

## MEETING NOTICE

January 12, 2005

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

**6:00 P.M. Regular Meeting**

**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.*

<u>ITEM</u>	<u>BOARD/STAFF PERSON</u>
<b>I. CALL TO ORDER – CONFIRM QUORUM</b> (6:00 – 6:05 p.m.)	Chair MacMillan
<b>II. PLEDGE OF ALLEGIANCE</b>	
<b>III. APPROVAL OF AGENDA</b>	
<b>IV. OPPORTUNITY FOR PUBLIC COMMENT</b> (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.	
<b>V. EXECUTIVE DIRECTOR'S REPORT</b> (6:10-6:15 p.m.) – Pg 1	Daryl K. Halls

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Karin MacMillan Chair City of Fairfield	Mary Ann Courville Vice Chair City of Dixon	Steve Messina City of Benicia	<u>STA Board Members:</u> Ed Woodruff 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
Harry Price	Gil Vega	Dan Smith	<u>STA Alternates:</u> Mike Segala			Pete Rey	John Vasquez

- VI. COMMENTS FROM STAFF, CALTRANS AND MTC**  
(6:15-6:35 p.m.)
- A. Caltrans Report** Nicolas Andrewos
  - B. MTC Report**
  - C. STA Report**
    - 1. Legislative Report** Paul Yoder/  
Shaw Yoder
    - 2. Presentation of STA Highlights For 2004** Karen MacMillan
    - 3. Solano Napa Travel Demand Model  
Progress Report** Joe Story/  
DKS Consultants
    - 4. Funding the Alternative Modes Element of  
the CTP** Dan Christians
- VII. PUBLIC HEARING FOR THE DRAFT FY 2004-05  
DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
PROGRAM** Jennifer Tongson  
*Recommendation:*  
*Accept comments from the public at the  
January 12, 2005 Public Hearing for the STA's Draft  
FY 2004-05 DBE Program.*  
(6:35-6:40 p.m.) – Pg. 11
- VIII. INTRODUCTION AND SWEARING-IN OF NEW STA  
BOARD MEMBERS AND ALTERNATES** Kim Cassidy  
*Recommendation:*  
*Informational.*  
(6:40-6:45 p.m.) – Pg. 17
- IX. CONSENT CALENDAR**
- Recommendation:*  
*Approve the following consent items in one motion. (Note:  
Items under consent calendar may be removed for separate  
discussion.)*  
(6:45-6:50 p.m.) – Pg. 19
- A. STA Board Minutes of December 8, 2004** Kim Cassidy,  
Johanna Masielat  
*Recommendation:*  
*Approve minutes of December 8, 2004. – Pg. 21*
  - B. Review Draft TAC Minutes of December 22, 2004** Johanna Masielat  
*Recommendation:*  
*Receive and file. – Pg. 27*

- C. STA Board Meeting Schedule for 2005** Kim Cassidy  
*Recommendation:*  
*Adopt the STA Board meeting schedule for the 2005 calendar year.*  
– Pg. 35
- D. Renewal of Membership with Solano EDC** Daryl Halls  
*Recommendation:*  
*Approve the following:*  
  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 2005.*
  2. *Direct staff to agendize for Board consideration STA's membership in Solano EDC prior to the annual renewal for 2006.*  
– Pg. 37
- E. Public Input for County Transportation Expenditure Plan (CTEP) Contract Amendment #1 – Public Affairs Management Group (PAM)** Dan Christians  
*Recommendation:*  
*Authorize the Executive Director to approve Contract Amendment #1 for an additional \$5,000 with Public Affairs Management Group to provide additional services related to public facilitation and input meetings for the 2004 County Transportation Expenditure Plan (CTEP).*  
– Pg. 43
- F. SR 12 Transit Corridor Study** Dan Christians  
*Recommendation:*  
*Authorize the Executive Director to enter into a consultant contract with Urbitran Associates Inc. for an amount not to exceed \$37,000 to conduct the SR 12 Transit Study based upon the consultant proposal selected (Attachment A).*  
– Pg. 45
- G. FY 04/05 Project Funding Adjustment** Elizabeth Richards  
*Recommendation:*  
*Allocate \$10,000 of STAF funds to the City of Dixon to implement a medical shuttle program in partnership with Faith in Action.*  
– Pg. 85

- H. TDA Article 3 Call for Bicycle/Pedestrian Projects** Robert Guerrero  
*Recommendation:*  
*Approve a TDA Article 3 Call for Projects for the 5-Year Bicycle/Pedestrian Plan with a February 18, 2005 deadline for Year 1 TDA Article 3 applications and project letters.*  
– Pg. 89
- I. RFP for STA/STIA Legal Service** Daryl Halls  
*Recommendation:*  
*Authorize the Executive Director to release a request for proposals (RFP) for legal services for the STA/STIA.*  
– Pg. 93
- J. Reclassification of Compensation Range for Marketing and Legislative Program Manager** Daryl Halls  
*Recommendation:*  
*Approve the Modification of the Compensation Range for the position of Marketing and Legislative Program Manager as specified in Attachment A.*  
– Pg. 103
- K. Regional Bicycle/Pedestrian Program Applications** Robert Guerrero  
*Recommendation:*  
*Authorize the Chair to send letters of support for the following Metropolitan Transportation Commission Regional Bicycle/Pedestrian Fund applications:*
- *The City of Benicia’s State Park/I-780 Overcrossing Bicycle Project for Regional Bicycle Funding;*
  - *The City of Fairfield’s Linear Park Pedestrian Project for Regional Pedestrian Funding;*
  - *The City of Vallejo Pedestrian Links Project for Regional Pedestrian funding.*
- Pg. 111
- L. Comment Letter on MTC Regional T-2030 Plan** Dan Christians  
*Recommendation:*  
*Support sending the attached letter to MTC on the Draft EIR and T-2030 Plan (Attachment D).*  
– Pg. 115

**M. The Metropolitan Transportation System (MTC) and Federal Funding for Local Streets and Roads**

Mike Duncan

Recommendation:

*Approve the following:*

1. *Support replacing the Metropolitan Transportation System (MTS) with the Federal Functional Classification System (FFCS) and to use the FFCS to determine the Local Streets and Roads needs that are regionally significant.*
2. *Authorize the Executive Director to forward to MTC a letter requesting MTC to replace the current distribution of Federal funds for Local Streets and Roads that is based on MTS shortfall with a distribution based upon population, centerline miles of roadways, and condition of roadways identified in the FFCS for the Third Cycle of Federal funding and for subsequent Federal authorization bills.*

– Pg. 149

**N. Status of State Route 12 Operational Strategy**

Mike Duncan

Recommendation:

*Reconvene the SR 12 Subcommittee as specified in Attachment A to review the proposed draft SR 12 Implementation Plan and provide a recommendation to the STA Board.*

– Pg. 167

**X. ACTION ITEMS – FINANCIAL**

**A. STA, SolanoLinks, and SNCI Marketing Plans for 2005 (Phase I)**

Dan Christians,  
Elizabeth Richards

Recommendation:

*Approve the following:*

1. *The proposed Marketing Plan Tasks (Phase I) for STA, SolanoLinks Transit, and SNCI as specified in Attachment A.*
2. *Amend the existing consultant contract with MIG for an amount not to exceed \$84,000.*

(6:50-6:55 p.m.) – Pg. 171

**B. Proposed FY 2004/05 Mid-Year Budget Revision**

Mike Duncan

Recommendation:

*Adopt the revised STA FY 2004-05 budget as specified in Attachment A.*

(6:55-7:00 p.m.) – Pg. 175

**XI. ACTION ITEMS – NON FINANCIAL**

- A. Adoption of STA’s 2005 Legislative Priorities and Platform** Daryl Halls  
*Recommendation:*  
*Approve the STA’s 2005 Legislative Priorities and Platform as specified in Attachment A.*  
(7:00-7:05 p.m.) – Pg. 179
- B. Solano Bikeway Extension Feasibility Study (McGary Road)** Dan Christians  
*Recommendation:*  
*Authorize the Chair to submit a letter of support for the Solano Bikeway Extension Feasibility Study to the City of Fairfield and recommending the following:*
1. *The City of Fairfield select a preferred option.*
  2. *STA staff assists in identifying and obtaining funding to complete the project.*
  3. *The City of Fairfield initiate implementation of the Solano Bikeway Extension project.*
- (7:05-7:10 p.m.) – Pg. 189
- C. T-PLUS Work Plan for 2005** Robert Guerrero  
*Recommendation:*  
*Approve the STA T-PLUS Work Plan for Solano County for 2005.*  
(7:10-7:15 p.m.) – Pg. 197
- D. Appointment of Alternate Member to the Capitol Corridor Joint Powers Board** Dan Christians  
*Recommendation:*  
*Appoint an alternate to the Capitol Corridor Joint Powers Board.*  
(7:15-7:20 p.m.) – Pg. 201
- E. Appointment of Members and Chair for the Alternative Modes Committee and the Jepson Parkway Steering Committee** Dan Christians  
*Recommendation:*  
*Approve the following:*
1. *Appoint the Chair and at least two members of the Alternative Modes Committee; and*
  2. *Appoint members of the Jepson Parkway Steering Committee representing the Cities of Fairfield, Suisun City, Vacaville and County of Solano.*
- (7:20-7:25 p.m.) – Pg. 203

- F. Appointment to STA/YSAQMD Clean Air Fund Application Pre-Screening Committee and Set a Meeting Date to Review 2005-06 Applications** Robert Guerrero  
Recommendation:  
*Appoint two STA Board members or alternates to serve on the STA/YSAQMD Pre-screening Committee and set a meeting date to review 2005-06 applications.*  
 (7:25-7:30 p.m.) – Pg. 205
- XII. SELECTION OF 2005 STA CHAIR AND VICE CHAIR** Melinda Stewart  
Recommendation:  
 1. *Select the STA Chair and Vice-Chair for 2005.*  
 2. *Request new Chair designate the Executive Committee for 2005.*  
 (7:30-7:35 p.m.) – Pg. 207
- XIII. INFORMATION ITEMS (No Discussion Necessary)**
- A. Funding the Alternative Modes Element of the Comprehensive Transportation Plan (CTP)** Dan Christians  
Informational – Pg. 211
- B. Solano/Napa Multi-Modal Travel Demand Model (Phase 1)** Dan Christians/  
 Joe Story, DKS  
Informational – Pg. 221
- C. Update of Small UZA Payback Plan** Mike Duncan  
Informational – Pg. 231
- D. Transportation Enhancement (TE) Programming** Mike Duncan  
Informational – Pg. 241
- E. Status of the 2004 State Transportation Improvement Program (STIP)** Mike Duncan  
Informational – Pg. 245
- F. Funding Opportunities Summary** Sam Shelton  
Informational – Pg. 253
- XIV. BOARD MEMBERS COMMENTS**

**XV. ADJOURNMENT**

The next regular meeting of the STA Board is scheduled for **February 9, 2005, 6:00 p.m.** at Suisun City Hall Council Chambers.



*MEMORANDUM*

DATE: January 4, 2005  
TO: STA Board  
FROM: Daryl K. Halls  
RE: Executive Director's Report – January 2005

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.

**Eddie Woodruff Joins STA Board \***

With his recent election in November 2004, Mayor Ed Woodruff is Rio Vista's new representative on the STA Board. For the past four years, Mayor Woodruff has served as a STA Board alternate and has been an active participant on the SR 12 Highway Association and the STA's Arterials, Highways and Freeways Committee. In addition, both the cities of Rio Vista and Vacaville are scheduled to appoint new Board Alternates. Board Member Woodruff and any newly appointed and present Board Alternates will be sworn in at the Board meeting.

**Selection of New Chair and Vice-Chair for 2005 \***

At this meeting, the selection of the new STA Chair and Vice-Chair for 2005 is scheduled. Based on the STA Board's policy to rotate the selection of its Chair and Vice-Chair, Dixon Mayor Mary Ann Courville and Vacaville Mayor Len Augustine are scheduled to assume these respective roles. The new STA Chair is then tasked with selection of the Executive Committee for 2005. The new Chair is scheduled to take over conducting the STA Board meeting in February.

**Threat of Diversion of State Transportation Funds Overshadow State Legislative Year \***

The STA's state lobbyists, Shaw & Yoder, are scheduled to attend the Board meeting to discuss the STA's state legislative priorities for 2005. Staff has prepared for STA Board action the STA's Legislative Priorities and Platform for 2005. One area of immediate concern is the significant threat that the Governor will recommend that voter approved Proposition 42 be suspended to help offset the estimated \$8 billion funding shortfall facing the State Budget. Governor Schwarzenegger was scheduled to release his proposed State budget for FY 2005/06 as part of the State of the State address on

Wednesday, January 5, 2005. A second area of concern is the lingering cost overages on the Bay Bridge Retrofit Project and the strong potential that either the diversion of Regional Measure 2 revenues or Bay Area State Transportation Improvement Program (STIP) funds could be targets for any funding proposal to cover the costs of the Bay Bridge project. Based on a discussion this month with the STA Board Executive Committee, staff is working with Shaw & Yoder to schedule a STA trip to Sacramento in early February. Our Federal Lobbyist, Mike Miller with the Ferguson Group, has been invited to attend the Board meeting in February to discuss the STA's federal legislative priorities for 2005.

#### **STA Continued to Make Progress in 2004 \***

STA Chair Karin MacMillan will be reviewing a list of STA accomplishments and milestones that were completed during 2004. During a year marked by the continuing state fiscal crisis, the STA was able to successfully initiate, fund and complete several priority projects and programs. I want to thank all of you, the members of the STA Board, for your leadership and personal commitment to making transportation a priority, and the staff for their hard work, creativity and dedication.

#### **Funding the CTP Continues with a Focus on Alternative Modes\***

In September 2005, I presented an overview of the Comprehensive Transportation Plan (CTP) that highlighted the projected \$3 billion funding shortfall projected over the next 30 years and discussed the myriad of funding sources available in the future to fund a few of the projects contained in this plan. In October, Mike Duncan presented an informational report on the regional, state and federal funds expected to be available to fund the Arterials, Highways, and Freeways Element and in December, Elizabeth Richards presented the local, regional, state and federal funds currently and expected to be available to fund the Transit Element. This month, Dan Christians will present an informational report on the regional, state and federal funds expected to be available to fund ridesharing, transportation for livable communities (TLC), and bicycle and pedestrian projects over the next 30 years. These projects and programs comprise the Alternative Modes Element of the CTP. All four of these informational presentations have been provided to help better inform members of the STA Board and public regarding the funding sources available to fund these projects and to help provide background and context for an upcoming discussion with the STA Board about setting focused funding priorities for each of these elements.

#### **STA Traffic Model Prepares for Unveiling \***

For the past eighteen months, STA staff has worked closely with a modeling consultant, DKS, and staff from all eight-member agencies and Napa County to develop a new Solano-Napa Traffic Model. This arduous process is nearing completion and staff has agendized this topic in a two-step manner for STA Board consideration. At the January

Executive Director's Memo

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Board meeting, Joe Story, the project consultant from DKS, will provide an informational presentation to the STA Board and will answer any questions regarding the purpose and

use of the model and how the model was developed. It is staff's intent to then agendize the adoption of the new model by the STA Board for the meeting of February 9, 2005. Following adoption by the STA Board, staff and the consultant will then need to work with MTC and Caltrans to obtain their review and approval.

### **Planning the Future of SR 12 to Be Priority in 2005 \***

This agenda contains two important items pertinent to future improvements and travel choices on the SR 12 corridor. The first is reconvening the SR 12 Subcommittee to help guide the development and completion of the SR 12 Implementation Plan. In addition, staff is requesting authorization to select and enter into an agreement with a consultant to conduct the SR 12 Transit Study.

### **STA Committee Appointments Scheduled for January 2005 \***

Staff has agendized several committee appointments to coincide with the selection of the STA Chair and Vice-Chair for 2005 and the appointment of one new Board Member and two new Board Alternates. These appointments include: the Capitol Corridor Joint Powers Authority Board Alternate, Chair and at least two additional appointments for the Alternative Modes Committee, reconvening the Jepson Parkway Steering Committee, and selection of two STA Board representatives to serve on the Yolo-Solano AQMD/STA Joint Screening Committee. Staff has prepared staff reports describing each of these appointments.

### **STA's Staff Update**

In January 2005, two new staff members will be joining the STA. Susan Furtado has been selected to fill the new Finance Analyst/Accountant position and she will begin her employment on January 24, 2005. Ms. Furtado has over 20 years of accounting experience and was recently employed as a Chief Finance Officer for a Napa County based non-profit agency. She is a resident of the City of Fairfield. Her position reports to the Director for Projects, Mike Duncan.

Trea Renee Smith has been hired to fill the vacant Marketing Intern position and she began working on January 4, 2005. She is currently a student at California State University at Sacramento and is a resident of the City of Suisun City. Her position reports to the Assistant Executive Director/Director for Planning, Dan Christians. Following action by the STA Board, staff will initiate the recruitment for the vacant Program Manager/Analyst for Legislation and Marketing position and will release a Request for Proposals (RFPs) for STA/STIA Legal Counsel.

#### Attachments:

- A. STA Acronym's List
- B. State Legislative Update – Shaw/Yoder
- C. STA Board Meeting Schedule



DATE: January 3, 2005  
TO: STA Board  
FROM: Jennifer Tongson, Project Assistant  
RE: Public Hearing for the Draft FY 2004-05 Disadvantaged Business Enterprise (DBE) Program

**Background:**

The STA utilizes federal funds primarily for consulting work in traffic and environmental studies, marketing and public outreach. When federal funds are used to fund projects, Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26) requires that a Disadvantaged Business Enterprise (DBE) goal be included in the contract. The DBE goal is established on an annual basis, primarily to ensure nondiscrimination in the award and administration of federally funded contracts. The draft DBE goal must be approved by Caltrans, followed by a 30-day public review and 45-day public comment period. Comments made during this period may be incorporated into the DBE program before being approved by the STA Board, after which it is sent back to Caltrans for final approval. Federal funds are withheld for the fiscal year until a final DBE program is approved by Caltrans.

Determining a reasonable goal for DBE participation in STA contracts is a two-step process. The first step evaluates the relative availability of DBE firms willing to work in Solano County for the types of consultant work typically needed by the STA. Step 2 evaluates the STA's own contracting history for DBE participation and adjusts, if necessary, the base figure determined in Step 1. Based upon the two-step process, STA staff determined the draft DBE Goal for Federal Fiscal Year 2004-05 is 8.2% (see Attachment A).

**Discussion:**

In November 2004, Caltrans approved the draft DBE program and notified the STA to begin the public comment process. Public notices were published in the local newspapers on December 1, 2004 for a 30-day public review/45-day public comment period from the date of publication. The DBE program review period ended on December 31, 2004, and the comment period ends on January 14, 2005. Copies of the DBE program were distributed to all the public libraries in Solano County.

As part of the public comment process, a public hearing is scheduled for the January 12<sup>th</sup> Board meeting. The comments received during the public hearing and the review and comments process will be evaluated to determine whether an adjustment to the goal is required. The final DBE Goal will be brought back to the STA Board for formal adoption, and then will be sent to Caltrans for final approval.

**Fiscal Impact:**

There is no fiscal impact. The DBE Program is intended to help DBE firms compete for federal contracts; however, they must be fully qualified and competitive for their services. The STA selects the most qualified firms for consultant services contracts. DBE consultants and sub-consultants must meet the same standards as all other firms competing for STA contracts.

**Recommendation:**

Accept comments from the public at the January 12, 2005 Public Hearing for the STA's Draft FY 2004-05 DBE Program.

**Attachment:**

A. "Goal Setting Methodology," Draft FY 2004-05 DBE Program.

## GOAL SETTING METHODOLOGY

The Solano Transportation Authority (STA) is responsible for the planning, coordination, and financing of transportation projects for the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano. In addition, the STA provides countywide planning for the development of roads, transit, rideshare, rail, bicycle and pedestrian facilities. Other responsibilities include the management of Solano Paratransit and Route 30 transit services, and the Solano Napa Commuter Information (SNCI) Program.

In accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), an annual DBE goal must be established for contracts being awarded with federal funds. A two-step methodology process described in 49 CFR Part 26 must be used to determine the annual DBE goal. Step One of the methodology establishes a base figure for the relative availability of DBEs that are ready, willing, and able to participate in federally funded DOT-assisted projects. Step Two relies on the STA’s knowledge of its contracting markets to determine if an adjustment from the base figure is needed. Each methodology is discussed in detail below.

### Step One Process: Census Bureau Data and DBE Directory

The first stage in developing a DBE base goal is to develop a market area for which consultants have demonstrated an interest in working in Solano County. A review of STA and Solano County Transportation files on previous Request for Proposals and letters of interest were used to establish a market area. Because of its location, Solano County attracts consultants from both the Bay Area and Sacramento regions. The counties in the market area for which consultants are expected to participate in STA contracts are:

Alameda County	Contra Costa County	Marin County
Napa County	Placer County	Sacramento County
San Francisco County	San Mateo County	Santa Clara County
Solano County	Sonoma County	Yolo County

The second stage is to determine which categories of work the STA will be contracting out with federal funds. For FY 2004-05, the STA plans to award one (1) federal-aid contract to perform duties in civil and traffic engineering and public relations (see Attachment G). These activities were matched with their respective North American Industry Classification System (NAICS) codes, which are used to identify DBE firms in the Caltrans DBE database.

NAICS	NAICS Description
541330	Engineering Services (used for Civil and Traffic Engineering)
541820	Public Relations Agencies

The Step One goal, or base figure, is calculated by first dividing the number of certified DBE firms willing to work in Solano County by the total number of firms (see Attachment B). This is performed for each county and each type of activity. The results are as follows:

<b>Type of Activity</b>	<b>Ratio of DBE/Total</b>
Engineering Services – NAICS 541330	7.9%
Public Relations Agencies – NAICS 541820	9.4%

The next step is to weight each work category as a percentage of the total amount of federal funds contracted out during the last five years. Weighting each category will assist in providing a more accurate Step One Base Figure.

<b>Type of Activity</b>	<b>Weight</b>
Engineering Services – NAICS 541330	80%
Public Relations Agencies – NAICS 541820	20%

Finally, the Step One Base Figure is calculated by multiplying the DBE ratios by their corresponding weights, summing the results for each activity, and taking its percentage. The following computation establishes the Step One Base Figure:

$$\begin{aligned}
 \text{Step One Base Figure} &= \\
 &\quad \text{Engineering} \qquad \qquad \text{Public Relations} \\
 &= [ (.079 * .80) + \qquad (.094 * .20) ] \qquad * 100 \\
 &= [ (0.0632) + \qquad (0.0188) ] \qquad * 100 \\
 &= \mathbf{8.2\%}
 \end{aligned}$$

The Step One Base Figure, weighted by type of work to be performed, is 8.2%.

## **Step Two Process: History**

The purpose of the Step Two analysis is to determine if an upward or downward adjustment to the base goal is justified based on relevant evidence available to the STA. Over the last five years, the STA issued four contracts with federal funds totaling approximately \$1.9 million: 1) the Jepson Parkway (I-80 Reliever Route), 2) the I-80/680/780 Corridor Study (Segments 2-7), 3) the Solano Countywide Trails Plan, and 4) the Environmental Impact Report for the Traffic Congestion Relief Plan. These four projects were evaluated to determine the total DBE participation. The evaluation showed that only 6.4% of the total federal funds awarded within the past five years have DBE participation (see Attachment C). From this information, it was concluded that the STA does not award a significant amount of federally funded contracts to warrant an adjustment to the base figure goal on the basis of past participation.

Other factors in the Step Two analysis involve the consideration of disparity studies conducted in the market area and evidence of past discrimination. Since there are no known disparity studies conducted in the region and no evidence of past discrimination, further adjustments to the DBE goal are not required based on this information.

There will be no adjustment to the Step One base figure. Therefore, the overall annual DBE goal, or the Step Two goal, will remain at 8.2%.

### *Race-Neutral / Race-Conscious Split:*

In order to meet the annual DBE goals in the past and because the STA awards only a small number of federally funded projects in a given year, a DBE component has been included for every project using federal funds. By including a DBE goal in every federally funded contract, the STA is using race-conscious measures to achieve its DBE goal. As shown in Step Two, only 6.4% of the total federal funds awarded within the past five years have DBE participation, which is only slightly lower than the overall annual goal of 8.2% established in Step One. The most effective way to achieve this year's DBE goal of 8.2% is to continue to use race-conscious measures. Therefore the annual DBE goal is 8.2%, and will be exclusively race-conscious. (If the STA is successful in exceeding this year's goal, the difference between goal and achievement will be taken into consideration in next year's calculation for the DBE Race-Neutral / Race-Conscious Split.)

### Conclusion:

The annual DBE goal for FY 2004-05 is 8.2%, and will be exclusively race-conscious



DATE: January 3, 2005  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Introduction and Swearing-In of New STA Board  
Members and Alternates

**Discussion:**

The eight member STA Board consists of representatives from the Solano County Board of Supervisors and the city councils for the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo. Each of the STA Board representatives have a Board alternate that substitutes for the Board Member during his or her absences. The current membership on the STA Board is as follows:

<b>STA Board Representatives</b>	<b>Agency Represented</b>
Karin MacMillan, Chair	City of Fairfield
Mary Ann Couville, Vice-Chair	City of Dixon
Steve Messina	City of Benicia
Eddie Woodruff	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

As noted via an asterick, Eddie Woodruff was recently elected as Mayor for the City of Rio Vista and he has designated himself to serve as the new STA Board Member, replacing Marci Coglianese. He is scheduled to be sworn in as a new STA Board Member at the meeting of January 12, 2005.

In addition, there are two vacant positions for Board Alternates with the recent elevation of Mayor Eddie Woodruff from Board Alternate to Board Member and the recent departure of Board Alternate Rischa Slade from the Vacaville City Council. Both Rio Vista Mayor Eddie Woodruff and Vacaville Mayor Len Augustine are scheduled to appoint their Board Alternates at their next scheduled city council meetings and the new appointees will be invited to attend the next scheduled STA Board meeting to be sworn in.

**STA Board Alternatives**

Dan Smith  
Gil Vega  
Harry Price  
Vacant  
Mike Segala  
Vacant  
Pete Rey  
John Vasquez

**Agency Represented**

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

**Recommendation:**

Informational



DATE: December 27, 2004  
TO: STA Board  
FROM: Kim Cassidy, Clerk of the Board  
RE: CONSENT CALENDAR (Any consent calendar item may be pulled for discussion)

**Recommendation:**

Approve the following consent items in one motion.

- A. STA Board Minutes of December 8, 2004.
- B. Review Draft TAC Minutes of December 22, 2004.
- C. STA Board Meeting Schedule for 2005.
- D. Renewal of Membership with Solano EDC.
- E. Public Input for County Transportation Expenditure Plan (CTEP) Contract Amendment #1 – Public Affairs Management Group (PAM).
- F. SR 12 Transit Corridor Study.
- G. FY 04/05 Project Funding Adjustment.
- H. TDA Article 3 Call for Bicycle/Pedestrian Projects.
- I. RFP for STA/STIA Legal Service.
- J. Reclassification of Compensation Range for Marketing and Legislation Program Manager.
- K. Regional Bicycle/Pedestrian Program Applications.
- L. Comment Letter on MTC Regional T-2030 Plan.
- M. The Metropolitan Transportation System (MTC) and Federal Funding for Local Streets and Roads.
- N. Status of State Route 12 Operational Strategy



**SOLANO TRANSPORTATION AUTHORITY**  
**Minutes for Meeting of**  
**December 8, 2004**

**I. CALL TO ORDER**

Chair MacMillan called the regular meeting to order at 6:03 p.m. A quorum was confirmed.

Member Messina arrived at 6:05 p.m.

**MEMBERS**

**PRESENT:**

Karin MacMillan (Chair)	City of Fairfield
Steve Messina	City of Benicia
Ed Woodruff (Member Alternate)	City of Rio Vista
Mike Segala (Member Alternate)	City of Suisun City
Rischa Slade (Member Alternate)	City of Vacaville
Pete Rey (Member Alternate)	City of Vallejo
John Silva	County of Solano

**MEMBERS**

**ABSENT:**

Mary Ann Courville (Vice Chair)	City of Dixon
Marci Coglianese	City of Rio Vista
Jim Spering	City of Suisun City
Anthony Intintoli	City of Vallejo

**STAFF**

**PRESENT:**

Daryl K. Halls	STA-Executive Director
Melinda Stewart	STA-Assistant 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

Johanna Masiclat

STA Administrative  
Assistant

**ALSO**

**PRESENT:**

Dan Schiada  
Dale Pfeiffer  
Mark Akaba  
Paul Wiese  
Yader Bermudez  
Nicolas Endrawos  
Ron Richardson  
Jason Massad

City of Benicia  
City of Vacaville  
City of Vallejo  
County of Solano  
Caltrans  
Caltrans  
Jacobs Civil Inc.  
The Reporter

**III. APPROVAL OF AGENDA**

On a motion by Member Silva, and a second by Member Alternate Segala, the STA Board approved the agenda with the Executive Director adding the Resolution No. to Agenda Item# VII.E, Surplus of One Solano Paratransit Vehicle – Resolution No. 2004-10, A Resolution of the Solano Transportation Authority Declaring One Surplus Vehicle (Attachment A).

**IV. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**V. EXECUTIVE DIRECTOR'S REPORT**

Daryl Halls provided an update on the following topics:

- Measure A Narrowly Fails Passage
- Funding the CTP Continues with a Focus on Transit Capital and Operating
- STA Lands Federal Appropriations Earmarks for Two Solano County Projects
- Marci Coglianesse and Rischa Slade to Depart STA
- Caltrans Plans Ribbon Cutting Event for I-80/I-680 Auxiliary Lanes Project
- STA and MTC Co-host Unmet Transit Needs Hearing for FY 2005/06.
- Discussion of Legislative Priorities for 2005
- STA Committee Appointments Scheduled for January 2005
- Press Release, December 3, 2004 – Effort Launched to Save State Transportation Funding

**VI. COMMENTS FROM STAFF, CALTRANS AND MTC**

**A. Caltrans Report:** Yader Bermudez announced his new position at Caltrans as Deputy Director of Maintenance. Yader introduced

Nicolas Endrawos, Caltrans Project Manager, as contact person for pending transportation projects in Solano County until Yader's position is filled in early 2005.

**B. MTC Report:** None presented.

**C. STA Report**

1. **Presentation – Funding the Transit Element of the CTP** Elizabeth Richards  
Elizabeth Richards presented a general overview of the \$441 million funding shortfall for the capital and operating costs of intercity bus service, intercity passenger rail, ferry services, intercity transit service for senior and disabled (paratransit), and support systems. She also identified the primary sources of funding for the project and program needs in the Transit Element of the CTP.
2. **Presentation - Accelerated Project Delivery** Mike Duncan  
Mike Duncan reviewed Solano County's efforts to compete for limited State and Federal funds for major highway projects and the staff's proposal to accelerate the project development schedule for competitive projects to be included in the State Transportation Improvement Program (STIP).
3. **Proclamation of Appreciation – Rischa Slade** John Silva  
By consensus, the STA Board unanimously approved the proclamation recognizing Rischa Slade for her service to STA and for her transportation efforts in Solano County.
4. **Letter of Appreciation to Yader Bermudez, Caltrans** Mike Duncan  
By consensus, the STA Board unanimously approved the letter of appreciation recognizing Caltrans' Yader Bermudez for his service to STA for managing transportation projects in Solano County.

**VII. CONSENT CALENDAR**

On a motion by Member Silva, and a second by Member Messina, the consent items were approved as amended.

**A. STA Board Minutes of October 13, 2004**

Recommendation: Approve STA Board minutes of September 8, 2004.

**B. Review Draft TAC Minutes of December 1, 2004**

Recommendation: Receive and file.

**C. FY 2003-04 Fourth Quarter Financial Report**

Recommendation: - Receive and file.

**D. Contract Amendment for Specialized Legal Services**

Recommendation:

Authorize the Executive Director to amend the consultant services agreement with 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 additional \$13,500 and a total amount not to exceed \$23,500.

**E. Surplus of One Solano Paratransit Vehicle**

Recommendation:

Authorize STA to dispose of one surplus Paratransit vehicle and approve Resolution No. 2004-10 "A Resolution of the Solano Transportation Authority Declaring One Surplus Vehicle".

**VIII. ACTION ITEMS - FINANCIAL**

None to present.

**IX. ACTION ITEMS: NON-FINANCIAL**

**A. Countywide TLC Planning Grants Call for Projects**

Robert Guerrero recommended that STA issue a call for projects for Countywide TLC planning grants. He noted that after the STA Board approves a Call for Projects, staff will distribute a TLC planning grant application and applicants will be required to have a resolution of support from their Council or Board due to STA no later than February 9, 2005.

Recommendation:

Approve the following:

1. Issue a "Call for Projects" for Countywide TLC Planning Grants.
2. Approve the amendment to the Vacaville Creek Walk Extension to McClellan Street TLC Project for inclusion in the county TLC Program.

On a motion by Member Alternate Slade, and a second by Member Alternate Segala, the staff recommendation was approved unanimously.

**B. Letter of Support to MTC for Caltrans Partnership Planning Grant/"Smarter Growth Along the I-80/Capitol Corridor"**

Dan Christians reviewed the purposes and objectives of the grant application to be submitted to MTC for a joint planning project for a 2005-06 Caltrans Partnership Planning grant entitled "Smarter Growth Along the I-80/Capitol Corridor". He noted that the study area would include Solano, Yolo, Sacramento and Placer counties.

Recommendation:

Approve the following:

Authorize the STA Chair to sign a Letter of Support for a Caltrans Partnership Planning Grant Application Submitted by MTC entitled “Smarter Growth Along the I-80/Capitol Corridor”.

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

**C. Small UZA Payback Plan**

Mike Duncan outlined the “remedial plan” proposed by Caltrans in their September 27, 2004 letter to MTC to recover \$1,490,209 of federally advanced FTA funds made to Santa Rosa. He explained the recovery of funds would occur over three federal fiscal years from allocations to the small UZAs in the MTC region that are identified in the Governor’s apportionment. He noted the proposal by Caltrans would take almost \$900,000 in transit funds from Vallejo, Fairfield, and Vacaville Transit, over this three-year period, to cover the “debt” owned by Santa Rosa.

Recommendation:

Approve the following:

Authorize the Chair to forward a letter to Caltrans opposing the plan to have Solano County transit operators cover the cost of the advance of small UZA funds to Santa Rosa Transit.

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

**D. Proposed 2005 Legislative Priorities and Platform**

Daryl Halls summarized the proposed draft, with recommended modifications, of the STA’s 2005 Legislative Platform and Priorities to be distributed to the STA Board for 30-day review and comment.

Recommendation:

Approve the following:

Authorize the Executive Director to distribute the Proposed STA 2005 Legislative Priorities and Platform for 30 day review and comment period.

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

**X. INFORMATION ITEMS-No verbal reports were provided.**

- A. Accelerated Project Delivery**
- B. Funding for the Transit Element of the Comprehensive Transportation Plan**
- C. Solano/Napa Multi-Modal Travel Demand Model (Phase 1)**
- D. STIP-TIP Financial Constraint**

**E. 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
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)
11. SR 113 (Downtown Dixon)

**F. Regional Measure 2 (RM2) Update and Revisions**

**G. Funding Opportunities Summary**

**XI. BOARD MEMBER COMMENTS**

Board Alternate Rischa Slade thanked the Board for the proclamation and staff for their hard work.

**XII. ADJOURNMENT**

The STA Board meeting was adjourned at 6:53 p.m. The next regular meeting of the STA Board is scheduled for **January 12, 2004, 6:00 p.m.** at Suisun City Hall Council Chambers.

**Attested By:**

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**Clerk of the Board**

**Date:**



**TECHNICAL ADVISORY COMMITTEE  
DRAFT  
Minutes of the meeting of  
December 22, 2004**

**I. CALL TO ORDER**

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

**Present:**

<b>TAC Members Present:</b>	Dan Schiada	City of Benicia
	Janet Koster	City of Dixon
	Morrie Barr	City of Fairfield
	Felix Ajayi	City of Rio Vista
	Gary Cullen	City of Suisun City
	Dale Pfeiffer	City of Vacaville
	Gary Leach	City of Vallejo
	Paul Wiese	County of Solano

**Others Present:**

Brian Miller	City of Fairfield
Gian Aggarwal	City of Vacaville
Birgitta Corsello	County of Solano
Cameron Oakes	Caltrans
Daryl Halls	STA
Dan Christians	STA
Mike Duncan	STA
Elizabeth Richards	SNCI/STA
Robert Guerrero	STA
Jennifer Tongson	STA
Sam Shelton	STA
Johanna Masielat	STA

**II. APPROVAL OF AGENDA**

On a motion by Dan Schiada, and a second by Dale Pfeiffer, the STA TAC unanimously approved the agenda with the revision of Agenda Item VI.D, Preliminary Regional Bicycle/Pedestrian Program Applications and the addition of Agenda Item VII, FY04/05 Project Funding Adjustment.

### III. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

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

**Caltrans:** Cameron Oakes noted the T-2030 and the Cordelia Truck Scale Study are currently being reviewed by Caltrans.

**MTC:** None presented.

**STA:** Mike Duncan distributed MTC's December 20, 2004 memorandum regarding Federal Earmarks – TEA 21 Reauthorization.

Robert Guerrero distributed to the STA TAC members the following plans dated October 2004:

- Solano Transportation for Livable Communities (TLC) Plan
- Solano Countywide Bicycle Plan
- Solano Countywide Pedestrian Plan

Robert distributed a revised copy of Attachment B, Transportation Development Act (TDA) Article 3 Proposed Schedule, Agenda Item V.F, TDA Article 3 Call for Bicycle/Pedestrian Projects.

Sam Shelton provided additional funding opportunity information on the Federal Transit Administration (FTA) 5310 Elderly and Disabled Transportation Program.

### V. CONSENT CALENDAR

On a motion by Janet Koster, and a second by Gary Cullen, the STA TAC approved the Consent Calendar.

Recommendation:

- A. Minutes of the TAC Meeting of December 1, 2004  
Recommendation: Approve minutes of December 1, 2004.
- B. STA Board Meeting Highlights –  
December 8, 2004
- C. STIA Board Meeting Highlights –  
October 13, 2004
- D. STA Meeting Schedule for First Quarter 2005
- E. Funding Opportunities Summary

F. **TDA Article 3 Call for Bicycle/Pedestrian Projects –**

Recommendation:

Recommend the STA Board issue a TDA Article 3 Call for Projects for the 5-Year Bicycle/Pedestrian Plan.

VI. **ACTION ITEMS**

A. **Transit Corridor Study**

Dan Christians reviewed the major proposed tasks to be conducted for the SR 12 Transit Corridor Study during FY 2004-05. Dan announced to the STA TAC that Urbitran was unanimously selected by an interview panel to conduct the study which is expected to take six months to complete.

Recommendation:

Recommend the STA Board approve the following:

1. Approve selection of Urbitran Associates, Inc. to conduct the SR 12 Transit Corridor Study.
2. Authorize the Executive Director to enter into a consultant contract to conduct the study based upon the proposal selected.

On a motion by Paul Wiese, and a second by Felix Ajayi, the STA TAC approved the recommendation.

B. **Solano Bikeway Extension Feasibility Study (McGary Road)**

Dan Christians identified the options for developing bikeway facilities (both short and long term) along the I-80 Corridor connecting Fairfield to the existing Phase 1 Solano Bikeway in Vallejo. He noted that the City of Fairfield is being encouraged by the TAC, BAC, STA Board, and STA staff to complete the feasibility study by selecting an option and move towards implementing the project consistent with the Countywide Bicycle Plan in order to help identify and obtain the funding to complete the project.

An amendment was requested by Morrie Barr, City of Fairfield, to add to the recommendation as noted in ***bold italic***:

Recommend that the STA Board authorize the Chair to submit a letter of support to the City of Fairfield recommending the City of Fairfield select a preferred option and begin implementation of the Solano Bikeway Extension project ***with the assistance from the STA to help identify and obtain the funding to complete the project and for future maintenance.***

Because of the impact on other future projects, the STA TAC did not agree to amend the recommendation to include funding for future maintenance. Therefore, the recommendation was revised as follows:

Recommendation:

Recommend that the STA Board authorize the Chair to submit a letter of support to the City of Fairfield recommending the City of Fairfield select a preferred option and begin implementation of the Solano Bikeway Extension project *with the assistance from the STA to help identify and obtain the funding to complete the project.*

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

**C. The Metropolitan Transportation System (MTS) and Federal Funding for Local Streets and Roads**

Mike Duncan summarized the recommendation by the MTC Local Streets & Roads Committee to identify the City/County streets and roads rehabilitation needs in accordance with State and Federal standards established by the Federal Functional Classification System (FFCS) instead of the MTS. He also outlined the current distribution of Federal funds for Local Streets and Roads that is based on MTS shortfall and recommended changing this to a distribution based upon population, centerline miles of roadways, and condition of roadways identified in the FFCS for the Third Cycle of Federal funding and for subsequent Federal authorization bills.

Recommendation:

Recommend to the STA Board of Directors the following:

1. Support replacing the Metropolitan Transportation System (MTS) with the Federal Functional Classification System (FFCS) and to use the FFCS to determine the Local Streets and Roads needs that are regionally significant.
2. Replace the current distribution of Federal funds for Local Streets and Roads that is based on MTS shortfall with a distribution based upon population, centerline miles of roadways, and condition of roadways identified in the FFCS for the Third Cycle of Federal funding and for subsequent Federal authorization bills.

On a motion by Paul Wiese, and a second by Gary Leach, the STA TAC approved the recommendation.

**D. Preliminary Regional Bicycle/Pedestrian Program Applications**

Robert Guerrero introduced three project application submittals for regional projects received by the Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC).

The two project applications presented to the STA TAC are as follows:

- City of Benicia's Dan Schiada presented the project application for the State Park Road/I-780 Bicycle/Pedestrian Overcrossing;

- City of Fairfield's Brian Miller presented the project application for the Fairfield Linear Park Pedestrian Path from North Texas Street to Dover Street.

In addition, City of Vallejo's Gary Leach presented to the STA TAC the project application of the Vallejo Station Pedestrian Link.

An amendment to the recommendation was requested by Gary Leach to support the City of Vallejo's Vallejo Station Pedestrian Link application.

After discussion, an additional amendment to the recommendation was requested by Dan Schiada to submit the City of Benicia's State Park Road/I-780 Overcrossing Bicycle project as a priority bicycle project and to submit the City of Fairfield's Linear Park Pedestrian Project and the City of Vallejo's Vallejo Station Pedestrian Link as priority pedestrian projects.

On a motion by Dan Schiada, and a second by Morrie Barr, the STA TAC approved the recommendations.

Recommendation:

Approve the following:

1. Recommend the STA Board support the City of Benicia's State Park Road/ I-780 Overcrossing Bicycle project;
2. Recommend the STA Board support the City of Fairfield's Linear Park Pedestrian Project application;
3. Recommend the STA Board support the City of Vallejo's Vallejo Station Pedestrian Link application.

By consensus, the STA TAC approved the recommendation as amended.

**E. T-PLUS Work Plan for 2005**

Robert Guerrero outlined the STA's proposed T-PLUS work plan for 2005. He identified key activities proposed in the new work plan such as awarding Countywide T-PLUS Planning Grants and working with member agencies to develop local TLC plans and projects.

Recommendation:

Recommend the STA Board approve the STA T-PLUS Work Plan for 2005.

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

**F. STA, SolanoLinks, and SNCI Marketing Plan 2005 (Phase I)**

Elizabeth Richards outlined a multi-year marketing plan and amended Scope of Work with MIG for the STA and STA managed programs including SolanoLinks, Solano Paratransit, and SNCI. She noted the additional funding of \$84,000 for the amended Scope of Services is included in the approved FY2004-05 STA budget.

Recommendation:

Recommend the STA Board approve the following:

1. The proposed Marketing Plan Tasks (Phase I) for STA, SolanoLinks Transit, and SNCI as specified on Attachment A;
2. Amend the existing contract with MIG for an amount not to exceed \$84,000.

On a motion by Dan Schiada, and a second by Morrie Barr, the STA TAC approved the recommendation.

**G. Status of State Route 12 Operational Strategy**

Mike Duncan provided a status report on the development of State Route 12 Operational Strategy. He recommended reconvening the SR 12 Subcommittee to review the proposed draft implementation plan for State Route 12.

Recommendation:

Recommend the STA Board reconvene the SR 12 Subcommittee to review the proposed draft SR 12 Implementation Plan and provide a recommendation to the STA Board.

On a motion by Gary Cullen, and a second by Paul Wiese, the STA TAC approved the recommendation.

**H. Adoption of STA's 2005 Legislative Priorities and Platform**

Daryl Halls reviewed the proposed draft of the STA's 2005 Legislative Priorities and Platform and the amended version that included recommended modifications from the December 1, 2004 TAC meeting.

Dale Pfeiffer, City of Vacaville, requested to delete, Item II, American with Disabilities Act, to the proposed draft.

Recommendation:

Recommend the STA Board approve the Draft STA 2005 Legislative Priorities and Platform.

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

**I. FY04/05 Project Funding Adjustment**

Elizabeth Richards outlined two of the FY04/05 STAF “projects” that support the County’s Welfare to Work Transportation Plan and Dixon’s Community Based Transportation Plan. She noted that the City of Dixon’s Subsidized Taxi Program was approved to be funded by the LIFT program and she recommended that project funding adjustment of \$10,000 of STAF funds be allocated to the City of Dixon for the implementation of a medical shuttle.

Recommendation:

Recommend the STA Board allocate \$10,000 of STAF funds to the City of Dixon to implement a medical shuttle.

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

**VII. INFORMATION ITEMS**

**A. Funding the Alternative Modes Element of the Comprehensive Transportation Plan (CTP)**

Dan Christians presented the fund sources available for funding projects in the Alternative Modes Element in Solano County. He noted that implementation of high priority projects will need development of short term and long term funding strategies for priority projects based on the project and program priorities identified in the updated CTP.

**B. Solano/Napa Multi-Modal Travel Demand Model (Phase 1)**

Joe Story of DKS Associates presented the basic validation numbers for the base year traffic model (year 2000) as well as the projected volumes for the new model.

Dan noted that the final model including all technical data is scheduled to be presented at the STA Board meeting on February 9, 2005.

**C. Update of Small UZA Payback Plan**

No discussion necessary.

**D. Transportation Enhancement (TE) Programming**

No discussion necessary.

**E. Status of the 2004 State Transportation Improvement Program (STIP)**

No discussion necessary.

- F. Preliminary Draft Update to the Arterials, Highways and Freeways Element of the CTP 2030  
No discussion necessary.

### **VIII. ADJOURNMENT**

The meeting was adjourned at approximately 3:40 p.m. The next regular meeting of the STA TAC is scheduled for **Wednesday, January 26 , 2005** at 1:30 p.m..



DATE: January 3, 2005  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Renewal of Membership with Solano EDC

**Background:**

The Solano Economic Development Corporation (Solano EDC) is a unique public-private partnership focused on improving Solano County's economic vitality and climate, and on attracting and retaining major employers. Many of the county's major employers and the seven cities and Solano County are members. In 2003, Solano EDC modified its name from SEDCORP to Solano EDC to better promote Solano County and has expanded its efforts to focus on the marketing of Solano County. Historically, Solano EDC has partnered with STA on key issues such as the Advisory Measure F in 1998, Measure E in 2002, and Measure A in 2004.

The STA has been a member of Solano EDC since 1996 and has actively partnered in the past through a joint Transportation Action Team. Previously, the STA participated at the Member-Investor level of \$2,500, which provided access to all of Solano EDC's resources, but did not provide representation on its Board of Directors. In recognition of the importance of the STA/Solano EDC partnership and the number of transportation projects and plans that will help shape, preserve, and expand the economic vitality of Solano County, the STA Board approved renewing STA's Solano EDC membership at the Board Member-Investor level of \$5,000 in FY2003-04 to provide the STA with representation on Solano EDC's key decision-making body. In addition, the STA Board appointed STA Board Member Jim Spering to serve on the Solano EDC. At the request of Solano EDC staff, the STA's Executive Director was also added to the Solano EDC's Board of Directors.

**Discussion:**

The STA's enhanced presence and participation has improved the communication and information sharing between the Solano EDC Board and staff and the STA. In December 2003, the Solano EDC hosted a transportation meeting dedicated to discussing the STA's priority transportation projects, the potential impact of the State budget on transportation funding in Solano County, Regional Measure 2, and the status of STA deliberations regarding the placement of a transportation sales tax on the ballot in November of 2004. Several members of Solano EDC's Board of Directors participated in Measure A kick-off meetings hosted by Congressman George Miller and Congresswoman Ellen Tauscher, and on the Citizen's Advisory Committee for Measure A.

Staff recommends the STA renew its annual membership with Solano EDC at the \$5,000 board member-investor level to maintain the STA's support for the Solano EDC, partnership with Solano County's business community, and to continue our representation on its Board of Directors.

**Fiscal Impact:**

The fiscal impact would be \$5,000 and can be funded from the STA's Board expenses section of the Administration budget.

**Recommendation:**

Approve the following:

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 2005.
2. Direct staff to agendize for Board consideration STA's membership in Solano EDC prior to the annual renewal for 2006.

Attachments:

- A. Solano EDC's 2004 Member-Investment Benefits
- B. List of Solano EDC Members



DATE: January 4, 2004  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of  
Planning  
RE: Public Input for County Transportation Expenditure Plan (CTEP) Contract  
Amendment #1 – Public Affairs Management Group (PAM)

**Background:**

On March 10, 2004, the STA Board initially authorized a \$20,000 contract with Public Affairs Management (PAM) to provide services related to organizing and facilitating public meetings for the development of the County Transportation Expenditure Plan (CTEP). A total of 3 countywide citizen advisory committee meetings were held and 8 local community input meetings. The consultants also attended 2 STIA Board meetings to present a report summarizing all of the public comments received.

All of the public meetings came off very well and there were numerous public comments compiled that helped to fine tune the CTEP before it was placed on the November 2, 2004 ballot. Three facilitators were utilized by PAM including Ben Strumwasser, Julie Ortiz and Dawn Schellenberg.

**Discussion:**

Because of the very short timeframe available between April and May 2004 and the number of public meetings that were held during an approximately 7 week period (including two of the local community meetings that had to be held on the same night - Vacaville and Rio Vista), PAM had to mobilize additional staff resources than initially expected. Also, originally seven community meetings were planned but eight community meetings were eventually held – one additional meeting was held in Cordelia near the I-80/680/12/ interchange project.

The three large Citizen Advisory Committee (CAC) meetings engaged a large number of community groups and agencies ranging from business, environmental, public safety to the general public. Substantial press coverage was obtained as a result of each of these meetings.

Also, there were quite a number of public comments that had to be quickly compiled into a lengthy final report (61 pages) for consideration by the STIA Board at their June 9, 2004 meeting.

PAM also designed and printed two County Transportation Expenditure Plan (CTEP) newsletters that cost \$5,000 and were circulated at the various CAC and community meetings. The newsletters were paid under a separate purchase order in addition to the initial consultant services contract.

Staff was pleased with the thorough and timely work conducted by PAM. The additional consultant resources assigned to the project, the additional community meeting and related services (such as the newsletters) helped to increase the public participation in the development of the 2004 County Transportation Expenditure Plan. Therefore, staff determined that this contract amendment is warranted, in addition to the \$25,000 of services previously authorized in 2003-04.

**Fiscal Impact:**

The initial \$25,000 of services were paid from the 2003-04 STA budget. This \$5,000 contract amendment with Public Affairs Management will be paid from STP-Planning funds budgeted in the revised 2004-05 STA Budget for the Expenditure Plan. The total services rendered by PAM will not exceed a combined total of \$30,000 for the public input portion of the CTEP including the costs of the two community newsletters.

**Recommendation:**

Authorize the Executive Director to approve Contract Amendment #1 for an additional \$5,000 with Public Affairs Management Group to provide additional services related to public facilitation and input meetings for the 2004 County Transportation Expenditure Plan (CTEP).



DATE: January 4, 2005  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of Planning  
RE: SR 12 Transit Corridor Study

**Background:**

The STA Board included the State Route (SR) 12 Transit Corridor Study as a Priority Project to be conducted during FY 2004-05. This study was recommended by various transportation studies recently completed by the STA. This transit study will also complement the Rio Vista Transit Study and the Fairfield/Suisun Short Range Transit Plan that are expected to be completed by the beginning and end of 2005 respectively.

In 2001, the State Route 12 Major Investment Study identified the need for future transit service (in addition to various recommended short and long term corridor improvements) to provide an alternative mode of travel along the corridor from Rio Vista to Fairfield, with connections to the Capitol Corridor and the Fairfield Transportation Center. The Napa Solano Passenger Rail Feasibility Study recommended that bus service between Fairfield and Napa be implemented initially before any future long-term rail system is considered. Finally, the I-80/I-680/I-780 Transit Corridor Study and Solano Comprehensive Transportation Plan both recommended that a SR 12 Transit Corridor Study be conducted.

All of these plans and studies assumed that future transit services would be needed to complement the new roadway improvements being planned to accommodate vehicles, trucks and buses along the entire corridor including 4-lanes between Fairfield and Napa, four lanes in Rio Vista and certain safety and operational improvements in each of the three corridor cities as well as in the unincorporated portions of the corridor between Suisun City and Rio Vista.

Current morning peak hour direction traffic (westbound) along the SR 12 corridor averaged approximately 1,500 vehicles in 2000 within the most heavily traveled segments of the corridor between Rio Vista and Suisun City and about 1,300 vehicles (westbound) at the Solano/Napa county line. Future projected peak hour direction traffic (by 2030) is expected to increase in the peak hour direction to an average of approximately 2,500 peak hour vehicles in the incorporated areas of Rio Vista and Suisun City and to over 3,000 peak hour direction vehicle trips between Fairfield and Napa.

Based upon the various STA and local transit studies prepared in the past couple of years and the projected increase in population, jobs and travel demand along the SR 12 corridor, daily transit service (at least between Rio Vista-Suisun City-Fairfield-Napa) is anticipated to be needed

starting in the next two to five years. Currently, there is no daily transit service along the SR 12 corridor connecting Fairfield and Suisun City to Napa or Rio Vista to Fairfield and Suisun City.

**Discussion:**

A SR 12 Transit Corridor Study is proposed to be conducted during FY 2004-05. Major proposed tasks include:

1. Stakeholders and Transit Operators Input
2. Proposed Bus Schedule and Phasing Plan
3. *Steering Committee and Public Input*
4. Implementation Plan, Cost Estimates and Funding Plan

A Policy Steering Committee consisting of members from the cities of Rio Vista, Suisun City, and Fairfield, Napa County cities of American Canyon and Napa, Solano County, the Napa County Transportation Planning Agency (NCTPA), STA and other stakeholders (e.g. Caltrans, San Joaquin County transit operators and San Joaquin County) will be established to provide oversight on the study. The study is expected to take about six months and be completed by Summer 2005.

The STA Board initially budgeted \$25,000 to conduct the study. NCTPA also committed \$15,000, specifically to contribute to that portion of the study that would look at service between Napa and Fairfield. They also requested that at least one meeting would be held with the NCTPA Board and/or Technical Advisory Committee as well as one public meeting held in Napa. Those comments were incorporated into the Preliminary Scope of Work.

On September 9, 2004, based on recommendations from the Transit Consortium and the STA TAC, the STA Board approved a preliminary scope of work and authorized the Executive Director to distribute a request for proposals for the SR 12 Transit Corridor Study.

Two proposals were received from the following consultants:

- Urbitran Associates, Inc.
- Wilbur Smith Associates

An interview panel was held on for December 14, 2004. The panel recommended the selection of Urbitran Associates, Inc., to conduct this study. On December 22, 2004 the SolanoLinks Transit Consortium and the TAC also unanimously recommended the STA Board select Urbitran Associates, Inc, to conduct the study for an amount not to exceed \$37,000.

**Fiscal Impact:**

This transit corridor study will be funded with \$25,000 of State Transit Assistance Funds (STAF) as part of the strategic planning program contained in the STA Board's 2004/05 budget and \$15,000 from NCTPA (\$40,000 total). A total of \$37,000 is reserved

for consultant services and the balance of \$3,000 will be used for direct STA costs such as printing and public meetings.

**Recommendation:**

Authorize the Executive Director to enter into a consultant contract with Urbitran Associates, Inc. for an amount not to exceed \$37,000 to conduct the SR 12 Transit Corridor Study based upon the consultant proposal selected (Attachment A).

Attachment:

- A. Proposal of Urbitran Associates, Inc dated November 2004 to conduct the SR 12 Transit Corridor Study



DATE: December 29, 2004  
TO: STA Board  
FROM: Elizabeth Richards, SNCI Program Director  
SUBJECT: FY04/05 Project Funding Adjustment

**Background:**

In June 2004, the STA Board approved a list of projects for State Transportation Assistance Funds (STAF) for FY04/05 and FY05/06 (see Attachment A). This was reviewed and approved by the Intercity Transit Consortium and the STA Technical Advisory Committee (TAC). Two of the FY04/05 STAF funded projects were to leverage regional funds and implement projects that supported the County's Welfare to Work Transportation Plan and Dixon's Community Based Transportation Plan.

The Metropolitan Transportation Commission (MTC) issued a Low Income Flexible Transportation (LIFT) Call for Projects in August 2004. LIFT funds could be used to implement projects that are consistent with Welfare to Work Transportation Plans and Community Based Transportation Plans. Five project proposals were submitted by Solano sponsors. Two of these projects included STAF allocations as part of their matching funds.

**Discussion:**

MTC recently approved the projects to be funded by the LIFT program. One project in Solano was selected: the City of Dixon's Subsidized Taxi Program. Two projects that were not selected were the City of Dixon's Medical Shuttle Project and the STA's Extended Transit for CalWORKs (ETC) clients in the Fairfield/Suisun City area. The ETC program was programmed to use \$10,000 of STAF funds as a local match. As the LIFT funds were not secured, these STAF funds are not needed for this project.

The City of Dixon's Medical Shuttle Project can be easily implemented through a contract with the volunteer-based organization, Faith in Action. Faith in Action operates a similar service in Vacaville. With nominal funding it is prepared to expand its service to Dixon. Their service would provide free, door-to-door service for seniors and the chronically ill for medical trips. These trips could be within or outside Dixon, including outside the county. These types of trips are difficult to handle on existing Paratransit services. Faith in Action's service reaches a broader audience than the somewhat restricted Paratransit service. Initially, medical trip service for Dixon residents would be once a week. Once a month, a shopping trip outside the city is planned. Some volunteer drivers have already been identified.

The City of Dixon and Faith in Action are eager and ready to implement this program despite the lack of LIFT funding. The \$10,000 of STAF funds that are not needed for the ETC program could be used to implement this program. These funds would be combined with Dixon Transportation Development Act (TDA) funds, rider contributions, and other funds.

Staff recommends that \$10,000 of STAF funds be allocated to the City of Dixon for the implementation of a medical shuttle. Estimated total cost of the Dixon Medical Shuttle Program is \$12,500 for FY04/05 and \$25,000 in FY05/06. This recommendation was reviewed, and recommended for approval, by the Intercity Transit Consortium and the Technical Advisory Committee.

**Fiscal Impact:**

There is no impact on the STA Budget. The funds requested are not needed for their originally approved purpose and with this approval can be used to fund a needed service to Dixon community residents.

**Recommendation:**

Allocate \$10,000 of STAF funds to the City of Dixon to implement a medical shuttle program in partnership with Faith in Action.

Attachment:

A. STAF Funding FY04/05 & FY05/06 Program



DATE: January 4, 2005  
TO: STA Board  
FROM: Robert Guerrero, Associate Planner  
RE: TDA Article 3 Call for Bicycle/Pedestrian Projects

**Background:**

Transportation Development Act (TDA) funding is generated by a 1/4 cent tax on retail sales collected in California's 58 counties. The Metropolitan Transportation Commission (MTC) administers this funding for each of the nine Bay Area counties with assistance from each of the county congestion management agencies (e.g. Solano Transportation Authority). Two percent of the TDA funding generated, called TDA Article 3, is returned to each county from which it was generated for bicycle and pedestrian projects. Although the exact amount fluctuates every year, Solano County generally receives about \$235,000 annually.

The STA's Bicycle Advisory Committee (BAC) is required by MTC to review TDA Article 3 applications and make funding recommendations for bicycle/ pedestrian related projects. The BAC consists of nine (9) members, a total of eight nominated by each city and county jurisdiction and a Member at Large appointed by the STA Board of Directors. The BAC established TDA Article 3 Criteria and Guidelines, based on MTC requirements, to assist them in recommending priority countywide bicycle projects. Their recommendations are compiled into a 5-year implementation plan (TDA Article 3, 5-year Bicycle/ Pedestrian Plan), which is updated annually to allow bicycle project sponsors to add, delete, or change the project status (see Attachment A).

Projects in the first year of the updated TDA Article 3, 5-year Bicycle/ Pedestrian Plan are recommended to MTC for funding.

**Discussion:**

In order to have TDA Article 3 applications submitted to the Metropolitan Transportation Commission prior to May 1, 2005, STA BAC and staff recommend the STA Board issue a Call for TDA Projects for the 5-Year Bicycle/ Pedestrian Plan. Projects listed in Year 1 of the 5-Year Bike Plan (see Attachment A) will have priority for TDA funds in FY 2005-06 and will need to have prepared applications for the BAC and STA Board to review prior to submitting them to MTC for final approval and funding allocation. Generally, no new projects are added in Year 1 unless additional funding is available (such as higher than anticipated TDA revenue).

The remainder of the 5-Year Bicycle/ Pedestrian Plan is subject to change, particularly in Year 5 (FY 2009/10) where there are no listed projects. Projects in the outer years of the 5-Year plan do not have fund amounts identified due to the uncertainty of exactly how much TDA funding will be available at that time. Staff requests project sponsors with new projects or revisions to the 5-Year Plan prepare a letter describing the project for BAC review and STA Board approval. Staff proposes a February 18, 2005 deadline for Year 1 TDA Article 3 Applications and project letters from sponsors in order for the BAC to review and make a recommendation at their March 3, 2005 meeting. Staff is recommending that only bicycle projects identified in the Countywide Bike Plan be eligible for TDA Article 3 funds. The TAC will have an opportunity to review the BAC's recommendation at their March 23, 2005 meeting, followed by STA Board action on April 13th (see Attachment B for proposed TDA Article 3 schedule).

On December 22, 2005, the TAC unanimously recommended the STA Board issue a TDA Article 3 Call for Projects for the 5-Year Bicycle/ Pedestrian Plan.

**Recommendation:**

Approve a TDA Article 3 Call for Projects for the 5-Year Bicycle/ Pedestrian Plan with a February 18, 2005 deadline for Year 1 TDA Article 3 applications and project letters.

Attachments:

- A. Preliminary TDA Article 3, 5-Year Bicycle/Pedestrian Plan
- B. Proposed TDA Article 3 Schedule



DATE: December 27, 2004  
TO: STA Board  
FROM: Kim Cassidy, Clerk of the Board  
RE: STA Board Meeting Schedule for 2005

**Background:**

Attached is the 2005 STA Board meeting schedule for review and approval.

**Fiscal Impact:**

None.

**Recommendation:**

Adopt the STA Board meeting schedule for the 2005 calendar year.

Attachment:

- A. STA Board Meeting Schedule for 2005



DATE: January 3, 2005  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: RFP for STA/STIA Legal Service

**Background:**

In order to successfully implement the variety of planning, project and program priorities of the STA Board, it continues to be imperative that adequate staff resources are available and staff is organized in an efficient manner to effectively implement the policy direction of the STA Board. In 1996, the STA separated from the County of Solano and became a separately staffed agency. At that time, the STA contracted with the City of Vacaville to provide administrative support services, including legal services.

Chuck Lamoree served concurrently as the City Attorney for the City of Vacaville and as the STA's Legal Counsel from 1996 to June 30, 2002. Over the past two years, the STA legal services workload increased as STA's scope of projects and funds have increased and began to impact the STA's contractual arrangement with the City of Vacaville for these services. This necessitated the shift to an independent legal counsel which, following his retirement from the City of Vacaville, Chuck Lamoree continued to provide until July of 2004 when he then retired from the practice of law. Melinda Stewart (Deputy City Attorney for the City of Vacaville) has ably served as the STA's Interim Legal Counsel for the past six months. In FY 2001/02, the STA budgeted \$14,820 for legal services. Currently, the STA budget has allocated \$80,000 in FY 2004/05 and 2005/06 to cover anticipated legal services costs.

**Discussion:**

Attached is a draft Request for Proposal for STA/STIA Legal Services that has been prepared by STA Legal Counsel and reviewed by STA staff. On January 3, 2005, staff provided a copy of the RFP for STA/STIA Legal Services to the STA Board's Executive Committee for their review and discussion. In December, Chuck Lamoree contacted the STA and indicated his intent to return to the practice of law and interest in returning to the STA as Legal Counsel. Based on input received from the Executive Committee and the length of time since the STA has placed this contract out to bid, it is recommended the STA Board authorize the distribution of a request for proposal (RFP) for STA/STIA Legal Services. It is also recommended the STA continue to obtain independent legal counsel, either through a qualified individual or firm, to ensure the STA Board and staff have access to the experience, expertise, and the availability necessary to provide variable

levels of legal services based on workload requirements and within the fiscal resources of the agency.

**Recommendation:**

Authorize the Executive Director to release a request for proposals (RFP) for legal services for the STA/STIA.

Attachment:

A. RFP for Legal Services for STA and STIA (draft dated 1/3/05)



DATE: January 3, 2005  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Reclassification of Compensation Range for  
Marketing and Legislative Program Manager

**Background:**

The Solano Transportation Authority has strived to continue to expand its capabilities, effectiveness and expertise to meet the increasing number of priority projects and tasks of the STA Board and its member agencies. One of the primary areas of increased responsibility and workload are in the tasks of public information, marketing, special events, and legislation.

**HISTORY OF POSITION**

The job classification of Marketing and Legislative Program Manager was created in July of 2000 as part of the review and assessment of the STA's priority projects and resources necessary to implement these projects. As part of this process, the Solano Napa Commuter Information (SNCI) program and staff (formally called Solano Commuter Information) was transitioned from the County of Solano's Transportation Department to the STA. One of the SNCI's Outreach Coordinators, Janice Sells, was shifted to fill this newly create position. This new position was created in response to the STA Board's desire to assume a more proactive role in pursuing an increased amount of regional, state and federal transportation funds, monitoring and advocating on various legislation affecting transportation, and increasing the level of public awareness and understanding of transportation issues, plans, programs and projects being addressed or undertaken by the STA. The salary range for this position has remained unchanged, with the exception of annual cost of living adjustments approved for all staff positions, since it was created in 2000.

**OVERVIEW OF MARKETING**

Over the past five years, the STA has significantly increased its efforts to engage, inform and educate the public regarding a myriad of transportation plans, projects, programs and issues. This endeavor has resulted in the development of public information materials such as the STA Annual Report, informational brochures, and the development and reformatting of the STA website. The STA has also sponsored a number of successful one time and annual special events and transportation meetings, such as STA's Annual Awards, "Partners in Planning" Air Quality-Land Use- Transportation Conference, the "Transpo Expo" highlighting transit services and programs, and various groundbreakings

and ribbon-cuttings. In addition, the STA has coordinated and sponsored a number of community meetings pertaining to the development of the STA's Comprehensive Transportation Plan, the expenditure plans for Measure E in 2002 and Measure A in 2004, the Senior and Disabled Transit Study, and the Environmental Impact Report (EIR) for the I-80/I-680/SR 12 Interchange. All of these efforts have been coordinated and/or supported by the Marketing and Legislative Program Manager position.

#### OVERVIEW OF LEGISLATION

The STA proactively pursues regional, state and federal transportation funds for Solano County's priority transportation projects and programs, and monitors legislation that may positively or negatively transportation funding, local decision-making or other areas of interest or concern to the STA Board. The STA legislative efforts include the retaining of both federal and state lobbyists and maintenance and monitoring of legislative priorities and policies contained in the STA Legislative Platform and Priorities. This has also included annual trips to Washington D.C. and periodic trips to Sacramento. As a result of these efforts, the STA has successfully achieved the following:

1. Annual federal appropriations earmarks each of the last five years
2. Positioned the STA to receive federal reauthorization earmarks
3. Obtained State TCRP funds in 2001 for three Solano County projects
4. Earmarked four Solano County capital projects and two transit services for RM 2 funding through SB 916

The Marketing and Legislative Program Manager position is responsible for coordinating these critical legislative and policy tasks and for assisting the STA Board and Executive Director to continue to successfully track critical legislation and new transportation initiatives, and to ensure Solano County continues to obtain its fair share of current and new regional, state and federal transportation funds.

#### **Discussion:**

The STA's adopted work program for FY 2004/05 and 2005/06 contains 42 specific priority tasks. This includes 15 specific projects, 17 planning efforts or studies, and 11 programs or specified tasks. A key ingredient for the successful implementation and/or accomplishment of these items will be maintaining the support from our state and federal legislators and the active and informed involvement of the public, business community, and other interested and affected constituencies and community groups.

Following the retirement of Janice Sells in August 2004, the STA initiated the recruitment for a highly qualified replacement. After an extensive recruitment process, the STA was unable to land an outstanding candidate to fill the position (as outlined in the attached job description) and continue the successful progress in the areas of marketing and legislation made by the position's predecessor. At the conclusion of the process, both the Assistant Executive Director/Director for Planning, the position's supervisor, and I concluded that a new recruitment process was necessary and that consideration should be given to modify the salary for the position to increase the quality and quantity of applicants to ensure that the STA can recruit a highly qualified individual to fill this position.

Attached is the job description for the Marketing and Legislative Program Manager that outlines the tasks and duties for the position. This month, staff compiled a short list of comparable positions at similar agencies and surveyed their tasks and salary ranges. This information will be provided under separate cover. Based upon the results of the recent recruitment process and review of the compensation ranges for comparable positions, I am recommending the STA Board authorize the modification to the salary range for the position of Marketing and Legislative Program Manager as outlined in Attachment B. On November 22, 2004, this recommendation was presented and discussed with the STA Board's Executive Committee. At the meeting, the committee agreed with the recommendation in concept, but requested that the position's specific job tasks and responsibilities be provided for their review and also be forwarded to the full STA Board as part of this recommendation. This information was forwarded to members of the Executive Committee, discussed at their meeting on January 3, 2005, and included as attachment A to this staff report.

**Fiscal Impact:**

The current salary range for this position ranges between \$48,732 (\$4,061 monthly) to \$59,232 (\$4,936 monthly). The recommended modification is to increase this salary range to \$55,872 (\$4,656 monthly) to \$67,908 (\$5,659 monthly). The net fiscal impact to fully fund this position is an estimated \$73,000 per year (including salary and benefits) and would result in a pro-rated cost of \$24,000 for FY 2004-05 to cover the remaining four months for this fiscal year. The projected cost to fund this position will increase over the cost of the current compensation range for this position when the new employee obtains step 3 within the recommended salary range for the position. Step five in the recommended salary range for this position is an estimated \$8,676 per year higher than the current salary range. The expenditure for FY 2004/05 and for future fiscal years to fund this position can be covered through a combination of expected STA revenue sources.

**Recommendation:**

Approve the Modification of the Compensation Range for the position of Marketing and Legislative Program Manager as specified in Attachment A.

Attachments:

- A. List of Job Tasks and Responsibilities for the position of Marketing and Legislative Program Manager
- B. Current and Recommended Salary Ranges for Marketing and Legislative Program Manager



DATE: January 4, 2005  
TO: STA Board  
FROM: Robert Guerrero, Associate Planner  
RE: Regional Bicycle/Pedestrian Program  
Applications

**Background:**

MTC committed \$200 million over a 25-year period to fund construction of regional bicycle system projects and pedestrian safety and enhancement projects as part of the new Regional Transportation Plan, called Transportation 2030. MTC developed the Regional Bicycle/ Pedestrian Program with 25% of the program funds to be administered by MTC on a competitive basis for the entire nine Bay Area counties and 75% of the funds to be administered by the county congestion management agencies for their county priority projects based on their Countywide Bicycle Plans.

Over the next four years, \$32 million will be available for the Regional Bicycle/Pedestrian program. Of this amount, \$8 million is available for FY 2005/06 and FY 2006/07 for the 25% Regional Portion. Of the remaining 75% County Portion, Solano County's allocation (based on population) is approximately \$1.4 million and will be available for programming in FY 2007/08 and 2008/09.

MTC issued a call for the regional projects on September 30, 2004, and as part of the application evaluation process requested CMA's to review application submittals through the county Bicycle Advisory Committee and/or Pedestrian Advisory Committee prior to submitting them to MTC. The formal application submittal deadline to MTC is January 21, 2005.

**Discussion:**

The STA's Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC) held a joint meeting on December 16, 2004 to review applications submitted by the cities of Benicia and Fairfield for the MTC Regional Bicycle/Pedestrian Program. The City of Benicia requested a total of \$1,328,000 for a proposed 1,240 foot long, 12-16 foot wide Class I multi-use bicycle path along the I-780 overcrossing at State Park Road. This segment has local, countywide and regional significance since it remains a critical gap between Benicia and Vallejo, the San Francisco Bay Trail Project, and the Solano Ridge Trail. A complete connection from the Benicia-Martinez Bridge to the Al Zampa (Carquinez) Bridge and beyond will be made once the overall Benicia-Vallejo

Bike Route is fully constructed. The BAC and PAC unanimously approved the project and agreed to forward a letter to the STA Board supporting this project.

The City of Fairfield requests a total of \$447,000 funding for a combination of improvements to the Linear Park Path for a segment located between North Texas Street and Dover Avenue. Fairfield's proposed improvements include construction of a Class I multi-use pedestrian and bicycle path, a way-finding signage program, and monuments/public art at entrances to the Linear Park. This project is included in the Countywide Bicycle Plan and the Countywide Pedestrian Plan.

The BAC and PAC reviewed Fairfield's project and discussed several aspects of it as it related to their respective plan. The PAC members generally agreed that there are benefits for pedestrians given the project's proximity to the future Fairfield bus transfer center and to elementary and high schools within 1/4 to 1/2 mile of the project area. The PAC requested Fairfield's staff revise their proposal to focus on the pedestrian components of the project and scheduled a follow-up meeting on January 6, 2005 to review the revised application and make a recommendation to the STA Board.

At the December 22, 2004 TAC meeting, the City of Vallejo requested the TAC to review their Regional Bicycle/ Pedestrian application which proposes to create a pedestrian link from Downtown Vallejo to the future Vallejo Intermodal Transit Center. The Vallejo Transit Center recently was awarded \$2 million from MTC's Transportation for Livable Communities (TLC) Program. The proposed pedestrian link was part of the original TLC application but did not get funded primarily due to funding limitations of the MTC's TLC program. The PAC is scheduled to review this project at their January 6th meeting in addition to Fairfield's Linear Park Project. Any recommendations from the PAC will be provided at the January 12, 2005 STA Board meeting

The TAC reviewed and unanimously recommended all three applications for MTC's Regional Bicycle/ Pedestrian Funds. The TAC further recommended that the City of Benicia's project be defined as a priority bicycle project and the cities of Fairfield's and Vallejo's project be defined as priority pedestrian projects. Staff is requesting the STA Board submit a letter of support for sponsors to include as part of their applications.

**Recommendation:**

Authorize the Chair to send letters of support for the following Metropolitan Transportation Commission Regional Bicycle/ Pedestrian Fund applications:

- The City of Benicia's State Park Road/ I-780 Overcrossing Bicycle Project for Regional Bicycle funding;
- The City of Fairfield's Linear Park Pedestrian Project for Regional Pedestrian funding;
- The City of Vallejo Pedestrian Links Project for Regional Pedestrian funding.

Attachments:

- A. Bicycle Advisory Committee Letter of Support
- B. Benicia Project Application (to be provided under separate cover)

- C. Fairfield Project Application (to be provided under separate cover)
- D. Vallejo Project Application (to be provided under separate cover)



DATE: January 5, 2005  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of Planning  
RE: Comment letter on MTC's Regional T-2030 Plan

**Background:**

Every three years, Metropolitan Planning Organizations (MPOs) are required to develop and/or update regional transportation plans (RTP's) based on a variety of planning factors. Two critical requirements that pertain to developing an RTP is to demonstrate air quality conformity and that the plan is fiscally constrained. The Metropolitan Transportation Commission (MTC) is the federally designated MPO for the Bay Area and its nine counties. Besides air quality conformity requirements, one of the main purposes of an RTP is to make transportation funding estimates for the next 25 years. This plan sets forth the basic funding categories for each project or program and separate funding cycles are established before funding is actually programmed.

MTC priorities have made progress on two fronts. First, the T-2030 Phase I deliberations resulted in the creation of new programmatic commitments for regional bicycle/pedestrian and "lifeline" investment that will be featured in both the financially constrained and Big Tent elements of Transportation 2030. Second, the Transportation and Land Use Platform MTC adopted in December 2003 provides a foundation for a continuing policy focus of the long-range plan. The next major piece of work for the Big Tent is to develop the financial game plan to fund the significant transit and road rehabilitation shortfalls identified in Phase I, as well as to fund the system efficiency and capacity improvements needed to keep pace with the region's growth.

On May 12, 2004, the STA Board approved a list of fiscally constrained T-2030 Track 1 and Inter-regional Transportation Improvement Program (ITIP) projects for submittal to MTC, based upon the \$277.8 million of the federal and state funds currently projected for Solano County over the next 25 years. On June 9, 2004 the STA Board also approved a Proposed list of Big Tent projects proposed for T-2030 for Solano County. The Big Tent list of projects is intended to be in addition to the Track 1 and ITIP list and will require a 2/3 vote of the public (i.e. in the proposed County Transportation Expenditure Plan) before such funds can be secured.

In November/December 2004, MTC released the Draft Environmental Impact Report (DEIR) and the Draft Transportation 2030 (T-2030) Plan dated October 2004 for public comments. The formal comment period on policy matters or alternatives on these

documents ends on January 7, 2005. Additional technical comments on the Track 1 and Big Tent Project lists (Appendix One to T-2030) can still be submitted to MTC staff through the end of January 2005.

**Discussion:**

STA staff reviewed both the Draft Environmental Impact Report (DEIR) and the Draft Transportation 2030 (T-2030) Plan. Because of the short time frame for review, staff submitted a comment letter to meet MTC's January 7, 2005 submittal deadline (see Attachment D).

Staff submitted comments on the following items:

**DEIR**

The Draft EIR evaluated five alternatives including Alternative 5, called the so called: "TRANSDEF" Alternative 5. This alternative was submitted by the Transportation Solutions Defense and Education Fund (TRANSDEF) and which defined the set of transportation projects and programs, land use planning assumptions, and pricing assumptions to be evaluated under this alternative (see Attachment A for a description of all the Alternatives in the DEIR).

STA staff does not support this alternative since we believe that alternatives 1, 2, 3 and 4 sufficiently analyze and address a range of alternatives sufficient to meet the requirements of the California Environmental Quality Act. MTC's Transportation for Livable Communities Program and the pending Transit Oriented Development Study and Transit Connectivity Study are identifying additional ways to encourage infill development and increased transit ridership in a much more realistic and consensus building approach than is suggested by this alternative.

Also, the TRANSDEF alternative proposes to eliminate some of the Committed and New Commitments (previously called Track 1 projects) priority projects identified for Solano County such as the Fairfield/Vacaville Train Station, Vallejo Ferry Terminal, Route 12 westbound (Red Top Road) truck climbing lane, I-80/680/12 interchange improvements, I-80/680/780 mid-term capacity and operational improvements and the Jepson Parkway Project. Eliminating these projects would be contrary to the voter-mandated Regional Measure 2, the Solano Comprehensive Transportation Plan and the recently completed I-80/680/780 Corridor/ Major Investment Study. There is insufficient explanation on why those projects are not acceptable and what would be viable alternative projects to meet the demands identified by ABAG Projections 2003 and the Solano-Napa Countywide Travel Demand Model.

The TRANSDEF alternative is not feasible and is based on a number of pricing and land use strategies (i.e. parking charges at employment sites, 20% reduction in transit fares and land use assumptions that are contrary to Projections 2003)

that are out of the jurisdiction and control of MTC and the Regional Transportation Plan.

Instead STA staff suggests that TRANSDEF's approach be used to further refine, evaluate and select projects as part of the performance measures that MTC developed for this regional transportation plan and for future plans.

### **Draft T-2030**

**Regional Bicycle Plan:** This plan does not fully incorporate recent changes made to the Solano Countywide Bicycle Plan, dated May 2004. STA submitted comments on this matter to MTC in October 2004

**Bay Area Transit Hubs:** Based on input provided by the STA Board on October 13, 2004 on the MTC Transit Connectivity Report, MTC was requested to incorporate the Fairfield Transportation Center on the map of transit hubs being included in MTC's Transit Connectivity Study.

**Proposed High Occupancy/Toll/Toll (HOT) Lane System:** Existing HOV lanes and those under construction or funded are depicted in this map. For Solano County, MTC is requested to incorporate the RM-2 funded HOV lanes being planned on I-80 from I-680 to Air Base Parkway.

**Resolution 3434 Bus and Ferry Projects:** Express bus service from Fairfield, Vacaville, and Dixon to Sacramento is now provided daily through Route 30. MTC is requested to include an extension of the Bus/Rapid Bus Route shown on I-80 to the easterly edge of Solano County adjacent to Sacramento County.

**Track 1 and Vision Plan Projects (Big Tent)** STA is continuing to work with MTC staff to submit comments and refinements on the costs, and fiscally constrained and vision elements listed in Appendix One for Solano County projects during January 2005 to update those costs.

### **Appendix Two: Transportation/Land Use**

STA staff has been participating in the Transportation Land Use Task Force that developed MTC's Draft Transportation Land Use Platform. (Appendix B). Staff believes that the Platform's principles support and are consistent with the STA's vision for the future. This includes the STA's Comprehensive Transportation Plan and the recently adopted Transportation for Livable Communities Plan, Countywide Bicycle Plan and Countywide Pedestrian Plan.

Jurisdictions throughout Solano County are trying to incorporate a mix of housing types and trying to make it easier for people to walk, bicycle or take transit.

Although STA and many of other the CMA's throughout the Bay Area have consistently supported the platform principles, STA staff has encouraged MTC to take a corridor

approach and acknowledge that local jurisdictions must balance many competing goals when developing their plans, policies and regulations.

Also part of STA's ongoing Transportation and Land Use Solutions Program (T-PLUS) work plan, one of the statements adopted by the STA Board on May 14, 2003, includes:

“At the request of the local jurisdiction, review and provide suggested strategies on proposed new transportation-related projects of general plans, general plan amendments, vision plans, strategic plans, specific plans, transit-oriented developments and downtown revitalization/redevelopment plans.”

STA staff believes that this work plan statement and recent efforts approving a Transportation for Livable Communities Plan, County Bicycle Plan and Countywide Pedestrian Plan are the most effective ways that STA can help to encourage walking, bicycling and support more transit-oriented developments at the local level, consistent with the principles of the Transportation/Land Use Platform.

Attached is the comment letter submitted by STA staff to MTC on January 5, 2005 (Attachment D)

**Fiscal Impact:**

None.

**Recommendation:**

Support sending the attached letter to MTC on the Draft EIR and T-2030 Plan (Attachment D).

**Attachments:**

- A. Descriptions of Alternatives in DEIR for T-230
- B. MTC Transportation/Land Use Platform
- C. Overview of the proposed Transportation 2030 Plan
- D. Comment letter submitted by STA staff to MTC on January 5, 2005



Date: December 29, 2004  
To: STA Board  
From: Dan Christians, Assistant Executive Director/Director of Planning  
Elizabeth Richards, Program Director  
RE: STA, SolanoLinks, and SNCI Marketing Plan 2005 (Phase I)

**Background:**

The STA manages and markets a variety of transportation related programs and services. This includes the design and implementation of the marketing objectives for the STA, the SolanoLinks Transit program, and the Solano Napa Commuter Information (SNCI) Program. The STA strives to inform the public about various transportation projects, programs, and services through an annual report, newsletters, brochures, website, public meetings, and the media.

The STA also coordinates the marketing of SolanoLinks intercity transit services countywide. This effort has included the development and updating of the SolanoLinks brochure, wall maps, production of SolanoLinks bus passholders, and other activities. There has not been an identity or marketing specifically of Solano Paratransit.

To increase the use of carpooling, vanpooling, transit, bicycling and other alternatives to single-occupancy vehicles, the STA's Solano Napa Commuter Information (SNCI) program markets its and partner agencies' services countywide. This marketing program has been traditionally accomplished through a variety of methods including brochures, display racks, events, print and radio advertising, incentives, promotional items, direct mail, press relations, employer and general public promotional campaigns, and freeway signs.

**Discussion:**

The STA has retained a consultant, Moore Iacofano Goltsman (MIG), for the past two years to assist in this effort. With the STA Board's approval, the existing contract has been amended for a time extension and budget adjustment. The current contract expires June 30, 2005. Staff will be recommending that the next major marketing effort be advertised for a new consultant contract.

STA staff is working with MIG to develop an outline for a multi-year marketing plan for the STA as a whole and for STA managed programs including SolanoLinks, Solano Paratransit, and SNCI. The goal is to increase public awareness and to inform the public

about the STA and these programs. Existing strategies will be reviewed and new marketing methods is developed and implemented. One intercity transit route that will receive initial focus will be Route 30, which serves Fairfield, Vacaville, Dixon, Davis, and Sacramento. Funding has already been allocated for marketing outreach for Route 30 and a new marketing effort will begin in early 2005.

MIG is in the process of developing a draft outline for the marketing plan (Phase II). Input from the Consortium and TAC will be requested. This will be further refined and finalized after the Board's retreat in February. Once approved, the marketing plan outline will be used to advertise for the future marketing consultant. Staff will be requesting input and approval from the STA Board to authorize the release of a Request for Qualifications for a marketing contractor. The selection of the marketing contractor will be presented to both the Consortium and TAC for their review prior to consideration by the STA Board.

MIG has completed a number of projects under this contract. Some projects are in process and nearing completion. STA staff would also like MIG to complete some new projects that need to be completed in early 2005. The current contract would need a financial amendment to complete these projects. The projects are listed on Attachment A. Funding for this amendment is already included in the STA budget from various sources. The STA's Intercity Transit Consortium and Technical Advisory Committee have reviewed, and recommended approval of, staff's recommendation.

**Fiscal Impact:**

The additional funding for the amended Scope of Services (\$84,000) is included in the approved FY2004-05 STA budget. The funds are a combination of STA Marketing, SolanoLinks Marketing and SNCI Marketing. The amendment will bring the total MIG contract to \$267,000.

**Recommendation:**

Approve the following:

1. The proposed Marketing Plan Tasks (Phase I) for STA , SolanoLinks Transit, and SNCI as specified in Attachment A;
2. Amend the existing contract with MIG for an amount not to exceed \$84,000.

Attachment:

- A. Proposed Marketing Tasks (Phase I) and Amended Scope of Work with MIG
- B. Proposed Budget Amendment for MIG

# **Proposed Marketing Plan (Phase I) Tasks and Scope of Work**

## **Projects:**

### STA – Overall Agency Products

- STA Agency brochure “Working for You”: Redesign, rewrite, print color brochure
- State legislative brochure: Redesign to be more user friendly. 16-page plus cover, color document with photos.
- Federal reauthorization booklet: Redesign to be more user friendly. 12-page plus cover, color document with photos.
- TEA-21 Reauthorization booklet: Redesign to more user friendly. 12-page plus cover, color document with photos.

### SolanoLinks Intercity Transit

- Marketing RM 2 Service: Create marketing strategy to publicize new RM2 services rolling out in early Spring 2005.
- Rt. 30 Marketing: Beginning in Spring 2005, initiate bus “tour” to three destination cities and create publicity materials.
- Rio Vista Transit: Develop branding/marketing strategy for Rio Vista Transit and design/print initial materials to coincide with early 2005 service changes.

### SNCI:

- Emergency Ride Home: Complete development of and launch countywide Emergency Ride Home program.
- Year-end employer/vanpool mailer: Develop mailer/calendar for SNCI client distribution.
- Bus wrap design: Design bus wrap.

**Proposed Amendment  
for  
MIG**

**Cost Breakdown:**

STA/Solanolinks	\$62,000
SNCI	\$22,000
Total.....	<b>\$84,000</b>



DATE: December 30, 2004  
TO: STA Board of Directors  
FROM: Daryl Halls, Executive Director  
Mike Duncan, Director for Projects  
RE: Proposed FY 2004-05 Mid-Year Budget Revision

**Background:**

On July 14, 2004 the STA Board approved the FY 2004-05 annual budget with total revenues and expenditures estimated at \$6.329 million. Since then, the final close-out for FY 2003-04 has occurred and provided updated expenditure and revenue information for FY 2004-05. This information has been compiled by staff and is presented as a proposed mid-year revision to the adopted FY 2004-05 budget.

**Discussion:**

The proposed FY 2004-05 budget revision is shown in Attachment A. Highlighted areas indicate changes from the FY 2004-05 budget adopted in July 2004. Key FY 2004-05 budget revisions are summarized below:

*Operations and Administration Expenditures*

- Salary and benefits costs have increased slightly to reflect contracted benefits rates, services and supplies. Additionally, one half the salary and benefits costs for the Financial Analyst/Accountant position (approved by the Board in October 2004) are included. The other half is expensed to the Project Development Department. These changes result in a net increase of \$33,641 for Operations Management /Administration.
- The Expenditure Plan has been increased by \$51,000 to reflect the \$76,000 remainder of the \$240,000 approved by the Board that was not used in FY 2003-04. The results of these changes are a net increase of \$84,641 to the Operations and Administration expenditure budget.

*SNCI Program Expenditures*

- Salary and benefits costs have increased slightly to reflect contracted benefits rates, services and supplies. These changes result in a net increase of \$10,915 for SNCI Management /Administration.
- Program cost changes reflect increased revenue estimates for Transportation for Clean Air (TFCA) revenues and other funds carried forward from prior programming years. The SNCI program costs increased by \$106,085. The result of these changes is an increase of \$127,715 to the SNCI budget.

### *Project Development Expenditures*

- Salary and benefits costs have increased slightly to reflect contracted benefits rates. Additionally, one half the salary and benefits costs for the Financial Analyst/Accountant position (approved by the Board in October 2004) are included. These changes result in a net increase of \$21,960 for Project Management /Administration.
- The State Transportation Improvement Program Technical Assistance Program (STIP-TAP) was decreased by \$48,300 to reflect the funding remaining for this program.
- The Jepson Parkway project was also decreased (\$22,269) to reflect the remaining STIP funds programmed for the environmental phase of this project.
- Two projects were added from FY 2003-04, Traffic Safety Plan Update and Union Ave/Main St Feasibility Study at a total cost of \$20,000.
- The I-80/I-680/I-780 Corridor Study budget was increased by \$40,000 to reflect the final costs to complete and publish the study. Overall, this project was \$90,000 below the original budget of \$650,000.
- Finally, the Solano Paratransit Capital Fund was reestablished for the purchase of replacement Solano Paratransit vans. This action was cost-neutral since the funds were previously budgeted. Overall project costs decreased by \$10,569 resulting in a net increase of \$11,391 for the Project Development budget.

### *Strategic Planning Expenditures*

- Salary and benefits costs for current employees have increased slightly to reflect contracted benefits rates; however, salary savings from the vacant Program Manager/Analyst salary resulted in a net decrease of \$36,365 for Planning Management/Administration.
- The project to develop a new traffic model was decreased by \$11,861 to reflect the costs to complete Phase 1 of the project. Phase 2 (transit and HOV components) will be a subsequent project.
- The Transportation for Livable Communities (TLC) program was increased by \$26,683 to reflect the available funding carried forward from FY 2003-04.
- The Oakland/Auburn Commuter Rail Study was increased by \$12,354 and the Fairfield/Vacaville Rail Station Design was increased by \$54,433 to reflect changes in prior year funds carried forward.
- The SR 12 Transit Study was increased by \$15,000 to expand the study. Napa County requested the expanded study and provided the additional funding.
- Net project costs increased by \$96,609 resulting in a net increase of \$60,244 for the Strategic Planning budget.

### *Revenues*

- Major revenue changes included an additional \$169,949 in Surface Transportation Program (STP) funds carried forward from FY 2003-04 and \$44,771 in FY 2004-05 STP funds not previously programmed; \$117,000 in TFCA funds carried forward from prior fiscal years for the SNCI program; and \$15,000 from Napa County to expand the SR 12 Transit Study.
- Many revenue changes are due to better estimates available at this time and revisions to prior year carry forward amounts. The annual elements of multi-year

- projects often change to reflect project schedule changes. These shifts are captured in the budget and budget revisions.
- The initial results of the FY 2003-04 audit indicate the Authority's assets increased approximately \$200,000 in FY 2003-04; therefore, this amount may be available for programming by the STA Board after completion of the audit. This amount is not included in the proposed mid-year budget adjustment.

In summary, the proposed mid-year budget revisions increase expenditures by \$283,991 and revenues by \$283,991, resulting in a balanced budget.

This budget revision is based on the most current estimates available. During the course of the year, quarterly budget vs. actual reports are prepared to monitor budget adherence and to determine if additional budget adjustments are needed.

**Recommendation:**

Adopt the revised STA FY 2004-05 budget as specified in Attachment A.

Attachment

- A. Proposed FY 2004-05 Mid-Year Budget Revision. Provided under separate cover.



DATE: January 3, 2005  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Adoption of STA's 2005 Legislative Priorities and Platform

**Background:**

Each year STA updates its legislative platform that serves as a guide for the monitoring of state and federal legislation that pertains directly to transportation and related issues. The STA Board adopted Legislative Priorities and Platform also serve as a guideline for legislative trips to Sacramento and Washington, DC.

To help ensure the STA's transportation policies and priorities are consensus based, the STA's Legislative Priorities and Platform is first developed in a draft form and then distributed to members agencies and members of our federal and state legislative delegations for review and comment prior to adoption by the STA Board. The draft 2005 Legislative Priorities and Platform was provided to the STA TAC and Transit Consortium on December 1, 2004 for review and comment and was reviewed by the STA Board on December 8, 2004. Staff has also distributed the document to member agencies, Solano County's federal and state legislative representatives, and other partner agencies for their review and comment.

Recommended modifications to the 2005 Legislative Priorities and Platform include the following:

1. Legislative Priority #6 – This item has been updated to reflect the approval of Regional Measure 2 by Bay Area voters in March of 2004 and the proposal by the Governor's office in September of 2004 suggesting the possible diversion of RM 2 revenues to cover the project cost increase of the Bay Bridge.
2. Legislative Priority #7 – This priority has been added to support statewide transportation efforts to advocate against the future suspension of Proposition 42, diverting voter approved funds dedicated for transportation to the state general fund
3. Legislative Platform Item I.1. – Staff recommends modifying "Sponsor" to "Support."
4. Legislative Platform Item X.2. – This item has been updated to reflect the passage of RM2 and the allocation of funds to implement the expanded transit services

- contained in RM2, including Solano County Express Bus and Vallejo Baylink Ferry Services.
5. Legislative Platform Item II.1. – The TAC and staff recommend modifying “Encourage new or revised guidelines...” to “Support revised guidelines...”.
  6. Legislative Platform Item VI.10. – The TAC and staff recommend adding the following language “and a fair share return of funding to California.”
  7. Legislative Platform Item X.3. – Delete the following language “such s gasoline sales tax, etc.” and move policy item to XII.7. under the category of Transit.
  8. Legislative Platform Item XII.5. – Modify the policy to read as follows “Support efforts to eliminate or ease Federal requirements and regulations regarding the use of federal transit funds for transit operations in large UZAs.”
  9. Legislative Platform Item XII.6. – Modify the policy to read as follows, “Support efforts to change Title 23 restrictions pertaining to the use of bridge toll revenues for federalized bridges for transit operations.”

**Discussion:**

Attached is the final draft of the STA’s 2005 Legislative Priorities and Platform. This copy includes the recommended changes requested by the TAC and authorized for release by the STA Board. On December 22, 2004, both the Transit Consortium and STA TAC reviewed the draft platform. As part of the review of the platform, the TAC proposed one additional amendment to the proposed platform, delete the following policy statement “II. Americans with Disabilities Act – Support revised guidelines to provide more flexible ADA access for trails, bike routes and transit.” A recent adoption of new federal ADA guidelines pertaining to this access issue was determined to make this policy position unnecessary. This proposed amendment has been highlighted with a strikethrough.

**Recommendation:**

Approve the STA’s 2005 Legislative Priorities and Platform as specified in Attachment A.

Attachment:

- A. STA Proposed 2005 Legislative Priorities and Platform (Updated 12/28/04)



DATE: January 4, 2005  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of Planning  
RE: Solano Bikeway Extension Feasibility Study  
(McGary Road)

**Background:**

In 1995, the Solano Bikeway project was originally identified as a primary bicycle route in the Countywide Bicycle Plan. The need for that route has been confirmed in each of subsequent updates to the bicycle plan (including the 1997, 1999, 2001 and 2004 plan updates). In the May 2004 Countywide Bicycle Plan update, the Solano Bikeway Extension gap closure was identified to be one of the four highest priority bicycle projects in Solano County by the Bicycle Advisory Committee (BAC), TAC and STA Board.

In 2001, Phase 1 of the Solano Bikeway was completed in Vallejo, which provided a connection between Columbus Parkway and Hiddenbrooke Parkway. Phase 1 of the bike route was built because of the need to provide a more complete intercity bicycle system with the expectation that additional connecting phases of the route would be provided to key destinations in Fairfield and Vallejo and beyond.

Since June 2002, the Bicycle Advisory Committee (BAC) and the STA staff have been working with the City of Fairfield staff to develop the Solano Bikeway Extension Feasibility Study. The main purpose of this study was to identify options for developing bikeway facilities (both short and long term) for a bicycle facility along the I-80 Corridor connecting Solano Community College and the Linear Park in Fairfield to the existing Phase 1 Solano Bikeway in Vallejo. McGary Road in Fairfield previously served as that connection until it was closed in 1998 because of liability and maintenance problems due to damage caused by the Red Top Slide.

The Solano Bikeway Extension Feasibility Study was funded with TDA Article 3 funds. A project development team (PDT) consisting of members of the Bicycle Advisory Committee and staff from City of Fairfield and STA provided input and oversight on the study. Alta Planning and Design, and their engineering subconsultant Creegan and D'Angelo, drafted the study.

The draft feasibility study was completed on January 27, 2003. On May 14, 2003, based on a recommendation from the Bicycle Advisory Committee and the STA TAC, the STA

Board authorized the Executive Director to submit a letter forwarding comments to the City of Fairfield (Attachment B).

The feasibility study assumed that the existing McGary Road would not be fully re-opened to general vehicle traffic, but instead would be developed as a 10-foot wide bikeway that would also accommodate local landowners and emergency access vehicles. The study recommended the Alternative 2 option, consisting of an 8" concrete section built over a minimum 7" base rock section. This option was estimated to cost about \$760,000 for a 4,000 linear foot segment.

Since the initial letter was sent to the City of Fairfield, there has been additional input provided from the Bicycle Advisory Committee, the City of Fairfield and STA staff to consider other variations to the recommended option as well as potential ways to address on-going maintenance concerns. On September 9, 2004, a field meeting at the site was held with Caltrans representatives, BAC members, and City of Fairfield and STA staff, to obtain a current update on the condition of the roadway and hear a status report on the nearby Red Top Slide remediation project.

**Discussion:**

On October 7, 2004, in its role as an advisory committee to the STA Board, the Bicycle Advisory Committee (BAC) requested STA staff to prepare a letter of support to the STA Board to encourage the City of Fairfield to complete the feasibility study, select an option and move towards implementing the project.

On December 16, 2004, the Bicycle Advisory Committee met to further discuss and finalize a letter of support and recommendation to the STA Board to request the City of Fairfield to complete the feasibility study and begin implementing the project. At that meeting, the BAC approved a letter of support for the project (Attachment A)

On December 22, 2004 the STA TAC reviewed and supported the BAC's recommendation and further discussed the project including a request from the City of Fairfield staff for STA to assist in obtaining funding to complete the project and address on-going maintenance concerns. The TAC unanimously approved support for the project to the STA Board including the request for STA to assist in obtaining funding, but did not support the request to commit any countywide funds to help maintain the project. The TAC felt that maintenance of any project should remain with the jurisdiction that owns the property.

The final alignment, design, funding and maintenance arrangements are the City of Fairfield's decision and responsibility. With support from the City of Fairfield, TAC, BAC, and STA Board, STA staff is continuing to help facilitate the best course of action to complete the Solano Bikeway Extension Feasibility Study, make further progress towards implementing the project supported by the City of Fairfield that is generally consistent with the Countywide Bicycle Plan, and help identify and obtain the funding to complete the project.

**Recommendation:**

Authorize the Chair to submit a letter of support for the Solano Bikeway Extension Feasibility Study to the City of Fairfield and recommending the following:

1. The City of Fairfield selects a preferred option;
2. STA staff assist in obtaining funding to complete the project; and
3. Initiate implementation of the Solano Bikeway Extension Project.

Attachment:

- A. Letter of support for Solano Bikeway from Bicycle Advisory Committee dated December 23, 2004
- B. STA Comments Submitted on Solano Bikeway Extension Feasibility Study in May 2003



DATE: January 4, 2005  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of  
Planning  
RE: Appointment of Alternate Member to the Capitol  
Corridor Joint Powers Board

**Background:**

The Capitol Corridor Joint Powers Board (CCJPB) is a Joint Powers Authority made up of 16 members including two members and an alternate appointed by the Solano Transportation Authority. Board Members or Alternate Board Members of the STA are eligible to serve on the CCJPB. The board usually meets five times a year (February, April, June, September and November) on the third Wednesday of the month at 10:00 a.m. and provides the policy direction for the 7-county Capitol Corridor intercity passenger train service. Four of the annual meetings are held at Suisun City Hall and the fifth meeting is usually held in either Oakland or Sacramento.

**Discussion:**

Jim Spering and Mary Ann Courville serve as STA's two members to the CCJPB. Rischa Slade has been the STA alternate on the Capitol Corridor Board (and previously served as a CCJPB member), but her STA appointment ended last month when she stepped down as a member of the Vacaville City Council. Staff recommends the STA Board should appoint a new alternate effective immediately.

The next meeting of the Capitol Corridor Joint Powers Board is scheduled at 10:00 a.m. on February 16, 2005 at Suisun City Hall.

**Recommendation:**

Appoint an alternate to the Capitol Corridor Joint Powers Board.

Attachments:

- A. List of CCJPB Board members and alternates: November 19, 2004



DATE: January 4, 2005  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of Planning  
RE: Appointment of Members and Chair for the Alternative Modes Committee and the Jepson Parkway Steering Committee

**Background:**

In March 2000, the STA Board appointed members and alternates members to serve on three policy committees including Arterials, Highways and Freeways, Transit, and Alternative Modes. These committees were initially formed to provide input and make policy recommendations to the STA Board on the new Solano Comprehensive Transportation Plan (CTP). The Jepson Parkway Steering Committee was formed and met during 1999-01 to provide guidance and make recommendations to the STA Board on the Jepson Parkway Concept Plan and the Draft Environmental Impact Report/Study (DEIR/S). As new board members and alternates are appointed to the STA, the membership on these committees is updated.

The Alternative Modes Committee meets about every two to three months. It is mainly responsible for providing the policy recommendations to the STA Board for the development of the Alternative Modes Element of the CTP along with the development of the Countywide Transportation for Livable Communities (TLC) Program, Countywide Bicycle Plan and the Countywide Pedestrian Plan. The committee has previously consisted of four STA members or alternates.

The Jepson Parkway Steering Committee meets as needed to provide policy recommendations to the STA Board on the Jepson Parkway Project, one of the priority projects of the STA. The committee has included representatives of the four jurisdictions along this 12-mile long project: Suisun City, Fairfield, Solano County and Vacaville. With the pending completion of the Jepson Parkway Draft Environmental Impact Report/Study (DEIR/S) in the spring of 2005, one or more steering committee meetings will be needed in the next few months to provide final review and policy recommendations to staff and the STA Board on the DEIR/S, alternatives and funding strategies to complete the project.

**Discussion:**

The Chair and members of the Alternative Modes Committee for 2004 included:

- Marci Coglianese, Committee Chair, City of Rio Vista
- Dan Smith, City of Benicia
- Michael Segala, City of Suisun City
- Rischa Slade, City of Vacaville

Since the STA appointments for both Marci Coglianese and Rischa Slade ended last month, new members and a new Chair need to be appointed immediately. The next major responsibility of this committee is to review and recommend a new Alternative Modes Element of the CTP by late January or February 2005.

The members of the Jepson Parkway Steering Committee have changed over the past three years but previously included Jim Spering, John Silva, Steve Lessler and Rischa Slade. The committee last met between 1999-2001 when the Jepson Parkway Concept Plan was being completed and when the alternatives for the EIR/S were being developed.

It is anticipated that a steering committee meeting will be held in either March or April 2005, prior to the completion and release of the Draft EIR/S. It is recommended that a four member steering committee be established for 2005 including members or alternates from Suisun City, Fairfield, Solano County and Vacaville.

**Recommendation:**

Approve the following:

1. Appoint the Chair and members of the Alternative Modes Committee; and
2. Appoint members of the Jepson Parkway Steering Committee representing the Cities of Fairfield, Suisun City, Vacaville and County of Solano.



Date: January 4, 2005  
To: STA Board  
From: Robert Guerrero, Associate Planner  
RE: Appointments to STA/YSAQMD Clean Air Fund Application Pre-Screening Committee and Set a Meeting Date to Review 2005-06 Applications

**Background:**

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

Solano County historically receives approximately \$290,000 annually from the YSAQMD for clean air projects such as: Alternative Fuels Infrastructure, Low Emission Vehicles, Alternative Transportation, Transit Services, and Public Education and Information. STA member agencies located in the Yolo Solano Air Basin (Rio Vista, Vacaville, Dixon and Solano County) and public schools and universities in these areas are eligible for the program.

Solano County applications for YSAQMD Clean Air Funds are preliminarily reviewed by the STA/YSAQMD Clean Air Fund Application Screening Committee, which consists of two members or alternates from the STA Board and three members from the YSAQMD Board of Directors. The Screening Committee reviews Solano applications prior to the YSAQMD application deadline for funding amounts, project eligibility, and consensus for Solano County's Clean Air projects. All actions made by the Screening Committee are recommendations to the YSAQMD Board of Directors. The YSAQMD Clean Air Program funding approvals have usually been the same as the committee's recommendations.

**Discussion:**

The preliminary Clean Air Fund schedule is as follows:

Mid/late January 2005:	YSAQMD Applications dispersed to applicants and made available to the public
February 9th 2005	Proposed Deadline to submit Solano County Draft Applications to STA
Week of Feb.14th, 2005	Proposed STA/YSAQMD Clean Air Funds Screening Committee meeting
March 18, 2005:	Tentative YSAQMD deadline to submit applications for FY 2005/06 funding cycle

The dates specified are preliminary and are subject to change; however, STA staff requests the STA Board appoint two members or alternates to participate in the YSAQMD Clean Air Fund Application Screening Committee at this time. This action would assist staff from the STA and YSAQMD in confirming the final dates. Staff will work with the screening committee and update the Board with the committee's recommendations at the March 9, 2005 STA Board meeting.

**Recommendation:**

Appoint two STA Board members or alternates to serve on the STA/YSAQMD Pre-screening Committee and set a meeting date to review 2005-06 applications.



DATE: December 31, 2004  
TO: STA Board of Directors  
FROM: Mike Duncan, Director for Projects  
RE: The Metropolitan Transportation System (MTS) and Federal Funding for Local Streets and Roads

**Background:**

In Fall 2002, the MTC Pavement Management Program section established a committee of Public Works Directors and other Public Works personnel to help identify the estimated pavement and non-pavement needs throughout the Bay Area for the next 25 years. Additionally, this committee (called the Local Streets and Roads Committee) assisted MTC in determining the potential revenues that may be available to meet the pavement and non-pavement needs of the Bay Area. The Bay Area Partnership "adopted" this committee as a standing technical committee of the Partnership Board and authorized four Public Works members to serve on the Partnership Board, selected by the membership of the Local Streets and Roads (LS&R) Committee. This committee was instrumental in helping the Directors of the Congestion Management Agencies (CMAs) develop a proposed investment strategy for the 2005 Regional Transportation Plan (called Transportation 2030 or T-2030) with a strong emphasis on Local Streets and Roads funding. The \$990.5M proposed by the CMAs for local streets and roads was almost seven times the amount programmed in the 2001 Regional Transportation Plan and was adopted by MTC as the regional program investment scenario. The \$990.5M was based on the projected shortfall on the Metropolitan Transportation System (MTS) roadways over the next 25 years.

On February 6, 2004, the Local Streets and Roads Committee developed the following recommendations to forward to the Partnership Board:

1. Recognizing we are in a serious financial situation throughout the Bay Area and the State, for this cycle of federal funds streets and roads dollars will be spent only on Metropolitan Transportation System (MTS) roadways as identified in the MTC resolution (distribution based on MTS shortfall).
2. The Committee will continue to evaluate how streets and roads funds may be used more flexibly in the future for arterials and collectors.
3. The Committee will make a strong effort over the next year to work with MTC to evaluate the MTS, how streets are included on the MTS, and how the system may be modified to include additional streets that are of "regional significance."
4. The Committee will continue to refine how the needs and shortfall are identified for both MTS and non-MTS streets and roads.

The overriding reason for the recommendation from the Committee to confine the Local Streets and Roads funding to the MTS for the next Federal cycle was the comparison of the MTS to the “Score 16” criteria used to justify the need for regional Transit funding. As stated in the adopted MTC Investment Scenario, the Local Streets and Roads funding rationale was a “Regional investment priority given to maintaining defined regionally significant routes – MTS pavement and non-pavement.” Based upon this original decision by the Committee, they agreed to a formula to distribute funds that was based strictly upon the MTS shortfall for a county. Solano County was identified to receive only 3% of the available funding although we represent approximately 6% of the Region’s population. The table below shows the approximate distribution of Federal funds from MTC for cycle 2 programming based on MTS shortfall by county:

COUNTY			CYCLE 2 REVENUE
Alameda	21.8%	10%	\$5,696,110
Contra Costa	14.3%	11%	\$6,103,407
Marin	3.7%	6%	\$3,360,803
Napa	1.9%	6%	\$3,357,296
San Francisco	11.7%	9%	\$5,315,974
San Mateo	10.7%	7%	\$3,717,401
Santa Clara	25.4%	28%	\$15,985,248
Solano	5.9%	3%	\$1,876,269
Sonoma	4.6%	20%	\$11,587,492
TOTAL			\$57,000,000

At the March 12, 2004 meeting of the Local Streets and Roads Committee, the Committee reversed itself and voted (split vote) to recommend a more flexible programming policy for the \$990.5M in Local Streets and Roads funds that would allow Counties to program funds for non-MTS streets if all MTS needs were met in the County. Although the committee voted for flexibility to allow use of Regional money on non-MTS streets and roads, it did not recommend revising the funding distribution to be based upon population or some other criteria although several members, including the members from Solano County, strongly objected to the funding distribution without requiring the use on MTS roadways only.

**Discussion:**

Over the past several months, the LS&R Committee has concentrated on two major issues:

1. Evaluation of the MTS
2. Equitable distribution of Federal funding for local streets and roads

Based upon a thorough evaluation of the Metropolitan Transportation System, including the reasons for the formation of the MTS and its application, the Committee determined that the MTS was a subjective system (except for Interstate highways and state routes) whose criteria were inconsistently applied across counties and even at MTC. As such, the Committee concluded the MTS should not be used as a basis for funding decisions or for determining which of the region’s roadways are eligible for Federal funds.

The LS&R Committee developed a proposal to replace the MTS with the Federal Functional Classification System (FFCS), a system used by the Federal Highway Administration (FHWA) and Caltrans to classify roadways based upon an objective set of criteria. The Federal Government requires roadways to be on the FFCS to be eligible to

use federal funding. The FFCS is defined as the system of roadways inclusive of all streets and roads classified as urban collectors and above or rural major collector and above. The Committee proposes that replacing the MTS with the FFCS will provide an objective and rational means by which local streets and roads funding needs and eligibility are determined. The Committee plans to forward their recommendation to the Partnership Board in February. Attachment A is the proposal from the Local Streets and Roads Committee to change the MTS to the FFCS.

The LS&R Committee concluded that the MTS, as a highly subjective and inconsistent system of roadways, was a poor indicator of the local streets and roads needs and that MTS shortfall should not be the basis for the distribution of Federal funds identified in the Regional Transportation Plan. The Committee recognized that allocations must take shortfall into account in order to prevent jurisdictions with roads in poor condition from falling further behind. However, other factors, including population and roadway miles, must also be considered so that jurisdictions are not being rewarded for “neglecting” roadway improvements, thus resulting in roadways in poor condition and large funding shortfalls. Using population and centerline miles of roadway to determine a funding distribution also has precedent at the State level with Proposition 42 revenues distributed based on a population/centerline miles model (when these funds become available).

The LS&R Committee developed a tentative proposal to have a funding distribution model based on 1/3 population, 1/3-centerline miles and 1/3 roadway condition. However, in order to reward jurisdictions that have invested in their roadways and thus have “good” roadways while still recognizing the need to help jurisdictions with “poor” roadways, the Committee proposed splitting the 1/3 for roadway condition into FFCS arterials and collectors shortfall (75% of the 1/3) and Pavement Condition Index (25% of the 1/3). Although the specific details of the proposed distribution are still being evaluated by the LS&R Committee, including the methodology for determining the “weight” for various ranges of PCI, the Committee unanimously agreed that a 1/3 population – 1/3 centerline miles – 1/3 pavement condition model will provide a more equitable model distribution of regional local streets and roads funds than the current MTS shortfall model. The table below shows the **tentative** funding distribution based upon the proposed model:

COUNTY		CURRENT CYCLE 2 REVENUE		
Alameda	10%	\$5,696,110	\$9,546,699	17%
Contra Costa	11%	\$6,103,407	\$7,875,591	14%
Marin	6%	\$3,360,803	\$3,037,643	5%
Napa	6%	\$3,357,296	\$1,928,584	3%
San Francisco	9%	\$5,315,974	\$5,901,444	10%
San Mateo	7%	\$3,717,401	\$5,209,758	9%
Santa Clara	28%	\$15,985,248	\$12,979,167	23%
Solano	3%	\$1,876,269	\$4,548,725	8%
Sonoma	20%	\$11,587,492	\$5,972,389	10%
TOTAL		\$57,000,000	\$57,000,000	

The LS&R Committee will distribute the proposed model to Public Works Directors throughout the Bay Area for comments and may “refine” the model; however, the basic distribution in thirds should remain as previously indicated.

The Committee could not reach a consensus on when the proposed model should take effect (third cycle or next RTP); therefore, they decided to only say that the proposed model would be equitable for the Regional Transportation Plan. However, many members of the Committee had strong opinions that a revised distribution model must be applied to the third cycle (FY 07-08 and FY 08-09) of Federal funding. On December 22, 2004, the STA TAC voted unanimously to recommend revising the MTS and applying the revised funding formula to Cycle 3 of federal funding.

STA staff and the Solano County members of the LS&R Committee will continue to work with the LS&R Committee members, other CMA’s and MTC to develop a more equitable policy for the Third Cycle of Federal funding in the TEA-21 Reauthorization and for subsequent Federal authorization bills.

**Recommendation:**

Approve the following:

1. Support replacing the Metropolitan Transportation System (MTS) with the Federal Functional Classification System (FFCS) and to use the FFCS to determine the Local Streets and Roads needs that are regionally significant.
2. Authorize the Executive Director to forward to MTC a letter requesting MTC to replace the current distribution of Federal funds for Local Streets and Roads that is based on MTS shortfall with a distribution based upon population, centerline miles of roadways, and condition of roadways identified in the FFCS for the Third Cycle of Federal funding and for subsequent Federal authorization bills.

Attachments:

- A. LS&R Committee Proposal to Replace the MTS with the FFCS
- B. Minutes of the LS&R Allocation Sub-Committee



DATE: December 31, 2004  
TO: STA Board  
FROM: Mike Duncan, Director of Projects  
RE: Status of State Route 12 Operational Strategy

**Background:**

The Major Investment Study (MIS) for State Route 12 was completed in 2001. This study evaluated the SR 12 corridor and identified a number of projects to improve the safety, capacity and effectiveness of this major goods movement and traffic corridor. However, the MIS did not develop a priority for the projects, did not provide a proposed implementation plan for improvements, nor did it obtain Caltrans approval of the MIS.

**Discussion:**

As a follow-up to the SR 12 MIS, STA has retained Korve Engineering (the consultant who prepared the MIS) to complete Phase 2 of the MIS to develop an Operational Strategy for the corridor that considers safety, operational improvements (including the constraining effects of bottlenecks on downstream highway segments), and development impacts along the corridor. Similar to the process used for the I-80/I-680/I-780 Major Investment & Corridor Study, the Operational Strategy will be an iterative process by initially looking at safety and congestion in the corridor. The analysis will identify a recommended implementation plan for identified improvements and proposed funding strategies for projects. The proposed draft implementation plan will be ready for initial review and comments in January 2005.

Projects from the SR 12 MIS and projects from the I-80/I-680/I-780 Major Investment & Corridor Study will be the initial candidate projects for the STA accelerated project delivery process. Project study reports (PSR's) will be prepared for some of these projects in an effort to provide specific details of these projects and to make them more competitive for State and Federal funding.

Staff recommends reconvening the SR 12 Subcommittee, with Board and TAC representatives from Fairfield, Rio Vista, Solano County, and Suisun City, to review the proposed draft implementation plan for SR 12 and provide a recommendation to the STA Board. On December 22, 2004, the STA TAC unanimously recommended reconvening the SR 12 Subcommittee with membership as shown in Attachment A.

**Recommendation:**

Reconvene the SR 12 Subcommittee as specified in Attachment A to review the proposed draft SR 12 Implementation Plan and provide a recommendation to the STA Board.

Attachment:

A. Proposed SR 12 Subcommittee Membership

***PROPOSED SR 12 SUBCOMMITTEE MEMBERSHIP***

1. City of Fairfield - Board Member & TAC Member
2. City of Rio Vista - Board Member & TAC Member
3. City of Suisun City - Board Member & TAC Member
4. County of Solano - Board Member & TAC Member
5. CHP Representative
6. Caltrans Representative
7. Hwy 12 Association Representative
8. Caltrans District 4 Maintenance Supervisor for Solano County



DATE: January 4, 2005  
TO: STA Board  
FROM: Robert Guerrero, Associate Planner  
RE: T-PLUS Work Plan for 2005

**Background:**

The Metropolitan Transportation Commission's (MTC) Transportation Planning Land Use Solutions (T-PLUS) was created in 2003 with the goal of providing local technical support for city and county jurisdictions to further develop Transportation for Livable Communities/ Housing Incentives Program/ Enhancements projects, and assist with applications and grant submittals. The T-PLUS program provides funds for planning grants, workshops, the Comprehensive Transportation Plan update and TLC program administration to the Solano Transportation Authority (STA).

Key T-PLUS program activities completed by the STA this past year include:

1. Identified TLC candidate projects for the Solano TLC Plan: STA organized field review meetings and met with member agencies to discuss potential TLC projects. Typical discussions included clarification of TLC program, potential TLC project scope, and funding availability.
2. Participated in MTC's TLC Task Force and Transportation Land Use (T-LU) Working Group: STA actively attended MTC's TLC Task Force and T-LU Working Group over the last year to review and provide input on TLC guidelines and transportation land use policies. The guidelines and land use policies will be incorporated into the new Transportation 2030.
3. North Bay TLC Workshop hosted by the STA: On June 15, 2004, STA assisted in organizing a TLC Workshop specifically for agencies from Napa, Sonoma, Marin, and Solano Counties. James Corless of MTC and Rich Monroe of Caltrans were among the workshop presenters and they discussed the Regional TLC program and the federal obligation requirements.
4. Completion of TLC related plans: STA, with assistance from the Alternative Modes Committee, Technical Advisory Committee, and the Transit Consortium completed the TLC Guidelines, TLC Plan,

Countywide Bicycle Plan Update, Countywide Pedestrian Plan, and I-80/680/780 Transit Corridor Study.

**Discussion:**

Attached is the STA's proposed T-PLUS work plan for 2005. Key activities proposed in the updated work plan include awarding Countywide T-PLUS Planning Grants and working with member agencies to develop local TLC plans and projects, completion of the Multi-Modal Countywide Travel Demand Model (Phase 1), Solano TLC Conference in the Spring of 2005, STA TLC Presentations to Solano cities and County Board of Supervisors (possibly in March or April 2005), and the initiation of a Congestion Management Program update/ Regional Impact Fee Study (Phase 1).

STA staff is scheduled to present a summary of TLC activities completed and the proposed 2005 T-PLUS work plan to MTC at the Planning and Operations Committee on January 14, 2005. Staff requests the STA Board approve the proposed STA T-PLUS Work Plan for 2005 as recommended by the TAC and Consortium at their December 22, 2004 meeting.

**Recommendation:**

Approve the STA T-PLUS Work Plan for Solano County for 2005.

Attachment:

- A. Proposed T-PLUS Work Plan for 2005



DATE: January 3, 2005  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Selection of 2005 STA Chair and Vice Chair

**Background:**

The STA policy for selection of Board Chair and Vice-Chair is identified in the STA's Joint Powers Agreement and stipulates that, "the members of the Transportation Authority shall select a chairperson and a vice-chairperson for the Transportation Authority, each of whom shall serve one year terms." Historically, the selection of the STA's Chair and Vice-Chair has taken place at the discretion of the STA Board. In February 2000, the STA Board established a policy to rotate the annual selection of the Chair and Vice-Chair among the STA's eight member agencies. As part of the action, the Board reserved the flexibility to juggle the rotation if the prospective incoming Chair was a recently appointed member of the STA Board. The intent being to provide the new Board Member with the opportunity to accumulate at least one year of experience on the STA Board before assuming the role and expanded responsibilities of STA Board Chair. When the policy was adopted, the rotation was scheduled to begin in calendar year 2003 after the current two Board Members on the 2001 Executive Committee had served their term as STA Chair (Marci Coglianese and John Silva). Beginning in 2003, the next Chair in the rotation would then come from the member agency whose representative had last served as STA Chair (see attached list of past STA Chairs).

In 2000, then STA Chair Dan Donahue modified the membership of the STA's Executive Committee by inviting the outgoing Chair (during 2000 that was Rischa Slade) to remain on the Executive Committee with the new Chair, Vice-Chair and a fourth Board member scheduled to serve as Chair following the new Vice-Chair. In order to comply with the Ralph M. Brown Act, a total of four members of the STA Board, one less than a quorum, are allowed to serve on the Executive Committee. This complement of past, current and prospective STA Chairs on the Executive Committee serves to provide a continuity of leadership and policy direction from the STA Board. The selection of the STA's Executive Committee remains at the discretion of the new STA Chair. With the completion of Marci Coglianese's term as Chair in 2001, all eight STA member agencies have had the opportunity to serve as the Chair of the STA since 1991. In 2003, Board Member Pierre Bidou requested that his turn to serve as Chair/Vice-Chair be skipped due to his heavy workload outside of the STA and his decision not to seek re-election to the Benicia City Council. The City of Benicia was then reinserted back into the rotation after all of the existing Board Members have had an opportunity to serve as STA Chair.

**Discussion:**

Attached is a revised list of STA Board Chairs that have served since 1991. Utilizing the previous Chair's list as a starting point, the rotation of agencies is as follows:

<u>Year</u>	<u>Agency</u>
2004	Fairfield (Karin MacMillan) - current
2005	Dixon (Mary Ann Courville)
2006	Vacaville (Len Augustine)
2007	Vallejo (Anthony Intintoli)
2008	Benicia (Steve Messina)
2009	Rio Vista (Ed Woodruff)
2010	Solano County (John Silva)
2011	Suisun City (Jim Spring)

**Recommendation:**

1. Select the STA Chair and Vice-Chair for 2005
2. Request new Chair designate the Executive Committee for 2005.

Attachment:

- A. STA Past Board Chairs



DATE: January 5, 2005  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of Planning  
RE: Funding the Alternative Modes Element of the Comprehensive Transportation Plan (CTP)

**Background:**

The Solano Comprehensive Transportation Plan (CTP) was approved in May 2002. The CTP is currently being revised to include the results of recently completed studies such as the I-80/I-680/I-780 Major Investment and Corridor Study, the I-80/I-680/I-780 Transit Corridor Study, the Senior and Disabled Transit Study, the Countywide Bicycle Plan, the Countywide Pedestrian Plan and the Countywide Transportation for Livable Communities Plan.

The CTP has three primary elements categorized by transportation mode: the Arterials, Highways and Freeways Element; the Transit Element; and the Alternative Modes Element. The completion of the studies and plans listed above has provided more comprehensive and current project costs for each of the three elements. Based upon current estimates, the CTP projects \$4.7 billion of transportation needs over the next 25 years, but only \$1.3 billion in anticipated revenues, leaving an estimated \$3.4 billion shortfall.

The Alternative Modes Element consists of five components:

- Ridesharing
- Transportation for Livable Communities Plan
- Countywide Bicycle Plan
- Countywide Pedestrian Plan
- Air Quality and Alternative Fuels Infrastructure

The total cost to implement the projects proposed in the updated Alternative Modes Element of the CTP is estimated to be about \$180 million. With approximately \$95 million of Alternative Mode funds expected over the next 25 years, there is estimated to be approximately \$85 million of shortfall for alternative modes in 2004 dollars.

**Discussion:**

Traditionally six major fund sources have been available for funding the types of projects identified in the Alternative Modes Element including:

- Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Federal Transportation Enhancements (TE)

- Regional Transportation for Livable Communities/Housing Incentive Program
- Transportation Fund for Clean Air Programs (Regional and County TFCA Programs and YSAQMD Clean Air Program)
- State Competitive Grants (Environmental and Enhancements Mitigation Program, Bicycle Transportation Account, State Recreational Trails Program and Safe Routes to Schools)
- Local (including funds from Gas Tax, Transportation Development Act (TDA), local impact fees, redevelopment, and General Fund)

In the past few years, three additional fund sources have been approved that provide funding for some specific types of projects identified in the Alternative Modes Element of the CTP (some of the sources combine traditional fund sources listed above such as CMAQ and TE). These new programs include:

- County Transportation for Livable Communities (TLC) Program – provides funding to each of the congestion management agencies for TLC capital projects in each of the nine Bay Area counties.
- Transportation and Land Use Solutions Program (T-PLUS) – provides planning funds to each of the congestion management agencies to provide technical support and workshops for member agencies to support development of TLC/HIP/Enhancements projects, applications and grant submittals.
- Regional Bicycle/Pedestrian Program – provides funding for priority bicycle and pedestrian projects that are included in the MTC Regional Bicycle Plan.

The programs listed above have traditionally provided significant amounts of transportation funding for Alternative Modes projects in Solano County and will continue to provide significant funding over the next 25 years. The programs that have provided the most funding for alternative modes over the past six years, plus the sources recently established, are described in Attachment C.

#### NEXT STEPS

The updated CTP will identify a number of critical transportation improvements from the Alternative Modes Element ranging from major TLC projects and priority bicycle projects to local pedestrian projects. Recent decisions by the Metropolitan Transportation Commission will result in large increases in regional funding for countywide bicycle and pedestrian projects and Transportation for Livable Communities (TLC) projects. With the recent completion of the Countywide Transportation for Livable Communities Plan, Countywide Bicycle Plan and the Countywide Pedestrian Plan, STA member agencies are in a very good position to compete for new regional funding.

In order to facilitate and accelerate the implementation of high priority projects in the Alternative Modes Element of the CTP, the STA Board, with assistance from the TAC, Transit Consortium, Bicycle Advisory Committee and Pedestrian Advisory Committee, will need to develop short term and long term funding strategies for priority projects based on the project and program priorities of the STA Board.

**Recommendation:**  
Informational.

Attachments:

- A. Alternative Modes Element Shortfall from the Draft CTP Update
- B. Alternative Modes Funding Opportunities
- C. Descriptions of Alternative Modes Funding Sources

## *Alternative Modes Funding Sources*

### FEDERAL CONGESTION MITIGATION AND AIR QUALITY PROGRAM (CMAQ)

Since 1998, the STA has programmed federal Congestion Mitigation and Air Quality Program (CMAQ) funds under the regional guidelines set by the Metropolitan Transportation Commission (MTC) for the Bay Area's nine county region. During this timeframe, the STA allocated these federal funds for corridor management projects, ridesharing, and bicycle projects. CMAQ funds are only authorized for use on non-highway transportation projects. Because Solano County is located in two air quality districts (BAAQMD and YSAQMD), Solano County also annually receives Eastern CMAQ funds. Some of the Alternative Modes projects that have been funded with CMAQ and E. CMAQ funds since 1998 include:

- Lighted Crosswalk at Military West (Benicia)
- Park Road Bike Route (City of Benicia)
- Downtown Dixon Multimodal Center (Dixon)
- Lighted Crosswalks (Dixon)
- Fairfield Transportation Center (Phase 2) (Fairfield)
- Red Top Road Park and Ride Lot (Fairfield)
- Lighted Crosswalk at Waterman (Fairfield)
- Lighted Crosswalk at Gardener (Rio Vista)
- Dixon-Davis Bike Route (Solano County)
- Solano Napa Commuter Information Program (STA)
- Lighted Crosswalk near Suisun Elementary School (Suisun City)
- Central County Bikeway (SR 12) (Suisun City)
- Leisure Town Road Park and Ride Lot (Vacaville)
- Alamo Creek and Southside Bicycle Routes (Vacaville)
- Bella Vista Park and Ride Lot (Vacaville)
- Sereno Transit Center (Vallejo)

### FEDERAL TRANSPORTATION ENHANCEMENTS PROGRAM (TE)

Federal Transportation Enhancements are intended to provide funding for bicycle, pedestrian, transit, public art or historic projects linked to transportation. Alternative mode projects that have been funded with federal transportation enhancement funds since 1998 include:

- Dixon Downtown Streetscape
- Rio Vista Riverfront Gateway
- Solano County – Fairfield Area School Pedestrian Project
- Suisun City Jepson Parkway Bikeway
- Suisun City Central County Bikeway
- Vacaville Alamo Creek Bike route
- Vallejo Solano Bikeway

Projects that are included in the recently approved Transportation for Livable Communities Plan (TLC), Countywide Bicycle Plan and Countywide Pedestrian Plan

will be eligible to receive these funds. Alternative Modes projects that are ready for preliminary engineering, environmental, design and/or construction are eligible for these funds.

The STA has delayed allocating approximately \$1.629 million of Transportation Enhancements (TE) funds until the countywide bicycle, pedestrian and TLC plans were completed. A call for TE projects is expected to be made in January 2005 with the next projects to be approved by the STA Board as soon as March 2005.

#### REGIONAL TRANSPORTATION FOR LIVABLE COMMUNITIES/HOUSING INCENTIVE PROGRAM (TLC/HIP)

The Regional TLC/HIP Program funds bicycle, pedestrian, transit and downtown streetscape projects that enhance community vitality. Solano County projects that have been funded with Regional Transportation for Livable Communities Program funds since 1998 include:

- Jepson Parkway Concept Plan
- Suisun City Main Street (Phase 1)
- Rio Vista Main Street/Waterfront
- Vallejo Georgia Street Extension
- Jepson Parkway Bike Route (Suisun City)
- Suisun City Driftwood Drive Pedestrian Project
- Vacaville Davis Street Gateway and Pedestrian project
- Vallejo Sereno Bus Transit Center/Affordable Housing Project
- Vallejo Intermodal Station

In the STA's new Transportation for Livable Communities (TLC) Plan, adopted by the STA Board on October 13, 2004, approximately 26 projects were identified as candidates for TLC funding.

#### TRANSPORTATION FUND FOR CLEAN AIR PROGRAMS

(Regional and County TFCA Programs and YSAQMD Clean Air Program)

Clean Air Programs are funded from a \$4 surcharge on vehicle license fees. Eligible projects must reduce air emissions. Alternative Modes projects that have been funded since 1998 with these funds include:

- Solano Napa Commuter Information Program (STA)
- Route 30 Bus Route (Fairfield-Vacaville- Dixon-Davis- Sacramento)
- Southampton Bus/Pedestrian Improvements (Benicia)
- Southampton Shuttle Bus to Pleasant Hill BART (Benicia)
- Police Electric Bicycles (countywide)
- Electric Charging Stations (countywide)
- Transit Bus Traffic Signal Prioritization (Fairfield)
- Central County Bikeway – Route 12 (Suisun City)
- Dixon-Davis Bicycle Route (Solano County)
- Green Valley Road Bikeway (Solano County)
- Alamo and Ulatis Creek Bikeways (Vacaville)
- Special Bike Route Signs (Vacaville)
- Mare Island Employer Shuttle (Vallejo)
- Solano Bikeway (Vallejo)

### STATE COMPETITIVE GRANTS

(Environmental Enhancements and Mitigation Program, Bicycle Transportation Account (BTA) and State Recreational Trails Program)

These are special purpose grants awarded on a statewide competitive basis for projects such as bike routes, pedestrian trails, landscaping and open space acquisition.

Alternative Modes projects that have been funded since 1998 with these funds include:

Suisun City Central County (SR 12) Bikeway (BTA and State Recreational Trails Program)

Dixon-Davis Bicycle Route (BTA)

Solano Bikeway (EEM)

STA monitors each of these funding sources and encourages member agencies to apply for grants for those projects that they may be the most successful candidates.

### LOCAL FUNDS

Local funds used for typical projects in the Alternative Modes Element of the CTP have historically been gas tax, TDA (funds not needed for transit), local impact fees, redevelopment funds and general fund revenues. Due to the state budget problems and its ripple effect upon local budgets and the economy, these traditional sources of revenues for alternative mode projects have diminished. As the demands for these types of local revenues continues, the ability of local agencies to provide significant local matching funds for individual projects may be difficult.

### COUNTY TRANSPORTATION FOR LIVABLE COMMUNITIES (TLC) PROGRAM

Over each of the next 25 years, STA member agencies are expected to receive an average of about \$500,000 each year to fund the County Transportation for Livable Communities program beginning in 2006-07. This program is funded with a combination of federal Transportation Enhancements (TE) and federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. As soon as a number of TLC planning projects are completed and enough projects are ready to proceed into construction, STA plans to make a call for projects and approve funding for three years of programming (FY's 06-07 through 08-09) from this program (about \$2.289 million).

### TRANSPORTATION AND LAND USE SOLUTIONS PROGRAM (T-PLUS)

In 2003, STA and the other Bay Area congestion management agencies were very successful in getting MTC to create this program to provide planning funds to each of the congestion management agencies to provide technical support and workshops for member agencies to support development of TLC/HIP/Enhancements projects. Beginning in 2003-04, STA began receiving \$150,000 a year of T-PLUS funds. The major use of these funds include:

Develop TLC Program Guidelines

Develop Countywide Transportation for Livable Communities Program including new and revised TLC candidate projects

Fund a planner to assist in administering of the Countywide TLC Program, CTP update and serve as a liaison to the MTC TLC/HIP program

Serve on the MTC TLC/HIP and Transportation/Land Use T-LU Task Forces

Co-ordinate countywide comments on regional projections for population, housing and jobs and integrate into countywide travel demand model  
Develop countywide bicycle plan and countywide pedestrian plan.  
Develop and distribute a best practices “toolkit” to promote and implement downtown and station-oriented developments, station plans and multi-modal corridors in Solano County.

#### REGIONAL BICYCLE/PEDESTRIAN PROGRAM

MTC’s Regional Transportation Plan (T-2030) commits \$200 million to the Regional Bicycle/Pedestrian Program over the next 25 years. During the past three years, the TAC, Bicycle Advisory Committee and the Pedestrian Advisory Committee have developed priority bicycle and pedestrian projects that are included in the MTC Regional Bicycle Plan. MTC currently has an \$8 million “Call for Projects” for the regionally competitive portion of the Regional Bicycle/Pedestrian Program. In addition, starting in 2007-08, approximately \$500,000 a year will be provided directly to STA member agencies for countywide bicycle/pedestrian projects. Priority projects that have been identified in the STA’s countywide bicycle and pedestrian plans and are eligible for these funds include:

##### *Bicycle:*

State Park Road I-780 Overcrossing (Benicia)  
Central County Bikeway Gap Closure (Suisun City)  
Solano Bikeway Extension (Phase 2) (Fairfield)  
Jepson Parkway Bikeway (multi-jurisdictional)

##### *Pedestrian:*

State Park Road I-780 Overcrossing (Benicia)  
Ferry Station Pedestrian and Streetscape Enhancements (Vallejo)  
Jepson Parkway (multi-jurisdictional)  
West Texas Street Urban Village (Fairfield)  
Union Avenue to Main Street Streetscape Enhancements (Fairfield, Solano County, Suisun City)  
Driftwood Drive Pedestrian Project (Suisun City)  
Creekwalk Extension to McClellan Street (Vacaville)  
Multimodal Transportation Center (Dixon)  
Waterfront Plan and Improvement Project (Rio Vista)



DATE: January 4, 2005  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of Planning  
RE: Solano/Napa Multi-Modal Travel Demand Model (Phase 1)

**Background:**

Since January 2003, DKS Associates has been under contract with the STA to develop a new multi-regional, multi-modal “baseline” travel demand model for Solano and Napa counties that will forecast traffic to the year 2030. The Solano/Napa Model Committee, consisting of modelers and planners from the cities and counties of Solano and Napa, has been meeting monthly with the consultants to develop the new Solano/Napa Multi-Modal Travel Demand Model.

The new model is being developed utilizing the “TP+/Cube” program and will replace STA’s current “TRANPLAN” traffic model that was originally developed in the early 1990’s (and updated in 2001) as part of the monitoring requirements of the Solano Congestion Management Program (CMP). The traffic model is regularly used for long term and countywide modeling needs of the STA and member agencies including corridor studies, environmental impact reports, general and specific plans, and transit studies.

In 2001-02 the STA determined the need to prepare an entirely new multi-modal travel demand model with the horizon year of 2030 and using the latest modeling program (“TP+/Cube”) because of the following major reasons:

- “TP+/Cube” has the multi-modal capabilities that STA and its member agencies will need now and in the future (i.e., rail, bus and HOV demand).
- The new program and model has a much greater capacity to add the necessary network links, traffic analysis zones, land use data, etc., to have it fully function as a multi-regional, multi-modal model.
- MTC, as well as some of the STA member agencies, have already secured and begun using the “TP+/Cube” program on their own (i.e., Fairfield, Vacaville and Vallejo) and most new models throughout the Bay Area are now using this program.
- The data for the new model is being developed with Geographic Information System (GIS) files to make it easier and quicker to conduct future model updates.

- It is expected that the accuracy of the travel behavior at the easterly gateways to and from Solano County (i.e., I-80 near Dixon and SR 12 in Rio Vista) will be better with the inclusion of the Sacramento (SACOG) and the San Joaquin (SJCOG) regional models into this new STA model.

The model complies with the standards and guidelines established by Caltrans and MTC for regional and countywide models and has been provided regular input from the Model Committee. The consultants and committee have been meeting on a monthly basis and are in the final stages of completing Phase 1, the traffic component of the model.

A new traffic analysis zone structure and roadway network has been developed for the entire 16-county area. The modeling consultant is verifying the model to year 2000 traffic volumes on major roadways within Solano and Napa counties. Local land use data, provided by the cities and counties, have been used to develop trip generation inputs in both Solano and Napa counties consistent with U.S. Census data, recent traffic counts from key check points in the two counties, and Association of Bay Area Governments (ABAG) Projections 2003 housing and job forecasts.

### **Discussion:**

#### **Land Use Projections**

Staff and consultants have met with planners in each of the eight STA member agencies to review local general plan land use data projections for consistency with ABAG Population Projections regional data. In order to provide a base travel model that is consistent with regional travel model guidelines and acceptable to MTC and Caltrans for projecting traffic volumes and building highway projects along the major corridors throughout Solano County, the decision was made by the Model Committee (with support from the Solano County Planning Director's Group) to provide information consistent with ABAG's *Projections 2003* population and employment forecasts. This is being done to create a baseline model so that related highway studies and projects (such as the I-80/I-680/SR 12 interchange) can be based on this model.

STA staff and consultants provided each local jurisdiction the opportunity to adjust the projections within the Traffic Analysis Zones (TAZ) located within their jurisdiction's boundaries, so that growing areas within each jurisdiction can be better incorporated into the model. The jobs and housing data requested from each model committee member was based on the actual amount of land use or actual rate of growth expected to occur in each member agency's general plan (for each traffic analysis zone) over the next 25 years, consistent with historic trends and *ABAG Projections 2003*.

This is a regional "baseline" model and is used as a tool to compare traffic volumes and congestion between what is currently occurring and what is expected in 5-year increments through 2030 (based on future expected growth factors). Therefore, it is important to provide consistent and realistic projections for the number of housing units and jobs that are likely to occur countywide so that future transportation facilities are appropriately sized to meet future needs. Therefore, some of the future development would occur beyond the 2030 timeframe of this model. If planned development actually occurs sooner than initially projected, it will be reflected in the next model update that will take place every three to five years.

One consistency target is to have resulting household and employment projections within a 5 percent countywide control total of the regional projections. Therefore, each member agency provided projections that would result in local forecasts that are within about 5 percent of ABAG totals for each jurisdiction. The committee and consultant team were then able to make final adjustments (with input from each member agency) to achieve countywide consistency (see Attachment C: "Year 2030 Land Use Comparison By Jurisdiction (Solano County)).

In the next two months, the consultants will be completing the Phase 1 highway traffic model and preparing forecasts for review and refinement by the Model Committee, STA TAC and STA Board. The initial forecasts have been developed and are being reviewed by the Model Committee. Model consultants presented a preliminary overview of the new model at the TAC meetings of September 29, 2004 and December 22, 2004 and are scheduled for more technical presentations at the next TAC meeting scheduled January 26, 2005. A presentation to the Planning Director's Group is also being scheduled for January 13, 2005.

Like any new multi-regional model of this magnitude and complexity, refinements have been made during the past few months to make sure that the base year validation and projected traffic volumes for the major gateways and corridors of Solano County are sufficiently accurate to meet MTC and Caltrans conformity standards.

Joe Story of DKS Associates will make a presentation at this STA Board meeting to provide an overview of the new model.

Staff has encouraged each TAC, Model Committee Member and/or Planning Director to discuss the model and the land use projections with their STA Board member. Based upon a favorable recommendation from the STA TAC (currently scheduled for January 26, 2005), the final model (including all technical data) is scheduled to be presented at the STA Board meeting for action on February 9, 2005. To maintain the current schedule of activities related to the I-80/680/12 interchange EIR/S, it is important that a new validated model be approved in the near future.

Some of the initial work needed to prepare a Phase 2 Model (transit component) has also been started, but will need additional time and resources to complete. The necessary steps and approach to completing a model design for Phase 2 will be developed as part of the completion of the Phase 1 model.

It is critical that the new Phase 1 model be completed so that a number of new plans and projects can utilize the new traffic model during the next year or two including:

Short Term Projects (next 1-5 years)

- I-80/I-680/12 Interchange project
- I-80 High Occupancy Vehicle Lane project
- SR 12 Rio Vista Bridge Feasibility Study
- SR 113 Major Investment Study

Mid and Long Term Projects (beyond 5-years)

- Updating the projections for the I-80, I-680, I-780 and SR 12 Corridors
- I-680 HOV lane project
- Updating ridership and stations projections to implement future regional rail service and expanded express bus services throughout Solano County

Attached is an “Update on Development of the Solano/Napa Model” dated November 30, 2004 prepared by DKS consultants.

**Recommendation:**

Informational

Attachments:

- A. Memo dated November 30, 2004 from DKS Associates entitled, “Update on Development of the Solano/Napa Model”
- B. Year 2000 Land Use Comparison By Jurisdiction and Counties
- C. Year 2030 Land Use Comparison By Jurisdiction (Solano County)



DATE: December 31, 2004  
TO: STA Board  
FROM: Mike Duncan, Director of Projects  
RE: Update of Small UZA Payback Plan

**Background:**

The Federal Transit Administration (FTA) provides funding for transit operations and capital. Large urbanized areas (UZA's), like San Francisco-Oakland, receive funding directly from FTA. Small UZA's receive funding from the State through the Governors apportionment. In California, 31 small UZA's (including Fairfield, Vacaville and Vallejo) receive FTA funding from the Governor's apportionment.

Prior to the 2000 census, Santa Rosa was a small UZA and received an advance of funds from the Governor's apportionment. Santa Rosa then transitioned from a small UZA to a large UZA and was no longer eligible to receive funds from the Governors apportionment. Due to this change in status, Caltrans requested that Santa Rosa City Bus return \$1,490,209 that had been advanced (see Attachment A). Santa Rosa City Bus denied Caltrans' request based on their interpretation that the funds were a grant and not an advance of apportionment (see Attachment B).

In order to recover the \$1,490,209 advanced to Santa Rosa, Caltrans has proposed that the current small UZA's in the Bay Area (Fairfield, Vacaville, Vallejo, Gilroy, Morgan Hill, Livermore, Napa and Petaluma) foot the bill over three federal fiscal years starting with FFY 2004-05. For the Solano County transit agencies, this "remedial plan" proposed by Caltrans will result in a loss of \$280,051 for Fairfield, \$196,858 for Vacaville and \$416,173 for Vallejo, or a total of \$893,082 for Solano County transit agencies to pay a bill owed by Santa Rosa (see Attachment C).

**Discussion:**

MTC has sent a letter to Caltrans strongly opposing this plan and proposing Caltrans work directly with Santa Rosa City Bus to remedy this situation. Additionally, the STA, Napa County Transportation Planning Agency (NCTPA), Santa Clara Valley Transportation Authority (VTA), and Vallejo Transit have also sent letters to Caltrans strongly opposing this proposed plan. Fairfield/Suisun Transit and Vacaville Transit are also planning to send similar letters.

As of December 30, 2004, MTC had not received a response from Caltrans regarding this issue. STA staff and our MTC Commissioner, Mayor Jim Spering, are continuing to work to address this issue.

**Recommendation:**

Informational.

Attachments

- A. Caltrans Letter to the City of Santa Rosa (January 27, 2004)
- B. City of Santa Rosa Reply Letter to Caltrans (February 18, 2004).
- C. Caltrans Letter to MTC (September 27, 2004)
- D. STA Letter to Caltrans



DATE: December 31, 2004  
TO: STA Board of Directors  
FROM: Mike Duncan, Director for Projects  
RE: Transportation Enhancement (TE) Programming

**Background:**

The 2004 State Transportation Improvement Program (STIP) includes \$3,398,000 in Transportation Enhancement (TE) funds for Solano County. Although TE funds may only be used for TE-eligible projects (e.g., bicycle, pedestrian, enhanced landscaping, etc.) in accordance with Federal guidelines, these are some of the only funds in the STIP that are available to counties.

TE funds may be programmed to specific projects or may be programmed as a Reserve Lump Sum if projects are not ready. Specific projects are subsequently identified in the fiscal year the TE funds are programmed. For Solano County, the 2004 STIP contains TE Reserve Lump Sum funds in FY 2005-06 through FY 2008-09 as follows:

	<u>FY04-05</u>	<u>FY05-06</u>	<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>
TE	\$0	\$1.629M	\$0.578M	\$0.590M	\$0.601M

**Discussion:**

In accordance with Federal statute, Transportation Enhancement funds may only be used on projects with a direct relationship to the intermodal transportation system, which consists of all forms of transportation in a unified, connected manner. The relationship may be one of function, proximity or impact. Federal statute lists the following twelve categories for eligible projects:

1. Facilities for pedestrians and bicycles.
2. Safety and educational activities for pedestrians and bicyclists.
3. Acquisition of scenic easements and scenic or historic sites.
4. Scenic and historic highway programs.
5. Landscaping and other scenic beautification.
6. Historic preservation.
7. Rehabilitation and operation of historic transportation buildings, structures and facilities.
8. Preservation of abandoned railway corridors.
9. Control and removal of outdoor advertising.
10. Archaeological planning and research.
11. Mitigation of water pollution due to highway runoff or reduced vehicle-caused wildlife mortality while maintaining habitat connectivity.
12. Establishment of transportation museums.

Eligibility of projects has been interpreted broadly by Caltrans and the Federal Highway Administration (FHWA). If a project does not specifically “fit” one of the 12 categories, it may still be approved if strong reasons support inclusion as a TE project. In general, a TE project must have a direct relationship to the intermodal transportation system and is over and above (i.e., enhancements) what is required for a “normal” project.

With either of the programming methods previously mentioned (specific projects or Reserve Lump Sum) Senate Bill 45 (SB 45) requires that projects must be allocated in the fiscal year programmed. If a project fails to receive an allocation in the fiscal year programmed, the TE funds will return to the county in the next county share period.

The recently completed Bicycle Plan, Pedestrian Plan and the Solano County Transportation for Livable Communities (TLC) Program identify a large number of projects potentially eligible for TE funding. Additionally, enhancements to highway projects are also eligible for TE funding. Due to the revised Project Delivery policy adopted by MTC in 2004, programming of specific projects for the \$1.629M in FY 2005-06 TE funds must commence in early 2005. Project documents are due to Caltrans no later than April 1, 2006 and environmental studies should be initially complete by June 30, 2005; therefore, early programming of specific projects will allow projects to receive allocations in accordance with SB 45.

A special meeting of the TAC will be scheduled in January to begin identifying potential projects eligible for TE funding.

**Recommendation:**  
Informational.

Attachment

A. 2004 STIP for Solano County (approved by STA Board on April 14, 2004)



DATE: December 31, 2004  
TO: STA Board  
FROM: Mike Duncan, Director of Projects  
RE: Status of the 2004 State Transportation  
Improvement Program (STIP)

**Background:**

The 2004 State Transportation Improvement Program (STIP) adopted by the California Transportation Commission (CTC) provided for a "Zero STIP" in that no additional unrestricted STIP funds will be available to counties beyond what was programmed in the 2002 STIP. Each county was required to "spread out" over the five years of the 2004 STIP (FY 04-05 through FY 08-09) the projects from the 2002 STIP that had not received allocations. On January 14, 2004 the STA Board of Directors adopted the initial 2004 STIP for Solano County. The Board amended the STIP in March to add Transportation Enhancement (TE) programming and amended the STIP in April to reprogram the \$4.65M in STIP funds "freed up" by the MTC backfill of Federal funds for the I-80/Leisure Town Overcrossing project in Vacaville. See Attachment A for the 2004 STIP for Solano County.

Due to the State budget problems and the diversion of transportation funds to the General Fund, the CTC has made no STIP allocations for new projects since Spring 2003. The I-80/I-680 Auxiliary Lanes project was one of the last projects to receive funding. This project is now completed.

**Discussion:**

The California Transportation Commission (CTC) met on December 9<sup>th</sup> in Riverside, CA for their regularly scheduled meeting. The CTC announced that an additional \$400 million would be available for allocations in FY 2004-05. The majority of the additional funds will go to projects in the State Highway Operations and Protection Program (SHOPP); however, the CTC did not rule out allocations for additional STIP projects currently programmed for FY 2004-05. Solano County has no projects programmed in FY 2004-05.

**Recommendation:**

Informational.

Attachment

A. 2004 STIP for Solano County (approved by STA Board on April 14, 2004)

B. MTC Memorandum, STIP Project Delivery for Projects Programmed in FY 2004-05 and FY 2005-06



DATE: January 7, 2005  
TO: STA Board  
FROM: Sam Shelton, Planning Assistant  
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>Application Due</u>
Countywide Transportation for Livable Communities (TLC) Planning Grant	Robert Guerrero, STA (707) 424-6075	<b>January 28, 2005</b>
Traffic Engineering Technical Assistance Program (TETAP)	Christina Atienza, MTC (510) 817-3221	<b>January 28, 2005</b>
Office of Traffic Safety (OTS) Grant	Mark Bertacchi, OTS (916) 262-0985	<b>January 31, 2005</b>
Bicycle Transportation Account (BTA)	David Priebe, Caltrans (916) 653-0036	<b>February 1, 2005</b>
FTA 5310 Elderly and Disabled Transportation Program	Dana Lang, MTC (510) 464-7764	<b>February 25, 2005</b>
Transportation Enhancement (TE) Programming	Mike Duncan, STA (707) 424-6075	<b>Programming in early 2005</b>



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*FUNDING OPPORTUNITY:*

**Countywide Transportation for Livable Communities (TLC) Planning Grant**

Due January 28, 2005

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Countywide Transportation for Livable Communities (TLC) Planning Grant is intended to assist jurisdictions plan projects that are eligible for the program based on the STA's Countywide TLC Guidelines. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Local governments, transportation agencies, and community-based nonprofit organizations (if partnered with local government) may receive funding.

Program Description: This program provides funding for TLC planning activities.

Funding Available: \$150,000 to \$200,000 target budget through 2006.  
Grant max per project is \$50,000 over two years.

Eligible Projects: Planning activities:

- Concept/Vision plans, Specific Area Plans
- Drawing and Design of streetscape/capital improvements
- Public Outreach / Community meetings/ Vision workshops

Planning projects must be complete by June 30, 2006.

Further Details: <http://www.solanolinks.com/programs2.html>

STA Contact Person: Robert Guerrero, Associate Planner, (707) 424-6075

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*FUNDING OPPORTUNITY:*

**Traffic Engineering Technical Assistance Program  
(TETAP)**

Due 4:00 pm, January 28, 2005

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Traffic Engineering Technical Assistance 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: Bay Area government agencies involved with traffic or transit operations and safety.

Program Description: This is a grant for technical assistance from consultants hired by MTC for traffic engineering projects defined by local agencies.

Funding Available: Approximately \$225,000 in federal funds for 2005. Maximum grant amount per project is \$30,000 with MTC making the local match.

Eligible Projects: *Operations:* Traffic calming, crosswalks  
*Analysis/Evaluations:* collision analysis, develop grant applications  
*Planning:* challenging project planning (e.g. Traffic signal system upgrades, Smart Corridor operations.)

Further Details: <http://www.mtc.ca.gov/funding/tetap-cfp.htm>

Program Contact Person: Christina Atienza, MTC, (510) 817-3221

STA Contact Person: Sam Shelton, Planning Assistant, (707) 424-6075

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*FUNDING OPPORTUNITY:*

**Office of Traffic Safety (OTS) Grant**

Due January 31, 2005

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Office of Traffic Safety (OTS) Grant 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 governmental agencies, state colleges, and state universities, local city and county government agencies, school districts, fire departments, and public emergency services providers are eligible. Community-based organizations and nonprofits may be co-partners but cannot receive the funds

**Program Description:** OTS offers traffic safety grant funds to reduce deaths, injuries and economic losses resulting from traffic related collisions

**Funding Available:** OTS awarded \$74.2 million in FY 03/04.

**Example Projects:** Solano County 2005 Traffic Safety Grant Awards

- Fairfield, "Safe Passage", Lidar speed signs on Air Base \$61,500.00
- Fairfield Police Department, \$342,648.00
- Suisun City Police Department, \$90,000.00
- Vallejo Police Department, \$125,000.00

**Further Details:** <http://www.ots.ca.gov>

**Program Contact Person:** Mark Bertacchi, OTS, [mbertacchi@ots.ca.gov](mailto:mbertacchi@ots.ca.gov), (916) 262-0985

**STA Contact Person:** Sam Shelton, Planning Assistant, (707) 424-6075

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*FUNDING OPPORTUNITY:*

**Bicycle Transportation Account (BTA)**

Due February 1, 2005

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Bicycle Transportation Account 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: Local agencies with an adopted Bicycle Transportation Plan are eligible.

Program Description: BTA helps cities and counties fund projects that improve safety and convenience for bicycle commuters.

Funding Available: 2005/2006 cycle will provide \$7.2 million with a maximum grant of \$1.8 million. There is a minimum local match of 10% that must come from sources other than the BTA.

Example Projects: 2004/2005 BTA funded projects:  
Suisun City - Central County Bikeway Gap Closure, \$593,000.  
  
Other funded projects range from Class I, II, & III bikeways and bicycle facilities.

Further Details: <http://www.dot.ca.gov/hq/LocalPrograms/bta/btaweb%20page.htm>

Program Contact Person: David Priebe, Caltrans, [David.Priebe@dot.ca.gov](mailto:David.Priebe@dot.ca.gov), (916) 653-0036

STA Contact Person: Sam Shelton, Planning Assistant, (707) 424-6075

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*FUNDING OPPORTUNITY:*

**Federal Transit Administration (FTA)  
5310 Elderly and Disabled Transportation  
Program**

Due February 25, 2005

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Federal Transit Administration (FTA) 5310 Elderly and Disabled Transportation 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 nonprofit corporations
- Public agencies:
  - where no private nonprofits are readily available to provide the proposed service
  - have been approved by the State of California to coordinate services for elderly persons and persons with disabilities.

Program Description: This program helps agencies purchase capital equipment for elderly and disabled transit services.

Funding Available: \$12 million was available in 2004/05 and at least that much should be available this cycle. Applicants may request up to \$500,000 in equipment per year. With the 20% match, a maximum of \$400,000 in federal funds available per applicant. Applicants may request up to \$160,000 per project and may submit several projects per year.

Example Projects: 2003/04 FTA 5310 funded project:  
Fairfield/Suisun Transit – Two Paratransit Buses - \$92,800 in federal funds.

Other example projects include vans, small buses, computers, software, and mobile radios.

Further Details: **STA Deadline – PCC Meeting on January 21, 2005**  
**Applicant projects must be reviewed by the PCC.**  
Application Workshop – January 25, 2005 at MTC.  
MTC will review draft applications if received by January 28, 2005.  
<http://www.mtc.ca.gov/funding/5310.htm>

Program Contact Person: Dana Lang, MTC, (510) 464-7764, dlang@mtc.ca.gov

STA Contact Person: Jennifer Tongson, Projects Assistant, (707) 424-6013

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*FUNDING OPPORTUNITY:*

**Transportation Enhancement (TE) Programming**

Programming in early 2005

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Transportation Enhancement (TE) funds is intended to assist jurisdictions in the project programming process. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Program Description: This program helps agencies fund projects that enhance the intermodal transportation system.

Funding Available: \$1.629M in fiscal year 2005/2006.

Deadline Notes: **Project environmental studies must be initially complete by June 30, 2005.**  
Project documents are due to Caltrans by April 1, 2006.

Example Projects: There are twelve categories of eligible projects that range from bike/ped facilities and acquisition of historic sites to landscaping and highway runoff mitigation. Projects eligible for TE funding can be found in the recently completed Solano Countywide Bicycle and Pedestrian Plans and the Solano County Transportation for Livable Communities (TLC) Plan.

Further Details: A special January TAC meeting will identify projects eligible for TE funding. XII. D. "Transportation Enhancement (TE) Programming" for more details.

STA Contact Person: Mike Duncan, Director of Projects, (707) 424-6075

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