



MEETING AGENDA

**STA Board Special Meeting
 4:30 p.m., Wednesday, November 4, 2015
 Benicia City Hall - Commission Room
 250 East L Street
 Benicia, CA 94510**

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 Masiclat, 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 jmasiclat@sta.ca.gov **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.

ITEM

BOARD/STAFF PERSON

- | | |
|---|------------------------|
| <p>1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(4:30 – 4:35 p.m.)</p> | <p>Chair Patterson</p> |
| <p>2. CONFIRM QUORUM/ STATEMENT OF CONFLICT
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.</p> | <p>Chair Patterson</p> |
| <p>3. APPROVAL OF AGENDA
(4:35 – 4:40 p.m.)</p> | |

STA BOARD MEMBERS

Elizabeth Patterson (Chair)	Norman Richardson (Vice Chair)	Jack Batchelor, Jr.	Harry Price	Pete Sanchez	Len Augustine	Osby Davis	Jim Spering
City of Benicia	City of Rio Vista	City of Dixon	City of Fairfield	City of Suisun City	City of Vacaville	City of Vallejo	County of Solano

STA BOARD ALTERNATES

Tom Campbell	David Hampton	Jerry Castanon, Jr.	Chuck Timm	Lori Wilson	Curtis Hunt	Jesse Malgapo	Erin Hannigan
--------------	---------------	---------------------	------------	-------------	-------------	---------------	---------------

4. OPPORTUNITY FOR PUBLIC COMMENT

(4:40 – 4:45 p.m.)

5. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(4:45 – 4:50 p.m.)

A. Minutes of the STA Board Meeting of October 14, 2015

Johanna Masiclat

Recommendation:

Approve STA Board Meeting Minutes of October 14, 2015.

Pg. 3

6. ACTION FINANCIAL ITEMS

A. Suisun City Capitol Corridor Train Station Funding Plan

Robert Guerrero

Recommendation:

Approve the following:

1. Approve \$137,548.93 from State Transit Assistance Fund (STAF) as a loan to be repaid by Suisun City over the next 5 years as specified in Attachment A; and
2. Authorize the Executive Director to amend Suisun City's One Bay Area Grant agreement to include provisions to implement the \$137,548.93 STAF loan for the Suisun Amtrak Station Upgrade Project.

(4:50 – 5:00 p.m.)

Pg. 11

7. ADJOURNMENT

The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, December 9, 2015**, Suisun Council Chambers.



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
October 14, 2015

1. CALL TO ORDER

Chair Patterson called the regular meeting to order at 6:05 p.m. A quorum was confirmed.

MEMBERS

PRESENT: Elizabeth Patterson, Chair City of Benicia
Norman Richardson, Vice Chair City of Rio Vista
Jack Batchelor City of Dixon
Harry Price City of Fairfield
Pete Sanchez City of Suisun City
Len Augustine City of Vacaville
Osby Davis City of Vallejo
Jim Spering County of Solano

MEMBERS

ABSENT: None.

STAFF

PRESENT: 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 Administrative Svcs. & Accounting Manager
Jayne Bauer Legislative & Marketing Program Manager
Liz Niedziela Transit Program Manager
Philip Kamhi Transit Program Manager
Judy Leaks Transit and Rideshare Program Manager
Sarah Fitzgerald SR2S Program Administrator
Robert Guerrero Senior Project Manager
Anthony Adams Assistant Project Manager
Drew Hart Associate Planner
Ryan Dodge Associate Planner
Kristina Holden Transit Mobility Coordinator

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

Kevin Green Daily Republic
George Gwynn Resident, City of Suisun City
Steve Hartwig City of Vacaville
Brian McLean City of Vacaville
Bob Ritchie Member of the Public
Graham Wadsworth City of Benicia

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 Vice Chair Richardson, and a second by Board Member Batchelor, the STA Board approved the agenda. (8 Ayes)

4. OPPORTUNITY FOR PUBLIC COMMENT

Bob Ritchie, Member of the Public, addressed the STA Board regarding parking issues with vanpools at the Fairfield Transportation Center.

5. EXECUTIVE DIRECTOR’S REPORT

Daryl Halls provided an update on the following items:

- Governor and State Legislature Continue Special Transportation Session without Solution for State’s Transportation Infrastructure Needs
- Federal Authorization Bill Waits for Change in Leadership
- STA’s Draft Legislative Platform
- City of Benicia to Host STA’s 18th Annual Awards Celebrating 25th Anniversary of STA
- STIA Board Slates to Provide Funding Recommendation to STA Board Regarding Local Streets and Roads and Road Safety
- STA’s Safe Routes to School Program Coordinates International Walk to School Day Events Countywide
- STA to Submit Solano County Priorities to Metropolitan Transportation Commission (MTC) for Federal and State Funding as Part of Plan Bay Area Process
- Four County North Bay Partnership Emerges for Highway 37 Corridor
- 2nd RTIF Program Annual Report Highlights Committed Funding and Three Projects Under Construction
- STA Schedules Public Workshops for Discussion of SolanoExpress Service Changes
- STA’s Local Preference Policy Completes Fourth Year Focusing on Opportunities for Local Businesses
- Abandoned Vehicle Programs Abates 4,099 Vehicles in FY 2014-15
- STA Staff Update

6. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

None presented.

7. STA PRESENTATION

A. Nominations for STA’s 25th Anniversary Awards

Presented by Jayne Bauer

B. Directors Reports:

- 1. Planning**
- 2. Projects**
- 3. Transit/Rideshare/Mobility Management**

8. CONSENT CALENDAR

On a motion by Board Member Batchelor, and a second by Board Member Price, the STA Board unanimously approved Consent Calendar Items A through O. (8 Ayes)

A. Minutes of the STA Board Meeting of September 9 2015

Recommendation:

Approve STA Board Meeting Minutes of September 9, 2015.

B. Draft Minutes of the TAC Meeting of September 30, 2015

Recommendation:

Approve Draft TAC Meeting Minutes of September 30, 2015.

C. Transportation Development Act (TDA) Article 3 – Resolutions of Support

Recommendation:

Approve the following:

- 1- STA Resolution No. 2015-08 TDA Article 3 FY 2015-16 STA as specified in Attachment A; and
- 2- STA Resolution No. 2015-09 TDA Article 3 FY 2015-16 Countywide Coordinated Claim as specified in Attachment A.

D. Paratransit Coordinating Council (PCC) Membership Status and Appointments

Recommendation:

Approve the following:

1. Reappoint Richard Burnett to the PCC for a three (3) year term as MTC PAC Advisory Committee representative; and
2. Reappoint James Williams to the PCC for a three (3) year term as a member-at-large.

E. Fiscal Year (FY) 2015-16 Indirect Cost Allocation Plan (ICAP) Rate Application for Caltrans

Recommendation:

Approve the following:

1. STA's ICAP Rate Application for FY 2015-16; and
2. Authorize the Executive Director to submit the ICAP Rate Application to Caltrans.

F. Contract Amendment - Federal Legislative Advocacy Services

Recommendation:

Approve the following:

1. Authorize the Executive Director to enter into a 24-month Contract Amendment with Akin Gump Strauss Hauer & Feld LLP (Akin Gump);
2. Authorize the Executive Director to extend the contract with the Cities of Dixon, Fairfield, Vacaville and Vallejo to provide federal advocacy services in pursuit of federal funding for the STA's priority projects through December 31, 2017 at a total cost not-to-exceed \$231,600; and
3. The expenditure of \$50,400 to cover the STA's contribution for this 24-month contract.

G. Contract Amendments - Transit Corridor Studies Project Manager and Transit Finance Consultant Services

Recommendation:

Approve the following:

1. Authorize the Executive Director to execute a contract amendment with McElroy Transit for Transit Corridor Studies Project Manager and to assist in the implementation of related programs in FY2015-16 for an amount not-to-exceed \$58,750; and
2. Authorize the Executive Director to execute a contract amendment with NWC Partners, Inc. for Transit Finance Consultant Services in FY2015-16 for an amount not-to-exceed \$99,750.

- H. STA’s Local Preference Policy FY 2014-15 Year-End Report**
Recommendation:
Receive and file.
- I. Fiscal Year (FY) 2014-15 Abandoned Vehicle Abatement (AVA) Program Fourth Quarter Report**
Recommendation
Receive and file.
- J. Solano Napa Commuter Information (SNCI) Program Annual Report for Fiscal Year (FY) 2014-15 and Work Plan for FY 2015-16**
Recommendation
Receive and file.
- K. Intercity Taxi Scrip Program – Fiscal Year (FY) 2014-15 Annual Report**
Recommendation
Receive and file.
- L. Request for Qualifications: On Call Public Private Partnership Consulting Services**
Recommendation:
Authorize the Executive Director to:
1. Issue a Request for Qualifications for Public-Private Partnership (P3) Services to assist in the SR 37 Corridor P3 Study; and
 2. Enter into a contract for an amount not-to-exceed \$50,000 for P3 Services for the SR 37 Corridor.
- M. Caltrans Sustainable Transportation Planning Grant Application for the SR 37 Corridor Feasibility Study**
Recommendation:
Forward a recommendation to the STA Board to:
1. Authorize the Executive Director to submit a Sustainable Communities grant application for the SR 37 Corridor Feasibility Study in partnership with Marin, Napa, and Sonoma Transportation Authority; and
 2. Share in the local match cost of \$64,972 subject to grant approval.
- N. 2015 Solano Congestion Management Program Update**
Recommendation:
Authorize the Executive Director to release the 2015 Solano Congestion Management Plan (CMP) for a 30-day review and comment period.
- O. Authorization for Request for Qualifications for Public Information Consultant Services**
Recommendation:
Authorize the Executive Director to:
1. Issue a Request for Qualifications for Public Information Consultant Services; and
 2. Enter into a contract for an amount not-to-exceed \$115,000 with the selected Public Information Consultant.

9. ACTION – FINANCIAL ITEMS

A. Solano Intercity Taxi Scrip Program Proposed Fare Change

Philip Kamhi summarized the details of the financial status of the current program and the financial impacts of the proposed fare increase. He reviewed staff's recommendation to the STA Board to rerelease the proposed fare changes for public comment. He also reviewed the public comment process that would include discussing the proposal and collecting feedback from the riders, public, and STA advisory committees for approximately three months at which time the Consortium would hold a special meeting to review comments received and recommend next steps.

Public/Board Comments:

None presented.

Recommendation:

Authorize the Executive Director to release for 30-day public comment the following modifications to the Solano Intercity Taxi Scrip Program:

1. Increase the cost of scrip booklets from the current level of \$15 for \$100 worth of scrip to:
 - o \$40 for \$100 worth of scrip for non-low income patrons,
 - o \$20 for \$100 worth of scrip for low-income patrons, and
2. Set the low-income threshold for the discount fare at 138% of the Federal Poverty Level, consistent with the Medi-Cal program.

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

B. Regional Transportation Impact Fee (RTIF) 2nd Annual Report

Robert Guerrero presented the Second Annual Report for the Solano Regional Transportation Impact Fee (RTIF) program. He reported that \$1.7 million in RTIF revenue has been collected through the end of July 2015. He noted three RTIF funded projects are currently under construction due in part to funding pledged from the Solano RTIF program, and 77% of the RTIF funds collected have already been programmed for RTIF eligible projects.

Public/Board Comments:

None presented.

Recommendation:

Approve the 2nd Annual Solano County Regional Transportation Impact Fee (RTIF) Annual Report for FY 2014-15.

On a motion by Board Member Price, and a second by Board Member Sanchez, the STA Board approved the recommendation. (8 Ayes)

1 ACTION – NON FINANCIAL ITEMS

0

A. Sustainable Communities (SCS)/Regional Transportation Plan (RTP) – Priority Projects for Solano County

Robert Macaulay distributed and reviewed the Solano County’s SCS project submittal and information on operating and capital needs to MTC. He noted that MTC is requesting all partner agencies to adhere to deadlines and noted that the project update and call for projects deadline is September 30, 2015, however agencies may still submit evidence of governing board endorsement up to October 31, 2015.

Public/Board Comments:

None presented.

Recommendation:

1. Conduct Public Hearing; and
2. Approve the SCS Project List as shown in in Attachment E.

At this time, Chair Patterson opened the public hearing.

Open Public Hearing: 6:35 p.m.

No member of the public came forward at this time.

Closed Public Hearing: 6:36 p.m.

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

B. STA’s 2016 Legislative Priorities and Platform and Legislative Update

Jayne Bauer reviewed the development of the STA’s Legislative Platform and Priorities initially submitted by staff in draft form. She noted that the Final Draft 2016 Legislative Platform and Priorities will be placed on the November 2015 agenda of the TAC and Consortium, and forwarded to the STA Board for consideration of adoption in December 2015.

Public/Board Comments:

None presented.

Recommendation:

Take the following actions:

1. Distribute the STA’s 2016 Legislative Priorities and Platform as shown in Attachment C for a 30-day review and comment;

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

2. Oppose ABX1-24.

On a motion by Board Member Batchelor, and a second by Board Member Price, the STA Board voted to Oppose ABX1-24. (8 Ayes)

C. Approval of the Memorandum of Understanding the State Route 37 Corridor between the Napa County Transportation Planning Agency, Sonoma County Transportation Authority, and the Transportation Authority of Marin

Bernadette Curry reported that the four North Bay counties of Marin, Napa, Solano and Sonoma have expressed an interest in addressing increasing traffic congestion and safety along the 37 corridor. She noted that at the request of the participating elected officials from the four counties, a Memorandum of Understanding (MOU) has been prepared to provide a forum for the four counties to work with Caltrans, the Metropolitan Transportation Commission, the Bay Area Conservations Development Commission (BCDC), and other potential partners to ensure local communities' concerns get addressed. Staff is also recommending the STA Board authorize the submittal of the Strategic Partnership Planning Grant to initiate a feasibility study for the corridor.

Public/Board Comments:

None presented.

Recommendation:

Approve the following:

1. The attached Memorandum of Understanding (MOU) for the State Route 37 Corridor;
2. Authorize the Executive Director to execute the same; and
3. Appoint three members to serve on the SR 37 Policy Committee.

On a motion by Board Member Price, and a second by Board Member Batchelor, the STA Board approved the recommendations No. 1 and 2 and appointed the following members to serve on the SR 37 Policy Committee as follows: (8 Ayes)

Primary Member

Osby Davis, Mayor, City of Vallejo
Jim Spering, County Supervisor, District 3
Erin Hannigan, County Supervisor District 1

Alternate Member

Jesse Malgapo, Vice Mayor, City of Vallejo
Elizabeth Patterson, Mayor, City of Benicia
Lori Wilson, Mayor Pro-tem, City of Suisun City

D. Comprehensive Transportation Plan (CTP) – Arterials, Highways, and Freeways Element – State of the System Report

Robert Macaulay reported that the all the comments received have been incorporated and staff is now requesting the STA Board to approve the State of the System Report for the Arterials, Highways, and Freeways element of the Comprehensive Transportation Plan (CTP).

Public/Board Comments:

None presented.

Recommendation:

Forward a recommendation to the STA Board to approve the attached Arterials, Highways, and Freeways Element – State of the System Report as shown in Attachment B.

On a motion by Board Member Sanchez, and a second by Board Member Price, the STA Board approved the recommendation. (8 Ayes)

E. Solano Transportation Improvement Authority (STIA) Board Recommendation: Local Transportation Funding

Board Member Sperring noted that at an earlier meeting, the STIA Board voted to move forward with the noted recommendation.

Public/Board Comments:

None presented.

Recommendation:

Consider a recommendation from the STIA Board authorizing the STA Board Chair and Board Members to forward a letter to the Solano County Board of Supervisors requesting their consideration of a local funding source to address the following:

1. Maintenance and Repair of Local Streets and Roads and Road Safety Projects
2. Senior/Disabled Mobility
3. Oversight and Accountability

On a motion by Board Member Sperring, and a second by Board Member Sanchez, the STA Board approved the recommendation. (8 Ayes)

11. INFORMATIONAL – NO DISCUSSION

- A. Transit Corridor Study Public Outreach**
- B. SolanoExpress 2015 Marketing Plan Update**
- C. Summary of Funding Opportunities**
- D. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2015 and 2016**

12. BOARD MEMBER COMMENTS

13. ADJOURNMENT

Due to the STA's 25th Anniversary Awards to be held on November 4, 2015, the next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, December 9, 2015**, Suisun Council Chambers.

Attested by:

 October 14, 2015
Johanna Masiel **Date**
Clerk of the Board



DATE: October 29, 2015
TO: STA Board
FROM: Robert Guerrero, Senior Project Manager
RE: Suisun City Capitol Corridor Train Station Funding Plan

Background:

The Suisun City Train Station is currently Solano County's only rail station with intercity rail service provided by the Capitol Corridor Joint Powers Authority (CCJPA). It continues to serve an increasing number of Solano County residents, and also acts as a gateway to Suisun City's downtown. According to CCJPA Station Ridership Activity Reports, the Suisun station has seen a consistent positive trend in users, with the latest report indicating that a daily average of 445 riders come through the station this past year.

The Suisun City Train Station was originally built in 1914. It has been over 20 years since the Train Station was remodeled. Additional improvements are now necessary to make the facility more functional and give it a more user friendly, up-to-date look that is within the historic designation of the facility.

Recognizing the importance of the Train Station to the Suisun City community and Solano County's residents, and the desire to continue to attract more riders, the Solano Transportation Authority (STA) Board approved an original funding plan of \$600,000 which included a combination of One Bay Area Grant (OBAG), State Transit Assistance Funds (STAF) and Transportation Development Act (TDA) Article 3 funding. Suisun City also committed a local match of \$118,768 for a total project budget of \$718,768. Of that amount, \$148,168 was used for the Preliminary Engineering and Environmental Phase of the project leaving a remaining balance of \$576,00 for Project Construction.

Discussion:

Suisun City completed the Preliminary Engineering and Design phase of the project and advertised for construction bids in September of 2015. The bid responses received were over the engineers estimate with the lowest bid being \$762,000. After accounting for a little over 4% funding contingency for the lowest bid (\$31,700), the total construction shortfall is \$223,100. Suisun City staff considered options, including rejecting all bids and re-scoping the project, however, this would result in further delays of the project, doesn't guarantee a lower bid proposal, and would potentially eliminate some elements of the project that are needed at the Station.

The last couple of weeks, Suisun City staff and STA staff have meet on a couple of occasions to come up with an alternate financial solution to keep the project on schedule and intact. The proposed financing plan utilizes a combination of Suisun City's local Transportation

Development Act (TDA) Article 4 funds available for operations and maintenance of the facility and a loan provided by the STA with STAF. The STAF have been reserved by STA as part of the funding plan for the replacement of SolanoExpress Buses. These can be loaned for the short-term, but would need to be repaid in a scheduled and timely manner to be available for the future purchase of SolanoExpress Buses by Solano County Transit (Soltrans) or Fairfield and Suisun Transit (FAST).

Attachment A provides a table detailing a funding plan that addresses the \$223,100 funding shortfall. STA staff is recommending a \$137,548.93 loan from STAF be repaid by Suisun City's TDA Article 4 funds over 4 ½ years as specified in Attachment A. The remaining balance of the shortfall of \$85,551.07 will be paid by Suisun City's current TDA Article 4 fund balance.

Suisun Train Station improvements include upgrading sidewalk access, plaza and landscape entrances, signage, and restroom facilities. Suisun City staff is also committed to improving the interior lobby area to include attractive amenities for passengers and the public. Attachment B includes a preliminary list of lobby amenities; additional improvements will be negotiated.

Financial Impact:

STA staff proposes to loan \$137,548.93 from State Transit Assistance Fund (STAF) with a repayment anticipated from Transportation Development Act (TDA) Article 4 funding provided by Suisun City over 4 ½ years.

Recommendation:

Approve the following:

1. Approve \$137,548.93 from State Transit Assistance Fund (STAF) as a loan to be repaid by Suisun City over the next 5 years as specified in Attachment A; and
2. Authorize the Executive Director to amend Suisun City's One Bay Area Grant agreement to include provisions to implement the \$137,548.93 STAF loan for the Suisun Amtrak Station Upgrade Project.

Attachments:

- A. Suisun City Capitol Corridor Train Station Funding Plan
- B. Suisun City Train Station Passenger Preliminary Amenities List

Suisun City Capitol Corridor Train Station Funding Plan

City Funding Balance

\$315,000 OBAG CMAQ
 \$100,000 OBAG STP
 \$150,000 STAF
 \$5,600 TDA Article 3

 \$570,600 City Budget for Construction

Contractor Low Bid

\$762,000 Contract
 \$31,700 Contingency 0.041601

 \$793,700 Total Construction Cost

Construction Shortfall: \$223,100

Funding Options for Shortfall

\$85,551.07 Suisun City TDA 4 Funding
 \$137,548.93 STAF Loan Amount

 \$223,100.00

*STAF Payback - \$137,548.93 From Suisun City TDA Art. 4 Funds	
Amount	Fiscal Year
\$32,548.93	FY2016-17
\$31,000	FY2017-18
\$30,000	FY2018-19
\$30,000	FY2019-20
\$14,000	FY2020-21
\$137,548.93	Total STAF Payback

Suisun City Train Station Passenger Preliminary Amenities List

Interior amenities:

- New restrooms
- New entrance doors
- Informational sign
- New lighting
- Paint
- New windows
- Additional outlets

Exterior amenities:

- Four new benches, rehabilitate two existing benches
- Information kiosk
- New handrails (actually safety too)'
- New directional signage