



Solano Transportation Authority

333 Sunset Avenue, Suite 200  
Suisun City, California 94585

Area Code 707  
422-6491 ♦ Fax 429-2894

Members:

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

Martin Tuttle  
Executive Director

**SPECIAL MEETING NOTICE**

**September 17, 1997**  
**Suisun/Fairfield Amtrak Station**  
**Suisun City, CA**  
**11:45 a.m.**

**MISSION STATEMENT - SOLANO TRANSPORTATION AUTHORITY**

**Develop and implement a vision for transportation that, while recognizing the diverse nature of the County, supports economic development and ensures quality of life in Solano County.**

**ITEM**

- 1.0 Call to Order - Confirm Quorum**
- 2.0 Approval of Agenda**
- 3.0 Comments/Update from Staff, Caltrans, and MTC**
- 4.0 Opportunity for Public Comment**
- 5.0 CONSENT AGENDA (Any consent item can be pulled for discussion)**
- 5.1 Minutes of Meeting of August 13, 1997.**
- 5.2 Draft minutes of August 27, 1997 TAC meeting.**
- 6.0 ACTION ITEMS: NON-FINANCIAL**
- 6.1 Resolution Accepting the Intercity Transit Plan and Initiating a Revision to the STA Joint Powers Agreement to Recognize the Solano Intercity Transit Consortium. (Steve Lessler, Chair, Transit Steering Committee)**
- 7.0 Adjourn to Intercity Transit Press Conference Immediately Following Meeting**

**(Next Meeting: October 8, 1997)**



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MEMORANDUM

Members: DATE: September 10, 1997  
TO: STA Board  
Benicia FROM: Martin Tuttle *Mt*  
Dixon  
Fairfield RE: EXECUTIVE DIRECTOR'S REPORT  
Rio Vista  
Solano County  
Suisun City  
Vacaville  
Vallejo

Martin Tuttle  
Executive Director

*While the September 17 special meeting is focused on the proposed Intercity Transit Consortium and transit coordination efforts, the following is a brief status report on other issues that will be considered by the Board in the coming months:*

**1996/97 Audit:** The STA's independent auditor, Macias, Gini and Company, has completed their field review of our accounting and budget procedures for the past fiscal year. Upon completion of the audit, staff will recommend the transfer of unused funding for project development purposes.

**New Benicia-Martinez Bridge project:** At their September 18/19 meeting in San Diego, the California Transportation Commission is expected to approve the additional funding (\$17.3 million) for the project to accommodate rail transit and the additional spacing between the new bridge and existing railroad as required by the U.S. Coast Guard. Construction is still scheduled to begin in mid-1998 on the southern approach.

**1998 State Transportation Improvement Program (STIP):** The county bid target is \$31.6 million. MTC has agreed to our request allowing the STA to submit final recommendations to them on October 9, the day after next month's Board meeting. The funding choices will be made from the three eligible projects on the Board-approved draft bid list (Highway 37 project shortfall, Highway 37/29 interchange and I-80 Reliever Route). We hope to know the outcome of SB 45 (see below) and District 4's strategy on the possible use of Caltrans' discretionary funds in Solano prior to the October meeting.

**Citylink:** The operation of Citylink Route 30 (Fairfield-Vacaville-Dixon-Davis) by Yolobus with a clean air bus is still on schedule to begin October 6.

**Capitol Corridor:** The CCJPB's meeting on September 10 has been rescheduled for September 19 in order to provide additional time for negotiators to work on the state's latest issue (liability insurance) concerning the pending management transfer agreement.

**Resurfacing projects:** Staff continues to work with project sponsors on pending road resurfacing projects (Fairfield, Vacaville and Solano County) that must be authorized by the expiration of ISTEPA on September 30.

**Executive Director's Report, Page two**

**ISTEA reauthorization:** The Subcommittee of the House Transportation Committee is expected to mark-up a three year authorization bill by the end of September. We are continuing to work with Congressman Riggs' staff on the STA's supported project earmarks.

**Contra Costa Transportation Authority/STA Subcommittee:** Among other issues at their September 18 meeting in Benicia, the subcommittee is expected to review MTC's new responsibility for administering Regional Measure 1 bridge toll revenues.

**SEDCORP Transportation Action Team:** The results and analysis of SEDCORP's public opinion survey on transportation projects should be available later this month.

**Transit Project Funding:** Staff is soliciting candidate projects for the Board to consider in October for the state Transit Capital Improvement (TCI) program. This program would be repealed if SB 45 is enacted into law.

**Unmet Transit Needs:** The annual MTC hearing will be held on October 8, 4:30 to 6 p.m. in the Solano County Board of Supervisors Chambers in Fairfield, immediately prior to our Board meeting.

***Legislative Update - The following bills must be approved by the Legislature before they adjourn on September 12. An updated summary will be provided at the Board meeting.***

**STIP Reform (SB 45):** The comprehensive STIP reform legislation was approved by the Assembly Transportation Committee on September 9 and is now pending on the Assembly floor. If the bill is enacted into law, the current 1998 STIP process would be restarted under the bill's new policies.

**Regional Gas Tax (AB 595):** Assemblywoman Valerie Brown's bill to authorize up to a 10 cents per gallon fuel tax in the Bay Area counties, subject to voter approval, was approved by the full Senate 22-11 on September 2 and is expected to be sent to the governor.

**Highway 12 (AB 827):** The bill by Assemblywoman Helen Thomson to create a double fine enforcement zone on Highway 12 from Suisun City to Lodi is pending on the Senate floor and is expected to be sent to the governor.

**Bike Route (AB 930):** The STA-sponsored bill to appropriate PVEA funds for the Dixon-Davis Bike Route is pending in the Assembly Appropriations Committee. Negotiations among legislative leaders are now occurring on how to split the limited PVEA funds among the numerous project requests.

**Helen Madere Memorial Bridge:** Assemblywoman Helen Thomson plans to introduce language requested by the STA and City of Rio Vista to rename the Rio Vista Bridge in honor of the late Helen Madere in January.

September 17, 1997  
Agenda Item 5.0



DATE: September 10, 1997  
TO: STA Board  
FROM: STA Staff  
RE: CONSENT AGENDA (Any consent item can be pulled for discussion)

Recommendation:

That the STA Board approve the following attached consent items:

- 6.1 Minutes of Meeting of August 13, 1997.
- 6.2 Draft minutes of August 27, 1997 TAC meeting.



**SOLANO TRANSPORTATION AUTHORITY**  
**Minutes of the Meeting of**  
**August 13, 1997**

**Minutes by:** Kim Kloeb

**1.0 Call to Order - Confirm Quorum**

Chairman Lessler called the meeting to order at 6:00 pm. A quorum was confirmed. Chairman Lessler welcomed Mayor Fred Harris to the STA Board.

**MEMBERS**

<b>PRESENT:</b>	Steve Lessler	City of Fairfield
	Jerry Hayes	City of Benicia
	Don Erickson	City of Dixon
	Fred Harris	City of Rio Vista
	Barbara Kondylis	County of Solano
	Bill Patchell	City of Vallejo

<b>MEMBERS</b>	James Spering	City of Suisun City
<b>ABSENT:</b>	Rischa Slade	City of Vacaville

<b>ALSO</b>	Morrie Barr	City of Fairfield
<b>PRESENT:</b>	Ann Jamison	Nelson/Nygaard
	Chris Carrier	Congressman Riggs' Office
	Catarina Evanson	Solano Community College
	Elizabeth Richards	Solano Commuter Information
	Martin Tuttle	STA
	Kim Kloeb	STA
	Dan Christians	STA
	Matt Todd	STA
	Stacy Medley	STA
	Pam Belchamber	City of Vallejo
	Gary Leach	City of Vallejo
	David Murray	MTC

## **2.0 Approval of Agenda**

Martin Tuttle noted that an urgent item concerning a resolution to form a partnership with the Center for Livable Communities had been added to the agenda and was included in Board Members' folders. Tuttle also noted that Consent Agenda item 6.7 would be pulled from the Consent Agenda and become item 7.3. The agenda, as amended, was unanimously approved on a motion by Member Barbara Kondylis, with a second by Member Bill Patchell.

## **3.0 Executive Director's Report**

Martin Tuttle provided a brief summary of the agenda and late breaking issues that had not been included in the agenda packet. Issues included:

- The STA's independent auditor will review our accounting and budget procedures for the past fiscal year during the week of August 18. Upon completion of the audit, staff will recommend the transfer of unused funding to project development at the September or October Board meeting.
- The STA and the SEDCORP Transportation Action Team are proceeding with the development of the Solano Transportation Plan. The results of the SEDCORP public opinion survey on transportation projects should be available mid to late August.
- The STA has participated in several meetings with MTC, Caltrans and the City of Vallejo on the Highway 37 project at which issues relating to the possible delay in the project's schedule and increase in cost were raised. Caltrans has agreed to maintain the construction startup schedule (2001), but the cost of relocating the existing sewer line and increased right-of-way costs result in a currently estimated shortfall of \$10 million. Tuttle noted that he would attend a public hearing on the Environmental Impact Report/Environmental Impact Statement (EIR/EIS) for the project on August 14 in Vallejo.
- The kick-off ceremony of Yolobus service to Sacramento International Airport occurred on July 28. Citylink Route 30 (Fairfield-Vacaville-Dixon-Davis) passengers will be able to transfer onto the service in Davis. Initial reaction to the service has been favorable.
- The Capitol Corridor transfer agreement had been expected to be reviewed by the CCJPB at the August 13 meeting, but it was not presented due to continuing concerns by the state Business, Housing and Transportation Agency.
- The press conference announcing the startup of electronic toll collection on the Carquinez Bridge was held on August 4. Tuttle noted that applications to participate in the program were contained in Board Members' folders. He also noted that STA staff would participate in the program.
- Mayor Spring and Tuttle appeared before the Solano County Grand Jury to present information on local transportation issues. Tuttle noted that the Grand Jury appeared supportive of the idea of a local option sales tax for transportation needs.

- The MTC unmet needs hearing would be scheduled for October, rather than November. The hearing will be held before the STA meeting. Both meetings will be held at the Solano County Board of Supervisors Chambers.
- Pam Belchamber of Vallejo had received an MTC Award of Merit for her work with the Vallejo Ferry.
- The STA sent a letter to Governor Wilson asking for a line item veto of a proposed transfer of Transit Capital Improvement funds to cover a shortfall in the Department of Motor Vehicle budget. The letter was contained in Board Members' folders for review. He thanked Kevin Daughton from the City of Fairfield for bringing the issue to his attention.
- An agreement on the issue of funding seismic retrofit of state owned toll bridges had been reached. Half of the funding would come from state sources and half from a proposed toll increase on Bay Area state owned toll bridges. Control over toll bridge revenues would be transferred from the CTC to MTC. This increased local control may expedite the delivery of Regional Measure 1 projects funded from bridge tolls. The bill also increased funding for ferry services from 3 percent of toll revenues for general transit uses to 5 percent for ferries only.

#### **4.0 Comments/Update from Staff, Caltrans, and MTC**

Elizabeth Richards of Solano Commuter Information (SCI) informed the Board that the Bay Area Air Quality Management District has invited all Bay Area cities and counties to become designated as "Spare the Air" jurisdictions by adoption of a resolution. She provided a sample of the resolution required and urged the STA jurisdictions to participate in the program.

Matt Todd noted that applications to use the electronic toll collection system recently developed for the Carquinez Bridge were in the Board Members' folders. The system will become available for private subscription use this month or next.

#### **4.1 Special Presentation on ISTEA from Congressman Riggs' Representative Chris Carrier**

Chris Carrier of Congressman Riggs' office updated the STA Board on the recent progress towards a new federal transportation authorization to extend or replace the existing Intermodal Surface Transportation Efficiency Act (ISTEA). Mr. Carrier noted that no major progress has been made toward the development of a new multi-year act. He anticipates that either an interim one-year authorization will be approved prior to the end of the authority of the existing ISTEA on September 30, 1997, or a 3-5 year authorization. The lack of a multi-year program this year would make it difficult to obtain new funding for the I-80 Reliever Route request that the STA sent to Congressman Riggs earlier this year. Mr. Carrier assured the STA Board that the STA request remains a high priority in the Congressman's office.

#### **5.0 Opportunity for Public Comment**

Matt Todd introduced the new member of the Paratransit Coordinating Committee. Caterina Evanson's appointment would be approved as part of the Consent Agenda.

## **6.0 CONSENT AGENDA**

The Consent Agenda, with the exception of item 6.7, was unanimously approved on a motion by Member Barbara Kondylis, with a second by Member Bill Patchell. The Consent Agenda included the following items:

- 6.1 Minutes of Meeting of July 9, 1997.**
- 6.2 Draft minutes of July 30, 1997 TAC meeting.**
- 6.3 FY 1996-97 Report on Solano Paratransit.**
- 6.4 1997-98 Funding Agreements with BAAQMD and Project Sponsors.**
- 6.5 Ferry Services/City of Benicia Consulting Contract.**
- 6.6 Appointment of New Member to Paratransit Coordinating Council.**

### **END OF CONSENT AGENDA**

#### **7.1 Draft Projects for 1998 State Transportation Improvement Program (STIP).**

Martin Tuttle noted that the California Transportation Commission had not reviewed a Fund Estimate at their meeting earlier in the day. Due to the uncertainty of the entire STIP process, Tuttle recommended sending all three proposed STIP projects from Solano County to MTC as a draft bid list. The proposed projects included the I-80 Reliever Route, the Highway 37/29 interchange, and the \$10 million shortfall on the Highway 37 project from the Napa River Bridge to Highway 29.

The recommendation was unanimously approved on a motion by Mayor Jerry Hayes and Member Bill Patchell.

#### **7.2 Citylink (Route 30) Agreement.**

Matt Todd recommended that the STA Board authorize the Executive Director to enter into a service agreement with the Yolo County Transportation District (YCTD) to operate Citylink Route 30/220 based on the presented costs, fare structure, route, and a Memorandum of Understanding with the City of Fairfield for \$10,000 to rehabilitate a YCTD bus to fulfill the vehicle requirement that is part of the YCTD proposal. This allows Fairfield to keep the buses previously purchased for service on Route 30 and allows YCTD to maintain the reserve ratio necessary to operate our service.

The recommendation was unanimously approved on a motion by Mayor Don Erickson with a second by Mayor Jerry Hayes.

#### **7.3 Cycle 2 STP Fund Reprogramming.**

Kim Kloeb noted that the proposed reprogramming of funds from the I-80 Reliever Route project

at Peabody Road and Cement Hill Road to the Fairfield Transportation Center would ensure that the funding would be obligated before the expiration of the current ISTEA. The City of Fairfield subsequently requested to amend the transfer to allow \$20,000 for right-of-way and \$20,000 for construction in the Reliever Route project. This request was approved by MTC.

The revised recommendation was to transfer \$972,410 in Surface Transportation Program (STP) funds and \$170,000 in Traffic Systems Management (TSM) funds from the Reliever Route to the Fairfield Transportation Center.

The recommendation was unanimously approved on a motion by Member Bill Patchell with a second by Mayor Don Erickson.

### **8.1 Resolution Supporting Funding Augmentation for the Benicia-Martinez Bridge Project.**

Martin Tuttle recommended that the STA Board approve the resolution in support of a funding augmentation of \$17.3 million for the Benicia-Martinez Bridge. Of that amount, \$5.8 million would provide for future provisions for rail on the new bridge and \$11.5 million would cover the cost increase due to the relocation of the bridge in order to receive a U.S. Coast Guard permit.

Tuttle noted that the item had gone before the California Transportation Commission as an informational item earlier in the day, and the request had been received favorably. David Murray of MTC had attended the CTC meeting and reported that the commission had expressed the opinion that due to the recent passage of SB 60, this issue might come to the newly formed MTC Toll Bridge Advisory Committee.

The resolution was adopted on a motion by Member Bill Patchell, with a second by Mayor Jerry Hayes.

### **8.2 Resolution Supporting the Highway 37 Project.**

Martin Tuttle recommended that the STA Board approve a resolution in support of the preferred alternative contained in the Environmental Impact Report/Environmental Impact Statement (EIR/EIS) for the Highway 37 widening from the Napa River Bridge to Highway 29.

The staff recommendation was approved on a motion by Mayor Jerry Hayes with a second by Chairman Steve Lessler.

### **8.3 Resolution Requesting Legislation Renaming Rio Vista Bridge in Honor of Helen Madere.**

Mayor Fred Harris made a motion that the STA Board approve the resolution in support of renaming the Rio Vista Bridge in honor of late STA Member Helen Madere. The motion was approved by acclamation.

#### **8.4 Resolution in Support of a Partnership with the Center for Livable Communities**

This item had been added to the agenda as an urgent item at the request of Member Barbara Kondylis under the approval of the agenda. Member Kondylis explained that the adoption of the resolution would provide technical assistance to Solano County communities through the U.S. Environmental Protection Agency's Transportation Partners program. She would like to schedule a speaker under this program for September 8.

#### **9.1 Solano Transportation Plan Update.**

Martin Tuttle noted that the plan was progressing very rapidly. The opinion polls being conducted by SEDCORP are underway and results should be available at the September Board meeting.

#### **9.2 Report on 1996-97 Solano Intercity Transit Coordination Study.**

Dan Christians presented a brief report on the status of this priority project. He said that the final plan would be agendized for action at the September STA Board meeting. Ann Jamison of Nelson\Nygaard Consulting Associates discussed the recommendations in the plan. They include the formation of an Intercity Transit Consortium of all the Solano operators (communities). Initial tasks would be to prepare a 5-year Services Development Plan and jointly conduct marketing and other transit activities. The Consortium would be funded at least for the first two years with State Transit Assistance Funds (STAF). The STA's Joint Powers Agreement would be amended to officially recognize the Intercity Transit Consortium and each member would be requested to sign a Memorandum of Understanding.

#### **9.3 Draft 1997 Congestion Management Program Update.**

Dan Christians presented a brief update on the progress of the 1997 update to the CMP. Recent legislative changes have not eliminated the need for a CMP, as it supports the regional planning process. The revision will reflect the recent updates to the CMP traffic forecasting models, and the latest data on level of service on Congestion Management System roads.

#### **9.4 Board Members Comments**

Member Barbara Kondylis noted that a conference on "Putting Communities on Their Feet" will be held by the Local Government Commission on November 14 and 15. She recommended the conference.

Mayor Jerry Hayes wished to thank Pam Belchamber, Gary Leach, and Member Bill Patchell for their efforts on the new Baylink ferry service to San Francisco from Vallejo.

#### **9.5 Adjourn**

Chairman Lessler adjourned the meeting at 7:34 pm.



**DRAFT**

**TECHNICAL ADVISORY COMMITTEE**  
**Minutes of the meeting of**  
**August 27, 1997**

**AGENDA ITEM 1. CALL TO ORDER**

The regular meeting of the Solano Transportation Authority Technical Advisory Committee was called to order at 1:34 p.m. by Martin Tuttle at the STA conference room.

<b>PRESENT:</b> Julian Carroll	Caltrans, District 4
Saaid Fakharzadeh	Caltrans, District 4
Hilmer "Ace" Forsen	Caltrans, District 4
Morrie Barr	City of Fairfield
Ken Harms	City of Fairfield
Michelle Morris Brubaker	MTC
John Gray	Solano County
Paul Wiese	Solano County
Dan Christians	STA
Kim Kloeb	STA
Matt Todd	STA
Martin Tuttle	STA
Otto Bertolero	City of Suisun City
Gian Aggarwal	City of Vacaville
Gary Leach	City of Vallejo

**AGENDA ITEM 2. APPROVAL OF AGENDA**

The agenda was approved as presented.

**AGENDA ITEM 3. MINUTES OF MEETING OF JULY 30, 1997**

On motion by Gary Leach and second by Morrie Barr, the minutes were approved.

**AGENDA ITEM 4. OPPORTUNITY FOR PUBLIC COMMENT**

There was no public comment.

## **AGENDA ITEM 5. COMMENTS FROM STAFF, CALTRANS, AND MTC**

Ken Harms of Fairfield, who performs the modeling work for the STA, was introduced. He explained that the model is being updated and has been broken into more detailed traffic analysis zones (TAZs). He distributed maps of the new TAZs and asked for input on the new zonal structure. Dan Christians said he would send out a letter to each jurisdiction explaining what input is necessary from each jurisdiction to update the model.

Dan Christians also noted that the Marketing Kickoff meeting is scheduled for Friday August 29.

Martin Tuttle added that the STA Board meeting of September 10 is cancelled, and that the Board will have a special meeting on September 17 to approve the Intercity Transit Plan. The meeting will be held at the Suisun/Fairfield Amtrak station and will include a display of transit vehicles from multiple jurisdictions in the region.

## **AGENDA ITEM 6. SOLANO TRANSPORTATION PLAN - UPDATE**

Martin Tuttle said that the poll results are still being analyzed and cross tabulated and should be available by the next Board meeting. In general, safety and intercity transit did better than the highway projects. There was a general no growth sentiment, as demonstrated by the lack of support of highway projects perceived as growth inducing. A ½ cent sales tax showed low support, but a 1/4 cent sales tax for a short time may be a pursuable alternative.

## **AGENDA ITEM 7. STATE TRANSPORTATION IMPROVEMENT (STIP) UPDATE**

Kim Kloeb presented this item. A handout with the latest County Bid Target was handed out. The Solano bid target is estimated at \$31.6 million. The STIP and the programming of it is still dependent on the outcome of SB45 legislation (see next agenda item). Kim recommended we wait for the CTC to approve our bid target, and wait to see the outcome of the SB45 legislation, before finalizing the draft project list we have submitted to MTC. Martin suggested we address this item at the next TAC.

Kim Kloeb added that a STIP application needs to be completed for each project. There was confusion on who would do the Highway 37 project. Martin suggested that issue be addressed at the Highway 37 meeting on September 4.

## **AGENDA ITEM 8. SB45 STIP REFORM BILL**

Martin Tuttle presented this item. He said that this bill will repeal some programs like TSM and the State Local Partnership program. The bill also calls for a new fund estimate in January 1998 and a 4 year STIP rather than a 7 year program. We may not know if this bill is passed until after the October Board meeting. There was further discussion on how this bill may affect project preparation, strategy, and selection. Martin suggested this item be reagendaized for September.

## **AGENDA ITEM 9. UPDATE ON CALTRANS PROJECTS PROPOSED FOR HWY 12**

Saaid Fakharzadeh presented this item. The projects completed or programmed include:

1. Napa County Line to I-80, Rehabilitate Roadway  
Scheduled for completion late 97 early 98
2. Scandia Road to Denverton Road, Rehabilitate Roadway  
Completed
3. Extending 3 existing passing lanes (between Suisun and Rio Vista)  
\$1.8 million programmed for 98-9, timeframe may slip due to staff shortage, project a result of the HR45 Report
4. Currie Road to Azevedo Road, Rehabilitate Roadway  
Completed

A project proposed for the 98 SHOPP is improving the road to 12' lanes and 8' shoulders between Scandia Road and Currie Road at a cost of about \$10 million. This will be broken into two segments in the SHOPP program.

Martin asked about the status of the left turn pocket at ET Road. Julian Carroll said that was a Minor B project (lower cost category) and the design phase has been started. There are also Highway 12/113 intersection improvements proposed for 98/99 as a Minor A project (under \$300,000 in cost). John Gray said that a meeting on Highway 12 was requested by the Board of Supervisors and that all interested parties were welcome to participate. John will contact any interested parties with more details as they become available.

## **AGENDA ITEM 10. 1998-99 TRANSIT CAPITAL IMPROVEMENTS (TCI) PROGRAM - CALL FOR PROJECTS**

Kim Kloeb presented this item. Kim said that this program is dependent on the SB45 bill, but that we should be prepared with a project if the legislation does not pass. There was further discussion about the type of projects that are eligible for these funds, and that intercity rail projects have been pursued in the past as they are eligible for 100% funding. In the past, the STA has requested TCI application ideas, and chosen one project from Solano, to increase the funding opportunity. Kim noted Solano has done well using this strategy. Kim noted this would be reauthorized next month to select a project, and requests any project proposal by September 15.

## **AGENDA ITEM 11. SURFACE TRANSPORTATION PROGRAM (STP) CYCLE 2 AND 3 GUARANTEED PROJECTS**

This item was presented by Kim Kloeb. He said that cycle 2 projects, both discretionary and guaranteed, need to be obligated by September 30, or the money is lost, as well as the same amount penalized against the next cycle. Projects that were not yet obligated were discussed. Vacaville, Fairfield, and the County all said their projects would be obligated before the deadline.

## **ADJOURNMENT**

Meeting was adjourned at 2:52 p.m.

September 17, 1997  
Agenda Item 6.1



DATE: September 10, 1997  
TO: STA Board  
FROM: Steve Lessler, Chair, Transit Steering Committee  
RE: Intercity Transit Coordination Plan

In August 1996, the STA retained Nelson\Nygaard Consulting Associates to prepare the 1996/97 **Solano Intercity Transit Coordination Study**. A Transit Steering Committee consisting of three Board members has been meeting nearly every month since then to provide feedback to the consultants.

Transit Coordination was a priority project scoped as a follow-up to the 1995 Intercity Transit Concept Plan and the study is now complete (attached is a copy of the final report). It was also intended to make further progress in coordinating Solano transit services and respond to SB 1474, the Bay Area transit coordination bill.

That study included interviews with key decision makers and transit operators, five workshops, a new intercity transit map and the preparation of four action plans: intercity services, intercity marketing, ADA intercity paratransit and organizational structure.

As part of the Organization Action Plan, it is proposed that an Intercity Transit Consortium be formed to help facilitate the implementation of the Plan. A two year work program has been developed. It proposes that the Consortium will have authority over coordinating intercity transit services. However, any financial matters will continue to be reviewed and considered by the TAC and approved by the STA Board.

As noted on page E-6 of the Executive Summary, the major role of the STA Board as it relates to the Consortium is proposed as follows:

- The STA Board will provide long range policy guidance to the Consortium based on the proposals and standards of the Solano Transportation Plan, Congestion Management Program and other plans and programs.
- The STA Board will secure and provide funding to the Consortium for at least the first two years through State Transit Assistance funds, and pass through other local, regional, state, and federal funds that may become available.
- The Consortium will recommend and the STA Board review and approve 5-year Transit Development Plans.

- The STA Board would maintain a Transit Working Group consisting of three Board members providing on-going dialog and feedback with the Consortium and consulting staff.
- The Consortium would review and make recommendations to the STA Board on other transit issues that may arise.

To begin implementation of the Consortium concept , it is recommended that the STA Board adopt the following Resolution accepting the report recommendations in concept, initiating modification to the STA Joint Powers Agreement to provide for the Consortium and to request each participating jurisdiction to sign a Memorandum of Understanding by January 1998 describing in more detail the purpose and responsibilities of each of the Consortium members.

Upon adoption of this Resolution, staff and the consultants would begin making progress on the planning and implementation of the next year's work program (1997-98) of the Consortium during the next few months while the JPA and MOU agreements are being signed.

Recommendation:

Adopt the attached Resolution accepting the Intercity Transit Coordination Plan, dated September 1997 and requesting member agencies to approve a proposed revision to the STA Joint Powers Agreement and sign and return a Memorandum of Understanding as a member of the Consortium.

**RESOLUTION NO. 97-**

**A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY  
ACCEPTING THE SOLANO INTERCITY TRANSIT COORDINATION PLAN AND  
AUTHORIZING A REVISION TO THE STA JOINT POWERS AGREEMENT**

**WHEREAS**, on October 9, 1996 the Solano Transportation Authority (STA) entered into an agreement with Nelson\Nygaard Consulting Associates to prepare the Solano Intercity Transit Coordination Study (hereafter referred to as the Plan); and

**WHEREAS**, the STA Board's Transit Committee, Solano transit operators and the consultants have been diligently working on the development of the Plan; and

**WHEREAS**, the Plan was developed in conjunction with various Transit Steering Committee meetings, approximately five workshops, and individual consultations with member jurisdictions; and

**WHEREAS**, the 1996/97 planning process has been completed substantially as scoped; and

**WHEREAS**, the final Plan dated September 1997 has been circulated to the Board, Solano transit operators and other interested parties; and

**WHEREAS**, the Plan proposes to encourage development of intercity transit coordination through the creation of the Solano Intercity Transit Consortium (also referred to as Consortium).

**THEREFORE BE IT RESOLVED** that the Solano Transportation Authority (STA) accepts recommendations of the final Solano Intercity Transit Coordination Plan, dated September 1997 attached hereto as Exhibit "A".

**NOW THEREFORE BE IT FURTHER RESOLVED** that the STA is initiating a proposed revision of the STA's Joint Powers Agreement attached as Exhibit "B" and requests each member to sign and return the amended JPA recognizing the proposed Consortium as an STA advisory body.

**NOW THEREFORE BE IT FURTHER RESOLVED** that each participating member of the Consortium also sign and return a Memorandum of Understanding attached as Exhibit "C" that further describes the role, authority, responsibilities and funding for the Consortium.

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Steve Lessler, Chairman  
Solano Transportation Authority

I, MARTIN TUTTLE, 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 special meeting thereof held this 17th day of September, 1997.

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Martin Tuttle, Executive Director  
Solano Transportation Authority

**Exhibit "A"**

**Intercity Transit Coordination Plan**

September, 1997

## **Exhibit "B"**

### **Proposed Revision to the Solano Transportation Authority Joint Powers Agreement**

The following revision is proposed to the existing STA joint powers agreement:

II. E. Intercity Transit Consortium, is a consensus-building, advisory body to the Solano Transportation Authority, and proposed to consist of staff representatives appointed by each of the participating transit agencies listed below:

Vallejo Transit  
Fairfield-Suisun Transit  
City Coach (Vacaville)  
Benicia Transit  
Dixon Transit  
Rio Vista Transit  
Solano County  
Solano Transportation Authority (staff)  
Solano Commuter Information (SCI)

Other transit and coordinating agencies are encouraged to attend and provide advisory input to the Consortium.

Each of the participating members shall enter into a memorandum of understanding describing the more detailed purpose, authority, staffing and responsibility of the Consortium

The Consortium is responsible for making recommendations to the STA Board including:

- Long range multi-jurisdictional or intercity transit plans such as contained in the Solano Transportation Plan and Congestion Management Program;
- 5-year transit development plans;
- Prioritizing of transit funds that become available (subject to final recommendations by the TAC and approval by the STA Board); and
- Other transit issues that may arise.

The STA Board would maintain a Transit Working Group consisting of three Board members providing on-going dialog and feedback to the Consortium.

**Exhibit "C"**

**MEMORANDUM OF UNDERSTANDING AMONG THE SOLANO  
TRANSPORTATION AUTHORITY TO DEVELOP AN INTERCITY  
TRANSIT CONSORTIUM FOR THE PURPOSE OF COORDINATING  
INTERCITY TRANSIT WITHIN AND CONNECTING TO SOLANO  
COUNTY, CALIFORNIA**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 199\_, by the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo, all in Solano County, and Solano County.

**1. PURPOSE OF THE CONSORTIUM**

The Solano Intercity Transit Consortium would have the responsibility of coordinating, improving and expanding intercity transit services within, and connecting to and from, Solano.

**2. AUTHORITY**

The primary job of the consortium is to coordinate and advance intercity transit services in Solano. As such, it is a formalization of what the transit operators have been doing on an ad hoc basis or through the Transit Technical Advisory Committee (TTAC). The consortium will give the coordination effort more structure and additional resources to coordinate, improve and expand intercity transit services.

The consortium will prepare an annual work program, outlining the tasks they would undertake over the following year. The intent would be to outline an achievable set of specific tasks each year, while not overburdening the consortium with "regular" review or planning activities.

The consortium would have authority over non-financial administrative decisions. Each agency represented would retain control over their own budgets and services. Any change in those resulting from a recommendation of the consortium would, as they are now, be required to be approved by the transit agency(s) governing board(s) (i.e.: City Council, Board of Supervisors or JPA). The consortium would, based on their coordination plans, make advisory recommendations to the TAC regarding funding to support the operation of intercity transit services, intercity unmet transit needs findings, and/or capital grant allocations.

The consortium would make, quarterly as needed, reports to the Solano Transportation Authority Transit Steering Committee.

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## 3. PARTICIPATION

Solano agencies represented in the consortium would include:

- Vallejo Transit
- Fairfield-Suisun Transit
- City Coach (Vacaville)
- Benicia Transit
- Dixon Transit
- Rio Vista Transit
- Solano County
- Solano Transportation Authority (STA)
- Solano Commute Information Service (SCI)

The consortium would be comprised of a staff member from each agency. Advisory participation by MTC, SACOG, YoloBus, Napa Transit, BART, Amtrak, BAAQMD, YSAQMD and other coordinating agencies would be encouraged.

While the consortium is intended to function on a consensus basis the agencies shown in bold above would be required to participate in the consensus decisions, while the remaining agencies would function in an advisory capacity to the consortium.

## 4. STAFFING

STA staff would assume responsibility for all basic administrative tasks associated with the consortium including agenda preparation and mailing, public noticing as required by law, preparation of the meeting notes, and the preparation of any reports or memos to the STA Board. STA staff may achieve these tasks either by doing them themselves or through contract staff or consultants.

Each year the consortium would have a very specific work plan of tasks to achieve. Based on these tasks special expertise will be needed to assist the consortium. Therefore, it is suggested that the consortium be staffed by consultants or contract staff hired, on a task basis, for their expertise in the areas needed by the consortium. There would be a primary consultant or contract staff person that facilitates the meetings, works with the specialist consultants to ensure that the consortium members get pre-meeting materials in a timely manner, facilitates decision-making at the meetings and monitors progress on the work program. All consultant/contract staff would be under contract to the STA.

## 5. RESPONSIBILITIES

Each year the consortium will develop a work plan for the subsequent year that assists in their goal to further the coordination of intercity transit services in Solano. There should be an adequate amount of work to be challenging and interesting, but also be achievable within a one year time frame.

Once the workplan is agreed to by the consortium members STA will prepare a budget and consultant needs analysis for acceptance by the consortium. Funding to support the work in the annual workplan

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will be provided in accordance with Section 6 of this agreement.

It is the responsibility of the transit operators to fully participate in the consortium by attending meetings, reviewing materials prior to the meeting, and providing information specific to their intercity transit operations, budgets and management as may be required from time to time.

## 6. FUNDING

Staff/consulting support to the consortium will be funded through State Transit Assistance Funds (STAF). For the first year the efforts of the consortium will be funded from the North County STAF Pool. In the second year Vallejo will contribute its share based on the formula below.

The long term funding source will be STAF. The allocation will be based on population percentage in the County. Using the same population and percentage figures in the STA JPA agreement the distribution would be as follows:

Jurisdiction	Percent of Total
North County Cities and Unincorporated Area	68.95%
Vallejo	31.05%
<b>TOTAL</b>	<b>100%</b>

The funding amount needed will vary from year to year based on the accepted work program of the consortium and final funding approval by the STA Board.

## 7. TERM OF THE AGREEMENT

The term of the agreement shall be from the date specified above, continuing in perpetuity thereafter based on the continued agreement by all parties. Any party may withdraw from the agreement, with 60 day notice, prior to the adoption of the work program and budget for the subsequent fiscal year by the Solano Transportation Authority Board.

## 8. MODIFYING THE AGREEMENT

This agreements may be modified from time to time with the consent of all of the parties.

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This Agreement shall be considered complete and binding when all of the parties have signed the agreement.

City of Benicia

Approved as to form:

\_\_\_\_\_  
City Manager or Mayor

\_\_\_\_\_  
City Attorney

City of Dixon

Approved as to form:

\_\_\_\_\_  
City Manager or Mayor

\_\_\_\_\_  
City Attorney

City of Fairfield

Approved as to form:

\_\_\_\_\_  
City Manager or Mayor

\_\_\_\_\_  
City Attorney

City of Rio Vista

Approved as to form:

\_\_\_\_\_  
City Manager or Mayor

\_\_\_\_\_  
City Attorney

City of Suisun City

Approved as to form:

\_\_\_\_\_  
City Manager or Mayor

\_\_\_\_\_  
City Attorney

City of Vacaville

Approved as to form:

\_\_\_\_\_  
City Manager or Mayor

\_\_\_\_\_  
City Attorney

City of Vallejo

Approved as to form:

\_\_\_\_\_  
City Manager or Mayor

\_\_\_\_\_  
City Attorney

Solano County

Approved as to form:

\_\_\_\_\_  
County Administrative Officer  
or  
Chair, Board of Supervisors

\_\_\_\_\_  
County Counsel