



Solano Transportation Authority

MEETING AGENDA

4:30 – 5:30 p.m., STA Board Workshop with Presentation:
I-80/I-680/SR 12 Transit Corridor Study / Initial SolanoExpress Service Options

6:00 p.m., Regular Meeting
Wednesday, March 12, 2014
Suisun City Hall Council Chambers
701 Civic Center Drive
Suisun City, CA 94585

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

Public Comment: Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency. Speaker cards are required in order to provide public comment. Speaker cards are on the table at the entry in the meeting room and should be handed to the STA Clerk of the Board. Public comments are limited to 3 minutes or less.

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Johanna Masielat, Clerk of the Board, at (707) 424-6008 during regular business hours at least 24 hours prior to the time of the meeting.

Staff Reports: Staff reports are available for inspection at the STA Offices, One Harbor Center, Suite 130, Suisun City during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at jmasielat@sta-snci.com. Supplemental Reports: Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the STA Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

STA BOARD WORKSHOP

ITEM

BOARD/STAFF PERSON

1. PRESENTATION: I-80/I-680/SR 12 Transit Corridor Study/Initial SolanoExpress Service Options (4:30 – 5:30 p.m.)

Daryl Halls, STA
Nancy Whelan, NW Consulting
Tony Bruzzone, ARUP

STA BOARD MEMBERS

Table with 8 columns listing board members: Osby Davis (Chair), Elizabeth Patterson (Vice Chair), Jack Batchelor, Jr., Harry Price, Norman Richardson, Pete Sanchez, Steve Hardy, Jim Spering, City of Vallejo, City of Benicia, City of Dixon, City of Fairfield, City of Rio Vista, City of Suisun City, City of Vacaville, County of Solano.

STA BOARD ALTERNATES

Table with 8 columns listing board alternates: Jesus Malgapo (Pending), Alan Schwartzman, Dane Besneatte, Rick Vaccaro, Constance Boulware, Mike Hudson, Dilenna Harris, Erin Hannigan.

## STA BOARD REGULAR MEETING

<u>ITEM</u>	<u>BOARD/STAFF PERSON</u>
1. <b>CALL TO ORDER/PLEDGE OF ALLEGIANCE</b> (6:00 – 6:05 p.m.)	Chair Davis
2. <b>CONFIRM QUORUM/ STATEMENT OF CONFLICT</b> An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.	Chair Davis
3. <b>APPROVAL OF AGENDA</b>	
4. <b>SWEARING-IN OF NEW STA BOARD MEMBER/BOARD ALTERNATES</b> (6:05 – 6:10) <ul style="list-style-type: none"><li>• <b>Councilmember Jesus Malgapo</b> Alternate Board Member representing the City of Vallejo</li></ul>	
5. <b>OPPORTUNITY FOR PUBLIC COMMENT</b> (6:10 – 6:15 p.m.)	
6. <b>EXECUTIVE DIRECTOR'S REPORT – Pg. 1</b> (6:15 – 6:20 p.m.)	Daryl K. Halls
7. <b>REPORT FROM STATE LEGISLATURE</b> (6:20 – 6:30 p.m.)	The Honorable Jim Frazier, Assembly District 11
8. <b>REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)</b> (6:30 – 6:35 p.m.)	MTC Commissioner Jim Spring
9. <b>REPORT FROM STA/PRESENTATIONS</b> (6:35 – 6:40 p.m.) <ul style="list-style-type: none"><li>A. <b>Directors Reports</b><ul style="list-style-type: none"><li>1. <b>Planning</b></li><li>2. <b>Projects</b></li><li>3. <b>Transit/Rideshare</b></li></ul></li></ul>	Robert Macaulay Robert Guerrero Judy Leaks/ Liz Niedziela
10. <b>CONSENT CALENDAR</b> <u>Recommendation:</u> Approve the following consent items in one motion. (Note: Items under consent calendar may be removed for separate discussion.) (6:40 - 6:45 p.m.) <ul style="list-style-type: none"><li>A. <b>Minutes of the STA Board Meeting of February 12, 2014</b> <u>Recommendation:</u> Approve STA Board Meeting Minutes of February 12, 2014. <b>Pg. 13</b></li></ul>	Johanna Masielat

- B. Draft Minutes of the Technical Advisory Committee (TAC) Meeting of February 26, 2014** Johanna Masiclat  
Recommendation:  
 Approve Draft TAC Meeting Minutes of February 26, 2014.  
**Pg. 21**
- C. Fiscal Year (FY) 2013-14 Second Quarter Budget Report** Susan Furtado  
Recommendation:  
 Receive and file.  
**Pg. 27**
- D. 2014 Bicycle Advisory Committee (BAC) Work Plan** Sofia Recalde  
Recommendation:  
 Approve the 2014 BAC Work Plan.  
**Pg. 31**
- E. 2014 Pedestrian Advisory Committee (PAC) Work Plan** Sofia Recalde  
Recommendation:  
 Adopt the 2014 PAC Work Plan.  
**Pg. 35**
- F. Safe Routes to Schools (SR2S) Public Safety Enforcement Grant – Round 2** Judy Leaks  
Recommendation:  
 Approve the following
1. Approve the scope of work for the SR2S Public Safety Enforcement Grant; and
  2. Release a Request for Letters of Intent for STA’s Safe Routes to School Public Safety Enforcement Grant as described in Attachment A; and
  3. Authorize the STA Executive Director to enter into agreements not-to-exceed a total of \$150,000 with the award recipients of the SR2S Public Safety Enforcement Grant.
- Pg. 39**
- G. Contract Amendment – Transit Project Management** Liz Niedziela  
Recommendation:  
 Authorize the Executive Director to execute a contract amendment with Elizabeth Richards for an amount not-to-exceed \$15,000 to cover additional project management consultant services related to the completion of the Mobility Management Plan and Implementation of Mobility Management Programs.  
**Pg. 47**
- H. Countywide Aerial Imagery Participation Agreement** Robert Guerrero  
Recommendation:  
 Authorize the Executive Director to enter into an agreement with Solano County for the countywide aerial imagery services for an amount not-to-exceed \$86,582.  
**Pg. 51**

- I. CalCOG Membership** Daryl Halls  
Recommendation:  
 Authorize the STA to become a member of CalCOG for the remainder of FY 2013-14 at a prorated dues rate of \$750 and for FY 2014-15 at an amount not-to-exceed \$3,000.  
**Pg. 53**
- J. Regional Measure 2 (RM 2) Solano County Express Bus Intermodal Facilities - Vallejo Curtola Transit Center Resolution of Support** Janet Adams  
Recommendation:  
 Approve Resolution No. 2014-02 authorizing the funding allocation for Regional Measure 2 funds from the Metropolitan Transportation Commission to the Solano Transit Authority for the Solano County Express Bus Intermodal Facilities - Vallejo Curtola Transit Center.  
**Pg. 83**
- K. I-80/I-680/SR 12 Interchange – Advanced Construction Project Notice of Completion** Janet Adams  
Recommendation:  
 Approve the following:  
 1. Accept the PG&E Access Road contract as complete; and  
 2. Authorize the Executive Director to file a Notice of Completion with the County Recorder’s office.  
**Pg. 113**
- L. Yolo Solano Air Quality Management District (YSAQMD) Clean Air Funds Program** Robert Macaulay  
Recommendation:  
 Approve the following:  
 1. Authorize the Executive Director to submit a grant application to the YSAQMD Clean Air Funds for the Solano SR2S Program as specified in Attachment A; and  
 2. Authorize the Executive Director to submit a grant application to the YSAQMD Clean Air Funds for a zero or low emission vehicle as specified in Attachment B.  
**Pg. 115**

**11. ACTION NON FINANCIAL ITEMS**

- A. Continuation of Public Hearing for New Fare Structure for SolanoExpress Routes 20, 30, 40, and 90 Operated by Fairfield and Suisun Transit (FAST) and approval of SolanoExpress Route 30 and Route 40 Fare Proposal** Liz Niedziela  
Recommendation:  
 Continue the Public Hearing and approve the revised SolanoExpress Route 30 and Route 40 Proposal Fare Rate as specified in Attachment A.  
 (6:45 – 6:55 p.m.)  
**Pg. 161**

**B. Legislative Update – Cap and Trade Funding and Allocation of Future Revenues for Transportation**

Jayne Bauer

Recommendation:

Approve the following:

1. Authorize the STA Chair to forward a letter to the State Assembly and Senate requesting they support a specific amount of Cap and Trade revenues for Sustainable Communities and Clean Transportation be allocated to the regions for implementation of SB 375 at the regional/local level; and
2. Request Solano County State Legislators support increasing the amount of Cap and Trade Rail Modernization funds dedicated for intercity and urban rail systems from \$50 million to at least \$100 million and be allocated to each intercity and urban rail operator via formula by the California Transportation Commission (CTC).

(6:55 – 7:05 p.m.)

**Pg. 167**

**12. ACTION FINANCIAL ITEMS**

**A. Green Valley Interchange Funding Agreement – STA and City of Fairfield**

Janet Adams

Recommendation:

Authorize the Executive Director to enter into a Funding Agreement with the City of Fairfield for the construction of the Green Valley Interchange Project associated with the I-80/I-680/State Route 12 Project to commit \$10.4 million of Fairfield’s local Transportation Impact Fee (TIF) over 10 years and 5 years of Regional Transportation Impact Fees (RTIF) from District 4 estimated to be \$1.3 million.

(7:05 – 7:10 p.m.)

**Pg. 197**

**B. Fairfield/Vacaville Intermodal Station Project Funding Commitment of Solano STIP Funds**

Janet Adams

Recommendation:

Approve the following:

1. Shift the \$9.3 million in available 2014 State Transportation Improvement Program (STIP) funds from the Jepson Parkway Project to the Fairfield Vacaville Intermodal Station only if the I-Bank Financing is not approved; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to reimburse the STA for the advance of the 2014 \$9.3 million of STIP if used for the Fairfield Vacaville Intermodal Station.

(7:10 – 7:15 p.m.)

**Pg. 205**

**C. Partnerships for Mobility Management Travel Training**

Liz Niedziela

Recommendation:

Approve the following:

1. Authorize the Executive Director to enter into an agreement with Connections 4 Life for Travel Training Services as specified in Attachment A for an amount not-to-exceed \$90,000 a year for a twelve month pilot program; and
2. Authorize the Executive Director to enter into an agreement with the Independent Living Resource Center for Travel Training Services as specified in Attachment B for an amount not-to-exceed \$35,000 a year for a twelve month pilot program.

(7:15 – 7:20 p.m.)

**Pg. 207**

**13. INFORMATIONAL ITEMS – NO DISCUSSION**

**A. Project Delivery Update**

Anthony Adams

**Pg. 215**

**B. Priority Development Area Funding Update**

Robert Macaulay

**Pg. 221**

**C. Air Quality Fund Update**

Robert Macaulay

**Pg. 223**

**D. Mobility Management Program Update**

Anthony Adams

**1. ADA In Person Eligibility**

**2. Website**

**3. Travel Training Program**

**Pg. 225**

**E. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014**

Johanna Masiclat

**Pg. 233**

**14. BOARD MEMBERS COMMENTS**

**15. ADJOURNMENT**

The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, April 9, 2014**, Suisun Council Chambers.



## MEMORANDUM

DATE: March 4, 2014  
TO: STA Board  
FROM: Daryl K. Halls  
RE: Executive Director's Report –March 2014

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

### **Assembly Member Jim Frazier to Provide Report from State Legislature \***

Assembly Jim Frazier is scheduled to attend the STA Board to discuss the status of various budget and programmatic topics pertaining to transportation in the State Legislature. He has historically been a strong supporter of transportation and an advocate for transportation as a state funding priority.

### **Anthony Intintoli Reappointed by Governor Brown to WETA Board**

Anthony Intintoli Jr., of Vallejo, has been reappointed to the San Francisco Bay Area Water Emergency Transportation Authority (WETA) Board of Directors, where he has served as Governor Schwarzenegger's appointed vice chair since 2008. He served on WETA's precursor agency, the San Francisco Bay Area Water Transit Authority Board of Directors from 2000 to 2007. Mr. Intintoli was mayor of the City of Vallejo from 1987 to 1995 and from 1999 to 2007. He served on the STA Board from 2004 to 2008, and was Board Chair in 2007. This position requires Senate confirmation. STA will continue to pursue legislation to make this a permanent seat with a Solano County representative.

### **Continuation of Public Hearing to Consider Proposal to Modify Fares for SolanoExpress Routes 30 & 40\***

At the Board meeting on February 12<sup>th</sup>, the STA Board tabled action on proposed fare adjustments to SolanoExpress Routes 20, 30, 40 and 90 until after the Fairfield City Council took action on February 18<sup>th</sup> to modify the fares for their local transit service and to request the STA Board to support fare changes to these SolanoExpress routes. On February 18<sup>th</sup>, the City of Fairfield opted to table the fare proposal from Fairfield and Suisun Transit (FAST) staff and directed their staff to return to the City Council with a discussion on fare changes necessary to implement the regional Clipper card system and a discussion on paid parking at the Fairfield Transit Center. STA Chair Osby Davis continued the Public Hearing initially to February 19<sup>th</sup> and subsequently to the March 12<sup>th</sup> date.

At the STA Board meeting on February 12<sup>th</sup>, the Board gave specific direction to STA staff to return to the Board with staff recommendation regarding fare adjustments to SolanoExpress Routes. Staff has prepared a fare adjustment proposal as part of this agenda for SolanoExpress Routes 30 and 40, which are the two of the four SolanoExpress Routes operated by FAST that have multi-zone fares that will need to be streamlined to one primary fare in order to accommodate Clipper implementation by summer 2014.

**Update on State and Regional Cap and Trade Program Discussions \***

In January, staff informed the Board of the Regional Cap and Trade Program framework adopted by the Metropolitan Transportation Commission (MTC) in December 2013. In January, Governor Jerry Brown's proposed 2014 State Budget recommended \$100 million in Cap and Trade funds be allocated by the Strategic Growth Council, but no Cap and Trade funds to be allocated to the state's regional transportation agencies. Currently, statewide transportation supporters at the regional and local level are discussing options for consideration by the State Legislature to include Cap and Trade funds to be allocated to the regional level for implementation at the local level. Staff will provide an update at the Board meeting.

**Funding Agreements with City of Fairfield for Green Valley Interchange and Train Station \***

The past few months, STA staff has been working with Fairfield staff to finalize a funding agreement for the Green Valley Interchange Project. This project is part of the phases 1 and 3 (of 7 proposed phases) improvements to the I-80/I-680/SR 12 Interchange. Based on direction provided by the STA Board's Executive Committee, staff is seeking authority to enter into a funding agreement with the City of Fairfield to provide the local match funding consistent with STA's adopted 50/50 policy guiding the funding of regionally significant interchanges that also have a local benefit. Approval of this funding agreement by the STA and subsequent approval by the Fairfield City Council will enable the project to move forward into construction this year.

In addition, STA has been working with Fairfield and other agency partners to fully fund the new Fairfield/Vacaville Intermodal Station. This project, located adjacent to the Jepson Parkway Project and within the boundaries of planned Priority Development Area (PDA) has experience a number of funding challenges due to requirements of the Union Pacific Railroad for overpasses and track improvements, and utility relocations. In order to retain the bridge toll funds dedicated for and essential to the project, the Metropolitan Transportation Commission (MTC) has requested STA guarantee the necessary local funds for the project with county shares of the State Transportation Improvement Program (STIP) currently dedicated to the Jepson Parkway project in case Fairfield's local funding isn't available in the near-term. Staff does recommend the Board authorize the use of Solano STIP funds if necessary with the understanding the subsequent funding agreement for the project between STA and Fairfield will include a provision for payback of the STIP funds so they can be returned to the Jepson Parkway once other local funds are available.

**Mobility Management Partnerships with Two Non-Profits \***

The past year, STA has been working actively to implement various mobility priorities for seniors, people with disabilities and local income individuals that have been identified in the draft Mobility Management Plan for Solano County. STA has been successful in obtaining a couple of Mobility Management grants that provide the resources for the implementation of travel training programs. In an effort to get these programs implemented and not to duplicate the services already offered by various non-profit and community focused agencies, STA staff has met with a number of these groups to help assess their current services and the potential for STA to partner with one or more of them to begin implementing the priorities identified in the Mobility Management Plan. Staff is recommending the STA Board consider entering into partnerships with two of these non-profits, Connections for Life and the Independent Resource Living Center.

**STA Staff Update**

On March 3rd, Sarah Fitzgerald joined the STA as the new Program Administrator for the Safe Routes to School Program (SR2S). She will be supervising our two Walking School Bus Coordinators, working with our SR2S partner, Solano County Public Health, and the various SR2S advisory committees and school districts to build upon the initial successful start of Solano's SR2S Program. As reported initially last month, Andrew Hart also joined the STA as an Associate Planner on March 3<sup>rd</sup> working in the Planning Department. In this position he will be responsible for bicycle planning, implementing the bicycle way finding signs and coordinating with the two air quality districts.

Attachment:

- A. STA Acronyms List of Transportation Terms (Updated February 2013)

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<b>A</b>		<b>J</b>	
ABAG	Association of Bay Area Governments	JARC	Jobs Access Reverse Commute Program
ACTC	Alameda County Transportation Commission	JPA	Joint Powers Agreement
ADA	American Disabilities Act	<b>L</b>	
AVA	Abandoned Vehicle Abatement	LATIP	Local Area Transportation Improvement Program
APDE	Advanced Project Development Element (STIP)	LEV	Low Emission Vehicle
AQMD	Air Quality Management District	LIFT	Low Income Flexible Transportation Program
ARRA	American Recovery and Reinvestment Act	LOS	Level of Service
<b>B</b>		LS&R	Local Streets & Roads
BAAQMD	Bay Area Air Quality Management District	<b>M</b>	
BABC	Bay Area Bicycle Coalition	MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
BAC	Bicycle Advisory Committee	MIS	Major Investment Study
BART	Bay Area Rapid Transit	MOU	Memorandum of Understanding
BATA	Bay Area Toll Authority	MPO	Metropolitan Planning Organization
BCDC	Bay Conservation & Development Commission	MTC	Metropolitan Transportation Commission
BT&H	Business, Transportation & Housing Agency	MTS	Metropolitan Transportation System
<b>C</b>		<b>N</b>	
CAF	Clean Air Funds	NCTPA	Napa County Transportation & Planning Agency
CALTRANS	California Department of Transportation	NEPA	National Environmental Policy Act
CARB	California Air Resources Board	NHS	National Highway System
CCCC (4'Cs)	City County Coordinating Council	NOP	Notice of Preparation
CCCTA (3CTA)	Central Contra Costa Transit Authority	<b>O</b>	
CCJPA	Capitol Corridor Joint Powers Authority	OBAG	One Bay Area Grant
CCTA	Contra Costa Transportation Authority	OTS	Office of Traffic Safety
CEQA	California Environmental Quality Act	<b>P</b>	
CHP	California Highway Patrol	PAC	Pedestrian Advisory Committee
CIP	Capital Improvement Program	PCC	Paratransit Coordinating Council
CMA	Congestion Management Agency	PCRCP	Planning & Congestion Relief Program
CMIA	Corridor Mobility Improvement Account	PCA	Priority Conservation Study
CMAQ	Congestion Mitigation & Air Quality Program	PDS	Project Development Support
CMP	Congestion Management Plan	PDA	Priority Development Area
CNG	Compressed Natural Gas	PDT	Project Delivery Team
CTC	California Transportation Commission	PDWGW	Project Delivery Working Group
<b>D</b>		PMP	Pavement Management Program
DBE	Disadvantaged Business Enterprise	PMS	Pavement Management System
DOT	Department of Transportation	PNR	Park & Ride
<b>E</b>		PPM	Planning, Programming & Monitoring
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	PPP (P3)	Public Private Partnership
EIR	Environmental Impact Report	PS&E	Plans, Specifications & Estimate
EIS	Environmental Impact Statement	PSR	Project Study Report
EPA	Environmental Protection Agency	PTA	Public Transportation Account
EV	Electric Vehicle	PTAC	Partnership Technical Advisory Committee (MTC)
<b>F</b>		<b>R</b>	
FEIR	Final Environmental Impact Report	RABA	Revenue Alignment Budget Authority
FHWA	Federal Highway Administration	RBWG	Regional Bicycle Working Group
FPI	Freeway Performance Initiative	RFP	Request for Proposal
FTA	Federal Transit Administration	RFQ	Request for Qualification
<b>G</b>		RM 2	Regional Measure 2 (Bridge Toll)
GHG	Greenhouse Gas	RPC	Regional Pedestrian Committee
GIS	Geographic Information System	RRP	Regional Rideshare Program
<b>H</b>		RTEP	Regional Transit Expansion Policy
HIP	Housing Incentive Program	RTIF	Regional Transportation Impact Fee
HOT	High Occupancy Toll	RTP	Regional Transportation Plan
HOV	High Occupancy Vehicle	RTIP	Regional Transportation Improvement Program
<b>I</b>		RTPA	Regional Transportation Planning Agency
ISTEA	Intermodal Surface Transportation Efficiency Act		
ITIP	Interregional Transportation Improvement Program		
ITS	Intelligent Transportation System		

**S**

SACOG	Sacramento Area Council of Governments
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users
SCS	Sustainable Community Strategy
SCTA	Sonoma County Transportation Authority
SFCTA	San Francisco County Transportation Authority
SJCOG	San Joaquin Council of Governments
SHOPP	State Highway Operations & Protection Program
SMAQMD	Sacramento Metropolitan Air Quality Management District
SMCCAG	San Mateo City-County Association of Governments
SNCI	Solano Napa Commuter Information
SoHip	Solano Highway Improvement Plan
SOV	Single Occupant Vehicle
SP&R	State Planning & Research
SR	State Route
SR2S	Safe Routes to School
SR2T	Safe Routes to Transit
STAF	State Transit Assistance Fund
STA	Solano Transportation Authority
STIP	State Transportation Improvement Program
STP	Federal Surface Transportation Program

**T**

TAC	Technical Advisory Committee
TAM	Transportation Authority of Marin
TAZ	Transportation Analysis Zone
TCI	Transportation Capital Improvement
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancement
TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
TFCA	Transportation Funds for Clean Air
TIF	Transportation Investment Fund
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TMA	Transportation Management Association
TMP	Transportation Management Plan
TMS	Transportation Management System
TOD	Transportation Operations Systems
TOS	Traffic Operation System
T-Plus	Transportation Planning and Land Use Solutions
TRAC	Trails Advisory Committee
TSM	Transportation System Management

**U, V, W, Y, & Z**

UZA	Urbanized Area
VHD	Vehicle Hours of Delay
VMT	Vehicle Miles Traveled
VTA	Valley Transportation Authority (Santa Clara)
W2W	Welfare to Work
WCCTAC	West Costa County Transportation Advisory Committee
WETA	Water Emergency Transportation Authority
YCTD	Yolo County Transit District
YSAQMD	Yolo/Solano Air Quality Management District
ZEV	Zero Emission Vehicle



**SOLANO TRANSPORTATION AUTHORITY**  
**Board Minutes for Meeting of**  
**February 12, 2014**

**1. CALL TO ORDER**

Chair Davis called the regular meeting to order at 6:00 p.m. A quorum was confirmed.

**MEMBERS**

<b>PRESENT:</b>	Osby Davis, Chair	City of Vallejo
	Alan Schwartzman (Alternate)	City of Benicia
	Jack Batchelor	City of Dixon
	Harry Price	City of Fairfield
	Norman Richardson	City of Rio Vista
	Pete Sanchez	City of Suisun City
	Steve Hardy	City of Vacaville
	Jim Spring	County of Solano

**MEMBERS**

<b>ABSENT:</b>	Elizabeth Patterson, Vice Chair	City of Benicia
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**STAFF**

<b>PRESENT:</b>	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Janet Adams	Deputy Exec. Director/Dir. of Projects
	Robert Macaulay	Director of Planning
	Johanna Masielat	Clerk of the Board/Office Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Jayne Bauer	Marketing & Legislative Program Manager
	Liz Niedziela	Transit Manager
	Robert Guerrero	Project Manager
	Judy Leaks	Program Manager
	Sofia Recalde	Associate Planner
	Anthony Adams	Assistant Project Manager
	Debbie McQuilkin	Customer Service Program Coordinator

**ALSO PRESENT: (In alphabetical order by last name.)**

Pam Bertani	Councilmember, City of Fairfield
Tim Choi	Member of the Public
Vic Fazio	Akin Gump
Rosemarie Gibbs	Member of the Public
Vera Gipson	Member of the Public
Teri Green	Member of the Public

George Gwynn	Member of the Public
Angela Jones	Member of the Public
Maureen Lechwar	Member of the Public
Susan Lent	Akin Gump
Felisha Madaris	Member of the Public
Dan Kasperson	City of Suisun City
Wayne Lewis	City of Fairfield
Mike Roberts	City of Benicia
Athelynne Robinson	Member of the Public

**2. CONFIRM QUORUM/STATEMENT OF CONFLICT**

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

**3. APPROVAL OF AGENDA**

On a motion by Board Member Batchelor, and a second by Board Member Richardson, the STA Board approved the agenda.

**4. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**5. EXECUTIVE DIRECTOR’S REPORT**

- Public Hearing to Consider Fairfield and Suisun Transit (FAST) Proposal to Modify Fares for SolanoExpress Routes 20, 30, 40, & 90
- Adoption of STA’s Legislative Priorities and Platform for 2014
- State and Regional Cap and Trade Program Discussions
- STA Implementation of Transportation Element of the County Public Facility Fee
- Vantastic Vanpool Promotion in February
- STA Staff Update

**6. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)**

MTC Commissioner Jim Spring commented that MTC’s Programming and Allocations Committee reported that the Regional Measure 2 (RM 2) Strategic Delivery Plan is retaining funding for the Fairfield/Vacaville Intermodal Train Station, Vallejo Post Office Relocation, and adding funding for the Vallejo Curtola Transit Center.

**7. REPORT FROM CALTRANS**

None presented.

**8. REPORT FROM STA**

**A. Federal Legislative Update presented by Vic Fazio and Susan Lent, Akin Gump**

**B. Directors Report**

**1. Planning**

**2. Projects**

**3. Transit/Rideshare**

**9. CONSENT CALENDAR**

On a motion by Board Member Batchelor, and a second by Board Member Hardy, the STA Board unanimously approved Consent Calendar Items A through J.

- A. Minutes of the STA Board Meeting of January 8, 2014**  
Recommendation:  
Approve STA Board Meeting Minutes of January 8, 2014.
- B. Draft Minutes of the Technical Advisory Committee (TAC) Meeting of January 29, 2014**  
Recommendation:  
Approve Draft TAC Meeting Minutes of January 29, 2014.
- C. Renewal of Membership with Solano Economic Development Corporation (EDC) for 2014**  
Recommendation:  
Approve the renewal of STA's membership with the Solano Economic Development Corporation (SolanoEDC) at the Premier Member "Chairman's Circle" level of \$7,500 for Calendar Year 2014.
- D. Fiscal Year (FY) 2013-14 Abandoned Vehicle Abatement (AVA) Program First Quarter Report**  
Recommendation:  
Receive and file.
- E. Contract Amendment – Transit Project Management Nancy Whelan Consulting**  
Recommendation:  
Authorize the Executive Director to execute a contract amendment for Transit Project Management Services for Nancy Whelan Consulting for an amount not-to-exceed \$111,303 to cover additional transit related project management and financial services for the STA and the City of Rio Vista.
- F. Federal Transit Administration (FTA) Non-Urbanized Area Program (FTA Section 5311) Recommendation**  
Recommendation:  
Approve the Federal Section 5311 Allocation for 2014 and 2015 in the amount of \$976,856 as specified in Attachment B.
- G. 2014 Paratransit Coordinating Council (PCC) Work and Outreach Plans**  
Recommendation:  
Approve the 2014 PCC Work Plan as shown in Attachment A and the 2014 PCC Outreach Plan as shown in Attachment B.
- H. Jepson Parkway Project - Final Relocation Impact Statement and Last Resort Housing Plan**  
Recommendation:  
Adopt the Final Relocation Impact Statement and Last Resort Housing Plan for the Jepson Parkway Project.
- I. Contract Amendment - Jepson Parkway Project Right of Way Services**  
Recommendation:  
Approve a contract amendment of an amount not-to-exceed \$300,000 for the ARWS contract to complete the appraisal and acquisitions including any required goodwill appraisals for the Jepson Parkway Projects Phases I and II over the following 12 to 18 months.

**J. I-80/I-680/State Route (SR) 12 Interchange - I-80 Freeway Performance Initiative (FPI) Project Bridge Toll Allocation**

Recommendation:

Approve the following:

1. Transfer of \$1M of Bridge Toll funds from the I-80/I-680/SR12 Interchange – ICP project to be the used for construction of the I-80 FPI project and a corresponding amount of \$1M in CMAQ funds (federal funds from the regional FPI program) to made available for construction of the I-80/I-680/SR12 Interchange – ICP project;
2. STA Resolution No. 2014-01 and Funding Allocation Transfer Request from Metropolitan Transportation Commission (MTC) to transfer \$1M in Bridge Toll funds to the I-80 FPI Project for construction. The \$1M will be transferred from the previous allocation of \$29.448 million for construction of the I-80/I-680/SR12 Interchange – ICP project; and
3. The Executive Director to enter into a Cooperative Agreement with Caltrans to initiate the I-80 FPI construction project and authorize the use of the \$1M Bridge Toll funds for construction on this project.

**10. ACTION – FINANCIAL ITEMS**

**A. Conduct Public Hearing and Approve New Fare Structure for SolanoExpress Routes 20, 30, 40, and 90 Operated by Fairfield and Suisun Transit (FAST)**

Wayne Lewis presented FAST staff’s proposal to establish a new route based fare structure with new fare values designed to meet CLIPPER automated fare collection technology, generate additional revenues to address FAST’s projected financial shortfall, and improve performance of local and intercity bus services relative to adopted standards. He outlined the basis for proposed fare adjustments to the SolanoExpress Routes 20, 30, 40, and 90.

Recommendation:

Conduct a Public Hearing and:

1. Approve the proposed fare structure shown in Attachment 3 for SolanoExpress Routes 20, 30, 40, and 90 operated by FAST for FY 2014-15 through FY 2020-21, with the condition that the approval will be rescinded if the Fairfield City Council does not approve the entire fare proposal as submitted;
2. Request FAST staff provide the STA Board with a six month status report prior to implementation of future year fare adjustments for SolanoExpress Routes 20, 30, 40, and 90; and
3. Authorize the Executive Director to write a letter of support for development and implementation of an operational and maintenance plan for the Fairfield Transportation Center and City of Fairfield’s Park and Ride lots consistent with the recently completed Public Private Partnership (P3) Study.

Chair Davis opened the public hearing to hear final comments prior to acting on the proposal by FAST. Concurrent with this action, staff is recommending the Board authorize the Executive Director to forward a letter to the Fairfield City Council recommending the City of Fairfield help address the projected operating shortfall by developing a operating and maintenance funding plan for the Fairfield Transportation Center and nearby Park and Ride facilities by incorporating recommendations of the draft Public Private Partnership Feasibility that identifies opportunities for covering the future operating and maintenance costs for this facility, including paid parking.

***Open Public Hearing: 6:38 p.m.***

The following members of the public addressed the STA Board and spoke in opposition to the proposed multi-year fare increase, additional future parking cost with no guaranteed parking space, and the future fare adjustments:

1. Tim Choi
2. Rosemarie Gibbs
3. Teri Green
4. Angela Jones
5. Maureen Lechwar
6. Felisha Madaris

After hearing all the comments from members of the public, Board Member Spering commented that he was not in support of the proposed fare increase and stated as this was FAST's fare proposal that it was more appropriate for Fairfield to act first on the entire fare proposal and then request the STA Board consider the fare changes to the four SolanoExpress Routes. Board Member Spering, with the concurrence of Board Chair Davis, directed STA staff return with a staff recommendation following action by the Fairfield City Council.

On a motion by Board Member Price, and a second by Board Member Spering, the STA Board voted to continue the public hearing to a Special Meeting on February 19, 2014. (8 Ayes)

Chair Davis left the meeting at 7:30 p.m.

**11. ACTION NON-FINANCIAL ITEMS**

**A. STA Regional Transportation Impact Fee (RTIF) Implementation**

Robert Guerrero reported that the RTIF Policy Committee recommended the STA Board to approve the RTIF Revenue Estimates with a caveat that the Cities of Rio Vista, Vacaville, and Vallejo would submit their projections by the end of February 2014, and the fee revenue estimates are subject to change once the projections have been received from the Cities of Rio Vista, Vacaville, and Vallejo. He also noted that the Committee approved the request from the City of Fairfield to include the Green Valley Interchange Project as an eligible project for RTIF Working Group District 4.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

**Recommendation:**

Approve the following:

1. RTIF District Boundary Map as illustrated in Attachment B;
2. RTIF Revenue Estimates as shown in Attachment C; and
3. Request Solano County update the Public Facility Fee to include Green Valley Overcrossing as an eligible project for RTIF Working Group District 4.

On a motion by Board Member Batchelor, and a second by Board Member Richardson, the STA Board unanimously approved the recommendation. (8 Ayes)

**B. STA’s Draft 2014 Legislative Priorities and Platform**

Jayne Bauer reported that the draft 2014 Legislative Priorities and Platform was distributed for review and comment to STA member agencies, members of our federal and state legislative delegations, the STA Technical Advisory Committee (TAC) and Transit Consortium. She noted that the TAC and Consortium voted to forward a recommendation to the STA Board to adopt the Final Draft 2014 Legislative Platform and Priorities which includes further comments from Solano County Supervisor and STA Board Alternate Erin Hannigan and Joshua Shaw of STA’s state lobbying firm Shaw/Yoder/Antwih, Inc. and the SolanoExpress Intercity Transit Consortium.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

Recommendation:

Authorize the Executive Director to distribute the STA’s Draft 2014 Legislative Priorities Platform for review and comment.

On a motion by Board Member Batchelor, and a second by Board Member Price, the STA Board approved the recommendation. (7 Ayes, 1 Absent)

**12. INFORMATIONAL – DISCUSSION**

**A. Update on Active Transportation Program Guidelines**

Robert Macaulay provided an update to the development of the ATP Guidelines. He noted that at present, the California Transportation Commission (CTC) is finalizing its effort to define the program guidelines through a series of working group meeting open to the public. He commented that primary attendees and participants of these meetings are transportation policy-making, planning, and project implementation agencies. STA staff has been an active participant at the ATP working group meetings.

**B. Mobility Management Program Update**

Anthony Adams summarized the progress of the ADA Eligibility process, and the development of the Mobility Management Website and Call Center and Travel Training.

**NO DISCUSSION**

**C. SB 743 California Environmental Quality Act (CEQA) Guidelines Update**

**D. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014**

**13. BOARD MEMBER COMMENTS**

None.

**14. ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.

**Attested by:**



**Johanna Masielat**  
**Clerk of the Board**

**/March 6, 2014**

**Date**

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**TECHNICAL ADVISORY COMMITTEE**  
**Minutes for the meeting of**  
**February 26, 2014**

**1. CALL TO ORDER**

The regular meeting of the STA's Technical Advisory Committee (TAC) was called to order by Janet Adams at approximately 1:30 p.m. in the Solano Transportation Authority (STA)'s Conference Room 1.

**TAC Members Present:**

Mike Roberts	City of Benicia
Joe Leach	City of Dixon
George Hicks	City of Fairfield
Dave Melilli	City of Rio Vista
Dan Kasperson	City of Suisun City
Steve Hartwig	City of Vacaville
Jill Mercurio	City of Vallejo
Matt Tuggle	Solano County

**TAC Members Absent:**

Dan Kasperson	City of Suisun City
David Kleinschmidt	City of Vallejo

**STA Staff Present:** *(In Alphabetical Order by Last Name)*

Anthony Adams	STA
Janet Adams	STA
Jayne Bauer	STA
Robert Guerrero	STA
Daryl Halls	STA (Joined meeting at 1:35 p.m.)
Robert Macaulay	STA
Liz Niedziela	STA
Sofia Recalde	STA

**Others Present:** *(In Alphabetical Order by Last Name)*

Nick Burton	County of Solano
Kevin Berryhill	City of Fairfield
Barry Eberling	The Daily Republic
Adam Noelting	MTC
Nancy Whelan	STA Project Manager

## 2. APPROVAL OF THE AGENDA

On a motion by Joe Leach, and a second by George Hicks, the STA TAC approved the agenda to include an amendment to the recommendation on Item 6.A as shown below in ~~strike through~~ ***bold italics***.

### **Green Valley Interchange Funding Agreement - STA and City of Fairfield**

#### Recommendation:

Forward a recommendation to the STA Board to authorize the Executive Director to enter into a Funding Agreement with the City of Fairfield for the construction of the Green Valley Interchange Project associated with ~~the Initial Construction Package of the I-80/I-680/State Route 12 Project as specified in Attachment A~~ ***the I-80/I-680/State Route 12 Project to commit \$10.4 million of local Transportation Impact Fee (TIF) over 10 years and 5 years of Regional Transportation Impact Fees (RTIF) from District 4 estimated to be \$1.3 million.***

## 3. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

## 4. REPORTS FROM CALTRANS, MTC AND STA STAFF

Robert Guerrero provided an update on the recent activation of the ramp metering on the I-80 Corridor in Solano County.

## 5. CONSENT CALENDAR

On a motion by Joe Leach, and a second by Matt Tuggle, the STA TAC approved Consent Calendar Items A to C.

### A. **Minutes of the TAC Meeting of January 28, 2014**

#### Recommendation:

Approve TAC Meeting Minutes of January 28, 2014.

### B. **2014 Bicycle Advisory Committee (BAC) Work Plan**

#### Recommendation:

Forward a recommendation to the STA Board to approve the 2014 BAC Work Plan.

### C. **2014 Pedestrian Advisory Committee (PAC) Work Plan**

#### Recommendation:

Forward a recommendation to the STA Board to adopt the 2014 PAC Work Plan.

## 6. ACTION FINANCIAL ITEMS

### A. **Green Valley Interchange Funding Agreement – STA and City of Fairfield**

Janet Adams noted that the estimated cost for the Green Valley Interchange Project of the ICP is \$54.56M which includes construction, construction management, utility relocations (including PG&E Gas Valve Lot), and right of way. The right of way has been appraised at fair market value by an independent appraiser. The appraisal includes a value for the Redevelopment Agency (RDA) properties for a “cost sharing” basis. She concluded by stating that STA staff intends to move forward with recommending STA Board approval to enter into a Funding Agreement with recommending STA Board approval to enter into a Funding Agreement with the City of Fairfield.

Recommendation:

Forward a recommendation to the STA Board to authorize the Executive Director to enter into a Funding Agreement with the City of Fairfield for the construction of the Green Valley Interchange Project associated with ~~the Initial Construction Package of the I-80/I-680/State Route 12 Project as specified in Attachment A~~ *the I-80/I-680/State Route 12 Project to commit \$10.4 million of local Transportation Impact Fee (TIF) over 10 years and 5 years of Regional Transportation Impact Fees (RTIF) from District 4 estimated to be \$1.3 million.*

On a motion by Dave Melilli, and a second by Joe Leach, the STA TAC approved the recommendation. (7 Ayes, George Hicks abstained from the vote.)

**B. Fairfield/Vacaville Intermodal Station Funding Commitment**

Janet Adams noted that part of the funding plan includes the City financing of \$12 million from the California I-Bank. She cited that if approved, this will be the first project to receive financing from the I-Bank. She added that the City is expecting to submit the final application to the I-Bank in February, however, the Metropolitan Transportation Commission (MTC) has asked that in case the application is not approved, the STA commit its 2014 \$9.3 million STIP as a back stop. She commented that this is being asked to ensure that Regional Measure 2 (RM 2) funds that are programmed by MTC for this project provides a transportation benefit, a functional transit station and parking, once fully expended. These funds would in a sense locally finance this project versus the I-Bank. STA is recommending Fairfield be required to pay back the STIP funds and should the STIP funds be required, the STA will need to work with the California Transportation Commission (CTC) and MTC to redirect the funds and to advance these funds into FY 2014-15 under the provisions of AB 3090 which allows the local entity to award the project in earlier years from when the money is programmed.

Recommendation:

Forward a recommendation to the STA Board to approve the following:

1. Shift the \$9.3 million in available 2014 State Transportation Improvement Program (STIP) funds from the Jepson Parkway Project to the Fairfield Vacaville Intermodal Station only if the I-Bank Financing is not approved; and
2. Enter into a funding agreement with the City of Fairfield to reimburse the STA for the advance of the 2014 \$9.3 million of STIP if used for the Fairfield Vacaville Intermodal Station.

On a motion by George Hicks, and a second by Steve Hartwig, the STA TAC unanimously approved the recommendation. (8 Ayes)

**C. Safe Routes to Schools (SR2S) Public Safety Enforcement Grant**

Janet Adams reviewed STA Board's approval authorizing development of a second Public Safety Enforcement Grant up to \$150,000 for the Safe Routes to School Program 2-year Work Plan. She also noted that the grant program is seeking to fund up to \$150,000 in best practices SR2S enforcement activities that can be replicated countywide.

Recommendation:

Forward a recommendation to the STA Board to approve the scope of work for the SR2S Public Safety Enforcement Grant as shown in Attachment A.

On a motion by Steve Hartwig, and a second by Dave Melilli, the STA TAC unanimously approved the recommendation. (8 Ayes)

**D. Partnerships for Mobility Management Travel Training**

Liz Niedziela noted that the STA received proposals from Connection 4 Life and Independent Living Resource Center for travel training and Action North Bay for providing transportation for low income seniors.

Recommendation:

Forward a recommendation to the STA Board to approve the following:

1. Authorize the Executive Director to enter into an agreement with Connections 4 Life for Travel Training Services for an amount not-to-exceed \$90,000 a year for FY 2013-14 and FY 2014-15; and
2. Authorize the Executive Director to enter into an agreement with the Independent Living Resource Center for Travel Training Services for an amount not-to-exceed \$35,000 a year for FY 2013-14 and FY 2014-15.

On a motion by Dave Melilli, and a second by Matt Tuggle, the STA TAC unanimously approved the recommendation. (8 Ayes)

**6. ACTION NON-FINANCIAL ITEMS**

**A. Comprehensive Transportation Plan (CTP) - Active Transportation Element**

Robert Macaulay noted that following approval, the Active Transportation Element will be provided in final form to the Active Transportation Committee one more time. He added that the Committee will identify any additional revisions that are needed, and will forward the Element to the STA Board for adoption in April.

After discussion, the Cities of Benicia and Vacaville requested to approve the recommendation to include a caveat to provide additional comments by March 7, 2014.

Recommendation:

Forward a recommendation to the Active Transportation Committee to send the Active Transportation Element of the Solano CTP to the STA Board for adoption.

On a motion by Mike Roberts, and a second by Steve Hartwig, the STA TAC unanimously approved the recommendation with the ability to provide additional comments by March 7, 2014. (8 Ayes)

**B. Fairfield and Suisun Transit Fare Proposal Update**

Liz Niedziela distributed and reported on STA's recommendation for SolanoExpress Routes 30 and 40 fare proposal. She noted that the direction from Fairfield City Council at their City Council meeting of February 18<sup>th</sup> was not to raise fares at this time, but to bring back a discussion of paid parking and potential fare adjustments to facilitate the implementation of Clipper on 30 and 40. She commented that the fare proposal will introduce the Short Hop and keep the fares for the one way trips to \$2.75. She simplified by stating that the fare structure, adjustments were made Route 30 (slightly higher) and Route 40 (slightly lower) to develop the same fare structure for both routes.

Recommendation:

Forward a recommendation to the STA TAC and STA Board to approve the SolanoExpress Route 30 and Route 40 Proposal Fare Rate.

On a motion by Steve Hartwig, and a second by Matt Tuggle, the STA TAC unanimously approved the recommendation. (8 Ayes)

**8. INFORMATIONAL - DISCUSSION**

**A. SolanoExpress Ridership and Performance Update**

Liz Niedziela reviewed the FY 2013-14 second quarter ridership and performance reports on the SolanoExpress Routes 20, 30, 40, 78, 80, 85, and 90. She commented that Routes 30 and 40 are showing a steady increase in ridership at 8% and 11% respectively. Route 80 experienced a slight decrease in ridership at 3% and Route 20 and Route 90 are showing a decrease in ridership at 4%. She also noted that Route 78 experienced a 10% drop in ridership most likely due to modification to the route to increase the efficiency to meet the RM2 farebox ratio requirement. She added that Route 85 experienced a 25% drop in ridership. In Fiscal Year 2012-13, Route 85 had a reduction in service hours which contributed to the decrease in ridership. She concluded by stating that SolTrans Route 80 reached a record high of 74% and Route 90 is steady at 49%.

**B. Transit Corridor Study Update**

Nancy Whelan reviewed the existing intercity service, service design goals, best practices, demand forecasting, and the proposed transit corridor alternatives that is scheduled for a workshop at the STA Board meeting on March 12, 2014. She cited that the purpose of the workshop is to bring the STA Board up to date on the Corridor Study results previously presented to the Consortium, focusing on the updated alternatives and their performance against the adopted service design goals and criteria. She concluded by stating that the Draft Final Transit Corridor Study is scheduled to be presented to the Consortium and TAC in April and the recommendation will be presented to the STA Board in May.

**C. Project Delivery Update**

Anthony Adams noted that the STA is currently tracking 16 active OneBayArea Grant (OBAG) funded projects. He highlighted the six (6) projects that require a funding agreement with the STA prior to receiving funding. He also noted that on February 7<sup>th</sup>, STA staff toured Solano County project locations and discussed project status with city engineers and project managers. After following up with all remaining project sponsors, STA staff has a more thorough understanding of projects' status and their likelihood of receiving federal obligation by April 30<sup>th</sup>. He also noted that STA staff identified two jurisdictions (three projects in total) that must apply an accelerated project delivery schedule in order meet obligation deadlines.

**D. Priority Development Area Funding Update**

Robert Macaulay reviewed the OBAG allocation that included providing PDA Planning funds to the City of Fairfield (\$850,000) and Suisun City (\$163,000), and STP funds to be used for PDA Planning to the cities of Benicia (\$250,000), Dixon (\$75,000) and Rio Vista (\$161,000). He commented that STA has submitted the funding allocation paperwork to the California Department of Transportation, and approval is expected in late March. He noted that all of the related Requests for

Proposals can be released and supporting consultant services can be secured. The Benicia, Rio Vista and Dixon PDA plans are scheduled to be completed in early 2016. The Fairfield and Suisun City documents are scheduled to be completed by the end of May 2016, just before the June 30 expiration of fund availability.

**NO DISCUSSION**

**E. Legislative Update**

**F. Air Quality Fund Update**

**G. Mobility Management Program Update**

1. ADA In Person Eligibility
2. Website
3. Travel Training Program

**H. Draft Meeting Minutes of STA Advisory Committees**

**I. STA Board Meeting Highlights of February 12, 2014**

**J. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014**

**K. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014**

**9. ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.

The next regular meeting of the Technical Advisory Committee is scheduled at **1:30 p.m. on Wednesday, March 26, 2014.**



DATE: February 26, 2014  
TO: STA Board  
FROM: Susan Furtado, Accounting & Administrative Services Manager  
RE: Fiscal Year (FY) 2013-14 Second Quarter Budget Report

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**Background:**

In January 2014, the STA Board approved a Mid-Year Budget Revision for FY 2013-14. The budget revision reflected the funds carryover from FY 2012-13 for the continuation and completion of multi-year contracts, changes in project activities, and Project Studies that have been approved by the STA Board.

**Discussion:**

The STA revenue and expenditure activity (Attachment A) for the FY 2013-14 Second Quarter reflects the overall STA program administration and operations expenditure at \$15,157,283 (22%) of the budget with total revenue received at \$17,304,783 (25%) of budget projections.

**Revenues:**

Revenues received during the Second Quarter of the fiscal year primarily consist of quarterly or annual advances. As most STA programs are funded with grants on a reimbursement basis, the reimbursements from fund sources for the Second Quarter were billed and received after the quarter ending December 31, 2013. The revenue budget highlights are as follows:

1. The Transportation Development (TDA) Art. 4/8 fund of \$463,884, TDA Art. 3 funds of \$32,613 and the OneBayArea Grant (OBAG)/State Surface Transportation (STP) fund of \$330,868 were received for transportation planning and administration.
2. The State Transit Assistance Fund (STAF) of \$1,172,333 was received for countywide transit planning and coordination in Solano County, and the Mobility Management Plan and Program.
3. The Regional Rideshare Program (RRP) fund of \$130,142 and the Eastern Solano Congestion Mitigation Air Quality (ECMAQ) fund of \$93,027 were received for the Transit and Rideshare Services/Solano Napa Commuter Information (SNCI) program administration.
4. Regional Measure (RM) 2 funds in the amount of \$11,059,129 were received for the different RM 2 projects: I-80/I-680/State Route (SR) 12 Interchange Project, I-80 Eastbound Truck Scales Relocation Project, and the 1-80 Express Lanes.
5. The SR 12/Jameson Canyon Project has received funds of \$337,941 for the final phase of project.
6. The Dixon B Street Underscrossing Project has received the amount of \$2,334,870 from the State Transportation Improvement Program (STIP) and the Transportation Development Act (TDA) funds. The project also has advanced funding carried over from the prior year in the amount of \$976,022, which is being used as the matching fund for the construction phase of the project.

**Expenditures:**

STA's projects and programs are underway and expenditures are within budget projections.

1. STA's Management and Operations is within the Second Quarter budget projection at 40% of budget.
2. Transit and Rideshare Services/Solano Napa Commuter Information (SNCI) is at 22% of budget.
3. Project Development is at 22% of budget.
4. Strategic Planning is at 10% of budget.

Project consultant billings for the different projects such as the: Solano Express Marketing, ADA in Person Eligibility Program, Countywide Travel Training Program, One Stop Transportation Call Center Program, Jepson Parkway Project, I-80/I-680/State Route (SR) 12 Interchange Project, and the Abandoned Vehicle Abatement Program were submitted after the end the Quarter. Therefore, the forecasted expenditures for these projects for actual work completed are no reflective of the budget ratio for the second quarter.

The total revenue and expenditure for the Second Quarter is consistent with the projected FY 2013-14 budgets.

**Fiscal Impact:**

The Second Quarter Budget for FY 2013-14 is within budget projections for the Revenue received of \$17.3 million (25%) and Expenditures of \$15.1 million (22%).

**Recommendation:**

Receive and file.

Attachments:

- A. STA FY 2013-14 Second Quarter Budget Report
- B. 2014 Budget and Fiscal Reporting Calendar





## FY 2013-14 Budget and Fiscal Reporting Calendar

<b>STA Board Meeting Schedule:</b>	
<b>MARCH 2014</b>	FY 2013-14 Second Quarter Budget Report
<b>APRIL 2014</b>	Local Transportation Development Act (TDA) and Members Contribution for FY 2014-15 FY 2013-14 AVA Second Quarter Program Activity Report
<b>MAY 2014</b>	FY 2013-14 Third Quarter Budget Report FY 2013-14 AVA Third Quarter Program Activity Report
<b>JUNE 2014</b>	FY 2013-14 Final Budget Revision FY 2013-14 Fourth Quarter Budget Report
<b>JULY 2014</b>	FY 2014-15 Budget Revision and FY 2015-16 Proposed Budget Adoption FY 2014-15 Provisionary Indirect Cost Rate Application
<b>OCTOBER 2014</b>	FY 2014-15 First Quarter Budget Report FY 2013-14 AVA Fourth Quarter Program Activity Report
<b>DECEMBER 2014</b>	FY 2013-14 Annual Audit FY 2014-15 Mid-Year Budget Revision STA Employee 2015 Benefit Summary Update



DATE: February 28, 2014  
TO: STA Board  
FROM: Sofia Recalde, Associate Planner  
RE: 2014 Bicycle Advisory Committee (BAC) Work Plan

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**Background/Discussion:**

For each calendar year, STA staff works with the Bicycle Advisory Committee (BAC) to create a work plan to guide the agendas of BAC meetings for the upcoming year. The BAC's primary tasks can be organized into three categories: administrative, funding, and planning. Past tasks have included the election of Chair and Vice-Chair persons, promote Bike to Work week, and updates to the Solano Countywide Bicycle Plan, bicycle facilities planning, and prioritization review of priority bicycle projects, and monitoring project implementation.

During 2013, Phase I of the Solano County Bicycle Signage Wayfinding Sign Program was initiated, and committee members participated in updating the Bicycle Priority Projects List. In addition, many priority projects identified in the 2011 Solano Countywide Bicycle Transportation Plan have been completed. This year, the BAC will continue to focus on implementation activities identified in the Plan.

At the January 9, 2014 meeting, the BAC approved the 2014 BAC Work Plan (Attachment A). The TAC approved the 2014 BAC Work Plan on February 26, 2014.

**Fiscal Impact:**

None.

**Recommendation:**

Approve the 2014 BAC Work Plan.

Attachment:

- A. 2014 BAC Work Plan

## **2014 BICYCLE ADVISORY COMMITTEE (BAC) WORK PLAN**

### **Introduction**

The Solano Transportation Authority (STA) Bicycle Advisory Committee (BAC) acts to advise the STA on the development of bicycle facilities as an alternative mode of transportation. The BAC shall review and prioritize Transportation Development Act (TDA) Article 3 bicycle projects, Solano Countywide Bicycle and Pedestrian Program (SBPP) projects, and participate in the development and review of local and regional bicycle plans.

\*Taken from the STA Bicycle Advisory Committee By-laws

### **Legal Mandate**

The Metropolitan Transportation Commission requires the review of Transportation Development Act Article 3 funds by a bicycle advisory committee<sup>1</sup> and supporting resolutions from the City Council of the project sponsor.

### **Scope of Work**

The Committee's 2014 work plan will address the following areas:

1. Promote bicycle planning and policies throughout Solano County
2. Provide input to STA staff on how bicyclist needs fit into the Solano Comprehensive Transportation Plan vision and policy strategies
3. Review the Solano Bicycle Program (SBP) and funding recommendations
4. Review priority bicycle transportation projects that address bicyclist needs

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<sup>1</sup> MTC Resolution 875

## 2014 BAC Work Plan

	ACTIVITY	TIMELINE
Administrative	Approve 2014 BAC Work Plan	January 2014
	Elect 2014 Chair and Vice Chair	January 2014
	Develop 2015 Work Plan	November
	Update Solano Yolo BikeLinks Map	March 2014
	Bike to Work Day Activities	May 2014
	Implement MTC Complete Streets Policy	Ongoing
Funding	Review Solano Bicycle Program (SBP)	July 2014
	Review TDA Article 3 funding estimates	September
	Review and monitor funded priority bicycle projects	Ongoing
Planning	CTP – Review Alternative Modes Element	January 2014
	Wayfinding Sign Program	Ongoing
	Bay Trail and Vine Trail Feasibility Study	Ongoing
	Priority Conservation Area (PCA) Assessment and Feasibility Study	Ongoing
Other	Presentations to the BAC: <ul style="list-style-type: none"> <li>Solano County Priority Bicycle Projects (various project sponsors)</li> </ul>	Ongoing
	Provide feedback to STA staff on bicycle issues: <ul style="list-style-type: none"> <li>Review opportunities to fit bicyclist interests into STA's existing programs</li> <li>Provide resources to implement projects that address bicyclist needs</li> </ul>	Ongoing
	Other tasks to be determined	TBD

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DATE: February 27, 2014  
TO: STA Board  
FROM: Sofia Recalde, Associate Planner  
RE: 2014 Pedestrian Advisory Committee (PAC) Work Plan

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**Background/Discussion:**

The Solano Transportation Authority's (STA) Pedestrian Advisory Committee (PAC) acts to advise the STA Board on planning, funding and implementation of countywide significant pedestrian facilities and programs.

For each calendar year, STA staff works with the Pedestrian Advisory Committee (PAC) to create a Work Plan to guide the agendas of PAC meetings for the upcoming year. The PAC's primary tasks can be organized into three categories: administrative, funding, and planning. Past tasks have included the election of the Chair and Vice-Chair, promote walking, updates to the Solano Countywide Pedestrian Plan, pedestrian facilities planning, and prioritization review of priority pedestrian projects, and monitoring project implementation.

During 2013, committee members participated in updating the Pedestrian Priority Projects List and reviewing the Active Transportation element of the Comprehensive Transportation Program (CTP). This year, the PAC will focus on monitoring projects that have received TDA Article 3 funding and reviewing the status of projects identified in the Pedestrian Transportation Plan. In addition, the PAC will review and discuss the implementation of the Wayfinding Sign Program, as well as the progress of the Bay Trail and Vine Trail Feasibility Study and Priority Conservation Area (PCA) Assessment and Feasibility Study.

The 2014 PAC Work Plan (Attachment A) was approved at February 20, 2014 PAC meeting. The TAC approved the 2014 PAC Work Plan on February 26, 2014.

**Fiscal Impact:**

None.

**Recommendation:**

Approve the 2014 PAC Work Plan.

Attachment:

- A. 2014 PAC Work Plan

**CALENDAR YEAR (CY) 2014 PEDESTRIAN ADVISORY COMMITTEE (PAC)  
WORK PLAN**

**Introduction**

The Solano Transportation Authority (STA) Pedestrian Advisory Committee (PAC) acts to advise the STA on the development of pedestrian facilities as an alternative mode of transportation. The PAC shall review and prioritize Transportation Development Act (TDA) Article 3 pedestrian projects, Solano Countywide Pedestrian Program (SPP) projects, and participate in the development and review of local and regional pedestrian plans.

**Legal Mandate**

The Metropolitan Transportation Commission requires the review of Transportation Development Act Article 3 funds by a bicycle and/or pedestrian advisory committee<sup>1</sup> and supporting resolutions from the City Council of the project sponsor.

**Scope of Work**

The Committee's 2014 Work Plan will address the following areas:

1. Promote pedestrian planning and policies throughout Solano County;
2. Provide input to STA staff on how pedestrian needs fit into the Solano Comprehensive Transportation Plan vision and policy strategies;
3. Review the Solano Pedestrian Program (SPP) and funding recommendations; and
4. Review priority pedestrian transportation projects that address pedestrian needs, including accommodations provided by future complete streets mandates.

**2014 PAC Work Plan**

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<sup>1</sup> MTC Resolution 875

	ACTIVITY	TIMELINE
Administrative	Approve 2014 PAC Work Plan	February 2014
	Elect 2014 Chair and Vice Chair	February 2014
	Develop Pedestrian Brochure	TBD
	STA website—Bicycle and Pedestrian Page	Continuous
	Implement MTC Complete Streets Policy	Continuous
	Implement Pedestrian Transportation Plan	Continuous
	Develop 2015 PAC Work Plan	December 2014
Funding	Review priority pedestrian projects list for TDA Article 3	February - April 2014
	Review Solano Pedestrian Program (SPP)	Continuous
	Review and monitor funded priority pedestrian projects	Continuous
Planning	Wayfinding Sign Program	Continuous
	Bay Trail and Vine Trail Feasibility Study	Continuous
	Priority Conservation Area (PCA) Assessment and Feasibility Study	Continuous
	Review SPP and Priority Pedestrian Projects for future funding opportunities	October - December 2014
Other	Presentations to the PAC: <ul style="list-style-type: none"> <li>• Solano County Priority Pedestrian Projects (various project sponsors)</li> <li>• Solano Land Trust</li> <li>• Safe Routes to Schools</li> <li>• Pedestrian Safety</li> <li>• Others to be determined</li> </ul>	Continuous
	Pedestrian Projects Tour	Summer 2014
	Provide feedback to STA staff on pedestrian issues: <ul style="list-style-type: none"> <li>• Review opportunities to fit pedestrian interests into STA's existing programs</li> <li>• Provide resources to implement projects that address pedestrian needs</li> </ul>	Continuous
	Other tasks to be determined	TBD

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DATE: March 3, 2014  
TO: STA Board  
FROM: Judy Leaks, Program Manager  
RE: Safe Routes to Schools (SR2S) Public Safety Enforcement Grant – Round 2

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**Background:**

The STA's Safe Routes to School (SR2S) program encourages students to walk and bike to school and supports these activities with education and encouragement events throughout the year. The program brings together city planners, traffic engineers, police and public health experts to create safer, less congested routes to school. The STA also supports a variety of engineering and enforcement strategies. The main goal for SR2S enforcement strategies is to deter unsafe behaviors of drivers, pedestrians and bicyclists, and to encourage all road users to obey traffic laws and share the road safely. Enforcement is one of the complementary strategies that SR2S programs use to enable more children to walk and bicycle to school safely.

The first SR2S Public Safety Enforcement Grant was piloted in 2011 by the City of Suisun City and the City of Fairfield. Program tasks and activities in the pilot included: development of crossing guard training materials and DVD, bike rodeo instructional DVD, bike rodeo and event assistance and support, coordination with schools, and directed enforcement at problem schools.

**Discussion:**

On March 14, 2012, the Safe Routes to School (SR2S) Advisory Committee recommended a work scope for Fiscal Year (FY) 2011-12 through 2014-15 of enhanced SR2S activities in preparation of SR2S OneBayArea Grant (OBAG) funding. At that time it was recommended to include enhanced public enforcement for the next three years with that funding. At this meeting of July 10, 2013, the STA Board approved the SR2S Program 2-Year Work Plan, authorizing the development of another Public Safety Enforcement Grant of up to \$150,000.

This Grant Program seeks to fund up to \$150,000 in best practice SR2S enforcement activities that can be replicated countywide. Grant submittals up to \$50,000 per jurisdiction can be submitted. City and County departments in Solano County involved in public safety, including but not limited to police departments, fire departments, and county sheriffs may apply for this grant. Attachment A is the draft scope of work.

Beginning the 2014-2015 school year, specific objectives include:

- Facilitate Countywide implementation of existing Crossing Guard Training and materials to improve consistency of practices and performance.
- Organize and facilitate public safety educational opportunities for parents and students to identify successful self-enforcement strategies and messaging.

- Update and improve Rules of the Road and education materials for STA's SR2S Program Events (e.g., bicycle rodeos, safety assemblies and on-road safety training).
- Support staff and parents with identifying and solving enforcement issues at schools in the STA's SR2S Program.
- Implement strategies to measure effectiveness of enforcement program (e.g., pre/post surveys, and traffic counts, ticket data, speed data, etc.).
- Partner with STA's Walking School Bus Program (e.g., presence at park and walk locations, assistance with mapping and suggested safe routes).
- Support implementation of identified priority projects.

At the meeting of February 19, 2014, the Safe Routes to School Advisory Committee approved the recommendation to forward the scope of work for the SR2S Public Safety Grant to the STA Board for approval at their March 12, 2014 meeting.

At the meeting of February 26, the STA TAC approved to forward the recommendation to the STA Board to approve the scope of work for the SR2S Public Safety Enforcement Grant.

**Fiscal Impact:**

A total of \$150,000 of OBAG Regional Safe Routes to School funds is available for this grant. These are federal funds that will require an 11.47% match.

**Recommendation:**

Approve the following

1. Approve the scope of work for the SR2S Public Safety Enforcement Grant; and
2. Release a Request for Letters of Intent for STA's Safe Routes to School Public Safety Enforcement Grant as described in Attachment A; and
3. Authorize the STA Executive Director to enter into agreements not-to-exceed a total of \$150,000 with the award recipients of the SR2S Public Safety Enforcement Grant.

Attachment:

- A. Safe Routes to School Public Safety Enforcement Grant, Draft Application Package, 02-19-2014



# Safe Routes to School Public Safety Enforcement Grant

Safe Routes to School (SR2S) Program in Solano County  
Solano Transportation Authority (STA)

[www.solanosr2s.ca.gov](http://www.solanosr2s.ca.gov)

DRAFT APPLICATION PACKAGE, 2-19-2014



## WHY SAFE ROUTES TO SCHOOL MATTERS

The Solano Transportation Authority (STA) launched the County's Safe Routes to School (SR2S) program in 2008 in response to the growing childhood obesity epidemic, student travel safety concerns, growing air pollution and traffic congestion near schools. The program works to encourage more students to walk and bike to school by identifying and implementing a balance of traffic calming and safety engineering projects, student education, encouragement and law enforcement coordination. The goals of the program are to:

- Reduce traffic congestion and air pollution around schools
- Improve children's health by increasing physical activity
- Create community awareness and togetherness



The STA's Safe Routes to School (SR2S) program encourages students to walk and bike to school and supports these activities with education and encouragement events throughout the year. The program brings

together city planners, traffic engineers, police and public health experts to create safer, less congested routes to school. The STA also supports a variety of engineering and enforcement projects, such as this grant.

## ENFORCEMENT PARTNERSHIPS IN SAFE ROUTES TO SCHOOL PROGRAMS

The main goal for SR2S enforcement strategies is to deter unsafe behaviors of drivers, pedestrians and bicyclists, and to encourage all road users to obey traffic laws and share the road safely. Enforcement is one of the complementary strategies that SRTS programs use to enable more children to walk and bicycle to school safely.

There are police department representatives on each of our SR2S Community Task Forces across Solano County who have actively participated in planning processes, helped draft suggested route to school maps, held safety assemblies, and helped facilitate bicycle rodeos.



## PUBLIC SAFETY ENFORCEMENT GRANT: UP TO \$50,000

On July 10, 2013, the STA Board approved the SR2S Program 2-Year Work Plan, authorizing the development of a Public Safety Enforcement Grant of up to \$150,000. The deadline for submittal of Letters of Interest to STA is April 4, 2014. Formal Proposals must be submitted to STA by May 2, 2014. Grant applications will be reviewed and evaluated by the STA's SR2S Countywide Advisory Committee. Grant recipients will be awarded by the STA Board at a future Board meeting.

Letters of Interest and Formal Proposals must be submitted via email (preferred) or postal mail to the STA SR2S Program Manager:

Judy Leaks, Program Manager  
Solano Transportation Authority  
1 Harbor Center, Suisun City, CA 94585  
Re: SR2S Public Safety Enforcement Grant  
jleaks@sta-snci.com

### GOALS & OBJECTIVES

The STA's Public Safety Enforcement Grant Program seeks to fund up to \$150,000 in best practice SR2S enforcement activities that can be replicated countywide. Grant submittals up to \$50,000 can be submitted. Specific objectives include beginning the 2014-2015 school year:

- Facilitate Countywide implementation of existing **Crossing Guard Training and materials** to improve consistency of practices and performance
- Organize and facilitate **public safety educational opportunities** for parents and students to identify

successful self-enforcement strategies and messaging

- Update and improve Rules of the Road and education materials for STA's SR2S Program Events (e.g., bicycle rodeos, safety assemblies and on-road safety training).
- Support staff and parents with identifying and solving enforcement issues **at schools** in the STA's SR2S Program.
- **Implement strategies** to measure effectiveness of enforcement program (e.g., pre/post surveys, and traffic counts, ticket data, speed data, etc.).
- **Partner with STA's** Walking School Bus Program (e.g., presence at park and walk locations, assistance with mapping and suggested safe routes).
- **Support implementation** of identified priority projects.



### PROJECT REQUIREMENTS

Applicants must meet the following minimum requirements in order to be considered eligible for grant funding:

- Commit to attending quarterly STA SR2S Countywide Advisory Committee meetings to present grant status reports that include participant information & feedback.

- Coordinate grant related activities with SR2S Program Managers and other public safety department organized activities.
- Clearly demonstrate the ability to fully implement activities funded by the grant within 18 months of executing the funding agreement (e.g., available officer time).
- Submit monthly reports to SR2S Program Manager and attend monthly staff meetings.
- Submit a final report of results and recommended best practices.

### GRANT FUNDING

Up to \$150,000 in federal air quality funding, air district clean air funds, and transportation development funds support this grant. An 11.47% match is required.



### ELIGIBLE APPLICANTS

City and County departments in Solano County involved in public safety, including but not limited to police departments, fire departments, and county sheriffs may apply for this grant. Crossing Guard hours cannot be funded through this grant.

## APPLICATION & EVALUATION PROCESS

The SR2S Public Safety Enforcement Grant Program will follow a two-step application and evaluation process that will be overseen by the STA’s Safe Routes to School Advisory Committee.

### STEP ONE: LETTERS OF INTEREST

Interested organizations are asked to send a “Letter of Interest” that includes the following components (total of 3 page maximum):

- Identify the project title, name of applicant, project manager, and contact information:
- Describe the proposed project. Explain how this project will satisfy the goals and objectives of the grant (e.g., Crossing Guard Training, Public Safety Education Opportunities, Enforcement at Schools, New Pilot Strategies).
- Identify the amount of grant funding requested and any additional department contributions towards the project.

### STEP TWO: INVITATION FOR A FORMAL PROPOSAL

The STA Staff and the STA’s Safe Routes to School Advisory Committee will review the Letters of Interest and contact applicants, as needed, for additional information, clarification, and/or modification. STA staff and the Committee will identify a smaller number of projects that match the goals of the SR2S program and grant criteria. These applicants will be invited to submit a more formal proposal for further evaluation including:

1. Project Description: Identify the project title, name of applicant, project manager and contact information. Explain the purpose and need for the project, state the specific goals and objectives of the project and explain how they help to advance the goals and objectives set for this grant program. Describe the collaboration required to carry out the scope of work and the actions that will be undertaken to achieve the objectives. Describe the results anticipated from this project.
2. Scope of Work and Schedule: Detail the actions/tasks, work products, estimated completion dates and key partners. Estimate the number of students and parents that could be reached by this project.
3. Response to Questions from STA Staff and the SR2S Advisory Committee: Provide a detailed response to questions posed by STA staff and the SR2S Advisory Committee as a result of its review of the Letter of Interest for this project.
4. Approach to Evaluation: Describe the method of collecting participant information and feedback from students, parents and school staff. Is the method reasonable given the limited timeframe, and is there potential for the proposal to impact ongoing data collection/evaluation efforts from other sources?
5. Project Cost and Funding: Describe the major resources needed for this project (e.g., staff, consultant, equipment, materials, etc.). Provide a detailed budget that shows total project and cost

breakdown for each major task/action, including a cost estimate for the project evaluation. Identify any cost sharing by multiple funding partners.

STA staff will qualitatively evaluate proposals based on the following criteria on a low, medium, and high scale:

- Potential to increase the number of students walking or bicycling to school within grant period.
- Potential to increase the number of students walking and bicycling to school after the grant period, making a sustainable change
- Estimated number of students & parents reached, and quality of “reach”.
- Potential for other public safety departments to replicate or benefit from this project
- Cost effectiveness (e.g., dollars per student/parent reached)
- Quality of Proposal

After being evaluated, the SR2S Advisory Committee will recommend projects for funding at their May meeting and the STA Board will award grants at a future meeting.

STA staff will then draft and enter into funding agreements with grant recipients prior to beginning any grant funded work.



### QUESTIONS AND MORE INFORMATION

Any questions regarding the Letters of Interest and Formal Applications should be directed to:

Judy Leaks, Program Manager  
Solano Transportation Authority  
(707) 427-5104  
[jleaks@sta-snci.com](mailto:jleaks@sta-snci.com)

More information about the STA’s SR2S Program can be found online at [www.solanosr2s.ca.gov](http://www.solanosr2s.ca.gov)

Below are links to SR2S Enforcement Best Practices:

- National SRTS: Role for Law Enforcement resources & case studies  
<http://www.saferoutesinfo.org/lawenforcement/>
- SRTS Coaching Action Network Webinars on Personal Security & Parent/Student Education  
[http://www.saferoutesinfo.org/training/can\\_webinars.cfm](http://www.saferoutesinfo.org/training/can_webinars.cfm)
- National SRTS Adult School Crossing Guard Guidelines  
[http://www.saferoutesinfo.org/guide/crossing\\_guard/index.cfm](http://www.saferoutesinfo.org/guide/crossing_guard/index.cfm)

### SR2S Advisory Committee Enforcement Contacts

- Tim Mattos, Suisun City Police Dept  
(707) 421-7353, [tmattos@suisun.com](mailto:tmattos@suisun.com)
- Scott Przekurat, Benicia Police Dept  
(707) 746-4262,  
[Scott.Przekurat@ci.benicia.ca.us](mailto:Scott.Przekurat@ci.benicia.ca.us)



DATE: February 26, 2014  
TO: STA Board  
FROM: Liz Niedziela, Transit Program Manager  
RE: Contract Amendment – Transit Project Management

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**Background:**

To help Solano Transportation Authority manage a range of transit studies and analysis, staff received Board approval in October 2011 to contract with qualified consultants Project Managers (PM) to work jointly with the STA staff and the Solano transit operators to develop plans, programs, and/or studies. The STA contracted with three Consultants to oversee and manage the following projects and provide assistance to STA staff:

- Community Based Transportation Plan (CBTP) – East Fairfield
- Solano County Coordinated Short Range Transit Plan (SRTP)
- I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study
- Mobility Management Program
- STA Staff Assistance for Transit Finance and Management

The CBTP and the SRTP are completed. The Mobility Management Plan is near completion. Transit Finance and Management is in progress. The Transit Corridor Study is under development with a Board Workshop scheduled to discuss service options.

**Discussion:**

Elizabeth Richards Consulting was selected as one of the transit project management consultants qualified to perform Project Management Services for the Community Based Transportation Plan - East Fairfield (completed September 2012) and Mobility Management Plan. The transit operators have requested more review time on this Plan. This Plan is estimated to be presented to the Consortium in March presented to the STA Board for approval in April. In addition, there are several Mobility Management programs to be implemented in the next several months. The programs are Travel Training/Ambassador Program, the Call Center expansion and a Mobility Management Website. These programs are partial funding with Job Access Reverse Commute (JARC) funding that expires July 2014. STA staff recommends Elizabeth Richards Consulting contract for Project Management services be amended to assist in completing the Mobility Management Plan and assisting in the implementation of related programs for an amount not-to-exceed \$15,000 as specified in Attachment A.

**Fiscal Impact:**

The cost of this contract amendment is \$15,000. This will be funded by the existing project budget and STAF funds already dedicated to these purposes.

**Recommendation:**

Authorize the Executive Director to execute a contract amendment with Elizabeth Richards for an amount not-to-exceed \$15,000 to cover additional project management consultant services related to the completion of the Mobility Management Plan and Implementation of Mobility Management Programs.

Attachment:

- A. Mobility Management Scope of Work

**Scope of Work for Elizabeth Richards Consulting**

1. Project Manager for Mobility Management Plan
  - Finalize Plan
  - Presentation to Committees
  - The budget estimate for this work is \$2,000
  
2. Project Manager for ADA In Person Assessment Contract
  - Continue Project Management Services for the ADA In-Person Assessment
  - The budget estimate for this work is \$5,000
  
3. Project Manager for Ambassador Program
  - Project Management Services Ambassador Program
  - The budget estimate for this work is \$8,000

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DATE: March 4, 2014  
TO: STA Board  
FROM: Robert Guerrero, STA Program Manager  
RE: Countywide Aerial Imagery Participation Agreement

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**Background:**

The STA has been a partner in Solano County's Geographic Information System (GIS) Consortium (ReGIS) since 2008. The County's ReGIS is a cooperative of local government agencies within Solano County working together to share spatial data, pool resources, and provide GIS expertise to Solano ReGIS members. The group was responsible for assisting in providing data affiliated with the County ReGIS website which hosts an extensive amount of data for the public and government access. The ReGIS website can be viewed directly at <http://regis.solanocounty.com/> for further background information.

In May 2008, the STA committed \$32,392 over a two year period (\$16,196 per year) to conduct the first county coordinated aerial imagery effort as part of the ReGIS. Aerial imagery is a common tool used for topographic maps, land-use planning, environmental site assessments and property analysis. There was a substantial cost savings for each of the partners by conducting a countywide coordinated aerial imagery production. Typically, the cost associated with separate individual flights range from \$50k to \$500k or more depending on the resolution and post processing needed for the accuracy of the photos.

**Discussion:**

The County coordinated flight for aerial images was completed in 2009 with the aid of STA's 2008 funding contribution. The County and the ReGIS partners would like to update their aerial images to account for land-use changes that occurred since 2009. In addition, the County and the ReGIS partners are committing to a longer term agreement to cover 3 aerial flights over the next 6 years. The benefit for a longer term commitment is that it provides additional cost savings and a guarantee of new aerial images every two years. Other benefits include the use of advanced technology such as LiDAR and Imagery Analysis. LiDAR equipment will provide aerial imagery photos with greater specificity related to elevation and contour measurements. Imagery Analysis is a post processing program that pinpoints specific land use changes between previous aerial images and current images of the same location.

The total cost for the 3 flights is estimated for \$1.443 million over a six year period. The ReGIS Partners developed the following cost sharing formula:

1. 50% of the raw cost is allocated to the county.
2. The remaining 50% is allocated to the Cities based on area (their percentage of the total area flown).
3. The Special Districts and the STA's cost is a fixed percentage based on the average of Cities Percentages.

The STA's proportional contribution share is \$14,430 per year for a total of \$86,581 for the entire 6 year period. This contribution is lower per year than the STA's previous contribution of \$16,196 per year. Attachment A provides the breakdown of the proposed cost allocation by jurisdiction.

STA's contribution will ensure continued partnership on the ReGIS and will reduce the overall contribution of each of its member agencies. STA staff is recommending to fund the STA's contribution from the Surface Transportation Program (STP) funds and will use the aerial photos in upcoming planning and project delivery products.

**Fiscal Impact:**

STA staff is recommending \$14,430 per year for a total of \$86,582 over a six year period from the Surface Transportation Program (STP) for the countywide aerial imagery services.

**Recommendation:**

Authorize the Executive Director to enter into an agreement with Solano County for the countywide aerial imagery services for an amount not-to-exceed \$86,582.

Attachment:

- A. Countywide Aerial Imagery Cost Share Plan



DATE: March 4, 2014  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Proposed Membership in California Association of Council of Governments (CALCOG)

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**Background:**

The Solano Transportation Authority (STA) has historically been active in monitoring legislation, initiatives and programs affecting transportation funding, programs and projects at the federal, state and regional level. Since the passage of the most recent federal transportation authorization bill, Moving Ahead for Progress in the 21 Century (MAP 21) in 2012, and the passage of AB 32 and SB 375 pertaining to efforts to reduce Green House Gas (GHG) emissions through the development of Sustainable Community Strategies at the regional and local levels, there has been significant policy discussion and new legislation and programs emerging in California. All or most of these proposals will affect transportation funding and the setting of statewide transportation priorities in the near and longer term.

One recent example is the establishment of California's Cap and Trade program in 2006 which is currently being implemented following the completion of three recent Cap and Trade auctions resulting in an estimated \$870 million in Cal and Trade revenues being available in FY 2014-15. A second example is the new Active Transportation Program (ATP), proposed by the California State Transportation Agency by consolidating several state transportation funding programs previously administered by Caltrans, to be administered by the California Transportation California (CTC) at the state level and by the state's regional transportation planning agencies (RTPAs) at the regional level. In addition, this year there have been several assessments evaluating and proposing significant organizational changes to the California Department of Transportation (Caltrans) that would modify the focus and priorities of one of STA's important transportation implementing partners.

**Discussion:**

STA is active in a number of local and regional partnerships. At the state level, STA's involvement has been focused on working with Caltrans, the California Transportation Commission, the State Legislature, and as a member of the California Transit Association (CTA). A number of the key state policy discussions highlighted above has been occurring between the State and regional agencies through two transportation forums, the Self Help Counties Coalition and the California Association of Councils of Governments (CalCOG). As an "aspiring" county without a locally passed local funding measure for transportation, STA is not eligible to join the Self Help Counties Coalition, but the STA is eligible to join CALCOG. Members of CalCOG are diverse ranging from single

county council of governments such as the San Diego Association of Government (SanDag), Stanislaus Council of Government (StanCOG) and Western Riverside Council of Governments (WRCOG), to multi-county COGs such as the Association of Bay Area Counties, Sacramento Council of Governments (SACOG) and the Southern California Association of Governments (SCAG). In addition to the Metropolitan Transportation Commission (MTC), the nine county Metropolitan Planning Organization (MPO) for the Bay Area, a number of county transportation agencies are also members of CalCOG, such as the Alameda County Transportation Commission, the Contra Costa Transportation Authority (CCTA) and the Sonoma County Transportation Authority (SCTA).

CalCOG's Board priorities identify nine areas of focus with three specifically relating to transportation; 1. Partnership with Caltrans and the CTC, 2. Transportation Financing, and 3. Collaboration on Federal Transportation Policy. CalCOG also serves as a forum for regional planning, including transportation, and a state agency point of contact for the Strategic Growth Council, Governor's Office of Planning and Research, and the Air Resources Board.

Based on these discussion areas and the important of these subjects to STA and transportation planning, funding, projects and programs in Solano County, staff recommends the STA join CalCOG as a member. Annual CalCOG membership is estimated at \$3,000 per year and CalCOG has offered to pro-rate STA's membership for the remainder of Fiscal Year (FY) 2013-14.

**Fiscal Impact:**

The fiscal impact for STA to join as a member of CalCOG is \$3,000 for Fiscal Year 2014-15 and is estimated at \$750 for the remainder of FY 2013-14. This amount of funding is available as part of the STA budget within the Board of Director's administrative budget.

**Recommendation:**

Authorize the STA to become a member of CalCOG for the remainder of FY 2013-14 at a prorated dues rate of \$750 and for FY 2014-15 at an amount not-to-exceed \$3,000.

Attachment:

- A. CalCOG Board Manual – April 2013

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# CALCOG

CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS

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## **BOARD MANUAL**

**Membership, Board Responsibilities, & Governance.**

**April, 2013**

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*Thank you for taking the time to know CALCOG.*

*This manual is part of a continuing process in making CALCOG more accessible to its members. It includes some general information that is applicable to a board member of any organization, but it also provides detail on CALCOG’s purpose, membership, and governance.*

*Staff welcomes suggestions to make this document more useful.*

## **INTRODUCTION TO COGS and CALCOG**

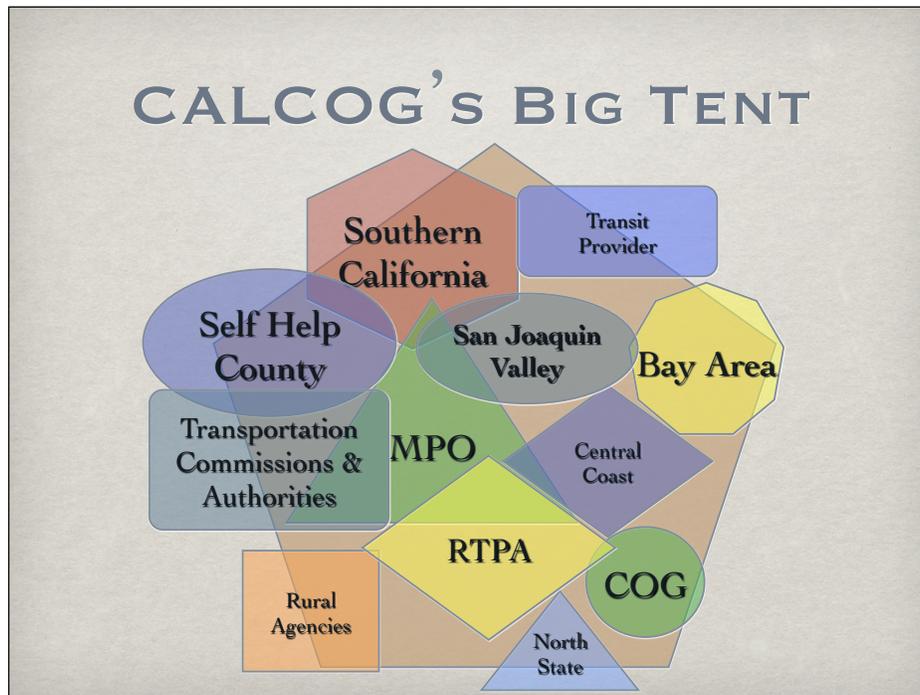
Councils of Governments were formed recognizing that there are issues that transcend local boundaries and must be dealt with by local government working together and planning a unified local response to regional concerns.

Councils of Governments are associations of cities and counties. They cover much of the state and are formed generally through joint powers agreements. Their governing boards are composed of locally elected members of city councils and county boards of supervisors.

Their regional role is to serve as a forum for local governments to: prepare regional plans, deal with regional issues, set regional policy, strengthen the effectiveness of local government, and develop and maintain regional databases. Traditionally, this has been in the areas of transportation, housing, water and air quality, growth management, and environmental protection. They also serve as the area wide clearing house for reviewing and assuring consistency between federal and state plans, projects and grants, and carry out various federal and state mandates.

The roles of each regional council vary, based on the local needs of the region. Other major roles can include serving as the Airport Land Use Commission, Local Transportation Commission, Congestion Management Agency, Local Transportation Sales Tax Authority and administering agency for roadside emergency call boxes.

CALCOG's mission is to educate critical stakeholders about the role and mission of its members so that they can be successful in addressing the needs of each region as identified by the local governments of that region.



### **CALCOG: A LITTLE “BIG TENT” ORGANIZATION**

CALCOG’s membership is small, but it’s diverse. Most members are part of another regional organization or other sub-classification (e.g., Self Help County). Yet each member serves its member cities and counties and works through a board of elected officials. Members provide different services to their communities, address different problems, have different funding resources, and have different geographies.

There is a lot in which we can agree. And there are instances where our interests naturally differ. But it’s this diversity that makes the conversations at CALCOG unique. It’s a safe place to work out differences and engage in real discussions about what works across the board and the limits of one-size-fits-all efficiencies. Of course we try to focus on where the consensus is the greatest, but sometimes understanding the other side of the coin is more interesting and valuable for policies to progress. CALCOG welcomes its role as a “big tent” for these organizations.

## **CALCOG FOCUS AREAS**

CALCOG's mission is to educate members and others to ensure that the role of regional councils of local elected officials is understood and that our members are successful in addressing the regional dimension of transportation, housing, environmental, economic and related issues.

### **1. Peer-to-Peer Learning**

CALCOG facilitates information exchanges between members. Although each region is unique, members can learn from one another's experiences, share information, and build each other's capacity. For example, many CALCOG members worked collectively through the greenhouse gas target setting process to develop a consistent set of modeling assumptions that is bringing more conformity to transportation modeling. This type of exchange leads to better policy outcomes.

### **2. Partnership with CalTrans & CTC**

California is a leader in incorporating local decision-making into the planning, funding, and delivery of the transportation networks. The state's Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RPTAs) allocate 75% of the funds from for Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), and the State Transportation Improvement Program (STIP). But with this duty comes a responsibility to work with the state to assure that state goals, such as those for housing, air conformity, and climate change, are met. CALCOG facilitates this partnership by monitoring developments on behalf of members and facilitating policy discussion forums between state, regional, and local officials.

### **3. Consensus-Based Advocacy**

CALCOG engaged in a consensus-based, targeted advocacy on high priority issues. Each year, the Board identifies and confirms the focus areas for the agency. CALCOG monitors legislation related to transportation, housing, environmental quality, land use, and planning. CALCOG does not engage on issues where its members favor different approaches to a problem, but it does provide a safe forum in which these differences can be identified, discussed, and even resolved.

### **4. Transportation Financing**

CALCOG members have extensive knowledge of transportation needs and the chronic lack of funding to address those needs. CALCOG members worked with the California Transportation Commission to develop a comprehensive statewide needs assessment for the entire transportation and goods movement system. Moreover, transportation financing involves many parties, including the owners, operators, contractors, and engineers associated with transportation projects. CALCOG works with these organizations to educate decision makers and stake holders regarding the needs, revenue options, and impacts and analysis of financing structure implication.

## **5. The (Not So) New World of Planning**

The road for SB 375 was perhaps originally paved by the blueprints CALCOG members had been developing for a decade. These blueprints brought a focus to regional planning. They were a natural consequence of working with local agencies to distribute housing allocations under state law and plan for transportation improvements under federal law. Under SB 375, MPOs are responsible for developing regional transportation plans that must include a sustainable communities strategy and take into account how land use decisions may affect the needs of the transportation system. CALCOG continues to work with state agencies to assure that there are adequate resources in place for regional and local agencies, not only to make plans, but to bring those plans to life.

## **6. Explainer of Things COG**

Many people, state official, public, and private interest groups, even other local officials, do not always understand what COGs do and how they function. CALCOG explains the basics of how voluntary regional collaboration leads to greater efficiencies and better planning and service delivery. Everyone is our audience, including local state and federal officials, academia, business, and other nonprofit sector organizations.

## **7. State Agency Point of Contact and Collaborator**

CALCOG collaborates, educates, and shares information with several state agencies as they develop policy that relate to regional planning issues. These agencies include, among others, the Department of Housing and Community Development, Air Resources Board, Strategic Growth Council, and the Governor's Office of Planning and Research. Often, the information consensus developed during these interactions leads to better policy for local, regional, and state government.

## **8. Collaboration on Federal Transportation Policy**

CALCOG collaborates with CalTrans, the Business, Transportation, and Housing Agency, and the California Transportation Commission to develop a statewide unified position on federal transportation issues. The most recent of these efforts was recently completed in anticipation of the current reauthorization bills being considered in Congress. This consensus gives California an especially effective voice during the development. In the past, CALCOG has also collaborated with national organizations such as National Association of Regional Councils (NARC), Association Metropolitan Planning Organizations (AMPO), National Association of Development Organizations (NADO), and American Public Transportation Association (APTA).

## **9. COG Governance Capacity**

Finally, CALCOG members are all public organizations striving to deliver high quality, cost effective services to their own member local governments and the public they serve. There are commonalities in organizational responsibilities, in terms of board education, communicating with the public, staffing, and general governance issues that affect the overall effectiveness of the organization. CALCOG was started to identify materials and facilitates programs where members can explore these issues to help improve the capacity of its individual members.

## **BOARD OF DIRECTOR ROLE**

A helpful publication produced by BoardSource identifies ten basic responsibilities of nonprofit boards<sup>1</sup>:

1. ***Determine the organization's mission and purpose.*** A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.
2. ***Select the chief executive.*** Boards must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.
3. ***Support the executive and review his or her performance.*** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance.
4. ***Ensure effective organizational planning.*** As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
5. ***Ensure adequate revenues.*** One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
6. ***Manage resources effectively.*** The board, in order to remain accountable to its [members,] donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
7. ***Determine, monitor, and strengthen the organization's programs and services.*** The board's role in this area is to determine which programs are the most consistent with the organization's mission, and to monitor their effectiveness.
8. ***Enhance the organization's public standing.*** An organization's primary link to [its members], the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

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<sup>1</sup> Copied from the Board Manual of the League of California Cities, which drew from "Ten Basic Responsibilities or Nonprofit Boards," by Richard T. Ingram, Washington, DC, National Center for Nonprofit Boards, second edition published in 1999. NCNB has changed its name to BoardSource.

9. **Ensure legal and ethical integrity and maintain accountability.** The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the organization's bylaws and articles of incorporation
10. **Recruit and orient new board members and assess board performance.** All boards have a responsibility to articulate their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.

## **RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS**

Delegates are a vital link between CALCOG and its member agencies. Delegates should be committed to the value of local agencies working together through entities such as councils of governments, metropolitan planning organizations, regional transportation planning agencies, and county transportation commissions (and authorities). Delegate should also understand and support CALCOG's purpose and work program. As such, Delegates should bring their best thinking about the problems facing their member agencies and report developments related to the implementation of CALCOG work program to member agencies. Additional Delegate responsibilities include<sup>2</sup>:

- Attend all board meetings and, as appointed, any executive committee meetings
- Be informed about the CALCOG's purpose, policies, and programs
- Review agenda and supporting materials prior to board meetings
- Serve on committees and offer to take on special assignments
- Inform others about CALCOG
- Keep up-to-date on developments relating to its member agencies
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the annual financial statements and the budget
- Make a personal commitment to the CALCOG's success

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<sup>2</sup> Also adopted from the League's Board Manual, which drew from member responsibilities adapted from *Six Keys to Recruiting, Orienting, and Involving Nonprofit Board Members*. Washington, DC: BoardSource, formerly the National Center for Nonprofit Boards, 1995.

## **BOARD MEMBER LEGAL OBLIGATIONS**

California law governing nonprofit corporations imposes on delegates the obligation to act in good faith, in a manner the director believes to be in the best interest of the CALCOG and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. *See* Cal. Corp. Code § 7231(a). Directors may rely on information, opinions, reports, or statements, including financial statements and other financial data, prepared or presented by:

- One or more officers or employees whom the Director believes to be reliable and competent as to the matters presented;
- Counsel, independent accountants, or other persons as to matters that the Director believes to be within such person's professional or expert competence; or
- A committee upon which the delegate does not serve, as to matters within the committee's designated authority, provided that the delegate believes the committee merits confidence.

Delegates may rely on such information, opinions, reports, or statements as long as the delegate acts in good faith after reasonable inquiry (when the need for such inquiry is indicated by the circumstances) and as long as the Delegate has no knowledge that would suggest that such reliance is unwarranted. *See* Cal. Corp. Code § 7231. Adherence to these standards generally insulates directors, as volunteers, from financial liability for failing to discharge their duties. *See* Cal. Corp. Code § 7231.5(a).

## **CALCOG MEMBERSHIP MAKE-UP**

The California Association of Councils of Governments (CALCOG) is a statewide association representing 37 regional planning agencies. It was established in 1977. CALCOG's members share the characteristic of being governed by city council members and county supervisors chosen by their peers. Most members were formed as councils of governments, meaning that they represent joint powers agreements of cities and counties. Other members were created as by the State Legislature as transportation commissions. (See Bylaws Section 3).

Almost all members have mandated state planning responsibilities. Most councils of governments are responsible for identifying the share of the region's housing need for the communities within their jurisdiction. Nearly all transportation commissions and councils of governments have transportation planning responsibility under both state and federal law. In addition, many members provide other important services for their communities (see following member services chart).

While most members are single-county organizations, those representing three of the four largest metropolitan regions - Southern California Association of Governments (SCAG), Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission (MTC) in the Bay Area and Sacramento Area Councils of Governments (SACOG), as well as Monterey/Santa Cruz area (Association of Monterey Bay Area Governments (AMBAG) - are multi-county. In these multi-county regions there are also sub-regional organizations in transportation. In the Southern California region there are also 14 sub-regions for all regional planning, not just transportation but also including housing and other non-mandated regional planning issues.

With a few exceptions in specific transportation operations, member agencies do not have service delivery responsibility. Their role with regard to transportation funds (and limited other funds that they distribute) is as a policy planning body that guides allocations of funds to other organizations without regulatory or service delivery authority or responsibility.

**MEMBERSHIP ROSTER****Alameda County Transportation Commission**

1333 Broadway, Suites 220 and 300  
Oakland, CA 94612  
(510) 208-7400  
www.alamedactc.org

**Association of Bay Area Governments**

P.O. Box 2050  
Oakland, CA 94604-2050  
Phone: 510-464-7988  
www.abag.ca.gov

**Ass'n of Monterey Bay Area Governments**

P.O. Box 809  
Marina, CA 93933-0809  
Phone: 831-883-3750  
www.ambag.org

**Butte County Association of Governments**

2580 Sierra Sunrise Terrace, Suite 100  
Chico, CA 95928-6301  
Phone: 530-879-2468  
www.bcag.org

**Calaveras Council of Governments**

P.O. Box 280  
San Andreas, CA 95249  
Phone: 209-754-2094  
www.calacog.org

**Contra Costa Transportation Authority**

3478 Buskirk Avenue, Suite #100  
Pleasant Hill, CA 94523  
Phone: 925-256-4700  
www.ccta.net

**Council of Fresno County Governments**

2035 Tulare Street, Suite #201  
Fresno, CA 93721  
Phone: 559-233-4148  
www.fresnocog.org

**El Dorado County Transp. Commission**

2828 Easy Street, Suite 1  
Placerville, CA 95667  
Phone: 530-642-5260  
www.edctc.org

**Humboldt County Ass'n of Governments**

427 F Street, Suite #220  
Eureka, CA 95501  
Phone: 707-444-8208

**Imperial County Transp. Commission**

El Centro, CA  
www.imperial.ca.us/IVAG

**Kern Council of Governments**

1401 19th Street, Suite 300  
Bakersfield, CA 93301  
Phone: 661-861-2191 Fax: 661-324-8215  
www.kerncog.org

**Kings County Association of Governments**

339 W. "D" Street, Suite B  
Lemoore, CA 93245  
Phone: 559-582-3211x2678  
www.countyofkings.com/KCAG

**Lake County/City Area Planning Council**

367 N. State Street  
Ukiah, CA 95482  
Phone: 707-263-7799 Fax:  
www.lakeapc.org

**Los Angeles County Metropolitan  
Transportation Authority**

One Gateway Plaza, Mail Stop: 99-23-3  
Los Angeles, CA 90012  
Phone: 213-922-6888  
www.metro.net

**Madera County Transportation Commission**

2001 Howard Road, Suite 201  
Madera, CA 93637  
Phone: 559-675-0721  
www.maderactc.org

**Mendocino Council of Governments**

367 North State, Suite 206  
Ukiah, CA 95482  
Phone: 707-463-1859  
www.mendocinocog.org

**Merced County Association of Governments**

369 W 18th Street  
Merced, CA 95340-4801  
Phone: Fax: 209-723-0322  
www.mcagov.org

**Metropolitan Transportation Commission**

101 8th Street, Metrocenter  
Oakland, CA 94607  
Phone: 510-817-5810  
www.mtc.ca.gov

**Orange County Transp. Authority/Orange  
County Council of Governments**

550 S. Main Street  
Orange, CA 92868  
Phone: 714-560-5584:  
www.octa.net

**Placer County Transp. Planning Agency**

299 Nevada Street  
Auburn, CA 95603  
Phone: 530-823-4030  
www.pctpa.org

**Sacramento Area Council of Governments**

1415 L Street, Suite 300  
Sacramento, CA 95814  
Phone: 916-321-9000  
www.sacog.org

**San Benito Council of Governments**

330 Tres Pinos Rd, Suite C7  
Hollister CA 95023  
Phone: 831-637-7665  
www.sanbenitocog.org

**San Diego Association of Governments**

401 B Street, Suite #800  
San Diego, CA 92101  
Phone: 619-699-1991  
www.sandag.cog.ca.us

**San Joaquin Council of Governments**

555 East Weber Avenue  
Stockton, CA 95202  
Phone: 209/235-0438  
www.sjcog.org

**San Luis Obispo Council Of Governments**

1114 Marsh Street  
San Luis Obispo, CA 93401  
Phone: 805-781-4251 Fax: 805-781-5703  
www.slocog.org/~ipsloc

**Santa Barbara Co Ass'n of Governments**

260 N. San Antonio Road, Suite B  
Santa Barbara, CA 93110-1315  
Phone: 805-961-8900  
www.sbcag.org

**Santa Cruz Co Regional Transp. Commission**

1523 Pacific Avenue  
Santa Cruz, CA 95060  
Phone: 831-460-3200  
www.sccrtc.org

**Shasta Regional Transportation Agency**

1855 Placer Street  
Redding, CA 96001  
Phone: 530-225-5654 Fax: 530-225-5667  
www.scrtpa.org

**Sonoma County Transportation  
Authority/Regional Climate Protection  
Authority**

490 Mendocino Avenue, Suite 206  
Santa Rosa, CA 95401  
Phone: 707-565-5373  
www.sctainfo.org

**Southern California Association of Governments**

818 W. 7th Street, 12th Floor  
Los Angeles, CA 90017  
Phone: 213-236-1800  
www.scag.ca.gov

**Stanislaus Council of Governments**

1111 I Street, Suite 308  
Modesto, CA 95354  
Phone: 209-525-4600 Fax: 209-558-7833  
www.stancog.org

**Tahoe Regional Planning Agency**

P.O. Box 5310  
Stateline, NV 89449  
Phone: 775-589-5253  
www.trpa.org

**Transportation Agency for Monterey County**

55-B Plaza Circle  
Salinas, CA 93901  
Phone: 831-775-0903  
www.tamcmonterey.org

**Tulare County Association of Governments**

5595 S. Mooney Blvd  
Visalia, CA 93277-9394  
Phone: 559-624-7274  
Email: tsmalley@co.tulare.ca.us

**Tuolumne County Transportation Council**

2 South Green Street  
Sonora, CA 95370  
Phone: 209-533-5601 Fax: 209-533-5698  
www.tuolmncountytransportation.org

**Ventura County Transportation Commission**

950 County Square Drive, Suite 207  
Ventura, CA 93003  
Phone: 805-642-1591x105  
www.goventura.org

**Western Riverside Council of Governments**

4080 Lemon Street, 3rd Floor MS 1032  
Riverside, CA 92501  
Phone: 951-955-7985  
www.wrcog.org

**BOARD MEMBER ROSTER**

- 1. Ron Morrison**  
*Board President*  
Council Member, National City  
San Diego Association of Governments
- 2. Stan Skipworth**  
*First Vice President*  
Mayor, City of Corona  
Western Riverside Council of Governments
- 3. Julie Pierce**  
*Second Vice President*  
Council Member, City of Clayton  
Contra Costa Transportation Authority
- 4. Stephany Aguilar**  
*Immediate Past President*  
Council Member, City of Scotts Valley  
Association of Monterey Bay Area  
Governments
- 5. Scott Haggerty**  
Supervisor, Alameda County  
Alameda County Transportation Commission
- 6. Mark Luce**  
Supervisor, Napa County  
Association of Bay Area Governments
- 7. Patty Borelli**  
Council Member, City of Placerville  
El Dorado County Transportation  
Commission
- 8. Amarpreet Dhaliwhal**  
Council Member, City of San Joaquin  
Fresno Council of Governments
- 9. Susan Ornelas**  
Council Member, City of Arcata  
Humboldt County Association of  
Governments
- 10. Sedalia Sanders**  
Council Member, City of El Centro  
Imperial County Transportation Commission
- 11. Cheryl Wegman**  
Council Member, City of Wasco  
Kern Council of Government
- 12. Russ Curry**  
Council Member, City of Hanford  
Kings County Association of Governments
- 13. Chuck Leonard**  
Member at Large  
Lake County/City Planning Council
- 14. Tom Wheeler**  
Supervisor, Madera County  
Madera County Transportation Commission
- 15. Carre Brown**  
1st District Supervisor, Mendocino County  
Mendocino Council of Governments
- 16. Stan Thurston**  
Mayor, City of Merced  
Merced County Association of Governments
- 17. Amy Worth**  
Council Member, City of Orinda  
Metropolitan Transportation Commission
- 18. Art Brown**  
Council Member, City of Buena Park  
Orange County Transportation  
Authority/Orange County Council of  
Governments
- 19. Jim Holmes**  
Supervisor, Placer County  
Placer County Transportation Planning  
Agency
- 20. Steve Cohn**  
*Executive Committee*  
Council Member, City of Sacramento  
Sacramento Area Council of Governments
- 21. Ken Vogel**  
Supervisor, San Joaquin County  
San Joaquin Council of Governments
- 22. Fred Strong**  
Council Member, City of Paso Robles  
San Luis Obispo Council of Governments
- 23. John Linn**  
Mayor, City of Lompoc  
Santa Barbara County Association of  
Governments

- 24. Jake Mackenzie**  
Council Member, City of Rohnert Park  
Sonoma County Association of Governments
- 25. Pam O'Connor**  
*Executive Committee*  
Council Member, City of Santa Monica  
Southern California Association of  
Governments
- 26. Forrest White**  
Council Member, City of Turlock  
Stanislaus Council of Governments
- 27. Norma Santiago**  
Supervisor, El Dorado County  
Tahoe Regional Planning Agency
- 28. Jerry Edelen**  
Council Member, City of Del Rey Oaks  
Transportation Agency of Monterey County
- 29. Allen Ishida**  
*Executive Committee*  
Supervisor, Tulare County  
Tulare County Association of Governments
- 30. John Gray**  
Supervisor, County of Tuolumne  
Tuolumne County Transportation Council
- 31. Steven T. Sojka**  
*Executive Committee*  
Council Member, City of Simi Valley  
Ventura County Transportation Commission  
& Council of Governments

**AFFILIATED MEMBER DIRECTORS**

- 32. Kathy Long**  
Supervisor, Ventura County  
California State Association of Counties
- 33. Art Madrid**  
Mayor, City of La Mesa  
League of California Cities

**VACANCIES**

- 34.** Butte County Association of Governments
- 35.** Calaveras Council of Governments
- 36.** LA County Metropolitan Transportation  
Commission
- 37.** San Benito Council of Governments
- 38.** Santa Cruz County Regional Transportation  
Commission
- 39.** Shasta Regional Transportation Agency

## **OVERVIEW of CALCOG LEADERSHIP STRUCTURE**

- **General Membership.** CALCOG current has 35 dues-paying members. Each member may appoint one member of their governing body (an elected official) to the CALCOG Board of Directors.
- **Plus League & CSAC.** In addition, the League of California Cities and the California State Association of Counties may appoint a member from their board. They do not pay dues.
- **Four Delegate Officers.** There are four officers recognized in the bylaws: president, first vice president, second vice president, and immediate past president. The current officers are listed on the membership roster. The officers are authorized to take action on issues requiring immediate action between meetings. In the event that one of the officers loses an election or decides to retire mid-year, the next person in line assumes the higher office. The vacant position will be filled at the next meeting. CALCOG's policy is to rotate the officers whenever possible amongst the councils according to relative size, (urban, medium, and small), as well as between north and south.
- **Executive Committee.** CALCOG's executive meets four times a year and has the following make up:
  - Four Delegate officers
  - The Delegate from ABAG, MTC, ABAG, SANDAG, and SACOG, due to the fact that they each represent a "major metropolitan planning area" recognized by the National Association of Regional Councils or the Association of Metropolitan Planning Organizations
  - The Los Angeles County Metropolitan Transportation Agency
  - A Delegate from the San Joaquin Valley
  - A delegate each from a Southern and Northern California transportation agency, commission, or authority
  - A delegate from the group of COGs not otherwise identified above
  - The Chair of the COG Directors
- **Officer Nomination Committee.** Each president appoints a nominations committee. The committee must have at least three members who are elected policy makers representing large, small and medium sized members.

## **BOARD & COG DIRECTOR MEETINGS**

- **Board Meetings.** The Bylaws require that CALCOG's Board of Directors meet at least twice a year: once in the Spring and a Winter Business Meeting in the later part of the year. The Spring meeting is usually held in conjunction with the Regional Leadership Forum. The time and place of Council meetings are established by the President. In addition, three members by written notice may call a meeting. There shall be at least ten days notice for all meetings. Where it is not possible to call a meeting, a vote by mail on an issue shall be allowed.
- **Consensus Policy.** All major actions, including policy decisions, require a two-thirds vote. CALCOG's policy stated in Article II of its bylaws, is to work to achieve consensus within its diverse membership to the maximum extent feasible and to avoid taking a position that significantly divides its membership except when its delegates determine that a failure to take a position would undermine the ability to achieve its primary purposes
- **Quorum.** The presence (in person or by phone) of a majority of appointed representatives from CALCOG's membership constitutes a quorum. Board vacancies are not counted in calculating the quorum requirement.
- **COG Director (CDAC) Meetings.** The COG Directors Association of California (CDAC) is composed of executive directors (or their designees) from each member. The COG Directors meet on a six times a year to examine and discuss relevant regional issues, and serves as a staff resource and advisory body to the CALCOG governing council. These meetings are also a critical component of the "information exchange" mission of CALCOG to facilitate discussions and peer-to-peer exchanges of information between members. The Chair of the COG Directors is a member of the executive committee.

## **STAFF**

- ***Current Staff Arrangement.*** CALCOG contracts for its executive staff. CALCOG changed service providers as of January 1, 2011. William Higgins provides professional association management services according to an agreed upon Scope of Work for implementation of CALCOG's work program, as it may be amended by the board. For example, the base amount of the contract in the first year (before COLA increases) was \$150,000 (this is about half of Mr. Higgins time plus approximately another half time FTE equivalent for support – see bullet below). Mr. Higgins is also responsible for maintaining his own offices so items like rent or utilities are not a line item in the CALCOG Budget. At a 2012 CALCOG meeting, the board added to the Scope of Work in a way that increased payments for the scope of work by \$18,000.
- ***Subcontract for Secretarial, Member Data, Accounting & Meeting Planning Logistics.*** In addition, William Higgins subcontracts for the administrative staff time from Smith Moore Associates (for approximately \$20,000 per year)<sup>3</sup>. From Smith Moore Associates, this buys approximately a half time FTE that is split between a meeting logistics person (Elizabeth Cardwell); and accountant (Tony Willert), an IT person for e-communications (Justin Lewis; email, etc., but web site design and maintenance is not included). Smith Moore provides these kind of "logistical" support services for several Sacramento based policy organizations, such as the California Municipal Treasures Association. For more information about Smith Moore, "Google" Smith Moore Associates.
- ***SACOG Contract.*** Beginning in 2012, CALCOG contracts with SACOG for approximately 40 percent of Sabrina Bradbury's time to assist with analyst responsibilities such as staffing meetings, making web site updates, sending out newsletters, and coordinating program activities.

## **STAFF CONTACTS**

California Association of Councils of Governments  
1215 K Street, Suite 940  
Sacramento, CA 95814

Bill Higgins, Executive Director: Direct Dial: 916-717-8324; [bhiggins@calcog.org](mailto:bhiggins@calcog.org)

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<sup>3</sup> Smith Moore Associates became the subcontractor on January 1, 2012. For the first year in which Mr. Higgins was serving as the executive director under contract (calendar year 2011), this subcontract was between Mr. Higgins and the former association management contractor. Mr. Higgins worked with the support team from the former provider to assure an orderly transition as part of his original proposal.

# CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS (CALCOG)

## BYLAWS

### Article I: General

**Section 1: Corporation Name.** This corporation is the California Association of Councils of Governments (CALCOG).

**Section 2: Offices.** The principal office of this corporation shall be located in Sacramento, California. The CALCOG Board of Directors (Board) may establish other offices it deems necessary for the effective conduct of CALCOG programs and business.

**Section 3: Governing Law.** In all matters not specified in these bylaws, or in the event these bylaws do not comply with applicable law, the California Nonprofit Corporation Law applies.

### Article II: Consensus, Purpose, and Functions

**Section 1: Overarching Consensus Objective.** CALCOG must focus its resources where its membership has the strongest consensus. It shall be the policy of CALCOG to work to achieve consensus within its diverse membership to the maximum extent feasible and to avoid taking a position that significantly divides its membership. When a divisive issue arises, the Board shall weigh the need for action against this overarching objective for consensus, and take action only in the very limited circumstance when the Board determines that a failure to take a position or action would undermine the ability of CALCOG to achieve the purposes set forth in this Article.

**Section 2: General.** CALCOG serves councils of governments, metropolitan planning organizations, regional transportation planning agencies, and county transportation commissions and authorities within the State of California as they represent the interests of their member local governments. CALCOG's members are engaged in a variety of issues, including developing regional goals, plans, programs, and strategies to achieve regional mobility, addressing regional needs for housing, and implementing economic, environmental, and social equity policies that reflect regional needs and preferences. CALCOG members derive authority from their member agencies. Serving as the primary interface point with state and federal policy mandates, COGs should always remain an

advocate of the primary role of local government in developing effective responses to regional problems. COGs should be among the lead agencies in the development of regional plans and strategies for two essential reasons:

1. They are extensions of local governments, the most basic unit of government in the American system of governance.
2. They are multipurpose associations that can integrate all essential elements of an effective growth management and comprehensive planning program.

CALCOG should take the leadership role in defining the basic components of a regional strategy that can reinforce the ability of all local governments to make effective land use decisions. These components include the following priority areas: transportation, air quality, open space, water resources, housing and economic development.

CALCOG, through its membership, can provide an effective voice for policy development in all these areas and act on behalf and among local governments in defining the regional policies to be adopted at the state and federal levels. It may also develop strategies to provide for the allocation of state and federal resources to local governments in their efforts to address these regional problem areas.

CALCOG, through its organizational structure, should provide for input from the special purpose agencies in these policy areas and provide leadership for a coordinated policy development process. CALCOG should be recognized as the primary voice in the development of policies on regional development, growth, mobility, planning issues, and state and federal policies that impact metropolitan planning organizations.

CALCOG will depend upon the active support of its member agencies to build the political support from city and county officials to ensure an effective interface with the League of California Cities (League) and the California State Association of Counties (CSAC). CALCOG should be viewed as the specialized arm of these primary local government associations in the areas of regional planning and governance issues.

**Section 3: Functions.** CALCOG provides its members a forum for study, discussion, and action on statewide problems of mutual interest to cities, counties, and councils of governments. The functions of CALCOG shall be accomplished in recognition of the diversity of CALCOG's member agencies and the need to achieve unity on issues of mutual interest. In any year, CALCOG's work program may include any of the following items, subject to the approval of the Board:

- a) To provide an informational clearinghouse on mutual problems to insure through communication, cooperation, and coordination the maximum efficiency and economy in governmental operation for the ultimate benefit of the citizens of California.
- b) To achieve and sustain coordination and cooperation with the League and CSAC.

- c) To improve coordination with the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organizations (AMPO) by recommending California candidates for their Boards of Directors and by reviewing their policies and recommending changes or additions where desirable.
- d) To assist in reviewing or proposing statewide legislation, plans and policies on subjects agreed upon by any member agencies by communicating with the state administration and the State Legislature; provided, however, that CALCOG shall not directly or indirectly participate or intervene in political campaigns on behalf of or in opposition to any candidate for public office.
- e) To conduct other statewide functions as the membership deems appropriate.
- f) To promote more effective regional planning, which provides a forum for all interested groups to understand, examine, negotiate and resolve issues.
- g) CALCOG may also assume some or all of the following tasks in order to fulfill its mission and implement some of its main functions:

1. Policy Development:

- A. Establish task forces and advisory groups in major functional areas composed of CALCOG members, associate members, and special purpose agencies to prepare recommendations.
- B. Channel all task force recommendations to the COG Directors Association of California (CDAC) and from them through the Executive Committee and then to CALCOG voting delegates.
- C. As appropriate, create special committees of the Executive Committee with the participation of COG Directors to pursue adoption of policy positions at the state and federal levels.

2. Building Support:

- A. Conduct policy/technical conferences on major functional areas, e.g., housing.
- B. Voice CALCOG interests and policies in the meetings and settings attended by the Executive Committee members and by COG Directors and staff.
- C. Conduct sessions in conjunction with the League and CSAC meetings.
- D. Prepare issue papers on major policy issues for distribution.
- E. Establish an electronic newsletter to provide current status in Sacramento and Washington, D.C. on CALCOG priority concerns.

- F. Offer to present programs at League, CSAC, City Managers, and other area groups.
- G. Establish roundtable sessions in conjunction with COG Directors meeting for special interest dialogue, i.e., business developers, environmentalists, ethnic interests, etc.
- H. Facilitate federal and state dialogue with local and regional agencies in identified policy areas.

## Article III: Membership

**Section 1: Qualification.** Any California association or council of governments established by local governments to serve as general purpose planning agencies, federally-designated metropolitan planning organizations governed primarily by local government officials, or county transportation commission or their successor agency may, by the payment of annual dues, become a member and become entitled to CALCOG services and privileges of membership.

**Section 2: Termination.** Membership shall be suspended or terminated whenever a Member: (i) resigns by giving written notice to CALCOG; (ii) does not pay dues, fees or assessments in the amounts and terms set by the CALCOG Board; or (iii) an event occurs, such as dissolution, that makes the Member ineligible. CALCOG shall give 15 days notice of any suspension or termination and the reasons for such action, along with the opportunity to respond orally or in writing not less than five days before the effective date of the action.

**Section 3: Non-Liability.** No Member is liable for the debts or obligations of CALCOG.

## Article IV: Dues

**Section 1: Annual Schedule.** The CALCOG Board shall annually adopt a dues schedule at its Spring Business meeting for the following fiscal year.

**Section 2: Calculating Population.** To the extent that member population is used as a basis for an individual, tiered, or any other kind of dues structure, CALCOG shall use the most recent population figures available the California Department of Finance (or its successor). Where two Members share jurisdiction over an area, the population of the shared area shall be divided equally and each Member credited for a proportional share. The Association of Bay Area Governments and the Metropolitan Transportation Commission will be counted as one association for purposes of calculating member population under this provision only, and shall split the population apportioned to them equally.

**Section 3: Timely Payment.** Any Member who has not paid their dues within 60 days from the date that the invoice was mailed shall not be eligible to vote. Any Member who makes a payment later than 60 days after the date of invoice shall enjoy the full benefits of membership and be eligible to vote upon CALCOG's receipt of the payment. Members that are more than one year behind in their payments may have their membership terminated as provided by Article III.

## Article V: Meetings, Notice, and Voting

**Section 1. Regular Business Meetings.** The Board shall have a spring regional issues forum, two business meetings in fall and spring, and such other meetings as necessary. The time and place of Board meetings shall be established by the President.

**Section 2: Notice for Regularly Scheduled Meetings.** Meeting notice requirements shall be sent to all board members and member agency staff (executive directors or their designees) no later than the notice requirements included in California's Open Meeting Law, but CALCOG staff shall make a good faith effort to send a preliminary meeting announcement with a draft list and general description of agenda items to all board members and executive directors (or designees) thirty days in advance of the meeting and a final agenda and supporting documentation seven days in advance of the meeting.

**Section 3. Special Meetings.** Three members by written notice may call a meeting. There shall be at least ten days notice for such meetings. When a majority of the officers determines that it is not possible to call a meeting, a vote by mail on an issue shall be allowed.

**Section 4. General Notice Requirements.** Notice of each meeting shall be sent to the board and to the executive director (or designee) of each member. Notices shall include the meeting date, place, time, and, as applicable, the means by which a Board member may participate electronically and include a general description of the agenda items.

**Section 5. Quorum.** A quorum shall be required to take action at board meetings, executive committee meetings, and CDAC meetings. If a quorum is not present, the meeting may continue as scheduled, but only for discussion and to make recommendations. A quorum exists when of a majority of eligible members, including proxies, are present. Members with vacancies are not counted for purposes of calculating the quorum for board meetings or executive committee meetings. An action may be taken at a meeting after a quorum has been lost as long as the action receives the number of votes needed for approval before the quorum was lost. Each agenda shall include a list of eligible voting members.

**Section 6. No Quorum; Concurrence Process.** If a quorum is not present but at least 10 directors are present at a regularly scheduled board meeting, the directors in attendance may take a tentative action upon a two-thirds majority vote. Such recommendations shall be sent promptly to the board members and executive directors of members not present at the meeting for their concurrence. When two-thirds of the board members have concurred in a written communication within 3 business days, and no member has objected to the provision in a written communication within that time, the action shall be approved. The executive committee of the board may use the same process if at least five members are counted as present.

**Section 7. Telephonic or Electronic Participation.** Directors may participate in any meeting and be counted for purposes of achieving a quorum through the use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

**Section 8. Voting.** Each Member has one vote.

**Section 9. Consensus Thresholds for Action.** The following actions require approval by at least two-thirds of the members at a meeting where a quorum is present: approval or amendments to the dues schedule or process for calculating and approving dues; approval or amendments to the budget or work program; approval or amendments to these bylaws or other guiding policy documents; all policy or advocacy positions; contracts for association management; or changes to the management structure of the organization. All other actions require approval of a majority of members at a meeting where a quorum is present.

**Section 9. NARC Meetings.** At meetings of NARC, CALCOG delegates may caucus to determine CALCOG's position on issues before the NARC Assembly

## Article VI: Board of Directors

**Section 1: Role and Powers.** Subject to the California Nonprofit Corporation Law, any other applicable laws, and the provisions of these bylaws, CALCOG's activities and affairs are exercised by or under the direction of CALCOG's Board of Directors. The Board is responsible for the overall supervision, control, and direction of CALCOG. The Board may delegate the management of CALCOG's affairs to any person or group, including COG Directors Association of California or a committee, provided the Board retains responsibility for the actions of such person or group.

**Section 2: Board Composition.** The Board shall consist of a representative (or alternate) from each voting member's organization plus a representative each from the League of California Cities (the League) and California State Association of Counties (CSAC). A board member (or their alternate) is eligible to represent a member upon the board upon receipt of a written notification or confirmation from the member's executive director (or executive director's designee). No one individual may represent more than one member at a time. Members, the League, and CSAC may change their board member or alternate as their needs require. Board member and alternates must be concurrently serving on the member's governing body and be elected officials.

**Section 3 Officers.** The officers of CALCOG shall be a President, First Vice-President, Second Vice-President and Immediate Past President. The officers shall be existing board members and elected at the Spring business meeting and shall serve a one-year term. An additional one-year term is allowed but no incumbent shall serve more than two consecutive terms in any one office. The officers are authorized to take action on issues requiring immediate action between meetings. In the event that one of the officers loses an

election or decides to retire mid-year, the next person in line will assume the higher office. The vacant position will be filled at the next meeting of the Association.

The President shall act as Chair of the Board and Executive Committee; be ex-officio member of all committees; and perform the duties that usually pertain to such office. The First Vice-President shall carry out the duties of the President when the President is absent or unable to serve and shall act as Chair of the Fiscal Oversight Committee and carry out the duties of Treasurer as required by law, regulation, or practice. The Second Vice-President shall carry out the duties of the President when the President and First Vice-President are absent or unable to serve and carry out the duties of the First Vice-President when the First Vice President is unable to serve. A vacancy in the office of the Immediate Past President is filled for the un-expired term by the last past president continuing to serve as a Director.

**Section 4: Executive Committee.** There shall be an Executive Committee of the Board whose composition shall include the following persons: President, First Vice-President, Second Vice-President, and Immediate Past President of CALCOG; a voting delegate from each COG or MPO from a region designated as a major metropolitan area by NARC or AMPO, a voting delegate from the Los Angeles County Metropolitan Transportation Authority, and the CDAC Chair. In addition, the following four membership groups may select a Board member and an alternate board member to be their representative on the executive committee:

- County transportation commissions from Southern California
- County transportation commissions or county transportation agencies from Northern California
- Members of the San Joaquin Valley Regional Policy Council
- All other Council of Governments not otherwise represented in this section

The Executive Committee shall meet in person or via telephone upon the call of the President or First Vice President to conduct routine business or act upon motions made by any committee. The notice, meeting, and quorum requirements shall be consistent with Article V. Further, the Executive Committee shall report its activities to the Board at the first meeting immediately following the Executive Committee meeting.

**Section 5. COG Directors Association of California.** The COG Directors Association of California (CDAC) is made up of CALCOG member agency executive directors or their designees. CDAC may meet periodically as it deems appropriate to discuss issues of common interest, share information, consider actions of task forces and committees, and take other appropriate actions. The CDAC shall appoint a chair and vice-chair and the chair shall serve on the CALCOG executive committee. The Board may delegate issues to CDAC and CDAC may make recommendations to the Board. CDAC may authorize staff to take actions that are consistent with board direction and policy.

**Section 6: Ad Hoc Committees.** The President or the Board may establish committees or task forces to study problems, advise on educational efforts, make recommendations with respect to advocacy efforts, or to engage in other appropriate action or service. A committee or task force may include members of the board, members of CDAC, and staff with specific expertise.

**Section 7: Fiscal Oversight Committee.** A Fiscal Committee shall provide oversight over all fiscal and financial issues of the organization and make periodic reports to the board. The committee shall also oversee the annual audit report prepared by independent financial auditors unless otherwise directed by the Board. Six board members shall be appointed to the committee by the President, two from the group of members that have a permanent seat on the executive committee and one from each membership group identified in Section 4 of this Article. To the extent practicable, the president shall also consider geographic diversity in making appointments. The president shall make full two year appointments and, if needed, interim appointments so that only three committee appointments will expire at the end in any given year. If this appointment structure is impractical, the Board can approve an alternative committee make-up.

**Section 8: Nominations Committee.** A Nominations Committee shall be appointed each year by the newly elected President. The committee shall consist of no less than three board members representing urban, medium, and small COGs from different geographic regions. The committee is charged with recommending a slate of candidates for CALCOG officers that have the best demonstrated qualifications to promote the purpose of the association. They will meet prior to the Spring business meeting and examine the qualifications of all candidates for office, then make their recommendations to the delegates at the Spring business meeting. It shall be the policy of CALCOG to rotate the CALCOG officers whenever possible amongst the councils according to relative size, (urban, medium, and small), as well as between north and south.

**Section 9: Standard of Care.** A Director shall perform the Director's duties (including service on a committee) in good faith in a manner the Director believes to be in the best interests of the CALCOG and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances. Directors can rely on information, opinions, reports, or statements, including financial statements and other financial data, prepared or presented by (i) one or more officers, contractors or employees whom the Director believes to be reliable and competent as to the matters presented; (ii) Counsel, independent accountants, or other persons as to matters which the Director believes to be within such person's professional or expert competence; or (iii) a Board committee upon which the Director does not serve, as to matters within the committee's designated authority, provided that the Director believes the committee merits confidence. Directors who perform in accordance with this section will not be liable for any failure or alleged failure to discharge that person's obligations as a Director, including, without limiting the generality of the preceding, any actions or omissions which are inconsistent with the CALCOG's nonprofit purposes.

**Section 10: Right to Inspect Records.** Every Director has a right at any reasonable time to inspect and copy all CALCOG books, records and documents of every kind and to inspect CALCOG's physical property.

## **Article VII: Staff and Budget**

**Section 1: Executive Director.** CALCOG shall have an executive director and other staff as deemed appropriate by the officers of the Association. The Board selects or contracts with an Executive Director who employs or contracts with such other persons and firms as may be necessary. The Executive Director shall receive compensation as set or contracted by the Board. The Executive Director is responsible for implementing policy and actions as provided for in these bylaws.

**Section 2: Filings and Minutes.** The Executive Director shall assure that the responsibilities usually associated with a corporate secretary, as they may change from time to time, are carried out. These include, but are not limited to, keeping a full and complete record of the proceedings of the Board, giving such notices as may be proper and necessary, keeping minute books of Board, Executive Committee, Standing Committee, and CDAC meetings; communicating Board action to members, executive instruments necessary to carry our Board directives and policies, and complying with such other record-keeping and reporting requirements of California Nonprofit Corporation Law. If CALCOG receives state or federal funds, then the executive director shall insure that all record keeping is in compliance with state and federal reporting requirements.

**Section 3: Finances.** The Executive Director shall assure that the responsibilities usually associated with a chief financial officer, as they may change from time to time, are carried out. These duties include, but are not limited to, having charge of and custody of and receiving, safeguarding, disbursing and accounting for all CALCOG funds, depositing and investing such funds in such institutions and investments as approved by the Board, maintaining the financial books and records, and preparing and submitting such accounting and tax forms as may be required by local, state and federal law. The executive director shall also insure that an independent audit shall occur at the end of each year unless otherwise director.

**Section 4: Budget.** The budget shall be established and approved at the Spring business meeting. The fiscal year shall be from July 1st through June 30th. The allocation of dues to provide funds for the budget shall be determined at the Spring business meeting.

**Section 5: Biannual Review.** At the end of each two years of operation as an association, there shall be a review or evaluation made for purposes of determining whether or not CALCOG has accomplished its objectives.

**Section 6: Executive Director Performance Evaluation.** The President, First Vice President, Second Vice President and the Chair of the COG Directors Association of California shall perform a performance evaluation of the executive director either annually or biannually, as they deem needed and best for the organization. The President and COG Director Chair shall appoint alternates in instances where individuals are unable to serve.

## **Article VIII: Miscellaneous**

**Section 1: Amendments to Bylaws.** Amendments to these bylaws may be proposed by any member. Proposed amendments shall be considered by the Board after a thirty-day notice of the proposed amendment is provided in writing to each member.

**Section 2: Insurance.** The Board may authorize the purchase of insurance on behalf of any agent against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, and such insurance may provide for coverage against liabilities beyond CALCOG's corporate authority to indemnify an agent under law.

**Section 3: Contracts and Execution of Instruments.** Contracts shall be authorized by the Board or by a person (or persons) upon whom the Board confers such power. CALCOG shall adopt a set of contracting guidelines and may incorporate the contracting guidelines of a member agency as they are updated from time-to-time. Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness shall be signed by the person (or persons) authorized to do so by the Board.

**Section 4: Terms of Association.** CALCOG shall cease to function as an association if the paid membership becomes less than five members.

**Section 5: Disposition of Assets Upon Dissolution.** In the event of dissolution of this organization all assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed, to the extent that state and federal law allows, proportionately according to the most recent dues schedule, or upon the discretion of the board, to another nonprofit association that serves public agencies.



DATE: February 28, 2014  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: Regional Measure 2 (RM 2) Solano County Express Bus  
Intermodal Facilities - Vallejo Curtola Transit Center  
Resolution of Support

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**Background:**

On March 2, 2004, Bay Area voters in seven counties passed Regional Measure 2 (RM 2), raising the toll on the seven State-owned bridges in the Bay Area by \$1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll corridors. The projects are specifically identified in Senate Bill (SB) 916. The Metropolitan Transportation Commission (MTC) manages the RM 2 funding for projects and programs, and the STA is the project sponsor for most of the Solano County capital RM 2 projects.

Solano County has 4 projects listed in SB 916 that are eligible projects for capital funds. Of these, STA is the project sponsor for Project No. 6 titled "Solano County Express Bus Intermodal Facilities" which provides \$20 million for four (4) projects in the county. MTC is the project sponsor for Project No. 17 titled "Express Bus North" which provides \$11 million for four (4) projects in Solano County. Between these two Projects, the Vallejo Curtola Transit Center Project has \$11,750,000 of RM 2 funds dedicated to it.

The Vallejo Curtola Transit Center, currently a Park-and-Ride lot, is located off of Curtola Parkway, just west of the Lemon Street Intersection. Most of the parking facilities (415 spaces) are located on the west side of the intersection, but approximately 70 spaces are in a small lot on the east side of the intersection. Both lots are typically full by 6:30 a.m., at which time motorists begin to park on adjacent streets. Observations suggest that up to 145 vehicles are parked on the adjacent streets on a typical day. The user survey suggested that approximately 63 users do not find a parking space anywhere and continue their drive to work, bringing the total parking usage to 693 approximate vehicles per day.

Phase 1A as currently planned will provide 595 parking spaces, which does not meet current demand of 693. However, it does add 110 parking spaces over the existing 485, and serves as an interim measure in keeping with the original intent of the project until Phase 1B can be funded and constructed. In addition to the additional parking capacity, the project will also provide for the following:

- Expand and improve off-street bus transfer facilities, improving connections between local and regional express BRT, as well as park & ride users.
- Improve bus access and egress, and upgrade roadway circulation in the immediate vicinity.

- Landscaping, street furniture, signage, lot lighting, transit plaza construction, shade canopies, photovoltaic array, security office/restroom, street and pavement repairs, replacement curb, gutter and sidewalk as well as surface and subsurface storm drainage modifications within the public street rights-of-way, gateway, and other areas

**Discussion:**

Solano Transit Authority (SolTrans) is now ready to request additional RM 2 allocation in the total amount of \$8,709,000 for the construction phase. This allocation request is from Project Number 6.1 for \$2,959,000 and Project Number 17.1 for \$5,750,000. This allocation request would fully allocate the RM 2 funds currently designated to this Project. The complete breakout of funding by phase and the total project cost, as well as the project purpose and schedule, are included in the attached updated Initial Project Reports (IPR) (Attachment B).

Even with the current RM2 construction funding of \$8,709,000, staff has been working closely with MTC staff to transfer additional RM2 funding, which includes \$2,000,000 from RM2 Project #5 (Vallejo Station) and \$1,063,000 in savings from another regional project. Once these funds are transferred, the project would then have \$11,771,948 available for construction. A second allocation request directly between SolTrans and MTC will be completed for this additional funding of \$3,063,000.

**Recommendation:**

Approve Resolution No. 2014-02 authorizing the funding allocation for Regional Measure 2 funds from the Metropolitan Transportation Commission to the Solano Transit Authority for the Solano County Express Bus Intermodal Facilities - Vallejo Curtola Transit Center.

Attachments:

- A. STA Resolution No. 2014-02
- B. Initial Project Report

**SOLANO TRANSPORTATION AUTHORITY  
RESOLUTION No. 2014-02**

**A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY  
AUTHORIZING THE FUNDING ALLOCATION FOR REGIONAL MEASURE 2  
FUNDS FROM THE METROPOLITAN TRANSPORTATION COMMISSION TO THE  
SOLANO TRANSIT AUTHORITY (SOLTRANS) FOR THE SOLANO COUNTY  
EXPRESS BUS INTERMODAL FACILITIES – VALLEJO CURTOLA TRANSIT  
CENTER**

**WHEREAS**, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

**WHEREAS**, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

**WHEREAS**, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

**WHEREAS**, Solano Transportation Authority (STA) is the eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds in Solano County; and

**WHEREAS**, the Vallejo Curtola Transit Center Project is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

**WHEREAS**, the Regional Measure 2 allocation request, attached hereto in the Initial Project Report prepared by the Solano Transit Authority (SolTrans) is attached hereto and incorporated herein as though set forth in full, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which STA is requesting that MTC allocate Regional Measure 2 funds to SolTrans.

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The STA, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636);
2. The STA certifies that the project is consistent with the Regional Transportation Plan (RTP);
3. The year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project;

4. The Regional Measure 2 phase or segment is fully funded, and results in an operable and useable segment;
5. The STA approves the updated Initial Project Report prepared by SolTrans, attached to this resolution as Exhibit A and incorporated herein as though set forth in full;
6. The STA approves the cash flow plan prepared by SolTrans, attached to this resolution;
7. The STA has reviewed the project needs and is satisfied that the SolTrans has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report (Exhibit A);
8. The STA is the eligible sponsor of projects in Solano County under the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(c);
9. The STA staff is authorized to submit an application on behalf of the SolTrans for Regional Measure 2 funds for Vallejo Curtola Transit Project in accordance with California Streets and Highways Code 30914(c);
10. The STA certifies that the projects and purposes for which RM2 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations there under;
11. There is no legal impediment to STA concurring with an allocation request for Regional Measure 2 funds; by SolTrans;
12. There is no pending or threatened litigation which adversely affects the proposed project, or the ability of the STA to deliver such project;
13. The STA indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of STA, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages;
14. That revenues or profits from any non- governmental use of project shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s);

15. Assets purchased with RM2 funds allocated to the SolTrans including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 2 funds were originally used;
16. The SolTrans shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 2 Toll Revenues;
17. The STA authorizes the SolTrans to execute and submit an allocation request for the construction phase with MTC for Regional Measure 2 funds in the amount of \$2,959,000, for the project, purposes and amounts included in the project application attached to this resolution;
18. SolTrans is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as deemed necessary and appropriate.
19. That a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the SolTrans's application referenced herein.

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Osby Davis, Chair  
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this **12<sup>th</sup> day of March 2014** by the following vote:

Ayes: \_\_\_\_\_  
 Nos: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Abstain: \_\_\_\_\_

Attest: \_\_\_\_\_  
 Johanna Masiclat  
 Clerk of the Board

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was introduced, passed and adopted by said Authority at the regular meeting thereof held this **12<sup>th</sup> day of March 2014**.

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Daryl K. Halls, Executive Director  
Solano Transportation Authority

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**PART 1: RM2 IMPLEMENTING AGENCY RESOLUTION OF PROJECT COMPLIANCE**

**Resolution No.**

**Implementing Agency:** SolTrans

**Project Title:** Curtola Parking & Transit Center

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

WHEREAS, SolTrans is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

WHEREAS, the Curtola Parking & Transit Center is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

WHEREAS, the Regional Measure 2 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which SolTrans is requesting that MTC allocate Regional Measure 2 funds; now, therefore, be it

RESOLVED, that Soltrans, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

RESOLVED, that SolTrans certifies that the project is consistent with the Regional Transportation Plan (RTP); and be it further

RESOLVED, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project; and be it further

RESOLVED, that the Regional Measure 2 phase or segment is fully funded, and results in an operable and useable segment; and be it further

RESOLVED, that SolTrans approves the updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, that SolTrans approves the cash flow plan, attached to this resolution; and be it further

RESOLVED, that SolTrans has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution; and, be it further

RESOLVED, that SolTrans is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(c); and be it further

RESOLVED, that SolTrans is authorized to submit an application for Regional Measure 2 funds for Curtola Parking & Transit Center in accordance with California Streets and Highways Code 30914(c); and be it further

RESOLVED, that SolTrans certifies that the projects and purposes for which RM2 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to SolTrans making allocation requests for Regional Measure 2 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of SolTrans to deliver such project; and be it further

RESOLVED, that SolTrans agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and be it further

RESOLVED, that SolTrans indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of SolTrans, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages, and be it further

RESOLVED, that SolTrans shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital

improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED, that assets purchased with RM2 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 2 funds were originally used; and be it further

RESOLVED, that SolTrans shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 2 Toll Revenues; and be it further

RESOLVED, that SolTrans authorizes its Executive Director or his/her designee to execute and submit an allocation request for the construction phase with MTC for Regional Measure 2 funds in the amount of \$8,708,948 for the project, purposes and amounts included in the project application attached to this resolution; and be it further

RESOLVED, that the Executive Director or his/her designee is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate.

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the SolTrans application referenced herein.

Passed by the Solano County Transit (SolTrans) Board on this **26<sup>th</sup> Day of February 2014** by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_

\_\_\_\_\_  
Mark Hughes, Chair  
Solano County Transit (SolTrans)

Attest: \_\_\_\_\_  
Suzanne Fredriksen  
Clerk of the Board

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## Regional Measure 2 Initial Project Report (IPR)

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**Project Title:**

Curtola/Lemon Transit Center

**RM2 Project No.**

6.1 (STA as sponsoring agency) and 17.1

Allocation History:

	MTC Approval Date	Amount	Phase
#1: 08371603	May 23, 2007	\$705,275	Env/Prelim Eng.
#2 11371605	January 26, 2011	\$200,000	Env/Prelim. Eng.
#3 11371607	April 27, 2011	\$595,000	Env/Prelim. Eng.
#4 13371609	February 27, 2013	\$1,800,000	PS&E

**Total: \$ 3,300,275**

**Current Allocation Request:**

IPR Date	Amount Being Requested	Phase Requested
February 26, 2014	(259,223)	Env/Prelim. Eng.
February 26, 2014	\$ 8,708,948	Construction

## **Regional Measure 2 – INITIAL PROJECT REPORT**

### **I. OVERALL PROJECT INFORMATION**

#### **A. Project Sponsor / Co-sponsor(s) / Implementing Agency**

The Solano Transportation Authority (STA) and Solano County Transit (SolTrans) are the project sponsors. SolTrans is the implementing agency.

The Curtola Parking & Transit Center project is included in the RM2 program in two places – Project 6.1 and Project 17.1. STA is the project sponsor for Project 6.1 (\$6 mil). Project 17.1 is programmed for \$5.75 mil.

#### **B. Project Purpose**

The Curtola Parking & Transit Center project is an essential infrastructure improvement that is central to Regional Measure 2's strategy for mitigating congestion, and the development of an attractive, auto-competitive bus rapid transit (BRT) option, along the I-80 corridor between Solano, Contra Costa, Alameda, and San Francisco Counties.

Once this project is complete, the new parking configuration and capacity is projected to reduce the number of single-occupant motor vehicles traveling in the I-80 corridor from Vallejo to the Central Bay Area during the weekday morning peak period, e.g., 8% to 10% of I-80's total peak period capacity. A similar number of potential single-occupant trips are also removed in the afternoon peak period returning to Solano County from the Central Bay Area.

The Curtola Parking & Transit Center, currently a Park-and-Ride lot, is located off of Curtola Parkway, just west of the Lemon Street Intersection. Most of the parking facilities (415 spaces) are located on the west side of the intersection, but approximately 70 spaces are in a small lot on the east side of the intersection. Both lots are typically full by 6:30 a.m., at which time motorists begin to park on adjacent streets. Observations suggest that up to 145 vehicles are parked on the adjacent streets on a typical day. The user survey suggested that approximately 63 users do not find a parking space anywhere and continue their drive to work, bringing the total parking usage to 693 approximate vehicles per day.

SolTrans serves the parking and transit center:

- (1) Express Route 80 buses, six days a week to the El Cerrito del Norte BART station, operates on approximately 15-minute headway during weekday peak periods.
- (2) Express Bus Route 78 provides connections to Benicia, Pleasant Hill BART and Walnut Creek BART six (6) days a week on a 30-minute headways during weekday peak. Route 80 provides Sunday service on the Route 78 alignment.
- (3) Local Route 4 provides connections to express bus service six days a week on a 30-minute peak period headway.
- (4) Route 76 provide express service to DVC in Contra Costa County one trip each way during peak periods.

The current layout of the Curtola transit stop is generally efficient for eastbound buses destined to Walnut Creek BART via Vallejo and El Cerrito Del Norte BART – the buses use the bus pullout located along the eastbound curb of Curtola Parkway. The current design is not at all efficient for westbound buses destined to downtown Vallejo and/or the Ferry Terminal. The westbound buses must turn left onto Lemon Street from Curtola, then turn right into the park and ride lot driveway, circulate 500 feet into the lot to pick up passengers and return to Lemon Street in order to reach Curtola Parkway. Additionally, due to vehicle congestion during peak hours, westbound buses are unable to enter the park and ride lot which forces operators to drop passenger on Curtola. This circuitous route adds delay for passengers bound for

## **Regional Measure 2 – INITIAL PROJECT REPORT**

central Vallejo, adds costs to the bus operations, and adds to congestion at the driveways into and out of the park and ride lot. Passengers have expressed dislike for the circuitous bus routings that reverse direction along their commute route as well as the considerable walk from Curtola Parkway when exiting westbound buses.

Aside from a shortage of parking spaces, other deficiencies at the Curtola Transportation Center include:

1. The parking lot is split with a majority of parking located on the west side of Lemon Street, with some additional parking located on the east side of Lemon.
2. Access to both lots is limited to a single driveway onto Lemon Street, which is located close to the Curtola signalized intersection (often traffic stacks back, hindering exit maneuvers from the lots).
3. The driveway for the west side lot must be shared by Greyhound and Vallejo Transit buses as well as with PG&E yard traffic.
4. All driveway access is concentrated onto Lemon Street, which also queues all access traffic (cars and buses) at the Curtola Parkway/Lemon Street signalized intersection.
5. The long, narrow configuration of the lot complicates security.
6. Discontinuous internal circulation in the west side lot, due to the physical dimensions of the lot and the need to accommodate westbound transit buses and Greyhound buses. This situation hinders efficient search patterns for parkers.
7. Inadequate pedestrian access to the transit stop.
8. Most users originate their trip from the north and travel along I-80 West to the Curtola Parking & Transit Center. The freeway off-ramp to Curtola Parkway is very close to the Lemon Street intersection, forcing Curtola Parking & Transit Center users to execute a double lane change to get into the left turn lane onto Lemon Street within a short distance. This causes potentially dangerous driving situations, as well as exacerbating congestion.

Drivers that do not arrive in time to find a space in the current parking lots must park on the streets nearby or drive to their destination. Parking on the adjacent streets upsets local property owners. Although the location of the facility is good, it is deficient in access, design and capacity. Due to parking limitations, vehicles are parking in red zones hindering or prohibiting movements of transit buses.

### **C. Project Description (please provide details)**

#### **Project Graphics to be sent electronically with This Application**

This project would accomplish the following:

- Expand and improve off-street bus transfer facilities, improving connections between local and regional express BRT, as well as park & ride users
- Improve bus access and egress, and upgrade roadway circulation in the immediate vicinity.
- Construct a 4 level, 1200-space concrete parking structure on a portion of the existing park & ride lot, with the objective of adding a net increase of 700 new parking spaces.

The Curtola Parking & Transit Center project was identified by the Solano Transportation Authority (STA) as the most important mid-term project for implementation in the 2004 STA I-80/I-680/I-780 MIS/Corridor Study. Funding to implement an initial phase of the project was included in Regional Measure 2 and approved by Bay Area Voters in March of 2004. The City of Vallejo, the Solano Transportation Authority (STA) and the Metropolitan Transportation Commission (MTC) are designated as “project sponsors” in the RM 2 legislation. SolTrans will be the lead agency with respect to implementation of this project.

## **Regional Measure 2 – INITIAL PROJECT REPORT**

The existing facility does not have sufficient capacity to meet current demand, let alone future demand and the current layout of the park ride lot is very inefficient. The MIS/ Corridor Study completed by the STA in 2004 recommended construction of a 1,200-space parking structure on the west end of the site and consolidation of the bus loading and unloading facilities to the eastern end of the site. The report suggested improved driveway access as well as a new traffic signal be installed on Curtola Parkway to improve access and allow buses destined for downtown Vallejo direct access to Curtola Parkway. The suggestions made in the report have been analyzed and incorporated as appropriate into the current site master plan.

Implementation of the project will be phased as allocated funding falls short of full build-out estimates. The initial construction phases will be sensitive to space and utility needs of future phases. The parking structure will need to be designed and construction sequenced to minimize parking loss during construction. Access to the adjacent PG&E yard must be maintained. Locations for temporary replacement parking during construction of the garage will need to be identified and evaluated.

Additional improvements are likely to include, but not necessarily be limited to, landscaping, street furniture, signage, lot lighting, transit plaza construction, shade canopies, photovoltaic array, security office/restroom, street and pavement repairs, replacement curb, gutter and sidewalk as well as surface and subsurface storm drainage modifications within the public street rights-of-way, gateway, and other areas.

### **D. Impediments to Project Completion**

Funds are currently not available to complete the project as originally phased. The current escalated estimate at completion is approximately \$71 million, and current RM2 funding is \$11.75 million. Staff, with the support of STA is making an effort to identify and attract additional funding opportunities. We are currently anticipating the construction to occur in three major phases, with Phase I being split into sub-Phases 1A and 1B due to funding constraints. Phase I includes:

- (Phase 1A) a civic transit plaza for pedestrian and bus traffic;
- (Phase 1A) grading, repaving, and restriping of the surface lot for maximum efficiency;
- (Phase 1A) median and utility improvements to Curtola parkway;
- (Phase 1A) on-site improvements to Carlson Street;
- (Phase 1B) a stand-alone four-story parking structure with 450 parking stalls.

Phase 1A as currently planned will provide 595 parking spaces, which does not meet current demand of 693. However, it does add 110 parking spaces over the existing 485, and serves as an interim measure in keeping with the original intent of the project until Phase 1B can be funded and constructed. SolTrans will pursue additional funds within the next two years with the goal of securing Phase 1B funding.

Phase 2 will construct a stand-alone four-story parking structure with 450 stalls to the east of the transit plaza. Phase 3 will construct a four story parking structure connected to and using the internal ramping of the Phase 2 structure, with approximately 300 spaces. This structure will be located at the extreme east end of the main lot.

Future improvement project along Vallejo's I-80 corridor may affect the off-ramp configuration to I-780/Curtola Parkway. This may have potential affects to the entrance for the parking structure. Discussions with Caltrans are ongoing, but the current plan to enforce a counter-clockwise circulation pattern through the site, with the main automobile entrance at the far west end of the site will likely mitigate any issues with drivers exiting I-80W and needing to merge into a left lane.

## **Regional Measure 2 – INITIAL PROJECT REPORT**

The City currently owns approximately one third of the existing parking lot; Caltrans owns the remaining two thirds. Staff has been in communication with Caltrans and will work on acquiring rights to build the remaining phases of the project at this site. The parking structure in Phase I is planned to be constructed within the City owned property. The City of Vallejo and SolTrans have entered into an agreement to transfer the property from the City to SolTrans and therefore explains why SolTrans is the applicant for the RM2 allocation.

### **E. Operability**

Upon completion of the project, SolTrans will be responsible for operating and maintaining the Curtola Parking & Transit Center. The design of the project will include a mechanism for charging users to park on the site pending staff consideration and SolTrans Board approval. Currently there is not charge to users of the lot, but with the construction of the project will come expenses which will need to be captured by establishing a revenue collection system. The City of Vallejo is currently procuring a collection system for the Vallejo Station Parking Structure and surrounding lots. SolTrans will coordinate its efforts with the City and implement a compatible, if not identical, revenue collection system for the Curtola Parking & Transit Center.

## **II. PROJECT PHASE DESCRIPTION and STATUS**

### **F. Environmental –**

Does NEPA Apply:  Yes  No

On September 2007 Stantec Inc. was contracted to complete a Preliminary Design Report as well as Phase I & II Environmental Site Assessment. Stantec completed their report in September 2008. The Phase I & II Environmental Site Assessment was completed February 2009.

Stantec was contracted to work with the City in preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation for the CTC. Through initial environmental scoping, it was determined that the appropriate CEQA document was a Programmatic Environmental Impact Report (EIR) that also provided project level clearance for Phase 1 of the project. This document has been completed and is certified.

The site and investigation and environmental review services provided by Stantec included site survey, geotechnical investigation, traffic engineering, site development, environmental review and additional miscellaneous environmental studies.

On the evening of May 7, 2012, the City's Planning Commission certified the Final EIR. We have since had several Project Development Team meetings with Solano Transportation Authority, SolTrans and the City of Vallejo.

The NEPA process currently does not apply, but in anticipation of potential Federal funding, NEPA requirements will be adhered to.

### **G. Design –**

Final design services began in March 2013. Completion of design phase is anticipated in February 2014.

With the capital improvements at this site will come added operations and maintenance costs. In an effort to capture the effect of these improvements on the current SolTrans budget a parking study and an operations & maintenance study has been prepared.

**Regional Measure 2 – INITIAL PROJECT REPORT**

**H. Right-of-Way Activities / Acquisition –**

No significant right of way activities are anticipated for this project for the segment funded by RM2 funds. The City currently owns approximately one third of the existing parking lot, with the property eventually transferring to SolTrans; Caltrans owns the remaining two thirds. Staff has been in communication with Caltrans and will work on acquiring rights to build the project at this site. The parking structure in Phase 1B of construction is within the City owned property. The off street bus transfer facility associated with Phase 1A is partially within Caltrans parcel and partially with City parcel. An encroachment permit has been submitted to Caltrans to install the necessary surface improvements for Phase 1A, and a Permit Engineering Evaluation Report (PEER) has been approved by Caltrans. As funding becomes available, SolTrans will include Right of Way activities with Caltrans to secure the remaining two thirds needed for all three phases.

**I. Construction -**

The 18 to 24-month construction period for Phase 1A is expected to begin in June of 2014.

**III. PROJECT BUDGET**

**J. Project Budget (Escalated to year of expenditure)**

<b>Phase</b>	<b>Total Amount - Escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,500
Design - Plans, Specifications and Estimates (PS&E)	\$8,714
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$61,818
Total Project Budget (in thousands)	\$72,032

**K. Project Budget (De-escalated to current year)**

<b>Phase</b>	<b>Total Amount - De-escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,500
Design - Plans, Specifications and Estimates (PS&E)	\$6,376
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$47,389
Total Project Budget (in thousands)	\$55,265

**L. Project Budget – Deliverable Segment (Escalated to year of expenditure)**

<b>Phase</b>	<b>Total Amount - Escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,241

## Regional Measure 2 – INITIAL PROJECT REPORT

Design - Plans, Specifications and Estimates (PS&E)	\$1,800
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$11,809
Total Project Budget (in thousands)	\$14,850

### M. Project Budget – Deliverable Segment (De-escalated to current year)

Phase	Total Amount - De-escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,241
Design - Plans, Specifications and Estimates (PS&E)	\$1,800
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$11,809
Total Project Budget (in thousands)	\$14,850

## IV. OVERALL PROJECT SCHEDULE

Phase-Milestone	Planned (Update as needed)	
	Start Date	Completion Date
Environmental Document	01/11	05/12
Environmental Studies, Preliminary Eng. (ENV / PE / PA&ED)	05/07	05/12
Final Design - Plans, Specs. & Estimates (PS&E)	05/13	06/14
Right-of-Way Activities /Acquisition (R/W)	01/13	06/14
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)	06/14	06/16

## V. ALLOCATION REQUEST INFORMATION

### N. Detailed Description of Allocation Request

**Describe the scope of the allocation request. Provide background and other details as necessary.**

The scope of the current allocation request is to fund project construction for Phase 1A; including a civic transit plaza for pedestrian and bus traffic; grading, repaving, and restriping of the surface lot for maximum efficiency; median and utility improvements to Curtola parkway; and on-site improvements to Carlson Street. Based on the current schedule, construction will begin in June 2014. Given the current funding in place and depending on construction bids, the project may need to eliminate the solar panels and electric vehicle charging stations that are currently included in the construction documents. In order to keep these elements in this construction phase, the project is seeking an additional funding transfer of \$2,000,000 from RM2 Project #5 (Vallejo Station) and \$1,100,000 from Golden Gate Transit.

**Regional Measure 2 – INITIAL PROJECT REPORT**

Amount being requested (in escalated dollars)	\$8,708,948
Project Phase being requested	Construction
Are there other fund sources involved in this phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	February 26, 2014
Month/year being requested for MTC Commission approval of allocation	March 2014

**O. Status of Previous Allocations (if any)**

On May 23, 2007 MTC allocated \$705,275 for the preliminary engineering and environmental studies phase. The City entered into contract with Stantec Inc. for such services. The first allocation request allowed the City to complete the Preliminary Engineering and review the assessments needed for the Environmental Phase. These actions were completed on October 28, 2008 when the City accepted the site analysis and conceptual design report for the project. The entire allocation amount has been expended.

On January 26, 2011 MTC allocated \$200,000 for the environmental studies phase. On April 27, 2011 MTC allocated an additional \$595,000 for the completion of the environmental studies phase. The scope of the 2<sup>nd</sup> and 3<sup>rd</sup> allocation request was to prepare the California Environmental Quality Act (CEQA) documentation for the Curtola Parking & Transit Center project. Through initial environmental scoping, it was determined that the appropriate CEQA document is a Programmatic Environmental Impact Report (EIR) that will also provide project level clearance for Phase 1 of the project. On the evening of May 7, 2012 the City’s Planning Commission certified the Environmental Impact Report and associated Mitigation Monitoring Program. Of the amount allocated for environmental studies phase, \$259,223 has not been spent. Since work in the environmental studies phase is complete, this IPR includes removing this funding from environmental studies and allocating it for construction.

On February 27, 2013 MTC allocated \$1,800,000 for final design. Of the allocated amounts, approximately \$1,597,223 remains.

**P. Work plan**

**Work plan in Alternate Format Enclosed**

<b>TASK NO</b>	<b>Description</b>	<b>Deliverables</b>	<b>Completion Date</b>
<b>001</b>	<b>Construction/Construction Management</b>	<b>Completed Project</b>	<b>06/16</b>
<b>002</b>			
<b>003</b>			

**Q. Impediments to Allocation Implementation**

We do not anticipate any impediment to construction. An encroachment permit has been submitted for work to be performed on Caltrans property, and a Permit Engineering Evaluation Report (PEER) has been approved by Caltrans.

**Regional Measure 2 – INITIAL PROJECT REPORT**

**VI. RM-2 FUNDING INFORMATION**

**R. RM-2 Funding Expenditures for funds being allocated**

- The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included**

**S. Next Anticipated RM2 Allocation Request.**

**VII. GOVERNING BOARD ACTION**

**Check the box that applies:**

- Governing Board Resolution attached**
- Governing Board Resolution to be provided on or before: March 1, 2014**

**VIII. CONTACT / PREPARATION INFORMATION**

Date of Report Preparation: February 8, 2014

**Contact for Applicant's Agency**

Name: Marty Hanneman, SolTrans  
Phone: (916) 804-0336  
Title: Project Manager  
E-mail: mhanneman@interwestgrp.com  
Address: 311 Sacramento St., Vallejo, CA

**Information on Person Preparing IPR**

Name: Steven Palmer, SolTrans  
Phone: (916) 764-6636  
Title: Project Manager  
E-mail: spalmer@interwestgrp.com  
Address: 311 Sacramento St., Vallejo, CA

**Applicant Agency's Accounting Contact**

Name: Gary Albright, SolTrans  
Phone: (707) 648-4690  
Title: Program Analyst  
E-mail: Gary@soltransride.com  
Address: 311 Sacramento Street, Vallejo, CA 94590

Revised IPR 120905.doc

## Regional Measure 2 Program Estimated Budget Plan

Please complete this form based the proposed allocation for your project. The scope should be consistent with the funding you are requesting the MTC allocate. Projects with complementary fund sources, should list the estimated cost of the entire work scope. Note that this information may not only represent the RM2 funding. A separate EBP needs to be completed for each allocation request or each phase of such request.

<b>TITLE OF PROJECT</b>  Curtola/Lemon Transit Center	<b>RM2 Legislation ID</b> (and project subelements if any)  0
<b>NAME AND ADDRESS OF IMPLEMENTING AGENCY</b>  Solano County Transit 311 Sacramento Street Vallejo, CA 94590	

DETAIL DESCRIPTION	ESTIMATED HOURS	RATE/HOUR	TOTAL ESTIMATED COST (Dollars)
<b>1. DIRECT LABOR of Implementing Agency (Specify by name &amp; job function)</b>			
			0
			0
			0
			0
			0
			0
			0
<b>TOTAL DIRECT LABOR</b>			<b>0</b>
<b>2. OVERHEAD &amp; DIRECT BENEFITS (Specify)</b>			
	<b>RATE</b>	<b>X BASE</b>	
Overhead on Hourly Rate	50.00%	0	
<b>TOTAL OVERHEAD &amp; DIRECT BENEFIT</b>			<b>0</b>
<b>3. DIRECT CAPITAL COSTS (include enigneer's estimate on construction, right-of-way, or vehicle acquisition)</b>			
	<b>Unit (if applicable)</b>	<b>Cost per Unit (\$)</b>	
Construction Contract			7,100,948
<b>TOTAL DIRECT CAPITAL COSTS</b>			<b>7,100,948</b>
<b>4. CONSULTANTS (Identify purpose and or consultant)</b>			
Project Management	4504	135	608,000
Construction Management	7407	135	1,000,000
<b>TOTAL CONSULTANTS</b>			<b>1,608,000</b>
<b>5. OTHER DIRECT COSTS (Specify - explain costs, if any)</b>			
<b>TOTAL OTHER DIRECT COSTS</b>			<b>0</b>
<b>6. TOTAL ESTIMATED COST</b>			<b>8,708,948</b>

Comments:

## Regional Measure 2 Initial Project Report (IPR)

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**Project Title:**

Curtola/Lemon Transit Center

**RM2 Project No.**

6.1 (STA as sponsoring agency) and 17.1

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	MTC Approval Date	Amount	Phase
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## **Regional Measure 2 – INITIAL PROJECT REPORT**

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## **Regional Measure 2 – INITIAL PROJECT REPORT**

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6. Discontinuous internal circulation in the west side lot, due to the physical dimensions of the lot and the need to accommodate westbound transit buses and Greyhound buses. This situation hinders efficient search patterns for parkers.
7. Inadequate pedestrian access to the transit stop.
8. Most users originate their trip from the north and travel along I-80 West to the Curtola Parking & Transit Center. The freeway off-ramp to Curtola Parkway is very close to the Lemon Street intersection, forcing Curtola Parking & Transit Center users to execute a double lane change to get into the left turn lane onto Lemon Street within a short distance. This causes potentially dangerous driving situations, as well as exacerbating congestion.

Drivers that do not arrive in time to find a space in the current parking lots must park on the streets nearby or drive to their destination. Parking on the adjacent streets upsets local property owners. Although the location of the facility is good, it is deficient in access, design and capacity. Due to parking limitations, vehicles are parking in red zones hindering or prohibiting movements of transit buses.

### **C. Project Description (please provide details)**

#### **Project Graphics to be sent electronically with This Application**

This project would accomplish the following:

- Expand and improve off-street bus transfer facilities, improving connections between local and regional express BRT, as well as park & ride users
- Improve bus access and egress, and upgrade roadway circulation in the immediate vicinity.
- Construct a 4 level, 1200-space concrete parking structure on a portion of the existing park & ride lot, with the objective of adding a net increase of 700 new parking spaces.

The Curtola Parking & Transit Center project was identified by the Solano Transportation Authority (STA) as the most important mid-term project for implementation in the 2004 STA I-80/I-680/I-780 MIS/Corridor Study. Funding to implement an initial phase of the project was included in Regional Measure 2 and approved by Bay Area Voters in March of 2004. The City of Vallejo, the Solano Transportation Authority (STA) and the Metropolitan Transportation Commission (MTC) are designated as “project sponsors” in the RM 2 legislation. SolTrans will be the lead agency with respect to implementation of this project.

## **Regional Measure 2 – INITIAL PROJECT REPORT**

The existing facility does not have sufficient capacity to meet current demand, let alone future demand and the current layout of the park ride lot is very inefficient. The MIS/ Corridor Study completed by the STA in 2004 recommended construction of a 1,200-space parking structure on the west end of the site and consolidation of the bus loading and unloading facilities to the eastern end of the site. The report suggested improved driveway access as well as a new traffic signal be installed on Curtola Parkway to improve access and allow buses destined for downtown Vallejo direct access to Curtola Parkway. The suggestions made in the report have been analyzed and incorporated as appropriate into the current site master plan.

Implementation of the project will be phased as allocated funding falls short of full build-out estimates. The initial construction phases will be sensitive to space and utility needs of future phases. The parking structure will need to be designed and construction sequenced to minimize parking loss during construction. Access to the adjacent PG&E yard must be maintained. Locations for temporary replacement parking during construction of the garage will need to be identified and evaluated.

Additional improvements are likely to include, but not necessarily be limited to, landscaping, street furniture, signage, lot lighting, transit plaza construction, shade canopies, photovoltaic array, security office/restroom, street and pavement repairs, replacement curb, gutter and sidewalk as well as surface and subsurface storm drainage modifications within the public street rights-of-way, gateway, and other areas.

### **D. Impediments to Project Completion**

Funds are currently not available to complete the project as originally phased. The current escalated estimate at completion is approximately \$71 million, and current RM2 funding is \$11.75 million. Staff, with the support of STA is making an effort to identify and attract additional funding opportunities. We are currently anticipating the construction to occur in three major phases, with Phase I being split into sub-Phases 1A and 1B due to funding constraints. Phase I includes:

- (Phase 1A) a civic transit plaza for pedestrian and bus traffic;
- (Phase 1A) grading, repaving, and restriping of the surface lot for maximum efficiency;
- (Phase 1A) median and utility improvements to Curtola parkway;
- (Phase 1A) on-site improvements to Carlson Street;
- (Phase 1B) a stand-alone four-story parking structure with 450 parking stalls.

Phase 1A as currently planned will provide 595 parking spaces, which does not meet current demand of 693. However, it does add 110 parking spaces over the existing 485, and serves as an interim measure in keeping with the original intent of the project until Phase 1B can be funded and constructed. SolTrans will pursue additional funds within the next two years with the goal of securing Phase 1B funding.

Phase 2 will construct a stand-alone four-story parking structure with 450 stalls to the east of the transit plaza. Phase 3 will construct a four story parking structure connected to and using the internal ramping of the Phase 2 structure, with approximately 300 spaces. This structure will be located at the extreme east end of the main lot.

Future improvement project along Vallejo's I-80 corridor may affect the off-ramp configuration to I-780/Curtola Parkway. This may have potential affects to the entrance for the parking structure. Discussions with Caltrans are ongoing, but the current plan to enforce a counter-clockwise circulation pattern through the site, with the main automobile entrance at the far west end of the site will likely mitigate any issues with drivers exiting I-80W and needing to merge into a left lane.

## Regional Measure 2 – INITIAL PROJECT REPORT

The City currently owns approximately one third of the existing parking lot; Caltrans owns the remaining two thirds. Staff has been in communication with Caltrans and will work on acquiring rights to build the remaining phases of the project at this site. The parking structure in Phase I is planned to be constructed within the City owned property. The City of Vallejo and SolTrans have entered into an agreement to transfer the property from the City to SolTrans and therefore explains why SolTrans is the applicant for the RM2 allocation.

### **E. Operability**

Upon completion of the project, SolTrans will be responsible for operating and maintaining the Curtola Parking & Transit Center. The design of the project will include a mechanism for charging users to park on the site pending staff consideration and SolTrans Board approval. Currently there is not charge to users of the lot, but with the construction of the project will come expenses which will need to be captured by establishing a revenue collection system. The City of Vallejo is currently procuring a collection system for the Vallejo Station Parking Structure and surrounding lots. SolTrans will coordinate its efforts with the City and implement a compatible, if not identical, revenue collection system for the Curtola Parking & Transit Center.

## **II. PROJECT PHASE DESCRIPTION and STATUS**

### **F. Environmental –**

Does NEPA Apply:  Yes  No

On September 2007 Stantec Inc. was contracted to complete a Preliminary Design Report as well as Phase I & II Environmental Site Assessment. Stantec completed their report in September 2008. The Phase I & II Environmental Site Assessment was completed February 2009.

Stantec was contracted to work with the City in preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation for the CTC. Through initial environmental scoping, it was determined that the appropriate CEQA document was a Programmatic Environmental Impact Report (EIR) that also provided project level clearance for Phase 1 of the project. This document has been completed and is certified.

The site and investigation and environmental review services provided by Stantec included site survey, geotechnical investigation, traffic engineering, site development, environmental review and additional miscellaneous environmental studies.

On the evening of May 7, 2012, the City's Planning Commission certified the Final EIR. We have since had several Project Development Team meetings with Solano Transportation Authority, SolTrans and the City of Vallejo.

The NEPA process currently does not apply, but in anticipation of potential Federal funding, NEPA requirements will be adhered to.

### **G. Design –**

Final design services began in March 2013. Completion of design phase is anticipated in February 2014.

With the capital improvements at this site will come added operations and maintenance costs. In an effort to capture the effect of these improvements on the current SolTrans budget a parking study and an operations & maintenance study has been prepared.

**Regional Measure 2 – INITIAL PROJECT REPORT**

**H. Right-of-Way Activities / Acquisition –**

No significant right of way activities are anticipated for this project for the segment funded by RM2 funds. The City currently owns approximately one third of the existing parking lot, with the property eventually transferring to SolTrans; Caltrans owns the remaining two thirds. Staff has been in communication with Caltrans and will work on acquiring rights to build the project at this site. The parking structure in Phase 1B of construction is within the City owned property. The off street bus transfer facility associated with Phase 1A is partially within Caltrans parcel and partially with City parcel. An encroachment permit has been submitted to Caltrans to install the necessary surface improvements for Phase 1A, and a Permit Engineering Evaluation Report (PEER) has been approved by Caltrans. As funding becomes available, SolTrans will include Right of Way activities with Caltrans to secure the remaining two thirds needed for all three phases.

**I. Construction -**

The 18 to 24-month construction period for Phase 1A is expected to begin in June of 2014.

**III. PROJECT BUDGET**

**J. Project Budget (Escalated to year of expenditure)**

<b>Phase</b>	<b>Total Amount - Escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,500
Design - Plans, Specifications and Estimates (PS&E)	\$8,714
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$61,818
Total Project Budget (in thousands)	\$72,032

**K. Project Budget (De-escalated to current year)**

<b>Phase</b>	<b>Total Amount - De-escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,500
Design - Plans, Specifications and Estimates (PS&E)	\$6,376
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$47,389
Total Project Budget (in thousands)	\$55,265

**L. Project Budget – Deliverable Segment (Escalated to year of expenditure)**

<b>Phase</b>	<b>Total Amount - Escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,241

## Regional Measure 2 – INITIAL PROJECT REPORT

Design - Plans, Specifications and Estimates (PS&E)	\$1,800
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$11,809
Total Project Budget (in thousands)	\$14,850

### M. Project Budget – Deliverable Segment (De-escalated to current year)

Phase	Total Amount - De-escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$1,241
Design - Plans, Specifications and Estimates (PS&E)	\$1,800
Right-of-Way Activities /Acquisition (R/W)	\$0
Construction / Rolling Stock Acquisition (CON)	\$11,809
Total Project Budget (in thousands)	\$14,850

## IV. OVERALL PROJECT SCHEDULE

Phase-Milestone	Planned (Update as needed)	
	Start Date	Completion Date
Environmental Document	01/11	05/12
Environmental Studies, Preliminary Eng. (ENV / PE / PA&ED)	05/07	05/12
Final Design - Plans, Specs. & Estimates (PS&E)	05/13	06/14
Right-of-Way Activities /Acquisition (R/W)	01/13	06/14
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)	06/14	06/16

## V. ALLOCATION REQUEST INFORMATION

### N. Detailed Description of Allocation Request

**Describe the scope of the allocation request. Provide background and other details as necessary.**

The scope of the current allocation request is to fund project construction for Phase 1A; including a civic transit plaza for pedestrian and bus traffic; grading, repaving, and restriping of the surface lot for maximum efficiency; median and utility improvements to Curtola parkway; and on-site improvements to Carlson Street. Based on the current schedule, construction will begin in June 2014. Given the current funding in place and depending on construction bids, the project may need to eliminate the solar panels and electric vehicle charging stations that are currently included in the construction documents. In order to keep these elements in this construction phase, the project is seeking an additional funding transfer of \$2,000,000 from RM2 Project #5 (Vallejo Station) and \$1,100,000 from Golden Gate Transit.

**Regional Measure 2 – INITIAL PROJECT REPORT**

Amount being requested (in escalated dollars)	\$8,708,948
Project Phase being requested	Construction
Are there other fund sources involved in this phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	February 26, 2014
Month/year being requested for MTC Commission approval of allocation	March 2014

**O. Status of Previous Allocations (if any)**

On May 23, 2007 MTC allocated \$705,275 for the preliminary engineering and environmental studies phase. The City entered into contract with Stantec Inc. for such services. The first allocation request allowed the City to complete the Preliminary Engineering and review the assessments needed for the Environmental Phase. These actions were completed on October 28, 2008 when the City accepted the site analysis and conceptual design report for the project. The entire allocation amount has been expended.

On January 26, 2011 MTC allocated \$200,000 for the environmental studies phase. On April 27, 2011 MTC allocated an additional \$595,000 for the completion of the environmental studies phase. The scope of the 2<sup>nd</sup> and 3<sup>rd</sup> allocation request was to prepare the California Environmental Quality Act (CEQA) documentation for the Curtola Parking & Transit Center project. Through initial environmental scoping, it was determined that the appropriate CEQA document is a Programmatic Environmental Impact Report (EIR) that will also provide project level clearance for Phase 1 of the project. On the evening of May 7, 2012 the City’s Planning Commission certified the Environmental Impact Report and associated Mitigation Monitoring Program. Of the amount allocated for environmental studies phase, \$259,223 has not been spent. Since work in the environmental studies phase is complete, this IPR includes removing this funding from environmental studies and allocating it for construction.

On February 27, 2013 MTC allocated \$1,800,000 for final design. Of the allocated amounts, approximately \$1,597,223 remains.

**P. Work plan**

**Work plan in Alternate Format Enclosed**

<b>TASK NO</b>	<b>Description</b>	<b>Deliverables</b>	<b>Completion Date</b>
<b>001</b>	<b>Construction/Construction Management</b>	<b>Completed Project</b>	<b>06/16</b>
<b>002</b>			
<b>003</b>			

**Q. Impediments to Allocation Implementation**

We do not anticipate any impediment to construction. An encroachment permit has been submitted for work to be performed on Caltrans property, and a Permit Engineering Evaluation Report (PEER) has been approved by Caltrans.

**Regional Measure 2 – INITIAL PROJECT REPORT**

**VI. RM-2 FUNDING INFORMATION**

**R. RM-2 Funding Expenditures for funds being allocated**

- The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included**

**S. Next Anticipated RM2 Allocation Request.**

**VII. GOVERNING BOARD ACTION**

**Check the box that applies:**

- Governing Board Resolution attached**
- Governing Board Resolution to be provided on or before: March 1, 2014**

**VIII. CONTACT / PREPARATION INFORMATION**

Date of Report Preparation: February 8, 2014

**Contact for Applicant's Agency**

Name: Marty Hanneman, SolTrans  
Phone: (916) 804-0336  
Title: Project Manager  
E-mail: mhanneman@interwestgrp.com  
Address: 311 Sacramento St., Vallejo, CA

**Information on Person Preparing IPR**

Name: Steven Palmer, SolTrans  
Phone: (916) 764-6636  
Title: Project Manager  
E-mail: spalmer@interwestgrp.com  
Address: 311 Sacramento St., Vallejo, CA

**Applicant Agency's Accounting Contact**

Name: Gary Albright, SolTrans  
Phone: (707) 648-4690  
Title: Program Analyst  
E-mail: Gary@soltransride.com  
Address: 311 Sacramento Street, Vallejo, CA 94590

Revised IPR 120905.doc

## Regional Measure 2 Program Estimated Budget Plan

Please complete this form based the proposed allocation for your project. The scope should be consistent with the funding you are requesting the MTC allocate. Projects with complementary fund sources, should list the estimated cost of the entire work scope. Note that this information may not only represent the RM2 funding. A separate EBP needs to be completed for each allocation request or each phase of such request.

<b>TITLE OF PROJECT</b>  Curtola/Lemon Transit Center	<b>RM2 Legislation ID</b> (and project subelements if any)  0
<b>NAME AND ADDRESS OF IMPLEMENTING AGENCY</b>  Solano County Transit 311 Sacramento Street Vallejo, CA 94590	

DETAIL DESCRIPTION	ESTIMATED HOURS	RATE/HOUR	TOTAL ESTIMATED COST (Dollars)
<b>1. DIRECT LABOR of Implementing Agency (Specify by name &amp; job function)</b>			
			0
			0
			0
			0
			0
			0
			0
<b>TOTAL DIRECT LABOR</b>			<b>0</b>
<b>2. OVERHEAD &amp; DIRECT BENEFITS (Specify)</b>			
	<b>RATE</b>	<b>X BASE</b>	
Overhead on Hourly Rate	50.00%	0	
<b>TOTAL OVERHEAD &amp; DIRECT BENEFIT</b>			<b>0</b>
<b>3. DIRECT CAPITAL COSTS (include enigneer's estimate on construction, right-of-way, or vehicle acquisition)</b>			
	<b>Unit (if applicable)</b>	<b>Cost per Unit (\$)</b>	
Construction Contract			7,100,948
<b>TOTAL DIRECT CAPITAL COSTS</b>			<b>7,100,948</b>
<b>4. CONSULTANTS (Identify purpose and or consultant)</b>			
Project Management	4504	135	608,000
Construction Management	7407	135	1,000,000
<b>TOTAL CONSULTANTS</b>			<b>1,608,000</b>
<b>5. OTHER DIRECT COSTS (Specify - explain costs, if any)</b>			
<b>TOTAL OTHER DIRECT COSTS</b>			<b>0</b>
<b>6. TOTAL ESTIMATED COST</b>			<b>8,708,948</b>

Comments:

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DATE: March 4, 2014  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: I-80/I-680/SR 12 Interchange – Advanced Construction Project Notice of Completion

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**Background:**

In July of 2013, the STA Board approved Resolution No 2013-21 authorizing the Executive Director to advertise and award a construction contract for the PG&E Access Road for the Westbound I-80 to SR 12 (West) Connector and Green Valley Road Interchange Improvements Project (Initial Construction Package) for a total amount not to exceed \$650,000. Bids for the PG&E Access Road contract were opened on August 20, 2013, and the contract was awarded to Ghilotti Construction Company, Inc. in the amount of \$330,423.50. The construction contract for the PG&E Access Road was completed March 4, 2014, including all closeout activities.

**Discussion:**

As mentioned above, the contract was awarded to Ghilotti Construction Company, Inc. and it is now completed and the project is closed out. As such, STA staff is recommending the Board accept the work as complete and direct the Executive Director or his designee to file a Notice of Completion with the County Recorder's office. This action by the Board will release the Surety bonds secured by Ghilotti Construction Company, Inc. (contractor) to ensure the performance of the work and allow for final payment to be made. Presented below is a summary of the budget status for the PG&E Access Road project.

Construction Budget	\$650,000.00
<u>Total Construction Cost</u>	<u>\$462,723.59</u>
Remaining Budget	\$187,276.41

**Fiscal Impact:**

The cost for the construction contract for the PG&E Access Road was funded with bridge toll funds allocated to this project.

**Recommendation:**

Approve the following:

1. Accept the PG&E Access Road contract as complete; and
2. Authorize the Executive Director to file a Notice of Completion with the County Recorder's office.

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DATE: March 4, 2014  
TO: STA Board  
FROM: Sofia Recalde, Associate Planner  
RE: Yolo Solano Air Quality Management District (YSAQMD) Clean Air Funds Program

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**Background:**

The Yolo Solano Air Quality Management District (YSAQMD) Clean Air Program provides funding for motor vehicle air pollution reduction projects in the Yolo Solano Air Basin through the annual YSAQMD Clean Air Funds Program. Funding for this program is provided by a \$4 Department of Motor Vehicle (DMV) registration fee established under Assembly Bill (AB) 2766, and a special property tax (AB 8) generated from Solano County properties located in the YSAQMD.

The cities of Dixon, Rio Vista, Vacaville and eastern Solano County are located in the Yolo Solano Air Basin. STA, along with other public or private agencies, groups and individuals located in the Yolo Solano Air Basin can apply for the Clean Air Fund program. While YSAQMD administers the grant programming and monitoring of approved projects, the STA assists in programming YSAQMD Clean Air Funds by having STA Board members participate in the Clean Air Funds Application Review Committee. The Committee makes Clean Air Funds programming recommendations to the YSAQMD Board for projects located in Solano County.

Clean Air Funds provides funding for four (4) air pollution reduction project types:

- 1) Clean Technologies / Low Emission Vehicles
- 2) Alternative Transportation Programs
- 3) Transit Services
- 4) Public Education / Information

**Discussion:**

In prior years, STA has applied for and received Clean Air funding to support Solano Napa Commuter Information (SNCI) and Safe Routes to School (SR2S) programs. This year, STA staff recommends submitting an application for SR2S programs and an application for the purchase/lease of an electric vehicle. The electric sedan would be utilized by STA staff to attend local and regional meetings, community, school, and employer events sponsored by both SNCI and SR2S.

This recommendation is consistent with the policy direction of the STA Board identified in the recently approved Alternative Fuels Study which includes promoting of public fleet to electric vehicles and CNG. Over \$500,000 is estimated to be available for the 2014 YSAQMD Clean Air Funds program, with \$442,080 available for projects in Solano County. A call for applications was released by the YSAQMD Air District in January 2014. The deadline for submittals is March 21, 2014.

**Fiscal Impact:**

STA currently has \$16,000 budgeted for vehicle replacement from the sale of a previous vehicle. STA staff recommends to request Clean Air funding from YSAQMD Clean Air Funds and Transportation Fund for Clean Air (TFCA) Program Manager Funds from the Bay Area Air Quality Management District (BAAQMD) for the purchase of a clean energy vehicle.

**Recommendation:**

Approve the following:

1. Authorize the Executive Director to submit a grant application to the YSAQMD Clean Air Funds for the Solano SR2S Program consistent with guidelines in Attachment A; and
2. Authorize the Executive Director to submit a grant application to the YSAQMD Clean Air Funds for a zero or low emission vehicle consistent with guidelines in Attachment A.

Attachment:

- A. YSAQMD Clean Air Funds Guidelines

January 29, 2014

Dear Prospective Applicant:

Enclosed is the 2014 Clean Air Funds application package. The purpose of the Clean Air Funds Program is to provide financial incentives for reducing emissions from mobile sources of air pollution. Please read the application package carefully.

The deadline for submittal of all applications to the District is 4:00 p.m. Friday, March 21, 2014. Late applications, applications postmarked prior to but received after the deadline, and/or applications submitted via email or fax will not be accepted.

The Air District will consider applications in all qualifying categories including bicycle and pedestrian projects transit and public information and education. However, the District continues to encourage applications for projects that will reduce emissions from heavy duty on- and off- road vehicles, especially those that generally would not be eligible or would not qualify for adequate funds under the regional heavy duty vehicle programs administered by the SMAQMD (Moyer and SECAT programs) or statewide voucher programs due to lower operating hours or low annual mileage. These types of projects include, but are not limited to, the replacement or retrofit of on-road heavy duty trucks (including fire trucks), public works vehicles, and off-road construction, maintenance and agricultural or construction equipment.

Please note that the statewide Hybrid Truck and Bus Voucher Incentive Program (HVIP) will have approximately \$14 million available to cover a portion of the incremental cost for the purchase of new medium- and heavy- duty hybrid and battery-electric trucks. Hybrid trucks can accrue substantial savings from reduced fuel costs over the vehicle life. Depending on the application and duty cycle, hybrid trucks can improve fuel efficiency between 20-50%. Vouchers range from \$15,000 to \$45,000 for the purchase of an eligible new hybrid or electric truck. These vehicles are eligible for District Clean Air Funds as well, so both funding sources can be combined to assist agencies in the purchase of new hybrid or electric trucks. There is currently an HVIP wait list. If you wish to request new vouchers for hybrid or electric trucks and buses, you will be granted a position on the wait list. The regular voucher system will be activated when this year's HVIP launches which is anticipated to be sometime in April 2014. For more information on the HVIP program, please see appendix A in the application packet.

Applications should identify sufficient resources to accomplish the project. Incomplete applications or applications that are speculative in nature and/or contingent upon the availability of unknown resources will not be considered for funding.

Please read the attached application package thoroughly. The package contains staff contacts; instructions on completing the application; important details on due dates and procedures; funding cycles; contract requirements; other potential funding sources; and further details concerning the program process. We look forward to working with you.

Sincerely,

Matthew Jones  
Supervising Air Quality Planner

Enclosures: Application Package

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***Yolo-Solano Air Quality  
Management District***

*1947 Galileo Court, Suite 103*

*Davis, CA 95618*

*(530) 757-3650*

*[www.ysaqmd.org](http://www.ysaqmd.org)*

***CLEAN AIR FUNDS***



***Instructions and Application Package  
2014***

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**Staff Contacts and Program Responsibility:**

Jim Antone  
(530) 757-3653  
[jantone@ysaqmd.org](mailto:jantone@ysaqmd.org)

Application Procedures  
Clean Technologies/ Low Emission Vehicles  
Alternative Transportation Programs  
Transit Services  
Public Education/Information  
Final Reports

Kay Whistler  
(530) 757-3669  
[kwhistler@ysaqmd.org](mailto:kwhistler@ysaqmd.org)

Grant Agreement Processing and Tracking

**Important Dates:**

- March 21, 2014:       Deadline for submitting Clean Air Funds applications.
- June 11, 2014:       District Board of Directors approves funding for projects.

**How to Submit Your Clean Air Fund Application(s):**

The **deadline** to submit a Clean Air Funds (CAF) application to the District is **March 21, 2014 by 4:00 p.m.** (Late applications, applications postmarked prior to but received after the deadline, and/or applications submitted via email or fax will not be accepted). Submit eleven (11) **duplex** copies of each application to:

Yolo-Solano Air Quality Management District  
1947 Galileo Court, Suite 103  
Davis, CA 95618

### **Important Application Details:**

- Required Application Information:** Applicants must submit an application that includes the Required Application Information on pages 11-15 for each project. The application form can be found at the end of this package. Duplicate application forms as necessary.
- Emission Reduction and Cost-Effectiveness Calculations:** Applications must include emission reduction and cost-effectiveness calculations for all projects. See Attachment B for more information.
- This application packet is also available on the District's web site:** [www.vsaqmd.org](http://www.vsaqmd.org).
- Submit eleven (11) duplex copies of each project application. Applications must be three- hole punched on left side. No staples or binders.**
- Due Date:** March 21, 2014, by 4:00 p.m. Postmarked, emailed, faxed or late applications will not be accepted.
- Electric Vehicles and Charging Stations:** Only electric vehicle charging stations that are vehicle or fleet dedicated will be considered for funding. Applications for remote/opportunity charging stations will not be considered. The District will consider applications for funding to assist in the purchase or lease of neighborhood/low speed electric vehicles, plug-in hybrids or other low or zero emission vehicles.
- For all approved projects in the Public Education and Information category:** All public education and information materials (video, print, electronic, etc.) must be approved by the District prior to distribution.
- By signing the grant application you are agreeing to the terms and conditions of the agreement language (Attachment D).**
- Funding Cycle:** Funds are released in their entirety for each approved project, with disbursement scheduled quarterly to certain eligible projects. The District will coordinate the funding date with each applicant that is awarded grant money. The following criteria must be met prior to release of funding: All matching funds must be secured; insurance requirements must be met; if the project scope changes due to funding level of the CAF grant, the changes must be submitted to the District by July 25, 2014; agreement must be signed by both parties; and funding availability of DMV and/or AB8 property tax, which are both controlled by the state budget process.

## ***CLEAN AIR FUNDS PROGRAM OVERVIEW***

### **What type of funding is available?**

Money for the Clean Air Funds comes from two sources:

- A \$4.00 surcharge fee on vehicles registered within the District's jurisdiction. The surcharge revenues are to be used solely to reduce air pollution from motor vehicles in accordance with the California Clean Air Act and Assembly Bill 2766.
- The County of Solano receives AB 8 property tax proceeds that have been designated for the reduction of air pollution from motor vehicles. These tax proceeds are collected from the northeast portion of Solano County (Dixon, Rio Vista and Vacaville) including the surrounding unincorporated area which lies within the District. AB 8 money can only be used to fund projects in this area.

### **What types of projects are eligible?**

All projects must fit into one of the eligible categories. A more detailed list of qualifying project types within the categories can be found in the section of this application entitled [What are the Clean Air funds project categories?](#) (See page 7 of application package.) The project categories are as follows:

1. Clean Technologies/Low Emission Vehicles
2. Alternative Transportation Programs
3. Transit Services
4. Public Education/Information

The District continues to encourage applications for projects that reduce emissions from heavy duty on- and off- road vehicles that generally would not be eligible for significant funding under the regional heavy duty vehicle programs administered by the SMAQMD (Moyer and SECAT programs) or statewide voucher programs due to low operating hours or low annual mileage. These types of projects include, but are not limited to, the replacement or retrofit of on-road heavy duty trucks (including fire trucks) and public works vehicles, and off-road construction, maintenance and agricultural equipment.

Applications for heavy-duty hybrid vehicles, replacement or retrofitting of on- or off-road vehicles will be considered. See Attachment B for more information on the evaluation of these types of projects.

**Below are examples of projects funded during recent fiscal years (FY) by the District that are consistent with the goals of the Clean Air Fund Program:**

Solano County - Replace 1992 Motor Grader with new Tier 4I Motor Grader (\$60,000) - FY 13/14

Gaelco Leasing Inc.– Replace 1992 Yard Truck with 2012 Yard Truck (\$40,000) - FY 13/14

Recology of Vacaville - Replace Diesel Refuse Truck with new CNG Truck (\$15,000) – FY 13/14

City of Davis - Replace 1994 Tractor/Loader with new Tier 4I Tractor (\$21,063) – FY 12/13

Yolo County Flood Control - Replace Two (1985 and 1992) Heavy-Duty Trucks with new 2012 Truck (\$21,063) – FY 12/13

Yolo County Ag Department - Retrofit of Weights and Measures Truck (\$13,060) – FY 12/13

City of Dixon - Replace 2007 Mower with new Tier 4 Wide Area Mower (\$36,000) - FY 12/13

For more information on qualifying projects, contact Jim Antone at (530) 757-3653 or email at [jantone@ysaqmd.org](mailto:jantone@ysaqmd.org).

**Who can apply?**

Public or private agencies, groups or individuals can apply for Clean Air Funds. If a recipient of Clean Air Funds from prior years has not submitted their Award Acknowledgement Forms, Estimated Emission Reduction and Cost Effectiveness Calculations and/or Final Reports, this may influence staff's recommended funding level for the 2014 Clean Air Funds cycle.

**What is the process schedule and deadlines for funding projects?**

<b>Dates</b>	<b>Schedule</b>
<b>January 27, 2014</b>	Applications distributed to applicants via email or available on District web site.
<b>March 21, 2014 4:00 p.m.</b>	<b>Deadline</b> to submit applications for the 2014 funding cycle to the District office. Late applications, applications postmarked prior to but received after the deadline, and/or applications submitted via email or fax will not be accepted.
<b>Late April/mid May, 2014</b>	Staff meets with and makes funding recommendations to Yolo and STA Clean Air Funds Committees. Project applicants are encouraged to attend the appropriate committee meeting and make a short presentation regarding their project(s). Committee recommendations are forwarded to the Yolo-Solano AQMD Board of Directors.
<b>June 11, 2014</b>	Yolo-Solano AQMD Board of Directors meets to approve funding allocations for projects.
<b>June 13, 2014</b>	District staff mails Award Letter or Denial Letter to Applicants.
<b>July 25, 2014</b>	Deadline for submittal of "Award Acknowledgment" form (used for scheduling funding dates) in addition to any project scope changes.
<b>June 30, 2015</b>	Deadline for recipients of funds awarded for the 2014 program to claim and encumber the funds if contract has not been issued. For purposes of this program, "encumber" means to have issued purchase orders or entered into contracts to procure products or services.

**How much funding is available?**

**District Regional Clean Air Funds (AB 2766)** – The District currently estimates that **\$105,200** will be available for distribution through the District Regional Clean Air Fund.

**Solano Clean Air Funds (AB 8)** – The District currently estimates that **\$400,000** will be available in AB 8 funds. AB 8 money can only be used to fund projects in this Solano County portion of the District’s jurisdiction.

Under the current revenue estimates, the following funding amount will be available for projects in each county:

**Solano County: \$442,080**

**Yolo County: \$63,120**

Availability of funding is subject to the District’s receipt of DMV surcharge fees and AB 8 revenues.

**Where can I get more information?**

Questions regarding the Agreement and release of funding for the Clean Air Funds Program should be directed to:

**Kay Whistler**  
**Administrative Assistant**  
**Phone: (530) 757-3650**  
**Email: [kwhistler@ysaqmd.org](mailto:kwhistler@ysaqmd.org)**

Additional information on the Clean Air Funds program is available on the web at <http://www.ysaqmd.org/clean-air-funds.php>.

**What are the Clean Air Funds project categories?**

Projects requesting Clean Air Funds will be considered in the categories listed below:

**I. CLEAN TECHNOLOGIES/ LOW EMISSION VEHICLES**

- A. Refueling Stations (CNG/LNG/Propane/Alternative Diesel Fuel, Hydrogen, Electric)
- B. Heavy Duty Hybrid or Idle Reduction Technologies
- C. Low/Zero Emission Vehicles/Retrofit Technologies/Repower/Replacement
- D. Local Match for New Lower Emission Transit Buses

**II. ALTERNATIVE TRANSPORTATION PROGRAMS**

- A. Rideshare Programs
- B. Shuttle Service (Employer/Institution Based)
- C. Telecommuting (Telecommute Centers are not eligible)
- D. Park and Ride Lots
- E. Bicycle/Pedestrian Facilities
- F. Multi-Modal Centers

**III. TRANSIT SERVICES**

- A. Establish New or Expanded Transit/Shuttle/Vanpool Services, Connections, and/or infrastructure
- B. Related Promotional Activities

**IV. PUBLIC EDUCATION/INFORMATION**

- A. Public Information Program/Marketing
- B. Educational Workshops/Seminars
- C. School Curriculum

**TOTAL ESTIMATED FUNDING:**

<b>DISTRICT REGIONAL CLEAN AIR FUNDS (AB 2766)</b>	<b>\$ 105,200</b>	<b>(estimated)</b>
<b>SOLANO CLEAN AIR FUNDS (AB 8)</b>	<b>\$ 400,000</b>	<b>(estimated)</b>

All project applications will be evaluated on a competitive basis for the total amount of funds available.

**What are the criteria for selecting projects?**

District staff anticipates that available funding will not be sufficient to fund all applications received. Each application should identify sufficient resources to accomplish the project. Incomplete applications, applications that are speculative in nature and/or contingent upon the availability of unknown resources will not be considered for funding. The criteria by which qualifying projects will be evaluated are described below:

**❑ Project Merit**

Projects will be judged on their estimated effectiveness, anticipated results, and how efficiently resources are used. The District will fund only projects that have a high probability of achieving the stated objectives and results. Additionally, projects will be judged on their potential for broad application of the project to other jurisdictions, agencies, and businesses.

**❑ Matching Funds**

Matching funds are any additional funds, regardless of source, which together with Clean Air Funds are sufficient to accomplish the project. Reasonable and necessary in-kind services can be identified as matching funds. Although matching funds are not a requirement, the District strongly encourages applicants to procure matching funds since they will enhance a project's competitiveness, especially for larger projects.

The District will allow the recipient one year to obtain all necessary funds to complete the project. The recipient must notify the District in writing that it has obtained the necessary funding commitment from all funding sources prior to the District's release of funds to the recipient.

**❑ Regional and Local Benefit**

The Yolo-Solano Air Quality Management District has jurisdiction over all of Yolo County and the northeast portion of Solano County from Vacaville in the west to Rio Vista in the south. Projects that complement programs in adjacent air quality management districts and joint regional projects are encouraged. Projects that have a primarily a local benefit will be considered as well, such as those that reduce particulate emissions.

**❑ Reduction in Vehicle Miles Traveled (VMT) or Use of Clean Technologies**

Projects will be assessed on the use of cleaner technologies or a reduction in vehicle miles traveled (VMT) under this criterion. VMT can be reduced through projects that support shifts in mode of travel (e.g., mode shift from single occupant vehicle to transit, bicycle, pedestrian, ridesharing or home-based telecommuting). Cleaner technologies include lower emission, hybrid, alternative fuel/electric vehicles, repowers and retrofit technologies.

❑ **Cost Effectiveness**

District staff uses the cost-effectiveness criterion to rank projects by estimating the emission reduction benefit a project provides per grant dollars spent. See Attachment B for additional information on calculating cost-effectiveness.

❑ **Applicant History**

Applicants that have completed past projects on schedule and have submitted required documentation in a timely manner may be given priority for funding.

**What is the selection process?**

District staff will review the applications and forward a recommendation to the appropriate Clean Air Funds Committee:

- The Solano Transportation Authority Clean Air Funds Committee (STA CAF Committee) will review and make recommendations for those project applications that are located in or will directly benefit the eastern portion of Solano County (Dixon, Rio Vista, Vacaville and/or unincorporated eastern Solano County). STA staff provides primary staff support and recommendations to the STA CAF Committee along with input from District staff.
- The Yolo Clean Air Funds Committee (Yolo CAF Committee) will review and make recommendations primarily for those applications that are located in or will directly benefit the cities of Woodland, Davis, Winters, West Sacramento and/or unincorporated Yolo County. District staff provides primary support and recommendations to the Yolo CAF Committee.

**Project applicants are encouraged to attend the appropriate committee meeting and make a short presentation regarding their project(s). All applicants will be notified once these meeting dates have been scheduled. CAF Committee meetings are normally held in late April/early May.**

Once the committees have met to review and make final recommendations, District staff will incorporate the recommendations of each committee into a board memo for consideration by the Yolo-Solano AQMD Board of Directors at the June 11, 2014 board meeting. The Board will determine final funding allocations at this meeting.

**Where should applications be sent?**

**Submit eleven (11) duplex copies of each application to:**

**Yolo-Solano Air Quality Management District  
1947 Galileo Court, Suite 103  
Davis, CA 95618**

**Applications must be three-hole punched on left side – no staples or binders.**

**How will recipients receive their funds?**

The schedule for release of funds will be established based on project need. The award acknowledgement form is used to prioritize the disbursement of funds. ***It is imperative that you state on the acknowledgment form your time-line for the project. The funds, though released in their entirety to each recipient, are prioritized on a quarterly basis by the District to ensure the District has the funding from the Department of Motor Vehicles and Solano County prior to releasing the CAF grant money. Once the funding timeline is established, the District will notify each recipient regarding which quarter the project funding will be awarded.***

The District will allow the recipient one year to obtain all necessary funds to complete the project. The recipient must notify the District in writing that it has obtained the necessary funding commitment from all funding sources prior to the District's release of funds to the recipient. Recipients of funds must claim and encumber the funds no later than June 30, 2014. For purposes of this program, "encumber" means to have issued purchase orders or entered into contracts to procure products or services.

**Will recipients be monitored or audited?**

Grant recipients must enter into explicit contracts with the District, setting forth performance criteria.

A final report shall be submitted after the project has been fully implemented for one (1) year. The report is due within 90 days following the project's one year anniversary date.

The District may audit projects in order to comply with state regulations regarding the use of these funds. The California Health and Safety Code states:

***“Local agencies imposing vehicle registration fees for air pollution programs...shall report to the state board on their use of the fees and the results of the programs funded by the fees and shall cooperate with the state board in the preparation of its report.” (California Health and Safety Code, Ch. 7, 44247)***

The District shall act as auditor of all programs and projects.

## ***REQUIRED PROJECT APPLICATION INFORMATION***

Listed below is application information required for each project category. Also, Emission Reduction and Cost Effectiveness calculations are required for all applications except for infrastructure projects such as fueling or charging stations. See Attachment B (Emission Reduction and Cost Effectiveness Calculations) for more information.

### **CLEAN TECHNOLOGIES/LOW EMISSION VEHICLES/INFRASTRUCTURE**

**The Clean Technologies/Low Emission Vehicle category includes the following types of projects for on-and off-road vehicles that generally would not meet cost effectiveness criteria due to lower annual miles or hours, or are not otherwise eligible under the regional heavy duty vehicle programs administered by the SMAQMD.**

- Replacement of older, in-use vehicles such as on- or off-road trucks (including fire trucks), transit buses and light duty vehicles, or the replacement of maintenance, construction, or agricultural equipment, with new original equipment manufacturer (OEM). (Replaced heavy duty vehicles must be retired, moved or sold out of state or destroyed and scrapped).
- Purchase of new lower or zero emission light or heavy duty vehicles.
- Repower or retrofit of existing on- or off-road vehicles with cleaner engines or other low emission technologies.
- Alternative Fuel Infrastructure: CNG, LNG, Alternative Diesel Fuel, Electric Vehicle Charging Stations. NOTE: Only electric vehicle charging stations that are vehicle or fleet dedicated will be considered for funding. Applications for remote charging stations will not be considered.
- Electric Vehicles – Plug-In Hybrid, Fuel Cell Vehicles, Neighborhood or Low Speed Electric Vehicles: The District will consider applications to assist in the purchase or lease of neighborhood/low speed electric vehicles. A neighborhood or low speed EV has a top speed of 25 mph and is not permitted on roads with speed limits exceeding 35 mph.

#### **1. Clean Technologies/Low Emission Vehicle Project Required Information:**

- a. Provide the following information for the baseline (existing) vehicle to be replaced:  
Make, model, model year of vehicle and engine, horse power, GVWR, license plate number, fleet ID number, existing odometer reading or hours, average annual miles or hours, fuel type, vocation and duties of vehicle, how long the vehicle has been operational, state required retrofit (BACT) compliance or replacement date if applicable.
- b. Provide the following information for the proposed new or cleaner technology vehicle:  
Copy of the manufacturer's descriptive literature and photographs of the proposed vehicle including make, model, model year of vehicle and engine, horse power, GVWR, average projected annual miles or hours, fuel type, vehicle life in years, incremental cost of the project (cost difference between the conventionally fueled vehicle and the low emission vehicle) if applicable, and vendor's bid amount.

#### **2. Alternative Fuel Infrastructure (CNG, LNG, Propane, Alternative Diesel Fuel, etc.)**

- a. Include a detailed description of the project, including a vicinity and site map.
- b. State the type of fuel to be dispensed (CNG, LNG, Propane, Alternative Diesel Fuel, etc.) and the anticipated amount of fuel dispensed per year.

- c. Document the number and type of existing vehicles that will be fueling at the facility (including gross vehicle weight).
- d. State the number and type of future committed and potential vehicles that will/could be fueling at the facility.
- e. If the District has funded a similar project with the applicant, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved? Was a final performance report for a previously funded District project completed?

**3. Electric Vehicle Charging Stations**

- a. State the number and type of charging stations (Level 1, Level 2, etc.) that you are applying for.
- b. Provide the location of each type of charging station.
- c. State the number of committed, future and potential electric vehicles that could be charging at each of the stations.
- d. The charging stations must meet the following criteria:
  - 1) Be listed by Underwriters Laboratories or other nationally recognized third party testing facility for electric vehicle charging.
  - 2) Meet the code requirements in effect for electric vehicle charging specified in California’s State Building Code (Title 24, California Electrical Code, Article 625) and applicable sections of the California Building Code.
  - 3) Be installed by a contractor with a license to perform electrical contracting work and is authorized to perform charging equipment installations in California.
- e. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved? Was a final performance report for a previously funded District project completed?

**ALTERNATIVE TRANSPORTATION PROGRAM**

**Applications must include detailed project descriptions and the following information:**

**1. Bicycle/Pedestrian Facilities**

- a. Provide a detailed project description including vicinity and detailed project map, major origins and destinations to be served by the project, and any existing and proposed bicycle/pedestrian routes affecting the proposed project if applicable.
- b. State short term versus long term goals and objectives of the proposed project.
- c. Estimate type and number of users of proposed facility (commuter vs. recreational).
- d. Does the project implement or is it consistent with an approved bikeway/ transportation/ air quality plan?
- e. Provide an itemized list of equipment, materials and services to be purchased and the proportion of the cost of each item to be funded by the District.
- h. Describe any local or regional benefit.
- i. Provide an estimate of the VMT reductions expected, including any assumptions used.
- j. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved or not? Was a final performance report for a previously funded District project completed?

**2. Park and Ride Lots/Multi Modal Centers**

- a. Provide a detailed project description including a vicinity and detailed project (site) map.
- b. Provide the number of proposed parking spaces.
- c. Will the facility support car pools, transit, van pools, rail, etc? If yes, specify.
- d. What is the anticipated average number of riders per day (one way) for each of the modes proposed to serve the facility?
- e. Are bicycle and pedestrian facilities proposed to be included in the project? Explain.
- f. What are the major destinations and one way trip length of the users of the facility?
- g. Does the project implement or it is consistent with the local land use plan? Explain.
- h. What will be the average trip length to the facility?
- i. Provide an itemized list of equipment, materials and services to be purchased and the proportion of the cost of each item to be funded by the District.
- j. Provide an estimated project construction schedule and completion dates.
- k. Describe any regional benefit that can be expected. How will this benefit be obtained?
- l. Provide an estimate of the Vehicle Miles Traveled (VMT) reductions expected, including any assumptions used.
- m. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved? Was a final performance report for a previously funded District project completed?

**3. TMA or Employer Based Rideshare Incentive Program**

- a. Provide short term versus long term goals and objectives of the proposed project.
- b. Explain how the program will encourage alternative commute modes.
- c. Explain the type of mode shift that is encouraged and why.
- d. Estimate the number of employers/employees to be served by the program.
- e. Does the program have an evaluation or monitoring element to determine participation or effectiveness of the program over time? If so, please explain.
- f. Describe in detail any physical changes/additions to existing or new facilities and related equipment proposed to implement the project.
- g. Provide an itemized list of equipment, materials or services to be purchased and the proportion of the cost of each item to be funded by the District.
- h. Provide the estimated project life.
- i. Provide an estimate of the VMT reductions expected, including any assumptions used.
- j. Describe any regional benefit that is expected. How will this benefit be obtained?
- k. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved? Was a final performance report for a previously funded District project completed?

**4. Develop/Update/Revise Planning Document for Air Quality**

- a. Provide a detailed project description including a list of all consultants involved in the project.
- b. State short term versus long term goals and objectives of the proposed project.
- c. Provide estimated project schedule and completion dates.

- d. Provide an itemized list of equipment, materials and services and the proportion of the cost for each item to be funded by the District.
- e. Provide the estimated project life.
- f. Describe any regional benefit that is expected. How will this benefit be obtained?
- g. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved? Was a final performance report for a previously funded District project completed?

## **TRANSIT SERVICES**

**Applications must include detailed project descriptions and the following information:**

### **1. Establish New or Expand Existing Transit Services/Programs or Related Promotional Activities:**

- a. Provide the proposed number of buses and passenger capacity.
- b. Estimate the number of passengers per trip/daily ridership.
- c. What is the fuel type? (CNG, diesel, other)
- d. Submit copies of the manufacturer's descriptive literature that includes the engine make and series, certification standard, and photograph of the proposed vehicle.
- e. Provide a map of the proposed route.
- f. Provide a route schedule.
- g. Show connections to other bus systems.
- h. State the gross vehicle weight.
- i. Provide the daily VMT per bus.
- j. Provide the estimated project life.
- k. State short term versus long term goals and objectives of the proposed project.
- l. Provide an estimate of the VMT reductions expected, including any assumptions used.
- m. Describe any regional benefit that can be expected? How will this benefit be obtained?
- n. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved? Was a final performance report for a previously funded District project completed?

### **2. Vanpool/Shuttles (Public and Employer/Institutional Based)**

- a. Provide the vehicle capacity.
- b. Provide number of van pools/shuttles and daily ridership.
- c. Provide the proposed route schedule.
- d. Provide a map of the route.
- e. State the fuel type (CNG, gasoline, diesel, other).
- f. Estimate the daily VMT per van/shuttle.
- g. Submit copies of the manufacturer's descriptive literature that includes the engine make and series, certification standard, and photograph of the proposed vehicle.
- h. Provide the estimated project life.
- i. State short term versus long term goals and objectives of the proposed project.
- j. Provide an estimate of the VMT reductions expected, including any assumptions used.
- k. Describe any regional benefit that is expected. How will this benefit be obtained?

1. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objectives achieved or not? Was a final performance report for a previously funded District project completed?

## **PUBLIC EDUCATION/INFORMATION**

### **Applications must include detailed project descriptions and the following information:**

- a. Describe the message to be delivered.
- b. Indicate target audience and estimated number of individuals to be served or targeted by the program.
- c. Describe method of delivery and frequency. List any partnerships and the role they have in the project (media, businesses, etc).
- d. All public education and information materials must be approved by the District prior to printing and distribution and must identify the District as a funding source/sponsor.
- e. State short term versus long term goals and objectives of the proposed project.
- f. Describe how the message targets specific behavioral changes to reduce emissions.
- g. Describe any evaluation component of the project that will analyze how well the target audience was reached.
- h. Provide an estimate of the VMT reductions expected, including any assumptions used.
- i. If surveys will be used to document the change in trips reduced and VMT, explain the process for administering the surveys. The District asks that a copy of the survey and the survey results be provided to the District at the end of the project.
- j. Provide the estimated project life.
- k. Describe any regional benefit that can be expected. How will this benefit be obtained?
- l. If the District has funded a similar project, or if the application is for a project that is a subsequent phase to a previously funded project, provide a detailed status report on the previously funded project. Were the stated objective achieved? Was a final performance report for a previously funded District project completed?

## ATTACHMENT A

### **Other Potential Funding Sources Outside of the District's Clean Air Funds Program**

Below are other potential regional, state and federal sources of funding separate from the District's Clean Air Funds (CAF) program. These sources may have the potential to provide funding in excess of the amount of funding that your project would receive through the CAF program. In some cases, they may also be a more appropriate source of funds for your project.

Due to the District's limited resources, these additional sources should be considered in addition to or in some cases in lieu of District funding, depending on the type and size of your project. If one or more of the programs below can meet your funding needs by themselves, it may not be necessary or appropriate to apply to the District for funds via the CAF program. For larger projects, the District may only be able to provide a portion of the required local match. Some of the programs listed below may not be accepting applications at the time of the release of this document due to the cyclical schedules of the programs or due to other budgetary constraints. Be sure to contact the person listed under the program(s) you are interested in or contact Jim Antone for more information on funding availability.

#### **ON-AND OFF-ROAD HEAVY DUTY VEHICLES AND EQUIPMENT**

**HEAVY DUTY LOW EMISSION VEHICLE INCENTIVE PROGRAM:** This program is designed to promote the introduction of low-emission technologies into the region for on- and off-road heavy duty vehicles and is based on the California Air Resources Board's (CARB) "Carl Moyer Memorial Air Quality Standards Attainment Program." Contact Mike Neuenburg at (916) 874-1676, email: [mneuenburg@airquality.org](mailto:mneuenburg@airquality.org) or Gary Bailey (916) 874-4893, email: [gbailey@airquality.org](mailto:gbailey@airquality.org) at the Sacramento Metropolitan Air Quality Management District.

#### **ON-ROAD HEAVY DUTY VEHICLES**

##### **SACRAMENTO EMERGENCY CLEAN AIR AND TRANSPORTATION PROGRAM (SECAT):**

The SECAT program offsets the costs of projects that reduce oxides of nitrogen (NOx) emissions from on-road heavy duty vehicles operating in the Sacramento Federal Ozone Non-Attainment Area. Eligible vehicles include heavy duty on-road trucks, transit and school buses. For more information and to determine funding availability, contact Mike Neuenburg at (916) 874-1676, email: [mneuenburg@airquality.org](mailto:mneuenburg@airquality.org) or Kristian Damkier at (916) 874-4892, email: [kdamkier@airquality.org](mailto:kdamkier@airquality.org) at the Sacramento Metropolitan Air Quality Management District.

#### **SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG) REGIONAL FUNDING PROGRAMS**

SACOG has four federally funded programs that help local government agencies promote the goals of SACOG's Metropolitan Transportation Plan and Blueprint Principles. SACOG solicits project applications from public agencies and their partners in the six-county SACOG area, in four transportation-related programs: Bicycle/Pedestrian, Air Quality, Transportation Demand Management and Community Design. For more information about SACOG's Regional Funding Programs, go to

<http://www.sacog.org/regionalfunding/fundingprograms.cfm> or contact Renée Devere-Oki at [rdevere-oki@sacog.org](mailto:rdevere-oki@sacog.org) or (916) 340-6219.

**CALIFORNIA HYBRID TRUCK AND BUS VOUCHER INCENTIVE PROJECT (HVIP)**

The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.

The wait list for Year 4 of the HVIP was activated on Friday, November 15, 2013 and is now open to all HVIP-eligible dealers to submit voucher requests to get on the wait list! **Please note that this is the wait list, and not the regular voucher system.** The regular voucher system will be activated when next year's HVIP launches which is anticipated to be sometime in April 2014. If you wish to request new vouchers for hybrid or electric trucks and buses, you will be granted a position on the wait list. The program is allowing up to \$5 million in total wait list requests. Once the 2014 program is launched, the wait list vehicles will receive vouchers in the program for Year 4. There will be an additional \$9 million in voucher funding for a total of \$14 million available in the 2014 HVIP.

**The HVIP vouchers range from \$15,000 to \$45,000 for the purchase of an eligible new hybrid or electric truck. These funds can be combined with District Clean Air Funds to further assist in the purchase of an eligible hybrid truck.** If you are requesting Clean Air Funds for a HVIP qualifying hybrid or electric truck, it is recommended that you also request an HVIP voucher and be placed on the wait list. Please include this information on your Clean Air Funds application. If you have questions regarding the HVIP program, please contact the HVIP toll-free hotline at 888-457-HVIP or 888-457-4847, or contact Jim Antone at 530-757-3653 or [jantone@ysaqmd.org](mailto:jantone@ysaqmd.org) and/or go to [www.californiahvip.org](http://www.californiahvip.org).

## **ATTACHMENT B**

### **EMISSION REDUCTION AND COST-EFFECTIVENESS CALCULATIONS**

Emission reduction and cost-effectiveness calculations are required for all applications except for public information-education and infrastructure projects such as fueling or charging stations.

Cost-effectiveness calculations shall be completed using the latest (12/09) automated version of the “Methodologies for Funding the Cost Effectiveness of Air Quality Projects” calculator. If you do not have the latest version of the Methodologies calculator and you are submitting an application, a link to the calculator in Microsoft Access 2007 is available on the District’s web site at [www.ysaqmd.org/Incentives10.php](http://www.ysaqmd.org/Incentives10.php) in the “Clean Air Funds Program” section. If you cannot access the Methodologies, the file can be e-mailed to you. Contact Jim Antone at (530) 757-3653 to obtain a copy of the Methodologies Calculator or for technical assistance in completing the calculations.

The purpose of the cost-effectiveness calculation is to determine the amount of District Clean Air Fund dollars spent per pound of pollutants reduced.

**FOR PUBLIC EDUCATION PROJECTS:** For Public Education and Information projects, cost-effectiveness can be measured in the number of dollars spent per individual reached. This can be calculated by dividing the dollars requested by the number of individuals that will be reached by the public educational or informational message.

**FOR HEAVY DUTY CLEAN TECHNOLOGY/LOW EMISSION VEHICLE PROJECTS:** Because of state regulations governing in-use heavy-duty diesel engines, an adjustment must be made to account for the fact that most in-use on- and off-road heavy-duty vehicles (>14,000 pounds gross vehicle weight on-road or >50 hp off-road) are now required to become cleaner (install a particulate filter or replace the vehicle or engine) by a future date. Consequently, staff will examine a project’s effective “project life” when making funding recommendations to the CAF committee. For vehicles subject to regulation, project life consists of those years that occur between the time CAF funding is used to clean up a vehicle and the time that the same vehicle would be required to clean up under state law. For vehicles that are not subject to any upcoming requirement, staff will use their best judgment as to the appropriate project life.

The current cost-effectiveness calculation, in addition to giving credit for reactive organic gases (ROG) and nitrogen oxides (NOx) reductions, also gives credit for particulate matter (PM) reductions. ROG and NOx are important because they are the major precursors of ozone, a pollutant for which our area does not attain the federal standard. However, because emissions of diesel PM have been identified as a toxic air contaminant (TAC), they are given greater weight in the calculation for heavy duty projects in the Clean Technology/Low Emission Vehicle category. This methodology will provide “20x” weighted emission reduction for PM, which is consistent with the current Carl Moyer Program based methodology.

Applicants submitting projects in the Clean Technology/Low Emission Vehicle category should include both the appropriate Project Life and the 20x weighted PM emission reductions when determining their project’s cost effectiveness. An appropriate project life can be determined using the methodology mentioned above. The 20x weighted PM reduction calculation can be performed by

simply multiplying the before (baseline) and after (cleaner) PM emissions x20 before entering these values into the cost effectiveness calculator. If you have any questions, contact Jim Antone at (530) 757-3653 or [jantone@ysaqmd.org](mailto:jantone@ysaqmd.org).

The cost-effectiveness calculation is shown below:

$$\frac{\text{Cost (\$/project life)}}{\text{NOx reductions (tons/project life) + ROG reductions (tons/project life) + [20 x (PM reductions (tons/project life))]}}$$

## *ATTACHMENT C*

### **Yolo-Solano Air Quality Management District Clean Air Funds (CAF) Program Agreement (Contract) Requirements and General Information**

#### **Grant Program**

1. In order to receive grant funding for the 2014 grant year, the following criteria must be met:
  - a) All matching funds must be secured. Written confirmation of such funding commitments is required prior to release of the CAF. In the event funding commitments from other sources for the total cost of the project are not received within the stipulated time, the District shall have no obligation to provide funding for the clean air project(s).
  - b) If scope changes occur due to reduction in the CAF grant award, the changes must be submitted to the District by July 25, 2014. Refer to the Award Acknowledgement Form for details.
  - c) All outstanding final reports from prior year grants must be submitted.
2. A copy of the draft agreement is attached to this packet and has been approved by District Counsel. This agreement will be presented to the District Board in June 2014 for approval as part of the grant program. It is imperative that the agreement is reviewed by the applicant's counsel and the insurance requirements are reviewed at an earlier date. The District reserves the right to modify the agreement prior to board approval in June 2014.
3. Signing the grant application is agreeing to the terms and conditions of the agreement language and that the person signing the agreement has the authority to sign on behalf of the applicant.
4. No work shall commence prior to the agreement start date, except at the applicant's cost and risk, and no charges are authorized by the District until an agreement is fully executed.
5. Funds will be released in their entirety for individual projects. Any unused grant money shall be returned to the District.
6. Project applicants approved for funding will be notified after the June 2014 board meeting.
7. An "Award Acknowledgement" form will be sent to the contact as listed on each application. This form is used to prioritize the disbursement of funds and must be submitted by the deadline of July 25, 2014. Failure to do so will delay funding of the CAF project. ***Ensure you state clearly the project time line and the date the funds are needed. Though the District releases the funds in their entirety for individual projects, disbursement is scheduled on a quarterly basis to ensure the District has the necessary funding for the CAF program. The District's Administrative Division coordinates the release of the funds based on your project time line.***

8. Within approximately 30 days of the project start date, the District will send a copy of the agreement, with a request to complete a work statement and cost schedule. Once this information is returned to the District with the required insurance certificates, a final agreement is prepared by the District for signature. Two copies of the final agreement are signed by the Air Pollution Control Officer and sent to the agency for signature. Once the District receives one fully executed signed agreement, the grant funds will be disbursed.
9. Recipients of Clean Air Funds shall provide the District with a final report per the format shown in Exhibit “C” – “Final Report Format” of the agreement. The final report shall be submitted after the project has been fully implemented for one (1) year. The report is due within 90 days following the one-year project implementation date. The final report shall be complete, on letter size paper, and include illustrations and graphs, as appropriate, to document the work performed and results under the contract. The final report will also describe, where applicable, the reduction of mobile source air pollution emissions resulting from the project’s implementation. The final report must be submitted in duplex copies.
9. All projects have a two-year funding/completion cycle. Therefore, applicants awarded grant monies for fiscal year 2014/2015 have two years to complete their projects. Request for an extension to the two-year period must be submitted in writing to the District. The final deadline for completion is June 30, 2016.
10. If an agreement is not entered into between the District and the Clean Air Funds grant applicant by June 1, 2015, the applicant must claim and encumber the funds no later than June 30, 2014. For purposes of this program, “encumber” means to have issued purchase orders or entered into contract to procure products or services. If funding is not encumbered by the deadline and unless an extension is granted, the District will recommend to the Board of Directors that the application and/or grant award be rescinded. Proof of the encumbrance is required to be submitted to the District no later than June 30, 2015.

### **General Information**

1. If sufficient fee revenues are not made available to the District by the Department of Motor Vehicles or from Solano County property tax proceeds, the District shall have no obligation to provide funding for the Clean Air Funds project(s).
2. It is the recipient’s responsibility to inform the District in writing of any changes to the clean air project, e.g. matching funds, project scope, deadline, ownership, contact person, etc., as soon as possible.
3. In the event that the recipient fails to comply with any conditions of this outline, the District staff reserves the right to recommend to the Board of Directors that the application and/or grant award be withdrawn.

**ATTACHMENT D**

(For Reference Only. To Be Completed if Awarded Funds)

**Draft Contract Agreement**

**AGREEMENT NO. XX-XX**

**(Agreement Regarding Use of Clean Air Funds)**

**Agreement between the Yolo-Solano Air Quality Management District and**  
\_\_\_\_\_ - \_\_\_\_\_

**THIS AGREEMENT (“Agreement”) is made effective XXXXXX, 20XX between the Yolo-Solano Air Quality Management District, a public agency of the State of California, (hereinafter referred to as “DISTRICT”) and \_\_\_\_\_ (hereinafter referred to as “CONTRACTOR”).**

**RECITALS**

**WHEREAS**, under AB 2766 (Health and Safety Code section 44220 *et seq.*) the DISTRICT has levied a \$4.00 fee on motor vehicles registered within the DISTRICT; and

**WHEREAS**, under AB 8, the DISTRICT receives tax proceeds from the northeast portion of Solano County, and

**WHEREAS**, pursuant to AB 2766 and AB 8, the monies collected under these levies must be used to reduce air pollution from motor vehicles and for related planning, education, monitoring, enforcement, and technical studies necessary for the implementation of the California Clean Air Act; and

**WHEREAS**, CONTRACTOR has requested that the DISTRICT provide AB 2766 and AB 8 monies to CONTRACTOR for those project(s) described in Exhibit A, subject to the terms and conditions set forth in this Agreement; and

**WHEREAS**, CONTRACTOR has represented to the DISTRICT that CONTRACTOR has the necessary expertise, experience and ability to competently complete the described project(s); and

**WHEREAS**, DISTRICT staff has carefully reviewed the described project(s) and have found them to be within the requirements of AB 2766 and AB 8 in that the project(s) are reasonably expected to reduce air pollution from motor vehicles and help in the further implementation of the California Clean Air Act and, on that basis, recommends that the Board of Directors of DISTRICT authorize a grant in the amount of \$XXXXX to CONTRACTOR for the project(s) described in Exhibit A;

**NOW THEREFORE**, the parties agree as follows;

**1. Obligations of CONTRACTOR**

- A. CONTRACTOR shall fully and properly complete the project(s) described in Exhibit A, attached hereto and incorporated herein by this reference subject to the terms and conditions of this Agreement.
  
- B. For projects for which the DISTRICT is not providing complete funding, no later than XXXXXXXXXXXXX, 20XX, CONTRACTOR shall obtain additional funding commitments to fund the total cost of the project(s) outlined in the Work Statement attached hereto as Exhibit A and incorporated herein by this reference and the Cost Schedule attached hereto as Exhibit B and incorporated herein by this reference. Written evidence of such funding commitments shall be provided to the DISTRICT Air Pollution Control Officer (“APCO”), or designee, in a form satisfactory to the APCO prior to the payment of any DISTRICT grant monies authorized by the DISTRICT Board pursuant to this Agreement. In the event that the requirements of this Paragraph are not met, then DISTRICT shall have no obligation to make any payments to CONTRACTOR under this Agreement.
  
- C. Unless otherwise directed by the APCO, the CONTRACTOR shall include the DISTRICT’S name as sponsor on all public information materials, advertising, signs and displays prepared by CONTRACTOR in conjunction with the project(s) description in Exhibit A.
  
- D. Without cost to DISTRICT, CONTRACTOR shall furnish and, as necessary, obtain all labor, materials, equipment, required licenses, permits, fees, and other legal authorizations from all applicable federal, state, and local jurisdictions necessary to commence and properly complete, in a professional manner, the project(s) described in Exhibit A.
  
- E. No later than 90 days following one full year of implementation of the project(s) as described in Exhibit A, CONTRACTOR shall provide DISTRICT with a final written report containing the information set forth in Exhibit C, attached hereto and incorporated herein by this reference. This final report shall contain such detail as required by the APCO, or designee, and shall include any illustrations and graphs necessary to document the work performed and all reductions of mobile source air pollution emissions resulting from the implementation of the project(s) described in Exhibit A.

**2. Obligations of DISTRICT**

- A. DISTRICT shall pay CONTRACTOR an amount not to exceed \$XXXXXX in accordance with Exhibit B, subject to all the following limitations and requirements:
1. CONTRACTOR has obtained all the additional funding anticipated by Paragraph 1.B. of this Agreement.
  2. CONTRACTOR has obtained all required licenses, permits, fees, and other legal authorizations from all applicable federal, state, and local jurisdictions necessary to commence and properly complete, in a professional manner, the project(s) described in Exhibit A.
  3. Labor, equipment, material, supply costs and other charges are in conformance with requirements of Exhibit B.
  4. No component of the monies to be paid by DISTRICT to CONTRACTOR is for grant administration or any interest costs.
  5. DISTRICT shall not reimburse CONTRACTOR for any expenses incurred by CONTRACTOR in the performance of any project(s) described in Exhibit A unless such reimbursement is specifically authorized in Exhibit B.
- B. Except for the payment obligations set forth in Paragraph 2.A. of the Agreement, DISTRICT shall have no other obligations or responsibilities to CONTRACTOR under this Agreement.

**3. Term and Termination**

- A. The term of the Agreement is from XXXXX, 20XX to XXXXXX, 20XX unless terminated earlier as provided in Paragraph 3 of this Agreement, or extended by amendment of this Agreement in writing. No work shall commence prior to the Agreement start date, except at CONTRACTOR'S cost and risk, and no charges are authorized until this Agreement is fully executed. In no event shall the Project Life be less than 5 (five) years from the end of the project term unless terminated earlier as provided for in Paragraph 3 of this Section. The Project Life may also be adjusted by an amendment to this Agreement as provided in Section 12.
- B. In the event any party fails to fully comply with their obligations and responsibilities as set forth in this Agreement, this shall constitute a material breach of this Agreement. The non-breaching party shall notify the breaching party in writing that it must cure this breach within fifteen (15) calendar days. If the breach is not cured within fifteen (15) calendar days, the non-breaching party may immediately terminate this Agreement by giving written notice to the breaching party. Termination shall not be the exclusive remedy of the non-breaching party. The non-breaching party shall have the right to seek any and all remedies provided by law or equity.

- C. Notwithstanding anything to the contrary in this Agreement, DISTRICT may immediately terminate this Agreement if the DISTRICT Board of Directors or the APCO determines that CONTRACTOR'S undertaking of the project(s) described in Exhibit A directly and significantly jeopardizes the health, safety or welfare of any person.
- D. Upon termination for reasons other than a breach of CONTRACTOR'S obligations and responsibilities as set forth in this Agreement, CONTRACTOR shall be entitled to retain all grant monies paid to the effective date of the termination provided that within thirty (30) calendar days of the effective date of termination, CONTRACTOR submits to the APCO a satisfactory written report containing the information set forth in Exhibit C. If, upon termination for reasons other than the breach of CONTRACTOR'S obligations and responsibilities as set forth in this Agreement, monies are owed to CONTRACTOR under this Agreement as the effective date of termination, then CONTRACTOR shall be entitled to payment of any grant monies owed for the project(s) completed to the effective date of termination within thirty (30) calendar days of CONTRACTOR'S provision of a satisfactory written report containing the information set forth in Exhibit C. If this Agreement is terminated due to a breach by CONTRACTOR of its obligations and responsibilities as set forth in this Agreement, then, within thirty (30) calendar days of the effective date of termination, CONTRACTOR shall repay DISTRICT all grant monies paid to CONTRACTOR by DISTRICT pursuant to this Agreement.

#### **4. Insurance**

- A. Without limiting the obligation of CONTRACTOR to provide indemnification pursuant to Paragraph 5 of this Agreement, CONTRACTOR shall maintain in force at all time during the term of the Agreement and any extensions or modifications thereto, insurance or self-insurance covering its operations and naming DISTRICT as additional insured in the amounts and types of insurance as stated in Exhibit D attached hereto and incorporated herein by this reference.
- B. The APCO is authorized to execute amendments and waivers, with or without conditions, to the insurance requirements of this Agreement subject to the concurrence of the Risk Manager of DISTRICT.

- 5. Indemnification** CONTRACTOR shall exercise all of the care and judgment consistent with good practices in the performance of the services required by this Agreement. In addition, to the fullest extent permitted by law, CONTRACTOR shall indemnify, defend and hold harmless the DISTRICT, its officers, employees, agents, trustee and volunteers from and against all claims, damages, demands, losses, defense costs, expenses (including attorneys fees) and liability of any kind or nature arising out of or resulting from performance of work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. In providing any defense, CONTRACTOR shall use legal counsel reasonably

acceptable to the APCO and District Counsel. The indemnification requirement shall survive the termination or expiration of this Agreement.

**6. Non-discrimination in Services and Benefits** CONTRACTOR certifies that any services provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, sexual preference, age, or physical or mental handicap in accordance with federal, state, or county regulations or other administrative directives determined by APCO. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, sexual preference, age, or physical or mental handicap include by are not limited to the following: denying a participant any service or benefit to a participant which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any matter related to his/her receipt of any service; restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether he/she satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; the assignment of times or places for the provision of services on the basis of color, race, creed, national origin, religion, sex, sexual preference, age, or physical or mental handicap of the participants to be served.

**7. Notices**

A. All notices shall be deemed to have been given when made in writing and delivered or mailed to DISTRICT and CONTRACTOR at their respective addresses as follows:

To DISTRICT  
Yolo-Solano Air Quality  
Management District  
Attn: APCO  
1947 Galileo Court, Suite 103  
Davis, CA 95618

To CONTRACTOR  
\_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

B. In lieu of written notice to the above addresses, any party may provide notices through the use of facsimile machines provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers are used:

To DISTRICT: (530) 757-3670

To CONTRACTOR: ( ) \_\_\_\_-\_\_\_\_\_

C. Any party may change the address or facsimile number to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

- D. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5<sup>th</sup>) day following deposit in the mail if sent by first class mail.

**8. Conflict of Interest**

- A. CONTRACTOR shall comply with the laws and regulations of the State of California and District regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.
- B. CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of CONTRACTOR'S obligations and responsibilities hereunder. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until CONTRACTOR completes performance of the obligations and responsibilities required of it under this Agreement.
- C. CONTRACTOR agrees that if any fact comes to its attention which raises any question as to the applicability of any conflict of interest law or regulation, CONTRACTOR will immediately inform the DISTRICT and provide all information needed for resolution of the question.

**9. Status of Contractor**

- A. It is understood and agreed by all the parties hereto that CONTRACTOR is an independent contractor and that no relationship of employer-employee exists between the DISTRICT and CONTRACTOR. Neither CONTRACTOR nor CONTRACTOR'S assigned personnel shall be entitled to any benefits payable to employees of the DISTRICT. CONTRACTOR hereby indemnifies and holds the DISTRICT harmless from any and all claims that may be made against the DISTRICT based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
- B. It is further understood and agreed by all the parties hereto that neither CONTRACTOR nor CONTRACTOR'S assigned personnel shall have any right to act on behalf of the DISTRICT in any capacity whatsoever as an agent or to bind the DISTRICT to any obligation whatsoever.
- C. It is further understood and agreed by all the parties hereto that CONTRACTOR must issue any and all forms required by federal and state laws for income and employment tax purposes, including W-2 and 941 forms, for all of CONTRACTOR'S assigned personnel.

**10. Records**

- A. CONTRACTOR shall maintain complete and accurate work performance records concerning the project(s) described in Exhibit A, the time periods for the completion of the described project(s) and the identity of all person(s) employed in the completion of the described project(s).
- B. CONTRACTOR shall make such records available for inspection by authorized representatives of DISTRICT at any reasonable time during the performance of this Agreement and for four (4) years from and after the date of final payment.
- C. At least thirty (30) calendar days prior to any destruction of these records at any time CONTRACTOR shall notify the DISTRICT. Upon such notification, the DISTRICT shall either agree to the destruction or authorize the records to be forwarded to the DISTRICT for further retention.

**11. Assignment** This Agreement is not assignable by CONTRACTOR in whole or in part without the express written consent of the APCO. In addition, CONTRACTOR shall not subcontract any portion of the obligations or responsibilities of the Agreement, including the performance of any project set forth in Exhibit A, without the express written consent of the APCO. If any portion of the services required of CONTRACTOR is assigned or subcontracted, the assignor(s) and/or subcontractor(s) shall maintain the same insurance as required of CONTRACTOR by the Agreement. CONTRACTOR shall be fully responsible to DISTRICT for all work undertaken by subcontractors.

**12. Amendment** This Agreement may be amended only by written instrument signed by the DISTRICT and CONTRACTOR.

**13. Waiver** The waiver by the DISTRICT or any of its officers, agents or employees or the failure of the DISTRICT or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of the Agreement shall not be deemed to be a waiver of such obligations or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement. All conditions, covenants and obligations continue to apply no matter how often DISTRICT may choose to excuse a failure to perform them.

**14. Applicable Laws** In the performance of the services required by this Agreement, CONTRACTOR shall comply with all applicable federal, state, and DISTRICT statutes, ordinances, regulations, directives and laws. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed in a California State court located in Woodland, California.

**15. Disputes** Any dispute arising under this Agreement shall be decided by the APCO who shall put his or her decision in writing and mail a copy thereof to the address for the notice to CONTRACTOR. The decision of the APCO shall be final unless, within thirty (30) days from the date such copy is mailed to CONTRACTOR, CONTRACTOR appeals the decision in writing to the DISTRICT Board of Directors. Any such written appeal shall detail the reasons

for the appeal and contain copies of all documentation supporting CONTRACTOR'S position. In connection with any appeal proceeding under this paragraph, CONTRACTOR shall be afforded the opportunity to be heard and offer evidence in support of its appeal to the DISTRICT Board at a regular Board meeting. Pending a final decision of the dispute, CONTRACTOR shall proceed diligently with the performance of this Agreement and in accordance with the APCO's decision. The decision of the DISTRICT Board of Directors on the appeal shall be final for purposes of exhaustion of administrative remedies.

- 16. Statutory Limitations** This Agreement and any payments to CONTRACTOR hereunder are subject to the provisions and limitations imposed by the Health and Safety Code, including Section 44220, on the use of funds received as a result of the State Department of Motor Vehicles surcharge, and on any limitations on the use of AB 8 funds. DISTRICT shall have no liability for payment of any monies that are found to be in contravention of the Health & Safety Code. CONTRACTOR shall reimburse DISTRICT for any monies paid by DISTRICT to CONTRACTOR under this Agreement which are found to be in contravention of the Health & Safety Code or AB 8.
- 17. Authorized Representative** The person executing this Agreement on behalf of CONTRACTOR affirmatively represents that he or she has the requisite legal authority to enter into this Agreement on behalf of CONTRACTOR and to bind CONTRACTOR to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of CONTRACTOR and CONTRACTOR understands that the DISTRICT is relying on this representation in entering into this Agreement.
- 18. Captions** The title and captions of this Agreement are added for convenience only, and shall not constitute part of this Agreement.
- 19. Additional Provisions**

  - A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both.
  - B. Except where specifically stated otherwise in this document, the promises in this Agreement benefit the DISTRICT and CONTRACTOR only. They are not intended to, nor shall they be interpreted or implied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

**20. Entire Agreement** This Agreement constitutes the entire agreement between the DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations, or agreement, whether written or oral. In the event of a dispute between the parties as to the language of the Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first above written.

Yolo-Solano Air Quality Management District  
"DISTRICT"

By \_\_\_\_\_  
Mathew Ehrhardt, P.E., Air Pollution Control Officer

Name of Agency/Company  
"CONTRACTOR"

By \_\_\_\_\_

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

**EXHIBIT A**  
**WORK STATEMENT**

Describe the Clean Air Fund project as approved by the Board (and be specific on what you are proposing to do) Describe any changes from the original application (especially due to reduced funding levels).

**EXHIBIT B  
COST SCHEDULE**

**Applicant:**

**Budget:**                      Total Project Amount:                      \$  
    Amount Awarded by Y-S AQMD                      \$

**Project Title:**

**Project Time Line:**    Proposed Start Date:  
    Proposed End Date:  
    Project Life (years):

**Activity Description Breakdown – Total Project Amount (By period/expense)**

- |              |  |          |
|--------------|--|----------|
| 1.           | Period __/__/__ to __/__/__<br>Activity Description: | \$ _____ |
| 2.           | Period __/__/__ to __/__/__<br>Activity Description: | \$ _____ |
| 3.           | Period __/__/__ to __/__/__<br>Activity Description: | \$ _____ |
| 4.           | Period __/__/__ to __/__/__<br>Activity Description: | \$ _____ |
| <b>TOTAL</b> |  | \$ _____ |

**Total Budget Breakdown:**

	Y-S AQMD Grant	Other Match	Total
Capital	\$ _____	\$ _____	\$ _____
Personnel	\$ _____	\$ _____	\$ _____
Grant Administration	\$ XXXXXXXXXX	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____

**EXHIBIT C  
FINAL REPORT FORMAT**

The general format for the final report should include the following items (submit in duplex):

- 1. Cover/Title Page/Agreement Number**
- 2. Table of Contents** – If necessary for text, tables, figures, etc.
- 3. Project Description as Implemented** – Describe project, outlining why the project was done, including the project scope and duration, details of execution.
- 4. Copies of Paid Invoices**

Note: After the final report is submitted to the District, staff will conduct a performance evaluation on the project, which may include an on-site inspection.

In addition to the general format, the following items should be included for the specific category as listed below:

**ALTERNATIVE FUEL INFRASTRUCTURES**

**Infrastructure/Fueling Facilities**

1. Describe any implementation problems.
2. Provide breakdown of project staff time if District funds were used for this purpose.
3. Provide copies of invoices, purchase orders, and agreement number.
4. Describe any project scope changes from original application. This includes construction bid changes and whether or not this resulted in a surplus or deficit of funds.
5. Provide amount of matching funds used and specify sources.
6. Provide estimated project life.

**Clean Technologies/Low Emission Vehicles**

1. Describe any implementation problems.
2. Provide breakdown of project staff time if the District provided funds for this purpose.
3. Provide copies of invoices, purchase orders, and agreement number.
4. Describe any project scope changes from original application. This includes construction bid changes and whether or not this resulted in a surplus or deficit of funds.
5. Provide amount of matching funds used and specify sources.

6. Provide estimated project life in years.
7. Provide annual vehicle miles.
8. The following information is required for clean fuel vehicle projects that have received more than \$10,000 in District Clean Air Funds:
  - a. Provide actual emission reductions: ROG, NOx, PM-10. List data sources, assumptions and methodologies used.
  - b. Cost information:
    - Provide capital costs (equipment, infrastructure)
    - Provide operating costs (fuel, labor, maintenance)
    - Total project cost

**ALTERNATIVE TRANSPORTATION PROGRAM**

1. Provide the total trip reductions and reductions in vehicle miles traveled (VMT) if applicable – list data sources, assumptions and methodologies used to determine travel reductions.
2. Describe any implementation problems.
3. Provide breakdown of project staff time if District funds were used for this purpose.
4. Provide copies of invoices, purchase orders, and agreement number.
5. Describe any project scope changes from original application.
6. Provide amount of matching funds used and specify sources.
7. Provide estimated project life in years.

**TRANSIT SERVICES**

1. Describe any implementation problems.
2. Provide breakdown of project staff time if District funds were used for this purpose.
3. Provide copies of invoices, purchase orders, and agreement number.
4. Describe any project scope changes from original application.
5. Provide amount of matching funds used and specify sources.
6. Provide project life in years.
7. Provide daily ridership of the new service, total trip reductions and reductions in vehicle miles traveled (VMT) if applicable – list data sources, assumptions and methodologies used to determine travel reductions.

8. The following information is required for transit service projects that have received more than \$10,000 in District Clean Air Funds:
  - a. Provide actual emission reductions: ROG, NO<sub>x</sub>, PM-10 – List data sources, assumptions and methodologies used.
  - b. Cost information:
    - Provide capital costs (equipment, infrastructure)
    - Provide operating costs (fuel, labor, maintenance)
    - Total project cost

#### **PUBLIC EDUCATION/INFORMATION**

1. Describe the target audience including city, county, age group, and schools, if applicable.
2. What was the message that was delivered to the target audience? If so, please specify.
3. Did the message target specific behavioral changes to reduce emissions and did that message reach its audience? Please document.
4. Did the project have an evaluation component analyzing if and how well the message was received? Please explain the evaluation component and include any documentation.
5. Based on the evaluation component, did the target audiences' attitude and/or behavior change as a result of hearing or seeing the message? Did a behavioral change assist in or directly cause emissions reductions? If so, how?
6. Include survey form to be used to document behavioral changes during and after the program.
7. Provide an estimate of the number of individuals served by the program.
8. Provide breakdown of project staff time if District funds were used for this purpose.
9. Provide copies of the invoices, purchase orders, and agreement number.
10. Describe any project scope changes from original application.
11. Provide amount of matching funds used and specify sources.
12. Provide samples of all printed material, posters, press releases or any medium used to educate or inform.
13. What was the program life? (Time frame of the project).

**EXHIBIT D**  
**INSURANCE REQUIREMENTS**

CONTRACTOR shall furnish the DISTRICT with certificate(s) of insurance or self-insurance and/or original endorsement(s) and/or insurance binder(s) affecting coverage required below. The certificates, endorsements, and/or binders for each insurance policy are to be signed by a person authorized by the insurer to affect coverage on its behalf. The certificates, endorsements, and/or binders are to be received and approved by the DISTRICT before work commences. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, at any time. If CONTRACTOR provides self-insurance, it shall, on intervals specified by the APCO, provide financial statements sufficiently detailed so as to allow the APCO to assess where he finds that sufficient coverage will not be afforded to the DISTRICT.

During the term of the Agreement, CONTRACTOR shall, at its sole expense, obtain and maintain in full force I.A or I.B below. The type and limits of liability requirements are as follows:

I.     A.     **COMMERCIAL/GENERAL LIABILITY:**

Bodily Injury and Property Damage for premises and operations; Personal Injury and Advertising for premises and operations; Independent Contractors (if any basis); Incidental Contracts; Contractual Liability; and Products and Complete Operations.

“Claims made” policies are unacceptable.

Minimum Limits: \$1,000,000 combined single limit, on an occurrence policy form.

**BUSINESS AUTOMOBILE LIABILITY:**

Protection against loss of a result of liability to others caused by an accident and resulting in bodily injury and/or property damage, arising out of the ownership or use of any automobile. If CONTRACTOR has no owned automobiles, then only hired and non-owned automobile coverage is required.

Minimum Limits: \$1,000,000 per occurrence for bodily injury or property damage, combined single limit.

- B.     **Public Entities/Self-Insured Status:** CONTRACTOR shall maintain status as a legally self-insured public entity for general liability and shall maintain a self-insured retention of three hundred thousand dollars (\$300,000) per occurrence.

- II.    **Workers’ Compensation and Employers Liability:** CONTRACTOR shall carry full Workers’ Compensation insurance coverage for all persons directly employed or volunteers, in carrying out the work under this contract, in accordance with the “Workers’ Compensation and Insurance Act,” Division statutory limits will apply. If CONTRACTOR has no employees, no Workers’ Compensation coverage is required. If CONTRACTOR hires subcontractors to perform under this agreement, the CONTRACTOR shall assure that the subcontractor carries

Workers' Compensation insurance for all of its employees, who are required to be covered by applicable law.

- III. **Notice of Cancellation:** Each insurance policy shall be endorsed, and evidence of such endorsement shall be provided to the DISTRICT, that coverage not be suspended, voided, canceled, reduced in coverage or in limits, or material change in coverage, except after thirty (30) days prior written notice has been given to the DISTRICT. Ten (10) days prior written notice of cancellation for non-payment of CONTRACTOR'S insurance premium is permissible.
- IV. **Additional Insured:** It is mandatory that all of the above insurance policies (except Workers' Compensation) shall include the DISTRICT as additional insured. The DISTRICT, its officials, trustees, agents, employees, and volunteers are to be covered as additional insured as respects liability arising out of activities performed by or on behalf of the CONTRACTOR.
- V. In addition, it is understood and agreed that the following be made a part of the Agreement.
  - A. **Excess/Umbrella:** An excess policy or an umbrella policy (following form) may be utilized to meet the above required limits of liability.
  - B. **Supplementary Payments:** The above-stated limits of liability coverage for Commercial/Comprehensive General Liability, and Business Automobile Liability assumes that the standard "supplementary payments" clause will pay in addition to the applicable limits of liability and that these supplementary payments are not included as part of the insurance limits of liability. If any of the policies indicate that defense costs are included in the general limit, then the general aggregate limits must be a multiple of the per occurrence limits.
  - C. **Contractors' Insurance as Primary:** The CONTRACTOR'S insurance coverage shall be primary insurance. Any insurance or self-insurance maintained by the DISTRICT, its officials, trustees, agents, employees or volunteers shall be excess to the CONTRACTOR'S insurance and shall not contribute with it.
  - D. **Acceptability of Insurers:** Insurance is to be placed with admitted State of California insurers which have an A.M. Best's rating of no less than A:VII, or be an equivalent program of self-insurance.
  - E. **District Risk Manager Exceptions:** Any exceptions to the above insurance requirements are subject to the concurrence of the DISTRICT'S Risk Manager.



**FUNDING:**

**Program Funding Requested:**           \$ \_\_\_\_\_

**Other Funding:**                       \$ \_\_\_\_\_           **Source:** \_\_\_\_\_

  \$ \_\_\_\_\_

  \$ \_\_\_\_\_

  \$ \_\_\_\_\_

**TOTAL PROJECT COST:**               \$ \_\_\_\_\_

**SIGNATURE:**

**Signature of Responsible Official\*:** \_\_\_\_\_  
*(Original Signature Required/ No Photocopies)*

**Print Name:** \_\_\_\_\_

*\*Signing the application is agreeing to the terms and conditions of the agreement language. The responsible official must have the authority to apply for the grant funds on behalf of the applicant named.*

**NOTE:**

Cost Effectiveness (See Attachment B of application packet)

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DATE: February 28, 2014  
TO: STA Board  
FROM: Liz Niedziela, Transit Program Manager  
RE: Continuation of Public Hearing for New Fare Structure for SolanoExpress Routes 20, 30, 40, and 90 Operated by Fairfield and Suisun Transit (FAST) and approval of SolanoExpress Route 30 and Route 40 Fare Proposal

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**Background:**

The Solano Transportation Authority (STA), through an agreement contract with Fairfield and Suisun Transit (FAST), is responsible for authorizing modifications to fares or service for both Routes 30 and 90. Adjustments to FAST Routes 20 and 40 are covered by the Intercity Transit Funding agreement and FAST is required to notify the funding partners, including STA, but not necessarily seek their concurrence.

FAST staff proposed to establish a new route based fare structure with new fare values designed to:

1. Meet Clipper automated fare collection technology requirements;
2. Generate additional revenues to address a projected financial shortfall; and
3. Improve performance of local and intercity bus services relative to adopted standards.

At the January 2014 Solano Transportation Authority (STA) Board meeting, members of the STA Board proposed conditioning STA Board approval of fare adjustments to SolanoExpress Routes 20, 30, 40, and 90 based on subsequent approval of the fare proposal by the Fairfield City Council.

At the February 2014 STA Board meeting, a Public Hearing was conducted. Six members of the public presented and comments about the proposed fare increase, additional future parking cost with no guaranteed parking space, and the future fare adjustments. The STA Board voted to table its action on the fare proposal until the Fairfield City Council could hold a Public Hearing scheduled for February 18<sup>th</sup> on the entire fare proposal. In response to FAST staff's concerns of not meeting Clipper's timeline for implementation, the STA Board scheduled a special meeting for February 19<sup>th</sup>. In addition, the STA Board directed STA staff to provide a staff recommendation on fare adjustments to the SolanoExpress Routes.

At Fairfield City Council February 18th meeting, the Public Hearing Approving a New Fare Structure for FAST was tabled and a public hearing was not conducted. The Fairfield City Council opted to continue the request from FAST staff to modify fares for FAST's local transit service and SolanoExpress Routes 20, 30, 40 and 90 for two weeks with the focus to potentially shift to looking at charging parking at Fairfield Transportation Center (FTC) and to consider fare adjustments needed for 30 and 40 to accommodate Clipper implementation.

**Discussion:**

STA Board Chair Davis has extended the STA Board's public hearing scheduled for February 19th until the March 12<sup>th</sup> Board meeting. At the February 12<sup>th</sup> STA Board meeting, the STA

Board directed staff to develop a staff recommendation pertaining to four SolanoExpress bus routes. Based on staff’s analysis, Routes 30 and 40 will need to be adjusted to coordinate with the implementation of Clipper this Summer. STA will need to act on Route 30 and STA staff recommends to work with FAST staff to do the same for Route 40. Both 20 and 90 already have one fare rate and do not have to be adjusted in order to implement Clipper in a timely manner. Per the direction provided at last week’s STA Board meeting, STA staff developed a fare proposal.

The task of developing a one fare structure on Route 30 and Route 40 is not a straightforward task. Staff is of the opinion that it would be unreasonable for the fare to increase from \$2.75 to \$5.75 or as high as \$6.75 to meet Clipper requirements. FAST staff developed a Short Hop fare structure to elevate this issue. Even though, the Short Hop will not be Clipper compatible, it does provide a more equitable fare structure for SolanoExpress riders taking shorter trips, primarily within the County. Another positive feature of FAST fare proposal is bringing back student fare discounts that were eliminated in 2009. All Seniors, Disabled, and Medicare fares are one-half of regular fare price.

STA staff recommends a Fare Adjustment to Routes 30 and 40 accommodate Clipper as shown in Attachment A. This fare proposal will introduce the Short Hop and keep the fares for the one way trips at \$2.75. To simplify the fare structure, adjustments were made to Route 30 (slightly higher) and Route 40 (slightly lower) to develop the same fare structure for both routes and also Route 90. This fare proposal, along with the introduction of the Clipper card will make SolanoExpress routes and fare easier to use and understand.

STA’s consultant conducted an analysis of potential lost ridership and revenue with this proposed fare proposal while including the student fare discount. An estimated ridership increase of .4% is estimated mainly due to the student discount. An estimated \$17,000 of lost revenue is anticipated at 1% of the total intercity fare revenue.

**Route 30**

Route 30 travels between Fairfield and Sacramento and is affected by the multi-zone fare. The ridership is mainly commuters. Route 30 fare proposal has a decrease in the One Way Short Hop and a modest increase in all other categories in efforts to simplify the fare structure to be the same as Route 40. Also, the Monthly Fare of \$130 is the same as the proposed fare for Route 40 and the current fare for Route 90.

<b>Route 30</b>	<b>Current Fare</b>	<b>Proposed</b>	<b>Difference</b>
<b>One Way Short Hop</b>	\$2.75-\$3.75	<b>\$2.75</b>	+\$0.00/- \$1.00
<b>One Way</b>	\$4.75-\$5.75	<b>\$5.75</b>	+\$1.00/no increase
<b>Monthly Short Hop</b>	\$70.00-\$90.00	<b>\$70.00</b>	+\$0.00/- \$15.00
<b>Monthly</b>	\$110.00-\$130.00	<b>\$130.00</b>	+\$20.00/+\$0.00

<b>Route 30 Hop (\$2.75)</b>	<b>Route 30 (\$5.75)</b>
Fairfield - Vacaville	Fairfield - Sacramento
Fairfield - Dixon	Fairfield - UC Davis
Vacaville - Dixon	Vacaville - Sacramento
Vacaville - UC Davis	
Dixon- UC Davis	
Dixon - Sacramento	

**Route 40**

Route 40 travels between Vacaville and Walnut Creek BART and is affected by the multi-zone. The ridership is mainly commuters. Route 40 fare proposal has a slight increase for the Monthly Short Hop, but a significant decrease in fares in all other categories in efforts to simplify this fare structure to be the same as Route 30. Also, the Monthly Fare of \$130 is the same as the proposed fare for Route 30 and the current fare for Route 90.

<b>Route 40</b>	<b>Current Fare</b>	<b>Proposed</b>	<b>Difference</b>
<b>One Way Short Hop</b>	\$2.75-\$4.75	<b>\$2.75</b>	+\$0.00/- \$2.00
<b>One Way</b>	\$5.75-\$6.75	<b>\$5.75</b>	no increase/- \$1.00
<b>Monthly Hop</b>	\$70.00-\$110.00	<b>\$70.00</b>	<b>+\$0.00</b> /- \$40.00
<b>Monthly</b>	\$130.00-\$150.00	<b>\$130.00</b>	+\$0.00/- \$20.00

<b>Route 40 Hop (\$2.75)</b>	<b>Route 40 (\$5.75)</b>
Vacaville- Fairfield	Vacaville - BART
Vacaville - Benicia	Fairfield - BART
Fairfield - Benicia	
Benicia - BART	

The Intercity Consortium and Technical Advisory Committee (TAC) reviewed the SolanoExpress Route 30 and Route 40 Fare Proposal at their February 25<sup>th</sup> and 26<sup>th</sup> meetings, respectively, and unanimously approved STA staff's recommendation. A typo was corrected after the meetings. The Monthly Hop fare for both Routes 30 and 40 is \$70.00 not \$75.00.

**Recommendation:**

Continue the Public Hearing and approve the revised SolanoExpress Route 30 and Route 40 Proposal Fare Rate as specified in Attachment A.

Attachment:

- A. Proposed Fare Adjustment for FY 2014-15

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### Proposed Fare Adjustment for Fiscal Year 2014/2015

Cash and CLIPPER e-cash Single Ride Fares				31 Day Paper and CLIPPER Passes			
ROUTE	ADULT	YOUTH	SENIOR DISABLED MEDICARE (SDM)	ROUTE	ADULT	YOUTH	SENIOR DISABLED MEDICARE (SDM)
FAST Local	\$ 1.50	\$ 1.25	\$ 0.75	FAST Local	\$ 50.00	\$ 42.00	\$ 25.00
SolanoExpress 20	\$ 2.75	\$ 2.00	\$ 1.35	SolanoExpress 20	\$ 70.00	\$ 50.00	\$ 35.00
*SolanoExpress 30 S	\$ 2.75	\$ 2.00	\$ 1.35	*SolanoExpress 30 S	\$ 70.00	\$ 50.00	\$ 35.00
SolanoExpress 30	\$ 5.75	\$ 4.75	\$ 2.85	SolanoExpress 30	\$ 130.00	\$ 109.00	\$ 65.00
*SolanoExpress 40 S	\$ 2.75	\$ 2.00	\$ 1.35	*SolanoExpress 40 S	\$ 70.00	\$ 50.00	\$ 35.00
SolanoExpress 40	\$ 5.75	\$ 4.75	\$ 2.85	SolanoExpress 40	\$ 130.00	\$ 109.00	\$ 65.00
SolanoExpress 90	\$ 5.75	\$ 4.75	\$ 2.85	SolanoExpress 90	\$ 130.00	\$ 109.00	\$ 65.00

\*SolanoExpress S = Short Hop and will not be Clipper Compatible

If a passenger travels 4 times a week, 4 weeks a month, their one-way fare would be \$184 compared to a monthly pass of \$130.

#### Ridership Change by Fare Category

	Local	<b>Intercity</b>	Total
Estimated ridership	697,291	<b>408,519</b>	1,105,810
Estimated ridership change	2,291	<b>1,519</b>	3,810
	0.3%	<b>0.4%</b>	0.3%
Ridership change by fare category			
adult	0	<b>198</b>	198
youth	2,291	<b>1,355</b>	3,646
SDM	0	<b>-55</b>	-55
transfers + cash	0	<b>22</b>	22

Ridership changes very little (less than 1%) with increases coming from youth and adult fare categories due to fare reduction.

#### Revenue Change by Fare Category

	Local	<b>Intercity</b>	Total
Estimated revenue	\$667,392	<b>\$1,545,893</b>	\$2,213,285
Estimated revenue change	(\$15,608)	<b>(\$17,107)</b>	(\$32,715)
	-2%	<b>-1%</b>	-1%
Revenue change by fare category			
adult	\$0	<b>(\$2,771)</b>	(\$2,771)
youth	(\$15,608)	<b>(\$15,119)</b>	(\$30,727)
SDM	\$0	<b>\$1,788</b>	\$1,788
transfers + cash	\$0	<b>(\$1,005)</b>	(\$1,005)

Fare revenue has a slightly greater impact, a loss of about 2% on the local system and 1% on the regional system, primarily from the youth and adult

(Proposed Fare Adjustment is compared to baseline FY2014/15 ridership and revenue projection using current fares)

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DATE: February 28, 2014  
TO: STA Board  
FROM: Jayne Bauer, Marketing and Legislative Program Manager  
RE: Legislative Update - Cap and Trade Funding and Allocation of Future Revenues for Transportation

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**Background:**

Each year, STA staff monitors state and federal legislation that pertains to transportation issues. On February 12, 2014, the STA Board approved its 2014 Legislative Priorities and Platform to provide policy guidance on transportation legislation and the STA's legislative activities during 2014.

Monthly legislative updates are provided by STA's State and Federal lobbyists for your information (Attachments A and B). A Legislative Bill Matrix listing state bills of interest is available at <http://tiny.cc/staleg>.

**Discussion:**

STA's state legislative advocate (Josh Shaw of Shaw/Yoder/Antwih, Inc.) has worked with STA staff to schedule briefings on March 19th with each of Solano's state legislators and transportation agency staff to provide the current status of STA priority projects and advocate for STA's legislative priorities. A major emphasis this year will be a request that they support a portion of Cap and Trade revenues being dedicated to the regions which can better decide how to distribute the funds among their local jurisdictions. The tentative schedule for Lobby Day is provided as Attachment C.

STA's federal legislative advocate (Susan Lent of Akin Gump) is working with STA staff to schedule meetings that line up with STA's strategy and objectives for the annual lobbying trip to Washington, DC, which is scheduled the week of April 1-2, 2014. The priorities for discussion are MAP-21 Reauthorization and Implementation (including National Freight Network designation of I-80, Discretionary Freight and Transit Project Grants, Environmental Streamlining, and Transportation Alternative Program) and Project-Specific Advocacy (TIGER, Highway and Transit Projects). Attachment D provides detail on the purpose of the trip as well as the meetings being arranged with Solano Congressional delegates and transportation agencies.

**Cap and Trade**

California's Cap and Trade Program was established in 2006 as a part of AB 32, the California Global Warming Solutions Act. Since the passage of the legislation, California has held three Cap and Trade auctions resulting in an estimated \$870M in Cap and Trade Revenues being available in FY 2014-15.

In December 2013, in anticipation of the State potentially dedicating future Cap and Trade revenues to the regions consistent with their implementation of SB 375 implementation goals identified in each region's updated Regional Transportation Plan/Sustainable Community Strategy, the Metropolitan Transportation Commission (MTC) adopted a Cap and Trade Funding

Framework and Project Selection Guideline Development Process. MTC's Cap and Trade Funding Framework identifies the following five funding categories if the State opts to dedicate Cap and Trade revenues to be allocated at the regional/local level: 1. Transit Core Capacity Challenge – Large Transit Operators (28%), 2. Transit Operating and Efficiency Program – Mid Size and Smaller Transit Operators (14%), 3. OBAG Grants (to CMAs and Local Agencies) (33%), 4. Climate Initiatives – Includes Safe Routes to School (12%), and Goods Movement (14%). Categories 2 through 5 would provide funds to Solano County to address transportation projects and programs that are a priority of the STA (See attachment E: Cap and Trade Expenditure Priorities).

SB 375 tasks the Metropolitan Planning Organizations (MPOs) to set goals to achieving reductions in Green House Gas Emissions by 2020 and 2035. MTC, in partnership with the Association of Bay Area Governments (ABAG), recently updated its Regional Transportation Plan (RTP) in collaboration with the region's development of a Sustainable Communities Strategy (SCS) as required by SB 375. This coordinated planning effort was titled Plan Bay Area. The SCS goals outlined in this effort for the nine county Bay Area region includes a 2020 GHG reduction goal of 7% and a more significant GHG reduction target of 15% by 2035. The RTP identifies specific programs and projects intended to enable the Bay Area to reach both its 2020 and 2035 SCS goals for GHG reduction.

In a specific effort to begin regional implementation of the RTP at the local level, MTC tasked the Bay Area's nine Congestion Management Agencies (CMAs) to work with the region's nine counties, 100 cities, and two dozen transit operators to identify and begin funding plans, projects and programs at the local level to achieve these regional SCS goals. This initial funding process was titled the OneBayArea Grant program (OBAG) and was administered for Solano County by the STA in 2013. During this cycle of OBAG funding, the STA dedicated its \$18.8 million in OBAG funds to the following categories: 1. Maintenance of Local Streets and Roads, 2. Priority Development Area (PDA) Planning, 3. Priority Conservation Area (PCA) Planning and Projects, 4. Transit, 5. Bicycle and Pedestrian Projects, 6. Safe Routes to School, and 7. Improved Mobility for Seniors and People with Disabilities.

Governor Brown's 2014-15 Budget Proposal for Cap and Trade Revenue proposes all of the \$850 million in Cap and Trade Revenues be allocated by various state agencies or departments, and does not include any allocation of Cap and Trade revenues to the regional level and subsequently the local level. \$600 million of the \$850 million (70%) is proposed for Sustainable Communities & Clean Transportation with the funding dedicated to the High Speed Rail Authority for Rail Modernization (\$300m), California Air Resources Board for Low Carbon Transportation (\$200m), and Strategic Growth Council for Sustainable Communities (\$100m). There is no assurance that any of the funds in the latter two categories would be provided to local communities, which is where many of the actual projects to implement AB 32 and SB 375 will occur.

Budget hearings in both the State Assembly and State Senate began in February and continue in March with the Governor's Budget Revise scheduled for May.

The Governor's January Cap and Trade Budget proposal does not recommend any direct funding for the regions/local governments for implementation of SB 375 requirements, but rather proposes \$100 million to the state for these purposes. Furthermore, only \$50m of the \$300m proposed for Rail Modernization is slated for California's Intercity Rail Systems (such as the Capital Corridor) and Urban Rail Systems with the remaining \$250m identified for High Speed Rail. The Metropolitan Transportation Commission (MTC) has proposed \$500m in Cap and Trade funds be dedicated to regional/local implementation of SB 375 (see Attachment E), and the California

Transit Association (CTA) staff has suggested funding should at a minimum be the same as funding for high-speed rail, currently proposed at \$250m.

STA staff has participated in several legislative discussions at MTC and the California Transit Association and the general discussion has focused on two items:

1. Requesting the State Legislature support a specific amount of Cap and Trade revenues for Sustainable Communities and Clean Transportation be allocated to the regions for implementation of SB 375 at the regional/local level, and
2. Requesting the State Legislature increase the amount of Cap and Trade Rail Modernization funds dedicated for Intercity and Urban Rail Systems from the currently proposed \$50 million to at least \$100 million and be allocated via formula to each Intercity and Urban Rail Operator by the California Transportation Commission (CTC).

The Capitol Corridor Joint Powers Authority made a request of the Assembly Budget Subcommittee No. 3 (see Attachment F), which is holding a Cap and Trade funding hearing on March 19<sup>th</sup>) to increase the allocation for the Rail Modernization Program ten-fold (from the original \$50m to \$500m). The STA Board may want to discuss what amount of Rail Modernization funds to recommend.

STA staff has provided a staff report for the March 13<sup>th</sup> CCCC meeting with the same recommendations. Staff has prepared flyers that explain the “Cap and Trade Expenditure Priorities” (Attachment G), including which projects could be funded in Solano County under the funding framework developed by MTC and the status of the cap and trade auctions as well as the Governor’s \$850m allocation proposal; and a background flyer “Cap and Trade 101” (Attachment H) to educate the general public about the cap and trade program as well as the 2020 emission target, status of auctions and the Governor’s \$850m allocation proposal.

**Fiscal Impact:**

None.

**Recommendation:**

Approve the following:

1. Authorize the STA Chair to forward a letter to the State Assembly and Senate requesting they support a specific amount of Cap and Trade revenues for Sustainable Communities and Clean Transportation be allocated to the regions for implementation of SB 375 at the regional/local level; and
2. Request Solano County State Legislators support increasing the amount of Cap and Trade Rail Modernization funds dedicated for intercity and urban rail systems from \$50 million to at least \$100 million and be allocated to each intercity and urban rail operator via formula by the California Transportation Commission (CTC).

Attachments:

- A. State Legislative Update
- B. Federal Legislative Update
- C. Tentative Schedule for STA State Lobby Day – March 19, 2014
- D. Memo - Purpose and Priorities for Board Trip to Washington, DC – April 1-2, 2014
- E. MTC Cap and Trade letter dated February 27, 2014
- F. Capitol Corridor Cap and Trade letter dated March 3, 2014
- G. Cap and Trade Expenditure Priorities
- H. Cap and Trade 101

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**SHAW/YODER/ANTWIH, inc.**

LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

February 27<sup>th</sup>, 2014

TO: Board of Directors, Solano Transportation Authority

FM: Joshua W. Shaw, Partner  
Matt Robinson, Legislative Advocate  
Shaw / Yoder / Antwih, Inc.**RE: STATE LEGISLATIVE UPDATE – March 2014**

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Since our last report, the Legislative deadline to introduce new bills for the 2014 legislative session has passed. There were a total of 1,299 new bills in the Assembly and 631 new bills in the Senate. This amounts to roughly 360 less bills introduced this session from 2013. We have reviewed all introduced legislation and flagged several pertinent bills for the Authority's review.

To ensure SolTrans is able to take ownership of the Curtola Park and Ride property in Vallejo, Senator Wolk has introduced SB 1368 at the request of the Authority and SolTrans. This legislation will ensure state-owned property in Vallejo can be turned over to SolTrans for long-term operation, maintenance and improvements. Specifically, SolTrans would construct improvements to modernize and expand the existing park & ride lots on Curtola Parkway on either side of Lemon Street.

With respect to Governor's appointments to the Water Emergency Transportation Authority, we have been working with the Governor's Office to ensure that Solano County continues to be represented on the board, as the Governor's appointees are all due for consideration early this year. We have been told the Governor will act shortly to make his appointments.

We continue to advocate the Authority's preferred approach regarding the Governor's proposed Cap and Trade appropriation, especially with regard to the Sustainable Communities Implementation Program. This will be a central focus of the March 19 Sacramento Lobby Day for Board members. We plan to highlight the need to ensure a strong regional approach to project selection; the need to expand eligible uses of the funds, to match the region's agreement on expenditures; and, the need to beef up the funding available to sustainable communities projects.

Related to Cap and Trade, Senator Steinberg recently introduced legislation that would instate a Carbon Tax while simultaneously removing transportation fuels from the Cap and Trade program. The legislation would impose a tax on fossil fuels paid by the producers of those fuels for every ton of carbon emitted, including gasoline, propane, natural gas and ethanol. The money collected from the new tax is proposed to be spent on a state earned income tax credit for low income families (as much as two thirds of the tax – to help offset any burden they would encumber at the pump) as well as "a 21st century mass transportation system."

On the following pages, we have highlighted legislation of interest to the Authority and provided additional information on the Cap and Trade program related to sustainable communities.

## **Bills of Interest**

1. **AB 935 (Frazier)** would change the composition of the WETA board of directors, adding additional Senate and Assembly appointments. Because the bill specifically authorized the STA to develop the list of nominees for the seat to be appointed from Solano County, **the STA Board Supports this bill.** **This bill was referred to the Senate Transportation and Housing Committee. No hearing has been set in 2014.**
2. **SB 556 (Corbett)** was amended at one point last year to require *all public agencies*, including public transit systems, to “label” employees and vehicles which are independent contractors or operated by independent contractors with a "NOT A GOVERNMENT EMPLOYEE" or "THE OPERATOR OF THIS VEHICLE IS NOT A GOVERNMENT EMPLOYEE" disclosure.

**The STA Board Opposed that version of the bill,** due to its adverse impact on transit systems. In the face of substantial opposition around the state, the author narrowed the bill’s scope late in the session; it now applies only to public health or safety service providers. **The Author’s office indicates there is currently no intention to move this bill in 2014.**

3. **SB 1156 (Steinberg)** Under the Cap and Trade program, the manufacturers of transportation fuels are required to begin purchasing GHG emissions allowances on January 1, 2015. The revenues from the sale of these emissions would be available for the state for programs that reduce GHG emissions. This bill would remove transportation fuels from the Cap and Trade program, and instead impose a carbon tax on suppliers of fossil fuels to be deposited in the Carbon Tax Revenue Special Fund to be rebated to taxpayers. While there is no mention of mass transportation funding in the current version of the bill, Senator Steinberg has stated his intention to provide a third of the revenues collected to mass transportation. **This bill will be eligible to be heard in committee on March 23<sup>rd</sup>.**
4. **SB 1368 (Wolk)** would authorize CalTrans to relinquish a park and ride lot to a joint powers authority formed for the purposes of providing transportation services. For The Authority’s purposes, this bill will ensure state-owned property in Vallejo can be turned over to SolTrans for long-term operation, maintenance and improvements. **This bill will be eligible to be heard in committee on March 25<sup>th</sup>.**
5. **SCA 4 (Liu) and SCA 8 (Corbett)** would lower the two-thirds voter threshold to raise taxes to fund transportation projects to fifty-five percent. **The STA Board Supports both of these bills.** One of the bills was subsequently amended to add “strings” to the expenditure of local funds raised with the lowered threshold; the Board should discuss over the coming months its priorities relative to these state impositions. **Both measures are currently in the Senate Appropriations Committee.**

### **Cap and Trade**

The 2014-15 Governor's Budget proposes the appropriation of \$850 million in Cap and Trade revenues (\$100 million from a General Fund loan repayment, and \$750 million in new auction revenues). Of this amount, \$600 million is earmarked for transportation programs, as follows:

- \$100 million for the Sustainable Communities Implementation Program;
- \$300 million for rail modernization, with \$250 million for high-speed rail and \$50 million for local and regional rail systems integration and connectivity to high-speed rail;
- \$200 million for programs that accelerate low-carbon freight and passenger transportation, including purchase credits for zero-emission vehicles (including trucks and buses);

On February 12, the Governor released his proposed trailer bill language for the Cap and Trade Program. As previewed in the January budget release, \$100 million is proposed to be administered by the Strategic Growth Council (SGC) to manage the Sustainable Communities Implementation Program, a new competitive program that would support land-use, housing, transportation, and agricultural land preservation practices that reduce GHG emissions through infill and compact development. The SGC will develop and adopt program guidelines, in coordination with other state agencies and local entities, to fund investments in transit projects that increase ridership, pedestrian and bicycle facilities, transit-oriented development, and prevention of agricultural land conversion. The SGC will work with MPOs and other regional agencies to identify and recommend projects for funding. The SGC proposes using 50 percent of program revenues to benefit disadvantaged communities.

Additionally, the Governor is proposing that 33 percent of the revenues in the Greenhouse Gas Reduction Fund be used for the high-speed rail project, as well as the entire \$400 million of the outstanding loan to the General Fund that was done in 2013-14. The Governor is also proposing \$50 million for a competitive grant program for rail capital and system integration projects statewide that would be selected by the California State Transportation Agency, allocated by the California Transportation Commission, and administered by Caltrans.

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## M E M O R A N D U M

February 27, 2014

**To:** Solano Transportation Authority  
**From:** Akin Gump Strauss Hauer & Feld LLP  
**Re:** February Report

During the month of February we monitored developments in Congress and at the Department of Transportation of relevance to Solano Transportation Authority. We also provided recommendations regarding the upcoming STA Board trip to Washington, D.C. Vic Fazio and Susan Lent made a presentation to the STA board at its February 12 meeting regarding the outlook in Washington for transportation funding and the plan for achieving STA's federal priorities.

**Surface Transportation Reauthorization**

On February 26, 2014, President Obama released an outline of his proposal to reauthorize MAP-21 with \$302 billion in spending over four years. The proposal includes a one-time appropriation of \$150 billion to fill the gap between what the Highway Trust Fund can support and program needs. The Administration is proposing to pay for the transportation spending not supported by gas tax revenues with savings from tax reform.

The proposal would increase funding for transit to \$72 billion, which is a nearly 70 percent annual increase over MAP-21 authorized levels. The proposal would increase funding for highways to \$199 billion (a 22 percent annual increase) over the four years. The proposal would also provide more than \$7 billion for highway safety programs and \$19 billion for rail programs.

The proposal includes a number of discretionary programs in addition to the formula programs. It would create a new multimodal freight grant program, authorized at \$10 billion for rail, highway, and port projects to address "the greatest needs" to improve the efficient movement of goods. It also would make \$5 billion available over four years for the TIGER program and \$4 billion for a new competitively awarded grant program to incentivize innovation and local policy reforms to encourage better performance, productivity, and cost-effectiveness in transportation systems. The TIFIA loan program would be funded at \$1 billion annually for four years.

On the same day that the President released his reauthorization proposal, House Ways and Means Committee Chairman David Camp (R-MI) released his proposal for comprehensive tax reform. Chairman Camp's proposal would provide a projected \$126.5 billion in revenue for the Highway Trust Fund. The revenue would come from repatriated earnings of U.S. corporations.

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<February 27, 2014>  
Page 2

According to an analysis by the Joint Committee on Taxation, this \$126.5 billion infusion would be sufficient to eliminate the cumulative shortfall in the Highway Trust Fund through 2021.

Congress likely will not be able to enact comprehensive tax reform legislation in the remaining months of the 113<sup>th</sup> Congress. However, the Camp proposal for generating revenue for the Highway Trust Fund received some support from House Transportation and Infrastructure Committee Chairman Bill Shuster (R-PA). Chairman Shuster stated that the proposal could play a “meaningful role” in the reauthorization bill and bring greater certainty to the highway trust fund.

Senate Environment and Public Works Committee Chair Boxer has said she will mark up a transportation bill in the spring and House Transportation and Infrastructure Committee Chair Bill Shuster has said he will mark up a bill before the August recess.

On February 12, the Senate Environment and Public Works Committee held a hearing that brought together stakeholders, including witnesses from the Chamber of Commerce, National Association of Manufacturers (NAM), AFL-CIO, American Association of State Highway and Transportation Officials and the American Road and Transportation Builders Association, who advocated in favor of a multi-year bill to bring stability to transportation programs and allow for long-term planning.

The House Transportation Committee held a roundtable on the reauthorization of the transportation bill on February 26. In addition to representatives from the Chamber, NAM and organized labor, the Committee heard from the American Trucking Association, National Retailer Leaders Association, National Steel Bridge Alliance, Transportation for America, and the American Highway Users Alliance. While neither the Senate hearing nor the House roundtable focused on the gas tax or how to finance the transportation reauthorization, which is under the jurisdiction of the House Ways and Means Committee and Senate Finance Committee, some Republican Committee Members criticized the Chamber and other business alliances for supporting an increase in the gas tax and expressed concern that the public is not yet aware of the importance of preventing the failure of the Highway Trust Fund, and therefore, would not support a gas tax increase. Former House Transportation and Infrastructure Committee Chair John Mica (R-FL) recommended that the stakeholders make a “more realistic” proposal, stating that it would not be possible for Congress to approve a gas tax increase before the November elections.

The House Transportation Committee’s Special Panel on Public-Private Partnerships held its first meeting on February 11. Much of the discussion focused on how to protect the public

Solano Transportation Authority  
<February 27, 2014>  
Page 3

interest in the public private partnerships. Participants from Parsons Brinckerhoff and Transurban emphasized the importance of TIFIA loans and private activity bonds to encourage private investment in public projects.

### **Fiscal Year 2014 TIGER Grant Program**

On February 26, the Department of Transportation announced the availability of \$600 million for fiscal year 2014 TIGER grants. Changes to the program include: 1) DOT will award up to \$35 million in planning grants; 2) priority will be given to proposals that seek to strengthen opportunities to expand the middle class; 3) funds will be available until the statutory deadline of September 30, 2016; and 4) applications that identify project co-applicants or project partners in addition to a lead applicant must be signed by each co-applicant and/or partner organization. DOT will accept applications beginning on April 3 and the application period will close on April 28.

### **Legislation Introduced**

On January 30, Rep. Albio Sires (D-NJ) introduced legislation to create a loan program to assist state and local governments with building sidewalks, trails and dedicated bike lanes. *The New Opportunities for Bicycle and Pedestrian Infrastructure Financing Act of 2014* (H.R. 3978) would authorize a program based on TIFIA, which would be funded at \$11 million. The bill was referred to the House Transportation and Infrastructure Committee and has 10 cosponsors, including two Florida Republican Members, Representatives Mario Diaz-Balart and Ileana Ros-Lehtinen.

On February 6, Sen. Mark Begich (D-AK) introduced *The Safe Streets Act* (S. 2004), which would require all new federally-funded transportation projects to use a Complete Streets approach to planning, designing and building roads to accommodate the safety and convenience of all users, including public transit users, bicyclists, pedestrians, motorists and freight vehicles. Under the bill, state DOTs must adopt laws and metropolitan planning organizations (MPOs) must adopt explicit policy statements implementing a Complete Streets policy within two years of enactment. Sen. Brian Schatz (D-HI) cosponsored the legislation. Companion legislation (H.R. 2468) is pending in the House. It was introduced by Rep. Doris Matsui (D-CA) in June 2013 and has 26 cosponsors, including three Democrat Members of the California delegation (Brownley, Honda and Takano).

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**Solano Transportation Authority****Sacramento Lobby Day****Wednesday, March 19, 2014**Tentative Schedule

10:00 – 11:00 a.m.	Pre-briefing at SYA [Capitol Room]
11:15 – 11:45 a.m.	Meet w/ Andre Boutros and Staff @ CTC Headquarters
Noon – 1:00 p.m.	Lunch @ Chops
1:00pm	Select Committee Hearing on Passenger Rail – Room 112
1:30 – 2:00 p.m.	Meet w/ Asm. Frazier – Room 3091
2:00 – 2:30 p.m.	Meet w/ Sen. Wolk – Room 5144
2:45 – 3:15 p.m.	Meet w/ Asm. Yamada – Room 5160
3:30 – 4:15 p.m.	Fifth Meeting (target = CalSTA Undersecretary Annis & Dep. Secty. DeAlba)
4:00 – 4:30 p.m.	Meet w/ Asm. Bonilla – Room 4140

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## M E M O R A N D U M

January 31, 2014

**To:** Solano Transportation Authority  
**From:** Susan H. Lent  
**Re:** Purpose and Priorities for Board Trip to Washington, D.C.

This memorandum outlines the purpose of the STA Board trip to Washington, D.C. and our recommendations regarding priorities for the trip.

I. Purpose of Trip

STA Board members traditionally have made an annual trip to Washington to brief members of Congress, committee staff and agency officials regarding STA priorities. The purpose of the trip has evolved over the years. In previous years we met with Members of Congress and largely advocated for earmarks for transportation projects. After Congress banned earmarks we began meeting with the Department of Transportation and other federal agencies to advocate for discretionary grants. While MAP-21 eliminated many of the discretionary programs and distributes most of the funding to the states by formula, the annual D.C. trip remains critical for several reasons. First, MAP-21 expires on September 30, 2014 and it is important that stakeholders like STA communicate about its transportation needs and the importance of passing a law that provides stable and reliable funding. Second, STA has the opportunity to recommend changes to MAP-21 to Senator Boxer, who chairs the Environment and Public Works Committee, and Congressman Garamendi, who serves on the House Transportation and Infrastructure Committee, as well as Committee staff. Third, STA should update the Federal Transit Administration (FTA) regarding its interest in undertaking P3s for developing and operating its transit stations. Fourth, DOT will award another round of TIGER grants and STA should brief DOT on the project it decides to pursue (assuming it decides to pursue a project).

II. Priorities for Trip

A. MAP-21 Reauthorization

1. Timely Authorization with Reliable Funding -- With MAP-21 set to expire in eight months and revenues from the gas tax insufficient to support transportation spending, Congress has a significant challenge to identify revenues that would keep spending even close to level with what it has been under MAP-21. This is also an election

Solano Transportation Authority  
<January 31, 2014>  
Page 2

- year, which means that Congress will recess early – likely in late September or early October. We should communicate why Solano County needs Congress to reauthorize MAP-21 and provide funding at least at the same level as under MAP-21.
2. Designation of Freight Network that includes critical trade corridors such as I-80, and does not break up corridors to satisfy an arbitrary requirement (i.e., 21,000 centerline miles).
  3. Discretionary Grant Program for Freight Projects – With several priority projects located on I-80, STA would benefit from a discretionary grant program under which DOT would award grants to projects that will facilitate goods movement, reduce congestion and enhance safety.
  4. Environmental Streamlining – MAP-21 includes provisions that are intended to expedite project delivery; however, the legislation did not go as far as the House had proposed. We should discuss the specific challenges that STA has had in delivering projects and recommend changes in the law.
  5. Discretionary Grants for Transit – We should support the American Public Transportation Association’s position that some transit funding should be distributed through discretionary grants. Discretionary grants are critical so that transit agencies can meet larger needs (big bus purchases and construction of transit facilities) that it cannot meet with its formula allocation.
  6. Transportation Alternatives Program – Support continued set-aside as this funding is critical for Safe Routes to Schools and active transportation programs.

Identify other issue areas of importance to STA.

B. Positions on Implementation of MAP-21

1. Designation of National Freight Network – We should discuss with Members and committee staff the fact that the freight network should include trade corridors in their entirety and not break them up to meet an arbitrary number of maximum miles in the network.
2. DOT should act promptly to undertake the required rulemaking to expedite project delivery.

Solano Transportation Authority  
<January 31, 2014>  
Page 3

C. Project-Specific Advocacy

1. TIGER Project – We should discuss the TIGER project STA selects with members of Congress and DOT.
2. Highway Projects – We should update members of Congress regarding STA’s highway projects and funding needs. We should express the importance of discretionary funding (whether the projects are selected by Congress or DOT) for meeting funding needs of larger scale nationally and regionally significant projects.
3. Transit Projects –
  - i. Brief members of Congress and committee staff and FTA regarding STA’s plans for developing its transit centers as P3s. This would be another area where we can highlight the value of discretionary funding. There are opportunities for STA to utilize property and projects that receive federal funds for joint development and to realize value through revenue capture. We ultimately will need FTA approval.
  - ii. Brief members of Congress and committee staff on STA’s interest in pursuing funding for clean fuel transit buses.

III. Proposed Meetings

We recommend scheduling the following meetings:

Senate

- Senator Boxer or staff
- Senator Feinstein or staff
- Environment and Public Works Committee staff (Highway program)
- Banking Committee staff (Transit program)

House

- Congressman Mike Thompson

Solano Transportation Authority  
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Page 4

- Congressman John Garamendi
- House Committee on Transportation and Infrastructure staff

Department of Transportation

- Therese McMillan (FTA)
- DOT Policy office regarding TIGER program

We will add additional meetings based on your input and prepare talking points for the meetings.

Please let us know if you have any questions.



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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February 27, 2014

*Amy Rein Wörth, Chair*  
Cities of Contra Costa County

*Dave Cortese, Vice Chair*  
Santa Clara County

*Alicia C. Aguirre*  
Cities of San Mateo County

*Tom Azumbrudo*  
U.S. Department of Housing  
and Urban Development

*Tom Bates*  
Cities of Alameda County

*David Campos*  
City and County of San Francisco

*Bill Dodd*  
Napa County and Cities

*Dorene M. Giacupini*  
U.S. Department of Transportation

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Alameda County

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Association of Bay Area Governments

*Jake Mackenzie*  
Sonoma County and Cities

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*Bijan Sartipi*  
California State  
Transportation Agency

*James P. Spering*  
Solano County and Cities

*Adrienne J. Tisler*  
San Mateo County

*Scott Wiener*  
San Francisco Mayor's Appointee

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

The Honorable Richard Bloom  
Chair, Assembly Budget Subcommittee No. 3  
P.O. Box 942849,  
State Capitol, Room 2179  
Sacramento, CA 94249-0050

**RE: Cap & Trade Funding in FY 2014-15 State Budget**

Dear Chair Bloom:

The Metropolitan Transportation Commission, the Metropolitan Planning Organization (MPO) for the nine-county San Francisco Bay Area, respectfully requests changes to the Governor's proposal for how to spend Cap-and-Trade (C&T) funds in the FY 2014-15 State Budget. While we are grateful the Administration proposes steering \$600 million of the \$850 million towards GHG reductions in the transportation sector, we believe the proposed Sustainable Communities Implementation Program (SCIP) warrants a much higher level of funding. We also seek a program that would be administered regionally, building on the bottom-up approach of Senate Bill 375 (Steinberg, 2008).

At only \$100 million, the SCIP is proposed to receive the smallest share of the entire package even though Senate Bill 375 (Steinberg, 2008) is a central part of the state's transportation sector GHG reduction strategy. Rather than seek redirection of funds proposed for other categories, MTC recommends your committee expand the entire program by seeking full repayment of the remaining \$400 million C&T loan made to the General Fund in last year's budget to allow for a \$500 million Sustainable Communities Investment Program overall.

As noted, in addition to seeking increased funding for the SCIP, MTC also seeks changes to its structure. Logically, a new grant program named the "Sustainable Communities Implementation Program" would provide funding to the entities responsible for developing Sustainable Communities Strategies in the first place, namely the state's 18 MPOs. Yet, rather than follow the "bottom-up" approach of SB 375, the budget proposal bypasses MPOs in favor of project selection by the Strategic Growth Council. We believe this is a mistake.

First, the Administration's "top-down" approach misses a unique opportunity to strengthen the relationship between MPOs and their local jurisdictions — a relationship that is critical to successful SCS implementation. Over the last six years, every metropolitan region in California has developed an SCS, as required by SB 375. These plans were and remain quite controversial due to the fact that they seek to link transportation investment decisions with local land use policies for the first time.

C&T funds can play a critical role in not only expediting important projects that have GHG reduction benefits, but also in facilitating efficient development patterns envisioned in SCSs. Indeed, this type of “carrot” approach to land use changes is exactly what MTC had in mind when we adopted our Cap and Trade Funding Framework in December 2013. A \$3.1 billion plan over 27-years, the framework directs the largest share of funds to the One Bay Area Grant program, a flexible grant program that rewards local jurisdictions that plan for and build new housing close to public transit and existing services, with extra reward for those who plan for and build *affordable* housing.

Secondly, under a statewide competitive program, there is no guarantee that all regions of the state will benefit from the funds even though all regions are required to meet aggressive greenhouse gas reduction targets set by the Air Resources Board under SB 375. We recommend funds be distributed based on each region’s share of the state’s population as advocated by the Transportation Coalition for Livable Communities and incorporated into AB 574 (Lowenthal, 2013). Not only is this the fairest method of distributing funds for a statewide mandate, it will also generate and sustain support for reducing greenhouse gas emissions from the transportation sector as communities enjoy the tangible benefits of new investments.

We look forward to working with your committee to develop a cap and trade funding plan for FY 2014-15 that best meets the state’s current transportation needs. If you have any questions about MTC’s recommendations, please contact Rebecca Long of my staff at 510-817-5889 or one of our Sacramento representatives: Scott Wetch (916-446-3413), Duncan McFetridge (916-444-1380) or Justin Fanslau (808-348-7653).

Sincerely,



Steve Heminger  
Executive Director

CC: Members, Assembly Budget Subcommittee No. 3:  
The Honorable Nora Campos, The Honorable Richard S. Gordon  
The Honorable Dan Logue, The Honorable Jim Patterson  
The Honorable Nancy Skinner (alternate), The Honorable Jeff Gorell (alternate)  
The Honorable Darrel Steinberg, Senate President Pro Tempore  
The Honorable John Perez, Assembly Speaker  
The Honorable Mark Leno, Chair, Senate Budget & Fiscal Review Committee  
The Honorable Mark DeSaulnier, Chair, Senate Transportation & Housing Committee  
The Honorable Bonnie Lowenthal, Chair, Assembly Transportation Committee  
The Honorable Toni Atkins, Assembly Majority Leader  
The Honorable Bob Huff, Senate Republican Leader  
The Honorable Connie Conway, Assembly Republican Leader

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Attachments



# FACT SHEET

## MTC's Funding Framework for Cap and Trade Funds

February 6, 2014

### Background

MTC and our transportation partners across California believe Cap and Trade funds derived from transportation fuels should be reinvested in low-carbon transportation projects, with the majority of the funds dedicated to help implement the state's landmark climate change legislation, Senate Bill 375 (Steinberg, 2008).

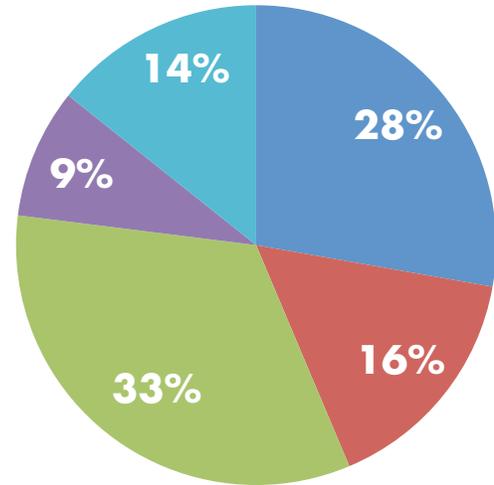
### MTC's Cap and Trade Funding Framework

To ensure the Bay Area has a clear plan for how we will invest such funds, MTC recently adopted a Cap and Trade Funding Framework (hereafter "framework") for \$3.1 billion in Cap and Trade funds that could come to the region over the next 26 years. The framework assigns the funds to five broad program categories as shown at right. A comprehensive and competitive project selection process will be developed over the next twelve months. In short, the Bay Area will be able to hit the ground running once the legislature appropriates the Cap and Trade funds.

### Program Rewards Counties That Build More Housing

The **One Bay Area Grant (OBAG) Program** is the largest category in the framework, receiving \$1 billion. This competitive program is administered by congestion management agencies at the county level and focuses on building complete streets, bicycle and pedestrian improvements and streetscape improvements. OBAG funds are distributed by a formula that rewards counties that plan for and produce affordable housing — a key incentive designed to ensure the region implements the infill development strategy incorporated into Plan Bay Area.

Total Program: \$3.1 billion



- Transit Core Capacity Challenge Grants Program
- Transit Operating and Efficiency Program
- One Bay Area Grants
- Climate Initiatives
- Goods Movement

#### Eligible OBAG projects include:

- Local Streets and Roads Preservation
- Bicycle and Pedestrian Improvements
- Transportation for Livable Communities
- Safe Routes to School
- Priority Conservation Areas
- Planning



## Transit Core Capacity Grant Program

The framework invests another \$875 million in a new Transit Core Capacity Grant Program designed to address the region's highest priority transit capital needs, focusing on vehicle replacement and expansion and facilities improvements at the region's three largest operators: AC Transit, BART and SFMTA. The Cap and Trade funds are leveraged by an additional **\$6.6 billion** in local, regional and federal funds, for a **\$7.5 billion** total program.

## Transit Operating & Efficiency Program

The framework also commits \$500 million through 2040 towards improving transit service. Funds are to be distributed by a formula that provides 40% to core capacity transit operators (AC Transit, BART, and SFMTA) and 60% to the remaining transit operators, based 50% on total ridership, 25% on low-income ridership and 25% on minority ridership. Amounts forecast for the region's larger operators are shown below, and are subject to each operator submitting qualifying projects for funding through a competitive selection process:

Operator	Amount (\$ in millions)
AC Transit	\$35
BART	\$54
Caltrain	\$35
Golden Gate	\$22
SFMTA	\$111
Samtrans	\$44
Santa Clara Valley Transportation Authority	\$140
<b>SUBTOTAL</b>	<b>\$441</b>
Small Operators	\$59
<b>TOTAL</b>	<b>\$500</b>

## Plan Focuses on Disadvantaged Communities

Consistent with SB 535 (DeLeon, 2012), which directs that at least 25 percent of the state's Cap and Trade funds benefit disadvantaged communities, the framework requires that at least 25 percent of the region's share of Cap and Trade funds benefit disadvantaged communities, with each category of funding benefiting such communities by at least that amount.



## Climate Innovation & Goods Movement

\$450 million is reserved for goods movement projects that either improve the efficiency of the movement of goods within and through the region or mitigate the associated environmental impacts. The framework also invests \$275 million in a Climate Initiatives Program, including \$75 million to support Safe Routes to Schools programs. Other eligible categories include technology advancements and strategies to reduce demand for driving. All projects in these two categories will be competitively selected.



## A Broad Coalition Supports a Regional Approach

A broad coalition of transportation organizations known as the Transportation Coalition for Livable Communities, agrees that the majority of Cap and Trade funds should be distributed by population to metropolitan planning organizations for competitive grant programs that support the highest priority GHG reduction strategies at the *local* level.<sup>1</sup> Given that greenhouse gas emissions correlate very closely with population, this approach will best ensure that state-level GHG reduction programs are met *and* that *all* metropolitan areas benefit from transportation improvements that will help reduce their carbon footprint.

For more information, contact **Randy Rentschler**,  
Director of Legislation & Public Affairs at  
[rrentschle@mtc.ca.gov](mailto:rrentschle@mtc.ca.gov), 510-817-5780 or  
**Rebecca Long**, Senior Legislative Analyst at  
[rlong@mtc.ca.gov](mailto:rlong@mtc.ca.gov) 510-817-5889.

<sup>1</sup> The TCLC steering committee is comprised of the California Alliance for Jobs, the Natural Resources Defense Council, the California Association of Councils of Government, the California Transit Association, the California State Association of Counties and the League of California Cities. MTC and many other transportation agencies are also members of the coalition.

March 3, 2014

The Honorable Richard Bloom  
 Chair, Assembly Budget Subcommittee No. 3  
 P.O. Box 942849  
 State Capitol, Room 2179  
 Sacramento, CA 94249-0050

**SUBJECT: Cap and Trade Funding in the Draft FY 2014-15 State Budget**

Dear Chair Bloom:

The Capitol Corridor Joint Powers Authority (CCJPA), the managing agency for the Capitol Corridor [Auburn-Sacramento-Oakland/San Francisco-San Jose] intercity passenger trains, is a member of the Transportation Coalition for Livable Communities and is writing in response to the Governor's proposed \$850 million Cap and Trade Expenditure Plan. While we are grateful the Administration proposes steering \$600 million of the \$850 million towards GHG reductions in the transportation sector, we are requesting changes to two programs in the current proposal.

**1. Sustainable Communities Implementation Program**

First, the proposed Sustainable Communities Implementation Program (SCIP) warrants a much higher level of funding and should be administered regionally, building on the bottom-up approach of Senate Bill 375 (Steinberg, 2008). At only \$100 million, the SCIP is proposed to receive the smallest share of the entire package even though Senate Bill 375 (Steinberg, 2008) is a central part of the state's transportation sector GHG reduction strategy. The language in the Governor's proposal has a number of good points recognizing the need to link transportation, land use, infrastructure, and housing – however, regional institutions are better suited to recommend funding allocation for implementing sustainable communities and will maximize investment benefits to spur local innovation in integrating transportation and land use plans and reducing greenhouse gas (GHG) emissions.

**2. Rail Modernization Program**

The second transportation-related program proposed to receive Cap and Trade funding in the FY 14-15 draft budget is Rail Modernization. Currently \$50 million is proposed to be distributed via a statewide competitive program to over thirteen eligible rail transit services/agencies. The funds for this program once distributed for selected projects/programs is not likely to provide significant tangible benefits.

To that end, the CCJPA respectfully requests that the Rail Modernization Program account be increased ten-fold to \$500 million from Cap and Trade revenues and that a programmatic formula be used to distribute these program funds, similar to the distribution developed to allocate Proposition 1A High Speed Train Connectivity Bond funds. This distribution proposal for the Rail Modernization will provide an equitable and fair method of allocating an adequate level of annual Cap and Trade funds for the state's passenger rail network and rail transit services to expand rail service levels to meeting growing passenger demand, reduce greenhouse gas emissions from the transportation sector and support sustainability programs in our communities. Under this funding and distribution proposal, the CCJPA could begin to fill-in funding gaps in order to advance and complete projects that will allow for the expansion of Capitol Corridor trains to San Jose/Silicon Valley and Roseville/Placer County.



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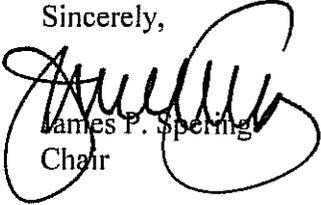
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Most of the cap and trade funds over the next 6 years will come from motor vehicle fuels. In California, revenues from charges on gasoline have been invested in improvements in the transportation system. We believe this principle should be applied to the Cap and Trade revenues—consistent with AB 32. It is critical that all communities see improvements in mobility from the fuel-related Cap and Trade funds by directing a significant share of these revenues to meet the state’s clean air goals and implement SB 375, this year and even more so in future years.

We look forward to working with your committee to develop a Cap and Trade funding plan for Sustainable Communities and the Rail Modernization Programs for FY 2014-15 that best meets the state’s current transportation needs.

Sincerely,



James P. Spering  
Chair

- CC: Members, Assembly Budget Subcommittee No. 3:
- The Honorable Nora Campos
  - The Honorable Dan Logue
  - The Honorable Nancy Skinner (alternate)
  - The Honorable Richard S. Gordon
  - The Honorable Jim Patterson
  - The Honorable Jeff Gorell (alternate)
  - The Honorable Darrel Steinberg, Senate President Pro Tempore
  - The Honorable John Perez, Assembly Speaker
  - The Honorable Mark Leno, Chair, Senate Budget & Fiscal Review Committee
  - The Honorable Mark DeSaulnier, Chair, Senate Transportation & Housing Committee
  - The Honorable Bonnie Lowenthal, Chair, Assembly Transportation Committee
  - The Honorable Toni Atkins, Assembly Majority Leader
  - The Honorable Bob Huff, Senate Republican Leader
  - The Honorable Connie Conway, Assembly Republican Leader
  - CCJPA Board of Directors

# Cap and Trade Expenditure Priorities



***The Solano Transportation Authority supports the expenditure of allowance revenues from the state's Cap and Trade program on cleaner transportation systems that reduce greenhouse gas emissions.***

As participants in the Metropolitan Transportation Commission's (MTC) Plan Bay Area (the Bay Area's Sustainable Communities Strategy (SCS) as required by SB 375), STA supports the expenditure program adopted by MTC for Cap and Trade funds. Implementation of Plan Bay Area through the use of Cap and Trade revenues will ensure that locally-beneficial projects and programs contained in the SCS will be funded.

The Governor has proposed that \$100M of Cap and Trade be allocated to the Strategic Growth Council to create a statewide competitive funding program. STA, MTC and a broad coalition of transportation agencies supports a more regional and local approach.

***We will urge the State Legislature to dedicate State Cap and Trade funds to the regions which can better decide how to distribute the funds among their local jurisdictions.***

## **Specifically, the state's Cap and Trade program should:**

1. Dedicate the allocation revenues related to fuels to transportation investments.
2. Invest a major portion of fuels related revenues to implement the AB 32 regulatory program by reducing greenhouse gas (GHG) emissions from the transportation sector.
3. Structure the investments to allow local agencies to integrate transportation and land use strategies.
4. Distribute available funds to strategically advance the implementation of Plan Bay Area and related regional policies to meet GHG reduction goals through transportation and land use investments at the local level.
5. Provide the incentives and assistance that local governments need to make SB 375 work.



In Solano County, the following projects and programs align with four Cap and Trade Program Funding Categories established by MTC.

## **Transit Operating and Efficiency Program**



Plan Bay Area fully funds existing transit service levels at nearly \$115 billion over the three decade period. However, the plan also identifies the importance of a more robust and expanded public transit network, anchored by expanded local service, as a key ingredient for success of Plan Bay Area's growth strategy. In particular, the plan falls short of the funding necessary to meet the performance target of growth in the non-auto mode share to 26% of all trips.

- Replacement of 28 SolanoExpress intercity buses needs to occur in the next 5 years. We have a \$6M shortfall for this capital expense. \$6M over the course of the next 30 years will not produce an effective funding stream for this capital expense.

***This is an opportunity for regional Cap and Trade funds to fully finance these bus replacements.***

## One Bay Area Grants



Plan Bay Area invests over \$14 billion in transportation improvements concentrated near high quality transit and higher density housing – through the One Bay Area grant program – focusing on complete streets, bicycle and pedestrian facilities, and streetscape improvements. The Plan identifies a remaining need of \$20 billion over the next three decades - roughly 45% is for non-pavement infrastructure, critical for complete streets that would serve alternative modes and transit-oriented development that is a key part of Plan Bay Area’s growth strategy.

- STA received \$18.769M in OBAG funds last year. These funds supported projects and programs over the next 4 years in the following categories, which would likely be supported in the next round:
  - Local Streets and Roads
  - Priority Development Area (PDA) Planning
  - Priority Conservation Area (PCA) Planning and Projects
  - Transit
  - Complete Streets
  - Bicycle/Pedestrian
  - Safe Routes to School
  - Improved mobility for seniors and people with disabilities



**Cap and Trade funds could launch these kinds of projects in the interim.**

## Climate Initiatives

The Climate Initiatives Program is a multi-agency program focused on investments in technology advancements and incentives for travel options that help the Bay Area meet the GHG emission reduction targets related to SB375.

- Alternative Fuels Plan – Implementation includes:
  - Supporting CNG Facilities in Dixon and SolTrans service areas
  - Supporting conversion of City/County fleets to alternative fuel vehicles (transit and day-to-day vehicles)
- Safe Routes to School engineering projects - \$1.2 M is identified under OBAG funding
- Complete Streets – Benicia – Military West corridor demonstration project
- PCA projects to ensure transportation network adequately supports the preservation of agricultural/open-space



**Cap and Trade funds could support more unfunded projects coming down the road.**

## Goods Movement

Goods movement investments fall into two categories: (1) projects focused on improving the efficiency of the movement of goods within and through the region, and (2) mitigation projects that reduce the associated environmental impacts on local communities. MTC is currently working with Caltrans, and Alameda, Contra Costa and Solano County to update the regional goods movement program and to inform the California Freight Mobility Plan.

- I-80 is the second busiest corridor in the region where about 150,000 cars per day travel within Solano County. 86% of Solano commuters take I-80 to the Bay Area or Sacramento for work.
- I-80 carries the third highest truck volume in the Bay Area with 10-12,000 truck per day serving primarily as a connector to the transcontinental freight network.
- Without improvements, by 2030 I-80 will be 60% gridlocked during peak commute hours in Solano County. Current travel demand models show 26 miles between Vallejo and Vacaville will experience stop-and-go evening commute congestion.
- \$100M was invested in the I-80 Eastbound Truck Scales relocation project, recently completed by STA and Caltrans and opened to truck traffic in July 2013.
- At a projected cost of \$170M, the counterpart to the Eastbound Scales needs to be reconstructed on the Westbound side of I-80. The project will increase capacity for the truck scales and queuing, reduce congestion and rear-end accidents along I-80. Through the use of state-of-the-art technology, public safety and national security will be increased along this regional freight corridor. *No funding source has yet been identified.*
- Improvements to the I-80/I-680/SR 12 Interchange Complex have been a priority for more than a decade, with a total of \$151M in funding secured and a remaining \$550M *still to be located*. The first of seven segments of these improvements will begin in 2014. The project will provide new highway connectors and capacity, reduce congestion, improve safety, and accommodate current and future traffic needs.



**Cap and Trade funds could jumpstart these major regional trade corridor improvements.**

*Photo courtesy of California Department of Transportation District 4; © 2014*

## California's Greenhouse Gas Emissions and the 2020 Target

California is the fifteenth largest emitter of greenhouse gases on the planet, representing about two percent of the worldwide emissions. AB 32 references five other greenhouse gases, although carbon dioxide is the largest contributor to climate change.

Allowance auctions are held quarterly with the first occurring in 2012. In 2014-15, the Governor proposes to spend \$850 million (based on revenues collected in the first three auctions of the current fiscal year); \$750 million of which is new revenue and \$100 million from partial repayment of the loan made in 2013-14.



Below is a summary of revenues and expenditures through February 2014 (actual and proposed):

Summary of Cap and Trade Funding (Dollars in Millions)								
Fiscal Year	Beginning Balance	Auctions	Total Collected	Total Anticipated	Loan Payback	Projected Fund Balance	Expended/ Loaned	Remaining
2012-13	\$0	3	\$250	\$250	\$0	\$250	\$0	\$250
2013-14	\$250	2	\$406	\$500	\$0	\$750	-\$530*	\$220
2014-15	\$220	0	\$0	\$550	\$100	\$870	-\$850**	\$20

\*\$500 million was loaned to the General Fund in 2013-14

\*\*\$850 million proposed for expenditure in 2014-15

Below is a breakdown of allocations in the governor's 2014 Cap and Trade \$850M revenue proposal:

Governor's 2014-15 Budget Proposal for Cap and Trade Revenue Allocations Based on a Conservative Revenue Estimate of \$850M*			
Investment Category	Department	Program	Amount
<b>Sustainable Communities &amp; Clean Transportation</b> \$600M	High Speed Rail Authority	Rail Modernization	\$300M
	California Air Resources Board	Low Carbon Transportation	\$200M
	Strategic Growth Council	Sustainable Communities	\$100M
<b>Energy Efficiency &amp; Clean Energy</b> \$140M	Dept. of Community Services and Development	Energy Efficiency Upgrades & Weatherization	\$80M
	Dept. of General Services	Green State Buildings	\$20M
	Dept. of Food & Ag	Agricultural Energy & Operational Efficiency	\$20M
	Dept. of Water Resources	Water Action Plan - Water & Energy Efficiency	\$20M
<b>Natural Resources &amp; Waste Diversion</b> \$110M	Dept. of Forestry & Fire Protection	Fire Protection & Urban Forestry Projects	\$50M
	Dept. of Fish & Wildlife	Water Action Plan - Wetlands & Watershed Restoration	\$30M
	Cal Recycle	Waste Diversion	\$30M
<b>TOTAL</b>			<b>\$850M</b>

\*\$100M of this is a partial repayment of the \$500M 2013-14 Cap and Trade loan

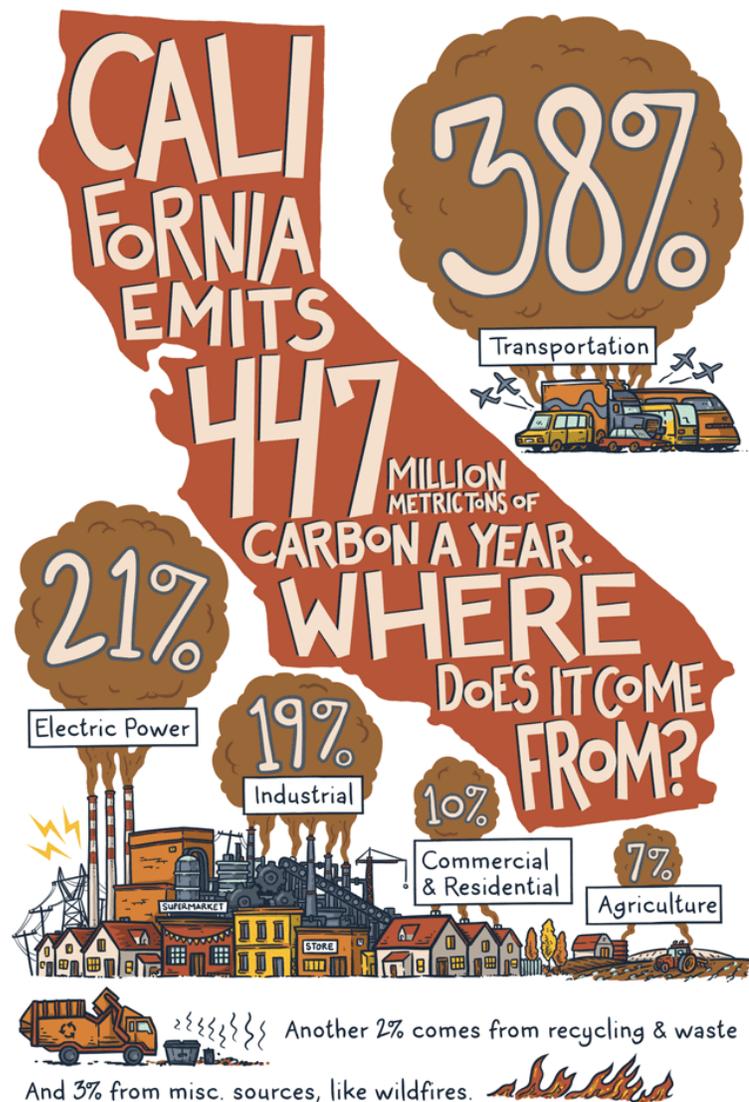
# CAP AND TRADE 101

In 2011, the California Air Resources Board (ARB) adopted a Cap and Trade market-based regulation, expected to help California meet the goal established by AB 32 (the California Global Warming Solutions Act of 2006) to reduce greenhouse gas (GHG) emissions to 1990 levels by the year 2020, and ultimately achieving an 80% reduction from 1990 levels by 2050.

Under cap-and-trade, an overall limit (cap) on GHG emissions is set each year and an emitter subject to the cap must purchase a permit (allowance) for each ton of carbon it will emit. The number of allowances available is equal to the cap. In the first three years of the program, approximately half of the allowances are given away for free and half are sold at auction (or traded). The cap declines approximately 3 percent each year beginning in 2013.

Trading creates incentives to reduce GHGs below allowable levels through investments in clean technologies. With a carbon market, a price on carbon is established for GHGs. Market forces spur technological innovation and investments in clean energy. Cap and trade is an environmentally effective and economically efficient response to climate change.

Currently, the capped sectors include electrical utilities and large industrial facilities, such as oil refineries, food and drug plants, dairies, cement manufacturers, mining operations, iron & steel processing plants, and breweries. Transportation fuel distributors will come under the cap and begin purchasing allowances in 2015. The state only receives revenue from allowances sold to large industrial facilities and eventually, distributors of transportation fuels.



Based on 2010 data from the CA Air Resources Board. Illustrated by Andy Warner.

## California's Greenhouse Gas Emissions and the 2020 Target

California is the fifteenth largest emitter of greenhouse gases on the planet, representing about two percent of the worldwide emissions. Although carbon dioxide is the largest contributor to climate change, AB 32 also references five other greenhouse gases: methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), sulfur hexafluoride (SF<sub>6</sub>), hydrofluorocarbons (HFCs), and perfluorocarbons (PFCs).

Allowance auctions are held quarterly with the first occurring in 2012. In 2014-15, the Governor is proposing to expend \$850 million based on revenues collected in the first three auctions of the current fiscal year; \$750 million of which is new revenue and \$100 million from the partial repayment of the loan made in 2013-14.

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	Cal Recycle	Waste Diversion	\$30M
<b>TOTAL</b>			<b>\$850M</b>

\*\$100M of this is a partial repayment of the \$500M 2013-14 Cap and Trade loan



DATE: February 28, 2014  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: Green Valley Interchange Funding Agreement –  
STA and City of Fairfield

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**Background:**

The I-80/I-680/State Route (SR) 12 Interchange Project will be built in construction packages as funding becomes available. The \$111 million Initial Construction Package is fully funded with \$24 M Proposition 1B Trade Corridor Improvement Funds (TCIF), \$11 M State Transportation Improvement Program (STIP) funds, and \$76 M Bridge Tolls. With the environmental, design and right-of way phases of the Project concluded, STA staff is finalizing all outstanding issues relating to this first construction package. These include:

- ✓ Closing out Right-of-Way Acquisition (Final contracts pending, no court hearing needed)
- ✓ Finalizing the Utility Agreements (8" Waterline Agreement and relocation reimbursements from the cities of Vallejo and Benicia)
- ✓ Obtaining permit amendments from resource agencies
- ✓ Entering into contract for environmental mitigation (Red Legged Frog and Butterfly)
- ✓ Cost Sharing Agreement with City of Fairfield for Green Valley Interchange (subject of staff report)
- ✓ Award of the construction contract

The STA Board adopted a 50/50 policy for Routes of Regional Significance and Interchanges of Regional Significance in October 2006. This policy covers routes and interchanges that provided an equal benefit to local and regional travel. For these routes and interchanges, the costs should be shared equally between regional funds and local funds. This policy was first discussed as part of the North Connector Project and Leisure Town Interchange Phase of the Jepson Parkway. It is being fully implemented as part of the remaining phases of the Jepson Parkway Project.

The Green Valley Interchange reconstruction was originally initiated by the City of Fairfield in the late 1990's/early 2000 time frame. The Interchange is currently substandard with regard to sight distance, capacity and safety for pedestrians/bicyclists. Further, the City's approval of development north and south of I-80 have further necessitated the need to replace the structure. The City had begun the long process of initiating a Project Study Report with Caltrans, but was told by Caltrans to hold off until the geometrics for the I-80/I-680/SR 12 Interchange Complex were determined as the length of the bridge over I-80 was a necessary, but unknown factor in the reconstruction of this interchange. The STA, in partnership with Caltrans, have completed the comprehensive environmental phase of the Interchange Complex, which includes the replacement of the Green Valley Interchange. The Green Valley Interchange is proposed to be replaced as part of the I-80/I-680/SR 12 Interchange Complex. This work is proposed as part of

the Initial Construction Package (ICP) that will be ready to begin construction in 2014 and completed with Package 3 of the Interchange. In addition to the local benefit, the STA considers this Green Valley Interchange as Regionally significant as, once improved, it will provide a local connectivity that will keep the local trips off the interstate. STA staff has held a several meetings with City of Fairfield staff on the proposed 50/50 cost sharing over the past 2 years. STA staff has provided Fairfield staff the total estimated cost of the Green Valley Interchange replacement. As part of the initial discussions, the STA staff has proposed that the lands that were held by the Fairfield Redevelopment Agency for this project would be appraised at fair market value and used as an in kind local contribution to the 50/50 funding formula for the construction project. Any remaining local contributions could be paid back to the Interchange complex over a period of time as agreed to by both parties. This approach is again modeled after the recently developed Jepson Parkway project's funding agreements.

The estimated cost for the Green Valley Interchange portion of the ICP is \$54.56 M. This includes the construction, construction management, utility relocations (including PG&E Gas Valve Lot), and right-of-way. The right-of-way has been appraised at fair market value by an independent appraiser. The appraisal includes a value for the Redevelopment Agency (RDA) properties for a "cost sharing" basis.

Consistent with the STA's adopted 50/50 policy, the proposal is at 50/50 for a local contribution total of which \$11.7 M is an in-kind contribution. This in-kind contribution is comprised of the lands that are owned by either Fairfield or the Fairfield Successor Agency and the construction of the relocated park and ride lot (Red Top Park-n-Ride lot). The cash contribution would be from the City's local Traffic Impact Fees (TIF) and from the new Regional Traffic Impact Fees (RTIF) portion of the County Public Facility Fee from District 4. The use of the funds from the RTIF would still require the County to take action to amend this project into their fee program. On February 12, 2014 the STA Board approved the request for the County to add this project. Therefore, the cash contribution would consist of \$10.4 M TIF over 10 years starting in Fiscal Year 2014-15 and 5 years of RTIF from District 4, estimated to be \$1.3 M. These funds would return to the I-80/I-680/SR 12 Interchange Project to begin to advance or get shelf ready the remaining packages for the Interchange Complex. STA staff is working with City of Fairfield staff to finalize the specifics of a Green Valley funding agreement. Attachment A is the STA Term Sheet.

At the February TAC meeting this item was recommended (7 ayes and 1 abstained) to forward this recommendation to the Board for approval.

**Fiscal Impact:**

This Funding Agreement will provide the City of Fairfield's contribution for the construction of the Green Valley Interchange associated with the I-80/I-680/State Route 12 Project in the form of land dedication, construction improvements and \$11.7 M of cash reimbursement. These funds will be dedicated to the I-80/I-680/SR 12 Interchange Complex and can be used to purchase advanced lands of requested by property owners and advance the design of additional segments of the project.

**Recommendation:**

Authorize the Executive Director to enter into a Funding Agreement with the City of Fairfield for the construction of the Green Valley Interchange Project associated with the I-80/I-680/State Route 12 Project to commit \$10.4 million of Fairfield's local Transportation Impact Fee (TIF) over 10 years and 5 years of Regional Transportation Impact Fees (RTIF) from District 4 estimated to be \$1.3 million.

Attachment:

A. STA Green Valley Term Sheet

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## General Statements

The STA, in partnership with the City of Fairfield is seeking to replace the Green Valley interchange. This work will be completed as part of the I-80/I-680/State Route 12 Interchange Project. The Environmental Impact Report/Environmental Impact Statement (EIR/EIS) this larger project was certified by Caltrans on October 12, 2012. This larger project will be built in construction packages. Through these improvements, the Green Valley Interchange will be replaced and upgraded with the Initial Construction Package and Construction Package 3 (Exhibit A is the proposed construction phasing for these overall improvements). The STA is completing work under the full oversight of Caltrans, as such; all work shall be done in accordance with Caltrans standards. Caltrans has final design, right-of-way, permitting, utility and construction approvals.

The costs for the ultimate improvements for the new Green Valley Interchange that will be completed as part of the I-80/I-680/State Route 12 Alternative C Phase 1 Project are a total of \$54.56 M (\$37.60 M for the Initial Construction Package (ICP), \$7.37 M Package 3 - Green Valley North, and \$9.52 M Package 3 - Green Valley South). Exhibit B is the cost estimates of these improvements.

### Objectives:

- Replace existing Green Valley Road/I-80 overcrossing, which has insufficient width with one widened to 4-lanes and pedestrian facilities to accommodate current and anticipated local traffic caused by development in City (the “Project”).
- Over the past 20 years, City and former Redevelopment Agency have acquired and held real property to be used for Project.
- City’s current AB1600 Traffic Impact Fee Program is estimated to be approximately 80% funded at \$10.4 million for the Green Valley Road/I-80 Interchange.
- AB1600 Traffic Impact Fees (“TIF”) program includes an estimated \$10.4 M to mitigate the impacts of increased City traffic on the overcrossing. TIF may legally be used only to mitigate impacts of City growth.
- City and STA wish to proceed now with the Project, which includes overcrossing replacement required to support increased City traffic as well as substantial widening of Interstate 80 and corresponding utility relocations, which are not necessitated by City growth.
- This term sheet summarizes the proposed terms of a cost sharing agreement that would document the respective obligations of the parties for financing and constructing the Project.
- This Project will be built in two phases, the initial phase will begin construction in Fiscal Year 2013-14 and the second phase is currently under design, but the construction funding is not secured.

## **A. STA's Role and Responsibilities.**

STA shall provide the following for the Project:

1. Design the Project in accordance with all applicable laws and plans and specifications reasonably approved by the City for portions of the work within the City Right-of-Way.
2. Environmental Clearance (Environmental Impact Report/Environmental Impact Statement (EIR/EIS) with Caltrans as the lead agency for both CEQA and NEPA for the overall I-80/I-680/State Route 12 Alternative C Phase 1 Project.
3. Assist Caltrans to secure permits for this Project.
4. Secure environmental mitigation for this Project.
5. Design (Plans, Specifications and Estimates) for the Initial Construction Package (ICP), referred to as the "Project" for purposes of this agreement, which includes the replacement of the Green Valley Interchange. The Design is based on Caltrans standards and requirements.
6. Submittal of the design for the Project, with specific focus on the Green Valley Interchange, to the City of Fairfield for comments.
7. Right-of-Way engineering (plats and legal descriptions) for all parcels necessary for the Project.
8. Right-of-Way appraisals for all parcels acquired as part of this Project.
9. Right-of-Way acquisitions either through fee takes and/or temporary construction easements for those parcels not acquired through dedication by the City, including condemnation, if necessary.
10. Coordinate and secure required relocations of utilities with utility companies, including all agreements.
11. Assist the City in the development of the Caltrans Freeway Maintenance Agreement.
12. Assist Caltrans in the construction contract administration (construction design support).
13. Secure funding for the Project including all programming and allocation activities for its share of the Project.
14. Advance City share of the funding for the Project.

## **B. City's Role and Responsibilities.**

City shall provide the following for the Project:

1. Review of Design with focus on the Green Valley Interchange.
2. Work cooperatively with the STA and Caltrans for the design and construction of the ICP, including review of the Design, aesthetics, right of way acquisitions, right of way dedications, utilities relocations and agreements, staging and detours.
3. Coordinate with STA for the required relocations of utilities within the City's jurisdiction.
4. Coordinate and enter into an agreement for the relocation of the City of Fairfield's 16 inch waterline that is currently in conflict with the construction of the Project.
5. Hold title to the easement and maintain the Mutli-Use pathway as shown in Exhibit C.
6. Keep the Mutli-Use pathway open to the public as a connection to a Multi-Use pathway along I-80 to Jameson Canyon and to the City of Fairfield via Business Center Drive parallel pathway.

7. Grant the STA fee title for the lands necessary for the Project that are held by the City or the Successor Agency to the Redevelopment Agency (RDA). Exhibit D provides details of the lands required for the Project, including depiction of the lands necessary that are owned by the City and the Successor Agency.

City Land Contribution:

1. City agrees to convey the parcels depicted on Exhibit D for use in the Project.
2. City agrees to make good faith efforts to obtain Successor Agency parcels depicted on Exhibit D.

City Financial Contribution:

1. City shall contribute \$15.64 Million in repayment in accordance with the following:
  - A. The City's local TIF shall pay \$10.4 Million of this cash reimbursement amount as follows:
    - i. Payments shall begin when construction contract including construction of the additional two lanes and pedestrian facilities to the Overcrossing is executed.
    - ii. Payment shall be calculated initially in ten (10) installments over ten (10) years; provided that in no instance shall City's annual payment exceed 25% of the TIF cash received by City over preceding twelve months (the "25% TIF Cap").
    - iii. If City's payment is limited by the 25% TIF CAP, the unpaid balance shall roll over to the subsequent year, but the subsequent year's payment shall be limited to the 25% TIF Cap.
    - iv. If there is a rollover of principal in the tenth year, the term of payment shall be extended for so long as it takes the City to pay the \$10.4 Million subject to the 25 % TIF Cap.
  - B. The City shall be credited with \$3.39 Million for the already completed Red Top Park-n-Ride lot that replaced the existing Green Valley Park-n-Ride Lot.
  - C. The Regional Traffic Impact Fee portion of the County Public Facility Fee (PFF) for 5 years from District 4 estimated up to \$1.3 Million. This amount represents an estimated 5 years of fee collection for this District. This contribution requires the PFF to be updated to include this Project as an eligible project. This portion of the contribution will be applied to the second phase improvements of this Project.
2. The contribution of the land and funds as stated above shall be considered full and complete payment for the City's share of the Project costs.
3. This re-payment of local TIF funds shall begin in FY 2014-15 and paid over a period of 10 years.

### **C. Mutual Responsibilities.**

All Parties agree as follows:

1. The Design of this Project will comply with all requirements as set forth by Caltrans.
2. Costs for the ultimate Green Valley Interchange and ICP are estimates based on current engineers estimates, but for the purposes of this Funding Agreement are considered final.
3. If the City fails to timely reimburse STA pursuant to this Agreement and does not cure such failure within thirty (30) days of written notice from STA, the STA may suspend at STA's discretion future regional funding dedicated to the City to cover the City's payment toward the project.



DATE: February 28, 2014  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: Fairfield/Vacaville Intermodal Station Project Funding Commitment of Solano STIP Funds

---

**Background:**

The Fairfield/Vacaville Intermodal Station and related track improvements are critical for meeting ridership requirements to allow Capitol Corridor to expand service beyond the current 16 intercity trains a day. Trains will carry Fairfield/Vacaville commuters to major job centers and attractions along the Capitol Corridor between San Jose and Auburn. Historically, most of the demand was for transportation to Oakland and the East Bay with transfers to buses and BART for access to San Francisco. More recently, the demand for transportation choices to travel east to the Capitol and beyond has been increasing rapidly too.

The STA has partnered with the Cities of Fairfield and Vacaville to secure the funding for this important regional project. The City of Fairfield is the lead agency for delivery of the project, and the City of Vacaville will share the local portion of the construction cost and operation costs when the station goes into service in 2017. STA and the Capitol Corridor are the project sponsors for the RM 2 funds dedicated to this project. The station will be located in Northeast Fairfield at the intersection of Vanden Road and Peabody Road next to the planned Jepson Parkway. This location will be convenient for train riders from Vacaville, Fairfield, and Travis Air Force Base. It provides access to the David Grant Medical Center and jobs on the base, as well as major employment centers in Fairfield and Vacaville.

The project includes a new 800 foot passenger platform between the main UPRR tracks with bus transfer facilities and parking located just north of the UPRR right of way. Several miles of track work are required, but a key benefit from the project will be the elimination of a busy at-grade crossing of the railroad. With a Middle School (Golden West) and High School (Vanden) both located south of the station site, many students now cross the tracks daily on the unimproved shoulder of busy Peabody Road to get to school. The at-grade crossing will be replaced by an overpass that will carry Peabody Road over the tracks and will also include an underpass to access the center platform and allow pedestrians and bicyclists another way to safely cross the railroad right of way.

The Station has strong support from many levels of government. AMTRAK and the Capitol Corridor Joint Powers Authority (CCJPA) have already approved the new passenger stop and the Union Pacific Railroad (UPRR) and the Metropolitan Transportation Commission (MTC) supports the project.

Currently the Project is estimated at \$81.5 million. The City with assistance from the STA has secured funding commitments for \$63.5 million. Of this \$63.5 million, \$12 million will need to be financed by the City of Fairfield and \$10.7 million from Regional Measure 2 (RM 2) funds transferred from other Solano County transit facilities. For the remaining short fall, the STA is actively working with the Metropolitan Transportation Commission (MTC) to request to the California Transportation Commission (CTC) dedicate \$11 million in Proposition 1B Trade Corridor Improvement Fund (TCIF) savings from Northern California share of the fund. In addition, the STA is recommending STA partner with Fairfield to apply for the Federal TIGER grant program (Round 6) again for the remaining short fall.

In October 2013, the STA Board programmed the 2014 State Transportation Improvement Program (STIP). Specifically, the Board programmed \$9.3 million in available STIP funds or the Jepson Parkway Project. These funds were proposed to be used to complete or nearly complete the improvements to the Leisure Town Rd/I-80 segment in Vacaville.

**Discussion:**

As stated above, part of the funding plan includes the City financing of \$12 million from the California I-Bank. If approved, this will be the first project to receive financing from this program. The City is expecting to submit the final application to the I-Bank in February. However, the Metropolitan Transportation Commission (MTC) has asked that in case this financing is not approved, the STA commit its 2014 \$9.3 million STIP as a back stop. This is being asked to insure that RM 2 funds that are programmed for this project guaranties a transportation benefit once fully expended. These funds would in a sense locally finance this project versus using the I-Bank. The City would still be required to pay back the STIP funds. Should the STIP funds be required, then the STA will need to work with the CTC and MTC to redirect the funds and to advance these funds into Fiscal Year 2014-15 under the provisions of AB 3090 which allows the local entity to award the project in earlier years from when the money is programmed.

STA staff will keep the TAC and STA Board apprised of the status of the City's financing through the I-Bank.

At the February TAC meeting this recommendation was unanimously approved for Board approval.

**Fiscal Impact**

Should these STIP funds be needed for the train station, then the next phase of Jepson Parkway would be delayed until these funds are repaid to the Jepson Project by the City of Fairfield.

**Recommendation**

Approve the following:

1. Shift the \$9.3 million in available 2014 State Transportation Improvement Program (STIP) funds from the Jepson Parkway Project to the Fairfield Vacaville Intermodal Station only if the I-Bank Financing is not approved; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to reimburse the STA for the advance of the 2014 \$9.3 million of STIP if used for the Fairfield Vacaville Intermodal Station.



DATE: February 28, 2014  
TO: STA Board  
FROM: Liz Niedziela, Transit Program Manager  
RE: Partnerships for Mobility Management Travel Training

---

**Background:**

As part of the development of the Solano Mobility Management Plan, STA staff has been meeting with existing social services providers in Solano County to gain a better understanding of what type of services these agencies currently provide and to gauge the potential for enhancing the Mobility Management Service options for Solano County's seniors, people with disabilities, and low income residents by expanding existing services rather than creating new or duplicating services. The meetings were productive in that it provided a better insight to STA staff of the services currently provided in Solano County by variety of agencies.

STA has recently obtained \$110,000 in Job Access Reverse Commute (JARC) and New Freedom grants and \$20,000 in State Transit Assistance Fund (STAF) is available to provide potential partnerships for Mobility Management Services for seniors, the disabled, and low income over the next 12 months. For FY 2014-15 and FY 2015-16, STA has \$250,000 in One Bay Area Grant (OBAG) funding and \$32,000 of STAF for the Ambassador/ Travel Training Program.

Solano Transportation Authority (STA) staff is currently in the process contracting with Nelson and Nygaard for the Ambassador Travel Training Program. During this evaluation process, the possibility of two organizations expanding their existing services to fill a void by providing one-to-one travel training for Solano County was identified. STA has requested proposals for potential partnership from each of the seven agencies that STA met with.

**Discussion:**

STA received proposals from Connection 4 Life and Independent Living Resource Center for travel training and Community Action North Bay for providing transportation for low income seniors. A description of each organization is attached as background information.

**SUMMARY OF PROPOSAL**

Connection 4 Life currently provides travel training for the developmental disabled populations. Their proposal includes expanding their travel training program to include a full time person dedicated to providing one to one travel training for:

- The developmentally disabled (expand program)
- Solano County residents for intercity travel training
- Solano County residents for local fixed route systems

- Provide Support for Dixon and Rio Vista's Ambassador Programs
- First year cost of approximately \$92,000 (includes start up cost)

Independent Living Resource Center currently provides travel training for the people with disabilities. Their proposal includes expanding their travel training program to include a half time person dedicated in providing one to one travel training for:

- People with Disabilities (expand program)
- Annual Cost of approximately \$30,000

Community Action North Bay currently provides transportation to the homeless and veterans. Their proposal includes expanding their services to provide transportation services to low income clients to medical appointments.

- Transportation Service for the low income (expand program)
- Annual Cost of \$75,941 to \$114,997

Based on available grant funding, STA staff is proposing to contract with Connection 4 Life and Independent Living Resource Center (ILR) as pilot programs for the remainder of FY 2013-14 and for FY 2014-15 with option for FY 2015-16. Both of these agencies currently provide a limited amount of travel training and will be present at Consortium to answer any questions. Staff recommends reconsideration of contracting with Community Action North Bay once additional Mobility Management funding is obtained.

The following table demonstrate the travel training services available for seniors, low-income, and people with disabilities and the programs and proposed agencies that will provide the services.

Program	Seniors	Low Income	People with Disabilities	People with Cognitive Disabilities
Ambassador Program	X	X		
Independent Living Resource Center			X	
Connections 4 Life	X	X		X

Both the Consortium (February 25) and TAC (February 26) reviewed and recommended the STA Board approve this item.

**Fiscal Impact:**

For FY 2013-14 and FY 2014-15, \$125,000 of funding is covered through JARC, New Freedom, and STAF will be covered through OBAG and STAF.

**Recommendation:**

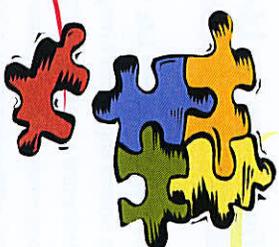
Approve the following:

1. Authorize the Executive Director to enter into an agreement with Connections 4 Life for Travel Training Services as specified in Attachment A for an amount not-to-exceed \$90,000 a year for a twelve month pilot program; and
2. Authorize the Executive Director to enter into an agreement with the Independent Living Resource Center for Travel Training Services as specified in Attachment B for an amount not-to-exceed \$35,000 a year for a twelve month pilot program.

Attachments:

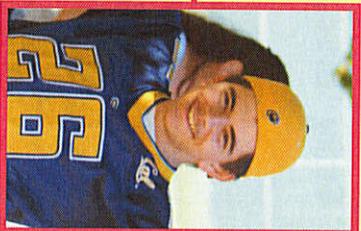
- A. Connections For Life Brochure
- B. Independent Living Resource Center Brochure

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## Connections For Life

### *College Student, Drummer, Sports Fan...Max's Many Connections.....*



Max lives in a two bedroom apartment in Benicia with his roommate. He is currently a student at Diablo Valley College in Concord. This semester he is taking computer classes, basketball, and hopes to get into a music class soon. He recently obtained his Horticulture Certificate through Solano Community College.

Maxwell has many opportunities to regularly participate in sporting events. His favorite teams are the Giants and The 49ers. He is a true sports fanatic. He can tell you statistics of sporting events for the last five years or more. Maxwell was able to attend the Giants World Series Championship Parade in San Francisco with his father. He collects sports memorabilia and proudly shows his friends and staff members his collection. He even has a baseball that is signed by Barry Bonds and CC Sabathia.

Playing the drums with his church youth group on Wednesday evenings is one of the many activities that he enjoys. He enjoys attending annual festivities in Benicia and is very active in his community through the encouragement of his mother.

Maxwell enjoys working with his staff from Connections For Life and Connections for Life truly enjoys working with Maxwell.



## Connections For Life

419 Mason Street, Suite 109  
Vacaville CA 94588  
Phone: 707-455-1792  
Fax: 707-455-1794  
Website: [www.connections4life.org](http://www.connections4life.org)

### **Supported & Independent Living Services**



## About Connections For Life.....

Since 1993 Connections For Life, formerly known as Solano Supported Living Services, has been creating and providing quality services that expand opportunities for personal freedom, choice and independence for adults with intellectual disabilities.

**Mission:** Connections For Life is dedicated to the empowerment of people with disabilities by providing resources that promote independence, equality and integration.

Many adults who come into our program haven't enjoyed these elements in their daily living. We take pride in creating custom support systems for adults with intellectual disabilities who choose to live in an integrated community with their non-disabled peers. We encourage them to create a life that is safe, healthy and this often results in their happiness. They have dreams, set goals and many of them get to live their dream life!

Our programs include **Supported Living Services** offering custom tailored supports for those who have intense medical, behavioral, psychiatric needs, often needing up to 24 hour support. We also provide **Independent Living Services** which offers structured life skills training for those facing less barriers to living in the community independently.

## Serving Solano County

## Our Custom Tailored Supports

- Autonomy and Person Centered Planning
- Personal Budgeting and Income Management
- Family/ Child Community Resources
- Physical and Mental Health Support
- Medication Management
- Personal and Community Safety
- Healthy Hygiene and Appearance
- Relating with Peers
- Integrated Meaningful Activity
- Personal and Community Mobility
- Informed Choice and Self Advocacy
- Accessing Public Resources



Connections For Life consumers during a visit to the California Academy of Sciences in San Francisco. This is one of the many events that are made possible through Community Access Ticker Service (CATS).

## Getting Started...

If an individual is interested in receiving support services from Connections For Life (CFL) and they are currently a consumer of NBRC, they may speak with their Client Program Coordinator (CPC) regarding a referral. CFL services are based on the need of the individual and each consumer's supports vary. CFL strives to provide consumer choice, along with flexible and tailored supports to meet each individual's needs. During our intake process we assess needs and resources that are available within the community. We create a move-out plan and assist with preparations of moving and setting up structure for the new home environment. We provide on-going supports so the individuals we support can live independently, healthy and safe in the home of their choice.

If you or someone you know would like to speak with someone about CFL's services please call (707) 455-1792.

## Connections For Life

419 Mason Street, Suite 109  
Vacaville CA 95688  
707-455-1792  
[www.connections4life.org](http://www.connections4life.org)



# Independent Living



## RESOURCES

of Solano & Contra Costa Counties

### MAIN OFFICE

1850 Gateway Blvd., Ste.120  
Concord, CA 94520  
Tel: 925.363.7293  
Fax: 925.363.7296

### CONTRA COSTA OFFICE

3727 Sunset Lane, Suite 103  
Antioch, CA 94509  
Tel: 925.754.0539

### SOLANO OFFICE

470 Chadbourne Rd, Ste. B  
Fairfield, CA 94534  
Tel: 707.435.8174  
Fax: 707.435.8177

[www.ILRSCC.ORG](http://www.ILRSCC.ORG)

ILR maintains a scent free environment so we may accommodate people with chemical sensitivities and respiratory related disabilities. Please refrain from wearing fragrances when visiting our offices.

SUPPORT EQUAL ACCESS



## Our Mission

Empower persons with disabilities to control their own lives.

Provide advocacy and support.

Create an accessible community free of physical and attitudinal barriers.

Advocate for complete social, economic, and political integration.

EMPOWER  
EDUCATION  
ADVOCACY

## About Us

**Independent Living Resources (ILR) is a non-profit organization that empowers those with disabilities to live independently.**

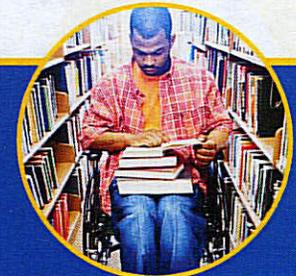
ILR is one of the few organizations that are dedicated to helping people with disabilities reach their full potential and become social, economic and political participants within mainstream society. Through support, education, advocacy and outreach, ILR's mission is to eliminate physical and mental barriers in society and provide the resources for people to achieve independent living. All ILR services are FREE to persons with disabilities and seniors, their families and the agencies which serve them.



## Our Services

ILR provides a variety of progressive programs and support services designed to give people with disabilities the tools to achieve independence.

- **System Change**  
ILR is devoted to increasing civic participation through community organizing, education and advocacy, to develop leadership in the Disability Community.
- **Benefits Specialist**  
ILR is devoted to providing information and resources for participants in SSI and SSDI programs.
- **Independent Living Skills**  
ILR skills include instruction in areas such as personal care, coping, financial management, social skills and household management. This may also include education and training necessary for living in the community and participating in community activities.
- **Information & Referral**  
ILR maintains an extensive reference library that offers information about services, products and community resources of interest to people with disabilities, seniors and their service providers and professionals.
- **Peer Support**  
Through our experiences, we provide support, teaching and information sharing to others living with disabilities.
- **Assistive Technology**  
ILR assists consumers with a variety of assistive technology issues, such as:
  - Provide resources for medical & durable equipment.
  - Provide referrals to qualified AT professional for evaluations, assessments and training.
  - Help locate vendors, services and funding for equipment needed to live independently.
- **Personal Assistance Service**  
Seniors and people with disabilities may need a personal attendant to assist in the activities of daily living. ILR runs a registry of carefully selected personal attendants who specialize in working with people with disabilities.
- **Housing Referral**  
ILR assists consumers in seeking affordable and accessible housing. ILR provides information and education regarding fair housing laws. ILR also provides help concerning other housing related issues such as land or/tenant issues, mediation, roommates (shared housing), etc.



## Support ILR and DONATE today

ILR heavily relies on corporate and personal donations in order to provide FREE services to our consumers. 100% of our donations remain in the local community and helps us deliver hope. Along with our thanks and gratitude, you will receive a receipt for your tax-deductible donation.

To make a donation visit one of our office locations or go to [www.ilrsc.org](http://www.ilrsc.org). Call us at (925) 363-7293 for more information.



DATE: February 28, 2014  
TO: STA Board  
FROM: Anthony Adams, STA Project Assistant  
SUBJECT: Project Delivery Update

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**Background:**

The 2013 Transportation Improvement Plan (TIP) received final approval from Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) in August 2013. MTC project delivery guidelines for Fiscal Year (FY) 2013-14 of the Cycle 2 Federal Funding, also known as OneBayArea Grant (OBAG), suggested project sponsors turn in their obligation requests to Caltrans by February 3, 2014. The final date that project sponsors can receive their E-76 obligation from Caltrans, without jeopardizing its funding, is April 30<sup>th</sup>. STA staff has been working with MTC and Caltrans compile expected project approval timelines and important deadlines project sponsors should meet in order to get obligated in FY 2013-14.

**Discussion:**

For FY 2013-14, the Solano Transportation Authority is currently tracking 16 active projects: nine (9) OneBayArea Grant (OBAG) projects, four (4) Local Streets & Roads (LS&R) projects, two (2) Safe Routes to School Projects (SR2S), and one (1) other federally funded project. The following projects are required to have a funding agreement with the STA prior to receiving funding:

1. City of Suisun City's Train Station Improvements;
2. City of Vacaville's Allison Drive Sidewalk + Class I to Transit Center;
3. City of Vacaville's Ulatis Creek Class I Bike Lane (McClellan to Depot);
4. City of Vallejo's Downtown Streetscape (Maine Street);
5. County of Solano's Vaca-Dixon Bicycle Path; and
6. County of Solano's Suisun Valley Farm to Market Phase 1 Project

On February 7<sup>th</sup>, STA staff toured Solano County project locations and discussed project statuses with city engineers and project managers. After following up with all remaining project sponsors, STA staff has a more thorough understanding of projects' status and their likelihood of receiving federal obligation by April 30<sup>th</sup>. STA staff has identified two jurisdictions (three projects in total) that must apply an accelerated project delivery schedule in order meet obligation deadlines. These projects are summarized below. Attachment A provides a city by city summary of projects programmed for FY 2013-14, their status, and what next steps need to be taken.

- City of Benicia (2 Projects)
  - 2<sup>nd</sup> St Overlay: This project was scheduled to have a field review on February 20<sup>th</sup>. Caltrans estimates approval of environmental 3-4 weeks after receiving documents. Design is expected to be complete by late March. Obligation request is expected to be turned into Caltrans by late March and obligation approval by late April.

- Benicia Safe Routes to School Project: This project was scheduled to have a field review on February 20<sup>th</sup>. Caltrans estimates approval of environmental 3-4 weeks after receiving documents. Design is expected to be complete by late March. Obligation request is expected to be turned into Caltrans by late March and to receive an E-76 obligation approval by late April.
- City of Suisun City (1 Project)
  - Walters Rd-Pintail Dr Preservation: This project was originally programmed for FY 2014-15, but is being advanced due to the project delay for the Suisun-Fairfield Train Station Improvement project caused by complex (historical) environmental review process. A field review was conducted in late January and Caltrans expects to have a decision by late February. The updated project timeline shows the City completing design by the end of February and turning in their obligation request in early March. They expect to have their E-76 obligation approval before the April 30<sup>th</sup> deadline.

All other projects that are scheduled to be obligated in FY 2013-14 appear to be able to meet the obligation deadline. STA staff will continue to work with Caltrans, MTC, and project sponsors to ensure projects are delivered in a timely and effective manner.

This information was presented at the February TAC meeting.

**Fiscal Impact:**

None to the STA Budget, but should a project sponsor not obligate programmed funding in the fiscal year they are programmed, these funds are lost to the County.

**Recommendation:**

Informational.

## Attachment A

### Benicia

Project Type	Project Name	Phase	Total Obligation	Funding Agreement?	Status	Next Steps
<b>LS&amp;R</b>	Benicia - East 2nd Street Preservation	CON	\$495,000	N/A	Field Review scheduled for February 20th. Design for project is complete. PS&E can be submitted after field review.	Request updated project delivery sheet from project sponsor.
<b>SR2S</b>	Benicia Safe Routes To School Project	CON	\$100,000	N/A	Benicia requested Caltrans add this project to the February 20th field review trip to Solano County. Design is in early stages, but Benicia believes it can be obligated before April 30 <sup>th</sup> deadline.	Request updated project delivery sheet.

### Solano County

Project Type	Project Name	Phase	Total Obligation	Funding Agreement?	Status	Next Steps
<b>Other Federal</b>	Suisun Valley Bicycle and Pedestrian Imps	PE	\$248,000	No	PE funds obligated	Follow-up on funding agreement
<b>LS&amp;R</b>	STP Overlay 2013	CON	\$601,750	N/A	Solano County requested funds be pushed out to FY 2014-15. This was done prior to the December MTC deadline.	Follow up with MTC to ensure project funds have been moved
<b>OBAG</b>	Vacaville-Dixon Bicycle Route (Phase 5)	PE	\$60,000	No	Have received PE E-76	Follow-up on funding agreement

### Solano Transportation Authority

Project Type	Project Name	Phase	Total Obligation	Funding Agreement?	Status	Next Steps
<b>OBAG</b>	Local PDA Planning - Solano	CON	\$1,577,000	Need 5 (Benicia, Dixon, Fairfield Rio Vista, and Suisun) All except Dixon, have been submitted.	Allocation request packet sent to Caltrans 2/13/14	Respond to any requests from Caltrans for additional info
<b>OBAG</b>	Solano Transit Ambassador Program	CON	\$250,000	N/A	Allocation request packet sent to Caltrans 2/14/14	Respond to any requests from Caltrans for additional info
<b>OBAG</b>	Eastern Solano / SNCI Rideshare	CON	\$533,000	N/A	Allocation request packet sent to Caltrans 2/12/14	F Respond to any requests from Caltrans for additional info
<b>SR2S</b>	Solano Safe Routes to School Program	CON	\$1,256,000	N/A	Allocation request packet sent to Caltrans 2/12/14	Respond to any requests from Caltrans for additional info

### Suisun City

Project Type	Project Name	Phase	Total Obligation	Funding Agreement?	Status	Next Steps
<b>OBAG</b>	Suisun-Fairfield Intercity Rail Station	CON	\$415,000	Yes	Project is delayed due to extended environmental analysis as a result of building's historical status. Suisun requests move project to FY 2014-15.	Request updated project delivery sheet. Suisun requests advance Walters Rd overlay project in place of this project
<b>LS&amp;R</b>	Walters Road-Pintail Drive Preservation	PE	\$15,000	N/A	Suisun requested to move construction phase into FY 2013-14 to cover the delay in the Suisun Train Station project. Field review was conducted at end of January. Caltrans expects to have Environmental decision by end of February. Suisun has committed to completing design by end of February and submitting request for obligation by beginning of March.	Updated project delivery sheet provided 2/10/14

## Vacaville

Project Type	Project Name	Phase	Total Obligation	Funding Agreement	Status	Next Steps
<b>OBAG</b>	Allison Bicycle / Ped Improvements	PE	\$66,000	Yes	Vacaville project manager assured STA that all projects were on track to get PE obligation into Caltrans by end of February.	None
<b>OBAG</b>	Ulatis Creek Bike/Ped Path & Stscpe	PE	\$150,000	Yes	Vacaville project manager assured STA that all projects were on track to get PE obligation into Caltrans by end of February.	None
<b>LS&amp;R</b>	2014 Street Resurfacing	CON	\$1,231,000	N/A	Environmental cleared, design complete, E-76 sent to Caltrans Jan 31st	None

## Vallejo

Project Type	Project Name	Phase	Total Obligation	Funding Agreement?	Status	Next Steps
<b>OBAG</b>	Vallejo Downtown Streetscape - Phase 3	PE	\$173,000	No	Spoke with Allan Panganiban, project manager, January 27th regarding getting OBAG funding agreement. Confirmed on February 7 <sup>th</sup> that E-76 for PE was submitted to Caltrans on January 29 <sup>th</sup> .	Have sent sample funding agreement, needs further follow-up.
<b>OBAG</b>	Vallejo Downtown Streetscape - Phase 3	CON	\$611,000	No	Spoke with Allan Panganiban, project manager, January 27th regarding getting OBAG funding agreement. Confirmed on February 7 <sup>th</sup> that CON E-76 will be submitted by February 14 <sup>th</sup> .	Have sent sample funding agreement, needs further follow-up.

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DATE: February 28, 2014  
TO: STA Board  
FROM: Robert Macaulay, Planning Director  
RE: Priority Development Area Funding Update

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**Background:**

The Association of Bay Area Governments (ABAG) created the FOCUS program in 2008 as a method of encouraging the development of higher density, mixed use communities supported by frequent transit. These areas are known as Priority Development Areas (PDAs), and are identified by local communities. Metropolitan Transportation Commission (MTC) included funding for PDAs in Plan Bay Area, the Regional Transportation Plan /Sustainable Communities Plan (RTP/SCS) adopted in July of 2013.

One element of the RTP/SCS is funding for PDA Planning. For Solano County, a total of \$1.06 million was set aside by MTC for PDA Planning, to be allocated by STA. In addition, STA receives Surface Transportation Program (STP) funds from MTC that can be used for a variety of uses, including transportation planning. These funds are allocated to STA through another component of the RTP/SCS called the OneBayArea Grant (OBAG) program.

In March 2013, the STA Board approved an OBAG allocation that included providing PDA Planning funds to the City of Fairfield (\$850,000) and Suisun City (\$163,000), and STP funds to be used for PDA Planning to the cities of Benicia (\$250,000), Dixon (\$75,000) and Rio Vista (\$161,000).

**Discussion:**

STA and the five recipient cities have developed scopes of work and funding agreements for the PDA and STA Planning funds. These were approved for the cities of Benicia, Dixon, Fairfield, Rio Vista, and Suisun City. The cities of Fairfield and Suisun City will select their own consultant(s) and prepare the PDA Plans on the project lead, in consultation with STA. The cities of Benicia, Dixon and Rio Vista have selected to have STA contract with a single consultant for the preparation of their local PDA plans.

STA has submitted the funding allocation paperwork to the California Department of Transportation, and approval is expected in late March. RFPs can be released before that time, but staff time cannot be reimbursed. The cities of Fairfield and Suisun City may proceed with an early RFP release due to the large workload associated with their PDA plans. The Benicia, Dixon, and Rio Vista PDA plans are scheduled to be completed in early 2016. The Fairfield and Suisun City documents will be completed by the end of May 2016, just before the June 30 expiration of fund availability.

**Fiscal Impact:**

No direct impacts. The \$1.5 million funds for these PDA plans have already been allocated in the STA budget through regional PDA and OBAG funds.

**Recommendation:**

Informational.

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DATE: February 28, 2014  
TO: STA Board  
FROM: Robert Macaulay, Director of Planning  
RE: Air Quality Fund Update

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**Background:**

Solano County sits in two air basins: the Bay Area air basin, regulated by the Bay Area Air Quality Management District (BAAQMD) and the Sacramento air basin, regulated in part by the Yolo Solano Air Quality Management District (YSAQMD). BAAQMD covers the cities of Benicia, Fairfield, Suisun City and Vallejo, plus western Solano County. YSAQMD jurisdictions are Dixon, Rio Vista, Vacaville and eastern Solano County.

The state legislature has authorized the BAAQMD to collect a \$4 surcharge on motor vehicle registration, to be used to fund clean air programs in the District' boundaries. These are known as Transportation Fund for Clean Air (TFCA) funds. By law, 40% of the TFCA funds are allocated to the jurisdiction of origin, and are programmed to qualifying projects by the Congestion Management Agency (CMA). BAAQMD releases updated programming regulations on a yearly basis. In the past, Solano BAAQMD funds have gone to projects such as the Solano Napa Commuter Information (SNCI) ridesharing program, electrical vehicle charging station installation, and signal light prioritization for transit vehicles near major transit hubs.

The YSAQMD is also provided funds a \$4 vehicle registration surcharge. In addition, the YSAQMD receives funds from a special property tax (AB 8) generated from Solano County properties located in the YSAQMD. These are jointly referred to as YSAQMD Clean Air Funds. These funds have been programmed for purposes similar to the BAAQMD, as well as vehicle replacement, public education and outreach, and projects such as the Rio Vista Waterfront Promenade Phase 1. The YSAQMD and the STA created a screening committee to make recommendations on projects in Solano County.

**Discussion:**

For 2014, the BAAQMD estimates \$150,000 to \$300,000 of TFCA funds available for STA to allocate to qualifying projects. STA is completing the Expenditure Plan application for submittal to BAAQMD, and preparing a Call for Projects as required by the TFCA program guidelines. As with other fund sources, STA will evaluate all applications, but anticipates giving priority consideration to projects or programs that are contained in adopted STA countywide plans such as the Alternative Fuels, Bicycle and Safe Routes to Schools plans.

For 2014, the YSAQMD Clean Air Fund estimate is \$442,080. Applications must be submitted directly to the YSAQMD by March 21, 2014, which will then screen projects for eligibility. Those projects deemed eligible will be forwarded to STA for initial

assessment. STA and YSAQMD staff will develop a recommended list for funding, to be presented to a Solano screening committee in April, and to the full YSAQMD Board in May or June. As with other fund sources, STA will evaluate all applications, but anticipates giving priority consideration to projects or programs that are contained in adopted STA countywide plans such as the Alternative Fuels, Bicycle and Safe Routes to Schools plans.

STA will also look for opportunities to leverage air quality and other funding sources, such as Transportation Development Act (TDA) Article 3 bicycle and pedestrian project funding or OneBayArea Grant (OBAG) SR2S program support.

**Recommendation:**

Informational.



DATE: February 28, 2014  
TO: STA Board  
FROM: Anthony Adams, Transit Mobility Coordinator  
RE: Mobility Management Program Update

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**Background:**

The Solano County Mobility Management Program is a culmination of public input provided at two mobility summits held in 2009 and the 2011 Solano Transportation Study for Seniors and People with Disabilities. STA has been working with consultants, the Solano Transit Operators, the Paratransit Coordinating Council (PCC), and the Senior and People with Disabilities Transportation Advisory Committee since July 2012 to develop a Mobility Management Plan for Solano County. Mobility Management was identified as a priority strategy to address the transportation needs of seniors, people with disabilities, low income and transit dependent individuals in the 2011 Solano Transportation Study for Seniors and People with Disabilities.

The Solano Mobility Management Plan proposes to focus on four key elements that were also identified as strategies in the Solano Transportation Study for Seniors and People with Disabilities:

1. Countywide In-Person American Disability Act (ADA) Eligibility and Certification Program
2. Travel Training
3. Older Driver Safety Information
4. One Stop Transportation Call Center

All of these strategies were included in the scope of work for the Solano Mobility Management Program and were identified as priorities in the Senior and People with Disabilities Study. These four elements have been presented to the Solano Seniors and People with Disabilities Transportation Advisory Committee, the Paratransit Coordinating Council (PCC), the Intercity Transit Consortium, the STA Board and the Senior Coalition.

**Discussion:**

***Mobility Transportation Guide Update***

The Mobility Guide for Seniors and People with Disabilities summarizes public, private, and medical transportation options the community. It has been recently revised and updated with the most current information and is now in its draft form for final review. STA staff expects to release the revised Solano Mobility Transportation Guide in March 2014.

***Countywide In-Person ADA Eligibility Program Update***

The month of January was the 7<sup>th</sup> month of the contract between STA and CARE Evaluators. There were 128 scheduled appointments, with 87 people showing up for their assessment (68%). The performance measures of the program are showing improvement during the last two months in comparison to the first four months of the contract. On average, the time between an applicant call to schedule an in-person assessment and the date

of their assessment for the month of January was approximately five (5) days; this is a decrease in wait time from December when the average was six (6) days. For the amount of time between the applicant's assessment and receipt of the eligibility determination letter, the average was 10 days; an improvement from 14 days in December. There were no violations of the 21 day ADA assessment letter policy during the month of January.

STA staff has produced a more in-depth summary report for the month of January (Attachment A).

A total of 10 comment cards received, 9 (90%) of them ranked the customer service for the Countywide In-Person ADA Eligibility program as "Highly Satisfied," and 1 client (10%) ranked the customer service as "Satisfied." There were no clients that ranked their experience as "Dissatisfied" or "Highly Dissatisfied."

### ***Mobility Management Website***

STA staff is currently working with the selected consultant, MIG, to finalize the contract and scope of work for developing the Solano Mobility Management Website. The project is scheduled to commence in February 2014 and is scheduled to be implemented by April 2014.

### ***Countywide Travel Ambassador Program***

The Travel Training Request for Proposal (RFP) was reviewed and approved by Caltrans and was released by STA in early December 2013. Proposals were due to the STA on January 15, 2014. The STA received 3 proposals. The interview panel unanimously selected Nelson/Nygaard as the consultant to develop the Countywide Travel Ambassador Program for Solano County. The project is scheduled to commence in February 2014 and is expected to be implemented by May 2014.

### ***One-Stop Call Center***

The expansion of the SNCI Program's Call Center into the One-Stop Mobility Management Call Center is progressing with the call center moving to their new office location across the hall from STA during the week of February 7<sup>th</sup>. One-full time customer service staff has been hired to date, and three more part-time staff will be hired in the coming months to meet an expected increase workload. The SNCI Program will remain, but will evolve into the One-Stop Call Center by expanding the services they offer to include program referrals such as travel training or volunteer driver programs and providing transportation options to seniors, people with disabilities and low income.

### ***Potential Partnerships***

Since mid-September, STA has been meeting with potential partner agencies and non-profits in order to compile a family of services. This strategy is intended to identify existing transportation services that serve the senior, people with disabilities, and low-income population. Potential partner agencies were requested to provide STA with a proposal for opportunities to expand upon the services they currently offer, or new services they could offer, with further financial or logistical support from STA. To date STA has met with seven (7) organizations to discuss their Mobility Management Services.

### **Recommendation:**

Informational.

Attachments:

- A. Countywide ADA In-Person Eligibility – January Progress Report

## Countywide In-Person ADA Eligibility Program January 2013 Progress Report

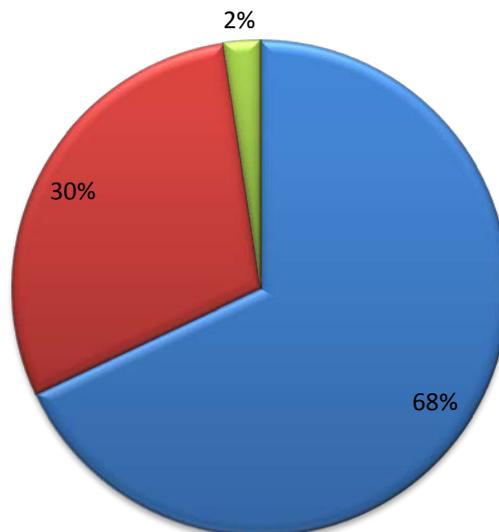
**Applicant Volume and Productivity:** Applicant volume for the month of January increased from December, while total number of assessments increased slightly. Between January 1<sup>st</sup> and January 31<sup>st</sup>, the Call Center scheduled 128 appointments, with a total 87 assessments taking place. Of the 128 scheduled appointments, 87 (68%) of the applicants appeared for their in-person assessment, three (2%) applicants were a no show, and 38 (30%) were cancellations. No shows and cancellations provides an incompleteness rate of 32%, which is the same as last month, and above the 20% national standard for in-person ADA certification assessments incompleteness rate.

### Applicant Volume and Productivity by Location

	Countywide	Dixon Readi- Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
<b>Completed</b>	<b>87</b>	<b>2</b>	<b>41</b>	<b>0</b>	<b>24</b>	<b>20</b>
<b>Cancellations</b>	<b>38</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>12</b>	<b>14</b>
<b>No-Shows</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>Incompletion Rate</b>	<b>32%</b>	<b>33%</b>	<b>20%</b>	<b>0%</b>	<b>37%</b>	<b>41%</b>

### Applicant Volume and Productivity

■ Completed   
 ■ Cancellations   
 ■ No-Shows

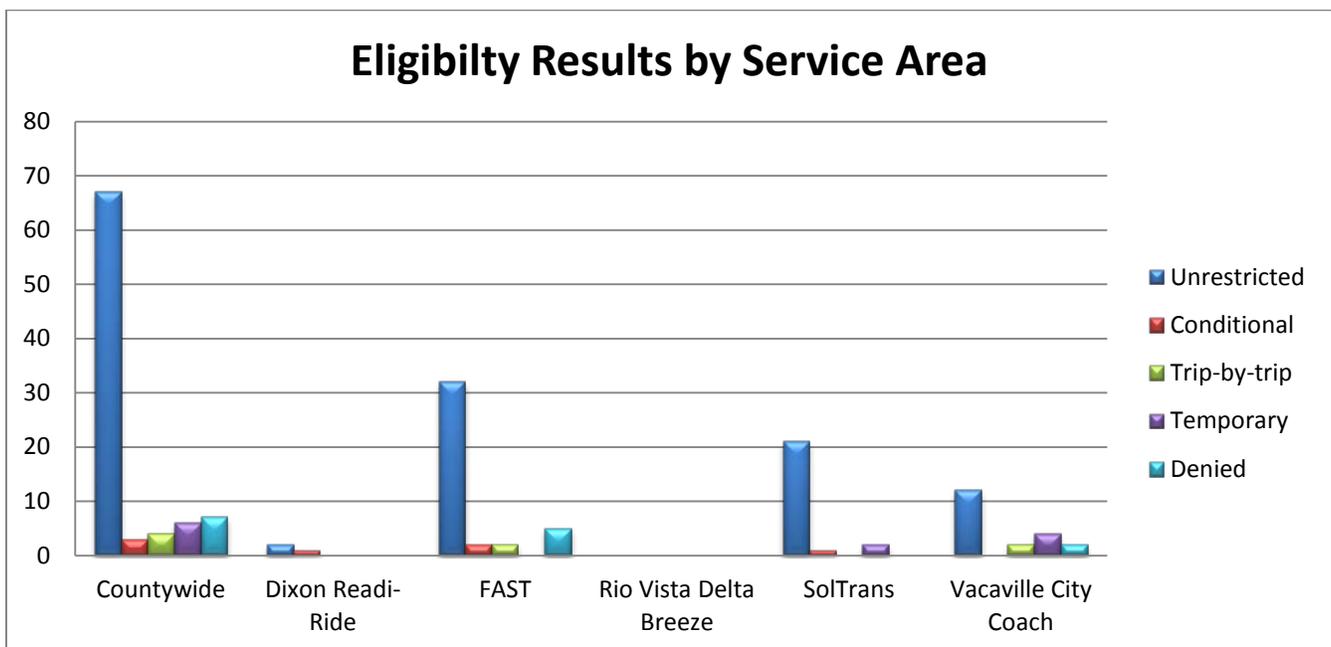


**New versus re-certification:** The percentage of new applicants has gone down to roughly the average of the previous 6 months. 77 of the 87 applicants (89%) were new applicants and 10 (11%) were applicants seeking recertification. Four (4) denials from the 87 completed applications came from the new applicant category and three (3) came from the recertification category.

Countywide Eligibility Results by Application Type					
NEW		Percentage	RECERTIFICATION		Percentage
Unrestricted	60	78%	Unrestricted	7	70%
Conditional	3	4%	Conditional	0	0%
Trip-by-trip	4	5%	Trip-by-trip	0	0%
Temporary	6	8%	Temporary	0	0%
Denied	4	5%	Denied	3	30%
<b>TOTAL</b>	<b>77</b>	<b>89%</b>	<b>TOTAL</b>	<b>10</b>	<b>11%</b>

**Eligibility determinations:** Of the 87 assessments that took place in the month of January, 67 (77%) were given unrestricted eligibility, 7 (8%) were denied, 4 (4%) were given trip-by-trip eligibility, 3 (3%) were given conditional eligibility, and 6 (7%) were given temporary eligibility.

Eligibility Results by Service Area						
	Countywide	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
<b>Unrestricted</b>	<b>67</b>	<b>2</b>	<b>32</b>	<b>0</b>	<b>21</b>	<b>12</b>
<b>Conditional</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Trip-by-trip</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Temporary</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>
<b>Denied</b>	<b>7</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>TOTAL</b>	<b>87</b>	<b>3</b>	<b>41</b>	<b>0</b>	<b>24</b>	<b>20</b>

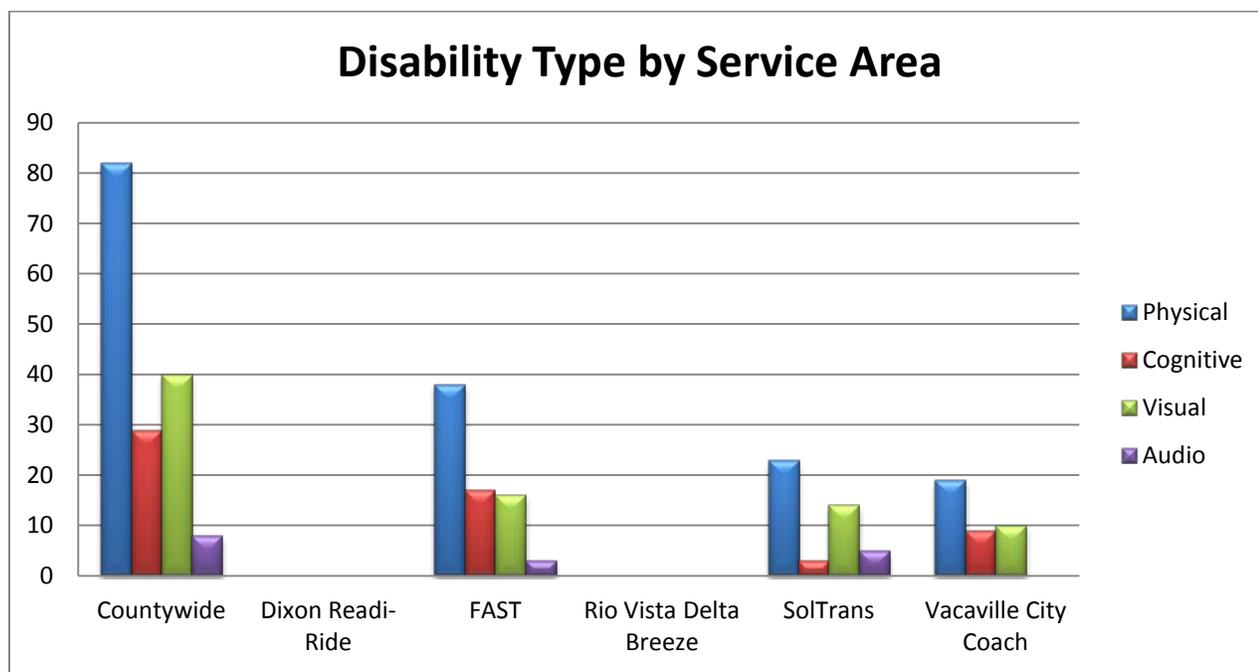


**Impact on paratransit:** As part of the new countywide in-person assessment program, applicants are provided a complimentary trip on paratransit for the applicant and the applicant’s Personal Care Attendant (PCA) upon request. Forty-five percent (45%) of all assessments requested a paratransit trip to the assessment site in January. This is an increase from thirty-nine percent (39%) in December.

Transportation to and from In-Person Assessment						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Own Transportation	48	0	22	0	14	12
Complementary Paratransit	39	3	19	0	10	8
Paratransit %	45%	100%	46%	0%	42%	40%

**Type of Disability:** Many of the applicants who completed the in-person assessment presented with more than one type of disability. Nonetheless, the most common type of disability reported was a physical disability (52%) followed by visual disability (25%) and cognitive disability (18%). An auditory disability was the least commonly reported disability, with (5%) of the total. Visual disabilities reported, on average, have been increasing during the past 7 months of the program.

Disability Type Countywide and by Service Area						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Physical	82	0	38	0	23	19
Cognitive	29	0	17	0	3	9
Visual	40	0	16	0	14	10
Audio	8	0	3	0	5	0



**Time to scheduled assessment:** On average, the time between an applicant call to schedule an in-person assessment and the date of their assessment for the month of January was approximately five (5) days; this is a decrease in wait time from December when the average was six (6) days. The longest amount of time clients had to wait for an appointment in January was 22 calendar days. The number of clients waiting more than 10 business days for their assessment decreased in January (11%) from last month (14%). The goal is for clients to receive an appointment within 2 weeks of their phone call.

Time (Days) from Scheduling to Appointment						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period	5	4	6	0	4	4
Longest	22 (1 client)	4	22	0	15	13
Past 10 Business Days	10					
% of Clients Past 10 Business Days	11%					

**Time to receipt of eligibility determination letter:** On average, the time between the applicant’s assessment and the receipt of the eligibility determination letter in the month of January was 10 days; an improvement from 14 days in December. The longest an applicant had to wait for their determination letter was 20 days. Only one (1%) of all clients had to wait more than 15 days for their determination letter. STA staff will continue to work with CARE and monitor performance in order to ensure compliance with terms of the contract.

Time (Days) from Evaluation to Letter						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period	10	7	10	0	11	9
Longest	20 (1)	7	20	0	13	13
# of Clients Past 21 Days	0	0	0	0	0	0
# of Clients Past 15 Days	1					
% of Clients Past 15 Days	1%					
% of Clients Under 15 Days	99%					

**Comment Card Summary:** There were a total of 10 ADA Comment Cards received by the STA during the month of January. Below is a summary of the scores provided by clients and the number each transit operator received.

<b>December Comment Card Summary</b>		
<b>Very Satisfied</b>	9	(FAST 3, Vacaville 5 , SolTrans 1)
<b>Satisfied</b>	1	(FAST 1)
<b>Neutral</b>	0	
<b>Dissatisfied</b>	0	
<b>Very Dissatisfied</b>	0	
<b>Total Received</b>	10	

**Total Number of SolTrans Reminder Cards Mailed out in December:** There were a total of twenty-three (23) reminder cards mailed out in the month of January. This is slightly higher than the December total (22).

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DATE: March 3, 2014  
TO: STA Board  
FROM: Johanna Masiolat, Clerk of the Board  
RE: STA Board and Advisory Meeting Schedule for Calendar Year 2014

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**Discussion:**

Attached is the STA Board and Advisory meeting schedule for Calendar Year 2014.

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachment:

- A. STA Board and Advisory Meeting Schedule for Calendar Year 2014



**STA BOARD AND ADVISORY  
COMMITTEE MEETING SCHEDULE  
CALENDAR YEAR 2014**

<b>SUMMARY:</b>	
STA Board:	Meets 2 <sup>nd</sup> Wednesday of Every Month
Consortium/TAC:	Meets Last Wednesday of Every Month
BAC:	Meets 1 <sup>st</sup> Thursday of every <i>Odd</i> Month
PAC:	Meets 3 <sup>rd</sup> Thursday of every <i>Even</i> Month
PCC:	Meets 3 <sup>rd</sup> Thursday of every <i>Odd</i> Month
SR2S-AC	Meets Quarterly (Begins Feb.) on the 3 <sup>rd</sup> Wed.

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Wed., January 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., January 9	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Thurs., January 16	1:00 p.m.	Paratransit Coordinating Council (PCC)	Solano Community College	Tentative
Tues., January 28	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., January 29	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., February 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., February 19	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Thurs., February 20	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., February 25	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., February 26	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., March 6	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., March 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., March 20	1:00 p.m.	Paratransit Coordinating Council (PCC)	Solano Community College	Tentative
Tues., March 25	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., March 26	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., April 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., April 17	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., April 29	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., April 30	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., May 1	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., May 14	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., May 15	1:00 p.m.	Paratransit Coordinating Council (PCC)	City of Benicia	Tentative
Tues., May 27	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., May 28	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., June 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., June 18	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Thurs., June 19	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., June 24	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., June 25	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., July 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., July 17	1:00 p.m.	Paratransit Coordinating Council (PCC)	Fairfield Community Center	Tentative
Thurs., July 3	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
July 30 (No Meeting)	SUMMER	Intercity Transit Consortium	N/A	N/A
July 31 (No Meeting)	RECESS	Technical Advisory Committee (TAC)	N/A	N/A
Wed., August 13	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
August 14 (No Meeting)	SUMMER RECESS	STA Board Meeting	N/A	N/A
Thurs., August 21	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., August 26	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., August 27	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., September 4	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., September 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., September 17	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	Suisun City Hall	Tentative
Thurs., September 18	1:00 p.m.	Paratransit Coordinating Council (PCC)	Ulati Community Center	Tentative
Tues., September 23	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., September 24	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., October 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., October 16	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
No meeting due to STA's Annual Awards in November (No STA Board Meeting)		Intercity Transit Consortium	N/A	N/A
		Technical Advisory Committee (TAC)	N/A	N/A
Thurs., November 6	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., November 12	6:00 p.m.	STA's 17 <sup>th</sup> Annual Awards	TBD - Vallejo	Confirmed
Wed., November 19	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	TBD	Tentative
Thurs., November 20	1:00 p.m.	Paratransit Coordinating Council (PCC)	John F. Kennedy Library	Tentative
Tues., November TBD	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., November TBD	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., December 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., December 18	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., December TBD	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Tentative
Wed., December TBD	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Tentative