.

MTC's Regional Welfare to Work Transportation Working Group: STA/SCI program attended the February meeting. Members of the Working Group include county Health and Social Service staff, transit operators, non-profits, Federal Transit Administration (FTA), and others. Several items were on the agenda:

Item 1) Draft final Regional Welfare to Work Plan: Working Paper #3 Goals and Strategies was distributed for final comments. The paper is attached. This paper discusses a "Lifeline" transportation program to "reduce or eliminate transportation barriers and gaps that make it difficult for low-income individuals to obtain and keep jobs and to access other basic services"

and outlines the five strategies of the Lifeline program. Some of these overall strategies and specific strategies have been proposed to be implemented as part of the 2001 Regional Transportation Plan (RTP); others are strategies to be pursued outside of the RTP.

Item 2) March 19 Welfare to Work Event: MTC is planning and hosting an event to celebrate the accomplishments to date of the Bay Area's Welfare to Work efforts in each county as well as review projects that will be coming on line soon. The event will be from 9:30am – noon. Booths will be set up by programs and primarily staffed by County HSS staff. This will be an opportunity for HSS to showcase their accomplishments as well as learn from one another. MTC will also highlight their projects that assist with the Welfare to Work such as Translink, TranStar, the TLC program, the RTP, Lifeline and others. MTC's Vice Chair will chair this event. Legislators and the media will be invited as well.

Item 3) RTP Outreach Plan: MTC is aiming for the RTP outreach process to be more inclusive of Welfare to Work issues. A strategy is being developed to effectively outreach throughout the Bay Area in the March/April timeframe to reach this sector of the community.

Item 4) County Updates: One county discussed a proposal to request funding from their CMA to provide free bus passes to all children who qualified for free or reduced-cost lunches. This would be subsidizing 100% of the cost of school trips for these children. The FTA representative raised the issue that by statute this could not be done. Pass distribution issues were raised and a lively discussion ensued. This issue will return with clarification on whether or not federal funds could be used for this purpose.

Item 5) Legislation and Funding: MTC indicated that they have requested a \$5m Jobs Access earmark for 2002. About \$2.2m of this would be for the LIFT program through which Counties could apply for these funds. Counties are expected to need a 50% match. MTC has sent a letter to County HSS Directors asking them to submit transportation projects that they would like funded; responses are due back in about a next month. An upcoming round of Jobs Access funding is expected soon. FTA's solicitation has not been posted on the Federal Register yet, but once it does there will be 90 days to submit a project. Projects will go through MTC and the due date to MTC is expected to be six weeks prior to the Federal deadline. About \$125m nationwide is expected. By going through the local transit planning process discussed at the beginning of this staff report, Solano should be eligible for these funds.

**Recommendation:**

Informational

Attachment

**REGIONAL WELFARE-TO-WORK  
TRANSPORTATION PLANNING PROJECT**

**Working Paper #3**

**Goals and Strategies**

*Prepared for*

Metropolitan Transportation Commission

*Prepared by*

Moore Iacofano Goltsman, Inc.

*In association with*

Elmwood Consulting  
Nelson\Nygaard Consulting Associates  
Synapse Strategies

January, 2001

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## Introduction/Summary

Working Paper #3 documents the regional strategies and actions proposed to improve transportation services for CalWORKs participants and other low-income individuals in the San Francisco Bay Area. The paper outlines a regional "lifeline" transportation program that will make it easier for low-income adults and children to travel to work, job training, school, child care and other key destinations. The strategies have been designed to address the transportation needs of low-income individuals that were identified in Working Paper #1, as well as the transportation service gaps summarized in Working Paper #2. In addition, the strategies have been crafted to help resolve a number of barriers that Bay Area counties are facing as they attempt to implement their county-specific "welfare-to-work" transportation programs.

The strategies and actions were developed by MTC staff and consultants, in conjunction with MTC's Regional Welfare-to-Work Transportation Working Group. The working group is composed of more than 40 representatives from county social service agencies, transit operators, non-profit service providers, state government and other organizations. Many of these individuals were instrumental in creating their county's welfare-to-work transportation programs during the past three years.

The overall goal of the lifeline transportation program is to **reduce or eliminate transportation barriers and gaps that make it difficult for low-income individuals to obtain and keep jobs and to access other basic services.**

The lifeline program is divided into five overall strategies:

1. Address the transportation needs of low-income individuals as identified in key transportation plans developed by MTC, transit operators and congestion management agencies, as well as those included in transportation-related plans produced by local governments and other agencies.
2. Increase funding for transportation services that will help low-income individuals to reach jobs, schools and child care by conducting a coordinated advocacy campaign at the local, state and federal levels.
3. Seek state and federal legislative and regulatory changes that will improve mobility for low-income individuals through a joint campaign by transportation and social services agencies.
4. Address the most immediate, critical transportation gaps for low-income individuals through the development of a focused, regional set of pilot projects and programs.
5. Address critical, cross-jurisdictional (schools, social services, land-use planning, transportation, etc.) barriers through joint planning processes involving social service organizations, transportation providers, other key partners and customers.

Underneath these five overall strategies, 26 specific strategies have been developed that define the lifeline program in greater detail. These specific strategies have been divided into two categories. The first set are proposed to be implemented as part of the 2001 *Regional Transportation Plan (RTP)*. These strategies will:

- Define a regional lifeline transportation service network,
- Produce a regional transportation equity analysis,
- Enhance regional and local public involvement processes, and
- Increase public and policy maker understanding of low-income individuals' transportation problems

The second set of specific strategies are proposed to be implemented concurrently with the RTP process by MTC and its partner agencies. These strategies will:

- Advocate for local, state and federal funding for the lifeline program,
- Support the implementation of lifeline transportation services, and
- Initiate joint agency planning processes to address two critical, complex lifeline issues — children's transportation and the cost of transportation for low-income individuals.

MTC/Partner Actions have been proposed to describe efforts that will be required to implement each strategy. These actions will guide the efforts of MTC and its regional and local partners to develop the lifeline transportation program.

## Bay Area Lifeline Transportation Program (Proposed)

**Goal:** Reduce or eliminate transportation barriers and gaps that make it difficult for low-income individuals to obtain and keep jobs and to access other basic services.

Overall Strategies	Specific Strategies	MTC/Partner Actions	Time-frame	Cost
1. Address the transportation needs of low-income individuals in key transportation plans developed by MTC, transit operators and congestion management agencies, as well as in transportation-related plans produced by local governments and other agencies.	<b>Strategies to be implemented as part of the 2001 <i>Regional Transportation Plan (RTP)</i>:</b>			
	A. Define a regional lifeline transportation network in the 2001 <i>Regional Transportation Plan (RTP)</i> .	MTC leads the effort to reach consensus among stakeholders on the definition of the lifeline transportation network. Network will include both intra-county and inter-county services. MTC incorporates into the RTP.	2001	\$\$
	B. Conduct a regional equity analysis for inclusion in the 2001 RTP and for all subsequent regional plans.	MTC, with stakeholder input, designs and implements an equity analysis.	2001	\$\$
	C. Enhance regional and local public involvement processes to increase involvement of underserved communities.	MTC, with input from partners, develops public involvement guidelines and a process for involving underserved communities. Agencies revise their processes to meet guidelines.	2001	\$\$

**Note:** The "Cost" column shows the estimated relative cost of each strategy from \$ - \$\$\$\$\$.

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1. Continued	<b>Strategies to be implemented <u>outside</u> the 2001 RTP process:</b>			
	D. Enhance local, state and federal policy makers' recognition of improved mobility for low-income individuals as a vital social and economic issue.	Through the regional welfare-to-work plan, MTC develops and adopts a compelling regional statement that clearly describes (a) the unmet transportation needs of low-income individuals and (b) the personal and community-wide consequences of not meeting those needs.	2001	\$
	E. Broaden transit agencies' performance standards in their Short-Range Transit Plans (SRTPs) to address the transportation needs of low-income individuals.	MTC, with input from partners, revises SRTP performance standards. Partners use standards in their next plan revisions.	2001-02	\$
	F. Expand transit productivity measures used for Transportation Development Act audits to address the needs of low-income individuals.	MTC, with input from partners, revises transit productivity measures to better reflect the performance of services that are responding to the transportation needs of low-income individuals and communities.	2001-02	\$
	G. Advocate for compact, transit-oriented, mixed income development in the Bay Area through efforts such as the region's Smart Growth initiative, MTC's HIP program (incentives for transit-oriented housing) and other similar efforts.	MTC, ABAG, and BAAQMD devise a common advocacy strategy using the Smart Growth initiative. MTC implements the HIP program.	Ongoing	\$\$

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<p>2. Increase funding for transportation services that will help low-income individuals to reach jobs, schools and child care by conducting a coordinated advocacy campaign at the local, state and federal levels.</p>	<p><b>Strategies to be implemented as part of the 2001 <i>Regional Transportation Plan (RTP)</i>:</b></p>			
	<p>A. To provide funding for the lifeline transportation network, create and implement a public and policy maker promotional effort regarding the crucial transportation problems facing low-income individuals.</p>	<p>MTC designs promotional program, with input from partners, as part of the RTP public involvement and outreach process. As part of this program, demonstrate how using social services funds to improve transportation services leads to a reduction in CalWORKs caseloads.</p>	<p>2001</p>	<p>\$\$</p>
	<p><b>Strategies to be implemented <u>outside</u> the 2001 RTP process:</b></p>			
<p>B. Advocate at the local, state and federal levels for funding to the <i>Regional Transportation Plan (RTP)</i> lifeline transportation network.</p>	<p>MTC coordinates joint advocacy efforts of transportation agencies, social services agencies and others to secure funding for the RTP lifeline network. MTC and transportation agencies support social service agencies' efforts to maintain TANF funding (including funding for transportation) at the level needed to provide adequate services to CalWORKs participants.</p>	<p>Ongoing</p>	<p>\$</p>	

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2. Continued	C. Develop a TEA-21 reauthorization strategy that includes lifeline transportation services for low-income individuals.	MTC works with the Partnership Legislation Committee to reach consensus on the reauthorization strategy. Partners advocate for the approval of the strategy.	2001	\$
	D. Continue and expand funding for MTC's Low-Income Flexible Transportation (LIFT) program from \$5 million in 1999-2000 to \$XX million in 2000-01.	MTC, with input from partners, designs LIFT program expansion and seeks to secure additional funding.	2001	\$\$\$\$\$
	E. Include funding for lifeline transportation services for low-income individuals in advocating for new funding sources.	MTC and local agencies identify new potential funding sources and advocate for the inclusion of lifeline services.	Ongoing	\$
	F. Simplify and coordinate MTC application/funding processes — TLC, HIP and LIFT — and provide technical assistance to applicants.	MTC reviews program design and implements a coordinated application/funding process.	2001	\$

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3. Obtain state and federal legislation and regulatory changes that will improve mobility for low-income individuals through a joint campaign by transportation and social services agencies.	<b>Strategies to be implemented <u>outside</u> the 2001 RTP process:</b>			
	A. Advocate for language in (1) the reauthorization of federal transportation and social services programs and (2) revisions to regulations that will ensure flexibility to improve transportation services for low-income persons.	MTC and Bay Area social service organizations co-lead the advocacy effort.	Ongoing	\$
	B. Ensure that funding for a wide range of public transportation services continues to be an allowable expenditure in CalWORKs and other social services programs.	MTC and Bay Area social service organizations work together to obtain this direction from social services funders.	Ongoing	\$
C. Support changes in state law that exempt the value of one vehicle from counting against a CalWORKs participant's benefits.	MTC supports social services' advocacy efforts.	2001	\$	

4. Address the most immediate, critical transportation gaps for

Strategies to be implemented outside the 2001 RTP process:

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<p>transportation gaps for low-income individuals through the development of a focused, regional set of pilot projects and programs.</p>	<p>A. Provide technical assistance to agencies and organizations to implement transportation improvements identified by the RTP lifeline transportation network, and/or in response to the county and regional "welfare-to-work" planning processes, including but not limited to:</p> <ul style="list-style-type: none"><li>• Improve access to mainline transit from selected areas;</li><li>• Increase transit service spans, particularly during evening, night and weekend hours;</li><li>• Provide transportation from work in case of a family emergency;</li><li>• Provide for the transportation of children to/from child care and schools;</li><li>• Increase access to information;</li><li>• Reduce transportation costs for low-income individuals;</li><li>• Improve intercounty travel between:<ul style="list-style-type: none"><li>• San Francisco and San Mateo</li><li>• San Mateo and Santa Clara</li><li>• Alameda/Contra Costa and Marin/Sonoma</li><li>• Southern Ala. and Santa Clara</li></ul></li></ul>	<p>MTC establishes a technical assistance program.</p>	<p>Ongoing</p>	<p>\$\$\$</p>
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4. Continued	B. Monitor, evaluate and determine the replicability of key lifeline transportation pilot projects conducted by local agencies.	<p>MTC works with local project sponsors to evaluate the results, key issues, costs and lessons learned from key pilot projects, including:</p> <ul style="list-style-type: none"> <li>• Outreach Guaranteed Ride Program (Santa Clara)</li> <li>• Transportation Broker Program (Alameda)</li> <li>• Oakland Evening/Owl Bus Service (Alameda)</li> <li>• CalWORKs Transportation Benefits Project (Alameda)</li> <li>• Children's Van Transportation Project (Contra Costa)</li> <li>• Transportation Kiosks (Contra Costa)</li> <li>• Vehicle Repair Program (Santa Clara)</li> <li>• Other projects as designated</li> </ul>	Ongoing	\$\$
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4. Continued	C. Ensure that the benefits of MTC's TransLink® and the transit trip-planning system are available and accessible to low-income individuals.	MTC works with social service agencies to implement TransLink® in conjunction with social services benefit programs, and to ensure agency offices and other sites have access to the regional transit trip-planning system for more convenient access by low-income individuals. MTC will include social service agencies and nonprofit participants in the demonstration phase as feasible.	2001	\$\$
	D. Expand regional customer information services to ensure access to comprehensive information for most language groups in the region.	MTC, through the Regional Transportation Marketing Program, develops printed materials targeted to low-income individuals and to those with limited English proficiency. MTC ensures access to regional information services for these groups. MTC and the transportation agencies work to ensure that comprehensive and language-appropriate information on all travel options is available to customers via phone and web.	2001-02	\$\$

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4. Continued	E. Expand regional customer information services to ensure access to comprehensive information for most language groups in the region.	MTC, through the Regional Transportation Marketing Program, develops printed materials targeted to low-income individuals and to those with limited English proficiency. MTC ensures access to regional information services for these groups. MTC and the transportation agencies work to ensure that comprehensive and language-appropriate information on all travel options is available to customers via phone and web.	2001-02	\$\$
	F. Identify and develop joint public/private transportation services with key employers in order to provide greater access to job opportunities for low-income individuals.	MTC evaluates the effectiveness of a regional employer assistance program based on the Alameda County Transportation Broker Project.	2001-02	\$\$\$\$
	G. Implement a regional guaranteed ride home (GRH) program for low-income individuals.	MTC obtains funding for and implements a regional GRH program for CalWORKs participants that complements existing county-operated GRH programs.	2001-02	\$\$\$\$

4. Continued	H. Expand MTC's program for inter-county information sharing and problem-solving, building on the success of MTC's existing Regional Working Group and other groups.	MTC continues to coordinate the Regional Working Group and provides other information-sharing services as needed. Continues to provide information and data analysis to support planning and implementation of lifeline transportation projects and programs. Links activities to the Federal Regional Coordinating Council and other relevant regional partnerships.	2001	\$
	I. Ensure that CalWORKs transportation allowance programs operated by social service agencies are clearly defined, consistent with state regulations and implemented equitably.	County social service agencies provide their local partners with clear, written descriptions of their allowance programs and procedures.		

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5. Address critical, cross-jurisdictional (schools, social services, land use planning, transportation, etc.) barriers through joint planning processes involving social service organizations, transportation providers, other key partners and customers.	<b>Strategies to be implemented <u>outside</u> the 2001 RTP process:</b>			
	A. Develop a plan (define issue, estimate costs, develop strategies) for reducing the costs of transportation for low-income individuals to access jobs, childcare and other basic services.	Social service agencies, MTC, transportation providers and other interested organizations create a task force to develop a strategic plan on transportation affordability for low-income individuals.	2001-02	\$\$\$
	B. Develop a plan (goals, objectives, strategies, potential funding sources) for increasing and improving transportation services for pre-school and school-age children.	Social service agencies, MTC, transportation providers, cities, counties, child care advocates, schools and other interested parties create a task force to develop a strategic plan on children's transportation needs.	2001-02	\$\$\$

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## Transportation Affordability

Local welfare-to-work transportation planning processes have identified the cost of transportation as a key issue for CalWORKs participants and other low-income individuals. Five specific aspects of the cost issue have been described:

1. **Equity:** Although all public transit service is subsidized through taxpayer dollars, the subsidies benefit all riders without regard to income. Low-income transit riders must use a higher percentage of their income for essential travel — to work, school, medical care, food shopping, etc. — than middle- and upper-income transit riders.
2. **Mobility:** The high price of automobile ownership and operation — vehicle purchases, insurance, maintenance and fuel — significantly limits the mobility of many low-income individuals, particularly the increasing number who do not live in high-density areas that are well-served by transit. Even in areas with the best transit service, the availability of frequent and convenient service during all hours when essential trips are made is not consistent.
3. **Added costs:** Public transit costs are especially burdensome for low-income individuals who must make complex and long-distance commutes including the transportation of children as part of the commute trip. Complex commutes involving multiple transit systems and/or transbay travel are particularly expensive.
4. **Pass barriers:** The up-front lump sum needed to purchase discounted monthly transit passes (which provide significant cost savings over purchasing daily tickets) can be too large for some low-income households that are already straining to make first-of-the-month rent, utilities and child care payments. Without the ability to purchase the highest value passes, low-income individuals often can not take advantage of the pass discounts that already exist, and end up paying the highest per-ride fares.
5. **CalWORKs benefits:** While CalWORKs participants are provided with transportation allowances when they are in the program, participants in some counties report a variety of problems with this system, including inconsistent policies, unclear procedures and violation of state allowance guidelines.

Transportation is perhaps the only essential “lifeline” resource/service that is not subsidized for low-income individuals. Public funds are used to subsidize housing costs for low-income individuals in all parts of the Bay Area. Food stamps are provided to thousands of low-income adults and children to help ensure that their basic food needs are met. Utility companies are required to offer lower “lifeline” rates for vital gas, electricity and telephone service. Child care subsidies are available for many low-income families. Health care costs are subsidized.

But nearly all low-income individuals are required to pay the full cost of transportation that is essential for their survival. Ironically, low-income individuals often end up paying the full cash fare for transit, which represents the highest possible per-ride cost.

At the same time, public transportation fares are currently discounted for some middle-and upper-income individuals in the Bay Area as required by federal and state law. Seniors and people with disabilities, regardless of income level, pay a fraction of regular fares for their trips on buses, trains and ferries.

In recent years, transit agencies in Santa Clara and Alameda counties have developed new fare instruments (designed to boost ridership) such as the EcoPass and the U.C. Class Pass. These allow companies or other organizations to purchase annual transit passes at highly discounted rates and provide them to their employees at little or no cost. In addition, the federal tax codes have been changed to encourage companies to provide reduced-cost transportation passes to their employees through pre-tax payments. And, those individuals at the highest end of the economic spectrum are often given the largest transportation subsidy — free downtown parking in major employment centers.

The following principles are proposed to guide discussions intended to make transportation more affordable for low-income individuals.

- A. Any approach must not reduce revenues to the public transit agencies because lost revenues could result in service reductions to low-income communities.
- B. Efforts should be taken to ensure that subsidy systems are not complex and difficult to administer.
- C. Developing solutions to the transportation cost issues should be shared among local governments, social service organizations and transportation agencies.

Overall Strategy #5 and Specific Strategy 4C in the proposed Bay Area Lifeline Transportation Program describe possible next steps to address the cost issue.



DATE: March 6, 2001  
TO: STA Board  
FROM: John Harris, Deputy Director for Projects  
RE: State Transit Assistance Funds

**Discussion:**

In anticipation of the process of developing the FY 01-02 STAF claim with MTC, STA staff is requesting SolanoLinks Consortium member agencies to submit STAF project proposals. Review of the proposals will occur at the March SolanoLinks Transit Consortium and STA TAC meetings. The recommended STAF project proposals will be presented at the April STA Board meeting.

**Recommendation:**

Informational



DATE: March 6, 2001  
TO: STA Board  
FROM: John Harris, Deputy Director for Projects  
RE: Highway Projects Status Report

**Discussion:**

Attached is an updated matrix of the status of Solano Highway Projects. Please note that there have been recent developments in the status of most of the ten projects listed.

**Recommendation:**

Informational

Attachment

# SOLANO HIGHWAY PROJECTS

Status Report, February 2001

	Projects	FUNDING			PROJECT STATUS		
		Projected Cost	% Funded	Fund Sources	Status	Begin Construction	Projected Completion
1	Benicia/ Martinez Bridge	\$545 M	100%	Bridge Tolls	Recent projected \$160 M cost over-run / BATA implementing bond strategy to cover additional project costs.	Summer 1999	2004
2	Carquinez Replacement Bridge	\$340 M (construction only)	100%	Bridge Tolls	Under Construction. Eastern span seismic retrofit to be completed Aug-2001. New western span has soils problem with southern lower pilings causing probable 6-month delay.	Mar-00	Fall 2003
3	Highway 37 (Phase I)	\$3.6 M	100%	STIP	Phase I will restore tidal wetlands at Guadalcanal Village and will provide mitigation for the loss of wetland habitat associated with the proposed construction of the 4-lane freeway on SR-37. Project is under construction.	Fall 2000	Spring 2002
	Highway 37 (Phase II)	\$50.25 M	100%	STIP	Phase II will construct a four-lane freeway from the Napa River Bridge to Enterprise Street. Most of this phase will be constructed on the existing alignment. As of 1/2001, Phase II is at 95% PS&E.* \$4M cost increase pending.	Feb-02	Jul-04
	Highway 37 (Phase III)	\$65.7 M	100%	ITIP; RTIP	Phase III will construct a four-lane freeway from Enterprise St. to Diablo St. and a partial cloverleaf interchange for Rt. 37/29 intersection. Phase will be located on a new alignment north of the existing alignment of Rt. 37. As of 1/2001, Phase III is at 70%.	Feb-03	Dec-05
4	Jepson Parkway	\$75 M	66%	TEA-21; STIP; Local	Concept Plan completed; environmental review initiated; NEPA-404 process underway; 10 segments.	two segments underway	final segments 2004-2007
5	I-80 / I-680 Interchange Project	\$400 M (10-year-old estimate)	TBD	STIP; TCRP; ITIP	Effort is underway to accelerate auxiliary lane segment to coincide with bridge opening. \$13 M in Governor's budget for interchange (flexible); I-80 corridor study process in place; \$11 M in ITIP approved to ensure completion of auxiliary lanes; \$6 million in STIP reserve.	2002 (auxiliary only lanes)	2003
6	I-80 (Vacaville to Dixon)	\$43 M (construction only)	TBD	STIP; ITIP	Environmental funded at \$3 M. PS&E (design) funded for \$5 M. 10.5-mile stretch to be widened from 6 to 8 lanes.	PA&ED** Summer 2002	TBD
7	Highway 12 MIS*** (I-80 to Rio Vista)	TBD	TBD	Caltrans	MIS initiated and in progress.	Jul-00	Jun-01
8	Highway 12 Widening (Napa-29 to I-80)	\$104 M	\$7 M	TCRP	The environmental document will be EIS/R. Environmental work will start 3/01. \$7 M in TCRP funding.	PA&ED July 2005 (Caltrans est.)	Spring 2012 (Caltrans est.)
9	Red Top Slide (I-80)	TBD	TBD	Caltrans	SHOPP funded state-of-the-art shaft project in procurement process. Construction to begin fall 2001 on eastern slide.	Fall 2001	Summer 2002
10	I-505 Weave Correction	TBD	TBD	Caltrans	Preparing PSR/PDS.****	PSR to be completed by Aug-2001	TBD

\* PS&E: Plans, Specifications, and Estimates

\*\* PA&ED: Project Approval and Environmental Document

\*\*\* MIS: Major Investment Study

\*\*\*\* PSR/PDS: Project Study Report / Project Development Support

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DATE: March 7, 2001  
 TO: Board Members  
 FROM: Robert Guerrero, Planning Assistant  
 RE: Funding Opportunities (For Information Only)

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>	<b>Application Available From</b>	<b>Applications Due</b>
2001-02 BAAQMD Transportation Fund for Clean Air	Dan Christians STA (707) 422-6491	March 16, 2001
Transportation for Livable Communities Program (Capital)	Karen Frick MTC (510) 464-7704	March 29, 2001
Bay Trail Program	Janet McBride ABAG, Bay Trail Coordinator (510) 464-7935	April 6, 2001
Pedestrian Safety Program	Sui Tan Local Assistance District 4 (510) 286-6485	May 22, 2001
Safe Route to Schools, Second Cycle	Rich Monroe Local Assistance Engineer District 4 (510) 286-5226	May 22, 2001
Bicycle Transportation Account	David Priebe Caltrans (916) 653-2750	June 1, 2001
Regional Transportation Fund for Clean Air Program	Andrea Gordon BAAQMD (415) 749-4940	<i>Applications will be available in April. Due in June</i>



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*FUNDING OPPORTUNITY:*

**2001- 2002 Solano Transportation Fund for Clean Air  
Program  
(40% Program Manager Funds)**

*Applications Due: March 16, 2001*

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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 that are eligible for the program. Please obtain the actual program's application material for complete information. STA staff is available to answer questions on 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 universities in south Solano County are eligible.

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

Funding Available: A program budget of at least \$315,000 is available for 2001-02.

Eligible Projects: 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.

Program Contact Person: Dan Christians, Deputy Director for Planning, (707) 438-0654.

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*FUNDING OPPORTUNITY:*

**Transportation for Livable Communities Program (Capital)**

*Applications Due: March 29, 2001*

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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. STA staff is available to answer questions on this funding program and provide feedback on potential project applications.

**Eligible Project Sponsors:** Local jurisdictions, transportation agencies, and non-profit organizations from the Bay Area.

**Program Description:** The Transportation for Livable Communities (TLC) program has planning grants available to work with local areas to develop and plan community-oriented transportation projects. Applications will be available late January 2001.

**Funding Available:** Approximately \$9 million is available for this year's call for projects. One more cycle of \$9 million will occur in about a year. TLC capital project funding request should be between \$150,000 to \$2 million. At least 11.5% local match is required.

**Eligible Projects:** Eligible capital projects include streetscape improvements, transit-, pedestrian-, and bicycle-oriented developments. This program encourages redevelopment efforts that add housing and economic vitality to older business and community centers throughout the region. Projects that provide pedestrian, bicycle and transit links to these centers qualify for this program.

**Further Details:** The TLC program is financed with federal and state funds made available through a combination of federal Congestion Mitigation and Air Quality Program (CMAQ) funds, Transportation Enhancements and STIP funds.

**Program Contact Person:** Karen Frick, Metropolitan Transportation Commission, (510) 464-7704 or [kfrick@mtc.ca.gov](mailto:kfrick@mtc.ca.gov).

**STA Contact Person:** Robert Guerrero, Planning Assistant (707) 422-6491.

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## *FUNDING OPPORTUNITY:*

### **Bay Trail Program**

*Applications Due: April 6, 2001*

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the Bay Trail Program is intended to assist jurisdictions that are eligible for the program. Please obtain the actual program's application material for complete information. STA staff is available to answer questions on this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Cities, Counties, and park districts

Program Description: Planning and construction grants for segments of the Bay Trail.

Funding Available: \$7.5 million available for the Bay Area.

Eligible Projects: Projects that provide for the development of paved or non-paved gap closures of the spine, spur or connector portions of the Bay Trail.

Further Details: The Bay Trail appropriation increased threefold, from \$2.5 million to \$7.5 million for next program cycle(s). The Bay Trail grant guidelines have been revised and were sent out in February 2001. A committee from the Association of Bay Area Governments (ABAG) will review and recommend projects.

Program Contact Person: Janet McBride, ABAG Bay Trail Coordinator, (510) 464-7935

STA Contact Person: Robert Guerrero, Planning Assistant (707) 422-6491.

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## *FUNDING OPPORTUNITY:*

### **Pedestrian Safety Program (PSP)**

*Applications Due: May 22, 2001*

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the Pedestrian Safety Program is intended to assist jurisdictions that are eligible for the program. Please obtain the actual program's application material for complete information. STA staff is available to answer questions on this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: City and County agencies

Program Description: The Pedestrian Safety Program is a new single-year program that intends to reduce pedestrian related injuries and fatalities.

Funding Available: \$8 million available statewide. No local match is required.

Eligible Projects: Projects that are included in the following categories are eligible: sidewalk improvements, traffic calming and speed reductions, pedestrian/bicycle crossing improvements and off-street pedestrian/bicycle facilities.

Further Details: Applications with projects that demonstrate locations with high rates of pedestrian injuries or fatalities are encouraged to apply. Any PSP project encompassing a freeway, state highway or county road where the CHP has enforcement authority should be approved by the CHP to ensure the project complements their "Pedestrian Corridor Safety Program."

Program Contact Person: Sui Tan, Caltrans District 4, (510) 286-6485.

STA Contact Person: Robert Guerrero, Planning Assistant (707) 422-6491.

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## *FUNDING OPPORTUNITY:*

### **Safe Routes To School (SR2S), Cycle II**

*Applications Due: May 22, 2001*

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of the Safe Routes to School program is intended to assist jurisdictions that are eligible for the program. Please obtain the actual program's application material for complete information. STA staff is available to answer questions on this funding program and provide feedback on potential project applications.

**Eligible Project Sponsors:** City and County Agencies, Regional Transportation Planning Agencies, and/ or any government agency authorized to construct improvements on public roads or facilities.

**Program Description:** This program is now in its second year of a two-year demonstration period. Caltrans administers the Safe Routes to School Program and use federal funds for construction of bicycle, pedestrian safety, and traffic calming projects.

**Funding Available:** \$20 million dollars available for Cycle 2 Projects. The federal reimbursement ratio is 90%, with a 10% local match. Maximum federal grants can not exceed \$450,000.

**Eligible Projects:** Project categories include: sidewalk improvements, traffic calming & speed reduction, pedestrian/ bicycle crossing improvements, and traffic diversion improvements.

**Further Details:** Activities related to "education" or "enforcement" are eligible when costs are related to the construction. Details can be found on Caltrans' internet site at [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/).

**Program Contact Person:** Rich Monroe, Local Assistance Engineer District 4, (510) 286-5226.

**STA Contact Person:** Robert Guerrero, Planning Assistant, (707) 422-6491

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## *FUNDING OPPORTUNITY:*

### **Bicycle Transportation Account**

*Applications Due: June 1, 2001*

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

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

**Eligible Project Sponsors:** Cities and Counties are eligible to apply for BTA funds and may apply on behalf of an agency that is not a city or county but propose construction of a bicycle project.

**Program Description:** The program is intended to assist cities and counties fund bicycle projects.

**Funding Available:** \$7.2 million available Statewide. 10% local match is required.

**Eligible Projects:** Eligible projects include: New bikeways serving major transportation corridors, bicycle parking racks, bicycle carrying facilities on public transit vehicles, installation of traffic control devices to improve safety and efficiency, elimination of hazardous conditions on existing bikeways, planning, and improvements and maintenance of bikeways.

**Further Details:** The BTA program guidelines are being revised. STA Staff will keep interested members informed on any changes as the program develops.

**Program Contact Person:** Julian Carroll, Caltrans District 4, (510) 286-6485.

**STA Contact Person:** Robert Guerrero, Planning Assistant (707) 422-6491.

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## *FUNDING OPPORTUNITY:*

### **Regional Transportation Fund for Clean Air Program**

*Application will be available in April*

*Applications will be due in June*

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TO: STA Board

FROM: Robert Guerrero, Planning Assistant

This summary of Regional Transportation Fund for Clean Air Program is intended to assist jurisdictions that are eligible for the program. Please obtain the actual program's application material for complete information. STA staff is available to answer questions on 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.

**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. Specific funding amount available for FY 2001-02 will be provided in April.

**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 2001-2002 Regional TFCA program is currently being revised. Information will be provided as they become available.

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

**STA Contact Person:** Robert Guerrero, Planning Assistant (707) 422-6491.

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