

MEETING NOTICE

February 11, 2004

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

6:30 P.M. Regular Meeting (Following STIA Meeting at 6:00 p.m.)

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

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

ITEM

BOARD/STAFF PERSON

I. CALL TO ORDER – CONFIRM QUORUM Chair MacMillan
(6:30 – 6:35 p.m.)

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. OPPORTUNITY FOR PUBLIC COMMENT (6:05- 6:10 p.m.)

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency’s agenda for that meeting. Comments are limited to no more than 5 minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact Kim Cassidy, Clerk of the Board, at 707.424.6008 during regular business hours, at least 24 hours prior to the time of the meeting.

V. EXECUTIVE DIRECTOR’S REPORT (6:35-6:40 p.m.) – Pg 1 Daryl K. Halls

STA Board Members:

Karin MacMillan Chair City of Fairfield	Mary Ann Courville Vice Chair City of Dixon	Steve Messina City of Benicia	Marci Coglianese City of Rio Vista	Jim Spering City of Suisun City	Len Augustine City of Vacaville	Anthony Intintoli City of Vallejo	John Silva County of Solano
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STA Alternates:

Harry Price	Gil Vega	Dan Smith	Ed Woodruff	Mike Segala	Rischa Slade	Pete Rey	John Vasquez
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VI. COMMENTS FROM STAFF, CALTRANS AND MTC (6:40-7:10 p.m.)

A. Caltrans Report

B. MTC Report

C. STA Report

- 1. Proclamation of Appreciation for Congressman George Miller** Chair MacMillan
- 2. Update of TEA 3 Reauthorization** Mike Miller,
Ferguson Group
- 3. Funding Programs and Allocations** Daryl Halls/
Mike Duncan

VII. CONSENT CALENDAR

Recommendation: Approve the following consent items in one motion

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

(7:10-7:15 p.m.) – Pg 9

- A. STA Board Minutes of January 14, 2004** Kim Cassidy
Recommendation: Approve minutes of January 14, 2004.
– Pg 11
- B. Draft TAC Minutes of January 28, 2004** Johanna Masiclat
Recommendation: Receive and file. – Pg 21
- C. STA Gas Tax and TDA Contributions for FY 2004/05** Daryl Halls
Recommendation: Approve the following recommendations:
 - 1. Approve the gas tax claim of \$293,066 for FY 2004/05 at the index rate of 2.1% of the aggregate Solano County total for gas tax as indicated in Attachment C.*
 - 2. Approve the TDA claim of \$380,052 for FY 2004/05 at the index rate of 2.7% of the aggregate Solano County total for TDA as indicated in Attachment C.*
 - 3. Authorize the Executive Director to forward the gas tax and TDA claims for FY 2004/05 to the STA's Member Agencies.*– Pg 27
- D. Local Match for State Route 12 Realignment and Rio Vista Bridge Feasibility Study** Dan Christians
Recommendation: Authorize the Executive Director to:
 - 1. Send a letter to the City of Rio Vista requesting a local cash match of \$25,000 as required by Caltrans for the Highway 12 Realignment and Rio Vista Bridge Feasibility Study application request;*
 - 2. Request STA staff to identify a local match funding source to share up to \$12,500 of the local match for the study from the 2004-05 STA budget.*– Pg 33
- E. Amendment to Joint Exercise of Powers Agreement for the Capital Corridor** Dan Christians
Recommendation: Authorize the STA Chair to execute the attached

“Amendment to joint Exercise of Powers Agreement” for the Capitol Corridor Joint Powers Authority.

– Pg 35

- F. TFCA Guidelines and Call for Projects** Robert Guerrero
Recommendation: Approve the following:
1. 2004-05 TFCA Program Manager Guidelines.
2. Authorize the Executive Director to initiate a Call for Projects for the FY 2004-05 TFCA Program Manager funds.
– Pg 41
- G. Final Draft 2004 Solano Congestion Management Program (CMP)** Robert Guerrero
Recommendation: Approve the following:
1. 2004 Solano County Congestion Management Program,
2. Authorize the Executive Director to submit the 2004 Solano County Congestion Management program to MTC for approval.
– Pg 49
- H. Application for the FTA Section 5310 Program to Replace One Solano Paratransit Vehicle** Jennifer Tongson
Recommendation: Approve the following:
1. Authorize STA staff to submit an application for the FTA Section 5310 Program for the replacement of one Solano Paratransit vehicle.
2. Authorize \$11,250 in FY 2004-05 STAF funds for the local match if the grant is awarded.
– Pg 51
- I. SolanoLinks Inter-City Transit Consortium Draft 2004 Work Plan** Elizabeth Richards
Recommendation: Approve the SolanoLinks Transit Consortium Work Plan for 2004 as specified in Attachment A.
– Pg 53
- J. Paratransit Coordinating Council (PCC) Work Plan for 2004** Jennifer Tongson
Recommendation: Approve the PCC work plan for 2004 as specified in Attachment B.
– Pg 55

VIII. ACTION ITEMS - FINANCIAL

- A. STA’s FY 2004-05 Proposed Budget** Daryl Halls
Recommendation: Approve the following:
1. Adopt the proposed FY 2004-05 budget as shown in Attachment A.
2. Approve a 2% cost of living adjustment for STA salaries for FY 2004-05, as included in the proposed FY 2004-05 budget, consistent

with Board adopted policy.

3. Approve the revised budget development schedule for FY 2004-05 and FY 2005-06 budget as specified in Attachment C.

(7:15-7:20 p.m.) – Pg 59

B. Consultant Services for Development of the County Daryl Halls

Transportation Expenditure Plan

Recommendation: Approve the following:

1. Authorize the Executive Director to retain the consultant services of Smith, Watts & Company for coordination of the development of the County Transportation Expenditure Plan (CTEP), public input process and public information materials for an amount not to exceed \$10,000.

2. Authorize the Executive Director to retain the consultant services of Nossaman, Guthner, Knox & Elliott, LLP, for legal services associated with the development of the CTEP and Programmatic Environmental Impact Report (EIR) for the CTEP for an amount not to exceed \$10,000.

(7:20-7:25 p.m.) – Pg 71

C. State Transit Assistance Funds (STAF) Program Mike Duncan

Recommendation: Authorize \$20,000 in FY 2003-04 STAF funds for the City of Benicia to be used as matching funds for the preparation of the Benicia Short Range Transit Plan (\$7,774) and to study Benicia Transit Operations and Coordination (\$12,226).

(7:25-7:30 p.m.) – Pg 75

D. Cordelia Truck Scales Relocation Study - Update Mike Duncan

Pending: (7:30-7:35 p.m.) – Pg 81

IX. ACTION ITEMS – NON FINANCIAL

A. Schedule and Public Input Process for Development of Track 1 Projects for Transportation 2030 Dan Christians

Recommendation: Approve the public input process, proposed schedule and timeline, and schedule as specified in Attachment E, for the submittal of a new Track 1 T-2030 funding list to MTC in May 2004.

(7:35-7:40 p.m.) – Pg 97

B. I-80/680/780 MIS/Corridor Study – Long-Term Projects Mike Duncan

Recommendation: Approve the following:

1. The projects and recommended priority for I-80/680/780 Corridor Long-Term Projects as shown on Attachment A.

2. Add the Benicia Intermodal Terminal/Park and Ride to the I-80/680/780 Corridor Mid-Term Projects as project 15B.

(7:40-7:45 p.m.) – Pg 109

X. INFORMATION ITEMS

(No Discussion Necessary)

- | | | |
|-----------|---|--------------------|
| A. | State Budget – Potential Impacts on Solano County Transportation Projects
<i>Informational</i> – Pg 113 | Mike Duncan |
| B. | Draft 2004 SHOPP Program
<i>Informational:</i> – Pg 117 | Mike Duncan |
| C. | Status Report on Solano Comprehensive Transportation Plan
<i>Informational:</i> – Pg 129 | Dan Christians |
| D. | Highway Projects Status Report
<i>Informational:</i> – Pg 131 | Mike Duncan |
| E. | Status of Unmet Transit Needs Process for FY04-05
<i>Informational:</i> – Pg 135 | Elizabeth Richards |
| F. | Solano Napa Commuter Information Six-Month Program Review
<i>Informational</i> – Pg 143 | Anna McLaughlin |
| G. | Funding Opportunities Summary
<i>Informational:</i> – Pg 153 | Robert Guerrero |
| H. | Project Monitoring Update
<i>Informational:</i> – Pg 163 | Jennifer Tongson |

XI. BOARD MEMBERS COMMENTS

XII. ADJOURNMENT

The next regular meeting of the STA Board will be March 10, 2004 at Suisun City Hall Council Chambers.



MEMORANDUM

DATE: February 3, 2004
TO: STA Board
FROM: Daryl K. Halls
RE: Executive Director's Report – February 2004

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.

State Budget Cuts Likely to Impact STIP and TCRP Funded Projects*

Staff will also provide an update of the potential impact of Solano County's projects currently funded by Transportation Congestion Relief Program (TCRP) and State Transportation Improvement Program (STIP) funds. Shaw & Yoder has scheduled a trip to Sacramento on February 24th for members of the STA Board to meet and brief our State Legislators and key transportation agency and committee staff. Several Board Members have already confirmed their participation in this effort.

Board of Supervisors Vote to Form of STIA *

On February 3, 2004, the Solano County Board of Supervisors unanimously voted to form the Solano Transportation Improvement Authority (STIA), a Local Transportation Authority as defined under state statute. All seven cities have scheduled for city council action their appointment to the STIA Board. The initial meeting of the STIA Board has been scheduled for Wednesday, February 11, 2004, at 6:00 p.m., at Suisun City Hall. The STA Board meeting is scheduled for 6:30 p.m., that same evening.

Miller and Tauscher Lands the STA 2003 Federal Appropriations Earmarks

Mike Miller, the Ferguson Group, is scheduled to provide a brief update to the Board on the TEA 3 Reauthorization process and the 2003 Appropriations. Last week, we learned that thanks to the efforts of Congressman George Miller and Congresswoman Ellen Tauscher, the STA has continued its success in obtaining annual Federal Appropriations earmarks for the Vallejo Station (\$1.25 million) and the Fairfield/Vacaville Rail Station (\$800,000). With the concurrence of the STA's Executive Committee, staff has agendized a proclamation of appreciation for Congressman George Miller. Approval of this proclamation will provide STA Board Members with the opportunity to present the proclamation to Congressman Miller during the STA's March trip to Washington D.C. Congresswoman was previously acknowledged as part of the STA's Annual Awards

Program in November 2003. I also want to thank Congressional staff John Fisher (Tauscher's Office), Amelia Jenkins (Miller's Office), Mike Miller (the Ferguson Group), and Janice Sells for their efforts.

STA's Draft FY 2004/05 Budget *

STA staff and our financial consultant, Nancy Whelan, have prepared the Draft FY 2004-05 budget for adoption by the STA Board. Adoption of this budget coincides with the Board adoption of the amended FY 2003-04 Budget in December of 2003. Contained with the staff report is a modest cost of living adjustment for STA staff consistent with adopted STA Board policy and an update scheduled for development of the FY 2004-05 Budget update and development of the FY 2005-06 Budget.

STA and Caltrans Plan the Future of the I-80/680/780 Corridor *

Mike Duncan and Dan Christians have spent numerous hours working with Caltrans District IV, project consultants, and members of the STA TAC in the development of the I-80/680/780 Corridor Study. In 2003, the STA Board approved the Mid-Term Implementation Plan for the Corridor and the consultants have now completed a draft of the Long Term Implementation Plan. This detailed study identifies all of the future projects, in priority order, necessary to provide congestion relief, improved traffic flow and increased safety for commuters by automobile, carpool, vanpool and transit. This multi-agency corridor planning process, involving staff from the STA, Caltrans District IV and local agencies, has been highlighted by Caltrans staff as the model approach for the entire Bay Area.

Highway Subcommittee to Discuss Next Steps for Cordelia Truck Scales Study *

The STA's Arterials, Highways and Freeways Subcommittee was scheduled to meet on February 5, 2004, to review and discuss the Draft Cordelia Truck Scales Relocation Study. Staff will provide an update at the meeting.

Transit Subcommittee Reviews Two Draft Transit Studies

On February 2, 2004, the Transit Subcommittee reviewed the draft plans for the I-80/680/780 Transit Corridor Study and Senior and Disabled Transit Study. These two studies combined with the two Commuter Rail Studies completed last year and the Vallejo Ferry Plan will comprise the four primary chapters of the Transit Element for the STA's update of the County Transportation Plan. Both of these two transit studies are scheduled for Board consideration in April after final review by the Transit Consortium, TAC and Transit Subcommittee.

"How to Allocate \$277 Million?!" - MTC's T-2030 Process Transitions to Phase 2 *

MTC's T-2030 process has shifted from development of the public outreach process and the preferred investment scenario for track 1 funding (phase 1) to the development of proposed track 1 projects by the STA and the other eight Bay Area Congestion

Management Agencies. Dan Christians will provide a brief overview of the process and schedule for the phase 2 effort. STA staff is proposing to include a T-2030 Public Hearing at the STA Board meeting in April, and approval by the STA Board of its proposed track 1 submittal for the T-2030 plan. Based on the MTC's adopted investment option, Solano County has been given a track 1 investment of \$277 million over the 25- year duration of T-2030.

STA Provides Public Information for Solano County Projects in RM 2

On January, the STA Board authorized staff to develop public information materials pertaining to Solano County projects contained in Regional Measure 2 (RM2). RM2, if passed by a majority of voters in the seven Bay Area counties with state owned toll bridges, would add a 3rd dollar to the toll for these seven bridges to fund a specific transportation expenditure plan. Staff has developed some draft informational materials that are currently being reviewed by STA legal counsel. Interested Board Members and member agencies can contact to Janice Sells to receive copies of this project specific public information.

Staff Presentation to Focus on STA's Allocation of Funds and Pursuit of Grants *

At the Board meeting, Mike Duncan and I will be providing the Board with an informational presentation on the various funds that the STA allocates to priority projects and to its member agencies and a summary of the grants that the STA typically pursues in competition with other transportation agencies.

Attachment:

- A. STA 2004 Meeting Calendar
- B. STA Acronyms List
- C. Shaw/Yoder's State Transportation Report



DATE: February 2, 2004
TO: STA Board
FROM: Kim Cassidy, Clerk of the Board
RE: CONSENT CALENDAR (Any consent calendar item may be pulled for discussion)

Recommendation:

The STA Board approve the following attached consent items:

- A. STA Board Minutes of January 14, 2004.
- B. Draft TAC Minutes of January 28, 2004.
- C. STA Gas Tax and TDA Contribution for FY 2004/05.
- D. Local Match for State Route 12 Realignment and Rio Vista Bridge Feasibility Study.
- E. Amendment to Joint Exercise of Powers Agreement for the Capital Corridor.
- F. TFCA Guidelines and Call for Projects.
- G. Final Draft 2004 Solano Congestion Management Program (CMP).
- H. Application for the FTA Section 5310 Program to Replace One Solano Paratransit Vehicle.
- I. SolanoLinks Intercity Transit Consortium Draft 2004 Work Plan.
- J. Paratransit Coordinating Council (PCC) Work Plan for 2004.



SOLANO TRANSPORTATION AUTHORITY
Minutes of Meeting of
January 14, 2004

I. CALL TO ORDER

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

MEMBERS

PRESENT:	Jim Spring (Chair)	City of Suisun City
	Karin MacMillan (Vice Chair)	City of Fairfield
	Mary Ann Courville	City of Dixon
	Steve Messina	City of Benicia
	Marci Coglianesse	City of Rio Vista
	Len Augustine	City of Vacaville
	Anthony Intintoli	City of Vallejo
	John Silva	County of Solano

MEMBERS

ABSENT: None

STAFF

PRESENT:	Daryl K. Halls	STA-Executive Director
	Chuck Lamoree	STA-Legal Counsel
	Dan Christians	STA-Asst. Exec. Dir./Director of Planning
	Mike Duncan	STA-Director of Projects
	Elizabeth Richards	STA-SNCI Program Director
	Kim Cassidy	STA-Clerk of the Board
	Robert Guerrero	STA-Associate Planner
	Jennifer Tongson	STA-Projects Assistant

ALSO

PRESENT:	Morrie Barr	City of Fairfield
	Gary Cullen	City of Suisun City
	Dale Pfeiffer	City of Vacaville
	Mark Akaba	City of Vallejo
	Lt. Mike Ferrell	Ca. Highway Patrol

Yader Bermudez
Daniel Blomquist

Caltrans
Kimky-Horn and Assoc.

III. APPROVAL OF AGENDA

On a motion by Member Silva, and a second by Member Messina, the STA Board unanimously approved the agenda as amended, moving Agenda Item IX.D to Agenda Item VIII.C.

IV. OPPORTUNITY FOR PUBLIC COMMENT

Howard Jenning made a comment about insufficient transit service in Fairfield.

V. EXECUTIVE DIRECTOR'S REPORT

Daryl Halls provided an update on the following topics:

- Governor's State Budget to Be Unveiled This Week.
- STA Initiation of Transportation Expenditure Plan Process.
- Reprogramming of the 2004 STIP.
- Indexing of Future Gas Tax and TDA Claims.
- Public Input Process for Cordelia Truck Scales Study Continues On.
- Public Information Describing Solano County Projects in RM2.
- Appointment of 2004 Chair and Vice-Chair.

VI. COMMENTS FROM STAFF, CALTRANS AND MTC

Caltrans: Yader Bermudez provided an update on several state transportation projects and public hearing meeting dates.

MTC: None presented.

STA: Paul Yoder (Shaw/Yoder) provided an overview of the Governor's state budget proposal to get funding for transportation, provisions of Prop. 56, deficit reduction bonds and a potential lawsuit regarding the process of levying property taxes.

Tony Rice (Shaw/Yoder) presented a state transportation funding update for Solano County STIP and TCRP funded projects.

VII. CONSENT CALENDAR

On a motion by Member Silva, and a second by Member Courville, the consent items were approved in one motion.

- A. STA Board Minutes of December 10, 2003**
Recommendation: Approve STA Board minutes of December 10, 2003.
- B. Approve Draft TAC Minutes of December 22, 2003**
Recommendation: Receive and file.
- C. Approve Draft TAC Minutes of January 5, 2004**
Recommendation: Receive and file.
- D. Renewal of Membership with Solano EDC**
Recommendation: Approve the following recommendations:
1. Renewal of STA's membership with the Solano Economic Development Corporation (Solano EDC) at the Board member-Investor level of \$5,000 per year for 2004.
2. Direct staff to agendize for Board consideration STA's membership in Solano EDC prior to the annual renewal for 2005.
- E. Updated TDA Article 3 Criteria and Guidelines**
Recommendation: Approve the following:
1. Adopt the updated TDA Article 3 Criteria and Guidelines.
2. Authorize the Executive Director to issue a call for TDA Article 3 Projects to be included, deleted or amended in the 5-Year Solano Bicycle Plan.
- F. Contract Amendment with Alta Planning and Design to Update BikeLinks Map**
Recommendation: Authorize the Executive Director to amend Alta Planning and Design's current contract for an amount not to exceed \$2,000 to prepare and design updates needed for reprinting the Solano BikeLinks Map.
- G. Appointment of Pedestrian Advisory Committee (PAC) Members**
Recommendation: Appoint the following members to the Pedestrian Advisory Committee for a three-year term ending in December 2006.
1. Eva Laevastu, Tri-City and County Cooperative Planning Group.
2. Kathy Blume, Bay Area Ridge Trail Council
3. Larry Simmons, City of Dixon.
4. Ben Beshoof, City of Fairfield
5. Michael Segala, City of Suisun City
6. Mary Woo, City of Vacaville
- H. STA Board Meeting Schedule for 2004**
Recommendation: Adopt the STA Board meeting schedule for the 2004 calendar year.
- I. Appointment to Local Funding Subcommittee**
Recommendation: Appoint Board member Anthony Intintoli to the Local Funding Subcommittee replacing Mary Ann Courville.

VIII. ACTION ITEMS: FINANCIAL

A. Indexing of Future Gas Tax and TDA Contributions

Daryl Halls indicated that based on the Board's directive to develop a five year budget, expenditure and revenue projections, and deliver multi-year priority projects, a policy of indexing future gas tax and TDA claims based on actual revenues generated by the fund source is recommended by the Executive Committee. He provided an update on the development of 5-year budget projections and the TAC suggestion to keep current policy in place.

Board Comments:

Chair Sperring requested an annual review of the claims and a review of the indexing policy in two years.

Member Augustine reviewed the history of TDA contributions from 1998-2002 and requested a cap on annual increases of 2%.

Chair Sperring suggested a review by the board if a large revenue increase is projected for the budget.

Dale Pfeiffer (City of Vacaville's TAC member) noted TDA funds are received locally and requested the use of budget projections in lieu of indexing due to the uncertainty of annual percentage increases.

Daryl Halls noted this proposed indexing policy would enable the STA to plan for and project its two-year budget, forecast longer-range revenues and expenditures, and allow STA to share in a consistent percentage of increases or decreases of these revenues.

Chair Sperring stated indexing of future Gas Tax and TDA contributions will provide STA a stable funding source.

Member MacMillan indicated support of the indexing of Gas Tax and TDA contributions and the annual increase/decrease to member cities. She stated that member cities and the county have made a commitment to the STA and the STA in turn has committed to obtaining additional funding. She recommended a system of checks and balances be in place.

Chair Sperring stated a cap on annual increases could be used to trigger a review by the Board.

Member Courville offered support of indexing because it allows stability to project a budget with the flexibility to review annually.

Member Silva expressed support for indexing to provide STA a stable funding source and to provide planning stability. He stated history revealed income fluctuated by double digits during the 1998-2002 periods. Member Silva recommended moving forward with a provision for annual review at budget time.

Member Augustine expressed concern that timing for Gas Tax and TDA indexing is not prudent because it takes money from cities and does not provide realistic projections.

Member Coglianese provided support for the indexing, because the STA was leveraging other funds. She stated the compromise to have annual reviews seems to handle all concerns and the TAC should alert its Board representative when prudent.

Member Messina stated he is conceptually comfortable with indexing of Gas Tax and TDA funds and stated the concept of annual review provides a fail-safe method of checks and balances

Member Intintoli clarified that the issue being discussed by the Board differed from the one presented by TAC members at the December TAC meeting and that he was supportive of indexing with annual reviews.

Morrie Barr (City of Fairfield's TAC member) stated staff has been very effective in seeking additional funding for member cities and the county. He expressed support for indexing and an annual return of the process for TAC review and input.

Recommendation: Approve the following recommendations:

1. Adopt a policy of the STA Board indexing the STA's annual gas tax and TDA claim at the index rate of 2.1% of the aggregate Solano County total for gas tax and 2.7% of the aggregate Solano County total for TDA beginning in FY 04-05.
2. Approve the FY 04-05 Gas Tax Contribution and TDA Claim Estimates as specified in Attachment C and authorize the Executive Director to forward to STA's Member Agencies.
3. Adopt a policy for annual review of STA's gas tax and TDA claims by the TAC and Board.

On a motion by Member Courville, and a second by Member Silva, the staff recommendation was approved unanimously with the amendment for annual review by the STA TAC and Board.

B. Initiation of Transportation Expenditure Plan Process

Daryl Halls reviewed the 2002 Board decision to develop the Solano Transportation Improvement Authority (STIA) and approval of the expenditure plan for Measure E, which was a proposal to raise the county

sales tax by ½ cent over a 20-year timeframe to fund countywide transportation projects.

He provided a history of the formation of the local transportation authority, subsequent development of the expenditure plan to support the CTEP effort for Measure E, and a follow-up assessment by a consultant.

He further noted that based on the consultant's recommendation and a countywide privately funded public opinion poll that the STA Board provided direction to staff to initiate the process for development of a Countywide Transportation Expenditure Plan (CTEP) as specifically outlined by the consultant's assessment report. He stated that on January 12, 2004, the Board's Local Funding Subcommittee met to discuss the process for initiation of the CTEP and recommended the STA Board move forward on the initiation of the development of a County Transportation Expenditure Plan (CTEP) by requesting the Solano County Board of Supervisors form the Solano Transportation Improvement Authority (STIA) consistent with the state statutes pertaining to the formation of a Local Transportation Authority (LTA). He noted the Subcommittee also recommended the STIA's governing board be consistent with the Board composition of the STA and the structure implemented for the LTA formed in 2002.

Daryl Halls reviewed the estimated fiscal impact of proposed consultant contract costs for specific consulting services as outlined and how the estimated \$125,000 for FY 03-04 and FY 04-05 total cost will be covered with a combination of STP funds obtained as part of a STIP/'STP swap in 2002 and reserved for this purpose as part of STA's operating budget for FY 2003/04.

Recommendation:

Approve the following:

1. The Adoption of Resolution 2004-01 – that pursuant to Division 19 of the Public Utilities Code, the Solano Transportation Authority (STA) recommends that:
 - A. The Solano County Board of Supervisors form the Solano Transportation Improvement Authority (STIA).
 - B. A measure be submitted to the voters of Solano County for their approval with the specifics indicated in Resolution 2004-01.
 - C. The STIA have a governing board with representation as specified in Resolution 2004-01.

2. Authorize the Executive Director to retain consultant assistance to assist the Board and Staff in the development of the following tasks for an amount not to exceed \$125,000:
 - A. Expenditure Plan Coordination/Public Input/Public Information.
 - B. Update of the Programmatic Environmental Impact Report (EIR) for the CTEP.
 - C. Legal Services.

3 Authorize the STA Chair to forward a letter to the Mayors for the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the Chair of the Board of Supervisors requesting the appointment of representatives and alternates to serve on the STIA Board prior to February 11, 2004.

On a motion by Member Intintoli, and a second by Member Silva, the staff recommendation was approved unanimously.

C. Development of Public Information for Regional Measure 2

Janice Sells summarized STA's effort to inform Solano County voters of Regional Measure 2 (RM2) listed projects for Solano County, and staff's proposal to prepare informational materials for RM 2. She noted STA plans to place RM 2 information on the STA Web Site with links to each city, provide presentations for interested community groups, and develop informational materials.

Recommendation: Authorize the expenditure of up to \$10,000 for the purpose of developing public information material describing the Solano County projects for Regional Measure 2.

On a motion by Member Messina and a second by Member Silva, the staff recommendation was approved with an amendment instructing staff to direct mail to targeted groups.

IX. ACTION ITEMS: NON-FINANCIAL

A. 2004 State Transportation Improvement Program Reprogramming of (STIP) for Solano County

Mike Duncan reviewed the 2004 STIP funding levels proposed for Solano County's unrestricted STIP funds and restricted Transportation Enhancement (TE) funds for fiscal years 2004-2009. He discussed the assumptions and criteria used by Caltrans to develop the Fund Estimate (FE), the potential significant impact on STIP funds availability and the need to defer remaining projects programmed in the 2002 STIP over the five years of the 2004 STIP. Member Courville requested consideration be given for the Dixon Intermodal Project.

Recommendation:

1. Approve the proposed 2004 STIP for Solano County, as shown in Attachment A, and authorize the Executive Director to forward the 2004 STIP for Solano County to the Metropolitan Transportation Commission for inclusion in the 2004 Regional Transportation Improvement Program.
2. Direct staff to work with the City of Dixon to assist in the accelerated construction of the Dixon Intermodal Station.

On a motion by Member Intintoli, and a second by Member Silva, the staff recommendation was approved unanimously.

B. Proposed 2004 Legislative Priorities and Platform

Janice Sells summarized the 2004 Legislative Priorities and Platform including modifications from the 2003 platform.

Recommendation: Approve the proposed STA 2004 Legislative Priorities and Platform.

On a motion Member Coglianesse, and a second by Member Messina, the staff recommendation was approved unanimously

C. Appointments of Members to STA/YSAQMD Clean Air Program Screening Committee

Dan Christians reviewed the recommendations to appoint STA Board members to the 2004-05 STA/YSAQMD Clean Air Program Screening Committee.

Member Coglianesse clarified that the YSAQMD appointed Member Courville and Member Alternate Vasquez as YSAQMD Board Members from Solano County at the Wednesday, January 14, 2004 held that morning.

Recommendation:

1. Appoint Len Augustine and Ed Woodruff to participate on the 2004-05 STA/YSAQMD Clean Air Program Screening Committee as representatives from the STA and
2. Authorize the Executive Director to request the YSAWMD appoint three YSAQMD Board Members from Solano County to also serve on the Committee.

On a motion by Member Silva, and a second by Member Messina, the STA Board unanimously approved recommendation #1 and tabled recommendation #2.

X. SELECTION OF 2004 STA CHAIR AND VICE CHAIR

Recommendation:

1. Select STA Chair and Vice-Chair for 2004.

On a motion Member Augustine, and a second by Member Coglianesse, Karin MacMillan was unanimously appointed as Chair and Mary Ann Courville as Vice Chair.

2. Request new Chair designate the Executive Committee for 2004.

Karin MacMillan appointed Member Augustine, Courville and Spring as members of the Executive Committee.

XI. INFORMATION ITEMS

**A. State Budget – Potential Impacts on Solano County
Transportation Projects**

Mike Duncan detailed the efforts to deal with the state budget deficit and its impact on key programs that provide transportation funding to Solano County. He identified known impacts and potential impacts of actions to deal with the State budget problems.

B. SR 12 Jameson Canyon Project-Update

No verbal update was provided at the discretion of the Board.

No Discussion Necessary

**C. Regional Transportation Plan (RTP)
Transportation 2030 - Update**

D. Cordelia Truck Scales Relocation Study - Update

E. SNCI Commuter Incentives Annual Status Report

**F. Status Report on Comprehensive Transportation Plan (CTP)-
Update**

G. Funding Opportunity Summary

XII. BOARD MEMBER COMMENTS

XIII. ADJOURNMENT

The STA Board meeting was adjourned at 7:40 p.m. The next regular meeting is scheduled for February 11, 2004, 6:00 p.m. at Suisun City Hall.

Kim Cassidy
Clerk of the Board

Date:



DRAFT
TECHNICAL ADVISORY COMMITTEE
Minutes of the meeting of
January 28, 2004

I. CALL TO ORDER

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

Present:

TAC Members Present:	Dan Schiada	City of Benicia
	Janet Koster	City of Dixon
	Charlie Beck	City of Fairfield
	Julie Pappa	City of Rio Vista
	Gary Cullen	City of Suisun City
	Dale Pfeiffer	City of Vacaville
	Mark Akaba	City of Vallejo
	Paul Wiese	County of Solano

Others Present:

Morrie Barr	City of Fairfield
Ed Huestis	City of Vacaville
Gian Aggarwal	City of Vacaville
Daryl Halls	STA
Dan Christians	STA
Mike Duncan	STA
Kim Cassidy	STA
Elizabeth Richards	STA/SNCI
Anna McLaughlin	STA/SNCI
Robert Guerrero	STA
Jennifer Tongson	STA
Johanna Masiclat	STA
Cameron Oakes	Caltrans
Craig Goldblatt	MTC

II. APPROVAL OF AGENDA

On a motion by Mark Akaba, and a second by Paul Wiese, the STA TAC unanimously approved the agenda.

III. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

IV. REPORTS FROM CALTRANS, MTC AND STA STAFF

- Caltrans:** Cameron Oakes announced the resignation of Caltrans Director Jeff Morales.
- MTC:** Craig Goldblatt provided an update on various county and regional level programs recently approved as part of Phase I of the Regional Transportation Plan (RTP).
- STA:** Robert Guerrero announced upcoming deadlines of draft applications for the STA/YSAQMD Clean Air Funds Program and the TDA Article 3 Program. In addition, Robert Guerrero also announced the Transpo Expo event on May 15, 2004.

V. CONSENT CALENDAR

On a motion by Paul Wiese, and a second by Charlie Beck, the STA TAC unanimously approved the consent calendar.

Recommendation:

- A. Approve minutes of the TAC Meeting of December 22, 2003.
- B. Approve minutes of the Special TAC Meeting of January 5, 2004.
- C. STA Board Meeting Highlights – January 14, 2004.
- D. Funding Opportunities Summary.
- E. Updated STA Meeting Schedule for 2004.
- F. Application for the FTA Section 5310 Program to Replace One Solano Paratransit Vehicle.
- G. Solano Napa Commuter Information Six-Month Program Review.
- H. Paratransit Coordinating Council (PCC) Work Plan for 2004.

VI. ACTION ITEMS

A. STA Gas Tax and TDA Contribution for FY 2004/05

Daryl Halls reviewed the projected distribution of the gas tax and TDA revenue for FY 2004/05 and described the STA Board's direction on this issue.

A suggestion was made by Dale Pfeiffer to change the recommendation to informational, as his interpretation of the Board's direction was that the TAC did not have flexibility to approve or disapprove.

After further discussion, Morrie Barr commented the TAC should review the TDA and Gas Tax claims on an annual basis and provide comments. Dan Schiada requested in future years a more detailed breakdown of the STA's projected budget be provided for TAC review.

Recommendation: Forward a recommendation to the Board approving the following recommendations:

1. Approve the gas tax claim of \$293,066 for FY 2004/05 at the index rate of 2.1% of the aggregate Solano County total for gas tax as indicated in Attachment D.
2. Approve the TDA claim of \$380,052 for FY 2004/05 at the index rate of 2.7% of the aggregate Solano County total for TDA as indicated in Attachment D.
3. Authorize the Executive Director to forward the gas tax and TDA claims for FY 2004/05 to the STA's Member Agencies.

On a motion Paul Wiese, and a second by Janet Koster, the STA TAC approved the recommendation. (6 ayes with Julie Pappa and Dale Pfeiffer voting to abstain.)

B. Schedule and Public Input Process for Development of Track 1 Projects for Transportation 2030

Dan Christians reviewed the schedule and public input process for development of Track 1 Projects for Transportation 2030. He noted a special meeting of TAC will be scheduled to review Track 1 projects.

Recommendation:

Forward a recommendation to the STA Board to approve the public input process, proposed schedule and timeline as specified in Attachment E for the submittal of a new Track 1 T-2030 funding list to MTC in May 2004.

On a motion by Janet Koster, and a second by Dan Schiada, the STA TAC approved the recommendation.

C. Final I-80/680/780 Transit Corridor Study

Dan Christians provided a status report on responses recently provided for comments received on the Final Draft Report of the study from various reviewing agencies.

Recommendation: Forward a recommendation to the STA Board to approve the Final Draft I-80/680/780 Transit Corridor Study.

On a motion by Mark Akaba, and a second by Gary Cullen, the STA TAC voted to table and agenda the item until February 25, 2004.

D. I-80/680/780 MIS/Corridor – Long-Term Projects

Mike Duncan highlighted the operational strategies and performance measures used to create the list of prioritized Mid-Term and Long-Term projects. He noted that the goal of the list is to provide guidance on where to spend limited funds as they become available for corridor improvements.

Julie Pappa recused herself from discussion and the vote on Agenda Item VI.D.

Recommendation: Recommend to the STA Board to approve the projects and recommended priority for Long-Term Projects as shown on Attachment A.

On a motion by Dale Pfeiffer, and a second by Paul Wiese, the STA TAC approved the recommendation with the exception to move Item# 43, Benicia Intermodal Terminal in Attachment A from long-term projects, to Item# 15B in Attachment B mid-term projects.

E. State Transit Assistance Funds (STAF) Program

Mike Duncan summarized the five-year fund estimates and commitments to potential projects.

Recommendation: Recommend to the STA Board to authorize \$20,000 in FY 2003-04 STAF funds for the City of Benicia to be used as matching funds for the preparation of the Benicia Short Range Transit Plan (\$7,774) and to study Benicia Transit Operations and Coordination (\$12,226).

On a motion by Dan Schiada, and a second by Paul Weise, the STA TAC approved the recommendation.

F. TFCA Guidelines and Call for Projects

Robert Guerrero reviewed guidelines as attached and highlighted the changes. He also highlighted critical deadlines including the submittal of applications to the STA by March 12.

Recommendation: Recommend the STA Board approve the following:

1. 2004-05 TFCA Program Manager Guidelines.
2. Authorize the Executive Director to initiate a Call for Projects for the TFCA Program Manager funds.

On a motion by Mark Akaba, and a second by Julie Pappa, the STA TAC approved the recommendation.

G. Final Draft 2004 Solano Congestion Management Program (CMP)

Robert Guerrero reviewed the final draft 2004 CMP.

Recommendation: Forward a recommendation to the STA Board to approve the 2004 Solano County Congestion Management Program.

On a motion by Dan Schiada, and a second by Mark Akaba, the STA TAC approved the recommendation.

H. State Route 12 Realignment and Rio Vista Bridge Feasibility Study

Dan Christians reviewed the final determination on the funding status for the study.

Recommendation: Forward the following recommendations to the STA Board:

1. Approve the allocation of \$12,500 of 2004-05 State Transit Assistance funds to serve as a portion of the local match required for the Highway 12 Re-alignment and Rio Vista Bridge Feasibility Study; and
2. Authorize the Executive Director to send a letter to the City of Rio Vista requesting \$12,500 of local match for the Highway 12 Realignment and Rio Vista Bridge Feasibility Study.

On a motion Julie Pappa, and a second by Paul Weise, the STA TAC approved recommendation #2 and voted to table and reagenda recommendation # 1 for the February 25, 2004 TAC meeting.

VII. INFORMATION ITEMS

A. Development of County Transportation Expenditure Plan

Daryl Halls provided information on the schedule for development of the plan and possible ballot measure. He provided information as follows: Recommendation memo to STA Board from D.J. Smith, Consultant; Deadlines for Submittal of Ordinance to Solano County Board of Supervisors for November 2004 General Election; and Resolution 2004-01, adopted by the STA Board on January 14, 2004. He stated that staff would schedule a special meeting of the TAC to review project estimates.

B. Status Report on Solano Comprehensive Transportation Plan

Dan Christians announced upcoming meetings of the STA Committees providing policy input on major CTP elements including: Arterials, Highways and Freeways, Intercity Transit, Transportation for Livable Communities, and Alternative Modes.

C. Draft 2004 SHOPP Program

Mike Duncan reviewed the list of proposed 2004 SHOPP projects prepared by Caltrans to be included in the program. Mike Duncan provided a detailed matrix listing significant SHOPP projects from District 4 in Solano County.

D. State Budget – Potential Impacts on Solano County Transportation Projects

Mike Duncan identified the known and potential impacts to transportation funding on several state-funded programs affected by the Governor's recently released proposed State Budget.

E. Cordelia Truck Scales Relocation Study – Update

Mike Duncan discussed the major issues and concerns raised during the public input process that may affect potential truck scale locations in Solano County. Mike Duncan also announced the upcoming meeting of Arterials, Highways and Freeways Committee scheduled on February 5, 2004 where this topic will be discussed.

F. Highway Projects Status Report

Mike Duncan provided a status report on the major highway projects under construction.

G. Project Monitoring Update

Jennifer Tongson provided a status report on pending allocation, obligation and award deadlines.

VIII. ADJOURNMENT

The meeting was adjourned at approximately 3:25 p.m.. The next regular meeting of the STA TAC is scheduled for Wednesday, February 25, 2004 at 1:30 p.m..



DATE: January 30, 2004
TO: STA Board
FROM: Daryl Halls, Executive Director
RE: STA Gas Tax And TDA Contributions for FY 2004/05

Background:

Each year, the STA provides estimated contributions from local gas tax subventions and Transportation Development Act (TDA) funds for each agency. These two revenue sources, combined with annual congestion management agency funds (federal STP) provided by the Metropolitan Transportation Commission (MTC), have provided the core funding for the STA since its separation from the County of Solano in 1996. The gas tax and TDA revenues fund a percentage of the STA's core operations. This includes administrative staff, benefits, services and supplies, and a percentage of strategic planning and project development not covered by planning grants and project development activities. The percentage of the STA's annual budget covered by the gas tax and TDA funds have decreased from 90.3% in FY 1998/99 to 42.85% in FY 2002/03.

On January 14, 2004, the STA Board unanimously adopted a policy to index the annual gas tax and TDA claims provided by members agencies to the STA. The index policy adopted specified a 2.1 % index rate for gas tax and 2.7% for TDA. This indexing rate is linked to the aggregate amount for both gas tax and TDA for Solano County for that given fiscal year. Based on a recommendation by the TAC, to maintain the previous process of annual review by the TAC and the Board based on budget need and not to adopt the indexing policy, the Board modified the indexing policy to add a stipulation that the gas tax and TDA contributions be reviewed annually by the TAC and the Board prior to distribution to the member agencies.

Discussion:

Staff has reviewed the projected gas tax and TDA revenues for FY 2004/05 in preparation of the STA's FY 2004/05 budget. The aggregate projected gas tax revenues for Solano County are \$13,955,540 in FY 2004/05 (Attachment B). Based on the 2.1% indexing policy for gas tax, the requested contribution for FY 2004/05 is \$293,066, a modest increase of \$5,746 over FY 2003/04. The aggregate projected TDA revenues for Solano County are \$13,242,738 in FY 2004/05 (Attachment B). Based on the 2.7% indexing policy for TDA, the requested claim for FY 2004/05 is \$380,052, an increase of \$15,805 over FY 2003/04.

The STA's projected budget for FY 2004/05 is \$5.931 million (estimated expenditure totals). The core operating expenditures are estimated at \$1.515 million. The gas tax and TDA revenues provided by the STA's member agencies is projected to cover approximately 44% of the STA's core operating costs for FY 04/05.

Attached for information purposes is a summary of the STA's core operating budget that is covered partially by the gas tax and TDA contributions (Attachment A). This information was also provided to the TAC as part of their annual review of the proposed gas tax and TDA contributions based on the STA indexing policy.

Fiscal Impact:

Solano County's aggregate revenues for both gas tax and TDA are projected to increase in FY 04/05. Based on the STA Board adopted indexing policy of 2.1 % for gas tax and 2.7% for TDA, this results in a request for \$293,066 for gas tax and \$380,052 for TDA in FY 2004/05. This revenue is estimated to cover 44% of the STA's core operating budget.

Recommendation:

Approve the following recommendations:

1. Approve the gas tax claim of \$293,066 for FY 2004/05 at the index rate of 2.1% of the aggregate Solano County total for gas tax as indicated in Attachment C.
2. Approve the TDA claim of \$380,052 for FY 2004/05 at the index rate of 2.7% of the aggregate Solano County total for TDA as indicated in Attachment C.
3. Authorize the Executive Director to forward the gas tax and TDA claims for FY 2004/05 to the STA's Member Agencies

- Attachments:
- A. Summary of the STA's Core Operating Budget for FY 04/05
 - B. Estimated Future Gas Tax and TDA Contributions for Member Agencies and the STA
 - C. FY 04/05 Gas Tax and TDA Contribution



Date: February 2, 2004
TO: STA Board of Directors
FROM: Dan Christians, Assistant Executive Director/ Director of Planning
RE: Local Match for State Route 12 Realignment and Rio Vista
Bridge Feasibility Study

Background:

On December 10, 2003, the STA Board adopted a resolution authorizing the STA to co-sponsor an application with the Metropolitan Transportation Commission for the Highway 12 Realignment and Rio Vista Bridge Feasibility Study request for \$100,000 from the 2004-05 Caltrans' Partnership Planning funds, provided primarily from federal funds. On January 8, 2004, the STA staff submitted the application request.

Discussion:

Staff does not expect to receive a final determination on the funding status of the Highway 12 Realignment and Rio Vista Bridge Feasibility Study until sometime in fall 2004 after the new state budget is approved. However, the grant requires a 20% local match, in this case \$25,000. When STA staff was finalizing the application, Caltrans specifically requested that the originally proposed in-kind match from STA and the City of Rio Vista be revised to a cash match to increase the chances of being funded. For purposes of the application submittal, STA staff initially proposed a local cash match from Transportation Development Act (TDA) Article 8 funds and local funds from the City of Rio Vista.

STA staff contacted the City of Rio Vista and proposed sharing in the local match, in this case \$12,500 each for STA and the City of Rio Vista. The STA budget is still underway for 2004-05 and the availability of funds to provide part of the local match for this project from the STA budget has not yet been identified.

The City of Rio Vista staff has indicated that they would request their City Council to commit at least \$12,500 of a local cash match and the entire \$25,000 from local funds to secure the grant if the STA cannot identify available funds for the other half of the match.

On January 28, 2004, the STA TAC recommended that the Executive Director request the City of Rio Vista to commit a \$12,500 local cash match required for this application request and to bring back a report at a later meeting on possible sources of funds in the 2004-05 STA budget that could be used to pay for the other half of the match.

Fiscal Impact:

\$12,500 from the 2004-05 STA budget to pay for half of the local match for this study.

Recommendation:

Authorize the Executive Director to:

1. Send a letter to the City of Rio Vista requesting a local cash match of \$25,000 as required by Caltrans for the Highway 12 Realignment and Rio Vista Bridge Feasibility Study application request;
2. Request STA staff to identify a local match funding source to share up to \$12,500 of the local match for the study from the 2004-05 STA budget.



DATE: February 2, 2004
TO: STA Board
FROM: Dan Christians, Assistant Executive Director/ Director of Planning
RE: Amendment to Joint Exercise of Powers Agreement for the Capitol Corridor

Background:

The Capitol Corridor is an intercity passenger train system (with connecting buses) that provides twelve daily round trips between Auburn, Sacramento, Oakland and San Jose. It currently provides rail service to 16 stations in eight Northern California counties.

On December 31, 1996, six agencies entered into a Joint Exercise of Powers Agreement to establish the Capitol Corridor Joint Powers Authority (CCJPA). These agencies included the STA, Bay Area Rapid Transit District (BART), Santa Clara Valley Transportation Authority, Yolo County Transportation District, Sacramento Regional Transit and Placer County Transportation Planning Agency.

In July 1998, the agencies entered into an Interagency Transfer Agreement that transferred the operation of the Capitol Corridor rail service to the CCJPA for a three-year term.

Effective March 28, 2001, the Agencies extended the Extended Agreement for another three-year term (through February 20, 2005).

The Capitol Corridor JPA has contracted with BART for the past three years to provide professional management. In addition, the CCJPA has an operating contract with Amtrak and contracts with Union Pacific for use of the rail lines.

Discussion:

On September 24, 2003, the Governor of the State of California signed into law A.B. 1717 which provides, among other things, that administrative support may be furnished to the Capitol Corridor Joint Powers Board (CCJPB), the governing board of the Capitol Corridor Joint Powers Authority, by the San Francisco Bay Area Rapid Transit District (BART) or another existing public rail transit agency for five-year terms, rather than three-year terms, as previously provided.

BART's current term as Managing Agency under the Administrative Support Agreement between the CCJPA and BART expires on February 20, 2005, and the parties hereto desire that BART, or another qualified party, be permitted to serve in this capacity for five-year terms thereafter.

The CCJPB now desires to amend the Amended Agreement to provide for prospective five-year terms for the qualified providers of administrative support to the CCJPA (see Attachment A). Staff recommends support of this expanded operations agreement to five years.

Fiscal Impact:

None to the STA General Operations Budget.

Recommendation:

Authorize the STA Chair to execute the attached “Amendment to Joint Exercise of Powers Agreement” for the Capitol Corridor Joint Powers Authority.



DATE: February 2, 2004
TO: STA Board
FROM: Robert Guerrero, Associate Planner
RE: TFCA Guidelines and Call for Projects

Background:

The Bay Area Air Quality Management District's (BAAQMD) Transportation Fund for Clean Air (TFCA) Program annually provides funding to cities and counties within its jurisdiction for projects that reduce air pollution from motor vehicles such as clean air vehicle infrastructure, clean air vehicles, shuttle bus services, bicycle projects, and alternative modes promotional/ educational projects. Solano County is located within the boundaries of two air districts, the BAAQMD and the Yolo Solano Air Quality Management District. The cities of Benicia, Fairfield, Suisun City, Vallejo, and southwestern portions of Solano County are located in the Bay Area Air Basin, and therefore are eligible to apply for these funds.

Funding for the TFCA program is provided by a \$4 vehicle registration fee collected from counties within the BAAQMD air basin. The BAAQMD distributes regionally (through a competitive process) 60% of the entire TFCA funds, the remaining 40% are for TFCA Program Manager projects. Program Manager projects are reviewed and approved by the Congestion Management Agency (or other BAAQMD designated agency) from each county in the BAAQMD. The STA is designated the 'Program Manager' of the 40% TFCA funding for Solano County and manages approximately \$340,000 in annual TFCA funding.

As the designated Program Manager, the STA Board adopts TFCA Program Manager Guidelines based on the annually updated BAAQMD's TFCA Regional and Program Manager Guidelines. The STA Board generally adopts the TFCA Program Manager Guidelines after the BAAQMD approves their set of guidelines in January of each year. The main difference between the STA's guidelines versus the BAAQMD's guidelines is that the STA guidelines pertains more directly to Solano County applicants by emphasizing the STA's program manager allocation process and how applications are evaluated.

The BAAQMD TFCA application deadline has traditionally been in April of each year. Although Program Managers review and approve TFCA Program Manager Projects, the BAAQMD ultimately approves the funding for each project based on specific air emission/ air quality benefit cost effective formulas for each project category.

Recently, the STA has allocated a base amount of TFCA funds to the Solano Napa Commuter Information (SNCI) program to provide ridesharing services including carpool, vanpool, and transit customer service, and transit marketing and ridesharing incentives. Solano County continues to have the highest percentage of carpool and vanpool drivers in the Bay Area. The

STA also programs TFCA funds to the Route 30 Express Bus service, which provides a critical bus link from Solano County to Davis and Sacramento. It is estimated that approximately \$60,000 will be available in FY 2004/05 for other projects.

Discussion:

The BAAQMD made relatively minor changes for the 2004-05 TFCA Guidelines. Attached is STA staff's revised TFCA Program Manager Guidelines that reflects next year's BAAQMD's adopted guidelines. The proposed revisions to the STA TFCA Program Manager Guidelines are presented in ~~strikeout~~ for deletions and *bold-italics* for additions. Upon approval by the STA Board, STA staff will distribute the 2004-05 TFCA Guidelines and Application to eligible agencies with a proposed application due date of March 12, 2004. STA staff will then review the submitted applications and present them to the STA TAC and Consortium at their March 31, 2004 meeting for a recommendation to the STA Board in April 2004.

Fiscal Impact:

None to the STA General Operations Fund. Actual funds received and awarded each year are included in the current year budget.

Recommendation:

Approve the following:

1. 2004-05 TFCA Program Manager Guidelines
2. Authorize the Executive Director to initiate a Call for Projects for the FY 2004-05 TFCA Program Manager funds.

Attachment:

- A. Proposed 2004-05 Solano TFCA Program Manager Guidelines



Date: February 2, 2004
To: STA Board
From: Robert Guerrero, Associate Planner
Re: Final Draft 2004 Solano Congestion Management Program (CMP)

Background:

Section 65088 and 65089 of the California Government Code requires counties with a population of 200,000 or greater to develop a Congestion Management Program (CMP) biennially in conjunction with the schedule for adopting and updating the Regional Transportation Plan (RTP) and the Regional Transportation Improvement Program (RTIP). Counties may opt out of developing a CMP if the majority of local governments, collectively comprised of the city councils and the county board of supervisors, each adopt resolutions electing to be exempt from the CMP. The STA, as the Congestion Management Agency (CMA) for Solano County, has developed the Solano County CMP in consultation and cooperation with the Metropolitan Transportation Commission (MTC), the Air Quality Management Districts, and the cities and County of Solano since 1991.

The Solano County CMP includes a transportation system network of local and major roadways in Solano County with level of service standards that agencies must comply with in order to continue to receive gas tax subvention funds. The CMP also includes a performance element to assess the conditions of the transportation system network, trip reduction and travel demand information, information regarding the current Countywide Traffic Demand Model, and information regarding Solano County's Capital Improvement Program for transportation.

STA staff began updating the Solano County CMP in April 2003 with assistance from the SolanoLinks Transit Consortium and the STA TAC. The Consortium and TAC reviewed a draft CMP in August 2003. On September 10, 2003 the STA Board approved the draft CMP and authorized the STA Executive Director to submit it to MTC to review and provide comments. Recently, MTC staff responded with requests for additional information to be included in the final draft CMP. MTC is requiring CMA's to submit their updated CMPs in February 2004.

Discussion:

Enclosed is the final draft 2004 Solano County Congestion Management Program (CMP). There were no significant changes made to the main content of the draft CMP. The key changes since the September 2003 draft CMP included an added section that addresses infill opportunity zones for development near major transit areas and a revision to the CMP's Capital Improvement Program. MTC recommended using the projects submitted to them by the STA for the 2004 Regional Transportation Plan evaluation as the Capital Improvement Program for Solano

County. STA staff used the current TIP as the Capital Improvement Program in the September 2003 draft CMP. The final draft CMP also includes MTC's 2001 Regional Transportation Plan (RTP) goals as part of the CMP Performance Measures section to demonstrate consistency between the CMP and the RTP.

Upon approval by the STA Board, STA staff will submit the 2004 CMP to MTC for approval. This would conclude the 2004 CMP cycle. The next CMP update is scheduled for 2006.

Fiscal Impact:

None to the STA General Operations Fund. The cost to prepare the CMP is covered by CMP Planning provided to the STA by MTC.

Recommendation:

Approve the following:

1. 2004 Solano County Congestion Management Program
2. Authorize the Executive Director to submit the 2004 Solano County Congestion Management Program to MTC for approval.

Attachment:

- A. Final Draft 2004 Solano Congestion Management Program – provided under separate cover.



Date: January 31, 2004
To: STA Board
From: Jennifer Tongson, Projects Assistant
Re: Application for the FTA Section 5310 Program to Replace One Solano

Background:

The Federal Transit Act (FTA) Section 5310 program is designed to provide funding for the purchase of accessible vans and buses or other transportation related equipment to serve individuals with special needs. Approximately \$8.5 million is made available statewide on a competitive basis annually for non-profit and public agencies. Eligible projects include bus or van purchase/replacement and computer or radio equipment purchase/replacement. Agencies are eligible to receive up to 80 percent of the purchase price for vehicles and equipment. The remaining 20 percent is required as a local match from the applicant.

The STA manages the Solano Paratransit service through a contract with Fairfield-Suisun Transit and qualifies for this funding source as a public agency. Solano Paratransit provides intercity door-to-door service for residents of Fairfield, Suisun City, Rio Vista, Dixon, Vacaville, and the unincorporated areas of Solano County who qualify for paratransit service as defined by the Americans with Disabilities Act (ADA). The Solano Paratransit service currently operates Monday - Friday with a fleet of ten vehicles.

Discussion:

STA staff proposes to apply for the FTA Section 5310 program for \$45,000 to replace one Solano Paratransit vehicle with a mileage of 158,801 miles (as of January 2004). The STA proposes a local match of \$11,250 from State Transit Assistance Funds (STAF) to satisfy the 20% local match requirement.

As required for public agency applicants, the STA staff intends to publish a *Notice to Apply* and will hold a public hearing in March at the STA Conference Room. The purpose of the public hearing is to make a determination that no private nonprofit agencies are readily available to provide a service similar to or exactly like Solano Paratransit. If during the hearing a private nonprofit agency demonstrates that it is able to provide a service like Solano Paratransit, the STA will no longer be eligible to apply for FTA Section 5310 funds.

Fiscal Impact:

A total of \$11,250 in FY 2004-05 STAF will be needed to provide a match for this grant funding.

Recommendations:

Approve the following:

1. Authorize STA staff to submit an application for the FTA Section 5310 Program for the replacement of one Solano Paratransit vehicle.
2. Authorize \$11,250 in FY 2004-05 STAF funds for the local match if the grant is awarded.

*Agenda Item VII.I
February 11, 2004*



Date: January 30, 2004
To: STA Board
From: Elizabeth Richards, SNCI Program Director
Re: SolanoLinks Inter-City Transit Consortium Draft 2004 Work Plan

Background:

Public transit in Solano County is operated and funded by all seven cities and the County. Two cities (Dixon and Rio Vista) offer general public dial-a-ride only. Rio Vista's general public dial-a-ride provides intra- and inter-city service. The five other cities have fixed route service that is operated by four jurisdictions (Cities of Benicia, Fairfield, Vacaville, and Vallejo). The seven cities and the County jointly fund several of the inter-city transit routes that serve all of these jurisdictions.

The Solano Transportation Authority's SolanoLinks Inter-City Transit Consortium is comprised of each Solano County jurisdiction and its overall purpose is to coordinate inter-city transit services, planning, funding, and marketing. Each year, the SolanoLinks Inter-City Transit Consortium reviews and updates its annual Work Plan. In 2004, there are a number of key local and regional transit planning activities and projects that the Consortium proposes to address.

Discussion:

STA staff prepared a draft SolanoLinks Transit Consortium Work Plan 2004 and presented it for discussion at the November 2003 and January 2004 Consortium meetings. The Work Plan has been modified to be inclusive of comments received at these Consortium meetings. On January 28, 2004 the Consortium recommended approval of the attached Work Plan for 2004.

Recommendation:

Approve the SolanoLinks Transit Consortium Work Plan for 2004 as specified in Attachment A.

Attachment:

A. 2004 SolanoLinks Transit Consortium Work Plan

STA SolanoLinks Transit Consortium Draft 2004 Work Plan

(January 30, 2004)

Transit Service

- * Monitor and market Rt. 30 to achieve 20% farebox recovery rate.
- * Monitor Solano Paratransit service
- * Develop direct transit service to Benicia Industrial Park from Fairfield/Suisun City/Vacaville area.
- * Implement SolanoWORKS Transit Study priorities
- * Implement TranStar countywide

Transit Planning and Consolidation

- * Complete countywide Senior and Disabled Transit Study
- * Input into SB916 Transit Connectivity Study
- * Complete Community Based Transportation Planning studies in Dixon and Cordelia; initiate study in Vallejo.
- * Complete Rio Vista, Fairfield, and Vallejo Local Transit Studies
- * Complete CTP Follow up Studies
 - o Transit Corridor Study follow-up
 - o Oakland-Sacramento Commuter Rail Study, Phase II
 - o Funding for Transit (Linked to sales tax)
 - o Transit Consolidation Study
- * Complete Countywide Express Bus Service and Funding Plan (I-80/I-680/I-780 corridors)
- * Initiate SR-12 Transit Study
- * Design countywide Advance Vehicle Locator (AVL) system.

Funding

- * Monitor and provide input into the RTP process to ensure adequate levels of transit funding.
- * Monitor and provide input into legislation to ensure adequate levels of transit funding.
- * Update annual TDA matrix
- * Prepare multi-year STAF funding plan.
- * Prepare multi-year intercity funding scenarios.

Marketing of Transit Services and Programs

- * Update, reprint, distribute Solanolinks Brochures
- * Update, reprint, distribute SolanoLinks Wall Maps
- * Coordinate and participate in countywide and regional transit marketing activities.
- * Review SNCI transit marketing in communities.



Date: January 31, 2004
To: STA Board
From: Jennifer Tongson, Projects Assistant
Re: Paratransit Coordinating Council (PCC) Work Plan for 2004

Background:

The Solano County Paratransit Coordinating Council (PCC) is a citizens advisory committee to the Solano Transportation Authority (STA) that represents seniors and disabled residents of Solano County who utilize paratransit and fixed-route transit services. The members of the PCC are volunteers from the local community and local social service agencies. They advocate for the development and implementation of transportation programs to serve the senior and disabled community. The PCC also makes policy and funding recommendations to the STA Board and the Metropolitan Transportation Commission.

The PCC reviews and updates their committee goals on an annual basis. Last year, the PCC approved the work plan for 2003, (see Attachment A). The attachment includes the current status of each goal.

Discussion:

In preparation for 2004, STA staff worked with the PCC to develop a preliminary work plan. The 2004 work plan shows two additions to the outreach category. The first addition is to initiate an outreach effort at the Solano Community College, which is currently in progress. The second is to develop an outreach program targeting senior centers and disabled groups. The purposes of these outreach activities are to promote awareness of the PCC and its advisory function and to inspire persons with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system.

Attachment B shows the PCC work plan for 2004, which was presented by staff to the PCC during their November 21st meeting. The PCC approved the work plan with the caveat that may update the plan throughout the year.

Recommendation:

Approve the PCC work plan for 2004 as specified in Attachment B.

Attachments:

- A. PCC Work Plan for 2003
- B. PCC Work Plan for 2004

Paratransit Coordinating Council Work Plan for 2003

Activity	Tasks	2003 Timeline	Status
Administrative	Establish nomination committee for elections.	September – October	Complete.
	Elect PCC Officers.	November	Complete.
Outreach	Develop a strategy to increase / maintain PCC Membership. (i.e. press releases, letters of outreach, etc.)	January – December Until vacancies are filled.	In progress.
	Update/Maintain the PCC section of the STA Website.	January – December	In progress.
Projects	Participate in the development of the Solano Countywide Senior and Disabled Transit Study.	February – End of Project	In progress.
Funding	Establish FTA Section 5310 application review committee	January	Complete.
	Review FTA Section 5310 applications	March	Complete.
	Review TDA Article 4/8 Claims for cities and County of Solano.	January – December	Complete.
	Monitor the MTC Unmet Needs Hearing Process.	November	Complete.

Paratransit Coordinating Council Draft Work Plan for 2004

Activity	Tasks	2004 Timeline
Administrative	Establish nomination committee for elections.	September – October
	Elect PCC Officers.	November
Outreach	Develop a strategy to increase/maintain PCC Membership. (i.e. press releases, letters of outreach, etc.)	January – December Until vacancies are filled.
	Initiate the Solano Community College Outreach Effort.	January – December
	Develop a more extensive outreach program targeting senior centers and disabled groups.	January – December
	Update/Maintain the PCC Website.	January – December
Projects	Continue participating in the development of the Solano Countywide Senior and Disabled Transit Study.	Present – Until End of Project
Funding	Establish FTA Section 5310 application review committee	January
	Review FTA Section 5310 applications	March
	Review TDA Article 4/8 Claims for cities and County of Solano.	January – December
	Monitor the MTC Unmet Needs Hearing Process.	November



DATE: February 2, 2004
TO: STA Board
FROM: Daryl Halls, Executive Director
Nancy Whelan, Finance Consultant
RE: STA's FY 2004-05 Proposed Budget

Background:

Beginning in fiscal year 2002-03 the STA Board adopted a two-year budget for the operations, programs, and projects of the STA. The STA's rolling two-year budget is updated periodically, with adoption of the upcoming annual budget element in the spring preceding the budget year.

In December 2003, the STA Board approved modifications to the FY 2003-04 budget. The amended FY 2003-04 budget is reflected in the attached two-year budget. The Draft FY 2004-05 budget is presented for Board approval at this time and will likely be presented again in June 2004, to reflect updated cost and revenue estimates. In June, staff plans to present the FY 2005-06 budget and, subsequent to Board approval, this will replace FY 2003-04.

The attached annual element of the two-year budget is supported by various detailed budget schedules including the budget matrix and the funding sheets for each fund source (provided under separate cover).

On July 9, 2003, the STA Board adopted a 2% cost of living adjustment (COLA) for STA staff for FY 2003/04 to be effective August 1, 2003 and a policy to assess future COLAs for staff based on an average (1/3 each) of three consumer price indexes: the Bay CPI, U.S. Cities CPI and Western Urban CPI. Historically, the STA Board considers this adjustment on an annual basis and the 2003 Executive Committee requested staff agendaize this item as part of the annual budget approval process.

Discussion:

The STA's FY 2004-05 annual budget is balanced with \$5,858,995 in projected expenditures and revenues. The annual budget represents a reduction from the FY 2003-04 amount of \$8,501,859. The reduction is due to anticipated reductions in grant funds passed through to local agencies (e.g., TCI funds for Suisun City's Amtrak Park-N-Ride lot), and reductions in grant funds used for SNCI programs, STA planning studies and project development.

Highlights of the proposed FY 2004-05 budget are summarized below:

Expenditures

- No new positions are proposed to be added in FY 2004-05.
- Benefits are estimated to increase by 13% over FY 2003-04 amounts, based on 3-year historical average rates of increase.
- The budget covers salary increases for merit (step) increases earned and for a 2% cost of living adjustment (consistent with the average CPI increases for the Bay Area, West Urban, and U.S. City averages per STA Board policy).
- Management and administration expenditures (salaries, benefits, part-time/overtime, services, and supplies) are shown by department in FY 2004-05. Previously, only portions of these expenditures were attributed to the departments, with the balance being included in project or program expenditures. This presentation more accurately reflects department expenditures.
- STA Board of Directors' expenditures are estimated to increase by \$4,625. These expenditures cover Board member stipends, meeting expenses, and travel, and account for the increased number of subcommittee meetings.
- \$75,000 is planned to be spent on the Expenditure Plan in FY 2004-05, as a carryover from the previously budgeted amount of \$200,000 in FY 2003-04.
- At the end of FY 2003-04, STA plans to have \$210,000 in its reserve account. An additional contribution of \$30,000, consistent with previous Board direction, is budgeted in FY 2004-05 to increase the reserve amount to \$240,000. Staff plans to develop a more detailed STA budget reserve policy for Board consideration later this year.

Revenues

- Beginning in FY 2004-05 TDA and gas tax revenues provided by the member agencies are indexed to account for projected increases or decreases in these fund sources. The FY 2004-05 estimated gas tax revenue reflects a 2% increase over the FY 2003-04 amount. The FY 2004-05 estimated TDA revenue reflects a 4.34% increase over the FY 2003-04 amount. MTC provides the estimated growth rate for TDA for the County.
- A share of revenues from projects such as I-80/680/SR12 Interchange and the North Connector will be used for salaries for administration. Due to uncertainties with TCRP funds beyond June of 2004, the source of revenue for these projects, it is possible that up to \$110,000 currently budgeted for salaries and administration will not be realized. Alternate sources of funds will be identified and staff is developing potential expenditure reductions to offset the loss of the revenues, if needed. This will be agendized for Board consideration as part of the anticipated FY 2004/05 budget adjustment in June of 2004.
- Several project specific grant sources that were used in FY 2003-04 will not be available in FY 2004-05 because the projects or studies will be completed. Examples of these are: PCR, SP&R, TCI, State Trails Grant, and State Transportation Enhancements Activities. If additional grants are secured in FY 2004-05 the expenditures and revenues will be amended into the budget.

Additional detail on FY 2004-05 expenditures and revenues is provided with Attachment B.

Cost of Living Adjustment

Attached for information is a summary of the CPI indexes for the U.S. City Average, Western Urban, and the Bay Area. The average of these three indexes is 2.1% for 2003. Consistent with adopted STA Board policies, the proposed FY 2004-05 STA Budget has projected expenditures for a 2% COLA, subject to Board approval.

Over the next few months, staff will obtain updated information regarding planned FY 2004-05 revenues and expenditures. This information and a Draft FY 2005-06 budget will be presented to the Board for its approval in June 2004.

Fiscal Impact:

This item will approve the STA's FY 2004/05 budget and covers the expenses for the Agency's operations and administration, strategic planning, SNCI program and transit services, and project development activities. Approval of the 2% COLA will result in an estimated increase of \$20,000 for FY 2004-05 and is included as part of the Draft 2004/05 budget.

Recommendations:

Approve the following:

1. Adopt the proposed FY 2004-05 budget as shown in Attachment A.
2. Approve a 2% cost of living adjustment for STA salaries for FY 2004-05, as included in the proposed FY 2004-05 budget, consistent with Board adopted policy.
3. Approve the revised budget development schedule for FY 2004-05 and FY 2005-06 budget as specified in Attachment C.

Attachments:

- A. STA's Proposed FY 2004-05 budget
- B. FY 2004-05 expenditures and revenues detail
- C. Revised Budget Schedule for FY 2004-05 and FY 2005-06
- D. Consumer Price Index Annual Changes 1999-2003



Date: February 3, 2004
To: STA Board
From: Daryl Halls, Executive Director
RE: Consultant Services for Development of the County Transportation Expenditure Plan

Background:

In 2002, the Solano Transportation Improvement Authority (STIA) developed and approved the expenditure plan for Measure E, a proposal to raise the county sales tax by ½ cent over a 20 year timeframe to fund an estimated \$1 billion countywide transportation expenditure plan. On November 5, 2002, Measure E was supported by 60% of Solano County voters that cast their vote during this election, but the measure failed to attain the 2/3 voter (66.7%) threshold of Solano County voters necessary for passage. Subsequently, the STIA was “sunsetting” one month later.

DEVELOPMENT OF THE EXPENDITURE PLAN/CONSULTANT ASSISTANCE

In support of the CTEP effort for Measure E, the Solano Transportation Authority (STA) funded the following:

1. The Programmatic Environmental Impact Report (EIR) for the expenditure plan
2. Consultants to assist in the development of the expenditure plan, the public education effort, development of project cost estimates, and legal services
3. A public information mailer and website describing the projects in the expenditure plan

The private sector retained and funded separately a campaign consultant and pollster to guide the efforts of the Measure E campaign.

FOLLOW UP TO MEASURE E/CONSULTANT’S ASSESSMENT

On March 12, 2003, the STA Board authorized the Executive Director to retain the Transportation Consulting firm of Smith, Watts & Company to provide an independent assessment of the Measure E election results and expenditure plan, and develop a public opinion poll to help the STA Board consider and assess several policy issues before determining whether to pursue development of another countywide expenditure plan in preparation for placing a new measure on the ballot for consideration by Solano County’s voters.

The original scope of work for the consultant consisted of four primary tasks:

1. Community and Public Opinion Leader Survey
2. November 2002 Measure E Election Result Analysis
3. Baseline Voter Opinion Survey
4. Summary of Findings and Recommendations

On December 10th, D.J. Smith summarized his analysis and based his recommendations on three factors which were identified in the focus groups and poll:

1. Voter Intensity on Traffic Congestion
2. Acceptability of the One Half Cent Sales Tax
3. Popularity of Regional and Local Projects

In conclusion, he recommended that the STA move forward as soon as possible with the following specific recommendations:

1. Develop a specific schedule of actions for the development, public consideration and adoption by STA of an expenditure plan and ordinance for the November 2004 ballot.
2. Develop cost estimates on the projects and program improvements supported in the community outreach and voter opinion research effort.
3. Develop a 30- year projection of ½ cent sales tax revenues, as well as state and federal transportation revenues.
4. Develop a draft expenditure plan and ordinance that not only specifies projects and programs, but a program of ‘taxpayer safeguards’ to ensure long-term integrity to deliver on all voter mandates.
5. Work with a broad range of community interests in explaining plan options, costs and benefits in a draft plan and ordinance based on all of the research discussed above. Once an expenditure plan and ordinance is adopted by the STA Board for consideration on the November 2004 ballot, it will be necessary for STA to develop a comprehensive public education program to explain the plan to county residents.

On January 14, 2004, the STA Board approved the following recommendations:

1. Adoption of Resolution 2004-01 – that pursuant to Division 19 of the Public Utilities Code, the STA recommends that:
 - A. The Solano County Board of Supervisors form the STIA
 - B. A measure be submitted to the voters of Solano County for their approval with the specifics indicated in Resolution 2004-01
 - C. The STIA have a governing board with representation as specified in Resolution 2004-01
2. Authorize the Executive Director to retain consultant assistance to assist the Board and staff in the development of the following tasks for an amount not to exceed \$125,000:
 - A. Expenditure Plan Coordination/Public Input/Public Information
 - B. Update of the Programmatic EIR for the CTEP
 - C. Legal Services
3. Authorize the STA Chair to send a letter to the Mayors of Solano County’s cities and the Chair of the Board of Supervisors requesting their agencies appointment to the STIA Board

Discussion:

On February 3, 2004, the Solano County Board of Supervisors unanimously approved the formation of the Solano Transportation Improvement Authority (STIA), a Local Transportation Authority (LTA) pursuant to state statutes, and appointed Supervisor John Vasquez to serve as their representative to serve on the STIA Board and Supervisor John Silva to serve as his alternate. All seven Solano County cities have agreed to the appointment of their representatives to the new STIA Board prior to February 11th, the initial meeting date for the STIA.

Retention of Consultant Contracts/Scopes of Work

In preparation for the development of the CTEP and related tasks, staff is initially requesting consultant assistance for two specific tasks:

1. A consultant to coordinate the development of the expenditure plan, plan and coordinate the public input process, and develop public information materials.
2. Specialized legal counsel to assist STA legal counsel in the development and review of the ordinance for the CTEP, review of ballot language, review of public information materials, and review of the Programmatic EIR.

Staff has initiated a Request for Qualifications (RFQ) process for retention of an environmental consultant to update the CTEP's Programmatic EIR. This (RFQ) process is scheduled to be completed by March 2004.

As part of the Board action in January 2004, the Executive Director was authorized to retain consultant services to support the development of the CTEP for an amount not to exceed \$125,000. Staff is proposing to utilize federal Surface Transportation Program (STP) funds to fund these two contracts. Federal funds have strict guidelines pertaining to contracting procedures and the use of these funds. For contracts under \$25,000, the federal guidelines defer to the purchasing policies and procedures of the local agency. Currently, the STA's Policies and Procedures do not address sole contracting for consultant contracts, but do provide the Executive Director with the authority to authorize purchase for up to \$10,000. STA staff and legal counsel are reviewing the STA's policies pursuant to this issue and plan to bring a proposed modification to the Board at the March meeting.

Based on the federal requirements guiding the use of STP funds, staff is recommending the STA Board authorize the Executive Director to retain the firm of Smith, Watts & Company to provide consultant services for CTEP development and coordination, assist staff and the Local Funding Subcommittee in the planning and coordination of the public input process, and to assist in the development of public information materials. D.J. Smith has extensive and specific experience pertaining to the successful development of County Transportation Expenditure Plans. He recently completed the Measure E assessment evaluation and is intimately familiar with Solano County's transportation projects and issues. Staff recommends the Board authorize the Executive Director to retain Smith, Watts & Company, under a negotiated contract, to provide these consultant services for an amount not to exceed \$10,000.

Staff and STA's legal counsel, Charles Lamoree, are recommending the STA Board authorize the Executive Director to retain consultant services for specialized legal counsel to assist STA legal counsel in the development of the CTEP's sales tax ordinance, review of ballot language, review of public information materials, and review of the Programmatic EIR for the CTEP. Stan Taylor, a partner with the law firm of Nossaman, Guthner, Knox & Elliott, LLP, provided

similar specialized legal service to the STA as part of the development of the ordinance and process for Measure E. Staff and STA legal counsel recommends the Board authorize the Executive Director to retain Nossaman, Guthner, Knox & Elliott, LLP, under a negotiated contract, to provide specialized legal services for an amount not to exceed \$10,000.

The STA Board's Local Funding Subcommittee (Len Augustine, Anthony Intintoli, John Silva and Jim Spring) is scheduled to meet on February 5, 2004, in preparation for the initial meeting of the STIA Board and to review this staff recommendation. An update and any amendments to this report from the Subcommittee will be provided at the Board meeting.

Fiscal Impact:

The estimated contract costs for the specific consulting services is as follows: 1). Coordinator/Public Information/Public Input- \$10,000, and 2). Legal Services - \$10,000. The total fiscal impact for these two contracts is \$20,000 and will be covered by the Federal STP funds that were obtained as part of a STIP/STP swap in 2002 and reserved for this purpose as part of the STA's operating budget for FY 2003/04. On January 14, 2004, the STA Board authorized the Executive Director to retain CTEP specified consultant services for an amount up to \$125,000. Approval of this item would leave an additional \$105,000 available for CTEP consultant services.

Recommendation:

Approve the following:

1. Authorize the Executive Director to retain the consultant services of Smith, Watts & Company for coordination of the development of the County Transportation Expenditure Plan (CTEP), public input process and public information materials for an amount not to exceed \$10,000.

2. Authorize the Executive Director to retain the consultant services of Nossaman, Guthner, Knox & Elliott, LLP, for legal services associated with the development of the CTEP and Programmatic Environmental Impact Report (EIR) for the CTEP for an amount not to exceed \$10,000.

Attachments:

- A. Scope of work for consultant services for coordination of the development of the CTEP, public input process, and public information materials. (To be provided under separate cover)
- B. Scope of work for consultant services for specialized legal services associated with the development of the CTEP and Programmatic EIR for the CTEP. (To be provided under separate cover)



Date: January 30, 2004
To: STA Board
From: Mike Duncan, Director of Projects
RE: State Transit Assistance Funds (STAF) Program

Background:

The Transportation Development Act (TDA) of 1971 established two sources of funds that provide support for public transportation services statewide – the Local Transportation Fund (LTF) and the Public Transportation Account (PTA). Solano County receives TDA funds through the LTF and State Transit Assistance Funds (STAF) through the PTA. State law specifies that STAF funds are to be used to provide financial assistance for public transportation, including funding for transit planning, operations and capital acquisition projects.

Solano County receives approximately \$420,000 per fiscal year in STAF funds (see Attachment A). STAF funds have been used for a wide range of activities, including providing matching funds for the purchase of buses, funding several transit studies, funding transit marketing activities, covering new bus purchase shortfalls when the need arises, and supporting STA transportation planning efforts.

Discussion:

Fairfield-Suisun Transit and Vallejo Transit submitted potential projects for STAF funding for FY 2004-05 and subsequent fiscal years. The Vallejo projects were further defined and cost estimates prepared at a special STAF Funding meeting (attended by John Harris of Vallejo and Gary Cullen of Suisun City) held at STA on October 16, 2003. STA also presented potential projects (see Attachment B). Additional projects may be submitted by member agencies via email listing the project title, project description, estimated required STAF funds needed for the project, other funds on the project, and estimated FY when STAF funds will be needed.

The City of Benicia has submitted a request for FY 2003-04 STAF funds to provide matching funds to a MTC Grant to update the Benicia Short Range Transit Plan (SRTP). The grant will provide up to \$60,000 for the SRTP and requires a local match of \$7,774. Additionally, Benicia requests \$12,226 in FY 2003-04 STAF funds to concurrently study Benicia transit operations and coordination issues in an effort to improve transit service. Sufficient STAF funds are available for FY 2003-04 to fund Benicia's request (see attachment C).

SolanoLinks Consortium members and STA staff will meet on February 17, 2004 to begin the development of a proposed STAF program for FY 04-05 and FY 05-06 for consideration by the Consortium, TAC and STA Board.

Fiscal Impact:

The FY 2003-04 projected fund balance for STAF funds is \$57,526. The Benicia request for \$20,000 would be funded from this fund balance.

Recommendation:

Authorize \$20,000 in FY 2003-04 STAF funds for the City of Benicia to be used as matching funds for the preparation of the Benicia Short Range Transit Plan (\$7,774) and to study Benicia Transit Operations and Coordination (\$12,226).

Attachments

- A. Five-year STAF Fund Estimate
- B. List of Potential Projects
- C. FY 2003-04 STAF Fund Estimate and Commitments
- D. City of Benicia Funding Request for Benicia Transit Studies



Date: February 2, 2004
To: STA Board
From: Dan Christians, Assistant Executive Director/ Director of Planning
RE: Schedule and Public Input Process for Development of Track 1 Projects for Transportation 2030

Background

Metropolitan Planning Organizations (MPOs) are required to develop transportation plans based on a variety of planning factors. Two critical requirements pertain to developing a Regional Transportation Plan (RTP) that can demonstrate air quality conformity and is fiscally constrained. The Metropolitan Transportation Commission (MTC) is the federally designated MPO for the Bay Area and its nine counties.

A number of key issues have been identified for Transportation 2030 (T-2030) including transit/local roads funding shortfalls, the expanded Transportation for Livable Communities (TLC)/Housing Incentives Program and transportation-land use-smart growth issues, goods movement program, older Americans mobility, safety and security measures, air quality issues, and balancing future funding commitments between Regional Customer Service Programs with maintenance of the system and addressing congestion through expansion projects.

MTC has identified an estimated \$99.4 billion of already committed transportation funds for the Bay Area over the next 25 years (e.g., gas tax, TDA and existing sales tax measures) and \$8.8 billion of uncommitted funds available for the various local and regional programs and projects (e.g. county federal and STIP cycle funds for local road rehabilitation, Metropolitan Transportation System (MTS) pavement management, roadway capacity projects, transit capital shortfalls, intermodal centers and TLC).

In addition, there is an estimated \$1.3 billion of Interregional Transportation Improvement Program (ITIP) funds to fund various congestion relief projects on the regional system.

On December 17, 2003, MTC adopted a new Regional Investment Option for T-2030 that included:

- Transit Shortfalls: \$1.33 billion
- Road Shortfalls: \$990.5 million
- State Highway shortfall: \$0
- Regional Operations Programs: \$ 400.8 million
- Clean Air Program: \$255.5 million
- Lifeline Transportation: \$216 million

- Regional Bicycle/Pedestrian Program: \$200 million
- TLC/HIP: \$454 million
- CMA Planning: \$95 million
- County Programs: \$4.845 billion (total estimated Track 1 funds throughout the region)

This RTP will be broken down this year into Track 1 – those projects expected to be funded with state and federal funds and the “Big Tent” – those projects that will need additional local or regional funding, such as from a countywide transportation sales tax or regional gas tax.

Initial project recommendations for MTC performance evaluation were submitted to MTC by October 17th. STA submitted 40 potential Track 1 or Big Tent candidate projects (see Attachment A).

Discussion:

Based on MTC’s recently adopted funding option for T-2030, a total of \$277.8 million of Track 1 funds is expected to be available to the STA and it’s member agencies over the next 25 years. This compares to \$266.3 million that was approved by STA and MTC for Solano County projects in 2002 for the current Regional Transportation Plan (RTP 2025).

In addition, Solano County projects (particularly the I-80/680/12 interchange, I-80 HOV lanes and other I-80/680/780 corridor projects) are expected to continue to receive MTC and Caltrans commitments for Interregional Transportation Improvement Program (ITIP) funds. In the RTP 2025, STA projects were pledged \$144.2 million of ITIP funds.

As part of MTC’s T-2030 Phase 1 public outreach program, an early input opportunity on both the T-2030 (as well as the STA’s new CTP update) was held at the STA Board meeting on October 8, 2003. STA advertised the meeting in the three largest newspapers. Since then, 73 written comments have been received and were provided to the STA Board on January 14, 2004. As part of their T-2030 Phase 2 public outreach program, MTC is requesting each of the congestion management agencies to hold further public input opportunities before the new Track 1 lists are approved. (See Attachment B describing MTC’s overall public outreach process).

Timeline

The key dates as specified by MTC for the T-2030 are (see Attachment C):

- December/January – MTC conducts project evaluations of potential Track 1 or Big Tent projects
- February/March – Public meetings on the results of the project analysis
- May – Final CMA Track 1 lists submitted to MTC
- Fall 2004 – Draft T-2030 released
- January 2005 – MTC adopts Final T-2030

Current RTP Projects

Every three years as part of MTC’s regional transportation plan, new Track 1 projects (those transportation projects expected to receive state and federal funds) are approved. The current 2002 RTP Track 1 and ITIP projects approved for STA are contained in Attachment D.

Public Input Process

As part of STA's role to promote public input in the final development of Track 1 projects, staff proposes the following public input process:

- February 17, 2004 (week of) – Distribute flyer and additional RTP/CTP comment cards to cities, libraries, chambers of commerce, citizen groups and other interested parties.
- April 5-9, 2004 - Publish Ads in three largest Solano County newspapers and community papers in Benicia, Dixon, and Rio Vista requesting public input at the T-2030/CTP public meeting scheduled for the STA Board meeting of April 14, 2004.
- April 14, 2004 – STA Board holds public input opportunity for Track 1 project for T-2030 and CTP 2030.

Final Schedule for Submittal of New Track 1 List for T-2030

Based on input received and reviewed, the following schedule is proposed for the final review and approval of a new Track 1 list for T-2030:

- March 31, 2004 – TAC and Consortium review and comments on a preliminary list of proposed Track 1 projects.
- April 14, 2004 – Following public hearing, STA Board reviews and comments on a preliminary list of proposed Track 1 projects.
- April 28, 2004 - TAC and Consortium review and forward a recommendation on a final list of proposed Track 1 projects.
- May 12, 2004 – STA Board approves a final list of proposed Track 1 projects for submittal to MTC

Fiscal Impact:

The cost of T-2030 outreach is covered by CMP planning funds, received from MTC. The development of a new T-2030 Track 1 list will provide additional state and federal funding opportunities for various categories of transportation for each of the STA member agencies and various regional projects in Solano County over the next 25 years.

Recommendation:

Approve the public input process, proposed schedule and timeline and schedule as specified in Attachment E, for the submittal of a new Track 1 T-2030 funding list to MTC in May 2004.

- Attachment:
- A. Approved Transportation 2030 Regional Investment Option
 - B. Project Submittals to MTC for Evaluation in T-2030
 - C. MTC Public Involvement for T-2030 Plan
 - D. Existing STA Track 1 and ITIP Projects in 2002 RTP
 - E. Public input process, Proposed Schedule and Timeline for New Track 1 Submittal for T-2030



Date: January 30, 2004
To: STA Board
From: Mike Duncan, Director for Projects
RE: I-80/680/780 MIS/Corridor Study – Long-Term Projects

Background:

The Major Investment Study (MIS)/Corridor Study for the interstate highway system in Solano County was awarded to Korve Engineering on October 1, 2002. The Existing Conditions Report, Operational Analysis, Mid-Term Projects list and Draft Long-Term Projects list have been completed. In August 2003, the TAC approved the priority of the Mid-Term projects and the STA Board approved the priority of the Mid-Term Projects on September 10, 2003. The final summary document will incorporate the prioritized Mid-Term and Long-Term projects into a project phasing plan for the whole corridor. The summary document will also incorporate the findings/recommendations from the Transit Corridor Study and the Truck Scales Relocation Study into recommendations for the corridor.

Discussion:

By working closely with Caltrans District IV Operations staff, an Operational Strategy has been developed that provides a systematic analysis of each of the three freeway corridors, considering the constraining effects of bottlenecks on downstream freeway segments. The Operational Strategy was an iterative process that evaluated the following performance characteristics: (a) freeway bottleneck sections, (b) length of queue upstream of each bottleneck, (c) vehicle delay associated with each bottleneck, (d) where applicable, HOV time savings, (e) queuing on ramps and (f) freeway-to-freeway connectors.

Using the above criteria for the Operational Strategy, personnel from Caltrans, STA and Korve Engineering evaluated the corridor to identify “Mid-Term” projects (assumed to be completed in 5-20 years) that would provide congestion relief in the most congested areas of the corridor and would be integral to the “ultimate” project list for the entire corridor. The goal of developing a list of prioritized projects is to provide guidance on where to spend limited funds as they become available for corridor improvements. The prioritized Mid-Term Projects List was approved by the STA Board in September and received Caltrans District 4 concurrence shortly thereafter.

In addition to applying the Operational Strategy for “Long-Term” projects, the following performance measures were also used to prioritize these projects:

1. Traffic Operations
2. Safety
3. HOV Lane Performance
4. Preliminary Right-of-Way Requirements
5. Preliminary Environmental Constraints

6. Order of Magnitude Costs
7. Complements Transit Plan
8. User Benefit.

These performance measures provided a relative indication of mobility, traffic operations characteristics, impacts, benefits and costs of each project, and helped determine the basis for prioritizing the Long-Term Projects. The prioritized Long-Term projects are numbered sequentially after the Mid-Term projects and are anticipated to be completed after the Mid-Term projects.

In addition to the Mid-Term Projects and Long-Term Projects, local interchanges that are not integral to main line traffic improvements will be evaluated and proposed improvements will be identified. Local interchanges will be prioritized by jurisdiction based upon input from the individual jurisdictions; however, they will not be integrated into the project lists for the I-80/I-680/I-780 Corridor since they are typically funded with local revenues and do not provide added capacity (or congestion relief) to the corridor.

The I-80/680/780 MIS/Corridor Study is scheduled to be completed by March 31, 2004.

The STA TAC recommended approval of the Long-Term Projects list at their meeting on January 28, 2004. The TAC also recommended adding the Benicia Intermodal Terminal/Park and Ride to the Mid-Term Projects list as project 15B to replace the proposed Glen Cove/I-780 Park and Ride in Benicia. Further investigation by the consultant determined that there was no suitable location for a Park and Ride at Glen Cove/I-780.

Recommendation:

Approve the following:

1. The projects and recommended priority for I-80/680/780 Corridor Long-Term Projects as shown on Attachment A.
2. Add the Benicia Intermodal Terminal/Park and Ride to the I-80/680/780 Corridor Mid-Term Projects as project 15B.

Attachments

- A. Draft Potential Long-Term Projects (Priority Order)
- B. Mid-Term Projects (Approved by STA Board on September 10, 2003)



DATE: February 9, 2004
TO: STA Board of Directors
FROM: Mike Duncan, Director of Projects
RE: Cordelia Truck Scales Relocation Study – Update (Revised)

Background:

The Draft Cordelia Truck Scales Relocation Study was presented to the STA Board of Directors on October 8, 2003. The study was conducted as part of the preparation of the Environmental Documents and Project Report for the I-80/I-680/SR12 Interchange. The goal of the study is to identify the “best” location, or locations, for truck scales in Solano County based upon the technical factors used in the study. Korve Engineering, as a subconsultant to MTCO/Nolte Joint Venture, and Nolte Engineering conducted the Cordelia Truck Scales Relocation Study.

Three options were identified as potential locations for truck scales in Solano County. These options are:

- Option 1 – Relocate the scales within the I-80/I-680/SR12 Interchange area
- Option 2 – Locate a set of scales on I-80 between Fairfield and Vacaville and locate a set of scales on SR 12 between Suisun City and SR 113
- Option 3 - Locate a set of scales on I-80 between Vacaville and Dixon, locate a set of scales on SR 12 between Suisun City and SR 113, and locate a set of scales on I-505 between Vacaville and the county line.

At the October 8, 2003 meeting of the STA Board of Directors, the Board tabled action on recommending an option and directed STA staff to release the report for review and comment. The Board also directed that staff schedule Public Input meetings with agencies and interest groups, including consultant participation to answer specific technical questions. Updates on the progress of the public input process was provided to the Board in November, December and January.

The STA updated two exhibits and added an Executive Summary to the Draft Truck Scales Relocation Study and sent copies to all City Council members and County Supervisors in Solano County, as well as the offices of Federal and State representatives, requesting comments. The revised report is dated October 8, 2003.

STA also scheduled meetings in order to facilitate public input and to provide affected agencies and interest groups with detailed information. The following meetings have occurred or are currently scheduled:

- Highway 12 Association – October 16, 2003
- Supervisor Forney – October 22, 2003
- Dixon City Council – October 28, 2003
- Caltrans District 4 Director Bijan Sartipi – November 3, 2003
- Vacaville City Council – November 11, 2003

- Rio Vista City Council – November 20, 2003
- Suisun City Council – December 2, 2003
- Fairfield City Council – January 6th
- BCDC – February 4th
- Supervisor Barbara Kondylis – TBD
- Solano County Board of Supervisors – TBD

Discussion:

The STA received letters concerning the Truck Scales from the Cities of Dixon, Rio Vista and Vacaville and the Resolution adopted by the City of Fairfield (see attachments). Additionally, a letter from the Commissioner of the California Highway Patrol to the Director of Caltrans was also provided to STA. Attachment A provides a summary of the correspondence received by STA.

Based upon comments received during the public meetings, STA staff and project consultants further evaluated the potential benefits/disbenefits of the proposed site on I-80 between Fairfield and Vacaville (Lagoon Valley) and the proposed site on eastbound SR 12 near Olsen Road versus an eastbound SR 12 site near Branscome Road (opposite the proposed westbound site).

Although the I-80 site at Lagoon Valley in Option 2 provides some operational and constructibility improvements over the site within the I-80/680/12 Interchange, the site would still require significant complex braided ramp structures similar to Option 1. Additionally, as the Lagoon Valley and the North Texas Street areas “build-out”, traffic operations on I-80 would lessen the benefits in operational improvements over Option 1. These factors, combined with the additional scales required on SR 12 for Option 2, provide justification for staff to recommend eliminating Option 2 from further consideration.

A westbound site on SR 12 near Branscome Road (a level, straight section of SR 12) was initially eliminated due to an environmental “fatal flaw.” The Suisun Marsh Protection Area is adjacent to the south side of SR 12 in this area, the potential location for a westbound truck scale site. Construction of this type of facility within the Suisun Marsh Protection Area would be extremely difficult, if not impossible. However, additional engineering analysis of this area indicated that SR 12 could be relocated slightly north in the area of potential truck scales, thus negating the need to build in the Suisun Marsh Protection Area. The “flat” topography near Branscome Road and the ability to relocate the roadway slightly north may provide justification for eliminating the SR 12 site near Olsen Road and including both eastbound and westbound sites on SR 12 near Branscome Road as the only proposed sites on SR 12.

The Arterials, Highways and Freeways Committee on February 5, 2004 to review comments received from the public input process, responses to these comments, and potential recommendations to the Board of Directors. The Committee directed staff to work with CHP and Caltrans to provide additional information on the following issues:

1. Can the truck scales be closed completely, or at least until improvements are made to the I-80/680/12 Interchange if they stay in the Interchange?
2. Will one set of scales on I-80, east of Dixon, be sufficient instead of scales at three locations? Or possibly a set on I-80 and a set on I-505, but none on SR 12?
3. Can a viable location on I-80 be located east of the sites proposed in Option 3 without the need for another set of scales on SR 113?

4. Can the design criteria (including technology improvements) be reevaluated to decrease the need for such long ramps and the related bridge structures for the locations in the I-80/680/12 Interchange?

The Committee also provided recommendations to be presented to the Board for their review and action.

Fiscal Impact:

Additional consultant work to further evaluate the potential alternate truck scale sites on SR 12 near Branscome Road and on I-80 east of the sites proposed in Option 3 is estimated to cost approximately \$10,000. The additional work can be funded from the Traffic Congestion Relief Program (TCRP) funds currently allocated to the I-80/I-680/SR 12 Interchange project since the Cordelia Truck Scales Relocation Study is part of this project.

Recommendations:

Recommend the STA Board approve the following:

1. Delete Option 2 from further consideration.
2. Determine the viability of relocating SR 12 to the north near Branscome Road to allow eastbound and westbound scales near Branscome Road, including a 4-lane roadway in this area. Delete the location near Olsen Road on SR 12 if this scenario is viable.
3. For Option 3 on I-80, reevaluate for locations outside of the Vaca-Dixon Greenbelt to a location, or locations, to the east.
4. Authorize the Executive Director to allocate up to \$10,000 in TCRP funds to complete recommendations 2 and 3.

Attachments

- A. Summary of Agency Correspondence
- B. City of Dixon Letter
- C. City of Rio Vista Letter
- D. City of Vacaville
- E. City of Fairfield Resolution
- F. CHP Letter to Caltrans Director



DATE: February 2, 2004
TO: STA Board
FROM: Dan Christians, Assistant Executive Director/ Director of Planning
RE: Status Report on Solano Comprehensive Transportation Plan

Background:

The update of the Solano Comprehensive Transportation Plan (CTP) continues to move forward on a fast track. All of the City Council and Board of Supervisors CTP/T-2030 presentations have been completed. Updated needs assessments and Transportation for Livable Community (TLC) candidate projects have been submitted by member jurisdictions for incorporation into the updated CTP.

Three STA Committees are providing policy input on each of the major CTP elements including:

- Arterials, Highways and Freeways
- Intercity Transit
- Transportation for Livable Communities
- Alternative Modes

During the summer and fall 2003, each of the committees met to review the status of various studies and projects that will be incorporated into the updated CTP.

Discussion:

Each of the STA's Committees will be meeting two or three more times between February and April 2004 including the following meetings currently scheduled:

Transit: February 2, 2004, 9:00 a.m.
April 5, 2004

Arterials, Highways and Freeways: February 5, 2004, 9:00 a.m.
February 26, 2004, 9:00 a.m.
March or April 2004 (TBD)

Alternative Modes: February 2004 (TBD)
March or April 2004 (TBD)

A preliminary draft of the pertinent CTP element(s) that each committee is responsible for reviewing will be provided for comments. The draft CTP will be forwarded for review and comments at the March 10, 2004 STA Board meeting. Copies will be made available on the STA web site and be provided to various agencies and individuals for public comments. Approval of the CTP Update is scheduled for the May 12, 2004 STA Board meeting.

Fiscal impact:

None

Recommendation:

Informational



DATE: January 30, 2004
TO: STA Board of Directors
FROM: Mike Duncan, Director of Projects
RE: State Budget – Potential Impact on Solano County
Transportation Projects

Background:

The State of California has faced significant budget challenges since FY 2001-02, although the full magnitude of the problems did not surface until late 2002. The efforts to deal with the budget deficit, reported to be as much as \$38B from FY 2002-03 through FY 2004-05, have had a negative impact on transportation funding throughout California. Solano County has been impacted by deferred funding and project delays and may face more significant impacts in the future.

On January 9, 2004, the Governor released his proposed State budget for FY 2004-05. The Governor's proposed budget reduces many state-funded programs, including funding for transportation.

Discussion:

At the California Transportation Commission (CTC) Meeting on January 22, 2004, CTC staff and Caltrans staff presented the highlights of the Governor's proposed FY 2004-05 budget and the potential impacts on transportation in California. The news was not good. Some of the significant proposals that will impact Solano County include:

- Suspension of Proposition 42 would decrease funding by \$1.1B in support of state and local transportation programs.
- Using State Highway Account (SHA) funds to "pay back" \$406M to the General Fund for \$406M in bond payments previously made from the General Fund for projects that may have been SHA eligible. Additionally, a loan of \$200M from the SHA to the General Fund to be repaid in 2007.
- Elimination of the Traffic Congestion Relief Program (TCRP) and the revocation of funds previously allocated, but not spent.
- Elimination of 805 positions for Caltrans, including 201 positions in District 4.

Although the Board was provided most of the following information in January, the potential impacts to Solano County are significant enough to warrant repeating the information.

Several programs that provide a significant amount of transportation funding to Solano County have been affected by actions of the Governor and State Legislature. The following information

identifies known impacts and potential impacts of actions to deal with the State budget problems.

KNOWN IMPACTS

Suspension of Proposition 42: The partial suspension of Proposition 42 in FY 2003-04 resulted in Solano County not receiving \$2.469M for local streets and roads maintenance, \$1.468M in State Transportation Improvement Program (STIP) funds and \$77,000 in State Transit Assistance (STA) funds in FY 2003-04. These funds were “deferred” for repayment, with interest, by June 30, 2009.

Reduced funding for the State Transportation Improvement Program (STIP): On November 24, 2003, Caltrans Headquarters presented the Fund Estimate (FE) for the 2004 STIP to the California Transportation Commission (CTC). The FE identified no additional funds for the 2004 STIP beyond what is currently programmed in the 2002 STIP. Typically, Solano County receives \$20M-\$30M in new funding for each STIP cycle. The result of the FE is a “Zero STIP” where Solano County, as well as all other counties, must reprogram the remaining projects from the 2002 STIP over the five years of the 2004 STIP. STIP funding for most projects will be delayed at least two years.

Federal Obligation Authority (OA): Solano County agencies receive Federal transportation funds through several fund sources (STP, CMAQ, TE, etc) for transportation projects. The authority for a local agency to use these funds is the Authorization to Proceed (E-76), issued by Caltrans Headquarters. The E-76 cannot be issued unless the State has adequate Obligation Authority to commit the Federal funds. In summer 2003, the State received an additional \$200M in Obligation Authority for Federal funds; however, all of the OA was reserved for Caltrans projects. As such, Solano County projects waiting for OA did not receive the authorization to proceed. Although some OA has subsequently been released to the Bay Area, Solano County still has seven projects in a “waiting” status pending the release of more OA to the Bay Area.

POTENTIAL IMPACTS

Deferral of Transportation Improvement Fund (TIF) transfers to the State Transportation Improvement Program (Proposition 42 suspension): The Fund Estimate for the 2004 STIP estimates that \$3B of the \$5.4B for the 2004 STIP will come from transfers from the TIF. These transfers were largely suspended in FY 2003-04 to help fund the General Fund budget. The Governor has proposed suspension of the TIF transfers in FY 2004-05 to the STIP (\$947.2M) and has indicated that TIF transfers may be suspended in subsequent years. Although the CTC has not acted on the Governor’s proposal, suspension of the TIF transfers to the STIP will result in a “negative STIP” that requires deprogramming of projects. The immediate impact to Solano County is the unavailability of STIP funds in FY 2004-05 for the Leisure Town Road/I-80 overcrossing, a construction project as part of the Jepson Parkway, and possibly further delays in projects recently reprogrammed for the 2004 STIP. At the CTC meeting on January 22, 2004, the Commission determined that they would wait for action from the Legislature on the Governor’s Budget Proposals to determine the significance of the impact on the STIP with the suspension of Prop 42. CTC staff told the Commission that total suspension of Prop 42 in FY 2004-05 may result in no funds being available for STIP allocations in both FY 2004-05 and FY 2005-06.

Deferral of Transportation Improvement Fund (TIF) transfers to the local agencies for streets and roads maintenance (Proposition 42 suspension): These funds were deferred in FY 2003-04, resulting in a \$2.469M loss to Solano County agencies until later years. The Governor's

proposed budget will result in a \$2.374M loss in FY 2004-05. The continued deferral of these funds will result in degradation of local streets and roads.

Elimination of the Traffic Congestion Relief Program (TCRP): The Governor has recommended immediately eliminating the TCRP, including funding for projects that have received allocations from the CTC. The Governor's proposed budget recommends immediately transferring \$189M from the TCRP to the General Fund, thereby eliminating FY 2003-04 funding for projects with allocations, and no additional funding in subsequent years. He recommended that sponsoring agencies fund these projects with local revenues or through the STIP. The environmental documents and project reports for the I-80/I-680/SR 12 Interchange (\$8.1M), North Connector (\$2.7M) and Jameson Canyon (\$4.1M) projects are all funded through TCRP funds that have been allocated by the CTC. Solano County does not have a local revenue source to "replace" the TCRP funds. Although STIP funds are programmed for the I-80/I-680/SR 12 Interchange, the availability of these funds starting in FY 2004-05 is highly questionable due to the problems with the STIP. If funding for existing TCRP projects is eliminated and Solano County cannot access STIP funds, the contracts for these projects must be terminated. STA has received "assurances" that the allocated TCRP funds will be available until June 30, 2004; therefore, we are accelerating these projects to complete as much of the environmental work as possible prior to June 30, 2004. However, none of these projects can be completed by this date. If the TCRP is eliminated by the Legislature, a reevaluation of the proposed 2004 STIP by the STA Board may be required to identify continued funding for these projects in FY 2004-05 and beyond. However, if STIP funds are not available in FY 2004-05, this approach becomes problematic. STA staff is continuing to pursue other avenues for continuing funding for these critical projects.

Caltrans District 4 Staffing: The Governor's proposed budget eliminates 398 contract positions and 805 civil service positions from Caltrans. District 4 will lose 201 positions and plans to start reductions in March 2004. Although the full impacts are unknown at this time, staffing cuts will result in reductions in service from Caltrans for local agencies, Congestion Management Agencies, and others who rely on Caltrans for assistance with state-funded and federally-funded projects.

UNAFFECTED PROJECTS

On a more positive note, the Carquinez Bridge project is essentially complete, the Benicia-Martinez Bridge is fully funded and construction is proceeding, and the I-80 Auxiliary Lanes project and Walters Road Widening project (a segment of the Jepson Parkway) are scheduled to start construction in Spring 2004. Currently, these projects appear to be immune to the proposed state budget cuts.

Recommendation:

Informational.

Attachment

A. Solano County State Funded Projects at Risk



Date: January 30, 2004
TO: STA Board of Directors
FROM: Mike Duncan, Director of Projects
RE: Highway Projects Status Report:
1) I-80/I-680/SR 12 Interchange
2) North Connector
3) I-80/I-680/I-780 MIS/Corridor Study, Segments 2-7
4) I-80/I-680/I-780 Transit Corridor Study
5) Caltrans Auxiliary Lanes Project
6) Jepson Parkway
7) Highway 37
8) Highway 12 (Jameson Canyon and 12/29 Interchange)
9) Highway 12 (East)
10) I-80 Widening (Dixon to Vacaville)

Background:

Highway projects in Solano County are funded from a variety of Federal, State and local fund sources. The Governor's proposed State Budget, released on January 9th, will have a significant negative impact on Solano County projects if fully enacted by the Legislature. New STIP and TCRP allocations have been suspended since May 2003 and the Fund Estimate for the 2004 STIP established a Zero STIP. The Governor's proposal will eliminate the TCRP and greatly reduce funding for the STIP. In FY 2003-04, the California Transportation Commission (CTC) voted to continue funding for Traffic Congestion Relief Program (TCRP) projects with current allocations. The I-80/I-680/SR 12 environmental studies, the North Connector environmental studies, the Jameson Canyon environmental studies and the purchase of a ferry have continued to receive reimbursements from the state; however, these funds may be in jeopardy for FY 2003-04 and may be deleted for subsequent fiscal years. In order to continue with these projects, STA would be required to identify alternative fund sources.

Discussion:

The following provides an update to major highway projects in Solano County:

1) *I-80/I-680/SR 12 Interchange PA/ED*. This project continues on schedule. The environmental phase of this project is totally funded by a TCRP grant (\$8.1M) and funds have been allocated by the CTC. However, continued funding is in jeopardy due to the Governor's proposal to eliminate the TCRP. The environmental studies are underway by a joint venture of MTCO/Nolte. The Environmental Scoping Meeting and transportation "open house" were held on May 12, 2003. The technical analysis portion of the study to evaluate the truck scales relocation has been completed (see related Agenda Item). The configuration of the Interchange is dependent on the location of the truck scales. The PA/ED phase of this project is scheduled for completion in late 2006.

2) *North Connector PA/ED*. This project continues on schedule. As with the Interchange project, environmental studies are underway and several draft technical studies have been released for comments. The North Connector PA/ED is fully funded through the TCRP (\$2.7M) and funding is potentially in jeopardy. The environmental studies have been accelerated to complete as much work as possible prior to the end of FY 2003-04. Additional needed environmental studies have been identified for areas adjacent to the Red Top Road/SR 12 intersection and the consultant has been directed to proceed with these studies. Korve Engineering was selected for the PA/ED phase for the North Connector. The Environmental Scoping Meeting and transportation open house were held on March 6, 2003 in Fairfield. The final alignment of a portion of the North Connector is dependent on the outcome of the truck scales relocation study and the decision regarding the future location of truck scales. The PA/ED phase of this project is scheduled for completion in December 2004.

3) *I-80/I-680/I-780 MIS/Corridor Study, Segments 2-7*. Korve Engineering was selected to complete this last phase of the I-80/680/780 Corridor Study. This project is funded with a State Planning and Research (SP&R) grant for \$300,000, STIP Planning, Programming and Monitoring (STIP-PPM) funds for \$60,700, and Federal Surface Transportation Program (STP) funds for \$380,000. The mid-term projects have been identified and prioritized and approved by the STA Board. The draft long-term projects have been identified and prioritized (see related Agenda item). The operational analysis part of this study will facilitate integrating all segments of the corridor into a final summary document that recommends mid-term and long-term project phasing for the whole corridor, emphasizing lane balance throughout the corridor, not just in individual segments. The summary document will also incorporate the findings/recommendations from the Transit Corridor Study (see below) and the Truck Scales Relocation Study into recommendations for the corridor. The Existing Conditions Report, Operational Analysis, prioritized Mid-Term Projects list and Draft Long-Term Projects list are complete. The study is scheduled for completion in March 2004.

4) *I-80/I-680/I-780 Transit Corridor Study*. This project is funded with a State Planning Congestion Relief Program (PCRP) grant for \$275,000. Wilbur Smith Associates was selected to complete the I-80/680/780 Transit Corridor Study, a complementary study to the highway corridor study. The Transit Corridor Study identified specific locations for park and ride lots that have been incorporated into both the Mid-Term and Long-Term projects lists. The consultant evaluated the intercity and regional transit needs for the entire interstate corridor and developed detailed, multi-modal implementation strategies and cost estimates along the entire corridor. The Draft Final Report has been circulated for comments.

5) *Caltrans Auxiliary Lanes Project*. Caltrans is the project manager for this project. The project was advertised for bids on September 2, 2003 with bid openings in November 2003. The contract was awarded to O.C. Jones (the contractor for SR 37 Improvements) on December 2, 2003. It is funded through the Interregional Transportation Improvement Program (ITIP) for \$14.3M and the State Highway Operations and Protection Program (SHOPP) for \$8.306M. This project was allocated full funding by the CTC in May 2003. This project adds one lane in each direction between I-680 and SR 12 East and also provides a two-lane ramp between I-80 and I-680 in both directions. Caltrans is currently developing a construction strategy to minimize impacts on motorists and construction downtime while still meeting the estimated construction completion date of late 2005, prior to the opening of the new span of the Benicia-Martinez Bridge. Construction is scheduled to start in April 2004 with completion in Spring 2005.

6) *Jepson Parkway*. The Environmental Impact Study (EIS) is underway for the Jepson Parkway with scheduled completion in 2004. Several segments of the project have been completed, including the Vanden/Peabody intersection realignment in Fairfield, replacement/widening of

three bridges in Vacaville, and Leisure Town Road improvements in Solano County. Additionally, the contract for the Walters Road widening segment in Suisun City was awarded on January 6, 2004 to Ghillotti Brothers, Inc (\$5.01M). The next segment scheduled for construction, the I-80/Leisure Town Road Interchange, has been delayed by the decision of the CTC to suspend new STIP allocations. The CTC decided at their September meeting to continue the moratorium on new STIP allocations. This project is currently the number one priority project in Solano County to receive a STIP allocation. STA and Vacaville are investigating using the AB 3090 process to bring this project to construction.

7) *Highway 37*. Phase 2 and Phase 3 are under construction and proceeding on schedule. Phase 2 provides four lanes from the Napa River Bridge to SR 29 and is scheduled to be complete by January 2005. Phase 3 constructs the SR 37/29 interchange and is scheduled to be complete by December 2005. The project is fully funded with \$62M in ITIP and STIP funds that have been allocated by the CTC. The contracts for both Phase 2 and Phase 3 were awarded to O.C. Jones Construction. The projects are on schedule and within budget.

8) *Highway 12 (Jameson Canyon and 12/29 Interchange)*. Caltrans is currently in the PA/ED phase for the project. The environmental and design phases of this project are funded in the TCRP and \$4.1M of the \$7.0M in TCRP funds has been allocated by the CTC; however, Caltrans District IV has suspended the consultant contracts for this project at the direction of Caltrans Headquarters. Other than some engineering work on roadway alignments, no work is being done on this project. The STA, Napa County Transportation Planning Agency (NCTPA), and Caltrans have participated in a value analysis process with the goal of identifying a “fundable” roadway project. Agreement has been reached at the staff level to provide a 4-lane conventional roadway instead of a freeway design, reducing the estimated costs from \$262M to \$120M. Work continues to further redefine the project to bring the total project costs below \$100M. The elimination of the TCRP will stop funding for this project. If this occurs, STA and NCTPA will need to identify an alternate fund source to continue with the project and decide if Caltrans continues with the work or if one of the CMAAs takes the lead on the project.

9) *Highway 12 (East)*. Three State Highway Operations and Protection Program (SHOPP) projects are currently underway between Suisun City and Rio Vista. The Round Hill Creek Bridge project is complete. The other two projects provide profile improvements and shoulder widening to correct safety deficiencies, as well as turning lanes at some intersections. These projects are in the preliminary design phase and the environmental documents and project reports are scheduled for completion in October 2004. The draft Environmental Impact Report was released for internal review by Caltrans in January 2004. Construction is scheduled for 2006-2008. The current cost estimate for the Scandia to Denverton project is \$11.5M and the cost estimate for the Denverton to Currie project is \$25M. Both projects are currently funded through the design stage and full funding is anticipated through the SHOPP program in FY 2005-06.

10) *I-80 Widening (Dixon to Vacaville)*. The project is in the PA/ED phase with Caltrans. The environmental and design phases of this project are funded with \$9M in ITIP funds; however, only funds for the environmental phase have been allocated. A Value Analysis has been completed. Three alternatives recommended in the value analysis are currently being evaluated in the environmental documents.

Recommendation:
Informational.



Date: January 30, 2004
TO: STA Board
FROM: Mike Duncan, Director of Projects
RE: Draft 2004 SHOPP Program

Background:

The State Highway Operations and Protection Program (SHOPP) is the state funding program used by Caltrans to maintain and operate state and federal highways in the state. The funds for the SHOPP are a combination of federal and state funds and are the same fund sources available for the State Transportation Improvement Program (STIP). Due to the necessity to operate and maintain existing infrastructure, the SHOPP is typically funded prior to determining the level of funding available for the STIP. SHOPP projects do not typically add capacity, but are designed to preserve existing infrastructure and correct safety deficiencies.

Every two years Caltrans prepares proposed projects to include in the SHOPP. Each District submits their proposed lists to HQ Caltrans and a master list for the state is prepared. The SHOPP program is fairly competitive since, like the STIP, funding is not available for all proposed projects.

Discussion:

Attached is the list of projects from District 4 currently in HQ Caltran's Draft 2004 SHOPP. The following are some significant projects for Solano County included in the Draft 2004 SHOPP:

- SR 12 – Install median barrier between Chadbourne Road and Pennsylvania Ave
- SR 12 – Scandia to Denverton roadway improvements and rehabilitation
- SR 12 – Denverton to Currie roadway improvements and rehabilitation
- SR 12 – Construct Truck Climbing Lane west of I-80
- SR 113 – East Chestnut to West H in Dixon, reconstruct roadway
- I-80 – Upgrade cable median barrier from West Texas in Fairfield to Yolo County
Line (install temporary K-rail on each side of oleanders)
- I-80 – Replace Ulatis Creek Bridge in Vacaville
- I-80 – Rockville Road and West Texas Street, modify ramp and exit traffic signals

Other projects in Solano County are also included in the 2004 SHOPP.

Recommendation:

Informational.

Attachment

A. District 4 Projects Currently in HQ's Draft 2004 SHOPP



Date: January 30, 2004
TO: STA Board of Directors
FROM: Elizabeth Richards, SNCI Program Director
RE: Status of Unmet Transit Needs Process for FY04/05

Background:

Transportation Development Act (TDA) Article 4/8 funds are distributed to cities and counties based upon a population formula and are primarily intended for transit purposes. However, TDA funds may be used for streets and roads purposes in counties with a population of less than 500,000 if it is annually determined by the regional transportation planning agency (RTPA) that all reasonable unmet transit needs have been met.

Solano is the only county in the Bay Area that has local jurisdictions using TDA funds for streets and roads; five out of eight jurisdictions currently use TDA funds for streets and roads (Vacaville, Suisun City, Dixon, Rio Vista and the County). Annually, the Metropolitan Transportation Commission (MTC), the state designated Regional Transportation Planning Agency (RTPA) for the Bay Area, holds a public hearing in the fall to begin the process to determine if there are any transit needs not being reasonably met in Solano County. Based on comments raised at the hearing and written comments received, MTC staff then selects pertinent comments for Solano County's local jurisdictions to respond to. The STA coordinates with the transit operators who will need to prepare responses specific to their operation.

Once STA staff has collected all the responses from the transit operators, a coordinated response will be forwarded to MTC. Evaluating Solano County's responses, MTC staff determines whether or not there are any potential comments that need further analysis. If there are comments that need further analysis, MTC staff would present them to the MTC Programming and Allocations Committee (PAC) to seek their concurrence on those issues that the STA would need to further analyze as part of the Unmet Transit Needs Plan.

If the transit operators, the STA and Solano County can thoroughly address the issues as part of the preliminary response letter, MTC staff can move to make the finding that there are no unreasonable transit needs in the county. Making a positive finding of no reasonable transit needs would allow the five agencies who claim TDA for streets and roads purposes to submit those TDA article 8 claims for FY04/05. All TDA claims for local streets and roads are held by MTC until this process is completed.

Discussion:

MTC held its Unmet Transit Needs hearing for the FY04/05 TDA funding cycle on Thursday, November 6 at the Ulatis Community Center in Vacaville. MTC has compiled the comments received at the hearing and those received through other means through November 17, 2003. The STA received MTC's list of comments the week of January 26 (see attached). STA

presented the comments at the January Consortium meeting to the transit operators. Over the next month, STA staff will work with the individual transit operators to prepare and coordinate the individual responses to create one coordinated response. Transit operators are encouraged to be thorough with their responses to expedite the process for the benefit of all local jurisdictions. The coordinated draft response will be presented to the Consortium in February with the goal of recommending the approval of the response to the STA Board in March.

Recommendation:
Information

Attachment:

A. MTC Unmet Transit Needs Letter and FY04/05 Issues



Date: January 20, 2004
TO: STA Board of Directors
FROM: Anna McLaughlin, Program Manager/Analyst
RE: Solano Napa Commuter Information Six-Month Program Review

Background:

The STA's Solano Napa Commuter Information (SNCI) program is funded by the Metropolitan Transportation Commission (MTC), Bay Area Air Quality Management District (BAAQMD), and Yolo Solano Air Quality Management District (YSAQMD) for the purpose of managing countywide and regional rideshare programs in Napa and Solano Counties and providing air quality improvements through trip reduction.

The STA Board approved the FY03/04 Work Program for the Solano Napa Commuter Information (SNCI) Program in July 2003 (see Attachment B). The Work Program included eleven major elements:

Customer Service	BikeLinks Maps
Employer Program	General Marketing
Vanpool Program	Rio Vista LIFT SolanoWORKS
Incentives	CalWORKS Support
Rideshare Thursdays Campaign	Specialized City Services
CA Bike to Work Campaign	

With six months of the fiscal year completed, SNCI progress on the Work Program is presented in Attachment A.

Discussion:

The SNCI program has had an active and productive first six months. Following are highlights of accomplishments from selected program elements.

Customer Service and General Marketing

Staff has responded to over 2,100 information phone calls. Nearly 20,000 pieces of public transit materials has been distributed in addition to over 16,000 SolanoLinks Brochures, BikeLinks Maps, and Commuter Guides via phone, internet, events, and 67 display racks throughout Solano and Napa Counties.

Employer Program and Rideshare Thursdays Campaign

Two major employer on-site events were organized and staffed which generated over 160 carpool/vanpool matchlists. A total of 42 events were staffed throughout Solano and Napa Counties. In October, a mailing was distributed to over 400 employers promoting the Rideshare Thursdays regional campaign.

Vanpool Program and Incentives

The SNCI vanpool program is on target with 12 new vanpool formations; 48% of the fiscal year goal. To date, \$8,000 has been spent on commuter incentives with 81 individuals and eleven vanpools participating.

CalWORKS Support

The Solano CalWORKS Transportation Advisory Committee reconvened after a year hiatus during which grants to implement Committee projects were being secured.

Rio Vista LIFT Solano WORKS Vanpool Project

SNCI program staff has been working with County of Solano and City of Rio Vista staff to implement the Rio Vista CalWORKS Vanpool Project which should be operating a vehicle in early 2004.

Recommendation:

Information.

Attachment:

- A. SNCI July 2003 – December 2003 Accomplishments
- B. SNCI Work Program FY03/04

Solano Napa Commuter Information

July 2003 – December 2003 Accomplishments

1. Customer Service

SNCI staff assisted over 2,100 individuals who called in requesting rideshare, transit, and other information. Over 700 carpool/vanpool matchlists were processed; 520 were for newly interested commuters and 206 were updates. In addition, staff placed 323 outgoing calls to offer commuters additional assistance.

Tens of thousands of materials were distributed in response to phone calls, through numerous displays, at events, and through other means. Nearly 20,000 pieces of public transit schedules were distributed along with 8,600 SNCI Commuter Guides, 3,600 BikeLinks maps, and 4,000 SolanoLinks brochures.

2. Employer Program

Employers throughout Solano and Napa Counties and a select few outside the counties have received a range of employer services. In October, all large Solano and Napa employers received Rideshare Thursday campaign packets to promote alternative transportation to their employees. SNCI program staff actively participated in the Solano BAAQMD Clean Air Coalition and Napa BAAQMD Clean Air Coalition. The Napa Coalition's key project was an employer vanpool project. In support of this project, SNCI program staff organized a "Pool" Party ridesharing event at Dey Labs, which generated a record-breaking 111 matchlist requests from employees and an event at Queen of the Valley Hospital generated 50 matchlists. Further outreach was achieved through joint employer mailings with two Chambers of Commerce and Chamber committee membership and presentations. Presentations were made to Workforce Investment Board job-searching clients. Additional on-site employer activities have been scheduled into 2004. Several employers outside the two-county area received personalized commuter materials for their employees who live in Solano and Napa.

3. Vanpool Program

Vanpool formations are doing well. A total of 12 new vanpools have been formed. This is 48% of the target goal for FY 03/04. Vanpool support is very important to maintain the existing strong vanpool fleet. On-going support has been sustained with the completion of 289 vanpool assists. Vanpool assists include processing Motor Vehicle Reports per Department of Motor Vehicle requirements, issuing Sworn Statement Cards, processing driver medical reimbursements, distributing van signs and/or bridge scrip, researching information for vanpools, etc.

In December, SNCI learned that Caltrans has plans to terminate their commuter vanpool program for State employees in Sacramento in early 2004. Staff initiated contact with the Sacramento Transportation Management Association (TMA) to see how SNCI could assist with State vanpool commuters living in Solano, Napa and the Bay Area. In the following months, staff will continue to work with the Sacramento TMA to transition the Caltrans vanpools into leased vanpools or other commute options.

4. Incentives

The development and implementation of six commuter incentive programs continued: Vanpool Back-up Driver Incentive, Vanpool Formation Incentive, Carpool Incentive, Bicycle Incentive, Transit Incentive, and the Guaranteed Ride Home Program. To date, \$8,000 has been distributed to these programs with 81 individual commuters and 11 vanpools participating. The two vanpool incentives are ongoing and continue to support new and existing vanpools. The carpool incentive program will be marketed to the second set of target communities in Benicia, Suisun City, and Dixon in Spring 2004. The bicycle incentive was fully implemented in September 2003. The program will be re-marketed to coincide with the Bike to Work campaign in May 2004. The Guaranteed Ride Home program development is planned for completion by the end of FY 03/04.

5. Rideshare Thursdays Campaign

The purpose of this campaign is to encourage commuters to not drive alone at least one day a week on an on-going basis. The region-wide campaign kicked off in October 2003. Rideshare Thursdays (RST) ads were placed in monthly direct-mail magazines and web pages were created that allow commuters to pledge to participate in the campaign and be eligible to win regional prizes. Staff completed a mailing to 410 Solano and Napa employers, providing information and marketing materials for the RST Campaign and follow-up calls were made to a number of these employers. The second wave of the campaign will take place in April – June 2004 and will coordinate marketing and outreach efforts with Bike to Work Week and other events.

6. California Bike to Work Campaign

This fiscal year, Bike to Work Week is May 17 – 24, 2004. SNCI program staff attended the kick-off meeting with MTC and the contractor hired to organize the 2004 Bike to Work Campaign regionally for the first time. Solano/Napa Bike to Work campaign planning will begin in earnest once a regional schedule is presented by MTC in late January.

7. BikeLinks Map

After consultation with staff and the Bicycle Advisory Committee (BAC), revisions were made to the BikeLinks Map. The reprinting is scheduled for completion in January 2004.

8. General Marketing

Staff maintained 67 display racks throughout Solano and Napa Counties with SNCI literature and regional transit information. A consultant was secured to reprint 20,000 Commuter Guides and the process was initiated. SNCI program staff is working with the consultant to update and reprint the SolanoLinks brochure in early 2004. SNCI advertisements have been placed in numerous publications throughout Solano and Napa Counties: telephone directories, Chamber publications, and local newspapers. A total of 42 events were staffed throughout Napa and Solano Counties: 5 employer events and 37 community events.

9. Rio Vista LIFT Solano WORKS Vanpool Project

SNCI program staff has been working with County of Solano Health and Social Services staff and the City of Rio Vista to advance the implementation of this project. Two potential vanpool drivers have been identified that are eligible for the program. The next step, to issue an RFP for a vanpool vendor, will be completed shortly.

10. CalWORKS Support

The Solano CalWORKS Transportation Advisory Committee was convened in September. Due to anticipated low attendance, the next scheduled meeting in December rescheduled to meet in early 2004.

11. Specialized City Services

Preliminary work has been completed to prepare a Work Plan for the City of Dixon. This and the two other cities' Work Plans will be completed in the second half of the fiscal year.

**Solano Napa Commuter Information
Work Program
FY03/04**

1. Customer Service: Provide high quality, personalized rideshare, transit, and other non-drive alone trip planning services to the general public. Incorporate regional customer service tools such as 511, 511.org, TranStar and others.

2. Employer Program: Be a resource to Solano and Napa employers who need commuter alternative information including setting up internal rideshare programs. Maximize these key channels of reaching local employees. SNCI will continue to concentrate efforts with large employers through distribution of materials, events, major promotions, surveying, and other means. Coordinate with SolanoEDC, chambers and other business organizations.

3. Vanpool Program: Form 25 vanpools and handle the support of over 50 vanpools while assisting with the support of several dozen more.

4. Incentives: Increase promotion of SNCI's commuter incentives. Continue to develop, administer and broaden the outreach of carpool, vanpool, and transit incentive programs. Two additional incentives (bicycle and guaranteed ride home) will be launched this year. The carpool incentive will be targeted to residential communities in Benicia, Suisun City and Dixon.

5. Rideshare Thursday Campaign: Work with other agencies to plan and implement this new regional promotion to encourage commuters to not drive alone at least one day a week on an on-going basis.

6. California Bike to Work Campaign: The 2004 Bike to Work campaign will be organized in the Bay Area differently than it has been in the past. SNCI will work with key organizers and promote the campaign locally.

7. BikeLinks Maps: In coordination with the Bicycle Advisory Committee (BAC), update and print Solano/Yolo Bikelinks maps.

8. General Marketing: Maintain a presence in Solano and Napa on an on-going basis through a variety of general marketing activities for rideshare, bicycling, and targeted transit services. These include distribution of a newly updated Commuter Guide, offering services at community events, managing transportation displays, producing information materials, print ads, radio ads, direct mail, public relations, cross-promotions with other agencies, and more.

9. Rio Vista LIFT SolanoWORKS Vanpool Project: Implement vanpool program designed for SolanoWORKS clients who live in Rio Vista. Administer two vanpools to travel from Rio Vista to Fairfield and manage multi-agency grant.

10. CalWORKS Support: Manage SolanoWORKS Transportation Advisory Committee, coordinate with County of Solano Health and Social Services, and support Napa CalWORKS clients in need of transportation services. Services have been provided to the Napa CalWORKS program as needed.

11. Specialized City Services: SNCI will continue its on-going effort to tailor services and outreach to each local Solano community. Complete tailored Work Plan with City of Dixon and initiate development and implementation of Work Plans with Vacaville and Fairfield.

Commuter Incentive Status December 2003

Vanpool Back-up Driver Incentive

Description: This incentive is to motivate more existing and new vanpool passengers to be a back-up vanpool driver to extend the operation of vanpools. The incentive is paid out after two months of back-up driving. For each of the two months of driving, the participant received \$50 of gas cards.

- Introduced November 2003 and is on-going
- 39 participants
- 85 incentive vouchers distributed; 63 incentives vouchers redeemed
- \$3,100 – value of back-up driver incentives distributed

Summary: This has been a very popular incentive which has helped vanpool drivers recruit more back-up drivers. Of the approved incentive budget, 62% has been disbursed.

Vanpool Formation Incentive

Description: Start a new vanpool (with 70% passenger occupancy) and receive up to a four-month gas coupon incentive. Empty seats are subsidized at the amount of \$100 the first month, \$75 the second month, \$50 the third month and \$25 the fourth month.

- Introduced December 2003 and is on-going.
- The first incentive vouchers were sent in April 2003.
- Eleven vanpools have enrolled in this incentive program; 5 have completed the program. The vanpools enrolled have a wide range of routes many not reflecting typical destinations of major urban locations. Routes include: Vallejo/Vacaville to Rancho Cordova, Fairfield to Oakland Airport, Fairfield to Sacramento, Fairfield to San Francisco, and Vallejo to Oakland. Some of the vanpools in the program, but not yet completed, also have some atypical routes: Vallejo to Tracy, Sacramento/Fairfield to Berkeley, Sacramento to Travis AFB, and Fairfield to Richmond.
- Value of incentives distributed: \$3,425.

Summary: This has been a popular incentive and assisted a number of vanpools establish themselves on the road. Of the approved incentive disbursement budget, 25% has been spent.

Carpool Incentive:

Description: To improve the likelihood of a quality carpool match, this direct mail incentive program offered incentives to individuals in targeted locations who responded and agreed to be placed into the ridematching database. If they also formed a carpool, they were eligible for \$40 of gas cards.

- First cycle implemented December 2003 in Rio Vista and Vallejo/Glen Cove neighborhood.
- Over 5000 mailers were distributed.
- 36 responses.
- \$1700 worth of incentives distributed

- In FY03/04 this carpool incentive will be targeted at three communities: Benicia, Suisun City, and Dixon. Among these 3 communities, approximately 5,000-10,000 households will be targeted with direct mail promoting this incentive.

Summary: Research indicates that nearly 50% of commuters are open to carpooling if their commute time is not affected by multiple diversions. This incentive program addresses this by focusing on areas where commuters live near one another and may lead to more convenient carpool matches. Staff will evaluate the current implementation method with the objective to increase the response rate this year.

Bicycle Incentive:

Description: An incentive to 40% of the cost of a new bicycle (up to \$100) is given to qualified individuals who purchase a bicycle for commuting purposes. Participants are required to submit monitoring reports after 3 months, 6 months, and 12 months of use.

- This program was marketing in May 2003 and fully implemented in September 2003.
- Over 30 bicycle incentive program application packets have been requested and distributed.
- Six individuals have been qualified and received the incentive.
- \$593 worth of incentives have been distributed
- The first 3-month monitoring reports were due in December 2003.

Summary: Given the approved budget of \$5,000 for this incentive, 50 bicyclists will be able to receive the \$100 incentive. To date only a handful has completed the program. Assuming requests for this incentive will be minimal until the weather improves in the spring, funds will be available to re-market this incentive during the 2004 Bike to Work campaign.

Guaranteed Ride Home Program:

Description: The countywide program would provide a commuter working in Solano a way home in the case of an emergency if they had carpooled, vanpooled, rode the bus, biked, etc to work. Rides would be provided by taxi or rental car.

- MIG is on contract to develop this program and its policies.
- The program criteria are nearing completion; next step is selecting vendors to develop this service throughout the county. Once vendors are selected and contracts in place, the program can be marketed.
- Program development completion planned by the end of YF03/04.



Date: February 2, 2004
 TO: STA Board
 FROM: Robert Guerrero, Associate Planner
 RE: Funding Opportunities Summary

The following funding opportunities will be available to STA members during the next few months. Also attached are summary fact sheets for each program. Please distribute this information to appropriate departments within your jurisdiction.

<u>Fund Source</u>	<u>Application Available From</u>	<u>Applications Due</u>
Regional Signal Timing Program Funds	Cristina Atienza, MTC, (510) 817.3221	February 13, 2004
Yolo Solano Air Quality Management District (YSAQMD) Clean Air Fund Program	Jim Antone YSAQMD (530) 757-3653	<i>Draft Applications Due to STA: February 25, 2004</i> Final Applications due to YSAQMD: March 19, 2004
2004-05 Elderly and Disabled Transit (Section 5310) Program	Dana Lang, MTC (514) 464-7764	February 25, 2004
TDA Article 3 Program	Craig Goldblatt, MTC, (510) 464-7837	March 1, 2004
Safe Routes to School (5th cycle)	Hin Kung, Caltrans (510) 286.5234	February 27, 2004
TFCFA Program (40% Program Manager Funds)	Robert Guerrero, STA, (707) 424-6014	Tentatively due to STA March 12, 2004



FUNDING OPPORTUNITY:

Regional Signal Timing Program Funds

Applications Due: February 13, 2004

TO: STA Board

FROM: Robert Guerrero, Associate Planner

This summary of the Metropolitan Transportation Commissions Regional Signal Timing Program Funds is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Bay Area public agency that will assume the responsibility of sponsoring the project and is either responsible for operating traffic signals or authorized to act on behalf of the agencies that operate traffic signals within the project limits.

Program Description: The 2001 Regional Transportation Plan provides \$1.2 million per year in federal funds for the Regional Signal Timing Program (RSTP), beginning in 2003/04. MTC retains consultants to provide technical assistance to local jurisdictions for traffic signal coordination projects that they define.

Funding Available: \$1.2 million per year.

Eligible Projects:

- Signal coordination for weekday morning, midday, and/or afternoon peak periods;
- Transit priority for weekday morning, midday, and/or afternoon peak periods;
- Signal coordination for additional scenarios, such as weekday off-peak, weekends, special events, or flush plans, if part of (1) and paid for by the local agency under a separate contract between the local agency and the consultant.

Further Details: Program Guidelines and Application Form are available at www.bayareatrafficsignals.org/events.htm

MTC Contact Person: Cristina Atienza, MTC, (510) 817.3221 or catienza@mtc.ca.gov



FUNDING OPPORTUNITY:

Office of Traffic Safety (OTS) Program

Applications Due: January 31, 2004

TO: STA Board

FROM: Robert Guerrero, Associate Planner

This summary of the Office of Traffic Safety (OTS) Program is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: State and local government agencies. Community Based Organizations (CBO) can co-sponsor applications with State or local agencies.

Program Description: OTS grants are used to mitigate traffic safety program deficiencies, expand ongoing safety activity, or develop a new program. OTS grant funding priorities include the following program:

- Alcohol and Other Drugs
- Police Traffic Services
- Emergency Medical Services (EMS)
- Traffic Records/Roadway Safety
- Vehicle occupant Protection
- Pedestrian and Bicycle Safety

Funding Available: The OTS Program does not have a specific minimum or a maximum amount for project funding. Applicants must be specific in funding amounts requested.

Eligible Projects: GIS programs to assist public works and police departments track, identify, analyze, and display collision and citation data; bicycle and pedestrian safety and educational programs; seat belt and child safety programs; full time personnel for collision violation enforcement; motorcycles; visible display radar trailers; and regional emergency medical service equipment (ambulance, rescue vehicles, extraction equipment, etc.).

Caltrans Contact Person: Mark Bertacchi, Office of Traffic Safety, (916) 262-0985.

STA Contact Person: Robert Guerrero, STA Associate Planner (707) 424-6014.
rguerrero@STA-SNCL.com



FUNDING OPPORTUNITY:

2003-04 YSAQMD Clean Air Funds Program

*Draft Applications Due to the STA for the
STA/YSAQMD Screening Committee on February 25, 2004
Final Applications due to YSAQMD on March 19, 2004*

TO: STA Board

FROM: Robert Guerrero, Associate Planner

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

Eligible Project Sponsors: Cities of Dixon, Rio Vista, Vacaville, and portions of Solano County located in the Yolo Solano Air Basin.

Program Description: The YSAQMD Clean Air Funds Program provides grants to local agencies to implement various clean air projects including transit, bicycle routes and electric vehicles.

Funding Available: Approximately \$270,000 will be available for 2004/05

Eligible Projects: Clean air vehicles, transit routes, bicycle routes, pedestrian paths, clean air programs, and ridesharing. This discretionary program funds various clean air projects that result in reduction of air emissions. The District will require Emission Reduction and Cost Effectiveness Calculations for projects that receive more than \$10,000 in District Clean Air Funds.

Further Details: Applications will be available in January 2004. Solano Clean Air Applications will be reviewed by a pre-screening committee consisting of STA Board members and Board members from the YSAQMD before they are formally submitted to the Air District for approval. Please contact program coordinators for more information.

Program Contact Person: Jim Antone, YSAQMD (530) 757-3653

STA Contact Person: Robert Guerrero, STA Associate Planner, (707) 424-6014



FUNDING OPPORTUNITY:

2004-05 Elderly and Disabled Transit (Section 5310) Program

Applications Due: February 25, 2004

TO: STA Board

FROM: Robert Guerrero, Associate Planner

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

Eligible Project Sponsors: Private non-profit organizations and public agencies

Program Description: This program is designed to provide funding for purchasing accessible vans and buses or other transportation related equipment to serve individuals with special needs. Agencies are eligible to receive up to 80 percent of the purchase price for vehicles and equipment.

Funding Available: Approximately \$8.5 million will be made available statewide on a competitive basis. A local match is required.

Eligible Projects: Eligible projects include bus or van purchase/replacement and computer or radio equipment purchase/replacement.

Further Details: The STA's PCC is involved with the application procedure. Applicants are required to submit requests to the STA as well as to Caltrans and MTC. Please contact STA or MTC for more information.

Program Contact Person: Dana Lang, MTC, (514) 464-7764

STA Contact Person: Jennifer Tongson, Projects Assistant, (707) 424-6013.
jtongson@STA-SNCL.com



FUNDING OPPORTUNITY:

Safe Routes to Schools Program (5th Cycle)

Applications Due: February 27, 2004

TO: STA Board

FROM: Robert Guerrero, Associate Planner

This summary of the Safe Routes to School Program (SR2S) funds is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: City and County Agencies, Regional Transportation Planning Agencies, and/ or any government agency authorized to construct improvements on public roads or facilities.

Program Description: Caltrans administers the Safe Routes to School Program and use federal funds for construction of bicycle, pedestrian safety, and traffic calming projects. Application materials and program guidelines can be obtained from Caltrans website at: www.dot.ca.gov/hq/LocalPrograms/saferoute2.htm.

Funding Available: This program requires a 10% local match. Approximately \$26 million was available to this program last year. Project requests must not exceed \$450,000.

Eligible Projects: Project categories include: sidewalk improvements, traffic calming & speed reduction, pedestrian/ bicycle crossing improvements, and traffic diversion improvements.

Program Contact Person: Hin Kung, Caltrans District 4, (510) 286.5234

STA Contact Person: Robert Guerrero, STA Associate Planner (707) 424-6014.
rguerrero@STA-SNCL.com



FUNDING OPPORTUNITY:

Transportation Development Act (TDA) Article 3

Draft Applications Due: March 1, 2004

TO: STA Board

FROM: Robert Guerrero, Associate Planner

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

Eligible Project Sponsors: Solano cities and county agencies

Program Description: 2% of TDA funds is dedicated to pedestrian and bicycle projects in Solano County. TDA funding is generated by a 1/4 cent tax on retail sales in each county.

Funding Available: Approximately \$290,000 is available for TDA Article 3 funding each year for Solano County.

Eligible Projects: Eligible projects include bicycle and pedestrian planning and construction projects.

Further Details: Applicants for TDA Article 3 funding must be included on the STA's 5-Year TDA Article 3 Bicycle/Pedestrian Plan. The BAC annually reviews and recommends revisions to the 5-Year Plan based on applications received during the call for projects period. STA staff will begin accepting applications after the STA Board issues a call for projects, anticipated in January 14, 2004. TDA Article 3 forms are available on MTC's website at:
www.mtc.dst.ca.us/funding/claim_forms.htm

STA Program Contact Person: Robert Guerrero, Associate Planner, (707) 424-6014

MTC Program Contact Person: Craig Goldblatt, MTC, (510) 464-7837



FUNDING OPPORTUNITY:

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

Applications Due to STA March 12, 2004 (tentatively)

TO: STA Board

FROM: Robert Guerrero, Associate Planner

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

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

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

Funding Available: Approximately \$340,000 is available for FY 2004-05.

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

Further Details: Application material, program guidelines, and additional information about the TFCA program will be available February 2004. TFCA guidelines will be reviewed and approved by the STA Board prior to a formal call for projects.

STA Contact Person: Robert Guerrero, Associate Planner, 707.424.6014



FUNDING OPPORTUNITY:

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

Applications Due to STA tentatively March 2004

TO: STA Board

FROM: Robert Guerrero, Associate Planner

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

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

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

Funding Available: Approximately \$340,000 is available for FY 2004-05.

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

Further Details: Application material, program guidelines, and additional information about the TFCA program will be available February 2004. TFCA guidelines will be reviewed and approved by the STA Board prior to a formal call for projects.

STA Contact Person: Robert Guerrero, Associate Planner, 707.424.6014



Date: January 31, 2004
TO: STA Board
FROM: Jennifer Tongson, Projects Assistant
RE: Project Monitoring Update

Background:

Staff periodically updates the TAC and STA Board on the current status of all federal and state funded projects. Particular attention is given to pending allocation/obligation and award deadlines.

Discussion:

STIP Projects Programmed in FY 2003-04:

Due to the State's financial situation, STIP projects programmed in FY 2003-04 or in later years are not expected to be allocated in the near future (see Attachments A and B). For projects programmed in FY 2003-04, with an allocation deadline of June 30, 2004, project sponsors must do one of the following two options:

- 1) Submit an allocation request for those projects ready to receive an allocation – even if funding is not available in the STIP, *or*
- 2) Submit an allocation extension request for 20 months for any FY 2003-04 project that will be deleted from the STIP or moved out beyond FY 2003-04 in the 2004 RTIP respreading exercise.

Funds not allocated or extended by CTC within the deadline will lapse back to the county share and the project will be deleted from the STIP. STIP extension request forms (Exhibit 23-B) can be downloaded from the Local Assistance STIP website at <http://www.dot.ca.gov/hq/LocalPrograms/STIP.htm>. Project sponsors must submit a letter to the STA requesting the allocation extension along with the completed STIP extension request form by February 13, 2004. STA staff will package the requests for MTC concurrence and CTC action.

STP/CMAQ/TEA Funds with 9/30/04 Obligation Deadline:

There are four (4) Solano County STP/CMAQ projects with a 9/30/04 obligation deadline (see Attachment C). Funds not obligated by the deadline will be lost to the region. The paperwork to obligate these funds must be submitted to Caltrans Local Assistance as soon as possible so they may be ready for obligation as OA is made available.

Obligation Status of FFY 2003-04 STP/CMAQ/TEA Projects:

The list shown in Attachment D provides a status of the STP/CMAQ/TEA projects from the 2nd cycle of TEA-21. The first three pages of the attachment lists the projects currently waiting to receive additional OA sorted by priority as set by the regional policy. Projects in higher priorities that are unable to receive an obligation at the time OA is released will be passed over for lower priority projects that are ready to use the OA. Pages 4-7 of the attachment provide a list of the projects that have received OA since October 2002.

Projects with Lapsing Funds:

Attachment E lists projects that have been allocated/obligated from as far back as FY 1995-96 that still have remaining balances or have not been closed out. These funds will lapse on June 30, 2004. Final reports and/or invoices to close these projects out are due to Caltrans Local Assistance by May 1, 2004. Please work with Caltrans Local Assistance to process these funds.

Recommendation:

Informational.

Attachments:

- A. MTC Memo: STIP Project Delivery Status for Projects Programmed in FY 2003-04.
- B. STIP Allocation Status Report, Allocation Deadline 6/30/2004, Solano County.
- C. STP/CMAQ/TEA Funds with 9/30/04 Obligation Deadline.
- D. MTC FY 2003-04 Obligation Priority Plan, Projects With Federal STP/CMAQ/TEA Funds.
- E. Projects With Lapsing Funds on June 30, 2004.