



Solano Transportation Authority

One Harbor Center, Suite 130  
Suisun City, California 94585

Area Code 707  
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**MEETING NOTICE**

Members:

**January 11, 2006**

Benicia  
Dixon  
Fairfield  
Rio Vista  
Solano County  
Suisun City  
Vacaville  
Vallejo

**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.*

**ITEM**

**BOARD/STAFF PERSON**

- I. CALL TO ORDER – CONFIRM QUORUM** Chair Courville  
(6:00 – 6:05 p.m.)
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. OPPORTUNITY FOR PUBLIC COMMENT**  
(6:05 - 6:10 p.m.)

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

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

**2006 STA BOARD MEMBERS**

Len Augustine Chair City of Vacaville	Anthony Intintoli Vice Chair City of Vallejo	Steve Messina City of Benicia	Mary Ann Courville City of Dixon	Harry Price City of Fairfield	Jim Spering City of Suisun City	Ed Woodruff City of Rio Vista	John Silva County of Solano
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**2006 STA BOARD ALTERNATES**

Steve Wilkins	Gary Cloutier	Alan Schwartzman	Gil Vega	Jack Batson	Mike Segala	Ron Jones	John Vasquez
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- V.       **EXECUTIVE DIRECTOR'S REPORT**  
(6:10 - 6:15 p.m.) – Pg 1 Daryl K. Halls
- VI.       **COMMENTS FROM STAFF, CALTRANS AND MTC**  
(6:15 – 6:25 p.m.)
- A.       **Caltrans Report**
- B.       **MTC Report**
- C.       **STA Report**
1. **Federal Legislative Update**
2. **STA 2005 Board Highlights** Mike Miller  
Chair Courville
- VII.      **INTRODUCTION AND SWEARING-IN OF NEW  
STA BOARD MEMBERS AND ALTERNATES** Johanna Masiclat  
*Recommendation:*  
*Informational.*  
(6:25 – 6:30 p.m.)
- VIII.     **CONSENT CALENDAR**
- Recommendation: Approve the following consent items in one motion.*  
*(Note: Items under consent calendar may be removed for separate discussion.)*  
(6:30 – 6:35 p.m.)
- A.       **STA Board Minutes of December 14, 2005** Johanna Masiclat  
*Recommendation:*  
*Approve minutes of December 14, 2005.*  
**Pg. 9**
- B.       **Review Draft TAC Minutes of January 4, 2006** Johanna Masiclat  
*Recommendation:*  
*Receive and file.*  
**Pg. 17**
- C.       **STA Board Meeting Schedule for Calendar Year 2006** Johanna Masiclat  
*Recommendation:*  
*Adopt the STA Board meeting schedule for the 2006 calendar year.*  
**Pg. 23**
- D.       **FY 2005-06 1st Quarter Budget Report** Susan Furtado  
*Recommendation:*  
*Review and file.*  
**Pg. 25**

- E. Renewal of Membership with Solano Economic Development Corporation (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 2006.*
  2. *Direct staff to agendize for Board consideration STA's membership in Solano EDC prior to the annual renewal for 2007.*
- Pg. 29**
- F. Pedestrian Advisory Committee Bylaws** Robert Guerrero  
Recommendation:  
*Approve the Pedestrian Advisory Committee Bylaws.*  
**Pg. 37**
- G. Contract Amendment with Circlepoint for Public Input Facilitation and Materials for 2006 County Transportation Expenditure Plan** Dan Christians  
Recommendation:  
*Authorize the Executive Director to amend the 2005 contract with Circlepoint to include up to an additional \$20,000 for public input facilitation and materials for the 2006 County Transportation Expenditure Plan.*  
**Pg. 45**

**IX. ACTION ITEMS – FINANCIAL**

- A. STA's Annual Audit Report FY 2004-05** Susan Furtado  
Recommendation:  
*Accept the FY 2004-05 Annual Audit for STA.*  
 (6:35 – 6:40 p.m.) – **Pg. 49**

**X. ACTION ITEMS – NON FINANCIAL**

- A. Request for Proposal (RFP) of Project Study Reports (PSRs)** Janet Adams  
Recommendation:  
*Approve the following:*
1. *Authorize the STA Executive Director to have one consultant complete both the PSRs for the SR 12/Church Road Improvements and the SR 12 – Rio Vista Bridge Study.*
  2. *Authorize the STA Executive Director to issue the RFP to include provisions for the establishment of an eligibility list for PSR's that would be valid for the next three years.*
- (6:40 – 6:45 p.m.) – **Pg. 51**

**B. Request for Proposal (RFP) of Project Management Services** Janet Adams  
*Recommendation:*  
*Authorize the Executive Director to issue a RFP for Project Management Services for the I-80 HOV Lane/Turner Parkway Overcrossing PSR.*  
(6:45 – 6:50 p.m.) – **Pg. 55**

**C. STA's FFY 2007 Federal Appropriations** Jayne Bauer  
*Recommendation:*  
*Authorize the STA Board to approve STA's FFY 2007 Federal appropriations requests for the Vallejo Intermodal Station (\$4 million) and the Fairfield/Vacaville Intermodal Station (\$1.9 Million).*  
(6:50 – 6:55 p.m.) – **Pg. 57**

**XI. SELECTION OF 2006 STA CHAIR AND VICE CHAIR** Chair Courville  
*Recommendation:*  
*1. Select STA Chair and Vice-Chair for 2006*  
*2. Request new Chair designate the Executive Committee for 2006.*  
(6:55 – 7:00 p.m.) – **Pg. 59**

**XII. INFORMATION ITEMS**

**(No Discussion Necessary)**

**A. Intercity Transit Funding Agreement – Status Update** Elizabeth Richards  
*Informational – Pg. 63*

**B. Federal Highway Administration Inactive Obligations Update** Jennifer Tongson  
*Informational – Pg. 69*

**C. Project Monitoring and Delivery Update** Jennifer Tongson  
*Informational – Pg. 77*

**D. Funding Opportunities Summary** Sam Shelton  
*Informational – Pg. 83*

**XII. BOARD MEMBERS COMMENTS**

**XIII. ADJOURNMENT**

The next regular meeting of the STA Board is scheduled for  
**Wednesday, February 8, 2006, 6:00 p.m., Suisun City Hall Council Chambers.**



MEMORANDUM

DATE: January 4, 2006  
TO: STA Board  
FROM: Daryl K. Halls  
RE: Executive Director's Report – January 2006

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.

**Selection of 2006 Chair and Vice-Chair and New Board Members \***

The STA Board is scheduled to appoint its new Chair and Vice-Chair for 2006. Consistent with the Board adopted policy to rotate the agency chair among the eight members agencies, current Vice-Chair Len Augustine, representing the City of Vacaville, is scheduled to serve as STA Chair in 2006. Board Member Anthony Intintoli, representing the City of Vallejo, is scheduled to serve as Vice-Chair.

At the same meeting, staff has invited the three elected officials recently appointed as Board Alternates to join with new Board Member Harry Price (Fairfield) to be officially sworn in as members of the STA Board. The new Board Alternates are Jack Batson (Fairfield), Gary Cloutier (Vallejo), and Alan Schwartzman (Benicia).

**Governor Slated to Release 2006 State of the State**

On January 5, 2006, Governor Arnold Schwarzenegger is scheduled to release his proposed priorities for the FY 2006/07 State budget as part of his State of the State address. One of the key platforms of his speech is expected to be the unveiling of his proposal for a Statewide Bond to help jumpstart and fund infrastructure in California. At the Board meeting, staff will provide an update regarding the specifics of his proposal and the potential impact and/or benefits on transportation projects in Solano County.

**Moving Forward on Board Approved Project Study Reports \***

Janet Adams, STA's new Director of Projects, has agendized two separate staff reports pertaining to retaining the necessary consultant resources to help manage and develop the Project Study Reports (PSRs) for the I-80 HOV Lane/Turner Parkway Overcrossing in Vallejo and the SR 12/Church Road Improvements in Rio Vista. Staff has met on several occasions with Caltrans, the City of Vallejo and the County of Solano regarding

the process, scope of work, and roles and responsibilities for the initiation of the PSR for the I-80 HOV Lane/Turner Parkway Overcrossing project. In addition, staff is requesting authorization to combine the PSR for SR 12/Church Road and the Rio Vista Bridge Study into one consultant contract. Based on some initial discussions with Caltrans and the City of Rio Vista, it was identified that the traffic analysis needs for both projects will be similar and are a critical component of each effort. Staff is of the opinion that utilizing one project manager and one engineering firm for both projects will provide the opportunity for cost efficiencies and enhanced continuity and communications in working and coordinating with both Caltrans and the City of Rio Vista on these projects.

**Review of FY 2004-05 Annual Audit \***

Maze & Associates has completed and submitted to the STA Board and staff the FY 2004-05 Annual Audit of the STA's budget expenditures and revenues. Cory Biggs, the Maze & Associates project manager for this audit, has been invited to attend the meeting and provide a brief overview of the audit process and their finding. I want to acknowledge the diligence and work of Susan Furtado, Finance Analyst/Accountant, and Barbara Padilla, Accounting Assistant, in support of this effort. In follow up to the completion of last year's audit, staff and legal counsel is developing an update to the STA's Finance and Accounting Policies and Procedures that will be provided to the Board in either February or March.

**First Quarter Budget Report \***

Staff has included with this agenda the first quarter budget report for FY 2005-06. With the completion of the FY 2004-05 Annual Audit, staff is in the process of preparing an update to the STA's FY 2005-06 and 2006-07 Budget that will incorporate update revenue figures and STA Board actions taken since the budget was adopted in June 2005. The development and adoption of the STA's FY 2006-07 and 2007-08 Budget is scheduled for June 2006.

**STA Partnership with City County Coordinating Council (CCCC) Regarding Improvement of Transportation and Land Use Coordination**

In February, the STA has been requested to provide a presentation to the recently reconvened City County Coordinating Council (CCCC) on the topic of improving the coordination between STA's countywide transportation planning and local land use planning. The CCCC is comprised of the five members of the Solano County Board of Supervisors and the seven Mayors representing the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo. A key component of the CCCC Advisory Board's work plan for 2006 is focused on this topic. Concurrently, STA staff has been working with the Board's Alternative Modes Committee to develop a countywide funding strategy for the allocation of new federal funds that will be available for Transportation for Livable Communities (TLC), bicycle and pedestrian projects. This is being developed in preparation for the STA to initiate the process for bringing some of

the concepts and opportunities identified in the STA's recently completed and adopted Countywide TLC, Bicycle and Pedestrian Plans to the community level where local land use planning occurs. This effort is being funded through annual Transportation Planning and Land Use Solutions (T-Plus) planning funds provided to the STA by MTC. The presentation to the City County Coordinating Council will provide the STA with an initial opportunity to preview this issue and receive input and suggestions before beginning discussions and presentations at the community level.

**STA Sets Dates for Continued Pursuit of Federal and State Matching Funds\***

Last month, the STA Board adopted its Legislative Priorities and Platform for 2006. The STA's Executive Committee has tentatively scheduled the date of February 1, 2006 for STA to travel to Sacramento to meet with our four Solano County State Legislators. Jayne Bauer will be working with our state advocate, Tony Rice (Shaw & Yoder), to schedule and coordinate these meetings with those members of the STA Board that are able to attend. In addition, staff will be working with our federal advocate, Mike Miller (Ferguson Group), to schedule a trip to Washington D.C., to meet with members of our Federal delegation to discuss 2006 Annual Appropriations for our priority projects. These meetings have been targeted for early April.

Attachment:

- A. STA Acronyms List





## A C R O N Y M S L I S T

ABAG	Association of Bay Area Governments	PMP	Pavement Management Program
ADA	American with Disabilities Act	PMS	Pavement Management System
AVA	Abandoned Vehicle Abatement	PMS	Pavement Management System
APDE	Advanced Project Development Element (STIP)	PNR	Park and Ride
AQMD	Air Quality Management Plan	POP	Program of Projects
BAAQMD	Bay Area Air Quality Management District	PSR	Project Study Report
BABC	Bay Area Bicycle Coalition	PTAC	Partnership Technical Advisory Committee (MTC)
BAC	Bicycle Advisory Committee	RABA	Revenue Alignment Budget Authority
BCDC	Bay Conservation and Development Commission	REPEG	Regional Environmental Public Education Group
BT&H	Business, Transportation & Housing Agency	RFP	Request for Proposal
CALTRANS	California Department of Transportation	RFQ	Request for Qualification
CARB	California Air Resource Board	RRP	Regional Rideshare Program
CCCTA	Central Contra Costa Transportation Authority	RTEP	Regional Transit Expansion Policy
CEQA	California Environmental Quality Act	RTIP	Regional Transportation Improvement Program
CHP	California Highway Patrol	RTMC	Regional Transit Marketing Committee
CIP	Capital Improvement Program	RTP	Regional Transportation Plan
CMA	Congestion Management Agency	RTPA	Regional Transportation Planning Agency
CMAQ	Congestion Mitigation and Air Quality	SACOG	Sacramento Area Council of Governments
CMP	Congestion Management Program	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
CNG	Compressed Natural Gas	SCTA	Sonoma County Transportation Authority
CTA	County Transportation Authority	SHOPP	State Highway Operations and Protection Program
CTC	California Transportation Commission	SJCOG	San Joaquin Council of Governments
CTEP	County Transportation Expenditure Plan	SNCI	Solano Napa Commuter Information
CTP	Comprehensive Transportation Plan	SOV	Single Occupant Vehicle
DBE	Disadvantaged Business Enterprise	SMAQMD	Sacramento Metropolitan Air Quality Management District
DOT	Federal Department of Transportation	SP&R	State Planning and Research
EIR	Environmental Impact Report	SR2S	Safe Routes to School
EIS	Environmental Impact Statement	SR2T	Safe Routes to Transit
EPA	Environmental Protection Agency	SRITP	Short Range Intercity Transit Plan
FHWA	Federal Highway Administration	SRTTP	Short Range Transit Plan
FTA	Federal Transit Administration	STA	Solano Transportation Authority
GARVEE	Grant Anticipation Revenue Vehicle	STAF	State Transit Assistance Fund
GIS	Geographic Information System	STIA	Solano Transportation Improvement Authority
HIP	Housing Incentive Program	STIP	State Transportation Improvement Program
HOV	High Occupancy Vehicle	STP	Surface Transportation Program
ISTEA	Intermodal Surface Transportation Efficiency Act	TAC	Technical Advisory Committee
ITIP	Interregional Transportation Improvement Program	TANF	Temporary Assistance for Needy Families
ITS	Intelligent Transportation System	TAZ	Transportation Analysis Zone
JARC	Jobs Access Reverse Commute	TCI	Transit Capital Improvement
JPA	Joint Powers Agreement	TCM	Transportation Control Measure
LS&R	Local Streets and Roads	TCRP	Transportation Congestion Relief Program
LTA	Local Transportation Funds	TDA	Transportation Development Act
LEV	Low Emission Vehicle	TDM	Transportation Demand Management
LIFT	Low Income Flexible Transportation	TEA	Transportation Enhancement Activity
LOS	Level of Service	TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
LTF	Local Transportation Funds	TFCA	Transportation for Clean Air Funds
MIS	Major Investment Study	TIP	Transportation Improvement Program
MOU	Memorandum of Understanding	TLC	Transportation for Livable Communities
MPO	Metropolitan Planning Organization	TMA	Transportation Management Association
MTC	Metropolitan Transportation Commission	TMTAC	Transportation Management Technical Advisory Committee
MTS	Metropolitan Transportation System	TOS	Traffic Operation System
NEPA	National Environmental Policy Act	TRAC	Trails Advisory Committee
NCTPA	Napa County Transportation Planning Agency	TSM	Transportation Systems Management
NHS	National Highway System	UZA	Urbanized Area
OTS	Office of Traffic Safety	VTA	Valley Transportation Authority (Santa Clara)
PAC	Pedestrian Advisory Committee	W2W	Welfare to Work
PCC	Paratransit Coordinating Council	WCCCTAC	West Contra Costa County Transportation Advisory Committee
PCRP	Planning and Congestion Relief Program	YSAQMD	Yolo/Solano Air Quality Management District
PDS	Project Development Support	ZEV	Zero Emission Vehicle
PDT	Project Delivery Team		





DATE: January 5, 2006  
TO: STA Board  
FROM: Johanna Masiclat, Clerk of the Board  
RE: Consent Calendar Summary  
(Any consent calendar item may be pulled for discussion)

**Recommendation:**

The STA Board approve the following attached consent items:

- A. STA Board Minutes of December 14, 2005
- B. Review Draft TAC Minutes of January 4, 2006
- C. STA Board Meeting Schedule for Calendar Year 2006
- D. FY 2005-06 1<sup>st</sup> Quarter Budget Report
- E. Renewal of Membership with Solano Economic Development Corporation (EDC)
- F. Pedestrian Advisory Committee Bylaws
- G. Contract Amendment with Circle Point for Public Input Facilitation and Materials for 2006 County Transportation Expenditure Plan





**SOLANO TRANSPORTATION AUTHORITY**  
**Minutes for Meeting of**  
**December 14, 2005**

**I. CALL TO ORDER**

Chair Courville called the regular meeting to order at 6:30 p.m. A quorum was confirmed.

**MEMBERS**

<b>PRESENT:</b>	Mary Ann Courville (Chair)	City of Dixon
	Len Augustine (Vice Chair)	City of Vacaville
	Steve Messina	City of Benicia
	Harry Price	City of Fairfield
	Ed Woodruff	City of Rio Vista
	Jim Spering	City of Suisun City
	Anthony Intintoli	City of Vallejo
	John Silva	County of Solano

**MEMBERS**

**ABSENT:**  
None.

**STAFF**

<b>PRESENT:</b>	Daryl K. Halls	STA Executive Director
	Charles Lamoree	STA Legal Counsel
	Johanna Masiclat	STA Acting Clerk of the Board
	Dan Christians	STA Asst. Exec. Dir./Director of Planning
	Janet Adams	STA Director of Projects
	Elizabeth Richards	STA Director of Transit and Rideshare Services
	Susan Furtado	STA Financial Analyst/Accountant
	Jayne Bauer	STA Marketing and Legislative Program Manager
	Robert Guerrero	STA Associate Planner
	Jennifer Tongson	STA Assistant Project Manager
	Sam Shelton	STA Planning Assistant

**ALSO**

<b>PRESENT:</b>	Dan Schiada	City of Benicia
	Charlie Beck	City of Fairfield
	Gary Cullen	City of Suisun City
	Dale Pfeiffer	City of Vacaville
	Mark Akaba	City Vallejo
	Paul Wiese	County of Solano
	John Taylor	County of Solano
	John Beatty	Korve Engineering
	Valentino Tjia	Korve Engineering
	Peter DeStefano	Washington Group International

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

On a motion by Member Messina, and a second by Vice Chair Augustine, the STA Board approved the agenda

**IV. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**V. EXECUTIVE DIRECTOR'S REPORT**

Daryl Halls provided an update on the following topics:

- Vallejo Station and Fairfield/Vacaville Rail Station to Receive 2005-06 Federal Appropriations Earmarks
- CCJPB Board Approves Fund Swap and Expanded Inter-City Rail Service in Solano County
- Assembly Budget Subcommittee #5 for Transportation Meets in Solano County
- STA's 2006 Legislative Priorities
- CTC Names John Barna as new Executive Director
- Programming Additional 2006 STIP Funds for Jepson Parkway
- Caltrans Proposes 2006 SHOPP Funds for Major Rehabilitation of I-80
- STA to Initiate New Safe Routes to Schools Program
- STA's SNCI Program Starts Another New Vanpool Serving Travis AFB

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

**A. Caltrans Report:**

Doanh Nguyen, Caltrans Project Manager, provided a status report on the construction progress of various projects in Solano County.

**B. MTC Report:**  
None reported.

**C. STA Report:**  
None reported.

## **VII. CONSENT CALENDAR**

On a motion by Member Intintoli, and a second by Member Spering, the staff recommendations for consent calendar items A through M were unanimously approved.

**A. STA Board Minutes of October 12, 2005**

Recommendation:

Approve STA Board minutes of October 12, 2005.

**B. Review Draft TAC Minutes of November 30, 2005**

Recommendation:

Receive and file.

**C. STA Meeting Schedule Update**

Recommendation:

Receive and file.

**D. Appointment of Clerk of the Board for the Solano Transportation Authority (STA) and Approval of Modification of Salary Range and Title**

Recommendation:

Approve the following:

1. The reclassification of the Clerk of the Board/Administrative Service Director position to Clerk of the Board/Office Manager as described in attachment A.
2. Designate Johanna Masiclat to serve as the STA's Clerk of the Board.

**E. FY 2004-05 4<sup>th</sup> Quarter Budget Report**

Recommendation:

Review and file.

**F. STA Employee Benefit Summary Update**

Recommendation:

Review and file.

**G. Human Resource Consultant Salary and Benefit Survey**

Recommendation:

Approve the Comparator Agencies and Benefit Data to be collected.

Pg.

**H. Solano-Napa Countywide Travel Demand Modeling Agreements with the Consultant and the City of Fairfield**

**Recommendation:**

Authorize the Executive Director to:

1. Enter into a modeling services contract for up to a total of \$130,000 with the City of Fairfield for specified modeling runs and services for FY 2005-06 and FY 2006-07 as described in Attachment A (maximum of \$65,000 each fiscal year), with an additional optional year for up to \$65,000 for FY 2007-08; and
2. Enter into a funding agreement with the Metropolitan Transportation Commission (MTC) to obtain \$70,000 of federal planning grant funds (combined with up to \$30,000 of STA's local matching funds) to complete the new Solano-Napa Travel Demand Model (Phase 2 transit component) as part of the "Smarter Growth along the I-80/Capitol Corridor" study; and
3. Issue a Request for Proposals for modeling services, select a consultant and enter into an agreement to complete Phase 2 of the new Solano-Napa Travel Demand Model as described in Attachment B at a cost not to exceed \$100,000.

**I. Solano Bicycle and Pedestrian Program Guidelines and Criteria**

**Recommendation:**

Approve the following:

1. Adopt the Solano Bicycle and Pedestrian Program (SBPP) Guidelines and Criteria.
2. Issue a call for the SBPP Program's 3-Year Implementation Plan (including TDA Article 3 and County Bicycle Pedestrian Program funds for FY 2006-07 through FY 2008-09).

**J. SAFETEA Third Cycle – STP Local Streets and Roads Call for Projects**

**Recommendation:**

Approve and forward the list of SAFETEA Cycle 3 projects for Local Streets and Roads to MTC for adoption.

**K. Amendment to Programming of the 2006 State Transportation Improvement Program (STIP)**

**Recommendation:**

Approve the programming of an additional \$1.164M in 2006 STIP funds to the Jepson Parkway and the revised distribution of Solano County's \$14.951M in new 2006 STIP funds as listed on Attachment A.

**L. Proposed No Call/No Show Policy on Solano Paratransit**

**Recommendation:**

Approve a No Call/No Show Policy for Solano Paratransit.

**M. Appointments to Solano Pedestrian Advisory Committee**

**Recommendation:**

Appoint the following Pedestrian Advisory Committee members for a three-year term:

1. Mr. Frank Morris- Solano Land Trust PAC Member
2. Ms. Linda Williams- Solano County PAC Member

**VIII. ACTION ITEMS: FINANCIAL**

**A. Project Study Report Overview**

Janet Adams provided an overview of the draft list of PSR candidate projects presented and outlined the funding plan recommended by STA staff based on STA Board's discussion and direction provided in October. She cited that the STA has dedicated \$112,000 in FY 2005-06 and \$125,000 in FY 2006-07 budgets for PSR work for future STIP eligible projects. She cited that staff recommended to initiate RFPs for the SR 12/Church Road and Turner Parkway Overcrossing/I-80 HOV PSRs in early 2006.

**Board Comments:**

None presented.

**Recommendation:**

Approve the following:

1. The Priority List for future Solano County Project Study Reports (PSRs) to be conducted by STA.
2. Authorize the STA to be the lead agency for the PSR for the I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo to be funded by Federal SAFETEA Demo funds.
3. Authorize the Executive Director to initiate PSR for the SR 12 and Church Road Improvements project in Rio Vista to be funded by the STA in FY 2005-06 and FY 2006-07.
4. Authorize the STA to initiate the PSR for the EB I-80 Aux Lanes – Travis Blvd. to Air Base Pkwy. Project in Fairfield to be funded by the STA in FY 2005-06 and FY 2006-07.
5. Designate I-80 HOV Lane – Air Base to I-505 as the subsequent priority for next PSR to be funded and performed by the STA.
6. Authorize the Executive Director to request Caltrans to conduct PSRs for the EB/WB I-780 Stripe Aux Lanes project from 2<sup>nd</sup> St. to 5<sup>th</sup> St., the Phase II Truck Climbing Lane project, and the I-80 pavement rehabilitation project from SR12 East (Fairfield) to Meridian Road (Vacaville).

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

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

**A. Initiation of Safe Routes to School (SR2S) and Safe Routes to Transit (SR2T)**

Jennifer Tongson reviewed the process of gathering additional information from local agencies to assist in developing an existing conditions report for reviewing existing safety, bicycle, pedestrian, transit, and local SR2S and SR2T plans. She cited that the overall goal of this study is to identify and prioritize a list of potential bicycle/pedestrian improvements and safety projects specifically eligible for SR2S and SR2T funding programs.

Jennifer Tongson stated that the deadline to submit the summary forms is Friday, December 16, 2005. She also indicated that STA and Alta Planning & Designs, consultants for the project, are proposing to coordinate an extensive public input process in coordination with school district cities and the County in early 2006. She added that both the STA TAC and the Consortium recommended adding private institutions to the target agencies for SR2S/SR2T outreach program at their November 30, 2005 meeting.

**Board Comments:**

None presented.

Recommendation:

Approve the SR2S/SR2T Outreach Program.

On a motion by Member Price, and a second by Member Spring, the staff recommendation was unanimously approved.

**B. Lifeline Transportation Funding Program**

Elizabeth Richards reviewed the three-year funding allocation by MTC for Solano Lifeline Transportation Projects in the amount of \$1,076,866. She cited that the STA staff is working with MTC to transition to the STA the issuance of the Call for Projects, approving projects for funding and monitoring and overseeing projects and programs. She recommended that a new advisory committee be established to assist with the evaluation of the Lifeline projects in future funding cycles for projects in Solano County.

**Board Comments:**

None presented.

Recommendation:

Authorize the formation of a Lifeline Transportation Advisory Committee with the proposed organizational membership as indicated on Attachment B.

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

**C. State Route 12 East Operational Prioritization and Implementation Strategy**

Dan Christians reviewed the prioritization of the improvement recommendations to be developed as part of the SR 12 Major Investment Study (SR 12 MIS). He also stated that STA staff plans to reconvene the SR 12 Steering Committee in early 2006 to keep this matter on a high level of priority and to review the progress being made to further conduct more detailed analysis and provide input on the implementation improvements along the corridor.

Also, at the request of the TAC, he noted that staff will add into this prioritization and implementation “traffic signal light synchronization from Fairfield to Suisun City on SR 12” under safety related improvement projects.

**Board Comments:**

Chair Courville commented on the priorities of additional safety along the SR 12 and the need of future traffic signals to be included in the intersection of Hwy 113 and SR 12.

Daryl Halls responded that the priority list would be addressed in future feasibility studies.

Recommendation:

Approve the SR 12 East Prioritization and Implementation Strategy.

On a motion by Vice Chair Augustine, and a second by Member Woodruff, the staff recommendation was unanimously approved with the amendment adding the “traffic signal light synchronization from Fairfield to Suisun City on SR 12”..

**D. Legislative Update – November 2005 and Adoption of STA’s 2006 Legislative Priorities and Platform**

Jayne Bauer reviewed the recommended changes to the Final Draft of the 2006 Legislative Priorities and Platform, with the additions noted in **bold** and recommended deletions noted with a ~~strikethrough~~.

**Board Comments:**

None presented.

Recommendation:

Approve the following:

1. Adopt the Final Draft 2006 Legislative Priorities and Platform.
2. Authorize the Chair to forward letters of appreciation from the STA Board to Congress Representatives Miller and Tauscher for their successful efforts to obtain Federal Earmarks for new priority projects.

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

**X. INFORMATION ITEMS (No Discussion Necessary)**

- A. Status of Congestion Management Program (CMP) Consistency Review of Recently Submitted Development Projects**
- B. Inactive Obligations – Call to Action**
- C. Unmet Transit Needs Public Hearing for FY 2006-07**
- D. Funding Opportunities Summary**

**XI. BOARD MEMBER COMMENTS:**

Member Price stated that he looks forward to representing the City of Fairfield in the months to come.

**XII. ADJOURNMENT**

The STA Board meeting was adjourned at 7:06 p.m. The next regular meeting of the STA Board is scheduled for **Wednesday, January 11, 2006, 6:00 p.m. at Suisun City Hall Council Chambers.**

Attested By:

  
\_\_\_\_\_  
Johanna Masiel

Acting STA Clerk of the Board

  
\_\_\_\_\_  
Date



**TECHNICAL ADVISORY COMMITTEE**

**DRAFT**

**Minutes of the meeting**

**January 4, 2006**

**I. CALL TO ORDER**

The regular meeting of the Technical Advisory Committee was called to order at approximately 1:25 p.m. in the Solano Transportation Authority's Conference Room.

**Present:**

<b>TAC Members Present:</b>	Dan Schiada	City of Benicia
	Royce Cunningham	City of Dixon
	Mike Duncan	City of Fairfield
	Gary Cullen	City of Suisun City
	Gian Aggarwal	City of Vacaville
	Mark Akaba	City of Vallejo
	Paul Wiese	County of Solano

**Others Present:**

Ed Huestis	City of Vacaville
Gary Leach	City of Vallejo
Cameron Oakes	Caltrans District 4
Daryl Halls	STA
Dan Christians	STA
Janet Adams	STA
Elizabeth Richards	STA/SNCI
Robert Guerrero	STA
Jennifer Tongson	STA
Sam Shelton	STA
Johanna Masielat	STA

**II. APPROVAL OF AGENDA**

On a motion by Mike Duncan, and a second by Gary Cullen, the STA TAC approved the agenda with the exception to move Agenda Item VII.E Project Monitoring and Delivery Update to Agenda VII.D and Agenda Item VII.D, Ruling from Ninth Circuit Court of Appeals on Washington State's Implementation of Disadvantaged Business Enterprise (DBE) Program to Agenda VII.E.

### III. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

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

**Caltrans:** Cameron Oakes provided status reports on the SR 29 Study in Napa County, the SR 12 Corridor Study between SR 99 and Rio Vista Bridge, and the construction schedule of the SR 113 SHOPP project.

**MTC:** None presented.

**STA:** Daryl Halls announced that at the request of Caltrans STA is preparing an Emergency Response Contact List.

Robert Guerrero announced the upcoming Call for Projects of the Solano Bicycle and Pedestrian Program (SBPP) has been postponed pending the completion of an overall funding strategy for TLC, bicycle, and pedestrian projects.

**Other:** Mike Duncan announced MTC's LS&R Workshop scheduled on Friday, January 6, 2006.

### V. CONSENT CALENDAR

On a motion by Dan Schiada, and a second by Mark Akaba, the STA TAC approved the Consent Calendar. This included a request by Mike Duncan to incorporate the traffic signal light synchronization from Fairfield to Suisun City as part of the SR 12 Major Investment Study Prioritization Strategy noted in the minutes of Agenda Item V.A, Minutes of the TAC Meeting of November 30, 2005 and to bring back the State Route 12 East Operational Prioritization Report with this additional project as a consent item at a future meeting.

#### Recommendations:

- A. **Minutes of the TAC Meeting of November 30, 2005**  
Recommendation:  
Approve minutes of November 30, 2005.
- B. **STA Board Meeting Highlights of December 14, 2005**  
Informational
- C. **STA 2006 Board Meeting Calendar**  
Informational
- D. **Funding Opportunities Summary**  
Informational

## VI. ACTION ITEMS

### A. Request for Proposal (RFP) of Project Study Reports (PSRs)

Janet Adams reviewed the process for issuing a RFP for preparation of PSR's for the I-80 HOV Lane/Turner Parkway Overcrossing and the SR 12/Church Road Improvements as approved by the STA Board in December 2005. She cited that STA would pursue additional PSRs on the priority list as funding becomes available.

Based on questions from TAC members on whether the recommendation meant that the STA would retain one or two consultant teams for the PSR for the SR 12/Church Road Improvements and the SR 12 Rio Vista Bridge Study, Daryl Halls stated that the intent was to hire one consultant team to do both and that additional wording could be added to the recommendation to clarify that matter.

#### Recommendation:

Forward to the STA Board the following:

1. Authorize the STA Executive Director ***to retain consultant services to complete both*** the PSR for the SR 12/Church Road Improvements and the SR 12 – Rio Vista Bridge Study.
2. Authorize the STA Executive Director to issue the RFP to include provisions for the establishment of an eligibility list for PSR's that would be valid for the next three years.

On a motion by Dan Schiada, and a second by Gian Aggarwal, the STA TAC unanimously approved the recommendation as amended.

### B. Request for Proposal (RFP) of Project Management Services

Janet Adams identified the proximity and similar scope of the SR 12 Church Road Improvements PSR and the SR 12 – Rio Vista Bridge Study, and the recommendation to utilize the same consultant for Project Management services for both projects. She cited that the proposal to combine the Project Management for these two efforts is dependent on further discussions with the City of Rio Vista and Caltrans for concurrence on the scope of work.

After discussion, the cities of Fairfield and Vacaville requested that the proposal to have a consultant provide Project Management Services for the SR 12/Church Road Improvements PSR and SR 12 Rio Vista Bridge Study Project be tabled for further discussion at the next TAC meeting of January 25, 2006.

#### Recommendation:

Forward to the Board for a recommendation authorizing the Executive Director to issue a RFP for Project Management Services for the following:

1. I-80 HOV Lane/Turner Parkway Overcrossing and  
SR 12/Church Road Improvements PSR's
2. SR 12 – Rio Vista Bridge Study

**and to bring back the Project Management Services for the SR 12/Church Road Improvements PSR and SR 12 Rio Vista Bridge Study Project for further discussion at the next TAC meeting of January 25, 2006.**

On a motion by Mike Duncan, and a second by Mark Akaba, the STA TAC unanimously approved the recommendation as amended and highlighted ~~strikethrough~~ and *bold italics*.

**C. FY 2006-07 Federal Appropriations**

Dan Christians summarized the funding needs for the Vallejo Intermodal Station (\$65 million) and the Fairfield/Vacaville Intermodal Station (Phase I) (\$29 million). He outlined the proposed requests for FY 2006-07 Federal appropriations as follows: Vallejo Intermodal Station at \$4 million and Fairfield/Vacaville Intermodal Station (Phase I) at \$1.9 million.

Recommendation:

Forward a recommendation to the STA Board to approve the FY 2006-07 Federal appropriations requests for the Vallejo Intermodal Station (\$4 million) and the Fairfield/Vacaville Intermodal Station (\$1.9 Million).

On a motion by Mike Duncan, and a second by Gary Cullen, the STA TAC unanimously approved the recommendation.

**VII. INFORMATION ITEMS**

**A. Status of Development of County Transportation Expenditure Plan (CTEP) and Review of Plan Elements**

Daryl Halls cited that STA staff and consultants are currently updating project cost estimates and funding plans for each potential project to be included in the expenditure plan. He stated that staff is working to ensure that a draft CTEP is ready for the public input process that would need to occur prior to adoption by the STIA Board of the plan in early February 2006 in preparation for the June 2006 ballot. Daryl also distributed at the meeting the STIA Public Meeting Schedule for the Solano County Transportation Traffic Relief and Safety Plan.

**B. Regional Measure 2 Allocation Requirements**

Jennifer Tongson stated that MTC held a RM 2 workshop on December 6, 2005. She reviewed the main topics covered in the RM 2 Regional Traffic Relief Plan Policies and Procedures (amended September 21, 2005) were allocation and funding agreements, eligible costs after allocation, project sponsor/implementing agency costs, one phase at a time, environmental process, preliminary engineering, timely use of funds, and reporting requirements.

**C. Federal Highway Administration Inactive Obligations Update**

Jennifer Tongson reviewed the "long-list" of 46 projects identified in Solano County totaling approximately \$5.5 million in unexpended funds and a "short-list" that consisted of 14 Solano County projects taken from the long list, which were targeted by FHWA for the first round of de-obligation.

- D. Ruling from Ninth Circuit Court of Appeals on Washington State's Implementation of Disadvantaged Business Enterprise (DBE) Program**  
Janet Adams cited that STA is currently preparing its DBE Program under the current guidelines from Caltrans. She cited that should Caltrans notify STA of required changes to the Program, then an amendment to this Program would likely be required.
- E. Project Monitoring and Delivery Update**  
Jennifer Tongson distributed a draft Federal Funding Obligation/Delivery Deadline and summarized the current status of all federal and state funded projects. She reviewed the pending allocation/obligation and award deadlines for STIP and STIP-TE Projects Programmed in FY 2005-06 and STP/CMAQ Funds with FY 2005-06 Obligation.

## **VIII. ADJOURNMENT**

The meeting was adjourned at 3:25 p.m. The next meeting of the STA TAC is scheduled at **1:30 p.m. on Wednesday, January 25, 2006.**





DATE: January 3, 2006  
TO: STA Board  
FROM: Johanna Masiclat, Clerk of the Board  
RE: STA Board Meeting Schedule for the Calendar Year 2006

**Discussion:**

Attached is the STA Board meeting schedule for the calendar year 2006.

**Fiscal Impact:**

None.

**Recommendation:**

Adopt the STA Board meeting schedule for the 2006 calendar year.

Attachment:

A. STA Board Meeting Schedule for the Calendar Year 2006



**STA BOARD MEETING SCHEDULE**  
(For the Calendar Year 2006)

<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>STATUS</b>
January 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
February 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
March 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
April 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
May 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
June 14	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
July 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
September 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
October 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
November 8	6:00 p.m.	STA Annual Awards	TBD - Vacaville	TBD
December 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed



DATE: January 4, 2006  
TO: STA Board  
FROM: Susan Furtado, Financial Analyst/Accountant  
RE: FY 2005-06 First Quarter Budget Report

**Background:**

In June 2005, the Solano Transportation Authority (STA) Board approved the STA budget for FY 2005-06 (the first year of the STA's two year adopted budget). The budget included filling vacant positions and staffing changes that are now in place. A mid year adjustment to the fiscal year budget is scheduled to occur after the STA Board acceptance of the FY 2004/05 annual audit.

**Discussion:**

The attached financial report shows the revenue and expenditure activity of the STA for the First Quarter of FY 2005-06. The STA's total program administration and operation expenditures for the first quarter are at 10% with total revenues at 12% of the FY 2005-06 budget.

**Revenues:**

As most STA programs are funded with grants on a reimbursement basis, this report includes total revenue of \$835,089. A percentage of the reimbursements from fund sources for the First Quarter were billed and received after the quarter ending September 30, 2005.

**Expenditures:**

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

1. STA's Management and Operations including the development of an Expenditure Plan for the STIA is within the First Quarter budget projection at 19% of budget.
2. SNCI is at 16% of budget.
3. Project Development is at 8% budget.
4. Strategic Planning is at 7%.

The Project Development and Strategic Planning invoice billings from project consultants for projects such as the North Connector, I-80/680/12 Interchange, and Jepson Parkway, were submitted after the end of the Quarter. Therefore, the forecasted expenditures for these projects are for actual work completed not reflective of the budget ratio for the Quarter. It is expected that these forecasted expenditures will align the expenditure to budget expectations.

**Recommendation:**

Review and file.

Attachment:

- A. STA First Quarter Budget Report



**STA QUARTERLY FINANCIAL REPORT  
FY 2005-06 First Quarter (25%)  
July 1, 2005 through September 30, 2005**

**ATTACHMENT A**

REVENUES			
Operations	FY 05-06 Budget	Actual Received YTD	%
Gas Tax (Reserve Account)	30,000	30,000	100%
Interest	-	1,311	0%
STP	1,065,000	167,400 *	16%
Gas Tax	291,789	291,789	100%
YSAQMD	10,000		0%
ECMAQ	150,000	27,890 *	19%
STIP/PPM	38,000		0%
TCRP 25.2 - North Connector	57,740	3,574 *	6%
DMV/AVA	11,000		0%
TCRP 25.3 - Interchange	58,900	7,982 *	14%
MTC-Rideshare	240,000	43,123 *	18%
MTC-ECMAQ	115,000		0%
BAAQMD	3,000		0%
TDA Art. 4/8	433,099		0%
RM-2 I-80 HOV			0%
TFCA	236,227		0%
STAF	441,964		0%
LIFT	8,335		0%
CBO	60,000		0%
Other Gov't Sponsors	145,000	27,030	19%
	25,000	75	0%
<b>Subtotal</b>	<b>\$ 3,420,054</b>	<b>\$ 600,174</b>	<b>18%</b>
<b>TFCA Programs</b>			
TFCA	152,860		0%
Interest		2,849	0%
<b>Subtotal</b>	<b>\$ 152,860</b>	<b>\$ 2,849</b>	<b>2%</b>
<b>Abandoned Vehicle Abatement</b>			
DMV	342,000		0%
Interest		719	0%
<b>Subtotal</b>	<b>\$ 342,000</b>	<b>\$ 719</b>	<b>0%</b>
<b>Jepson Parkway</b>			
STP	100,000	-	0%
Demo 1528	40,000	-	0%
<b>Subtotal</b>	<b>\$ 140,000.00</b>	<b>\$ -</b>	<b>0%</b>
<b>North Connector</b>			
TCRP 25.2	291,960	56,203 *	19%
Interest		848	0%
<b>Subtotal</b>	<b>\$ 291,960</b>	<b>\$ 57,051</b>	<b>20%</b>
<b>Solano Paratransit</b>			
FTA 5310		-	0%
STAF (match)		-	0%
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>I-80 HOV Lane (SR 12 to Airbase)</b>			
RM2 I-80 HOV			0%
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>I-80/680/SR 12 Interchange</b>			
TCRP 25.3	2,880,200	173,723 *	6%
Interest		573	0%
<b>Subtotal</b>	<b>\$ 2,880,200</b>	<b>\$ 174,296</b>	<b>6%</b>
<b>TOTAL REVENUES</b>	<b>\$ 7,227,074</b>	<b>\$ 835,089</b>	<b>12%</b>

EXPENDITURES			
Operations	FY 05-06 Budget	Actual Spent YTD	%
Operations Management/Administration	1,114,344	239,228	21%
STA Board of Directors Expenditure Plan	40,800	4,068	10%
Contribution to STA Reserve	102,700	6,310	6%
	30,000		0%
<b>Subtotal</b>	<b>\$ 1,287,844</b>	<b>\$ 249,606</b>	<b>19%</b>
<b>SNCI</b>			
SNCI Management/Administration	462,846	96,185	21%
Employer/Van Pool Outreach	15,000	1,484	10%
SNCI General Marketing	66,044	2,456	4%
Fall Campaign	16,000	3,933	25%
Bike to Work Campaign	12,000		0%
BikeLinks Maps			0%
Lifeline Program	15,000		0%
Incentives	30,000	5,125	17%
Specialized City Services	7,500	625	8%
Guaranteed Ride Home Program	10,000		0%
Transit Management Administration	21,236	5,084	24%
Rio Vista Van Pool Program	4,970		0%
Community Based Transit Study	40,000		0%
Local Transit Studies			0%
Napa Van Pool Incentives	3,000		0%
<b>Subtotal</b>	<b>\$ 703,596</b>	<b>\$ 114,892</b>	<b>16%</b>
<b>Project Development</b>			
Project Management/Administration	211,533	43,834	21%
STIP Project Monitoring			0%
Paratransit Coordinating/PCC	25,000	800	3%
Traffic Safety Plan Update	25,000		0%
Project Study Report	125,000		0%
SR 12 Bridge Study			0%
SR 12 MIS Operational Strategy			0%
Jepson Parkway EIR	140,000	13,002	9%
North Connector PA/ED	291,960	56,203	19%
Solano Paratransit Capital			0%
Solano Paratransit Assessment Study	35,000		0%
I-80/680/12 Interchange PA/ED	2,880,200	173,722	6%
<b>Subtotal</b>	<b>\$3,733,693</b>	<b>\$287,561</b>	<b>8%</b>
<b>Strategic Planning</b>			
Planning Management/Administration	372,501	59,181	16%
SolanoLinks Marketing	65,020	11,475	18%
General Marketing	32,000	326	1%
Events	30,000	1,196	4%
Model Development/Maintenance	80,000		0%
Solano County TLC Program	182,560	20,734	11%
Comprehensive Transportation Plan			0%
Countywide Pedestrian/Trails Plan			0%
Transit Consolidation Feasibility Study	65,000		0%
Oakland/Auburn Commuter Rail Study	5,000		0%
FFV/V Rail Station Design	145,000	3,780	3%
Route 30	25,000		0%
CMP Update/Regional Impact Fee Study			0%
SR 12 Transit Study	5,000	2,888	58%
Jepson Parkway Concept Plan Update	0		0%
TFCA Programs	152,860		0%
DMV Abandoned Vehicle Abatement	342,000		0%
<b>Total Strategic Planning</b>	<b>\$1,501,941</b>	<b>\$99,580</b>	<b>7%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$7,227,074</b>	<b>\$751,639</b>	<b>10%</b>

Note: \*First quarter revenue receivable total of \$479,895.  
Checks were received the following dates: ECMAQ 12/08/05, STP 12/9/05,  
North Connector 12/23/05, Interchange 12/23/05, Rideshare 12/23/05.





DATE: January 4, 2006  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Renewal of Membership with Solano Economic Development Corporation (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, Measure A in 2004, and advocating for the restoration of Proposition 42 funding.

The STA has been a member of Solano EDC since 1996 and has actively partnered in the past through a joint Transportation Action. Prior to 2003, 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 public and private partnership (STA/Solano EDC) 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, its Board of Directors. In addition, the STA Board appointed STA Board Member Jim Spering to represent the STA on the Board of Directors for 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 July 2005, the Solano EDC hosted a transportation meeting with featured speakers Will Kempton, the State Caltrans Director, and the STA dedicated to discussing Solano County's priority transportation projects, the potential impact of the State budget on transportation funding in Solano County, and the status of STIA deliberations regarding the placement of a transportation sales tax on the ballot in 2006. Several members of Solano EDC's Board of Directors and staff have participated in various community and business related meetings critical to transportation.

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 has been budgeted as part of the STA's Board expenditures 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 2006.
2. Direct staff to agendize for Board consideration STA's membership in Solano EDC prior to the annual renewal for 2007.

Attachments:

- A. Letter from Solano EDC President Mike Ammann, dated 12/1/2005
- B. Solano EDC's 2004 Member-Investment Benefits
- C. List of Solano EDC Members



December 1, 2005

Mr. Daryl Halls  
Solano Transportation Authority  
One Harbor Center, Suite 130  
Suisun City, CA 94585-2003

RE: Membership Renewal

Dear Daryl:

Restart, rebuild, and outreach through market branding to targeted decision makers has been the order of business at Solano EDC over the past two years and will continue in 2006 with a full regional and national marketing campaign.

Looking back, looking around and looking ahead was the theme and order of business at Solano EDC's fall Executive Retreat. The good news resulting from the day long in-depth review was that the organization has successfully redirected efforts to more effectively market Solano County by launching Bay Area and national "Top of the Mind" awareness campaigns which highlight the benefits of locating and conducting business within Solano County.

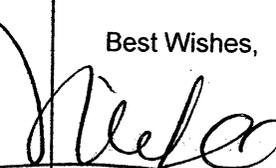
The marketing plan for 2006 will continue to refine targeted outreach to site consultants and corporate real estate executives through individual calls, e-mail updates, and participation at local chapter meetings. Regional marketing is complemented by participation at the annual national conferences of CoreNet Global, SIOR and International Economic Developers Council who's membership are composed of corporate real estate executives, site consultants and national broker organizations.

Be sure to mark your calendar to attend the Solano EDC Annual Meeting Luncheon to be held on Thursday, January 26, 2006 at the Fairfield Hilton Garden Inn. In addition, start planning to sponsor and get your foursome together to enjoy the 17<sup>th</sup> Golf Classic at Green Valley Country Club scheduled for Monday, August 14, 2006.

We are planning a great series of membership networking breakfasts in 2006 that focus on facilitating discussion and action on critical regional/state business issues. You may have attended this year's successful Transportation Breakfast with Will Kempton, Director of Caltrans or July's Real Estate Roundup. Please let us know if you have an issue or speaker that you think the membership would enjoy hearing their special message.

In closing, the Board of Directors and staff greatly appreciate your confidence and support of the efforts of the Solano EDC working in partnership with the private/public sectors to ensure prosperity through competitively pursuing investment and jobs for Solano County communities.

Best Wishes,

  
Mike Ammann  
President

*THANKS AGAIN  
PARTNER*

P.S. Please contact Mike or Sandy at 864-1855 to discuss opportunities for you to participate more actively in our organization during 2006.

Michael S. Ammann  
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mike@solanoedc.org

Sandy Person  
Vice-President  
Business Relations  
sandy@solanoedc.org

Patricia Uhrich  
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Toll Free:  
888.864.1855

Website:  
www.solanoedc.org

# Solano Economic Development Corporation

## 2005 Membership Investment & Benefit Levels

### \$ 7,500 – Chairman’s Circle

- ❖ Sponsorship of premiere membership events [Annual meeting; Annual dinner; Annual Golf Tournament and Membership Breakfasts]
- ❖ Complimentary admission for 4 to all events
- ❖ Immediate appointment to Board of Directors
- ❖ Recognition at all Solano EDC events
- ❖ Free admission for one to CEO Retreat
- ❖ Access to all Solano EDC resource material and demographic site reports
- ❖ Banner Advertisement of your business or firm on website
- ❖ Invitation to all Solano EDC events – current topics and networking opportunities
- ❖ Expanded company profile listing in annual *Connections* membership directory

### \$5,000 – Executive Member “Stakeholders”

- ❖ Immediate appointment to Board of Directors
- ❖ Complimentary admission for 4 to all events (excluding golf tournament)
- ❖ Recognition at all Solano EDC events
- ❖ Invitation to CEO Retreat
- ❖ Access to all Solano EDC resource material and demographic site reports
- ❖ Advertisement on website
- ❖ Invitation to all Solano EDC events – current topics and networking opportunities
- ❖ Expanded company profile listing in annual *Connections* membership directory

### \$2,500 – Corporate Member

- ❖ Voting privileges and eligibility for election to Board of Directors
- ❖ Complimentary admission for 2 to all events (excluding golf tournament)
- ❖ Access to all Solano EDC resource material and demographic site reports
- ❖ Advertisement on website
- ❖ Invitation to all Solano EDC events – current topics and networking opportunities
- ❖ Expanded company profile listing in annual *Connections* membership directory

### \$ 1,000 – Business Member

- ❖ Voting privileges and eligibility for election to Board of Directors
- ❖ Access to all Solano EDC resource material and demographic site reports
- ❖ Invitation to all Solano EDC events – current topics and networking opportunities
- ❖ Listing in annual *Connections* membership directory

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## 2005 Solano EDC Board of Directors

**Chairman****Steve Huddleston**, The Reporter**Officers**

Vice Chair

**Brooks Pedder**, Colliers International

Vice Chair

**Sean Quinn**, City of Fairfield

Vice Chair

**Tom Recknagel**, Carl Recknagel General Contractors

Secretary

**Kay Draisin**, NorthBay Health Advantage

Treasurer

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\* Ex Officio/Alternate

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## 2005 Solano EDC Members

### Chairman's Circle - \$ 7,500



**REPORTER Times-Herald**

### Executive Member "Stakeholders" - \$ 5,000

Anheuser-Busch, Inc.  
First Northern Bank  
Kaiser Permanente  
Solano Transportation Authority

Busch Properties, Inc.  
Genentech, Inc.  
Solano County Office of Education  
Syar Industries, Inc.

### Public Members

City of American Canyon  
City of Fairfield  
City of Suisun City  
County of Solano

City of Benicia  
Pacific Gas & Electric  
City of Vacaville

City of Dixon  
City of Rio Vista  
City of Vallejo

### Corporate Members - \$ 2500

Amos and Andrews  
Daily Republic  
Garaventa Properties  
Home Builders Association  
NorthBay Healthcare  
Rinker Materials  
Sutter Solano Medical Center  
Vacaville Sanitary Service

Aspen Timco Inc.  
Favaro, Lavezzo, Gill, Caretti & Heppell  
Gaw, VanMale, Smith, Myers & Miroglio  
Jelly Belly Candy Company  
Plumbers & Steamfitters #343  
Rreef Management Company  
Travis Credit Union  
Vallejo Garbage Service

Colliers International  
First American Title Insurance Co.  
Green Valley Corporate Park  
The Mills Corporation  
Queen of the Valley Hospital  
Solano Community College  
Triad Communities  
Westamerica Bank

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Westfield Shoppingtown Solano

**Business Members - \$ 1000**

Aircraft Interior Products	Wildlands, Inc.	
APICS Solano Chapter	AKT Development	Alkar Human Resources
ASB Properties	ARC Inc. Architects	Archer & Ficklin Land
Benicia Chamber of Commerce	B&L Properties	Bay Area Council
CB Richard Ellis	Braddock & Logan	Cagwin & Dorward
Century 21 Distinctive Properties	CDI	CSU California Maritime Academy
Cornish & Carey	Chicago Title Company	Cordelia Edison Partners
Cunningham Engineering	Credit Bureau Associates	CSW/Stuber-Stroeh Engineering
Dixon Chamber of Commerce	Cushman & Wakefield	DeSilva Gates Construction
FedEx Kinkos	Fairfield-Suisun Chamber of Commerce	Fairfield-Suisun USD
Garland & Associates	Fidelity National Title Company	Frontier Title Company
James B. Henry Company	Gateway Realty	Grubb & Ellis
Kappel & Kappel	JC's Interactive Systems	JHL Commercial Properties
Kitchell	KB Home	Keegin & Coppin
Lennar Mare Island	Kronick Moskowitz Tiedemann Girard	95.3 KUIC Radio
Morrison & Foerster	The Lessler Group	McDonald's Restaurants
O'Brien Builders	Nelson Staffing Solutions	N Solano County Assn of Realtors
Placer Title Company	Panattoni Development Company	Parsons Brinckerhoff
Repworks	Premier Commercial Real Estate	Carl Recknagel Gen Contractors
Rockville Trails Estates	Rio Vista Chamber of Commerce	River Valley Insurance
Solano Association of Realtors	Saint Mary's College of California	Simonton Windows
Solano County Ag Advisory Committee	Solano Bank	Solano Land Trust
TLCD Architecture	Sunnyside Farms	Teichert Construction
UC Davis	Touro University	Tulloch Construction
Valero Refining Company CA	UC Davis CONNECT	Vacaville Chamber of Commerce
	Vallejo Chamber of Commerce	Vallejo Conv & Visitors Bureau

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Washington Mutual  
Yolo Community Bank

The Wiseman Company

Workforce Investment Board



DATE: January 5, 2006  
TO: STA Board  
FROM: Robert Guerrero, Associate Planner  
RE: Solano Pedestrian Advisory Committee Bylaws

**Background:**

In July 2003, the STA Board created a Pedestrian Advisory Committee (PAC) consisting of residents from each of the cities and the County of Solano plus members from pedestrian interest groups. The PAC's primary responsibility is to advise the STA Board on the implementation of the Solano Countywide Pedestrian Plan. Members of the PAC also assist in the implementation of the Metropolitan Transportation Commission's (MTC) Regional Bicycle/ Pedestrian Program and Transportation Development Act (TDA) Article 3 funds.

**Discussion:**

The PAC committee initially began with four active members without formal bylaws to govern the committee. However, the responsibility of the PAC and its membership has grown since then. The committee suggested developing bylaws to properly define the role of the committee and its members. In response, STA staff created draft PAC bylaws similar to STA's Bicycle Advisory Committee (BAC) and Paratransit Coordinating Council (PCC) Bylaws. The proposed PAC Bylaws were reviewed and recommended unanimously at the PAC's July 21, 2005 meeting (see Attachment A).

The proposed PAC Bylaws includes the following governing information:

1. PAC's role as an advisory committee to the STA Board
2. Committee organization
3. Committee officers
4. PAC meetings
5. PAC membership

One item included in the proposed bylaws that is also worth noting is regarding future PAC membership candidates. The PAC requested to include a statement: "Preference should be given to non-elected citizens and who are not employed by member agencies" for new PAC members. The PAC currently includes one elected official participating and has had a city manager participate as a PAC member in the past. The PAC members preferred to have recommendations and votes come from a more citizen's based point of view and not be influenced by staff or elected officials. The PAC made the point that STA member agency staff and elected officials will have separate opportunities to review the PAC's recommendation (i.e. STA Technical Advisory Committee and STA Board). However, the PAC will continue to welcome staff and locally elected officials to participate in the meetings in a non-voting capacity. Attached is the current PAC

Membership list. There are still vacant positions which the committee and staff will work to fill during the next year.

STA staff also included Section 2 under “Article IV. Organization” to address committee participation. This added section is very similar to the PCC Bylaws regarding membership and basically indicates that if a member has not attended three consecutive meetings without contacting staff the STA Board has the option to declare the position vacant. The section further states that after six absences in a one-year period the STA Board has the option to declare the position vacant even if the member does contact staff.

Upon approval by the STA Board, the PAC Bylaws will immediately become affective in time for the new 2006 year. The next PAC meeting is scheduled for Thursday, February 16, 2006 at 6:00 p.m.

**Recommendation:**

Approve the Solano Pedestrian Advisory Committee Bylaws.

Attachments:

- A. Solano Pedestrian Advisory Committee Bylaws
- B. Current Solano Pedestrian Advisory Committee Membership Roster

SOLANO PEDESTRIAN ADVISORY COMMITTEE  
BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Solano Pedestrian Advisory Committee (PAC), hereafter called the PAC.

ARTICLE II. AUTHORIZING AGENCY

The Solano Transportation Authority (STA), as the Congestion Management Agency (CMA), authorizes the establishment of the PAC and shall approve all appointments to the PAC, the PAC bylaws, and all amendments to the PAC bylaws.

ARTICLE III. PURPOSE

Section 1.

The PAC shall advise the STA on the development of pedestrian facilities as an alternative mode of transportation. The PAC shall review and/or prioritize Transportation Development Act (TDA) Article 3 Pedestrian Projects, Solano Countywide Bicycle/Pedestrian Program Projects, and participate in the development and review of comprehensive pedestrian plans.

Section 2.

The PAC review process shall ensure that pedestrian projects within the Cities and County of Solano promote and encourage pedestrian use for: commuting, shopping, and other personal trips; reduction in motor vehicle trips; reduction in motor vehicle miles traveled; reduction in motor vehicle congestion; increased safety and access to transit; and health and air quality benefit.

ARTICLE IV. ORGANIZATION

Section 1.

The STA Board of Directors shall determine membership of the PAC and appointment requirements. Members of the PAC shall be approved by majority vote of the STA Board of Directors. Preference should be given to non-elected citizens and who are not employed by member agencies.

Section 2.

Members of the PAC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an 'un-contacted absence' and may have their position declared vacant by the STA Board. Absence after contacting staff is considered a 'contacted absence.' Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a PAC member has missed a combination of six contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response

before or at the next scheduled meeting, based upon the recommendation the PAC the position may be declared vacant by the STA Board.

Section 3.

The STA shall, under direction of the Board of Directors, provide staff and organizational support to the PAC.

ARTICLE V. OFFICERS

Section 1.

The officers of the PAC shall be the Chairperson and Vice-Chairperson.

Section 2.

The PAC shall, at the first meeting of each calendar year, nominate and elect Chairperson and the Vice-Chairperson for one calendar year term. No officer shall serve more than two consecutive terms in a given office.

Section 3.

The Chairperson shall preside over all PAC meetings, coordinate the meeting agenda with TA staff, to represent the PAC's actions to appropriate agencies or to designate representative(s), and have general direction and control over the activities of the PAC.

Section 4.

The Vice-Chairperson shall assist the Chairperson in the execution of that office and, in the absence of the Chairperson, preside over the meetings, and so when acting, shall have the duties of the Chairperson.

Section 5.

In the event of the vacancy of the Chairperson office, the Vice-chairperson shall be elevated to Chairperson for the remainder of the calendar year term, and the PAC shall nominate and elect a new Vice-Chairperson.

ARTICLE VI. MEETINGS

Section 1.

The PAC shall hold a regular meeting at least once a calendar year quarter as necessary.

Section 2.

The PAC may convene special meetings as necessary to conduct its business.

Section 3.

All meetings shall be posted public meetings.

Section 4.

A quorum shall consist of the majority of the members of the PAC.

Section 5.

Actions of the PAC require a quorum and majority of those voting members present.

ARTICLE VII. Subcommittees

The Chairperson may establish subcommittees or special task forces when it deems them necessary to carry out the PAC's mandate.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The PAC shall use Robert's Rules as applicable and when these are not inconsistent with these bylaws, the STA's rules of order, or any rules of order the Committee may adopt.

ARTICLE IX. ADOPTION AND AMENDMENTS TO THE BYLAWS

Section 1.

Adoption of the PAC Bylaws will be by a majority vote of the STA Board of Directors.

Section 2.

Amendments to the PAC will be by a majority vote of the STA Board of Directors.

Section 3.

The PAC may take action, by a two-thirds vote, to propose amendments to the PAC bylaws at any regular meeting of the PAC, provided that the amendment has been submitted in writing at the previous regular meeting. The suggested amendments shall be forwarded to the STA Board of Directors via the STA Technical Advisory Committee for comment.



## Pedestrian Advisory Committee Membership Roster

<u>City and County Representation</u>		<u>Appointment</u>	<u>Term Expires</u>
		<u>Date</u>	<u>(December 31st)</u>
City of Benicia	J.B. Davis	2005	2008
City of Suisun	Michael Segala	2004	2007
City of Vacaville	Mary Woo	2004	2007
City of Fairfield	Pat Moran	2005	2008
City of Vallejo	Lynne Williams	2005	2008
County of Solano	Linda Williams	2006	2009
City of Rio Vista	Larry Mork	2005	2008
City of Dixon	VACANT		
<b><u>Member at Large:</u></b>			
Benicia Resident	Allen Deal	2005	2008
<b><u>Other Agency PAC Representation</u></b>			
Tri City and County Cooperative Planning	Eva K. Laevastu	2004	2007
Bay Area Ridge Trail Council	Kathy Blume	2004	2007
Solano Land Trust	Frank Morris	2006	2009
Solano County Agriculture Commission	VACANT		
San Francisco Bay Trail Program	VACANT		
Solano Community College	VACANT		





DATE: January 5, 2006  
TO: STA Board  
FROM: Dan Christians, Assistant Executive Director/Director of Planning  
RE: Contract Amendment with Circlepoint for Public Facilitation and Materials for County Transportation Expenditure Plan (CTEP)

**Background:**

In recent years, the Solano Transportation Authority (STA) has provided the staff resources and funded the consultant services in support of the County Transportation Expenditure Plans (CTEP) for Measure E in 2002 and Measure A in 2004. This has included facilitation services, public information brochures and website describing the projects in the expenditure plan

On April 13, 2005, the STA Board authorized the Executive Director to retain consultant services for various tasks related to the development of a Countywide Transportation Plan including updating the Programmatic Environmental Impact Report, specialized legal services and public facilitation and materials for an amount not to exceed \$50,000, of which approximately \$20,000 would involve public facilitation services and materials.

Subsequent to the Board action, staff prepared a Request for Proposals, and on June 20, 2005 contracted with the firm of Circlepoint, for an amount not to exceed \$10,000, to facilitate the two Citizens' Advisory Committee (CAC) meetings held in June and July 2005, and prepare the "Traffic Relief Plan" informational brochure used at the two CAC meetings and the seven community meetings.

**Discussion:**

On December 14, 2005, the Solano Transportation Improvement Authority (STIA) approved a schedule to hold two additional Citizen Advisory Committee and three community meetings and initiate the development of a County Transportation Expenditure Plan. To meet the schedule, staff needs additional public facilitation services and materials prepared very quickly during January 2006. Staff is proposing to have Circlepoint assist staff with facilitation of the two additional CAC meetings, prepare an updated "Traffic Relief and Safety Plan" brochure and design approximately six fact sheets to describe and illustrate each of the major proposed categories of the County Transportation Expenditure Plan.

It is estimated that an additional \$20,000 of consultant services (in addition to the \$10,000 contracted last year) will be needed to assist in this additional public input and public information effort as part of the development of the 2006 CTEP. If the Board decides to place the CTEP on the June or November 2006 ballot, then additional public information tasks would potentially require additional resources and mailers and would need to be considered by the Board at a future meeting.

**Fiscal Impact:**

The estimated additional contract costs for the specified public information and public input consulting services is \$20,000. It will be paid out of the STA's 2005-06 Budget which included \$102,700 for development of the County Transportation Expenditure Plan.

**Recommendation:**

Authorize the Executive Director to amend the 2005 contract with Circlepoint to include up to an additional \$20,000 for public input facilitation and materials for the 2006 County Transportation Expenditure Plan.

**Attachment:**

- A. Draft Scope of Work for contract amendment with Circlepoint for additional public input facilitation and materials.

Solano Transportation Authority  
Public Outreach Support for 2006 Solano County Transportation Expenditure Plan

Draft Scope of Work  
Prepared by CirclePoint  
Wednesday, December 21, 2005

Following is a proposed scope of services to provide public outreach support during development of the 2006 Solano County Transportation Expenditure Plan.

**Task 1: Coordination Meetings and Communication**

CirclePoint will participate in an initial meeting/conference call to confirm STA expectations and collect data to be incorporated in the development of fact sheets, the informational brochure, and Citizen Advisory Committee (CAC) agendas and materials.

**Task 2: Fact Sheets and Informational Brochure**

CirclePoint will write, design, and produce six one-page fact sheets on various aspects/components of the proposed plan. CirclePoint also will prepare one final, simple informational brochure. The exact format of the brochure will be determined based on further discussion, but for purposes of this scope, it is assumed to be an 8 x 11 or legal-sized tri-fold following same design look/scheme as the fact sheets. It is assumed STA will handle distribution/ mailing of the fact sheets and brochure. CirclePoint will provide STA approximately 250 color copies of each piece, and STA will cover the cost of production outside of this budget.

**Task 3: CAC Meetings**

CirclePoint will facilitate two CAC meetings and provide strategic guidance in planning and developing agendas for the meetings. CirclePoint will provide one staff person to facilitate the meeting. It is assumed that STA will be responsible for notification, logistics coordination, and documentation and summary of comments. CirclePoint will review materials and provide some focused help in basic update to the PowerPoint presentation, but it is assumed STA will handle major revisions and graphic changes to the presentation.

**Cost Estimate**

	<b>Hours</b>	<b>Cost</b>
Task 1: Coordination Meetings and Communication	14	\$2,107
Task 2: Fact Sheets and Informational Brochure	128	\$11,469
Task 3: CAC Meetings (2)	36	\$5,962
Other Direct Costs		\$462
<b>Total Cost Estimate</b>		<b>\$20,000</b>

Note: The budget assumes STA will separately cover the estimated \$2,500 needed to make color copies of the fact sheets and informational brochure.





DATE: January 3, 2006  
TO: STA Board  
FROM: Susan Furtado, Financial Analyst/Accountant  
RE: STA's Annual Audit FY 2004-05

**Background:**

The Solano Transportation Authority (STA) is required annually to prepare financial statements in accordance with Government Accounting Standards Board Statement Number 34 (GASB 34). GASB 34 requires a set of authority-wide financial statements and the preparation of a Management Discussion and Analysis (MDA) as a narrative overview and analysis of the financial activities of the STA. The Certified Public Accountant (CPA) firm Maze & Associates from Walnut Creek was selected to perform the annual audit compliance for three fiscal years starting FY 2003-04. Recently Maze & Associates completed the FY 2004-05 audit.

**Discussion:**

Based upon the Basic Financial Statements prepared by the auditors, STA's overall financial position in FY 2004-05 does not have any reportable deficiencies or material weakness that will adversely affect the STA's primary missions of countywide transportation planning, transportation project development, allocating regional, state and federal transportation funds, transit coordination and providing commuter information.

In addition to the annual audit and in preparation of the Basic Financial Statements, Maze & Associates also evaluated the Internal Control Structure of the STA and noted two minor items for the STA to address. These items are as follows:

- 1) Fund Balance deficit of two project funds for the last two fiscal years.
  - I-80 Reliever Route Project (Fund Code 34101) shows a deficit Fund Balance in the amount of \$10,303. This project was funded by Federal Demo 1528 which required 20% match funding. The expenditures for staff time were used as the funding match, which were consequently reimbursed by the State Transportation Improvement Program (STIP) funds. The revenue reimbursements received from STIP were recorded in the General Fund.
  - Planning Congestion Relief Project (Fund Code 34105) shows a deficit Fund Balance in the amount of \$6,973. The project funding requirement is similar to the I-80 Reliever Route funds whereas a 20% local match fund is required. Staff time was used as the funding match and reimbursement was paid with State Transportation Program (STP) and the State Transportation Improvement Program (STIP) funds; likewise the revenue was also recorded in the General Fund account.

Because both of the funding matches for the above projects were recorded in the General Funds account versus within the project, an account reclassification will be made in the next fiscal year to transfer the Projects Fund Balances to the General Fund Balance account. To avoid this type of account reclassification in the future, all required match funds will be recorded in the General Fund and not with the project. With this modification, the funding project will not show a fund shortfall.

- 2) Multiple adjusting journal entries during the audit.  
STA's annual audit for the FY 2004-05 was performed earlier than the previous year and before the City of Vacaville closed their books. In addition, with the STA staff changes and transitions, and the intricacies of the City of Vacaville's accounting system, the Trial Balance was not completely closed and subsequent journal entries were made as part of the year-end close out process. STA's Financial Analyst/Accountant and staff will ensure an early audit cycle with a completed and adjusted Trial Balance for the next fiscal year's audit.

**Recommendation:**

Accept the FY 2004-05 Annual Audit for STA.

Attachment:

- A. Solano Transportation Authority Basic Financial Statements for the Year Ended June 30, 2005 (to be provided under separate cover on January 11, 2006).

NOTE: A copy of the STA FY 2004-05 Annual Audit is available upon request.



DATE: January 4, 2006  
 TO: STA Board  
 FROM: Janet Adams, Director of Projects  
 RE: Request for Proposal (RFP) of Project Study Reports (PSRs)

**Background:**

A Project Study Report (PSR) is an engineering report, the purpose of which is to document agreement on the scope, schedule, and estimated cost of a project so that the project can be included in a future State Transportation Improvement Program (STIP). The California Transportation Commission (CTC) requires a completed PSR for projects before being added into the STIP. The CTC intends that the process and requirements for PSR's be as simple, timely, and workable as practical, given that a PSR must be prepared at the front end of the project development process, before environmental evaluation and detailed design, and that it must provide a sound basis for commitment of future state funding. A PSR also provides a key opportunity to achieve consensus on project scope, schedule, and proposed cost among Caltrans and involved regional and local agencies.

In December 2005 the STA Board approved the Priority List for future Solano County PSR's to be conducted by STA. These priorities are:

Project	Recommended for PSR	I-80/680/780 Corridor		FY
		Study Priority	Project Cost (in millions)	
<i>SR 12 East – Church Road</i>	<i>X</i>	<i>(SR12 MIS)</i>	<i>\$3-4</i>	<i>2005-06</i>
<i>Turner Parkway Overcrossing (PSR Funded)<sup>1</sup></i>	<i>X</i>	<i>30</i>	<i>\$38</i>	<i>2005-06</i>
<i>WB I-80 HOV Lane – Carquinez Bridge to SR37<sup>1</sup></i>	<i>X</i>	<i>23</i>	<i>\$15.7</i>	<i>2005-06</i>
<i>EB I-80 HOV Lane – Carquinez Bridge to SR37<sup>1</sup></i>	<i>X</i>	<i>24</i>	<i>\$32.3</i>	<i>2005-06</i>
<i>EB I-80 Aux Lanes – Travis Blvd to Air Base Pkwy</i>	<i>X<sup>2</sup></i>	<i>9</i>	<i>\$3.7</i>	<i>2006-07</i>
I-80 HOV – Air Base to I-505		25	\$111.2	
WB I-80 Aux Lane – W. Texas St. to Abernathy Rd		13A	\$4.4	
WB I-80 Aux Lane – Waterman Blvd to Travis Blvd		13B	\$5.0	
I-80 Mix Flow Lane from SR12 E to Beck Ave		12	\$16.6	

<sup>1</sup> Funded by SAFETEA Demo Funds

<sup>2</sup> PSR work pending availability of funds, work will be the next funded PSR

The STA is preparing to issue a RFP for:

1. I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo to be funded by Federal SAFETEA Demo funds.
2. SR 12 and Church Road Improvements project in Rio Vista to be funded by the STA in FY 2005-06 and FY 2006-07.

In addition, the City of Rio Vista obtained a \$560,000 (\$492,000 available) Federal Earmark for completing both a SR 12 – Rio Vista Bridge Study and a Signage Improvement Project.

**Discussion:**

STA will issue a RFP for preparation of PSR's for the I-80 HOV Lane/Turner Parkway Overcrossing and the SR 12/Church Road Improvements as approved by the STA Board in December 2005. STA will pursue additional PSRs on the priority list as funding becomes available.

Due to the proximity and similar scope of the SR 12/Church Road Improvements and the SR 12 – Rio Vista Bridge Study, staff recommends utilizing the same consultant for both efforts to provide more efficiency in the production of work. The proposal to combine these two efforts will still require further discussions with the City of Rio Vista for concurrence.

In addition, STA currently does not have an eligibility list for PSR's. Having an eligibility list will provide a streamlined process for subsequent PSR work. Establishing an eligibility list can be done as part of the RFP process for the currently approved PSR projects.

Through the RFP, the most qualified firms/teams will be ranked (excluding the selected firm/team for the I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo and the SR 12 and Church Road Improvements project in Rio Vista projects) and included on a short list of Consulting Firms for future PSR's. For each PSR consultant opportunity, one to three of the firms/teams on the approved short list will be invited to submit proposals, and to possibly attend an interview for a specific project.

For subsequent PSR's, STA would then start contract negotiations with the first ranked firm/team from the developed short list. If contract negotiations are not successful, then the second firm/team may be asked to negotiate a contract with STA, etc. A firm/team, which receives a contract, will then be removed from the short list of eligible firms/team for any additional projects. Subconsultants can be on more than one team.

The process would be repeated as additional funding for PSR work became available, soliciting proposals from the top one to three firms/teams remaining on the short list. The process will continue until either the list is exhausted, or three years have elapsed since approval of the list by the STA Board.

On January 4, 2006 the Technical Advisory Committee (TAC) concurred with the two proposed recommendations.

**Fiscal Impact:**

For the I-80 HOV Lane/Turner Parkway Overcrossing, the PSR will be funded from the Federal SAFETEA Demo funds.

The SR 12/Church Road Improvements PSR and SR 12 - Rio Vista Bridge Study will be funded by both the STA dedicated \$112,000 FY 2005-06 and \$125,000 FY 2006-07 budgets for PSR work for future STIP eligible projects and a portion of the \$560,000 (\$492,000 to be available) City of Rio Vista Federal Earmark. Though the work will be done by one consultant for efficiency, the consultant will produce two independent reports, a PSR for the SR 12/Church Road Improvements and a Rio Vista Bridge Study. Combining the SR 12 – Rio Bridge Study with the SR 12/ Church Road Improvements PSR work will require further discussions with the City of Rio Vista for concurrence.

**Recommendation:**

Approve the following:

1. Authorize the STA Executive Director to have one consultant complete both the PSR for the SR 12/Church Road Improvements and the SR 12 – Rio Vista Bridge Study.
2. Authorize the STA Executive Director to issue the RFP to include provisions for the establishment of an eligibility list for future PSR's done by the STA that would be valid for the next three years.





DATE: January 4, 2006  
TO: STA Board  
FROM: Janet Adams, Director of Projects  
RE: Request for Proposal (RFP) of Project Management Services

**Background:**

A Project Study Report (PSR) is an engineering report, the purpose of which is to document agreement on the scope, schedule, and estimated cost of a project so that the project can be included in a future State Transportation Improvement Program (STIP). The California Transportation Commission (CTC) requires a completed PSR for projects before being added into the STIP. The CTC intends that the process and requirements for PSR's be as simple, timely, and workable as practical, given that a PSR must be prepared at the front end of the project development process, before environmental evaluation and detailed design, and that it must provide a sound basis for commitment of future state funding. A PSR also provides a key opportunity to achieve consensus on project scope, schedule, and proposed cost among Caltrans and involved regional and local agencies.

The STA is preparing to be the lead agency on these PSR's:

1. I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo to be funded by Federal SAFETEA Demo funds.
2. SR 12 and Church Road Improvements project in Rio Vista to be funded by the STA in FY 2005-06 and FY 2006-07.

In addition, the City of Rio Vista obtained a \$560,000 (\$492,000 available) Federal Earmark for completing both the SR 12 – Rio Vista Bridge Study and a Signage Improvement Project.

**Discussion:**

Effectively managing these PSR's is necessary to insure cost, scope and schedule of the products are met to the expectation of the STA Board and all Stakeholders. Staff is recommending that having a dedicated Project Manager is the appropriate action to insure this outcome. The STA is currently utilizing this approach for the I-80/I-680/SR 12 Interchange and the North Connector Projects.

Consultant Project Management services for I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo would be funded by Federal SAFETEA Demo funds.

Due to the proximity and similar scope of the SR 12/Church Road Improvements PSR and the SR 12 – Rio Vista Bridge Study, utilizing the same consultant for Project Management services on both efforts will likely result in improved efficiencies, cost effectiveness, and coordination. The proposal to combine the Project Management for these two efforts will still require further discussions with the City of Rio Vista and Caltrans for concurrence.

At the January 4, 2006 Technical Advisory Committee (TAC) meeting, it was requested that the proposal to have a consultant provide Project Management services for the SR 12/Church Road Improvements PSR and SR 12 - Rio Vista Bridge Study Project be further discussed at the next TAC meeting. The next TAC meeting is scheduled for January 25, 2006.

**Fiscal Impact:**

For the I-80 HOV Lane/Turner Parkway Overcrossing, the Project Management services and the STA staff time for the PSR management will be funded from the Federal SAFETEA Demo funds. STA and the County will be required to enter into a funding agreement to include this work.

For the SR 12/Church Road Improvements and SR 12 - Rio Vista Bridge Study Project Management services and STA staff time will be funded by both the STA dedicated \$112,000 FY 05/06 and \$125,000 FY 06/07 budgets for PSR work for future STIP eligible projects and a portion of the \$560,000 (\$492,000 available) City of Rio Vista Federal Earmark. Use of the City of Rio Vista Federal Earmark will require further discussions with the City for concurrence.

**Recommendation:**

Authorize the Executive Director to issue a RFP for Project Management Services for the I-80 HOV Lane/Turner Parkway Overcrossing PSR.



DATE: January 3, 2006  
TO: STA Board  
FROM: Jayne Bauer, Marketing and Legislative Program Manager  
RE: STA's FFY 2007 Federal Appropriations

**Background:**

Major transportation projects typically receive federal funding through specific projects identified by Congress as part of the Transportation Authorization Act. The last transportation authorization act, the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) was set to expire on September 30, 2003, but was extended several times. The Transportation Authorization Act was reauthorized as the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) by President Bush on August 10, 2005.

The STA continues to promote four Federal priority projects (the I-80/I-680/SR 12 Interchange, the Jepson Parkway, the Vallejo Intermodal Station, and the Fairfield/Vacaville Train Station) for both annual appropriations and for inclusion in the reauthorization of TEA-21.

In addition to the Transportation Authorization Act, certain projects (primarily transit-related) may receive funding through the annual appropriations bills that fund transportation and other areas of government.

STA requested for FFY 2006 appropriations \$4 Million for the Vallejo Station and \$2.5 Million for the Fairfield/Vacaville Intermodal Station. These were ultimately approved for \$850,000 and \$500,000 respectively and signed into law on November 30, 2005.

**Discussion:**

**Vallejo Intermodal Station - \$65 Million**

The Vallejo Intermodal Station has secured the following approximate funding commitments to date:

<u>Funding Sources</u>	<u>Amount</u>
Regional Measure 2 (RM2)	\$28.00 M
State Transportation Improvement Program (STIP)	\$12.40 M
Federal Earmarks (FY's 2001-2006)	\$ 7.23 M
Local	\$ 6.00 M
Estimated Unfunded Need	<u>\$11.37 M</u>
Total Cost Estimate	\$65.00 M

Fairfield/Vacaville Intermodal Station (Phase I) - \$29 Million

The Fairfield/Vacaville Intermodal Station (Phase I) has secured the following approximate funding commitments to date:

<u>Funding Sources</u>	<u>Amount</u>
Regional Measure 2 (RM2)	\$20.99 M
Local	\$ 3.80 M
Federal Earmarks (FY's 2003-2006)	\$ 2.23 M
State Transportation Improvement Program (STIP)	\$ 0.13 M
Estimated Unfunded Need (Phase I)	<u>\$ 1.85 M</u>
Total Cost Estimate (Phase I)	\$29.00 M

Based on these summarized funding needs and with a unanimous recommendation by the STA TAC at their meeting on January 4, 2006, requests for FFY 2007 Federal appropriations are proposed as follows:

- Vallejo Intermodal Station: \$4.0 Million
- Fairfield/Vacaville Intermodal Station (Phase I): \$1.9 Million

**Fiscal Impact:**

None.

**Recommendation:**

Approve the FFY 2006-07 Federal appropriations requests for the Vallejo Intermodal Station (\$4 million) and the Fairfield/Vacaville Intermodal Station (\$1.9 Million).



DATE: January 4, 2006  
TO: STA Board  
FROM: Daryl Halls, Executive Director  
RE: Selection of 2006 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 ( former Mayor of Rio Vista Marci Coglianese and Solano County Supervisor 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, former Council Member from the City of Vallejo, modified the membership of the STA's Executive Committee by inviting the outgoing Chair (during 2000 that was former Vacaville Council Member Risha 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, then Board Member and former Benicia Council 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 reelection to the Benicia City Council. The City of Benicia was then reinserted back into the rotation after all of the existing Board Members 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>
2005	Dixon (Mary Ann Courville) - current
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 Spering)
2012	Fairfield (Harry Price)

Based on the STA Board's adopted policy, the next Board Member scheduled to serve as Chair for 2006 would be Board Member and current Vice-Chair Len Augustine. Concurrently, the next Board Member scheduled to serve as Vice-Chair would be Board Member Anthony Intintoli.

**Recommendation:**

1. Select STA Chair and Vice-Chair for 2006
2. Request new Chair designate the STA Executive Committee for 2006.

Attachment:

- A. Past STA Board Chairs




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**PAST STA BOARD CHAIRS**

<b>YEAR</b>	<b>CHAIR</b>	<b>MEMBER AGENCY</b>
1991	Jim Spering	City of Suisun City
1992	Sam Caddle	County of Solano
1993	Gary Falati	City of Fairfield
1994	Richard Brians <i>(January – May 1994, was not re-elected)</i>	City of Dixon
1994-95	Jerry Hayes <i>(June 1994 – December 1995)</i>	City of Benicia
1996-97	Steve Lessler	City of Fairfield
1998	Don Erickson	City of Dixon
1999	Rischa Slade	City of Vacaville
2000	Dan Donahue	City of Vallejo
2001	Marci Coglianese	City of Rio Vista
2002	John Silva	County of Solano
2003	Jim Spering	City of Suisun City
2004	Karin MacMillan	City of Fairfield





DATE: January 3, 2006  
TO: STA Board  
FROM: Elizabeth Richards, Director of Transit and Rideshare Services  
RE: Intercity Transit Funding Agreement – Status Update

**Background:**

The STA's I-80/I-680/I-780 Transit Corridor Study identified eight intercity bus routes in Solano County, some of which are subsidized by more than one jurisdiction. The basis for the existing subsidy sharing for these routes varies. The Transit Corridor Study recommended developing an annual and multi-year funding agreement (MOU) for intercity transit services as a part of the next steps following completion of the study.

Of the eight intercity bus routes currently in service, six had subsidy sharing arrangements among the participating jurisdictions. The subsidy shares are negotiated in agreements among the participants, some of which are documented and others are not. With the addition of Regional Measure 2 (RM2) funded service, there is now a ninth intercity transit route – Vallejo Transit Rt. 92.

The STA's coordination of the annual multi-agency TDA matrix and the State Transit Assistance Fund's (STAF) project funding for the county has clarified and simplified the claims process locally and regionally. Having a coordinated multi-year, multi-agency funding strategy with predictability and some flexibility would help to further stabilize intercity transit service funding in Solano County.

Earlier this year, STA's transit consultant, Nancy Whelan, conducted nationwide research and presented a summary of subsidy allocation factors and methodologies to the Transit Consortium. Three subsidy-sharing options with various factors were presented to the transit operators and one was selected for further testing. This methodology included ridership and vehicle miles as the key factors. Data was to be collected from the transit operators to test the draft formula.

**Discussion:**

Staff collected much of the data and began testing a variety of scenarios primarily using these two factors. In late October, these initial scenarios were shared with the transit operators and other funding partners to review and discuss.

Since that time a series of nearly weekly meetings with the same players have been held to review and refine the data that is inputted into the funding scenarios. The Intercity Transit Funding (ITF) Working Group agreed to use the same methodology among operators to

calculate and distribute costs among routes. Upon review of early data, the ITF Working Group expressed a shared concern that intercity transit service must be operated cost-effectively to reduce the burden to all the funding partners. To reduce costs to Intercity Transit Services, discussions have begun among operators to explore options to coordinate and streamline services along parallel routes in the near-term and long-term. Any proposed changes that are approved will in turn affect the route costs.

The original purpose of the group was to develop a uniform methodology for shared funding of intercity transit services. This has been complicated due to the issue of overall rising costs and potential service changes. To maintain the ITF Working Group's focus, staff has drafted goals for this effort (Attachment A); these have been discussed and agreed upon by the Group.

For the purpose of evaluating intercity transit service changes on the basis of not only cost but also systemwide impacts, service evaluation parameters have also been drafted for reference (Attachment B). These were also reviewed by the ITF Working Group.

At this time, these documents are presented for information only. Once a draft methodology for intercity transit service subsidy sharing and the underlying costs and revenues have been agreed to by the transit operators and funding partners, this will be brought to the STA Board for approval.

**Recommendation:**

Informational.

Attachments:

- A. Draft ITF Working Group Goals and Activities
- B. Draft Intercity Transit Service Route Analysis Evaluation Parameters

## INTERCITY TRANSIT FUNDING

### NEAR TERM GOALS AND ACTIVITIES

(December 2005 – June 2006)

**Goal 1: To focus limited financial resources and deliver productive service, develop a cost effective and affordable revised route structure for Routes 40, 90, 91, and 92 to be implemented by April 1, 2006.**

Activities:

- a. Review current route structure, schedules, and performance for Routes 40, 90, 91, 92.
- b. Revise route structure to best meet performance criteria and standards
- c. Develop schedule for implementing service revisions, including board/council presentations, public hearings, driver sign-up, printing route maps and schedules
- d. Identify how RM-2 funds will be used in the revised route structure
- e. Create a marketing plan for the revised route structure
- f. Estimate costs and data to be used in subsidy sharing formula (See Goal 2)
- g. Implement revised service plan

**Goal 2: To provide certainty to intercity transit operators and funding partners, establish a method and an agreement for sharing subsidies for intercity routes for FY 2006-07 and future years based on a consensus of the participating jurisdictions.**

Activities:

- a. Agree upon FY 2005-06 operating cost estimates for each route
- b. Agree upon FY 2005-06 fare revenue and other subsidies for each route
- c. Agree upon potential factors to use in sharing subsidies ( population, route miles, stops, ridership)
- d. Collect and agree upon data for use in potential subsidy sharing formulae
- e. Identify scenarios for testing different formulae, comparing the results to the “existing” FY 2005-06 subsidy sharing
- f. Agree upon a formula for subsidy sharing in FY 2006-07, FY 2007-08, and FY 2008-09
- g. Develop route costs for FY 2006-07
- h. Review and approve a three year intercity subsidy sharing agreement and attachments
- i. Create the FY 2006-07 TDA matrix to guide TDA claims for intercity transit service

**LONGER TERM GOALS AND ACTIVITIES**  
(April 2006 – December 2006)

**Goal 1: To focus limited financial resources and deliver productive service, develop a cost effective and affordable revised route structure for intercity transit service to be implemented no later than July 1, 2007.**

Activities:

- a. Review current route structure, schedules, and performance.
- b. Agree upon parameters, performance criteria and standards for evaluating route and system performance
- c. Revise route structure to best meet performance criteria and standards
- d. Develop schedule for implementing service revisions, including board/council presentations, public hearings, driver sign-up, printing route maps and schedules
- e. Identify how RM-2 funds will be used in the revised route structure
- f. Create a marketing plan for the revised route structure
- g. Estimate costs and data to be used in subsidy sharing formula (See Near Term Goal 2)
- h. Update Subsidy Sharing Formula and amend agreement as needed for FY 2007-08
- i. Implement revised service plan

**INTERCITY TRANSIT SERVICE**

**SERVICE PLAN REVIEW**

**Potential Route Analysis Evaluation Parameters**

**Productivity Measures**

- Farebox recovery ratio
- Cost per vehicle service hour
- Cost per vehicle mile
- Cost per passenger trip
- Passengers per vehicle service hour

**Policy/Coverage Requirements**

- Provides connectivity between cities
- Provides regional transit connections
- Provides Lifeline service
- Meets Unmet Transit Needs
- Minimize stops in each city





DATE: January 5, 2006  
TO: STA Board  
FROM: Jennifer Tongson, Assistant Project Manager  
RE: Federal Highway Administration (FHWA) Inactive Obligations Update

**Background:**

The FHWA has directed Caltrans to start de-obligating Federal Funds from projects that are "inactive." This is in response to a letter released by Caltrans regarding "Procedural Changes in Managing Obligations," dated September 19, 2005. Projects are considered inactive when no invoices have been submitted within a 12-month period. FHWA has informed Caltrans that unless the State reduces its amount of Inactive Obligations (now standing at \$750M statewide), California will not be receiving any of the federal redistribution of Obligation Authority this August. FHWA has provided a goal of reducing the obligation to \$400M by December 31, 2005 and \$200M by May 2006. Therefore, Caltrans is now in the process of de-obligating those projects identified by FHWA as being Inactive as of October 31, 2005. There are 445 projects (totaling \$90M) in the nine-county Bay Area that are subject to de-obligation by December 31, 2005. Of the regional list, 46 projects were identified in Solano County, totaling approximately \$5.5M in unexpended funds. (Attachment A.) Projects will be de-obligated unless an invoice is received by Caltrans within the next couple of weeks, and thereby making the project 'Active'.

**Discussion:**

Caltrans and FHWA are continuing to monitor the status of Inactive Obligations in the state. Caltrans and FHWA are closely adhering to the new federal guidelines requiring sponsors to submit an invoice within 6 months of the obligation, and to continue invoicing at least once every 6 months there after.

A "long-list" of 46 projects were identified in Solano County, totaling approximately \$5.5M in unexpended funds (see Attachment A). Local agencies, STA, MTC, and Caltrans Local Assistance worked late-November/early-December collecting copies of invoices, final reports, and other documentation to demonstrate that the projects on the list have been active over the past 6 months.

STA staff and local agencies met with Caltrans Local Assistance and FHWA on December 13, 2005 to address a "short-list" of targeted Solano County projects (see Attachment B). The short-list consisted of 14 Solano County projects taken from the long list, which were targeted by FHWA for the first round of de-obligation. During this meeting, FHWA asked specific questions about when the last invoice was submitted, when sponsors anticipate submitting the next invoice or close-out forms, when the project would go out to bid, and when the anticipated completion date would be for the project. FHWA has agreed not to de-

obligate or take further action without holding discussions between project sponsors and Caltrans. FHWA was scheduled to meet later that week to examine the results of the targeted inactive obligations list and to discuss the lessons learned from their visits (a memo of this meeting has not been released). In the meantime, STA, MTC, and Caltrans are encouraging project sponsors to continue invoicing or, in the least, progressing on the projects listed on the long-list as well as all other federal obligations – old and new – to ensure the funds do not become inactive from now on. This long-list will be revisited again over the next couple months.

An email from Caltrans Local Assistance headquarters was sent out in late December in response to the FHWA meetings that addresses the September 19, 2005 letter regarding “Procedural Changes in Managing Obligations.” The email outlines an implementation plan for the five procedural changes outlined in the September letter. The procedural changes and their implementation plan are summarized in the post-obligation section of Attachment D, which was distributed to the TAC at their January 4<sup>th</sup> meeting.

**Recommendation:**

Informational.

**Attachments:**

- A. “Long-List,” Inactive Obligations – Solano County
- B. “Short-List,” Inactive Obligations – December 13<sup>th</sup> Meeting discussion with FHWA
- C. Caltrans Letter dated September 19, 2005 regarding “Procedural Changes in Managing Obligations”
- D. Draft Federal Funding Obligation/Delivery Deadlines

Inactive Obligations with no Expenditure Changes Since December 31, 2004  
 District 4  
 as of November 18, 2005

PROJ NO	Agency	County	DESCRIPTION	PROG CD	LAST BILLED	PE DT	ROW DT	CON DT	TOT COST	FED FUNDS	EXPENDED	UNEXPENDED	STATUS	COMMENTS
J149002		Solano	AIR BASE PKWY-HEATH DR & PEABODY RD, RESURFACING/UPDATE BR RAILGUARDRAIL TRAFFIC SIGNALS	W320	03/31/1993			08/01/1988	\$2,337,412.00	\$2,020,458.84	\$2,020,458.84	\$0.00	closed out	Project Completed 12 years ago. Files in archives. Contractors should check their files.
5002010	Berkeley	Solano	WB ROUTE 780 AT E. 2ND ST. ON/OFF RAMPS ,INSTALL TRAFFIC SIGNALS	Q400	12/09/2003			04/28/2002	\$194,000.00	\$146,000.00	\$138,000.00	\$10,000.00	complete	Submit final invoice/report 11/20/05. STA has copy of cover. Must submit close-out docs.
5003014	Berkeley	Solano	PARK ROAD FROM ADAMS ST. TO OAK RD. CONSTRUCT BIKE LANE	Q400	10/15/2003	07/10/2002		08/22/2004	\$264,775.00	\$180,000.00	\$22,685.49	\$137,414.51	in process	Bk for CON in Feb 05; 1st invoice in June 05. STA has ATTACH A, THWA.
5003016	Berkeley	Solano	EAST H ST. FROM E. 2ND ST. TO E. 6TH ST. ,AC OVERLAY	Q240				02/11/2004	\$118,605.00	\$105,000.00	\$0.00	\$105,000.00	in process	Bk for CON in Feb 05; 1st invoice in June 05. STA has ATTACH A, THWA.
5003017	Berkeley	Solano	EAST FIFTH ST. FROM MILITARY EAST TO SR 780 ,AC OVERLAY	Q240	10/15/2003	07/12/2002		02/11/2004	\$129,800.00	\$115,000.00	\$11,617.34	\$103,382.66	in process	Bk for CON in Feb 05; 1st invoice in June 05. STA has ATTACH A, THWA.
5003018	Berkeley	Solano	EAST 2ND ST. FROM RIVERHILL TO HILLCREST AVE. ,AC OVERLAY	H240				02/11/2004	\$101,662.00	\$90,000.00	\$0.00	\$90,000.00	in process	Bk for CON in Feb 05; 1st invoice in June 05. STA has ATTACH A, THWA.
5003019	Berkeley	Solano	EAST L ST. FROM E. 3RD ST. TO E. 6TH ST. ,AC SIDEWALKS SIGNS STRIPING	Q400	10/15/2003	07/12/2002		02/10/2004	\$56,480.00	\$50,000.00	\$5,311.00	\$44,689.00	in process	Bk for CON in Feb 05; 1st invoice in June 05. STA has ATTACH A, THWA.
5003020	Berkeley	Solano	MILITARY EAST FROM EAST 5TH TO EAST 7TH ST. ,AC OVERLAY	Q230	10/15/2003	07/12/2002		09/07/2002	\$128,801.00	\$115,000.00	\$68,262.07	\$19,737.93	complete	Bk for CON in Feb 05; 1st invoice in June 05. STA has ATTACH A, THWA.
5003020	Berkeley	Solano	MILITARY EAST FROM EAST 5TH TO EAST 7TH ST. ,AC OVERLAY	Q240	10/15/2003	07/12/2002		09/07/2002	\$0.00	\$0.00	\$0.00	\$0.00	complete	Submit final invoice/report 12/05/05. STA has copy of cover. Must submit close-out docs.
6294006	Caltrans	Solano	CHIP COMMUNICATIONS CENTER IN VALLEJO. PROCURE/INSTALL TMC EQUIPMENT	3200	10/31/1997			12/03/1994	\$773,328.00	\$684,628.00	\$5,865.02	\$676,762.98		see above project
6294041	Caltrans	Solano	INTERSECTION OF SR 12 AND HILLSIDE TERRACE, INSTALL TRAFFIC SIGNAL	Q210	03/18/2004	07/26/2001		05/09/2002	\$116,250.00	\$116,250.00	\$0.00	\$0.00		RV submitted Attach A. CT did not chase out.
6294041	Caltrans	Solano	INTERSECTION OF SR 12 AND HILLSIDE TERRACE, INSTALL TRAFFIC SIGNAL	Q330	03/18/2004	07/26/2001		05/09/2002	\$13,250.00	\$13,250.00	\$73.27	\$13,176.73		see above project
5058010	Dixon	Solano	NORTH JACKSON STREETS/WEST B STREETS STREETSCAPE, TREES, LIGHT, SW BENCH	Q220				09/04/2003	\$85,379.00	\$48,000.00	\$0.00	\$48,000.00		Copy of LPAMS database. Inv sub 11/18/05
5058010	Dixon	Solano	NORTH JACKSON STREETS/WEST B STREETS STREETSCAPE, TREES, LIGHT, SW BENCH	Q240				09/04/2003	\$335,621.00	\$189,000.00	\$0.00	\$189,000.00		see above project
5058012	Dixon	Solano	N ALMOND ST. FROM OLIVER RD. TO N. TEXAS ST. ,ADA PAVIS REHABILITATION	H240				04/11/2005	\$125,370.00	\$75,000.00	\$0.00	\$75,000.00		Will submit invoice. SEND INVOICE COPY TO STA
6193023	Fairfield	Solano	UPGRADE TRAFFIC SIGN INSTALL	H210				08/28/2005	\$400,000.00	\$360,000.00	\$0.00	\$360,000.00	awarded 9/05	Will submit by end of Dec.
5068007	Rio Vista	Solano	CONCRETE OVERLAY/ADJ CON	Q240				04/29/2002	\$94,000.00	\$93,000.00	\$0.00	\$93,000.00	complete	Attach A submitted. Must submit close out.
5069008	Rio Vista	Solano	DRAGON DR. FROM MAIN ST. TO ESPERSON CT ,AC OVERLAY	Q240				07/25/2002	\$3,000.00	\$2,655.00	\$0.00	\$2,655.00	complete	Attach A submitted. Must submit close out.
5923053	Solano County	Solano	ABERNATHY RD FROM FAIRFIELD'S LINEAR PARK NOR BIKE PATH	Q400	02/05/2002	11/02/2000	09/27/2001		\$17,000.00	\$15,050.00	\$15,050.00	\$0.00		Project not completed because it contained with North Contractor. Remaining funds transferred to Fairfield.
5923070	Solano County	Solano	ROBINSON ROAD AT BIG DITCH 23C-0185 REFPLACE EXISTING BRIDGE	H110	07/08/2005				\$139,000.00	\$111,200.00	\$0.00	\$111,200.00	in process	FE obligation 4.6 mbs. App. Should not be on this list. Invoiced 12/05
5923071	Solano County	Solano	04 SOL-O-CR ,CLASS 2 BIKE LANE	H400	02/24/2005				\$225,813.00	\$200,000.00	\$0.00	\$200,000.00	in process	last invoices submitted 10/28/05. SENT COPY.
6248015	STA	Solano	EASTERN SOLANO COUNTY PROGRAM FY 03/04	Q400	07/08/2004				\$189,435.00	\$150,000.00	\$0.00	\$150,000.00	in process	see above project
5032011	Suisun City	Solano	VARIOUS LOCATIONS THROUGHOUT CITY, STRIPING FOR BIKE LANES	Q400				08/01/2001	\$44,860.00	\$35,000.00	\$0.00	\$35,000.00		check books
5032016	Suisun City	Solano	DRIFTWOOD DR. FRM. MAIN ST. TO CIVIC CENTER. PEDESTRIAN WALKWAY	H240	12/29/2003			08/24/2004	\$427,311.00	\$310,162.00	\$0.00	\$310,162.00		No eligible expenditures. Go out to bid Dec 05. MUST FILL OUT ATTACH A.
5032016	Suisun City	Solano	PEDESTRIAN WALKWAY	H400				08/24/2004	\$45,000.00	\$39,838.00	\$0.00	\$39,838.00		see above project
5032018	Suisun City	Solano	EMFORER DR. FROM SR 12 TO PINTAL DRIVE ,AC OVERLAY	H240				05/12/2005	\$195,843.00	\$150,000.00	\$0.00	\$150,000.00	in process	invoices 11/23/05. SENT COPY.
5094030	Vacaville	Solano	DAVIS ST. FROM DAVIS PLACE TO MARSHALL RD CONSTRUCT SIDEWALK CURB AND GUTTER	Q210	09/15/2004	04/28/2002		07/25/2002	\$211,828.00	\$190,645.00	\$177,777.67	\$12,867.33	complete	Final report submitted Dec 05
5094032	Vacaville	Solano	EQUIPMENT PURCHASE, PURCHASE OF CNG VEHICLES	Q400	09/15/2004			09/08/2002	\$367,103.00	\$325,000.00	\$57,810.00	\$287,189.91	in process	last invoice submitted 11/23/05. WILL SEND COPY.
5094033	Vacaville	Solano	VARIOUS LOCATIONS IN THE CITY OF VACAVILLE INSTALL BIKE RACKS AND LOCKERS	Q400				09/08/2002	\$39,510.00	\$20,000.00	\$0.00	\$20,000.00	complete	Closed out. SEND COPY.
5094034	Vacaville	Solano	NUT TREE RD FROM ALAMO DR. TO ULATIS DR. ,AC OVERLAY	Q240				02/24/2004	\$521,658.00	\$462,000.00	\$0.00	\$462,000.00	in process	submitted attach A. awarded 8/19/05. Cover for need 11/20/05. Will invoice in Dec 05.
5094035	Vacaville	Solano	DAVIS ST. FROM MASON ST. TO MAIN ST. LANDSCAPE IMPROVEMENT	H400	07/30/2004			05/27/2003	\$544,449.00	\$482,000.00	\$471,111.01	\$10,888.99	complete	Submit final invoice/report Dec 05. MUST FILL OUT ATTACH A.
5094035	Vacaville	Solano	DAVIS ST. FROM MASON ST. TO MAIN ST. LANDSCAPE IMPROVEMENT	Q400	07/30/2004			05/27/2003	\$0.00	\$0.00	\$0.00	\$0.00	complete	Submit final invoice/report Dec 05. MUST FILL OUT ATTACH A.
5094038	Vacaville	Solano	ULATIS CRK FROM ALLISON DR TO LEISURE TOWN RD. CLASS 1 BIKE PATH	H400	02/24/2005				\$56,837.00	\$50,406.00	\$0.00	\$50,406.00	in process	Bid in Spring 06. can bid PE by end of week.
5094038	Vacaville	Solano	ALAMO DR. FROM MERCHANT ST. TO BUCK AVE ,AC OVERLAY AND CURB RAMPS	H240				05/17/2005	\$421,813.00	\$248,000.00	\$0.00	\$248,000.00	complete	Will submit invoices 12/01/05
5094040	Vacaville	Solano	CENTENAL PARK-GROWNS VILLY PKWY TO ALLISON CLASS 1 BIKE PATH	H400	05/13/2005				\$339,669.00	\$300,000.00	\$0.00	\$300,000.00	in process	Brand new. Will bid for PE
5094041	Vacaville	Solano	VACANT CITY LAND FROM ALAMO DR TO CALIFORNIA ,AC REPAIR	H400	05/31/2005				\$338,669.00	\$300,000.00	\$0.00	\$300,000.00	in process	Brand new. Will bid for PE. MUST FILL OUT ATTACH A.
5030011	Vallejo	Solano	REPAIRMENT ST OH (BR N 23C-0182). SEISMIC CLASS BIKE PATH	3300	09/01/1996				\$75,000.00	\$66,397.00	\$0.00	\$66,397.00	in process	Field review 6 mos ago. STA has ATTACH A.
5030016	Vallejo	Solano	FAIRGROUNDS DR FROM GATEWAY DR TO CITY LIMITS ,AC OVERLAY	Q120	05/20/1997				\$0.00	\$0.00	\$0.00	\$0.00		777
5030023	Vallejo	Solano	FAIRGROUNDS DR FROM GATEWAY DR TO CITY LIMITS ,AC OVERLAY	Q230	07/28/2004			09/04/2001	\$530,404.00	\$424,000.00	\$354,842.92	\$69,157.08	in process	last invoice submitted 11/17/05. CT LA OK'd 12/10/05. STA no copy.
5030023	Vallejo	Solano	PAVEMENT REHAB AND OVERLAY	Q240	07/28/2004			09/04/2001	\$0.00	\$0.00	\$0.00	\$0.00		see above project

Inactive Obligations with no Expenditure Changes Since December 31, 2004  
 District 4  
 as of November 18, 2005

PROJ NO	Agency	County	DESCRIPTION	PROG CD	LAST BILLED	PE DT	ROW DT	CON DT	TOT COST	FED FUNDS	EXPENDED	UNEXPENDED	STATUS	COMMENTS
5030029	Valejo	Solano	GEORGIA ST. FROM SANTA CLARA TO MARE ISLAND STREET EXTENSION AND STREETScape	0220	09/31/2004			09/30/2002	\$1,114,886.00	\$600,000.00	\$674,348.76	\$125,851.24	complete	Final Invoice submitted 9/30/04. CT Accr. holding last invoice due to litigation b/w city and contractor. STA has ATTACH A.
5030030	Valejo	Solano	OAKWOOD AV, ROLLINGWOOD DR, SOLANO AVE, BROADWAY, AC OVERLAY	0260	09/29/2004	09/30/2002		09/01/2002	\$0.00	\$0.00	\$0.00	\$0.00	complete	last Invoice submitted 10/20/04. STA has copy. Final Invoice to submit in Dec 05.
5030030	Valejo	Solano	OAKWOOD AV, ROLLINGWOOD DR, SOLANO AVE, BROADWAY, AC OVERLAY	0240	09/28/2004	09/30/2002		09/01/2002	\$1,598,654.00	\$1,381,000.00	\$1,220,018.25	\$140,881.75	in process	see above project.
5030031	Valejo	Solano	ADMIRAL CALLAGHAN LN BETWEEN REDWOOD & ROTARY	H400				01/07/2004	\$108,280.00	\$70,000.00	\$0.00	\$70,000.00	in process	STA has Attach A.
5030036	Valejo	Solano	BIRSTALL MEDIUM ISLAND AND STRIPING	0210					\$10,000.00	\$9,000.00	\$0.00	\$9,000.00	in process	Award deadline extended to 9/30/06. See letter dated 9/30/05. STA has Attach A.
5030038	Valejo	Solano	HUMBOLDT ST. AND ADMIRAL CALLAGHAN LN OVERLAY	H240				09/29/2005	\$353,553.00	\$313,000.00	\$0.00	\$313,000.00	in process	STA has Attach A.

Solano County  
 FHWA Inactive Obligations  
 "Short List"

A	B	C	D	E	F	G	H	I	J	K
Auth Date	Prog. Cd	Program Code Description	Project No.	DIST	CTY	P	DESCRIPTION	Unexpended Balance		Status
1 Jun-04	Q400	CMAQ-TEA21 80%	5003014	04	Benicia	L	PARK ROAD FROM ADAMS ST. TO OAK RD. LANE	137,414.51	1	Attach A. Invoice for TDA submitted to MTC 11/3/05. Bid in Feb 06; 1st inv June 06; CON complete 12/06.
21 Feb-04	Q240	STP FLEX TEA21 80%	5003016	04	Benicia	L	EAST H ST. FROM E. 2ND ST. TO E. 5TH ST. , AC OVERLAY	105,000.00	2	Attach A. Bid Feb 2006; 1st inv. June 06; CON complete 12/06.
22 Feb-04	Q240	STP FLEX TEA21 80%	5003017	04	Benicia	L	EAST FIFTH ST. FROM MILITARY EAST TO SR 780 , AC OVERLAY	103,382.66	3	Attach A. Bid Feb 2006; 1st inv. June 06; CON complete 12/06.
23 Feb-04	H240	STP - STATE FLEXIBLE - STEA03	5003018	04	Benicia	L	EAST 2ND ST. FROM RIVERHILL TO HILLCREST AVE. , AC OVERLAY	90,000.00	4	Attach A. Bid Feb 2006; 1st inv. June 06; CON complete 12/06.
41 Sep-03	Q240	STP FLEX TEA21 80%	5056010	04	Dixon	L	NORTH JACKSON STREETS&WEST B STREETS STREETSCAPE: TREES,LIGHT, SW/BENCH	189,000.00	5	Involved 11/15/05. Copy of LPAMS website. Final rep 2/06.
121 Apr-02	Q240	STP FLEX TEA21 80%	5099007	04	Rio Vista	L	FRONT ST. FROM LOGAN ST. TO SR 12 , ASPHALT CONCRETE OVERLAY- ADV CON	83,000.00	6	Attachment A submitted. Final rep 1/15/06. \$79K invoiced, will de-oblig remainder.
157 Jul-04	Q400	CMAQ-TEA21 80%	6249015	04	Sol	L	EASTERN SOLANO COUNTY , SPARE THE AIR PROGRAM FY 03/04	150,000.00	7	Involved 10/26/05; Final report 6/06.
158 Oct-90	CR10	CRP SEC 137 ??	L089349	04	Sol	L	PEABODY RD/CEMENT HILL RD TO 2.0 MI NORTH, PE; RECONST & WIDEN TO 4 LANES	171,740.00	8	CT will research. Will de-oblig at end of Jan 06.
159 Sep-93	CR10	CRP SEC 137 ??	L089678	04	Sol-Fairfield	L	AIR BASE FRKWKY @ TRAVIS O/H, PE, SEISMIC RETROFIT	71,143.00	9	Final report submitted 12/18/01. (Not on long list)
185 Jul-04	Q100	BR-RP-65% TEA21 80%	5094005	04	Vacaville	L	ELMIRA RD. @ ALAMO CRK. , BRIDGE REPLACEMENT BR.#23C-0086	324,819.00	10	Attachment A. Const delayed due to Section 401 process. Bid in January 2006. CON complete 8/06. (Not on long list.)
187 Feb-04	Q240	STP FLEX TEA21 80%	5094034	04	Vacaville	L	NUT TREE RD FROM ALAMO DR. TO ULATIS DR. , AC OVERLAY	462,000.00	11	Attachment A. Awarded 12/2/05. Will invoice Dec 2005. CON complete Spring 06.
189 Aug-96	3270	FERR BOATS & TERMINAL	5030012	04	Vallejo	L	04-SOL-O-VAL, SF FISHERMANS WHARF @ PIER 43 , PUBLIC FERRYBOAT DOCKING FACILITIES	1,441,067.30	12	Project cancelled. See letter dated 8/30/05. Will de-obligate. (Not on long list.)
190 Sep-01	Q230	STP-URB-TEA 21 80%	5030023	04	Vallejo	L	FAIRGROUNDS DR FROM GATEWAY DR TO CITY LIMITS , PAVEMENT REHAB AND OVERLAY	69,157.08	13	last invoice 11/17/05. CT LA ok'd 12/1/05
194 Jan-04	H400	CMAQ	5030031	04	Vallejo	L	ADMIRAL CALLAGHAN LN BETWEEN REDWOOD & ROTARY , INSTALL MEDIUM ISLAND AND STRIPING	70,000.00	14	Attach A sub. Encroach permit Feb 06. Spring construction.
207										
208										



ATTACHMENT C

Fund Type	Federal funds: STP, CMAQ, ECMAQ, TEA (non-STIP), TLC, Fed-STIP, HBRR, HES, etc.		
PRE-OBLIGATION	Source	MTC Reso. No. 3606	DRAFT MTC RESO. NO 3606
	Program Year in TIP	Federal-Aid funds are to be programmed in the TIP within the fiscal year in which the funds are to be obligated by the FHWA or transferred to the FTA.	
	Field Review - Deadline	Implementing agencies are required to request a field review within 6 months of MTC's approval of the project in the TIP for federal aid projects receiving funding through the STP and CMAQ programs that are subject to AB 1012 or regional obligation deadlines. (p. 3, MTC Reso 3606)	Draft proposes to change field review deadline to 12 mos. within approval of the project in TIP, but no less than 12 months prior to the obligation deadline of construction funds.
	Field Reviews - Failure	Failure for an implementing agency to make a good-faith effort in scheduling and/or obtaining a field review from Caltrans Local Assistance within six months of programming into the TIP could result in the funding being subject to reprogramming. (p. 3, MTC Reso 3606)	Draft proposes: 12 months.
	Environmental Submittal - Deadline	Implementing agencies are required to submit a complete environmental package to Caltrans for all projects (except those determined Programmatic Categorical Exemption as determined by Caltrans at the field review), twelve (12) months prior to the obligation deadline for right of way or construction funds. (p. 3, MTC Reso 3606)	
	Environmental Submittal - Failure	If the env. process, as determined at the field review, will take longer than 12 months before obligation, the implementing agency is responsible for delivering the complete env submittal in a timely manner. Failure to comply with this provision could result in the funding being subject to reprogramming. (p. 3, MTC Reso 3606)	
	DBE Requirement	Obligation of federal funds may not occur for contracted activities until and unless an agency has an approved DBE program and goals methodology for the current federal fiscal year.	
	Obligation/Submittal Deadlines	Implementing agency is required to deliver a complete funding obligation/FTA Transfer request package to Caltrans Local Assistance by April 1 of the year the funds are listed in the TIP in order to obligate by the June 30 deadline. (p. 4, MTC Reso 3606)	Draft proposes to change package submittal deadline to CT by March 1 to obligate by May 31 deadline.
		CMAAs may adjust programming up until April 1 of the programmed year, swapping funds to a ready project in order to utilize all of the programming capacity, subject to available OA. The substituted project(s) must still obligate the funds within the original funding deadline. (p. 4, MTC Reso 3606)	Draft proposes: March 1.
		Projects submitted between April 2 and June 30 may receive OA if obligated by June 30, (pending availability of OA). If OA is limited, projects would compete for OA with projects advanced from the following FY on a first-come first serve basis. (p. 4, MTC Reso 3606)	Draft proposes: March 1 - May 31.
Obligation/Submittal - Failure	Funds not obligated by June 30 will be returned to MTC for reprogramming. No extensions of this deadline will be granted. (p. 5, MTC Reso 3606)	Draft proposes: May 31 deadline.	
POST-OBLIGATION	Source	1. MTC Reso. No. 3606 2. Caltrans Letter dated Sept. 19, 2005 re: "Procedural Changes in Managing Obligations"	Caltrans Local Assistance email dated 12/21/05
	Program Supplement Agreement (PSA) - Deadline	1. If a Program Supplement Agreement (PSA i.e. encumbrance) is not executed and returned by an agency within sixty (60) days of receiving the PSA from the Department, the Agency will be unable to obtain any future approvals for any projects, including obligations and invoice payments, until all PSAs for that Agency meet the 60-day PSA execution requirement.	Effective IMMEDIATELY (CTLA email 12/21/05)
	Program Supplement Agreement (PSA) - Failure	2. Funds for projects that do not have executed PSAs within six (6) months of the actual effective obligation date will be deobligated.	Effective 4/1/06 (CTLA email 12/21/05)
	Invoicing/PSAs	3. All new PSAs required local agencies to submit invoices for eligible expenses at least once every six months for each project phase until all funds are expended. If an Agency does not have eligible expenses, then the Agency needs to provide a written explanation for that six month period along with the target date and target amount for the next invoice submittal.	Effective 1/1/06. (CTLA EMAIL 12/21/05.) If an agency does not comply with the above 6 month invoice submittal requirement then that agency will be unable to obtain any future approvals for any projects, including obligations and invoice payments, until all PSAs for that agency meet the 6 month PSA execution requirement)
	Award Amount/Deobligation	4. At project award, if the estimated construction cost is less than the amount obligated to that project for construction cost by more than \$50,000, the excess amount will be deobligated by Caltrans.	Effective IMMEDIATELY (CTLA email 12/21/05)
	Estimated Completion Date	5. All new requests for the obligation of federal funds will require an estimated completion date for that project phase.	Implementation contingent upon final update of Chapter 3 of the LAPM and necessary changes to LP2000. The target date for completion of both actions is June 1, 2006. (CTLA email 12/21/05)
	Award Deadline	Construction contracts must be awarded within one state fiscal year following the FY in which the construction funds were obligated. (p. 5, MTC Reso 3606)	Draft proposes: CON phase, awarded within 9 months of obligation. However, regardless of the award deadline, agencies must still meet the invoicing deadline for construction funds.
	Liquidated Costs/Deadlines	Funds must be fully liquidated (expended, invoiced and reimbursed), within four state fiscal years after the FY in which the funds were obligated, and the project must be accepted and closed out within five state fiscal years after the fiscal year in which the funds were obligated. (p. 5, MTC Reso 3606)	Draft proposes: Within 5 Fys including the fiscal year in which the funds were obligated





DATE: January 5, 2006  
TO: STA Board  
FROM: Jennifer Tongson, Assistant Project Manager  
RE: Project Monitoring and Delivery Update

**Background:**

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

**Discussion:**

*STIP and STIP-TE Projects Programmed in FY 2005-06:*

STIP projects programmed in FY 2005-06 must be allocated by June 30, 2006. In order to meet this deadline, project sponsors must submit the request for allocation or a request for extension to Caltrans no later than **April 1, 2006**. Solano County has several STIP projects programmed in FY 2005-06, which are outlined on the bottom of Attachment A.

Projects funded with STIP-TE funds require additional steps before receiving an allocation. The project must be declared TE-eligible by Caltrans HQ and requires CTC action to "list" the project in the STIP **prior to the April 1<sup>st</sup> deadline** for allocation requests. (Currently, Solano TE funds are listed in the STIP as a "TE Reserve" lump sum. CTC requires an action to separate, or list, the project from the lump sum before issuing the allocation.) STIP-TE projects are listed on Attachment B. STA staff recommends beginning the STIP-TE process immediately in order to receive an allocation.

Funds not allocated or extended by CTC within the deadline will lapse back to the county share for programming in the 2008 STIP and the project will be deleted from the STIP.

*STP/CMAQ Funds with FY 2005-06 Obligation Deadline:*

The upper portion of Attachment A lists Federal STP/CMAQ funded projects programmed in FY 2005-06. Project sponsors must submit their requests for obligation (E-76 requests) to Caltrans Local Assistance by **April 1, 2006** to receive the obligation by June 30, 2006. Funds not obligated will be lost to the region. Projects on this list consist of Eastern CMAQ projects and projects programmed as part of the STP-Cycle 1 Augmentation funds. Project sponsors must have an approved **DBE Program** in order to obligate federal funds.

*Project Delivery Deadlines:*

The STA TAC requested a summary of the key allocation and obligation deadlines at their November meeting. In response, STA staff prepared a matrix of important pre- and post-obligation/delivery deadlines for Federal funds, which was distributed to the TAC at their

January 4<sup>th</sup> meeting. Due to the current dynamic situation of State and Federal funding policies and procedures, STA staff will continue to monitor and update the obligation/delivery deadline matrix and inform STA TAC and Board of important changes to the policies.

**Recommendation:**

Informational.

Attachments:

- A. MTC's FY 2005-06 Local Assistance Delivery Plan
- B. Solano County's FY 2005-06 STIP-TE Projects
- C. Draft Federal Funding Obligation/Delivery Deadlines

October 31, 2005

FY 2005-06 Local Assistance Programs Obligation Delivery Plan  
METROPOLITAN TRANSPORTATION COMMISSION

District	County	MPO/RTPA	Local Agency	Project # (if available)	FTIP no.	Project Location	Project/Scope Description	Planned Obligation Quarter (1/2/3/4)*	Planned Total Project Obligations (\$)(all fund types)	R-STP (\$)	CMAQ (\$)	R-TEA (\$)	STIP (\$)	Comments	Phase
4	Solano	MTC	Benicia		SOL010021	Benicia: West "K" Street btw West 9th Street and Military	West "K" Street Overlay and Rehabilitation; Roadway Rehab with asphalt overlay.	3	\$ 81,000	\$ 81,000					CON
4	Solano	MTC	Vacaville		SOL010026	Vacaville: Nut Tree Road from Ujalis Drive to Orange Drive	Nut Tree Road Resurfacing & Rehabilitation; Rehabilitate roadway.	2	\$ 253,000	\$ 253,000					PSE
4	Solano	MTC	Fairfield		SOL050015	Fairfield: Pittman Road btw I-80 & Central Way and on Susan Valley Rd btw I-80 & City Limits.	Pittman Rd & Susan Valley Rd Rehab	3	\$ 426,000	\$ 426,000					CON
4	Solano	MTC	Vallejo		SOL050023	Vallejo: Ukits Creek Path from Allison Drive to Ujalis	Vallejo Station Pedestrian Links; Provide improvements around trail, including landscape enhancements, planning, lighting and site furnishing.	3	\$ 355,000	\$ 355,000					CON
4	Solano	MTC	Vacaville	CML-5094(038)	SOL050025	Dixon: Stratford Ave from SR113 to Alton Way	Ujalis Creek Bike Path; Construct Class I bike path	3	\$ 350,000	\$ 350,000					CON
4	Solano	MTC	Dixon		SOL050041	Fairfield: Dickson Hill Road between North Texas and Redwood Drive	Dickson Hill Road Pavement Rehabilitation; Rehabilitate roadway including striping, installation of markers, traffic detectors and other curb improvements.	3	\$ 75,000	\$ 75,000					CON
4	Solano	MTC	Fairfield		SOL050042	Rio Vista: On Drouin Drive from Sierra Drive to SR12; Delta Way from Crescent St. to Crescent St	Drouin Drive and Delta Way Rehabilitation; Rehab roadways including overlay, striping and signing.	3	\$ 277,000	\$ 277,000					CON
4	Solano	MTC	Rio Vista		SOL050043	Solano County: On Cherry Glen Rd from I-80 to Pleasant Valley Rd; Pitt School Rd from Stevens Rd to about one mile south.	Cherry Glen Rd & Pitt School Rd Rehab; Rehab roadways including overlay & striping.	3	\$ 149,000	\$ 149,000					CON
4	Solano	MTC	Solano County		SOL050044	Vallejo: On Admiral Callaghan between Tennessee St. and Vallejo	Admiral Callaghan Lane Rehabilitation; Pavement rehabilitation and overlay plus raising manhole covers to grade, signing and striping.	3	\$ 302,000	\$ 302,000					CON
4	Solano	MTC	Vallejo		SOL050045	Vallejo: On Admiral Callaghan between Tennessee St. and Henry St	Admiral Callaghan Lane Rehabilitation; Pavement rehabilitation and overlay plus raising manhole covers to grade, signing and striping.	2	\$ 13,000	\$ 13,000					PSE
4	Solano	MTC	Solano Co TA		SOL991066	Eastern Solano Air Basin (Sacramento Valley Air Basin - Solano, Napa Commuter Info)	Regional Rideshare Program - FY 2005-06; Encourage ridesharing activities within the Eastern Solano County Region.	2	\$ 115,000	\$ 115,000					CON
04	Solano	MTC	Vallejo		SOL950035	Vallejo	Vallejo ferry terminal, parking	2	\$ 1,200,000	\$ 1,200,000					
04	Solano	MTC	Vallejo		SOL991032	Vallejo	Baylink ferry maintenance facility	2	\$ 425,000	\$ 425,000					
04	Solano	MTC	Benicia		SOL010031	Benicia	Intermodal transit station, Benicia	2	\$ 225,000	\$ 225,000					
04	Solano	MTC	Fairfield		SOL010032	Fairfield	Capitol Corridor rail station, Fairfield	2	\$ 125,000	\$ 125,000					
04	Solano	MTC	STA		Reserve	Solano	TE Reserve	2	\$ 1,629,000	\$ 1,629,000					
04	Solano	MTC	CCJPA		SOL010030	Solano	Bahia viaduct track & bridge upgrade	2	\$ 190,000	\$ 190,000					
									TOTAL:	\$ 6,265,000	\$ 1,651,000	\$ 820,000	\$ 2,165,000		

Sponsor	Project Name	Project Description	Schedule for Project	Priority	Delivery in 05-06?	TE Programmed
Fairfield	Downtown Fairfield Pedestrian Enhancement Project (Pennsylvania Ave. to State St. and Union St. from Texas to SR12)	This project will improve pedestrian safety and mobility in the Texas Street corridor between State St. and Pennsylvania Ave. and Union St. from Texas to SR12. These enhancements will address the needs of high school students, local merchants, downtown visitors, County and City employees, downtown customers, and those with mobility restrictions and disabilities. The project will also link downtown to the Suisun/Fairfield Train Station via Union Ave. Finally, the project will improve the appearance of the downtown area's "gateways" particularly at the pedestrian scale. Specific Elements of the project will include new traffic signals and/or lit pedestrian crosswalks, landscape and hardscape enhancements, special signage, and code-complaint handicapped ramps at all intersections.	Obligate PE 3/05; Obligate CON 12/05	1	YES	\$ 350,000
Solano County	Old Town Cordelia Improvement Project	The project consists of making a number of improvements to historic Old Town Cordelia, including installation of a pedestrian path on the north side of Cordelia Road from Lopes Road to Pittman Road, landscaping, historical markers, benches and other amenities along the corridor.	Obligate funds 4/05; complete and environ 4/08	1	YES	\$ 265,000
Vacaville	Vacaville Regional Transportation Center (VRTC) Landscaping	Landscaping on slope between VRTC and I-80.			YES	\$ 175,000
Vacaville	Jepson Parkway Gateway at I-80 & Leisure Town Road	Art Sculptures at Gateway to Jepson Parkway.			YES	\$ 175,000
Vallejo	Downtown Vallejo Square Pedestrian Enhancement Project (Sonoma/Santa Clara/Capitol/Georgia)	The City of Vallejo's Specific Plan for the revitalization of its historic downtown represents a comprehensive vision for promoting and guiding development in a 97-acre portion of the downtown over the next 20 years. The first phase of development consists of three mixed use buildings composed of approximately 478 for-sale market-rate condominium residential units and ground floor retail and live work space. In conjunction with this private development the City of Vallejo is responsible for enhancements of the public right of way to achieve the pedestrian friendly sense of place outlined in this Specific Plan. Enhancements include: Traffic-calming, narrowing of streets to increase safety and create a more pedestrian oriented neighborhood; Re-striping streets to accommodate diagonal on-street parking; Increased tree and landscaping; Enhanced safety and decorative lighting; Brick pavers, street furniture; Street furniture, public art, improved signage and banners.	EIR circulated 6/05, certified 8/05; Design comp. Winter 2005; CON 3/06.	1	YES	\$ 664,000
<b>TE Total</b>						<b>\$ 1,629,000</b>

Fund Type		Federal funds: STP, CMAQ, ECMAQ, TEA (non-STIP), TLC, Fed-STIP, HBRR, HES, etc.	
PRE-OBLIGATION	Source	MTC Reso. No. 3606	DRAFT MTC RESO. NO 3606
	Program Year in TIP	Federal-Aid funds are to be programmed in the TIP within the fiscal year in which the funds are to be obligated by the FHWA or transferred to the FTA.	
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	Field Reviews - Failure	Failure for an implementing agency to make a good-faith effort in scheduling and/or obtaining a field review from Caltrans Local Assistance within six months of programming into the TIP could result in the funding being subject to reprogramming. (p. 3, MTC Reso 3606)	Draft proposes: 12 months.
	Environmental Submittal - Deadline	Implementing agencies are required to submit a complete environmental package to Caltrans for all projects (except those determined Programmatic Categorical Exemption as determined by Caltrans at the field review), twelve (12) months prior to the obligation deadline for right of way or construction funds. (p. 3, MTC Reso 3606)	
	Environmental Submittal - Failure	If the env. process, as determined at the field review, will take longer than 12 months before obligation, the implementing agency is responsible for delivering the complete env submittal in a timely manner. Failure to comply with this provision could result in the funding being subject to reprogramming. (p. 3, MTC Reso 3606)	
	DBE Requirement	Obligation of federal funds may not occur for contracted activities until and unless an agency has an approved DBE program and goals methodology for the current federal fiscal year.	
	Obligation/Submittal Deadlines	Implementing agency is required to deliver a complete funding obligation/FTA Transfer request package to Caltrans Local Assistance by April 1 of the year the funds are listed in the TIP in order to obligate by the June 30 deadline. (p. 4, MTC Reso 3606)	Draft proposes to change package submittal deadline to CT by March 1 to obligate by May 31 deadline.
		CMAs may adjust programming up until April 1 of the programmed year, swapping funds to a ready project in order to utilize all of the programming capacity, subject to available OA. The substituted project(s) must still obligate the funds within the original funding deadline. (p. 4, MTC Reso 3606)	Draft proposes: March 1.
		Projects submitted between April 2 and June 30 may receive OA if obligated by June 30, (pending availability of OA). If OA is limited, projects would compete for OA with projects advanced from the following FY on a first-come first serve basis. (p. 4, MTC Reso 3606)	Draft proposes: March 1 - May 31.
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POST-OBLIGATION	Source	1. MTC Reso. No. 3606 2. Caltrans Letter dated Sept. 19, 2005 re: "Procedural Changes in Managing Obligations"	Caltrans Local Assistance email dated 12/21/05
	Program Supplement Agreement (PSA) - Deadline	1. If a Program Supplement Agreement (PSA i.e. encumbrance) is not executed and returned by an agency within sixty (60) days of receiving the PSA from the Department, the Agency will be unable to obtain any future approvals for any projects, including obligations and invoice payments, until all PSAs for that Agency meet the 60-day PSA execution requirement.	Effective IMMEDIATELY (CTLA email 12/21/05)
	Program Supplement Agreement (PSA) - Failure	2. Funds for projects that do not have executed PSAs within six (6) months of the actual effective obligation date will be deobligated.	Effective 4/1/06 (CTLA email 12/21/05)
	Invoicing/PSAs	3. All new PSAs required local agencies to submit invoices for eligible expenses at least once every six months for each project phase until all funds are expended. If an Agency does not have eligible expenses, then the Agency needs to provide a written explanation for that six month period along with the target date and target amount for the next invoice submittal.	Effective 1/1/06. (CTLA EMAIL 12/21/05.) If an agency does not comply with the above 6 month invoice submittal requirement then that agency will be unable to obtain any future approvals for any projects, including obligations and invoice payments, until all PSAs for that agency meet the 6 month PSA execution requirement)
	Award Amount/Deobligation	4. At project award, if the estimated construction cost is less than the amount obligated to that project for construction cost by more than \$50,000, the excess amount will be deobligated by Caltrans.	Effective IMMEDIATELY (CTLA email 12/21/05)
	Estimated Completion Date	5. All new requests for the obligation of federal funds will require an estimated completion date for that project phase.	Implementation contingent upon final update of Chapter 3 of the LAPM and necessary changes to LP2000. The target date for completion of both actions is June 1, 2006. (CTLA email 12/21/05)
	Award Deadline	Construction contracts must be awarded within one state fiscal year following the FY in which the construction funds were obligated. (p. 5, MTC Reso 3606)	Draft proposes: CON phase, awarded within 9 months of obligation. However, regardless of the award deadline, agencies must still meet the invoicing deadline for construction funds.
	Liquidated Costs/Deadlines	Funds must be fully liquidated (expended, invoiced and reimbursed), within four state fiscal years after the FY in which the funds were obligated, and the project must be accepted and closed out within five state fiscal years after the fiscal year in which the funds were obligated. (p. 5, MTC Reso 3606)	Draft proposes: Within 5 Fys including the fiscal year in which the funds were obligated





DATE: January 5, 2006  
 TO: STA Board  
 FROM: Sam Shelton, Planning Assistant  
 RE: Funding Opportunities Summary

The following funding opportunities will be available to STA member agencies 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>
Office of Traffic Safety (OTS) Grant	Michele Meadows, OTS (916) 262-0864	<b>January 31, 2006</b>
MTC Local Streets and Roads Shortfall Program – Third Cycle	Jennifer Tongson, STA (707) 424-6013	<b>February 10, 2006</b>
Federal Transit Administration (FTA) Section 5310 Elderly and Disabled Transportation Program	Dana Lang, MTC, (510) 817-5764	<b>February 24, 2006</b>
Bikes Belong Grant Program	Elizabeth Train, Bikes Belong (303) 449-4893	<b>February 27, 2006</b>
Solano Bicycle and Pedestrian Program (SBPP)	Robert Guerrero, STA (707) 424-6014	<b>March 9, 2006</b>
Yolo-Solano Air Quality Management District (YSAQMD) Clean Air Funds (CAF) Program	Jim Antone, YSAQMD (530) 757-3653	<b>Call for Projects in January 2006, Due in March 2006</b>
Transportation for Clean Air (TFCA), 40% County Program Manager Funds	Robert Guerrero, STA (707) 424-6014	<b>Call for Projects in January 2006 Due date TBD</b>



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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:** \$70 million in OTS funds is commonly available each fiscal year.

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

- Fairfield, "Safe Passage", Lidar speed signs on Air Base \$61,500
- Fairfield Police Department, \$342,648
- Suisun City Police Department, \$90,000
- Vallejo Police Department, \$125,000

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

**Program Contact Person:** Michele Meadows, (916) 262-0864, [mmeadows@ots.ca.gov](mailto:mmeadows@ots.ca.gov)

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

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*FUNDING OPPORTUNITY:*

**MTC Local Streets and Roads Shortfall Program – Third Cycle**

Due February 10, 2006

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the MTC Local Streets and Roads (LS&R) Shortfall Program – Third Cycle is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors: Cities, County, Congestion Management Agencies (CMAs) or an equivalent agency.

Program Description: Funds to rehabilitate local streets and roads.

Funding Available: Solano County's share of Third Cycle LS&R funds is \$3,420,000.

Eligible Projects: Nominated projects recommended by the STA Board on December 14, 2005 (Agenda Item VII. J).

The proposed project must address *pavement rehabilitation and preventive maintenance needs on roads that are federally eligible* (included under the federal-aid system). Capacity-expansion projects, right of way purchases, channelization, routine maintenance, spot application, seismic retrofit, and structural repair on bridges are not eligible activities. Non-pavement enhancements, such as streetscape projects and new traffic calming features, are also not eligible for this program.

Further Details: [http://www.mtc.ca.gov/funding/lsr\\_cfp.htm](http://www.mtc.ca.gov/funding/lsr_cfp.htm)

STA staff will be responsible for submitting the project applications via WebFMS (online TIP system) by February 10, 2006. **Project sponsors have until February 22, 2006 to submit the required Resolutions, Legal Opinion, and Certification of Assurances.**

Program Contact Person: Craig Goldblatt, MTC, (510) 817-5837

STA Contact Person: Jennifer Tongson, Assistant Project Manager, (707) 424-6075

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*FUNDING OPPORTUNITY:*

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

Due February 24, 2006

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Federal Transit Administration (FTA) Section 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: \$12.5 million was available in 2005-06 and at least that much should be available this cycle. Applicants may request up to \$700,000 in equipment per year. With the 20% match, a maximum of \$560,000 in federal funds is available per applicant.

Example Projects: 2003-04 FTA 5310 funded project:  
STA – Two Solano Paratransit Buses - \$92,800 in FTA Section 5310 funds.  
  
Other example projects include vans, small buses, computers, software, and mobile radios.

Further Details: **Applicants must receive a “Letter of Coordination” from the Paratransit Coordinating Council (PCC). The next PCC meeting is on January 20, 2006.**  
Application Workshop – January 12, 2006 at MTC.  
MTC will review draft applications if received by January 27, 2006.  
Final applications due to Caltrans, MTC, and Solano PCC by February 24, 2006.  
<http://www.mtc.ca.gov/funding/5310.htm>

Program Contact Person: Dana Lang, MTC, (510) 817-5764, [dlang@mtc.ca.gov](mailto:dlang@mtc.ca.gov)

STA Contact Person: Jennifer Tongson, Assistant Project Manager, (707) 424-6075

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*FUNDING OPPORTUNITY:*

**Bikes Belong Grant Program**

Due by February 27, 2006

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

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

Eligible Project Sponsors: Cities and the County of Solano are eligible.

Program Description: Bikes Belong is offering grants to address four specific goals: Ridership growth, leveraging funding, building political support, and promoting cycling.

Funding Available: Grants are available up to \$10,000. This program is intended to provide funding for local matches for larger fund sources.

Eligible Projects: Eligible projects include bicycle facility improvements, education, and capacity projects.

Previously Funded Projects:

- North-South Greenway, Marin County, \$10,000
- Sacramento Area Bike Trails, Sacramento Area Bicycle Advocates, \$10,000
- YMCA City Bike Education Program, San Francisco, \$5,000

Funding Contact: Elizabeth Train, Grants Program Administrator  
Bikes Belong Coalition  
<http://bikesbelong.org>  
1245 Pearl Street, Suite 212  
Boulder, Colorado 80302-5253  
(303) 449-4893

STA Contact Person: Sam Shelton, Planning Assistant, (707) 424-6075  
[sshelton@sta-snci.com](mailto:sshelton@sta-snci.com)

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*FUNDING OPPORTUNITY:*

**Solano Bicycle and Pedestrian Program (SBPP)**

Call for Projects, February 9, 2006  
Tentatively due March 9, 2006

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Solano Bicycle and Pedestrian Program (SBPP) 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:** Groups who are responsible for the construction and maintenance of bicycle and pedestrian facilities are eligible. They are also subject to the requirements of TDA Article 3 funding, Countywide Bicycle and Pedestrian Program, and possibly Air District programs such as Transportation for Clean Air funds.
- Program Description:** SBPP funds are intended to implement mainly priority bicycle and pedestrian projects found in the Solano Countywide Bicycle and Pedestrian Plans.
- Funding Available:** Funding available to this program will be subject to an adopted Alternative Modes Funding Strategy currently in development.
- Eligible Projects:** Bicycle and pedestrian projects found in the Countywide Bicycle and Pedestrian Plans are highly encouraged to apply for SBPP funds.
- Further Details:** Solano Bicycle and Pedestrian Program  
<http://www.solanolinks.com/programs.html#sbpp>  
Solano Countywide Bicycle Plan  
<http://www.solanolinks.com/plans2.html#bikeplan>  
Solano Countywide Pedestrian Plan  
<http://www.solanolinks.com/plans2.html#pedplan>
- STA Contact Person:** Robert Guerrero, STA Associate Planner, (707) 424-6014
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*FUNDING OPPORTUNITY:*

**2005-06 YSAQMD Clean Air Funds (CAF) Program**

Call for Projects, January 2006  
Due March 2006

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the 2005-06 YSAQMD Clean Air Funds Program is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

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

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

Funding Available: Approximately \$290,000 is historically available.

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

Further Details: <http://www.ysaqmd.org/incentive-caf.php>

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

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

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*FUNDING OPPORTUNITY:*

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

Call for projects in January  
Due date to be determined

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TO: STA Board  
FROM: Sam Shelton, Planning Assistant

This summary of the Solano Transportation Fund for Clean Air Program (40% Program Manager Funds) is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

**Eligible Project Sponsors:** Public agencies are eligible such as cities, counties, school districts, and transit districts in the cities of Fairfield, Suisun City, Vallejo, Benicia, and portions of Solano County located in the Bay Area Air Quality Management District.

**Program Description:** The County Program Manager Fund is a part of the Transportation Fund for Clean Air (TFCA) grant program, which is funded by a \$4 surcharge on motor vehicles registered in the Bay Area.

**Funding Available:** \$320,000 is available in FY 2005-06.

**Eligible Projects:** Shuttle/feeder buses, arterial management, bicycle facilities, clean air vehicles and infrastructure, ridesharing, clean air vehicles, and “Smart Growth” projects.

**Further Details:** [http://www.baaqmd.gov/pln/grants\\_and\\_incentives/tfca/cpm\\_fund.asp](http://www.baaqmd.gov/pln/grants_and_incentives/tfca/cpm_fund.asp)

**Program Contact Person:** Robert Guerrero, Associate Planner, 707.424.6014

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