

**6:00 p.m., STA Board Virtual Meeting  
Wednesday, September 9, 2020**

In furtherance of the direction from Governor Newsom (Executive Order N-25-20) and Solano County Public Health (Solano County's "Stay at Home" Order) and pursuant to the Executive Order issued by Governor Gavin Newsom (Executive Order N-29-20), the STA Board will not be convening at Suisun City Hall Council Chambers but will instead move to a remote meeting.

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**Public Comments:**

Public Comment may still be provided by either submitting written public comments to STA's Clerk of the Board, Johanna Masiclat via email at [jmasiclat@sta.ca.gov](mailto:jmasiclat@sta.ca.gov) by 5:30 p.m. on the day of the meeting, which will be read during Public Comment or on the related item when Public Comment is called and entered into the record. Public Comment can also be requested during the meeting via the phone/computer audio when the Chair calls for Public Comment on an item. We request that you state and spell your first and last name, verify the item that you wish to speak on and then you will be allowed three minutes to address the STA Board when your name is called.

**Americans with Disabilities Act (ADA):**

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707-399-3203

**ITEM**

**BOARD/STAFF PERSON**

**1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE**

(6:00 p.m.)

<u>STA BOARD MEMBERS</u>							
Jim Spring	Lori Wilson	Elizabeth Patterson	Thom Bogue	Harry Price	Ronald Kott	Ron Rowlett (Chair)	Bob Sampayan (Vice Chair)
County of Solano	City of Suisun City	City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Vacaville	City of Vallejo
<u>STA BOARD ALTERNATES</u>							
Erin Hannigan	Mike Segala	Lionel Largaespada	Steve Bird	Chuck Timm	Hope Cohn	Raymond Beaty	Robert McConnell

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

Chair Rowlett

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.

**3. APPROVAL OF AGENDA**

**4. OPPORTUNITY FOR PUBLIC COMMENT**

(6:05 – 6:10 p.m.)

**5. EXECUTIVE DIRECTOR'S REPORT**

Daryl Halls

(6:10 – 6:15 p.m.)

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

MTC Commissioner  
Jim Sperring

(6:15 – 6:20 p.m.)

**7. STA PRESENTATIONS**

(6:20 – 6:35 p.m.)

**A. COVID-19 Safety Protocols**

1. Solano County Transit
2. Fairfield and Suisun Transit (FAST)
3. Vacaville City Coach
4. Dixon Redit-Ride
5. Rio Vista Delta Breeze

Beth Kranda  
Diane Feinstein  
Lori DaMassa  
Louren Kotow  
Brandon Thomson

**B. Directors Reports:**

1. Projects
2. Planning
3. Programs
  - a. Safe Routes to School
  - b. Commuter/Employer Program
  - c. Older Adults/ADA Mobility Program
  - d. Call Center

Janet Adams  
Robert Guerrero  
Ron Grassi  
Karin Bloesch  
Katelyn Costa  
Debbie McQuilkin  
Amy Antunano

**8. CONSENT CALENDAR**

Recommendation:

Approve the following consent items in one motion.

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

(6:35 – 6:40 p.m.)

**A. Meeting Minutes of the STA Board Meeting of July 8, 2020**

Johanna Masiclat

Recommendation:

Approve the Minutes of the STA Board Meeting of July 8, 2020.

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**B. Draft Minutes of the STA TAC Meeting of August 26, 2020**

Johanna Masiclat

Recommendation:

Approve the Draft Minutes of the STA TAC Meeting of August 26, 2020.

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- C. Fiscal Year (FY) 2020-21 Indirect Cost Allocation Plan (ICAP) Rate Application for Caltrans** Susan Furtado  
Recommendation:  
Approve the following:  
1. STA's ICAP Rate Application for FY 2020-21 at 55.10%; and  
2. Authorize the Executive Director to submit the ICAP Rate Application to Caltrans.  
**Pg. 27**
- D. Active Transportation Program (ATP) Cycle 5 Letters of Support** Brent Rosenwald  
Recommendation:  
Authorize the Executive Director to submit a Letter of Support for each Solano County project submitting an application to the Active Transportation Program Cycle 5 as outlined in Table 1.  
**Pg. 29**
- E. Consulting Contract Amendment for SolanoExpress Marketing and Advertising for BB&B** Vincent Ma  
Recommendation:  
Authorize the Executive Director to amend the consulting contract with BB&B for an amount not-to-exceed \$15,000 for marketing consultant services for SolanoExpress.  
**Pg. 35**
- F. Fiscal Year (FY) 2020-21 Transportation Development Act (TDA) and State Transit Assistance Funds (STAF) for Solano Transportation Authority (STA)** Ron Grassi  
Recommendation:  
Approve STA Resolution No. 2020-04 (Attachment A) authorizing the STA's filing of a claim with MTC for the allocation of TDA and STAF funds in accordance with the STA's FY 2020-21 Budget.  
**Pg. 37**
- G. Transit and Intercity Rail Capital Program (TIRCP) Allocation and California Environmental Quality Assessment (CEQA) Approval for Solano Regional Transit Improvements Phase** Anthony Adams  
Recommendation:  
Approve the following:  
1. Approve the California Environmental Quality Assessment (CEQA) Categorical Exclusion (CE) under category 1, as defined under state CEQA guidelines, for In-Route Inductive Charging for SolanoExpress; and  
2. Authorize the Executive Director to sign the California Environmental Quality Assessment (CEQA) Categorical Exclusion (CE) under category 1, as defined under state CEQA guidelines, for In-Route Inductive Charging for SolanoExpress.  
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**H. I-80/I-680/State Route (SR) 12 Interchange - Construction Package 2A Project Implementation**

Janet Adams

Recommendation:

Approve the following:

1. Contract amendment for the Contra Costa Real Estate Division in the not-to-exceed amount of \$50,000, to complete the right of way acquisition services for the I-80/I-680/SR12 Interchange – Construction Package 2A; and
2. Authorize the Executive Director to sign the contract amendment.

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**9. ACTION FINANCIAL ITEMS**

**A. Countywide Transportation Electrification Update and Implementation**

Anthony Adams, STA  
Pat Carr, SolTrans

Recommendation:

Approve the following:

1. Commit \$500,000 in FY 2020-21 LCTOP funding towards SolTrans for inductive charging implementation at Vallejo Transit Center and Curtola Transit Facility; and
2. Authorize the Executive Director to enter into a contract not to exceed \$1.6M with WSP as an amendment to the existing SolTrans's Electrification Plan, SolanoExpress BRT Lite Study, and In-Route Inductive Charging for SolanoExpress.

(6:40 – 6:45 p.m.)

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**B. Expansion of Medical Trip Concierge (GoGo) Program with CARES Act Funding**

Debbie McQuilkin

Recommendation:

Approve the following:

1. Expansion of the Medical Trip Concierge (GoGo) Program to provide additional essential trips for older adults 60 plus (limit to 20 per month);
2. Expand the program to include ADA Eligible residents for a pilot period through the end of FY 2020-21;
3. Authorize the Executive Director to enter into a funding agreement/MOU with the County of Solano to receive \$150,000 in CARES Act Funds; and
4. Authorize the STA Chair to send a letter expressing the STA Board's gratitude to the Solano County Board of Supervisors for the CARE Act Funds.

(6:45 – 6:50 p.m.)

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## 10. ACTION NON-FINANCIAL ITEMS

**A. Adoption of Riding Together: Bay Area Healthy Transit Plan for SolanoExpress**

Pat Carr, SolTrans  
Diane Feinstein, FAST  
Brandon Thomson, STA

Recommendation:

Approve the adoption of the Riding Together: Bay Area Healthy Transit Plan as a baseline set of measures that SolanoExpress will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.

(6:50 – 7:00 p.m.)

**Pg. 55**

**B. Recommendation for Amendment to Rotation for 2021 STA Chair and Vice Chair**

Daryl Halls

Recommendation:

Approve the recommendation from the STA Board's Executive Committee to Designate the Current Chair, Ron Rowlett as 2021 STA Chair and amend the rotation of Chair and Vice-Chair as specified in Attachment A.

(7:00 – 7:05 p.m.)

**Pg. 91**

**C. MTC Plan Bay Area 2050 Blueprint Comment Letter**

Robert Guerrero

Recommendation:

Authorize the STA Executive Director to submit a comment letter consistent with the points outlined in Attachment B for the four quadrants of MTC's Plan Bay Area 2050 Blueprint.

(7:05 – 7:10 p.m.)

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## 11. INFORMATIONAL – DISCUSSION

**A. Draft STA Policy and Procedures Pertaining to Utility Relocations**

(7:10 – 7:20 p.m.)

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Janet Adams  
Bernadette Curry  
Ryan FitzGerald

**B. I-80/I-680/State Route 12 (SR 12) Interchange Package 2A Project**

(7:20 – 7:25 p.m.)

**Pg. 111**

Janet Adams

**C. SolanoExpress Intercity Year-End Report for Fiscal Year (FY) 2019-20**

(7:25 – 7:30 p.m.)

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Brandon Thomson

## **NO DISCUSSION**

- D. Solano Safe Routes to School (SR2S) Program Annual Report  
Fiscal Year (FY) 2019-20 and 2020-21 School Year  
Engagement Plan  
Pg. 123** Karin Bloesch
- E. Commuter/Employer Programs Annual Report for Fiscal Year (FY)  
2019-20  
Pg. 139** Katelyn Costa
- F. Fiscal Year (FY) 2019-20 Solano Mobility Programs Year End Update** Debbie McQuilkin  
    1. Travel Training  
    2. Countywide ADA In-Person Eligibility Program  
    3. Taxi Card Program utilizing the PEX card  
    4. Medical Trip Concierge using GoGo Grandparents  
Pg. 143
- G. Solano Mobility Call Center/Transportation Depot Fiscal Year (FY)  
2019-20 Annual Update  
Pg. 153** Amy Antunano
- H. Fiscal Year (FY) 2019-20 Abandoned Vehicle Abatement (AVA)  
Program Third Quarter Report  
Pg. 157** Debora Harris
- I. Lifeline Transportation Program Cycle 6 Funding (JARC)  
Pg. 159** Ron Grassi
- J. Legislative Update  
Pg. 163** Vincent Ma
- K. Summary of Funding Opportunities  
Pg. 175** Brent Rosenwald
- L. 2020 STA Board and Advisory Committee Meeting Schedule  
Pg. 177** Johanna Masiclat

## **12. BOARD MEMBERS COMMENTS**

## **13. ADJOURNMENT**

The STA Board's next regularly scheduled meeting is at **6:00 p.m., Wednesday, October 14, 2020.**

### **STA Board Meeting Schedule for Calendar Year 2020**

**6:00 p.m., Wed., October 14th**

**No Meeting November**

**6:00 p.m., Wed., December 9th**



DATE: September 1, 2020  
TO: STA Board  
FROM: Daryl K. Halls  
RE: Executive Director's Report – September 2020

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

**SolanoExpress Health and Safety Plan & Transit Updates on COVID 19 Safety Protocols\***

As part of the Metropolitan Transportation Commission's (MTC's) Blue Ribbon Transit Recovery Task Force recent efforts, MTC recently released a health and safety plan collectively developed by the region's public transit operators. MTC has requested that all of the region's transit operator adopt "The Riding Together, Health and Safety Plan". This Plan provides the drivers and riders with a consistent health and safety plan for the region's 25 plus transit operators including the five transit operators that provide service in Solano County. STA staff recommends the STA Board adopt the Plan for the four routes that comprise SolanoExpress service.

At the Board meeting, the five transit operators have been invited to provide an update regarding their COVID 19 safety protocols for their passengers and drivers.

**MTC's Blue Ribbon Transit Recovery Task Force Transitions to Next Phase**

MTC's Blue Ribbon Transit Recovery Task Force continues to meet on regional transit funding, network connectivity, core transit service, governance and a list of 18 other priority topics. The Task Force is partway through the process for assisting with near-term transit service recovery and initiating the process for development of a Bay Area Public Transit Transformation Action Plan. The Action Plan is scheduled to be completed by early 2021 with phased implementation to take place in 2021 through 2025. In follow up to the STA Board Transit Workshop held earlier this year, staff will provide a follow up presentation at the October STA Board and then again in early 2021. The adopted of the Coordinated Short Range Transit Plans (SRTPs) for all five transit operators and SolanoExpress is also scheduled to be brought to the Board at the December meeting. Currently, STA's Program/Transit staff is scheduling coordination meeting with staff and Board members from all five of our transit operators to discuss transit coordination issues.

**SolanoExpress FY 2019-20 Annual Report \***

Based on data provided by Solano County Transit (SolTrans) and Fairfield and Suisun Transit (FAST), STA staff has provided the Solano Express FY 2019-20 Annual Report. The report identifies how the upgraded service was performing for the first half of the fiscal year and then the rapid loss of service, ridership, fares, etc., once the impacts of the COVID 19 pandemic took effect. Staff and consultants are currently working on closing out the SolanoExpress budget for FY 2019-20, monitoring the STA Board recently approved SolanoExpress budget for FY 2020-21, and has prepared a draft SolanoExpress budget for FY 2021-22 that is in the process of being reviewed by the funding partners. This is scheduled to be brought to the Board in October for approval by the STA Board.

**Countywide Transportation Electrification Update \***

STA staff has been working proactively to advance three electrification initiatives to support reduction in greenhouse gas emissions. These include the installation of EV chargers, electrification of the SolanoExpress bus fleet, and initiation of electric infrastructure in support of freight. STA's Anthony Adams will provide an update at the meeting with SolTrans' Pat Carr.

**Solano County Provides CARES Act Funds to Assist Mobility Needs \***

The Solano County Board of Supervisors recently approved their allocation of federal CARES Act (Coronavirus Aid, Relief, and Economic) Security Act that thankfully included \$150,000 for STA to assist and ensure the provision of essential mobility services for older adults and persons with disabilities program as part of several of the Solano Mobility Program. Staff will provide an update at the Board meeting.

**STA Comments on Four Quadrants of ABAG/MTC's Plan Bay Area 2050 \***

For the past few years, MTC has been developing the Plan Bay Area 2050 that includes four components or quadrants. STA's focus has been on the transportation quadrant and the agency has already provided comments regarding projects and programs to be included in the Plan. The Plan also includes quadrants on housing, the economy and the environment. With the final opportunity to provide comments drawing to a close, staff has also provided comments for these other three quadrants for Board review and approval.

**STA to Initiate Micro Transit Pilots in Benicia and Rio Vista**

In partnership with the cities of Benicia and Rio Vista and their transit operators, SolTrans and Delta Breeze, STA Mobility and Transit staff are requesting qualified companies to submit qualifications for Micro-Transit pilots in the two cities. This pilots will be initiated later this year and staff will provide regular updates to the STA Board, the SolTrans Board and Rio Vista City Council.

**I-80 Corridor Update \***

STA continues to work proactively with Caltrans District 4 and MTC to pursue funding for and deliver improvements to the I-80 Corridor. Janet Adams will provide an update on the pending construction of Package 2 of the I-80/I-680/SR 12 Interchange and efforts to obtain SB 1 funds for the I-80 Managed Lanes project and West Bound Cordelia Truck Scales project.

**Utility Relocation Statutes and Policy Discussion \***

In respond to a request from Board Members Patterson and Sampayan, STA project staff and legal counsel has research the state statues and developed draft policies and process for review and determination for responsibility pertaining to the future relocation of utilities for future projects undertaken by the STA on behalf of Caltrans. Staff has brought this item forward as an information item for a presentation and discussion this month by the Board and to bring back an action item at the October Board meeting. This will provide the time necessary for STA staff and legal counsel to review the draft policy with the staff and legal counsel for the two cities and the STA TAC at their next meeting.

**Safe Routes to School Program Annual Report \***

STA Safe Routes to School Program staff completed another highly productive year working with Solano County Public Health, the school districts and seven cities public safety and public works staff. Staff will provide an update at the meeting.

**Solano Mobility Programs Continue to Provide Mobility Options During COVID 19 Pandemic \***

STA's customer service focused Solano Mobility Program staff will provide some quick highlights from the past fiscal year of various Mobility Programs.

**Rotation of STA Chair and Vice-Chair for 2021 \***

With the recent announcement that Board Member Patterson and Vice-Chair Sampayan will not be seeking reelection this November, the Board's Executive Committee is recommending a adjustment to the rotation of Chair and Vice-Chair to enable the new representatives from Benicia and Vallejo the opportunity to get acclimated to serving on the STA Board for a year prior to rotating to Chair and Vice-Chair.

**STA Staff Update**

In July, Natalie D. Quezada Hannigan was promoted from part-time Customer Service Representative to full-time Administrative Clerk. She replaces Esther Wan who accepted a position with the City of Fairfield. Natalie reports to Johanna Masiclat, the Clerk of the Board. In August, Kate Valdez was hired to fill the part-time CSR position with the Solano Mobility Program. She is currently being trained by and reports to Amy Antunano, Program Coordinator. At the Board meeting, staff will announce the recently hired Planning Assistant, who will begin working with the STA on September 16<sup>th</sup>.

Attachment:

- A. STA Acronyms List of Transportation Terms

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<b>A</b>		<b>FEIR</b>	
AADT	Average Annual Daily Traffic	FHWA	Federal Highway Administration
ABAG	Association of Bay Area Governments	FPI	Freeway Performance Initiative
ACTC	Alameda County Transportation Commission	FTA	Federal Transit Administration
ADA	American Disabilities Act	<b>G</b>	
ADT	Average Daily Traffic	GARVEE	Grant Anticipating Revenue Vehicle
APDE	Advanced Project Development Element (STIP)	GHG	Greenhouse Gas
AQMD	Air Quality Management District	GIS	Geographic Information System
ARRA	American Recovery and Reinvestment Act	<b>H</b>	
ATP	Active Transportation Program	HIP	Housing Incentive Program
ATWG	Active Transportation Working Group	HOT	High Occupancy Toll
AVA	Abandoned Vehicle Abatement	HOV	High Occupancy Vehicle
<b>B</b>		HPMS	Highway Performance Monitoring System
BAAQMD	Bay Area Air Quality Management District	HSIP	Highway Safety Improvement Plan
BAC	Bicycle Advisory Committee	<b>I</b>	
BACTA	Bay Area Counties Transportation Agencies	INFRA	Infrastructure for Rebuilding America
BAIFA	Bay Area Infrastructure Financing Authority	ISTEA	Intermodal Surface Transportation Efficiency Act
BART	Bay Area Rapid Transit	ITIP	Interregional Transportation Improvement Program
BATA	Bay Area Toll Authority	ITS	Intelligent Transportation System
BCDC	Bay Conservation & Development Commission	<b>J</b>	
BUILD	Better Utilizing Investments to Leverage Development	JARC	Jobs Access Reverse Commute Program
<b>C</b>		JPA	Joint Powers Agreement
CAF	Clean Air Funds	<b>L</b>	
CalSTA	California State Transportation Agency	LATIP	Local Area Transportation Improvement Program
CALTRANS	California Department of Transportation	LCTOP	Low Carbon Transit Operations Program (LCTOP)
CARB	California Air Resources Board	LEV	Low Emission Vehicle
CCAG	City-County Association of Governments (San Mateo)	LIFT	Low Income Flexible Transportation Program
CCCC (4'Cs)	City County Coordinating Council	LOS	Level of Service
CCCTA (3CTA)	Central Contra Costa Transit Authority	LS&R	Local Streets & Roads
CCJPA	Capitol Corridor Joint Powers Authority	LTR	Local Transportation Funds
CCTA	Contra Costa Transportation Authority	<b>M</b>	
CEC	California Energy Commission	MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
CEQA	California Environmental Quality Act	MAZ	Micro Analysis Zone
CHP	California Highway Patrol	MIS	Major Investment Study
CIP	Capital Improvement Program	MLIP	Managed Lanes Implementation Plan
CMA	Congestion Management Agency	MOU	Memorandum of Understanding
CMIA	Corridor Mobility Improvement Account	MPO	Metropolitan Planning Organization
CMAQ	Congestion Mitigation & Air Quality Program	MTAC	Model Technical Advisory Committee
CMGC	Construction Manager/General Contractor	MTC	Metropolitan Transportation Commission
CMP	Congestion Management Plan	MTS	Metropolitan Transportation System
CNG	Compressed Natural Gas	<b>N</b>	
CPI	Consumer Price Index	NCTPA	Napa County Transportation & Planning Agency
CTA	California Transit Agency	NEPA	National Environmental Policy Act
CTC	California Transportation Commission	NHS	National Highway System
CTP	Comprehensive Transportation Plan	NOP	Notice of Preparation
CTSA	Consolidated Transportation Services Agency	NVTA	Napa Valley Transportation Authority
<b>D</b>		<b>O</b>	
DBE	Disadvantaged Business Enterprise	OBAG	One Bay Area Grant
DOT	Department of Transportation	OPR	Office of Planning and Research
<b>E</b>		OTS	Office of Traffic Safety
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	<b>P</b>	
EIR	Environmental Impact Report	PAC	Pedestrian Advisory Committee
EIS	Environmental Impact Statement	PCA	Priority Conservation Area
EPA	Environmental Protection Agency	PCC	Paratransit Coordinating Council
EV	Electric Vehicle	PCI	Pavement Condition Index
<b>F</b>		PCRP	Planning & Congestion Relief Program
FAST	Fairfield and Suisun Transit	PDS	Project Development Support
FAST Act	Fixing America's Surface Transportation Act	PDA	Priority Development Area
FASTER	Freedom. Affordability. Speed. Transparency. Equity. Reliability.	PDT	Project Delivery Team
FASTLANE	Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies	PDWG	Project Delivery Working Group
		PMP	Pavement Management Program



PMS	Pavement Management System	STBG	Federal Surface Transportation Block Grant Program
PNR	Park & Ride	STIA	Solano Transportation Improvement Authority
POP	Program of Projects	STIP	State Transportation Improvement Program
PPA	Priority Production Area	STP	Federal Surface Transportation Program
PPM	Planning, Programming & Monitoring	SubHIP	Suburban Housing Incentive Pool
PPP (P3)	Public Private Partnership	<b>T</b>	
PS&E	Plans, Specifications & Estimate	TAC	Technical Advisory Committee
PSR	Project Study Report	TAM	Transportation Authority of Marin
PTA	Public Transportation Account	TANF	Temporary Assistance for Needy Families
PTAC	Partnership Technical Advisory Committee (MTC)	TAZ	Transportation Analysis Zone
<b>R</b>		TCI	Transportation Capital Improvement
RABA	Revenue Alignment Budget Authority	TCIF	Trade Corridor Improvement Fund
REPEG	Regional Environmental Public Education Group	TCM	Transportation Control Measure
RFP	Request for Proposal	TCRP	Transportation Congestion Relief Program
RFQ	Request for Qualification	TDA	Transportation Development Act
RM 1/2/3	Regional Measure 1/2/3 (Bridge Toll)	TDM	Transportation Demand Management
RMRP	Road Maintenance and Rehabilitation Program	TE	Transportation Enhancement
RORS	Routes of Regional Significance	TEA	Transportation Enhancement Activity
RPC	Regional Pedestrian Committee	TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
RRP	Regional Rideshare Program	TFCA	Transportation Funds for Clean Air
RTEP	Regional Transit Expansion Policy	TIF	Transportation Investment Fund
RTIF	Regional Transportation Impact Fee	TIGER	Transportation Investment Generating Economic Recovery
RTP	Regional Transportation Plan	TIP	Transportation Improvement Program
RTP/SCS	Regional Transportation Plan/Sustainable Communities Strategies	TIRCP	Transit and Intercity Rail Capital Program
RTIP	Regional Transportation Improvement Program	TLC	Transportation for Livable Communities
RTMC	Regional Transit Marketing Committee	TMA	Transportation Management Association
RTPA	Regional Transportation Planning Agency	TMP	Transportation Management Plan
<b>S</b>		TMS	Transportation Management System
SACOG	Sacramento Area Council of Governments	TMTAC	Transportation Management Technical Advisory Committee
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users	TNC	Transportation Network Company
SATP	Solano Active Transportation Plan	TOD	Transportation Operations Systems
SCS	Sustainable Community Strategy	TOD	Transit Oriented Development
SCTA	Sonoma County Transportation Authority	TOS	Traffic Operation System
SFCTA	San Francisco County Transportation Authority	T-Plus	Transportation Planning and Land Use Solutions
SGC	Strategic Growth Council	TRAC	Trails Advisory Committee
SJCOG	San Joaquin Council of Governments	TSMO	Transportation System Management and Operations
SHOPP	State Highway Operations & Protection Program	<b>U, V, W</b>	
SMAQMD	Sacramento Metropolitan Air Quality Management District	UZA	Urbanized Area
SMART	Sonoma Marin Area Rapid Transit	USDOT	United States Department of Transportation
SMART	Safety, Mobility and Automated Real-time	VHD	Vehicle Hours of Delay
SMCCAG	San Mateo City-County Association of Governments	VMT	Vehicle Miles Traveled
SNABM	Solano-Napa Activity-Based Model	VTA	Valley Transportation Authority (Santa Clara)
SNCI	Solano Napa Commuter Information	W2W	Welfare to Work
SoHip	Solano Highway Partnership	WCCCTAC	West Contra Costa County Transportation Advisory Committee
SoHIP	Solano Housing Improvement Program	WETA	Water Emergency Transportation Authority
SolTrans	Solano County Transit	<b>Y, Z</b>	
SOV	Single Occupant Vehicle	YCTD	Yolo County Transit District
SPOT	Solano Projects Online Tracking	YSAQMD	Yolo/Solano Air Quality Management DistrictZ
SP&R	State Planning & Research	ZEV	Zero Emission Vehicle
SPUR	San Francisco Bay Area Planning and Urban Research		
SR	State Route		
SR2S	Safe Routes to School		
SR2T	Safe Routes to Transit		
S RTP	Short Range Transit Plan		
SSARP	Systemic Safety Analysis Report Program		
SSPWD TAC	Solano Seniors & People with Disabilities Transportation Advisory Committee		
STAF	State Transit Assistance Fund		
STA	Solano Transportation Authority		



**SOLANO TRANSPORTATION AUTHORITY**  
**Board Minutes for Virtual Meeting of**  
**July 8, 2020**

**1. CLOSED SESSION**

Chair Rowlett cited that there were no matters to report during Closed Session.

**2. CALL TO ORDER**

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

**MEMBERS**

<b>PRESENT:</b>	Ron Rowlett, Chair	City of Vacaville
	Bob Sampayan, Vice Chair	City of Vallejo
	Elizabeth Patterson	City of Benicia
	Thom Bogue	City of Dixon
	Harry Price	City of Fairfield
	Ron Kott	City of Rio Vista
	Lori Wilson	City of Suisun City
	Jim Spering	County of Solano

**MEMBERS**

**ABSENT:** None.

**STAFF**

<b>PRESENT:</b>	<b>(In alphabetical order by last name.)</b>
	Anthony Adams      Project Manager
	Janet Adams      Deputy Executive Director/Director of Projects
	Bernadette Curry      Legal Counsel
	Triana Crighton      Assistant Planner
	Cecilia de Leon      Admin Assistant
	Susan Furtado      Accounting & Administrative Services Mgr.
	Ron Grassi      Director of Programs
	Robert Guerrero      Director of Planning
	Daryl Halls      Executive Director
	Vincent Ma      Marketing & Legislative Program Manager
	Johanna Masiclat      Office Manager/Clerk of the Board
	Ericka McLitus      Project Assistant
	Debbie McQuilkin      Transit Mobility Coordinator
	Lloyd Nadal      Program Services Division Manager
	Brent Rosenwald      Planning Assistant
	Brandon Thomson      Transit Mobility Coordinator

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

Robert Burris	Solano EDC
Shawn Cunningham	City of Vacaville
Kathleen Diohep	
Diane Feinstein	Fairfield and Suisun Transit
Greg Folsom	City of Suisun City
Matt Gleason	City of Vallejo
George Gwynn	Resident, Suisun City
Beth Kranda	Solano County Transit
Susan Lent	Akin Gump
Sean Quinn	SolanoEDC
Matt Robinson	Shaw Yoder Antwih Schmelzer & Lang
Dan Sequiera	City of Benicia
Josh Shaw	Shaw Yoder Antwih Schmelzer & Lang

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

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

**4. APPROVAL OF AGENDA**

On a motion by Vice Chair Sampayan, and a second by Board Member Price, the STA Board approved the agenda by the following roll call vote:

AYES: Bogue, Kott, Patterson, Price, Rowlett, Sampayan, Spering, and Wilson

NOES: None

ABSENT None

ABSTAIN None

**5. OPPORTUNITY FOR PUBLIC COMMENT**

George Gwynn commented on transit COVID-19 impact related matters. He also commented on reconvening public meetings in person.

**6. EXECUTIVE DIRECTOR'S REPORT**

Daryl Halls provided an update on the following items:

- Federal and State Legislative Updates
- Partial Restoration of Service for Solano Express Begins in July
- MTC's Blue Ribbon Transit Recovery Task Force Recommends CARE Act Funding Allocation
- Solano Express Marketing
- First Last Mile/Micro Transit Follow up from Board Workshop on the Future of Transit in Solano County
- Local Agencies Utilize SB 1 Funds to Make Progress on Local Streets and Roads
- Moving Solano Forward 3.0 Partnership Proposed to Update Economic Strategy
- Five Cities to Partner Through STA's SolHIP for Housing Elements Consultant
- Vacaville Public Works Director to Retire
- STA Update

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

None presented.

**8. STA PRESENTATIONS**

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

**B. State Legislative Update** *presented by Josh Shaw and Matt Robinson, Shaw Yoder Antwih Schmelzer & Lange*

**C. Proclamation of Appreciation for Shawn Cunningham, Vacaville Public Works Director** *presented by Chair and Vacaville Mayor, Ron Rowlett*

**D. Directors Reports:**

**1. Projects**

**2. Planning**

**3. Programs**

**9. CONSENT CALENDAR**

The Consent Calendar Items A through N was approved by Board Member Patterson and a second by Board Member Price by the following roll call vote:

AYES: Bogue, Kott, Patterson, Price, Rowlett, Sampayan, Spering, and Wilson

NOES: None

ABSENT None

ABSTAIN None

**A. Meeting Minutes of the STA Board Meeting of June 10, 2020**

Recommendation:

Approve the Minutes of the STA Board Meeting of June 10, 2020.

**B. Draft Minutes of the STA TAC Meeting of June 24, 2020**

Recommendation:

Approve the Draft Minutes of the STA TAC Meeting of June 24, 2020.

**C. Fiscal Year (FY) 2019-20 Third Quarter Budget Report**

Recommendation:

Receive and file.

**D. Extension of Solano County Intercity Taxi Scrip Program Memorandum of Understanding (MOU) through June 30, 2022**

Recommendation:

Authorize the Executive Director to extend the amended Solano County Intercity Taxi Card Program MOU between transit agencies, the County, and STA through June 30, 2022.

**E. Fiscal Year (FY) 2020-21 Transportation Development Act (TDA) Matrix – July 2020 – City of Vacaville (City Coach) and City of Fairfield (FAST)**

Recommendation:

Approve the following:

1. The July 2020 TDA Matrix for FY 2020-21 which includes the TDA Claim for the City of Vacaville (City Coach) and the City of Fairfield (FAST) as shown in Attachment B; and
2. Authorize the Executive Director to request that MTC shift \$150,000 in RM2 Funds from the Green Express to the Red Line for FY 2020-21 and FY 2021-22.

**F. Mobility Management Contract Amendment - Faith in Action Volunteer Driver Program for Seniors**

Recommendation:

Authorize the Executive Director to enter into a one-year contract with Faith in Action for an amount not-to-exceed \$56,000 to provide Transportation Services for Seniors.

**G. Local Taxi Card Benicia-Vallejo Solano County Transit (SolTrans) Program**

Recommendation:

Authorize the Executive Director to extend the agreement with SolTrans to manage the Local Taxi Card Program for Benicia and Vallejo and participation agreements with the local taxi providers for 2 years at a cost not-to-exceed \$200,000.

**H. Local Early Action Planning (LEAP): Housing Element Consultant Agreement**

Recommendation:

Authorize the Executive Director to:

1. Enter into a funding agreement with the Cities of Benicia, Dixon, Rio Vista, Suisun City and Vallejo to administer consultant services related to their Housing Element Updates;
2. Issue an RFP/RFQ for the development of Housing Elements in order to comply with the upcoming sixth Regional Housing Needs Allocation cycle for the Cities of Benicia, Dixon, Rio Vista, Suisun City and Vallejo; and
3. Enter into a consultant agreement for an amount not-to-exceed \$455,000 for the development of Housing Elements for the Cities of Benicia, Dixon, Rio Vista, Suisun City and Vallejo.

**I. Bay/Vine Trail Application for Urban Greening Grant**

Recommendation:

Authorize the Executive Director to submit an application for \$450,000 to the Urban Greening Grant program for the Vallejo Bay/Vine Trail Project.

**J. Video Production Services – James Thomas Contract Amendment**

Recommendation:

Authorize the Executive Director to enter into contract amendment with James Thomas in an amount not-to-exceed \$40,000 for video production consultant services for STA and STA managed programs for FY 2020-21.

**K. Moving Solano Forward III: Solano County Recovery and Resilience Strategy**

Recommendation:

Approve the following:

1. Approve \$10,000 as contribution toward the Solano Economic Development Corporation's (EDC) Moving Solano Forward III: Solano County Recovery and Resilience Strategy; and
2. Authorize the STA Executive Director to enter into a funding agreement with Solano EDC for this effort.

**10. ACTION FINANCIAL ITEMS**

**A. Bay Area Air Quality Management District (BAAQMD) Transportation Fund for Clean Air (TFCA) Fiscal Year (FY) 2020-21 County Program Manager Fund**

Triana Crighton reviewed and outlined the application and selection process of these projects and allocations that have been reviewed by Solano County's BAAQMD representatives.

She noted that STA staff considered the overall cost-effectiveness and potential to reduce greenhouse gas emissions and is recommending to allocate \$31,050 for the Cal Maritime EV charging stations, \$1,600 for Cal Maritime's EV Hybrid Van; \$120,000 for Travis Air Force Base's EV charging stations, and \$99,500 for Suisun's Crystal Middle School Traffic Calming project. Finally, Paradise Valley Estates requested \$40,000 in order to run a Pilot Shuttle using an Autonomous Electric Shuttle to transport residents and guests to and from various areas of the large estate. Due to Cost-Effectiveness constraints, STA staff recommends funding \$12,200 of the request.

Board/Public Comments:

None presented.

Recommendation:

Approve the allocation of FY 2020-21 BAAQMD TFCA County Program Manager Funds as follows:

1. \$35,000 for the City of Vallejo's EV Fleet Chargers;
2. \$17,500 for the City of Vallejo's Radar Feedback Signs Project;
3. \$26,000 for the City of Benicia's Panorama Drive School Safety Pedestrian Crossing Improvements;
4. \$45,950 for the City of Suisun City's Traffic Calming Project at Suisun and Dan O. Root Elementary Schools;
5. \$40,000 for Cal Maritime's DC EV Fast Charger;
6. \$20,000 for Cal Maritimes EV Van Purchase; and
7. \$12,000 for Paradise Valley Estates Optimus Ride Autonomous and Electric Pilot Shuttle

On a motion by Board Member Patterson, and a second by Vice Chair Sampayan, the STA Board approved the recommendation by the following roll call vote:

AYES: Bogue, Kott, Patterson, Price, Rowlett, Sampayan, Spering, and Wilson

NOES: None

ABSENT None

ABSTAIN None

**B. First and Last Mile Program/Microtransit Pilots Fiscal Year (FY) 2020-21**

Lloyd Nadal provided an update to the Benicia Lyft Program and Microtransit Service for the Solano Mobility Program. For the Benicia Lyft Program, he summarized the Lyft usage and cited that the Program has proven to be cost effective and staff will continue to work with SolTrans to increase awareness of this local alternative mode option. For the Microtransit service, he commented that based on recommendations made at Suisun City's Transit and STA Board workshops held in June 2020, staff is currently compiling a microtransit resource guide for operators and cities that will consist of both Mobility as a Service (MaaS) and Software as a Service (SaaS) models. To date, the Cities of Dixon, Rio Vista, and Suisun City have expressed interest in participating in one or more microtransit pilot programs.

Board/Public Comments:

None presented.

Recommendation:

Authorize the Executive Director to:

1. Expand the First and Last Mile Lyft Program to Suisun City;
2. Initiate steps to begin microtransit pilots within the Cities of Rio Vista and Dixon; and
3. Apply for a ~~\$2-million-dollar~~ grant from CARB's STEP Program to help plan and fund innovative microtransit and micromobility projects through the CBTP process.

On a motion by Board Member Price, and a second by Board Member Patterson, the STA Board approved the recommendation as amended shown above in ~~strikethrough bold italics~~ by the following roll call vote:

AYES:	Bogue, Kott, Patterson, Price, Rowlett, Sampayan, Sperring, and Wilson
NOES:	None
ABSENT	None
ABSTAIN	None

## 11. ACTION NON-FINANCIAL

### A. Transportation Fund for Clean Air (TFCA) Program Manager Guidelines

Robert Guerrero reviewed the updated guidelines that include the requirement for Rideshare Programs. He cited that STA staff is recommending the STA Board provide a comment letter seeking clarification on this new requirement. He added that this new requirement may restrict how the STA funds the Solano Rideshare Program without any guarantee that MTC would assist in funding the program, therefore, STA staff recommends the BAAQMD consider continued funding for the County Rideshare Programs. He concluded by stating that comment letters are due to BAAQMD by August 31, 2020.

Board/Public Comments:

None presented.

Recommendation:

Authorize the Executive Director to submit a comment letter in response to the Fiscal Year Ending 2021 Program Manager Transportation Fund for Clean Air Program Guidelines.

On a motion by Vice Chair Sampayan, and a second by Board Member Price, the STA Board approved the recommendation by the following roll call vote:

AYES:	Bogue, Kott, Patterson, Price, Rowlett, Sampayan, Sperring, and Wilson
NOES:	None
ABSENT	None
ABSTAIN	None

### B. Legislative Update

Vincent Ma reviewed Senate Bill 288 (SB 288) The Sustainable Transportation COVID-19 Recovery Act authored by Senator Scott Weiner would expand the exemptions to the California Environmental Quality Act (CEQA) in order to "fast-track" sustainable transportation projects to make the process more streamlined, cost-effective, and provide additional opportunities for job creation and assist with economic recovery from COVID-19. He noted that staff recommends supporting SB 288 as it aligns with STA's 2020 Legislative Platform, Legislative Objective #16: *"Support laws and policies that expedite project delivery,"* and Legislative Platform VII Project Delivery Item #3: *"Support legislation and/or administrative reform that result in cost and/or time savings to environmental clearance processes for transportation projects."* 18



Board/Public Comments:

None presented.

Recommendation:

Support SB 288 - The Sustainable Transportation COVID 19 Recovery Act.

On a motion by Board Member Wilson, and a second by Board Member Price, the STA Board approved the recommendation by the following roll call vote:

AYES:	Bogue, Kott, Patterson, Price, Rowlett, Sampayan, Spering, and Wilson
NOES:	None
ABSENT	None
ABSTAIN	None

**C. MTC Plan Bay Area Letter of Commitment for STA Priority Projects**

Robert Guerrero outlined each of the priority projects that underwent performance assessment process in Solano County. He commented that STA staff and its partners drafted letters and submitted letters to MTC for the I-80/I-680/SR 12 Interchange and the SR 37 Corridor Project, and that a third letter for the I-80 Express/Managed Lanes is currently under consideration. He concluded by noting that MTC has since requested that the letters of commitment be approved by each County Transportation Agency (i.e. STA Board) by August 31<sup>st</sup>.

Board/Public Comments:

Board Member Patterson asked if it would make sense to include the SR 37 Corridor Guiding Principles to the letter since it addresses the equity and conservation issues which proves that STA has been thinking about this for some time. STA staff concurred.

Recommendation:

Approve Plan Bay Area 2050 Letters of Commitment as included in Attachments A, B and C for the following Solano County Projects:

1. I-80/I-680/SR 12 Interchange Project
2. SR 37 Corridor Project
3. I-80 Express/Managed Lanes Project

On a motion by Board Member Price, and a second by Board Member Patterson, the STA Board approved the recommendation by the following roll call vote:

AYES:	Bogue, Kott, Patterson, Price, Rowlett, Sampayan, Spering, and Wilson
NOES:	None
ABSENT	None
ABSTAIN	None

**12. INFORMATIONAL – DISCUSSION**

**A. Follow-up from STA Board Transit Workshop/Update on MTC's Blue Ribbon Transit Recovery Task Force**

Daryl Halls noted that on June 29, 2020, MTC's Blue Ribbon Transit Recovery Task Force held its third meeting and after three hours of discussion recommended an allocation option for the remaining \$500 million of CARE Act transit funding (called Tranche 2) among the region's 26 transit operators. This included \$6.17 million for Solano County's three small fixed route transit operators (SolTrans, FAST and City Coach) and \$120,000 for Solano County's two rural operators (Readi-Ride and Delta Breeze).

He added that the San Francisco Bay Ferry also received \$6.2 million, and that this recommendation is scheduled to be considered by the full MTC Commission at their meeting of July 22, 2020 after a stop at MTC's Programming and Allocation Committee on July 8, 2020. He concluded by stating that the Federal CARE Act funds are one time only funding intended to help the nation and region's transit operators sustain service through 2020. \$2.3 million in CARE Act funds from Tranche 2 are needed to fully fund the FY 2020-21 SolanoExpress budget adopted by the STA Board.

**B. SolanoExpress Marketing Update**

Vincent Ma provided an update to the new marking campaign for SolanoExpress bus service. He cited that the campaign includes a new theme and images for distribution to select bus shelters, print publications, online media, and social media channels. He also noted that the longer-term efforts, a near-term COVID-19 focused marketing campaign, was also developed to share new safety protocols which were adopted by the STA Board on June 10, 2020 and effective beginning June 15, 2020. He concluded by noting that in preparation for the partially restored service, new SolanoExpress Service Guides are being designed and printed with the assistance of staff from SolTrans and FAST. This guide will include the new schedule adopted by the STA Board at their June 10<sup>th</sup> meeting.

**C. SolanoExpress Capital Projects Update**

Anthony Adams reviewed the status and various implementation stages of several SolanoExpress capital projects; Fairfield Transportation Center Slip-Ramp, York St., Transit Expansion and Streetscape, TIRCP Projects, and Solano I-80 Managed Lanes.

**D. Update on SB 1 Funded Local Streets and Roads Projects**

Erika McLitus reviewed and outlined the various local streets and roads projects funded through SB 1 which includes 65 road repair projects in Benicia, the McCormick Road Resurfacing Project in Rio Vista, road repair of over 50 streets in Dixon, repair of Business Center Drive in Fairfield, installation of 48 curb ramps in Suisun, the 2020 Pavement Preservation Project in Vacaville, and the Rollingwood Drive Paving Project in Vallejo.

**NO DISCUSSION**

**E. Development of Paratransit COVID-19 Safety Protocols**

**F. Solano-Napa Activity Based Model (SNABM) Update**

**G. Solano Mobility Programs Update**

**H. Summary of Funding Opportunities**

**I. 2020 STA Board and Advisory Committee Meeting Schedule**

**13. BOARD MEMBER COMMENTS**

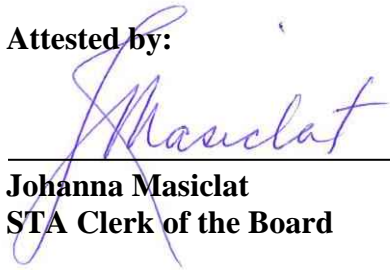
**14. ADJOURNMENT**

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

p.m. The next STA Board meeting is scheduled at

**6:00 p.m., Wednesday, September 9, 2020** tentatively via Zoom.

**Attested by:**



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**Johanna Masiclat**  
**STA Clerk of the Board**

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*Solano Transportation Authority*

**TECHNICAL ADVISORY COMMITTEE  
DRAFT Minutes for the Virtual Meeting of  
August 26, 2020**

**1. CALL TO ORDER**

The regular meeting of the STA's Technical Advisory Committee (TAC) was called to order by Daryl Halls at approximately 1:30 p.m. via Zoom.

**TAC Members**

<b>Present:</b>	William Tarbox	City of Benicia
	Joe Leach	City of Dixon
	Paul Kaushal	City of Fairfield
	Robin Borre ( <i>Joined the meeting during Agenda Item 7.A</i> )	City of Rio Vista
	Matt Medill	City of Suisun City
	Tracy Rideout	City of Vacaville
	Terrance Davis	City of Vallejo
	Jason Riley for Matt Tuggle	County of Solano

**TAC Members**

<b>Absent:</b>	Matt Tuggle	County of Solano
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**STA Staff and**

<b>Others Present:</b>	<i>(In Alphabetical Order by Last Name)</i>	
	Anthony Adams	STA
	Karin Bloesch	STA/SR2S
	Tim Burke	City of Vacaville
	Ada Chan	ABAG
	Pat Carr	Solano County Transit (SolTrans)
	Matt Gleason	City of Vallejo
	Ron Grassi	STA
	Robert Guerrero	STA
	Daryl Halls	STA
	Beth Kranda	SolTrans
	Johanna Masiclat	STA
	Corester McLemore	STA/SR2S
	John McKenzie	Caltrans, District 4
	Debbie McQuilkin	STA
	Erika McLitus	STA
	Brent Rosenwald	STA
	Dan Sequeira	City of Benicia
	Sue Violette	STA/SR2S

**2. APPROVAL OF THE AGENDA**

On a motion by Terrance Davis, and a second by William Tarbox, the STA TAC unanimously approved the agenda. (7 Ayes, 1 Absent – Rio Vista)

**3. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**4. REPORTS FROM MTC, STA, AND OTHER AGENCIES**

STA staff provided an update to the following:

- A. Highway Safety Improvement Program (HSIP) Cycle 10 Update presented by Anthony Adams
- B. Solano Safe Routes to School (SR2S) Program Annual Report Fiscal Year (FY) 2019-20 and 2020-21 School Year Engagement Plan presented by Karin Bloesch
- C. Update from Transit Consortium presented by Ron Grassi

**5. CONSENT CALENDAR**

On a motion by Matt Medill, and a second by Paul Kaushal, the STA TAC unanimously approved the Consent Calendar Items A and B. (7 Ayes, 1 Absent – Rio Vista)

**A. Minutes of the TAC Meeting of June 24, 2020**

Recommendation:

Approve TAC Meeting Minutes of June 24, 2020.

**B. Adoption of SolanoExpress Health and Safety Plan**

Recommendation:

Forward a recommendation to the STA Board to adopt the Riding Together: Bay Area Healthy Transit Plan as a baseline set of measures that SolanoExpress will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.

**6. ACTION FINANCIAL ITEMS**

**A. Countywide Transportation Electrification Update and Implementation**

Anthony Adams cited that as part of this mandate to reduce GHG, the STA is working to develop and implement strategies across the County and for member agencies to have a roadmap for electrification. He outlined the multiple elements (Consumer Vehicle Chargers, Transit Electrification, and Freight Electrification) that include implementing capital improvements to put in place charging infrastructure throughout the county. He concluded by summarizing staff's recommendation to commit \$500,000 in FY 2020-21 LCTOP funding towards SolTrans for inductive charging implementation at Vallejo Transit Center and Curtola Transit Facility.

Recommendation:

Forward a recommendation to the STA Board to commit \$500,000 in FY 2020-21 LCTOP funding towards SolTrans for inductive charging implementation at Vallejo Transit Center and Curtola Park & Ride.

On a motion by Terrance Davis, and a second by William Tarbox, the STA TAC unanimously approved the recommendation. (7 Ayes, 1 Absent – Rio Vista)

*Robin Borre, City of Rio Vista, joined the meeting at this time.*

## **7. ACTION NON-FINANCIAL ITEMS**

### **A. Active Transportation Program (ATP) Cycle 5 Letters of Support**

Brent Rosenwald reviewed the application process for ATP Cycle 5 and outlined the three member agencies that intend to submit applications for ATP Cycle 5: Fairfield, Vacaville, and Vallejo. He added that STA will be assisting Vacaville in the submission of their Ulatris Creek Gap Closure application as it dovetails with a previous Transit and Intercity Rail Capital Program (TIRCP) project and the upcoming I-80 Managed Lanes Project. He requested that the TAC approve staff's recommendation to forward to the STA Board to authorize the Executive Director to submit a Letter of Support for each Solano County project submitting an application to the Active Transportation Program Cycle 5.

#### Recommendation:

Forward a recommendation to the STA Board to authorize the Executive Director to submit a Letter of Support for each Solano County project submitting an application to the Active Transportation Program Cycle 5 as outlined in Table 1.

On a motion by Terrance Davis, and a second by Paul Kaushal, the STA TAC unanimously approved the recommendation. (8 Ayes)

## **8. INFORMATIONAL ITEMS – DISCUSSION**

### **A. I-80/I-680/State Route 12 (SR 12) Interchange Package 2A Project**

Daryl Halls commented that staff worked with Caltrans, the Metropolitan Transportation Commission (MTC), and the California Transportation Commission (CTC) to fund a cost increase of \$16.7 M, which was funded with STIP funds programmed for Fiscal Year (FY) 2021-22. He added that this additional STIP funding is a loan from future RM 3 funds dedicated to the Interchange, and that the CTC advanced the STIP funds one year along with the SB 1 TCEP construction allocation funding in August 2020. He concluded by noting that with that, and because the Project is being delivered with the Construction Manager/General Contractor (CM/GC) method, construction will begin in September 2020.

### **B. Regional Measure 3 (RM 3) Highway Projects Update**

Daryl Halls provided an update to the status of RM 3 highway projects in Solano County. He provided an overview on the I-80 Express Lanes (Red Top Rd. to I-505 in the Cities of Fairfield and Vacaville), I-80/I-680/SR 12 Interchange in the City of Fairfield, I-80/I-680/SR 12 Interchange in the City of Fairfield (Package 2A), I-80 Westbound Cordelia Truck Scales Relocation, and SR 37.

### **C. Metropolitan Transportation Commission (MTC) Draft Annual Federal Obligation Plan Fiscal Year (FY) 2020-21**

Erika McLitus reported that as of January 31, 2020, 17% of the targeted Surface Transportation Program (STP)/Congestion Mitigation and Air Quality Improvement (CMAQ) Obligation Authority (OA) had been obligated, compared with 30% in 2016, 45% in 2017, 75% in 2018, and 63% in 2019. She added that by March 31, 2020, 59% of the STP/CMAQ OA had been delivered, and noted that the goal of the region is to have 100% OA delivery by January 31<sup>st</sup>, so that projects may capture favorable bids and proceed to construction over the summer construction season.



## **NO DISCUSSION**

### **D. Legislative Update**

### **E. Solano Safe Routes to School (SR2S) Program Annual Report Fiscal Year (FY) 2019-20 and 2020-21 School Year Engagement Plan**

### **F. Commuter/Employer Programs Annual Report for Fiscal Year (FY) 2019-20**

### **G. Fiscal Year (FY) 2019-20 Solano Mobility Programs Year End Update**

- 1. Travel Training**
- 2. Countywide ADA In-Person Eligibility Program**
- 3. Taxi Card Program utilizing the PEX card**
- 4. Medical Trip Concierge using GoGo Grandparents**

### **H. Solano Mobility Call Center/Transportation Depot Fiscal Year (FY) 2019-20 Annual Update**

### **I. Fiscal Year (FY) 2019-20 Abandoned Vehicle Abatement (AVA) Program Third Quarter Report**

### **J. Summary of Funding Opportunities**

## **9. UPCOMING TAC AGENDA ITEMS**

## **10. ADJOURNMENT**

The meeting was adjourned at 2:25 p.m.

The next regular meeting of the Technical Advisory Committee is scheduled at **1:30 p.m., Wednesday, September 30, 2020**, tentatively scheduled as a Zoom Meeting



DATE: August 24, 2020  
TO: STA Board  
FROM: Susan Furtado, Accounting and Administrative Services Manager  
RE: Fiscal Year (FY) 2020-21 Indirect Cost Allocation Plan (ICAP) Rate Application for Caltrans

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**Background:**

In compliance with Caltrans Local Program Procedures (LPP) 04-10 and Office of Management and Budget (OMB) Circular A-87, the STA is required to submit an annual ICAP Rate Application to Caltrans to enable STA to continue to charge an indirect cost allocation for federal and state funded projects. The ICAP Rate Application submitted and approved is based on the annual budget as a fixed rate with a carry-forward provision plan. A fixed rate with carry-forward provision is a rate subject to adjustment when actual expenditures for the fiscal year are audited. The difference between the estimated cost and the actual audited cost is carried forward as an adjustment to the second fiscal year following the adjusted year.

The FY 2018-19 ICAP rate is adjusted to reflect the actual and audited indirect cost expenditures using the audited financial statement and reports. The FY 2018-19 indirect cost expenditure is increased by the amount of \$37,036.70 based on actual audited administration expenditures for the fiscal year. This adjustment is reflective of the ICAP Rate exclusions under the statutory and administrative limitations in accordance with OMB Circular A-87 and the Code of Federal Regulations (CFR) Title 2 Grants and Agreements Part 225 Appendix B. This adjustment is carried forward as an increase to the FY 2020-21 ICAP Rate application.

**Discussion:**

The STA's FY 2020-21 ICAP Rate application result is at 55.10% (Attachment A). With the approval of this ICAP Rate, STA will be able to charge Indirect Cost to federal funds and other project funds that requires the use of the ICAP Rate. The ICAP Rate for FY 2020-21 will allow STA to get a total indirect cost reimbursement in the amount of approximately \$75,000 to be reimbursed under the Congestion Mitigation and Air Quality Program (CMAQ) and the Office of the Traffic Safety (OTS) grants for the Mobility Program.

**Fiscal Impact:**

The proposed ICAP Rate for FY 2020-21 of 55.10% will allow approximately \$75,000 of indirect cost to be reimbursed under the grants for the Solano Mobility and the Safe Routes to School Program.

**Recommendation:**

Approve the following:

1. STA's ICAP Rate Application for FY 2020-21 at 55.10%; and
2. Authorize the Executive Director to submit the ICAP Rate Application to Caltrans.

Attachment:

- A. Fiscal Year (FY) 2020-21 ICAP Rate Calculation



### Fixed with Carry Forward Calculation

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
<b>Approved Rate</b>	<b>54.21%</b>	<b>59.76%</b>	<b>55.10%</b>
<b><u>INDIRECT COST CARRY FORWARD</u></b>			
Carry Forward		<b>Carry Forward</b>	<b>37,036.70</b>
Indirect Cost from Single Audit	<u><b>1,235,361.38</b></u>	Estimated Indirect Cost (FY 2021 Budget)	<u>\$1,310,817</u>
<b>Total Indirect Cost</b>	<b>1,235,361.38</b>	<b>Total Estimated Indirect Cost</b>	<u><b>1,347,853.70</b></u>
<b><u>Recovered Costs:</u></b>		Estimated Direct Salaries & Fringe Benefits (From FY 2021 Budget)	<u><b>\$2,446,242.00</b></u>
Direct Salaries & Fringe Benefits	2,210,523.30		
<b>Approved Indirect Rate</b>	<b>54.21%</b>		
Total Recovered Indirect Cost	1,198,324.68		
<b>Indirect Carry Forward</b>	<b>37,036.70</b>		
<b>DIRECT SALARIES &amp; FRINGE BENEFITS (Per Single Audit)</b>			
General Fund	1,901,983.75		
Special Revenue Fund	<u>308,539.55</u>		
<b>Total Direct Salaries &amp; Fringe Benefits</b>	<u><b>2,210,523.30</b></u>		



DATE: August 28, 2020  
TO: STA Board  
FROM: Brent Rosenwald, Planning Assistant  
RE: Active Transportation Program (ATP) Cycle 5 Letters of Support

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**Background:**

The Active Transportation Program (ATP) is a statewide funding program for bicycle and pedestrian projects, jointly administered by Caltrans and the California Transportation Commission (CTC). The ATP consolidates multiple state and federal funding sources into one program that aims to increase biking and walking trips throughout California. The Program began in 2014 with Cycle 1. It is a highly competitive grant program, with the Program being oversubscribed every cycle. Calls for projects occur in two rounds; first at the statewide level, and second at the regional level (administered in the Bay Area by the Metropolitan Transportation Commission, or MTC).

**Discussion:**

ATP Cycle 5 began their Call for Projects on March 26, 2020. Approximately \$220 million in funding will be available in the statewide Call for Projects, while \$37 million will be available in the regional Call for Projects administered by MTC. The funding will be available for programming in Fiscal Years (FYs) 2021-22 through 2024-25.

During ATP Cycle 4, two projects received high scores, but were ultimately not selected for funding due to overall funding limitations of the Program. These projects are the Fairfield West Texas Road Diet and the Vallejo Bluff Trail. Both of these project sponsors are planning to resubmit for Cycle 5.

In preparation for ATP Cycle 5, STA staff discussed potential applications with each member agency. Three member agencies intend to submit applications for ATP Cycle 5: Fairfield, Vacaville, and Vallejo. STA will be assisting Vacaville in the submission of their Ulati Creek Gap Closure application as it dovetails with a previous Transit and Intercity Rail Capital Program (TIRCP) project and the upcoming I-80 Managed Lanes Project.

Table 1 outlines the projects that each jurisdiction intends to submit applications for. Each project is identified in STA's Countywide Active Transportation Plan and has been identified as a priority project for funding by the Bicycle Advisory Committee (BAC) and the Pedestrian Advisory Committee (PAC). Staff is recommending that STA submit a Letter of Support for each project listed below.

TABLE 1

Jurisdiction	Project	Funding Request	Total Project Cost	Application Type
Fairfield	West Texas St. Road Diet	\$5-7 million	\$5-7 million	Medium
Vacaville	Ulati Creek Gap Closure	\$3 million	\$6 million	Medium
Vallejo	Vallejo Bluffs Trail	\$8 million	\$8 million	Medium

**Fiscal Impact:**

None.

**Recommendation:**

Authorize the Executive Director to submit a Letter of Support for each Solano County project submitting an application to the Active Transportation Program Cycle 5 as outlined in Table 1.

Attachment:

- A. CTC Schedule for ATP Cycle 5

## ATTACHMENT A

Below is the updated schedule for ATP Cycle 5 from CTC. The key date at this point is the submittal deadline for the statewide and regional programs of September 15, 2020.

<del>June 15, 2020</del> September 15, 2020	State ATP Applications Due to CTC (Statewide Program) Regional ATP Applications Due to MTC (Regional Program)
September 15, 2020	CTC releases staff recommendation for ATP Statewide Quick-build Pilot Program
December 2, 2020	ATP Statewide Quick-build Pilot Program Adoption: CTC scheduled to adopt the statewide quick-build pilot program
<del>October 31, 2020</del> February 15, 2021	CTC releases staff recommendation for ATP Statewide Competitive Program
<del>December 2, 2020</del> March, 2021	ATP Statewide Program Adoption: CTC scheduled to adopt the statewide program and transmit unsuccessful projects to the Regions for consideration
<del>December 16, 2020</del> March 31, 2021	MTC releases staff recommendation for ATP Regional Program
<del>January 2021</del> April 2021	Working Group discussions of staff recommendations
<del>January 13, 2021</del> April 13, 2021	MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program
<del>January 27, 2021</del> April 28, 2021	ATP Regional Program Adoption: MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
<del>April 1, 2021</del> June 1, 2021	TIP Amendment Deadline: Successful ATP project sponsors to submit 2021 TIP Amendment, including Resolution of Local Support

# Memorandum

**To:** CHAIR AND COMMISSIONERS

**CTC Meeting:** April 29, 2020

**From:** MITCH WEISS, Executive Director

**Reference Number:** 4.4, Action

**Prepared By:** Laurie Waters  
Associate Deputy Director

**Published Date:** April 17, 2020

**Subject:** Amendment to the 2021 Active Transportation Program Schedule, Resolution G-20-55, Amending Resolution G-20-31

## **Issue:**

Should the California Transportation Commission (Commission) approve the proposed amendment to the schedule for the 2021 Active Transportation Program?

## **Recommendation:**

Staff recommends the Commission approve an amendment to the 2021 Active Transportation Program as proposed in this book item.

Staff engaged with program stakeholders, including Regional Transportation Planning Agencies, Metropolitan Planning Organizations, cities, counties and advocacy groups through phone calls and emails to discuss hardships that Active Transportation Program applicants could face during the COVID-19 State of Emergency. Staff also held a virtual public workshop on April 8, 2020. In the workshop stakeholders were presented with potential schedule revision options to solicit input on what would be recommended to the Commission. Stakeholders expressed the following concerns:

- Many of the small agencies that apply for Active Transportation Program funds are not equipped to work remotely and will not be able to complete their application until they can return to working in their office.
- Active Transportation Program applicants are required to consult with their local health departments when developing their applications. Also, many Active Transportation Program applicants partner with local health departments to include a non-infrastructure component in their proposed project. However local health department staff have been redirected to duties related to the COVID-19



State of Emergency limiting their ability to participate in Active Transportation Program application development.

- Active Transportation Program applicants are required to conduct meaningful and recent stakeholder engagement when developing their applications. However, during the COVID-19 State of Emergency applicants cannot conduct planned stakeholder engagement.

To address these concerns, Commission staff recommends an approximately three-month delay to the all aspects of the 2021 Active Transportation Program including application submittal, evaluation, staff recommendation posting, and program adoption. The one exception to this proposal is for project applications for the Quick-Build Pilot Program. Because of this program's streamlined application process, staff is recommending only a one-month delay in application submittal.

The proposed schedule amendment to the 2021 Active Transportation Program schedule is outlined below.

<b>Program Milestones</b>	<b>Current Schedule</b>	<b>Amended Schedule (Staff Recommendation)</b>
Project applications deadline (postmark date) – Quick-Build Projects	June 15, 2020	July 15, 2020
Project applications deadline (postmark date) – All Other Project Types	June 15, 2020	Sept. 15, 2020
Staff recommendation for Quick-Build projects posted	Nov. 16, 2020	Sept. 15, 2020
Staff recommendation for statewide and small urban and rural portions of the program posted	Nov. 16, 2020	Feb. 15, 2021
Commission adopts Quick-Build projects	Dec. 2-3, 2020	Dec. 2-3, 2020
Commission adopts statewide and small urban and rural portions of the program	Dec. 2-3, 2020	Mar. 2021*
Projects not programmed distributed to large MPOs based on location	Dec. 2-3, 2020	Mar. 2021*
Deadline for MPO <u>Draft</u> project programming recommendations to the Commission	Jan. 18, 2021	Apr. 15, 2021
Deadline for MPO <u>Final</u> project programming recommendations to the Commission	Apr. 2, 2021	May 14, 2021
Commission adopts MPO selected projects	May 2021*	June 2021*

\*Exact dates will coincide with the Commission's 2021 meeting calendar.

This recommended schedule amendment addresses the impacts of COVID-19 State of Emergency as currently anticipated by providing additional time for agencies to complete applications while still allowing for sufficient application evaluation time. Furthermore, the amended schedule above will ensure the program meets its statutory deadline of adoption no later than July 1 of each odd year.

**Background:**

On March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20 placing into effect an order requiring all individuals in the State of California to stay at home or at their place of residence, to protect the health and well-being of all Californians due to the State of Emergency resulting from COVID-19.

The Commission adopted the 2021 Active Transportation Program guidelines on March 25, 2020. After guideline adoption the Commission opened the call for projects with an application due date of June 15, 2020. At the time of guideline adoption, the potential effects of the COVID-19 State of Emergency on applicants' ability to submit an application by June 15, 2020 was not known, but Commission staff committed to reevaluating the program schedule and bringing forward an amended schedule at the May meeting for Commission approval.

**Resolution G-20-55 Amending Resolution G-20-31**

Be it resolved, that the Commission adopts an amendment to the 2021 Active Transportation Program Schedule, outlined in the Amended Schedule above; and that the amended schedule is only applicable to the 2021 Active Transportation Program.



DATE: August 28, 2020  
TO: STA Board  
FROM: Vincent Ma, Marketing and Legislative Program Manager  
RE: Consulting Contract Amendment for SolanoExpress Marketing and Advertising for BB&B

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**Background:**

The STA manages and promotes a variety of transportation related programs and services. This includes the design, budget, and implementation of the marketing objectives for the SolanoExpress Intercity Transit program.

**Discussion:**

STA's consultant has worked with STA staff and staff from Solano County Transit (SolTrans) and Fairfield and Suisun Transit (FAST) to develop a new marketing campaign for the SolanoExpress bus service. This campaign includes the new theme and images for distribution to select bus shelters, print publication, online media, and social media channels. In addition to the longer-term efforts, a near-term COVID-19 focused marketing campaign was also developed to share new safety protocols adopted by the STA Board on June 10, 2020 and effective beginning June 15, 2020.

In preparation for the continued restoration of service, additional SolanoExpress marketing programs and marketing collateral are being designed and developed with the assistance of staff from SolTrans and FAST. These marketing campaigns will continue to promote the SolanoExpress service as a safe, affordable, and convenient alternative to single occupancy vehicles.

STA staff recommends that the STA Board approve a contract amendment with BB&B Business Group for the period July 1, 2020 – June 30, 2021 in the amount of \$15,000 annually.

**Fiscal Impact:**

Funding for marketing, including \$15,000 for these recommended consultant services, is incorporated in the approved FY 2020-21 STA budget through a combination of Active Transportation Program (ATP), One Bay Area Grant 2 (OBAG 2), State Transit Assistance Fund (STAF), Transportation Fund for Clean Air (TFCA), Transportation Development Act (TDA), and Yolo- Solano Air Quality Management District YSAQMD marketing accounts.

**Recommendation:**

Authorize the Executive Director to amend the consulting contract with BB&B for an amount not-to-exceed \$15,000 for marketing consultant services for Solano Express.

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DATE: August 31, 2020  
TO: STA Board  
FROM: Ron Grassi, Director of Programs  
RE: Fiscal Year (FY) 2020-21 Transportation Development Act (TDA) and State Transit Assistance Funds (STAF) for Solano Transportation Authority (STA)

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**Background:**

The Transportation Development Act (TDA) was enacted in 1971 by the California Legislature to ensure a continuing statewide commitment to public transportation. This law allowed counties to impose a one-quarter-cent tax on retail sales for this purpose. Proceeds are returned to counties based upon the amount of taxes collected, and are apportioned within the county based on population. To obtain TDA funds, eligible claimants must submit requests to their regional transportation agency that review the claims for consistency with TDA requirements. Solano County agencies submit TDA claims to Solano Transportation Authority (STA) and to the Metropolitan Transportation Commission (MTC), the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties.

State Transit Assistance Funds (STAF) are generated by sales tax on diesel fuel, and the amount of money available for transit agencies varies from year to year based on the ups and downs of diesel prices. The State splits the STAF program into two components:

- *Population-based funds:* MTC receives STAF funds based on our share of the population. The use of these funds is governed by MTC Resolution 4321 which established a STAF County Block Grant Program whereby the nine Bay Area Congestion Management Agencies determine how to invest the funds in public transit services/projects.
- *Revenue-based funds:* The State allocates funds to transit operators based on their revenue as defined by PUC 99314 (b).

**Discussion:**

On June 10, 2020 the STA Board approved TDA funds for FY 2020-21 in the amount of \$1,648,435 for transit programs, administration, coordination, and planning consistent with the STA's budget. The Board also approved the programming STAF Population based funds in the amount of \$2.9 million for FY 2020-21 and \$1,791,327 in FY 2019-20 carryover funds for FY 2020-21. The approved claims for TDA and STAF are within the parameters of available funds and consistent with STA's FY 2020-21 Budget.

On July 17, 2020 STA staff was notified by MTC that the STA Board resolution approved on June 10, 2020 needed some additional language in order to access the State Transit Assistance Funds. Since there was no STA Board meeting in August, STA staff is bringing a revised resolution for Board approval at this time (Attachment A).

**Fiscal Impact:**

No additional financial impact to STA as these claim amounts are consistent with the proposed FY 2020-21 STA Budget.

**Recommendation:**

Approve STA Resolution No. 2020-04 (Attachment A) authorizing the STA's filing of a claim with MTC for the allocation of TDA and STAF funds in accordance with the STA's FY 2020-21 Budget.

Attachments:

A. STA Resolution No. 2020-04

**RESOLUTION NO. 2020-04**

**RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY AUTHORIZING  
THE FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION  
COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT  
AND STATE  
TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2020-21**

**WHEREAS**, the Transportation Development Act (TDA), (Pub. Util. Code Section 99200 et seq.), provides for the disbursement of funds from the Local Transportation Fund of the County of Solano for use by eligible claimants for the purpose of transit operations, paratransit operations, planning, administration, passenger rail service and capital projects; and

**WHEREAS**, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations there under (21 Cal. Code of Regs. 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Metropolitan Transportation Commission; and

**WHEREAS**, the State Transit Assistance Fund (STAF) is created pursuant to Public Utilities Code 99310 (et. seq.); and

**WHEREAS**, the STAF fund makes funds available pursuant to Public Utilities Code 99313.6 for allocation to eligible applicants to support approved transit projects; and

**WHEREAS**, the Solano Transportation Authority is an eligible claimant for TDA and STAF as defined by PUC Section 99203 and PUC Section 99233.12, as attested by the Solano Transportation Authority's opinion of counsel dated July 10, 2020; and

**WHEREAS**, TDA funds from the Local Transportation Fund of Solano County and STAF will be required by claimant in Fiscal Year 2020-21 for the purposes of transit operations, paratransit operations, planning, administration, passenger rail service and capital projects; and

**WHEREAS**, the Solano Transportation Authority is an eligible claimant for TDA pursuant to Public Utilities Code sections 99400, 99402, and 99313 as attested by the opinion of Solano Transportation Authority Legal Counsel; and

**WHEREAS**, a portion of the funds requested shall be used for operating and maintenance for the Suisun City AMTRAK station and for Solano County paratransit operations.

**NOW, THEREFORE, BE IT RESOLVED** by the Solano Transportation Authority that the Executive Director or his designee is authorized to execute and file an appropriated TDA and STAF claim together with all necessary supporting documents, with the Metropolitan Transportation Commission for an allocation of TDA and STAF funds in Fiscal Year 2020-21.

**BE IT FURTHER RESOLVED** that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim; and the Metropolitan Transportation Commission be requested to grant the allocation of funds as specified herein.

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Ron Rowlett, Chair  
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 9<sup>th</sup> day of September 2020  
by the following vote:

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

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

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that  
the above and foregoing resolution was regularly introduced, passed, and adopted by said  
Authority at a regular meeting thereof held this 9th day of September 2020.

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Daryl K. Halls, Executive Director  
Solano Transportation Authority





DATE: August 28, 2020  
TO: STA Board  
FROM: Anthony Adams, Project Manager  
RE: Transit and Intercity Rail Capital Program (TIRCP) Allocation and California Environmental Quality Assessment (CEQA) Approval for Solano Regional Transit Improvements Phase 2

---

**Background:**

The goals of the Transit and Intercity Rail Capital Program are to provide monies to fund transformative capital improvements that modernize California's intercity rail, bus (including feeder buses to intercity rail services, as well as vanpool services that are eligible to report as public transit to the Federal Transit Administration), ferry, and rail transit systems to achieve all of the following objectives:

1. Reduce emissions of greenhouse gases
2. Expand and improve transit service to increase ridership
3. Integrate the rail service of the state's various rail operations, including integration with High-Speed Rail
4. Improve transit safety

For TIRCP 2018, STA submitted a \$24.4M application for Solano Regional Transit Improvements. On April 26, 2018 the California State Transportation Agency (CalSTA) informed STA that our grant submittal was being recommended for \$10.788M in funding. A summary list of awarded projects can be found at this [link](#). The awarded components from TIRCP 2018 consist of:

- Fairfield Transportation Center - \$3M
- Fairgrounds Dr. in Vallejo - \$1.1M
- Santa Clara Ave. in Vallejo/Adjacent to Vallejo Transit Center - \$1.8M
- 13 Electric SolanoExpress Buses - \$2.7M
- Electrification Plans for FAST and SolTrans - \$2M

Building on this success, STA applied for a second round of TIRCP funding in January 2020. In May of 2020, CalSTA announced that STA was awarded the full request from the Solano Regional Transit Improvements Phase 2 application. The total application amount is \$18M with \$11M being awarded of TIRCP funding. Awarded Application Elements for TIRCP 2020:

- Network Integration Planning for Bus Rapid Transit Lite Implementation - \$1.1M
- In-Line Inductive Charging Infrastructure for SolanoExpress - \$2.7M
- SolanoExpress Operational, Capital, and Access Improvements - \$4.6M
- Parking and Access Improvements at the Fairfield-Vacaville Hannigan Station - \$2M

**Discussion:*****TIRCP 2020 Allocation & Schedule***

STA and our partner agencies have an aggressive schedule planned to implement these needed plans and projects. Attachment A shows remaining the TIRCP 2018 and TIRCP 2020 project components that are yet to receive allocation.

As is referenced in the attachment, three components will be requesting funding allocation at the October California Transportation Commission (CTC):

1. SolanoExpress Bus Rapid Transit Lite and Electrification Plan - \$550k
2. SolanoExpress Network Integration with Regional Transit Study - \$550k
3. In-Route Inductive Charging for SolanoExpress PS&E Phase - \$1M

A requirement of this allocation is that each component must obtain California Environmental Quality Assessment (CEQA) clearance. The previously referenced study and plan have a “notice of exemption” (NOE) that has been provided to Caltrans. The In-Route Inductive Charging PS&E phase must submit a CEQA document with the corresponding Counties where the work will be done. As this project is an in-fill transit project, it will receive a “Categorical Exemption” (CE) under category 1, as defined under state CEQA guidelines.

As STA will be the project sponsor and implementing agency for the PS&E phase of the In-Route Inductive Charging for SolanoExpress, STA Board must approve the project prior to the CEQA document being signed by the Executive Director. If the Board approves the item, the CEQA CE document will be filed at the Solano County and Contra Costa County recorders offices.

**Fiscal Impact:**

\$2.1M in TIRCP funding will be allocated towards three project components. \$100k in STAF funds have been previously programmed as a match to these funds.

**Recommendation:**

Approve the following:

1. Approve the California Environmental Quality Assessment (CEQA) Categorical Exclusion (CE) under category 1, as defined under state CEQA guidelines, for In-Route Inductive Charging for SolanoExpress; and
2. Authorize the Executive Director to sign the California Environmental Quality Assessment (CEQA) Categorical Exclusion (CE) under category 1, as defined under state CEQA guidelines, for In-Route Inductive Charging for SolanoExpress.

Attachment:

- A. TIRCP 2018 and TIRCP 2020 project allocation schedule 8-6-20

STA Planned Allocation Schedule 8/6/2020					
TIRCP Funded Element	Scope of Work	CTC Meeting Allocation Request	Phase Requested	Amount Requested	Remaining TIRCP Amount from Element
BRT Lite Transition and Electrification Study	Plan for capital projects needed to transition the SolanoExpress	Oct-20	CON	\$ 550,000	\$ -
Network Integration Study and Equipment	Coordinate SolanoExpress schedule with WETA, BART and Capitol Corridor. Identify software and hardware to keep bus for late connecting trips.	Oct-20	CON	\$ 550,000	\$ -
Inductive Charging at Regionally Significant Transit Facilities	Design and stamp plans for inductive charging at 5 regionally significant transit facilities	Oct-20	PS&E	\$ 500,000	\$ 2,200,000
Improvements at the Fairfield Transportation Center	New SolanoExpress Bus Stop on I-80 WB on-ramp @ West Texas St. Construct new pedestrian path along south side of West Texas St. connecting to FTC.	Mar-21	PS&E	\$ 300,000	\$ 2,250,000
Electric Over-the-Road Coach 45-ft *Pilot*	Purchase one fully electric over-the-road coach as a pilot on the SolanoExpress Yellow Line	Mar-21	CON	\$ 1,100,000	\$ 1,600,000
Inductive Charging at Regionally Significant Transit Facilities	Install and operate inductive charging at 5 regionally significant transit facilities	Oct-21	CON	\$ 2,200,000	\$ -
Improvements at the Vacaville Transit Center	Bike/Ped Access Improvements in coordination with approved TOD housing around Vacaville Transit Center. Install TSP and Ticketing improvements on routes that serve VTC.	Jun-22	CON	\$ 2,050,000	\$ -
Improvements at the Fairfield-Vacaville Hannigan Train Station	Open up South Portal of Hannigan Train Station and construct pedestrian promenade and Class I path connecting to community. Construct an additional 119 parking spaces including landscaping, lighting, and electric charging stations	Jun-22	CON	\$ 2,000,000	\$ -
Improvements at the Fairfield Transportation Center	New SolanoExpress Bus Stop on I-80 WB on-ramp @ West Texas St. Construct new pedestrian path along south side of West Texas St. connecting to FTC.	Jun-22	CON	\$ 2,250,000	\$ -
Electric Over-the-Road Coach 45-ft *Pilot*	Purchase remaining 12 fully electric over-the-road coaches for SolanoExpress (Will require an extension of funding deadline)	Jun-24	CON	\$ 1,600,000	\$ -
				TIRCP 2020	\$ 10,400,000
				TIRCP 2018	\$ 2,700,000
10.4 Total TIRCP Remaining				\$	13,100,000

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DATE: August 28, 2020  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: I-80/I-680/State Route (SR) 12 Interchange - Construction Package 2A Project Implementation

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**Background:**

Since 2001, STA staff has been working with project consultants, Caltrans and the Federal Highway Administration (FHWA) to complete improvements to the I-80/I-680/SR 12 Interchange Complex. Several projects have already been completed since this time, including the I-80 High Occupancy Vehicle (HOV) Lanes, the North Connector East Project, the I-80 Eastbound Cordelia Truck Scales Relocation and the I-80/I-680/SR12 Interchange Construction Package 1 Project.

The I-80/I-680/SR 12 Interchange Project is planned to be implemented through 8 individual construction packages. Construction Packages 1-3 are now in various phases of implementation. The Initial Construction Package (ICP) construction contract has been completed and ICP is in the closeout phase, Construction Package 2B (I-680/Red Top Road Interchange) is in construction, and Construction Package 3 (Westbound I-80 to Southbound I-680 Connector) has been designed to the 65% level. Construction Package 2A (Westbound SR 12 to Eastbound I-80), which is the subject of this staff report, has just received the construction allocation and is ready for the construction to start.

**Discussion:**

As mentioned above, Construction Package 2A Project is now entering the construction phase. Contra Costa County Real Estate Division (CCCco) was retained by STA to provide right-of-way acquisition services for the I-80/I-680/SR12 Interchange – Construction Package 2A.

Now that the Construction Package 2A Project is starting construction, it is an appropriate time to re-evaluate the level of effort required to complete the right-of-way acquisition services. While construction is ready to start, the right-of-way work remains as the cases for 4 properties have been filed for condemnation. Based on activities remaining, STA staff is recommending the Board approve a contract amendment for the Contra Costa Real Estate Division for the I-80/I-680/SR12 Interchange – Construction Package 2A in a not-to-exceed amount of \$50,000, which would be funded with Bridge Toll funds programmed for the project.

**Fiscal Impact:**

The additional right of way acquisition services for the I-80/I-680/SR12 Interchange – Construction Package 2A will be funded with bridge toll funds.

**Recommendation:**

Approve the following:

1. Contract amendment for the Contra Costa Real Estate Division in the not-to-exceed amount of \$50,000, to complete the right of way acquisition services for the I-80/I-680/SR12 Interchange – Construction Package 2A; and
2. Authorize the Executive Director to sign the contract amendment.



DATE: August 28, 2020  
TO: STA Board  
FROM: Anthony Adams, Project Manager  
Brandon Thomson, Transit Manager  
RE: Solano Countywide Electrification Status and Implementation

---

**Background:**

The State of California will be required to cut emissions from transportation over the next decade. Currently, transportation emissions are 37% of statewide greenhouse gas emissions, 83% of statewide NO<sub>x</sub> emissions and 95% of statewide diesel emissions.

The Global Warming Solutions Act of 2006, or Assembly Bill 32, began the State's fight against global warming by establishing a comprehensive program to reduce Greenhouse Gas (GHG) emissions by 15% from all sources throughout the state by 2020. In 2016, Senate Bill 32 (SB 32) was passed, which mandates to reduce GHG emissions 40% below 1990 levels by 2030. These laws serve to guide regulatory, funding, and implementation agencies in how best to develop for the future.

The California Air Resources Board (CARB) adopted the Innovative Clean Transit (ICT) Regulation in December 2018. This regulation requires all public transit agencies to gradually transition to a 100 percent zero-emission bus (ZEB) fleet. Beginning in 2029, 100% of new purchases by transit agencies must be ZEBs, with a goal for full transition by 2040. It applies to all transit agencies that own, operate, or lease buses with a gross vehicle weight rating (GVWR) greater than 14,000 lbs. It includes standard, articulated, over-the-road, double-decker, and cutaway buses.

In June 2020, CARB also approved the Advanced Clean Trucks Regulation (ACTR), mandating that, among other things, that 5% of all Class 7 and Class 8 trucks sold be electric beginning in 2024. Under the Plan, the percentage of medium and heavy electric trucks sold would increase each year, topping out at 40% annually from 2032 and beyond. CARB is also working on a proposal that would as early as 2021 or 2022 would require truck fleets to take on a responsibility to purchase zero-emission electric vehicles.

**Discussion:**

As part of this mandate to reduce GHG, the STA is working to develop and implement strategies across the County and for our member agencies to have a roadmap for electrification. There are multiple elements to this, including planning and implementing capital improvements to put in place charging infrastructure throughout the county.

*Consumer Vehicle Chargers*

In 2015, the STA received a grant from the California Energy Commission to conduct the Solano Electric Vehicle (EV) Transition Program. This Program seeks to identify and overcome barriers to the deployment of electric vehicles in Solano County through public outreach and education, a streamlined permit process for installing charging stations, and analysis of future charging station needs throughout the county. The goal is to help make it easier for those who want to own an

electric vehicle to find resources and places to charge. On April 11, 2018, the STA Board adopted the Solano EV Program Final Report.

As of June 2020, there are a little more than 18,000 publicly-available vehicle chargers statewide. With the State goal of five million electric vehicles on the road by 2030, more chargers will be needed to accommodate current and upcoming demand. In the past 3 years, STA has invested over \$180k in charging infrastructure, which will result in 58 EV chargers being added to the County network.

Status: On January 2020, the STA Board approved \$100k per year from Transportation for Clean Air (TFCA) Program Manager Funds towards electric charging infrastructure. STA is reaching out to businesses and planned affordable multi-family housing developments. To assist with design and construction of these facilities, STA is also proposing to hire an on-call Design/Build contractor that award recipients can utilize to implement charging infrastructure projects.

#### *Transit Electrification*

STA adopted an Alternative Fuels Plan in 2013 which calls for the divestment away from fossil fuels to power Solano County's transit fleets. Since the adoption of this Plan, STA, Solano County Transit (SolTrans), and Fairfield and Suisun Transit (FAST) have been successful in obtaining a total of 6 grants going towards electrification infrastructure or to purchase electric buses. With over \$14M in competitive grants received towards electrification as follows:

- STA: \$8M
- SolTrans: \$3.65M
- FAST: \$2.4M

STA's grant awards came from the Transit and Intercity Rail Capital Program (TIRCP) for electrification of the SolanoExpress fleet. SolTrans and FAST both received Federal Transit Administration (FTA) grants to for electrification infrastructure at their maintenance yards. To date each of Solano's five transit operators are moving forward with electrification at various stages, see Attachment A.

Status: SolTrans and FAST are currently in the process of planning the electrification of their corporation yards and the conversion of their fleets from diesel to electric. FAST is expected to have their plan done in March 2021 and subsequently undergo design engineering for their maintenance yard. SolTrans is further along in this process, with design engineering expected to be completed in November/December 2020 and bidding for the construction of inductive charging to begin in February/March 2021.

To line up with this delivery schedule, SolTrans is purchasing a 45 ft BYD CM10 to run on the SolanoExpress Yellow Line in March 2021; funded by STA's 2018 TIRCP award. To identify which inductive charging provider will be used on this route, SolTrans issued an Invitation for Bid (IFB) on August 14<sup>th</sup> for one On-Ground inductive charger 150+ kWh to be supplied and installed at the Curtola Transit facility. Once the inductive charging provider is selected, SolTrans will utilize \$500k in their existing Low Carbon Transit Operations Program (LCTOP) funding to purchase and install inductive in-route charging at the Vallejo Transit Center and the Curtola Transit Facility. Since this investment is targeted at SolanoExpress electrification, a priority of STA, STA staff is recommending to commit \$500k in future (Fiscal Year 2021-22) LCTOP funding to reimburse SolTrans for their investment in SolanoExpress electrification.



To achieve consistency throughout the County, and to attain cost-savings, STA is proposing to utilize 2020 TIRCP funding, for SolanoExpress Electrification and Bus Rapid Transit (BRT) Lite Plan, to amend SolTrans' current contract with WSP to include the Cities of Dixon, Rio Vista, as well as Vacaville. These three Cities recently put forth an application for funding an electrification plan through the Yolo Solano Air Quality Management District (YSAQMD) grant process to conduct an electrification transition plan for their perspective fleets. Specifically, the Countywide Electrification Plan will assess the facilities to determine what electrical infrastructure upgrades are necessary for future fleets to meet the Innovative Clean Transit regulation. The Electrification Plan will include a timeline for when the electrical upgrades will need to be completed, provide a cost estimate of these improvements, conduct route analysis, and recommend when electric buses will need be phased into the transit system. Amending SolTrans' contract with the goal of a Countywide Transit Electrification will achieve consistency and save money between multiple Solano County transit systems.

### *Freight Electrification*

The electrification of freight vehicles is still in its infancy, but has been garnering attention from both the private and public market. In 2018, Tesla introduced their prototype for a 200 mile range short-haul freight truck. The California Energy Commission and CARB are offering numerous grant opportunities for the development of technologies and pilot projects to implement freight electrification. These projects can include operations ports, truck scales, and distribution centers.

The idea of electrifying freight has garnered much attention that includes the 2020 round of SB1 Trade Corridor Enhancement Program (TCEP), Caltrans applied for the I-80 Westbound (WB) Truck Cordelia Scales for the design. During the design, Caltrans and STA will evaluate including electrification infrastructure for freight vehicles in the upgraded facility. With the WB I-80 Truck Scales being located between the Oakland Port and distribution centers in Sacramento and Stockton, the Project is a prime candidate for funding.

Status: Caltrans, MTC, and STA are collaborating to plan, fund, and implement freight electrification at the I-80 WB Truck Scales and possibly as a retrofit at the existing I-80 EB Truck Scales in future years.

### **Fiscal Impact:**

Future \$500,000 of LCTOP funds will be programmed to Solano County based upon population. Previous amounts programmed for Solano averaged approximately \$800,000 annually.

### **Recommendation:**

Approve the following:

1. Commit \$500,000 in FY 2020-21 LCTOP funding towards SolTrans for inductive charging implementation at Vallejo Transit Center and Curtola Transit Facility; and
2. Authorize the Executive Director to enter into a contract not to exceed \$1.6M with WSP as an amendment to the existing SolTrans' Electrification contract for Countywide Electrification Plan, SolanoExpress BRT Lite Study, and In-Route Inductive Charging for SolanoExpress..

Attachment:

- A. Solano Transit Operator Current Status on Electrification

# Solano Transit Operator Current Status on Electrification

Operator	Electric Buses Currently Running	Electrification Plan	Design for Electrification	Inductive Charging at Regional Facilities	Construction of Electric Facilities at Corp Yard
SolTrans	2018	December 2020	December 2020	March 2021	April 2022
FAST		December 2020	June 2022	December 2022	TBD
City Coach		Summer 2021			
Delta Breeze		Summer 2021			
Readi-Ride		Summer 2021			

	= Complete
	= 6 months or less
	= 1 – 2 years
	= More than 2 years



DATE: August 10, 2020  
TO: STA Board  
FROM: Debbie McQuilkin, Transit Mobility Coordinator  
RE: Expansion of Medical Trip Concierge (GoGo) Program with CARES Act Funding

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**Background:**

The Medical Trip Concierge (GoGo) Program serves Solano County Older Adult residents (60+) by providing subsidized Uber and Lyft rides to and from medical appointments only. The riders pay either 20% or 40% of the cost depending on their income and, pre-COVID-19, are limited to 10 total trips per month. The Program, which began in April 2019 and is funded with State Transit Assistance Funds (STAF) has been and remains a popular mode of transportation for the older adult community (Attachment A). Recently, STA staff has received requests from transit dependent program participants asking to use the service to make essential trips, such as the pharmacy.

The Intercity Taxi Card program serves Americans with Disabilities Act (ADA) eligible County residents, regardless of age, by providing taxi rides within Solano County. The rides are subsidized with riders paying 20% or 40% as with the GoGo Program. Recently, STA's Solano Mobility staff has received complaints from program participants about the lack of availability of taxis and have been told that since COVID-19, some taxi drivers are preferring not to drive. This leaves an already vulnerable population even more so by not providing them access to essential services.

Solano County will be augmenting the STA Mobility Programs with \$150,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding to help provide assistance to this vulnerable population.

**Discussion:**

STA staff is recommending a pilot program expanding the Medical Trip Concierge (GoGo) Program to include the following:

- Include participation of ADA Eligible Solano County residents
- Increase the number of rides per person per month to 20 (pre-pandemic limit was 10)

ADA Eligible individuals are currently eligible for the subsidized Taxi Card program. The expansion will provide those ambulatory residents access to additional rides to medical trips, including pharmacies, that are currently being limited due to taxi availability. It is estimated, based on current usage of both programs, that the number of rides will increase considerably (Attachment B). While the CARES Act Funding requires funds to be expended by December 31, 2020, if the pilot is successful, STA will seek to fund the program with current STAF funds.

**Fiscal Impact:**

Program expansion would be funded using CARES Act Funds in the amount of \$150,000 that will be added to the STA Budget.

**Recommendation:**

Approve the following:

1. Expansion of the Medical Trip Concierge (GoGo) Program to provide additional essential trips for older adults 60 plus (limit to 20 per month);
2. Expand the program to include ADA Eligible residents for a pilot period through the end of FY 2020-21;
3. Authorize the Executive Director to enter into a funding agreement/MOU with the County of Solano to receive \$150,000 in CARES Act Funds; and
4. Authorize the STA Chair to send a letter expressing the STA Board's gratitude to the Solano County Board of Supervisors for the CARE Act Funds.

**Attachments**

- A. Medical Trip Concierge Program (GoGo Grandparents) Data FY 2018-19 and FY 2019-20 & Trips Taken by City (starting FY 2018-19 and through FY 2019-20)
- B. Estimated GoGo Program Data

**Medical Trip Concierge Program (GoGo) Data FY 2018-19 and FY 2019-20**

<b>Medical Trip Concierge Program (GoGo) Data FY 2019-20</b>		
<b>Month</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>July</b>	<b>0</b>	<b>491</b>
<b>August</b>	<b>0</b>	<b>894</b>
<b>September</b>	<b>0</b>	<b>740</b>
<b>October</b>	<b>0</b>	<b>809</b>
<b>November</b>	<b>0</b>	<b>277</b>
<b>December</b>	<b>0</b>	<b>273</b>
<b>January</b>	<b>0</b>	<b>282</b>
<b>February</b>	<b>0</b>	<b>264</b>
<b>March</b>	<b>0</b>	<b>155</b>
<b>April</b>	<b>3</b>	<b>83</b>
<b>May</b>	<b>90</b>	<b>178</b>
<b>June</b>	<b>304</b>	<b>267</b>
<b>Totals</b>	<b>397</b>	<b>4,713</b>

**GoGo Program Usage by City for FY 2019-20**

<b>GoGo Ride Usage by City through FY 2019-20</b>		
<b>City</b>	<b>Ride Start Location</b>	<b>Ride End Location</b>
<b>Vallejo</b>	<b>1342</b>	<b>1341</b>
<b>Benicia</b>	<b>145</b>	<b>143</b>
<b>Fairfield</b>	<b>2064</b>	<b>2084</b>
<b>Suisun</b>	<b>426</b>	<b>378</b>
<b>Dixon</b>	<b>45</b>	<b>43</b>
<b>Rio Vista</b>	<b>151</b>	<b>130</b>
<b>Vacaville</b>	<b>923</b>	<b>949</b>
<b>Total Rides</b>	<b>5096</b>	<b>5068</b>

Reflects the number of trips both from and back to each city using the Medical Trip Concierge Program with GoGo Grandparent between April 2019 through June 2020.

Estimated GoGo Program Data FY 2020-21		
Combined Regular & Low Income		
Month	# of Trips	STA Ride Cost Paid
July	240	\$ 3,679.28
August	250	\$ 3,832.58
September	1600	\$ 24,528.53
October	2000	\$ 30,660.67
November	2000	\$ 30,660.67
December	2000	\$ 30,660.67
<b>Totals</b>	<b>8,090</b>	<b>\$ 124,022.40</b>

Active Users:

- 231 PEX Card Holders
- 652 Registered GoGo Participants

July Usage:

- 33 GoGo users took 240 trips = approx. 7 rides per person (several took more than 10)
- 79 PEX card users took 440 trips = approx. 5.5 rides per person

The estimates for the CARES fund spending (STA Cost) are based on the following:

- August no difference – no expansion
- September increase based on adding GoGo users. If 40 registrants used 20 rides per month, that would equal 800 rides. If just half of the 79 PEX card users also began using GoGo, it would also add 800 more rides. Between current GoGo users and the projected PEX card users, there could be 1600 rides per month
- October – December adding more users based on word of mouth, specifically to the ADA community.



DATE: August 14, 2020  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Brandon Thomson, Transit Mobility Coordinator  
RE: Adoption of Riding Together: Bay Area Healthy Transit Plan for SolanoExpress

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**Background:**

On May 7, 2020, the Metropolitan Transportation Commission (MTC) released a framework for creation of a 30-member Blue Ribbon Transit Recovery Task Force to guide the Bay Area's public transportation network as the region adjusts to new conditions created by the COVID-19 pandemic.

To support the Task Force's work, Bay Area Public Transportation Providers have collectively developed a cohesive safety and health plan. This is called The Riding Together, Health and Safety Plan (Attachment B). The Plan is designed to bring the region's public transportation providers together around transit-related safety and health minimum standards and mitigations to be consistently applied across the network to help the Bay Area ease out of the COVID-19 pandemic shelter-in-place order. These minimum standards give transit customers consistent expectations across all Bay Area public transportation operations and identify mitigations for public transportation providers and employees regarding workplace safety and health. Although many of the public transportation providers have their own individual plans, The Riding Together, Health and Safety Plan clarifies the responsibilities of public transportation customers and public transportation providers across the Bay Area in implementing the safety and health minimum standards and mitigations and recommends communication strategies and key messages to promote safety and health awareness.

**Discussion:**

Public transportation, like other businesses, has had to weigh risks of providing equitable transportation service against health and safety risks. The Federal Transportation Administration has required public transportation providers to identify, evaluate and manage risks for the best outcome to the public and to those who provide the services. The societal benefits of providing affordable transportation exceed any risks presented by public transportation. This Plan seeks to minimize further risks related to COVID-19.

As with other safety hazards, the most effective measures are layered for maximum results. Layering good hand hygiene, face coverings, ventilation, physical distancing, cleaning and disinfecting, limited time exposure, as well as, passenger personal accountability provide for a safer environment than only one or two of the mitigation measures alone. The SolanoExpress contractors are committed to layering safety measures along with passenger personal accountability to keep public transportation available for essential workers who are keeping the Bay Area in business and others as the region emerges from the current conditions. Listed below are eight safety measures that have been layered together to reduce the likelihood that an individual would contract COVID-19 while riding on SolanoExpress.

### Face Coverings

The Centers for Disease Control and Prevention (CDC) is advising the use of simple cloth face coverings to slow the spread of COVID-19 and help people who may have the virus and do not know it from transmitting it to others (CDC 2020a). With this in mind, face covering became mandatory for all SolanoExpress riders starting June 15, 2020.

### Physical Distancing

COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with each other and through respiratory droplets produced when an infected person coughs, sneezes or talks (CDC 2020b). To promote physical distancing, SolanoExpress buses will allow no more than 20 to 24 riders per bus.

### Hand Hygiene

Good hand hygiene can help slow the spread of COVID-19. This includes washing hands with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer containing at least 60 percent alcohol (CDC 2020a). Hand sanitizer is available for both bus operators and riders.

### A Quiet Ride Campaign

Droplets expelled through talking, singing, and other verbal activities are known to contribute to virus dispersion (CNN 2020; NEJM 2020). SolanoExpress operators will temporarily adopt the “Quiet Ride” communication campaign, requesting passengers minimize talking, singing or other verbal activities while riding public transportation to slow the spread of COVID-19. Necessary verbal activities, such as requesting a stop, are not precluded.

### Vehicle and Facility Conditions-Ventilation

Increased air flow can provide for a healthier environment for transit customers and employees (CDC 2020e; APTA 2020a). SolanoExpress doors are frequently opened to allow passengers to board or exit as well as windows that open, allowing additional ventilation. Where feasible, public transportation providers will increase ventilation and air filtration on vehicles and in facilities.

### Touchless Fares

Reducing cash fare payments reduces touch and disease transmittal potential and can reduce the need for face-to-face transactions. SolanoExpress operators are promoting touchless fare payment through Token Transit and Clipper.

### Personal Protective Equipment (PPE)

Employees will wear the combination of PPE defined for their job requirements to safeguard themselves and others while in the work environment. STA and SolanoExpress bus operators have been issued PPE which they’re required to use while working. Moreover, driver barriers are being explored and will be installed when the materials are available.

### Infected Employees/contract tracing

SolanoExpress contractors will track employees that access transit facilities or equipment, as feasible. If an employee reports an infection, or possible contact with an infected person, SolanoExpress contractors will document and maintain records of what other employees may have come into contact with the exposed or infected employee and notify other employees. SolanoExpress contractors will report any confirmed infections to the Solano County Public Health Department.



The adherence to the above eight safety measures will be reported out monthly to MTC for SolanoExpress, along with all bay area transit operators, demonstrating alignment with the baseline health measures set forth in the Riding Together: Bay Area Healthy Transit Plan.

At their meetings on August 25<sup>th</sup> and 26<sup>th</sup> 2020, the SolanoExpress Intercity Transit Consortium and the STA Technical Advisory Committee (TAC) unanimously approved the recommendation.

**Fiscal Impacts:**

None.

**Recommendation:**

Approve the adoption of the Riding Together: Bay Area Healthy Transit Plan as a baseline set of measures that SolanoExpress will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.

Attachment:

- A. Resolution to Adopt the Riding Together: Bay Area Healthy Transit Plan as a baseline set of measures that SolanoExpress, along with other Bay Area transit agencies will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.
- B. Riding Together: Bay Area Healthy Transit Plan

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**Resolution endorsing the Riding Together: Bay Area Healthy Transit Plan as a baseline set of measures that SolanoExpress, along with other Bay Area transit agencies will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.**

WHEREAS, Like other Bay Area transit systems, the health of riders and transit workers continues to be SolanoExpress' number one priority; and

WHEREAS, Despite an unprecedented loss of ridership due to the COVID-19 pandemic, many riders continue to depend on Bay Area systems for essential travel; and

WHEREAS, Survey data increasingly suggests that the majority of riders will return to transit when allowed to do so; and

WHEREAS, The COVID-19 pandemic has presented transit systems with an historic set of challenges, including the need to adjust protocols and procedures to ensure a safe operating environment; and

WHEREAS, Since the start of the pandemic, transit systems have collaborated with each other and with regional leaders, transit workers, rider advocates, public health experts, and others to create the Riding Together: Bay Area Healthy Transit Plan, which outlines a baseline set of measures that transit systems will implement to protect riders and workers; and

WHEREAS, The Riding Together: Bay Area Healthy Transit Plan provides guidance in the areas of vehicle disinfecting, physical distancing, face coverings, touchless payments, ventilation, employee personal protective equipment, testing, contact tracing, and employee wellness assessments; and

WHEREAS, The Riding Together: Bay Area Healthy Transit Plan will coexist and complement system specific plans developed by individual transit agencies; and

WHEREAS, The Riding Together: Bay Area Healthy Transit Plan is a living document and is intended to evolve as transit agencies continue to monitor rider and employee health on their systems and collaboratively take steps to respond to changing conditions; and, now, therefore, be it

RESOLVED, That SolanoExpress supports the implementation of the Riding Together: Bay Area Healthy Transit Plan on our system and throughout the Bay Area to keep transit riders and workers healthy during the COVID-19 pandemic; and be it further

RESOLVED, That through the method established for transit system reporting of health metrics related to the COVID-19 pandemic, that SolanoExpress will report monthly on SolanoExpress; performance in aligning with the baseline health measures set forth in the Riding Together: Bay Area Healthy Transit Plan.

# ***Riding Together:*** Bay Area **Healthy Transit Plan**





## To our Customers, Employees and Partners,

The COVID-19 Pandemic has been a massive strain for everyone. And, it has presented transit systems with an historic set of challenges, including the need to adjust protocols and procedures to ensure a safe operating environment for everyone.

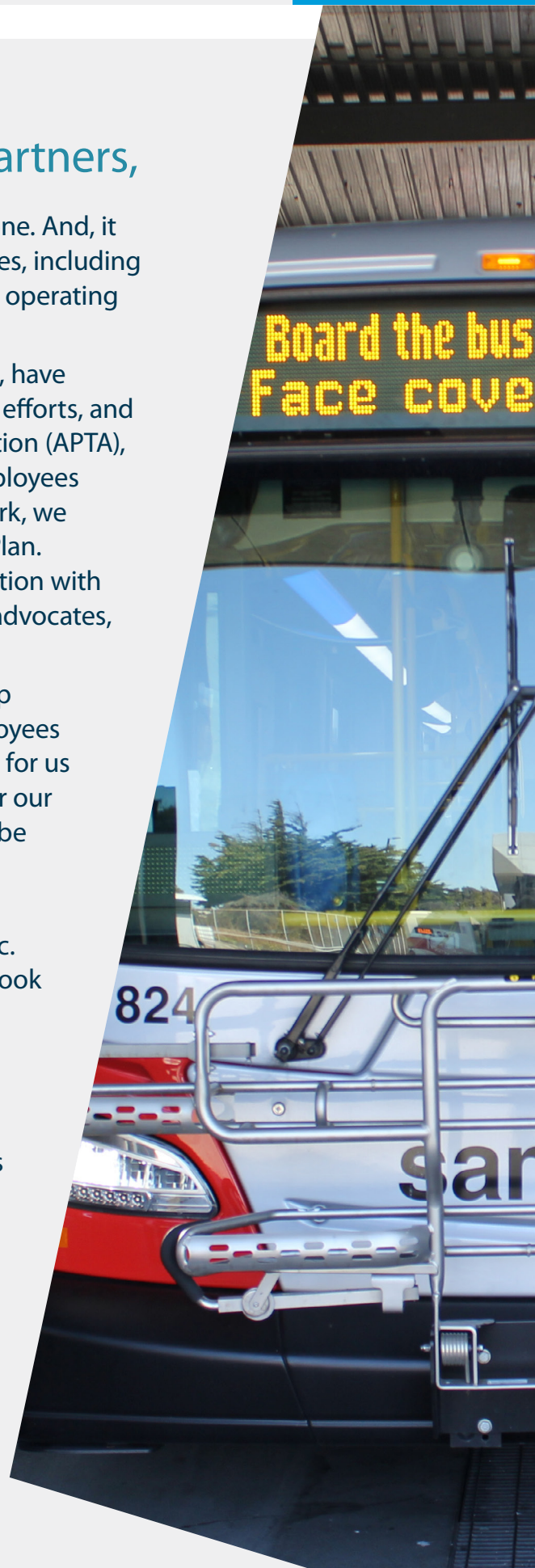
Collectively, we as the nine county Bay Area transit operators, have joined forces to initiate research, study U.S. and international efforts, and review information from the American Public Transit Association (APTA), to develop common commitments and expectations for employees and passengers in our Bay Area transit systems. From this work, we have developed Riding Together—Bay Area Healthy Transit Plan. Development of our plan has additionally included collaboration with regional leaders, transit workers, paratransit providers, rider advocates, public health experts, and others.

As we are all guided forward by our State and local leadership toward business resumption, we view the safety of our employees and passengers as job number one. This plan serves as a tool for us with common commitments which have been set in place for our employees, our current passengers as well as those who will be returning to transit.

This is a plan we own. A plan we will report on. And, a plan that we will modify to the fluctuating nature of this pandemic. Furthermore, are committed to the success of this plan, and look forward to a partnership with our customers and the shared responsibility for reducing transmission by properly wearing face coverings and other expectations.

We are all in this together. And, we look ahead to serving our customers as well as teaming with them to work through this challenging time that faces everyone.

**Bay Area Transit Operators**





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## Moving the Bay Area *Safely*

On May 7, 2020, the Metropolitan Transportation Commission (MTC) released a framework for creation of a 30-member Blue Ribbon Transit Recovery Task Force to guide the Bay Area's public transportation network as the region adjusts to new conditions created by the COVID-19 pandemic.

Task Force membership represents regional transportation planners, county transportation agencies, public transportation operators, elected officials, union representatives and other stakeholders (Appendix A).

Together, the Bay Area transit operators have developed of a cohesive safety and health plan—this plan—to bring the region's public transportation providers together around minimum transit-related safety and health mitigations to be consistently applied across the network to help the Bay Area ease out of the COVID-19 pandemic shelter-in-place. These mitigations give transit customers consistent expectations across all Bay Area public transportation operations and set clear expectations for public transportation providers and employees regarding workplace safety and health. This plan clarifies the responsibilities of public transportation customers and public transportation providers in implementing the mitigations and recommends communication strategies and key messages to promote safety and health awareness.

**The mitigations in this plan reflect current understanding of the COVID-19 virus and the two most prevalent methods of person-to-person transmittal:**

- ⊕ Between people who are in close contact with one another; through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- ⊕ By touching a surface or object that has the virus on it and then touching the mouth, nose, or eyes.



This plan identifies safety and health actions for public transportation customers and providers to implement as the Bay Area eases out of COVID-19 shelter-in-place.



## Plan Overview

Bay Area Public Transportation Providers (Appendix A) have collectively developed a cohesive health and safety plan—this plan—to bring the region’s public transportation providers together around transit-related health and safety standards and mitigations. This plan will provide guidance for the mitigations to be consistently applied across the network to best serve essential workers currently riding transit and help the Bay Area ease out of the COVID-19 pandemic stay-at-home order. While county-specific guidance may vary, these minimum standards give transit customers consistent expectations across all Bay Area public transportation operations and identify mitigations for public transportation providers and employees regarding workplace health and safety. Although many of the public transportation providers have their own individual plans or measures in place, this plan clarifies the responsibilities of public transportation customers and public transportation providers across the Bay Area in implementing the health and safety minimum requirements and mitigations and recommends communication strategies and key messages to promote health and safety awareness.

The guidelines in this plan reflect current understanding of the COVID-19 virus and the most prevalent methods of person-to-person transmittal :

Between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms.

### Plan Purpose

- Identify consistent health and safety standards for public transportation customers to do and public transportation providers to implement as the Bay Area eases out of the COVID-19 stay-at-home order
- Clarify expectations and responsibilities of transit customers and transit providers
- Recommend communication strategies and key messages to promote public transportation customer and provider compliance with and support for mitigations.

### Scope of Plan

- Applies to Bay Area public transportation providers (non-aviation) including rail, bus, ferry, paratransit, demand response and micro-transit
- Limited to COVID-19 recovery efforts and mitigations
- Covers public transportation services provided both directly by the public transportation providers and those provided under contract
- Flows down mitigations from public transportation providers to contractors, as needed.

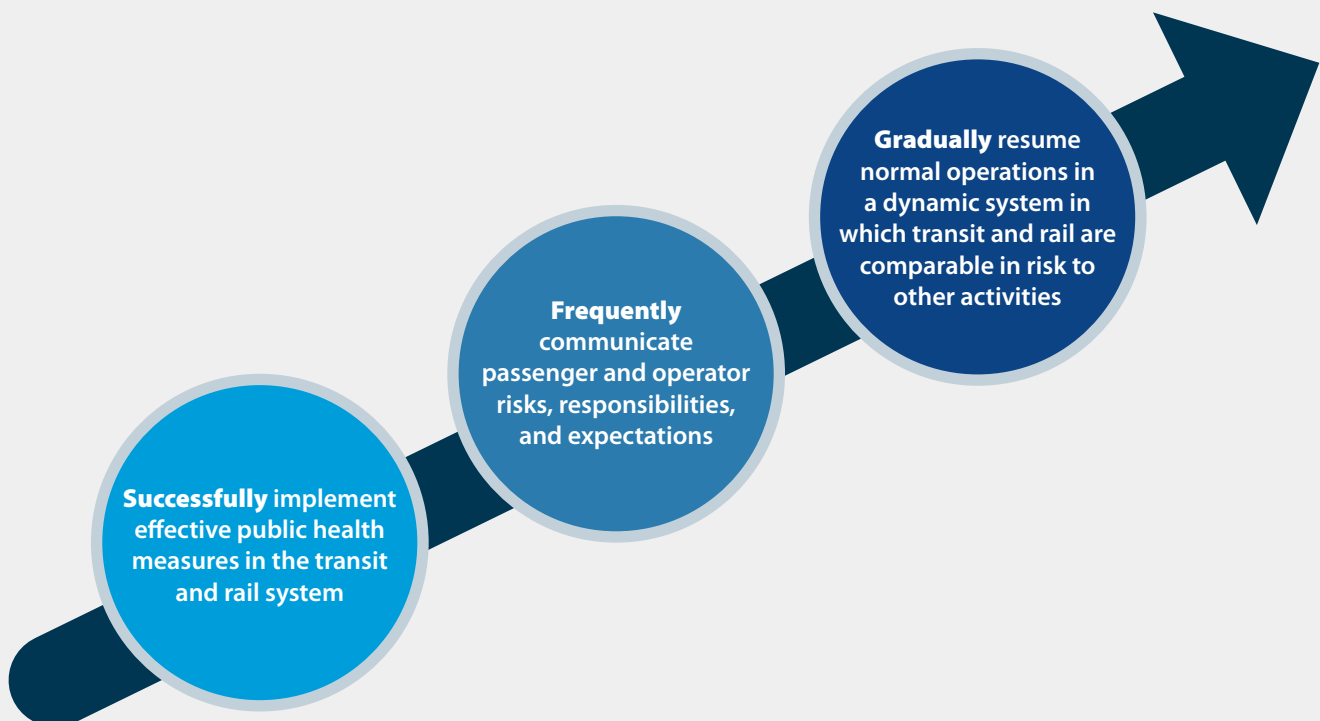
\* **Mitigations:** Actions or practices that public transportation customers and providers, including employees, collectively take to slow the spread of COVID-19. Mitigations help the Bay Area’s public transportation network operate safely as the region eases out of the COVID-19 stay-at-home order.

The identified mitigations are based on US and international health agency guidance from the California Department of Public Health (CDPH), the US Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). The application of the mitigations is informed by US and international transit industry guidance including guidance from the American Public Transportation Association's (APTA 2020a; APTA 2020b; APTA 2020c), the CDPH (CDPH 2020a), a survey of 21 Bay Area public transportation providers regarding current COVID-19 health and safety practices and coordination with Bay Area public health representatives. See Section 7 for reference documents.

**This is a living plan and is based on current, known COVID-19 transmittal factors and disrupters of those transmittal factors (mitigations), and the current COVID-19 situation and public health response in the Bay Area and California.**

This plan may change and adapt as research around the COVID-19 disease evolves, as performance against this plan is achieved and/or as the COVID-19 situation in California changes. This plan currently anticipates that with continued California-mandated face covering requirements, physical distancing recommendations may change over time to allow for increased vehicle capacity to serve more Bay Area customers, while still complying with epidemiological research and transit best practice. Using the current guidelines and mitigations in this plan confirms that Bay Area public transportation providers are the need to move toward increased capacity service.

This plan's approach is consistent with a Safety Management System approach that evaluates and balances risk recognizing society's need for and value of public transportation. The Federal Transit Administration requires, as part of the Public Transportation Agency Safety Plan final rule, the evaluation of safety risks and the application of mitigations to reduce risks as part of a transportation provider's Agency Safety Plan. This regional COVID-19 plan is consistent with managing risks associated with this pandemic to gradually move to resume capacity and service.





## Alignment with State Pandemic Resilience Roadmap

California is currently in Stage 2 of the state's Pandemic Resilience Roadmap (CDPH 2020b), allowing the opening of specific lower risk sectors and modified school programs and child care to resume. Indicators to modify the Stay-at-Home Order include:

- ➔ Ability to test, contact trace, isolate, and support the exposed
- ➔ Ability to protect those at high risk for COVID-19
- ➔ Surge capacity for hospitals and health systems
- ➔ Therapeutic development to meet the demand
- ➔ Ability of business, schools, and childcare facilities to support physical distancing
- ➔ Determination of when to reinstitute measures like Stay-at-Home

**Stage 1**  
Safety and  
preparedness

**Stage 2**  
Lower-risk  
workplaces

**Stage 3**  
Higher-risk  
workplaces

**Stage 4**  
End of stay  
home order

There are nine counties that are represented in the Bay Area Transportation Providers: Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco. As of August, 2020, all the nine counties were being monitored for data that does not meet indicator objectives (CDPH 2020c).

Public transportation providers have impacts or supporting roles on the bolded bullets in the above list. Committing to support contact tracing where appropriate, protect high-risk persons during travel and support physical distancing are all part of this plan and support the ability of the state to modify the Stay-at-Home order and provide for further re-opening. At Stage 3, counties may choose to move forward at their own pace, relaxing orders, which can impact the demand for public transportation. By supporting the community indicators, transportation providers will demonstrate partnership and community-mindedness, allowing for the easing of restrictions and the ability to increase capacity in a safe and moderated way.

## Safety and Health Risk and Public Transportation Benefits

Public transportation, like other businesses, has had to weigh risks of providing equitable transportation service against health and safety risks. The Federal Transportation Administration has required public transportation providers to identify, evaluate and manage risks for the best outcome to the public and to those who provide the services. The societal benefits of providing affordable transportation exceed any risks presented by public transportation. This plan seeks to minimize further risks related to COVID-19.

As with other safety hazards, the most effective measures are layered for maximum results. Layering good hand hygiene, face coverings, ventilation, physical distancing, cleaning and disinfecting, limited time exposure, as well as, passenger personal accountability provide for a safer environment than only one or two of the mitigation measures alone. The Bay Area transportation providers are committing to layering safety measures along with passenger personal accountability to keep public transportation available for essential workers who are keeping the Bay Area in business and others as the region emerges from the current conditions.

Using other prevention measures in combination with social distancing, such as wearing a mask, will modify the threshold of Social Distancing, and thus enable to increase the occupancy rate of the trains. (UIC2020)

Bay Area transportation providers are using the layered approach to impact the infection equation: **Successful Infection = Exposure to Virus x Time.**

(Bromage 2020) on public transportation.

## Health & Safety Mitigations

Public transportation customers and providers and their employees can all help keep California on a path to continue safely reopen and remain open by following several key health and safety mitigations. Each of the health and safety mitigations is based on US or international public health recommendations. This plan includes mitigations for customers and providers to implement for a healthy Bay Area transit system.

Paratransit and demand response is discussed in Section 4, Paratransit, Demand Response and Vulnerable Population.

### Customer Facing Mitigations



#### Face Coverings

The CDC is advising the use of simple cloth face coverings to slow the spread of COVID-19 and help people who may have the virus and do not know it from transmitting it to others (CDC 2020a).

Additionally, on June 18, 2020, the State of California required people in the state to wear face coverings when they are in certain situations including the following related to public transportation operations for both customers and employees (CDPH 2020d):

- ➔ Inside of, or in line to enter, any indoor public space.
- ➔ Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle.
- ➔ Engaged in work, whether at the workplace or performing work off-site, when interacting in-person with any member of the public, working in any space visited by members of the public, regardless of whether anyone from the public is present at the time, working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities, and in any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- ➔ Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended and maybe required based on local guidance.
- ➔ While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

#### Customer Responsibilities

Public transportation customers are expected to bring and properly wear their own face coverings when accessing public transportation services and facilities to comply with the State of California's order.





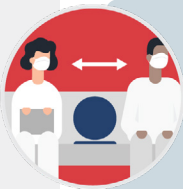
### Public Transportation Provider Responsibilities

To support compliance with the State of California order, all public transportation providers require the proper use of face coverings on their systems, including in facilities, for all passengers over the age of 2 years, unless the customer is exempt per the State of California order.

#### Public transportation providers will:

- ➔ Remind passengers of the face covering requirements.
- ➔ Have the right to refuse to carry anyone not wearing a face covering, unless the person is exempt.
- ➔ Optionally, provide face coverings, as capabilities allow, at defined locations (by operators, station agents, transit security staff or at vending machines) as a de-escalation technique.
- ➔ Consider other de-escalation techniques and inform operators of their options, such as dealing with face coverings in a similar manner as dealing with fares.
- ➔ Communicate the requirement in transit vehicles and facilities noting the state requirement for face coverings for transit customers and employees.
- ➔ Develop, implement and communicate to employees a process for equitable enforcement strategies. At a minimum, to protect bus operators or others in direct contact with public, provide de-escalation options and support if conflict ensues.
- ➔ Require employees to adhere to face covering requirements.

### Physical Distancing



COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with each other and through respiratory droplets produced when an infected person coughs, sneezes or talks (CDC 2020b). The World Health Organization and multiple European transportation agencies are using a 1 meter (approximately 3 feet) minimum requirement for physical distancing when face coverings are worn.

The CDC currently advises 6 feet, though it should be noted that face coverings were not encouraged or mandated by CDC when the 6-foot metric was introduced. Where practicable, Bay Area public transportation providers will provide for a minimum 3-foot physical distancing metric, coupled with mandatory, properly worn face coverings.

### Customer Responsibilities

Public transportation customers are expected to remain a minimum of 3 feet or optimally 6-feet, as practicable, from others not in their households when in stations, transit facilities or in vehicles, in addition to complying with the facial covering requirement.

If assistance is required from the operator or other staff, customer will allow the operator to manage the securement in the safest manner possible for both passenger and operator.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Communicate to their customers the physical distancing recommendations for safely riding public transportation.
- ➔ Manage capacity, as possible, to provide spacing to achieve the 3-foot physical distancing minimum requirement.
- ➔ Evaluate disability device securement and advise operators how to manage securement practices to reduce risk to all parties.



## Hand Hygiene

Good hand hygiene can help slow the spread of COVID-19. This includes washing hands with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer containing at least 60 percent alcohol (CDC 2020a).

### Customer Responsibilities

Public transportation customers should bring hand sanitizer or disinfecting wipes to clean their hands before and after using public transportation and after contact with potentially contaminated surfaces or use hand washing facilities, as available.

### Public Transportation Provider Responsibilities

Public transportation providers will provide information if hand-washing stations or hand sanitizer dispensers are available to customers.

## A Quiet Ride Campaign



Droplets expelled through talking, singing, and other verbal activities are known to contribute to virus dispersion (CNN 2020; NEJM 2020). Bay Area public transportation providers will temporarily adopt the “Quiet Ride” communication campaign, requesting passengers minimize talking, singing or other verbal activities while riding public transportation to slow the spread of COVID-19. Necessary verbal activities, such as requesting a stop, are not precluded.

### Customer Responsibilities

Reduce talking, singing, eating or other verbal activity to the extent possible while in public transportation facilities and on vehicles.

### Public Transportation Provider Responsibilities

Public transportation providers will:

- ➔ Communicate and promote the “Quiet Ride” campaign to customers.

## Vehicle and Facility Conditions – Cleaning and Disinfecting



Cleaning and disinfecting surfaces reduces the risk of infection by removing potential contamination. To restore passenger confidence and provide for a healthy environment, vehicles and facilities must be cleaned and disinfected more frequently than pre-COVID-19 practice. If not already doing so, public transportation providers will implement cleaning and disinfecting on a more frequent schedule than pre-COVID-19 practices and will follow APTA-recommended practices (APTA 2020a; APTA 2020b).

### Customer Responsibilities

Customers must stay at home when they are sick in order to slow the spread of COVID-19, evaluating their own symptoms or exposure. Customers will dispose of tissues or other potentially contaminated materials in trash cans.

### Public Transportation Provider Responsibilities

Public transportation providers will:

- ➔ Daily clean and disinfect in-service vehicles, factoring in the level of use, with an emphasis on high-touch areas
- ➔ Provide elevated cleaning if a vehicle is reported to have carried an infected or potentially infected person. Reports could come from public health agency, customer report or employee observation of a person displaying symptoms
- ➔ Use EPA-List N disinfectants applied through methods outlined in the APTA standard or EPA/CDC recommendations
- ➔ Coordinate with public health officials if reports of potentially-infected, known or confirmed infected persons utilized the public transportation system.



## Vehicle and Facility Conditions – Ventilation



Increased air flow can provide for a healthier environment for transit customers and employees (CDC 2020e; APTA 2020a). On some vehicles, such as buses and light rail vehicles, doors are frequently opened to allow passengers to board or exit. Other vehicles have less frequent door cycling and are more dependent on the vehicle heating ventilation and air conditioning (HVAC) system. Buses and ferries may have windows that open, allowing additional ventilation. Where feasible, public transportation providers will increase ventilation and air filtration on vehicles and in facilities.

### Customer Responsibilities

Customers will not close windows that are open without consulting the operator or other public transportation employee.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Maximize fresh air ion vehicles and facilities, based on ventilation options, and other factors such as climate or air quality.
- ➔ Confirm maintenance is performed on ventilation systems on vehicles and station facilities and that the systems function at peak-performance.
- ➔ Use the highest MERV-rated filter appropriate for the HVAC system on vehicles and facilities, as feasible.
- ➔ Provide guidance to operators or other public transportation employees regarding the opening of windows and doors, including direction if other health hazards such as air quality issues arise.



## Touchless Fares

Reducing cash fare payments reduces touch and disease transmittal potential and can reduce the need for face-to-face transactions.

### Customer Responsibilities

Public transportation customers should use touchless fare options, when possible, to include Clipper cards or online or mobile ticketing.

If using cash fare, have correct fare ready for payment on boarding to minimize exposure to others boarding.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Communicate all touchless fare payment options to customers.
- ➔ Encourage use of touchless fare payments, as feasible, while still allowing for cash options.

Paratransit and demand response cleaning is discussed in Section 3, Paratransit, Demand Response and Vulnerable Population.



## Transit Employees

Keeping employees safe and well is critical for the operation of Bay Area public transportation providers. The following minimum standards apply to public transportation employees. Employees should adhere to company requirements and be assured that other employees will also adhere to requirements and be held responsible.

### Employee Wellness Assessments

Assessing employee wellness is part of evaluating fitness for duty. During the COVID-19 pandemic, additional assessments can support whether employees are ready for work and do not pose a risk of spreading COVID-19 to others around them. It is critical to understand that many people who have COVID-19 are asymptomatic and may not know that they are infected. Also, note that temperature scans results can be unreliable. Some temperature instruments only test skin temperature which can be impacted by external climate or human activity. Also, normal human temperature can range from 97° to 100°, so a fever cannot be assumed based on a slight elevation in temperature. Staff training also factors into the reliability of a temperature scan.

### Employee Responsibilities

Employees will cooperate with the employer-developed protocols for Covid-19 assessment and provide facts when completing any requested assessments.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Develop and implement a Covid-19 assessment protocol for employees prior to accessing transit facilities or vehicles. The Covid-19 assessment may consist of a self-assessment, questionnaire or temperature scan or other activities that provide information about whether it is safe to be at work.
- ➔ Develop, implement and communicate a policy for employees around the Covid-19 assessment protocol including expectations of those who may be prevented from working based on the Covid-19 assessment.
- ➔ Provide for employee health privacy in any Covid-19 screening activity.

## Personal Protective Equipment

Personal protective equipment (PPE) is inclusive of face coverings, face shields, and gloves. As per the State of California order, face coverings are required for all in a work place settings (CDPH 2020d). Some job categories may require different PPE than other job categories. Public transportation providers are recommended to perform some type of job hazard analysis (JHA) to determine specific hazards or exposure possibilities and base PPE allocation on that assessment.

### Employee Responsibilities

Employees will wear the combination of PPE defined for their job requirements to safeguard themselves and others while in the work environment. If any portion of the PPE defined for an employee's job requirements cannot be complied with, the employee is responsible for alerting their employer and cooperating with the development of alternatives to provide for a healthy working environment, as feasible.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Determine and supply minimum levels of PPE, including the required face coverings (unless exempt).
- ➔ Perform some type of job hazard analysis (JHA) to determine specific hazards or exposure possibilities and base PPE allocation on that assessment. These can be broad categories based on exposure (for example, public facing duties or job duties that require close proximity to other employees or passengers). Positions at a higher risk for exposure, such as mechanics or right-of-way maintainers who work in pairs to perform tasks or bus operators, should be considered for higher levels of PPE.



- ➔ Provide supervision and oversight to confirm compliance and develop protocols for non-compliance.
- ➔ Identify any spaces where face coverings are not required (e.g. private offices), as allowed by local health guidance.
- ➔ Communicate requirements to all employees.
- ➔ Develop and implement a policy to manage employees who do not or cannot comply with the increased or changed PPE requirements.

## Physical Distancing



Physical distancing is one of the primary mitigation measures, in addition to face coverings, recommended by the public health agencies to minimize the risk of COVID-19. There are several factors that are currently considered in transmitting the infection. Both time and space are being evaluated, with exposures of greater than 15 minutes or closer than 3 feet both factors related to transmission (WHO 2020a; WHO 2020b). Public transportation providers will consider both distancing, facial coverings and time in their employee physical distancing requirements.

### Employee Responsibilities

Employees will comply with physical distancing requirements and facility modifications. If employees cannot comply with physical distancing requirements or function with facility modifications, employees must alert their employer and discuss alternatives to support a safe work environment.

### Public Transportation Provider Responsibilities

Public transportation providers should evaluate the following spaces and put into practice measures to manage physical distancing. Where work duties allow, provide for virtual work to reduce exposure of employees. Providers should evaluate facility capacity and develop a plan for all job categories to assess remote work, staggered shifts and other strategies to alleviate crowding that would challenge physical distancing.

#### Common Spaces

Common spaces include, but are not limited to vestibules, restrooms, break rooms, lunchrooms, conference rooms, shared workspaces and operator report areas.

#### Public transportation providers will:

- ➔ Determine common space capacity based on space size and configuration and define limits
- ➔ Stagger work hours and breaks to spread use of space
- ➔ Encourage eating outside, at desks, or at physically-distanced spacing, as possible
- ➔ Enforce face covering requirements for all common spaces
- ➔ Communicate expectations for physical distancing in common spaces
- ➔ Clean and disinfect common spaces regularly, using EPA-List N disinfectant materials
- ➔ Remove or provide for cleaning of recreational equipment (pool tables, ping pong tables, or other) that might encourage close proximity or provide cleaning for high touch potential
- ➔ Enforce physical distancing requirements for meetings or group activities, reducing in-person participation, encouraging virtual participation, utilizing larger meeting spaces or moving meetings outside, as possible.

### Vertical Transport

Vertical transport includes elevators or stairs, areas that have the potential to place persons in close proximity within enclosed spaces.

#### Public transportation providers will:

- ➡ Either limit capacity of elevators or ensure exposure time is less than 15 min.
- ➡ Encourage stair use, as possible, to reduce elevator congestion.
- ➡ Consider allocating one elevator for vulnerable persons who may be at higher risk of life-threatening COVID-19 complications, as needed.

### Work Space Modification

Public transportation providers should evaluate work spaces for each job category to either allow for physical spacing or the placement of temporary or permanent shielding.

#### Public transportation providers will:

- ➡ Provide dividers in group work spaces or provide additional space
- ➡ Provide protection for bus operators utilizing minimum 6-feet distancing or protective measures to include permanent or temporary shields, rear door boarding, if available, elevated PPE and/or elimination of seating within close proximity
- ➡ Provide station agent or other field staff with shielding or elevated PPE
- ➡ Provide individual work equipment or provide sanitation materials for cleaning between employee use

## Infected Employees/Contact Tracing



Public transportation providers will track employees that access transit facilities or equipment, as feasible. If an employee reports an infection, or possible contact with an infected person, public transportation providers should document and maintain records of what other employees may have come into contact with the exposed or infected employee and notify other employees. Public transportation providers should inform employees if the provider is notified from a customer contact or other notification, that an infected person has been in a specific vehicle or facility. Public transportation providers should report any confirmed infections to the appropriate public health agency.

### Employee Responsibilities

Employees will inform their employer if they test positive for COVID-19, have been exposed to someone confirmed to have COVID-19 or suspect exposure to COVID-19. Employees will not report to work under these conditions and will abide by public health requirements for infected or exposed persons.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➡ Record which employees are in facilities or vehicles at any time.
- ➡ Notify other employees if they have been possibly exposed to a suspected-positive person to allow them to take appropriate action.
- ➡ If notified that a confirmed or suspected-positive person has traveled on a specific trip or bus, if possible to determine, the operator will be notified and provided options for reporting, testing, quarantine and return to work.
- ➡ Define policies specific to handling any reported health information, notification processes and rights and responsibilities of infected or quarantined employees who miss work.





## Paratransit, Demand Response and Vulnerable Population

This section adds additional detail to applicable minimum mitigations described in Section 4.1 and 4.2. Paratransit providers and customers should review Sections 4.1 and 4.2 in addition to Section 5 for minimum mitigations related to physical distancing, touchless fare, hand hygiene, and ventilation which all have applicability to paratransit transportation.

### Face Coverings



The population of customers utilizing paratransit service may have a higher likelihood of being exempt from the face coverings requirement due to other health issues. This provides for additional potential exposure of other passengers and the operator.

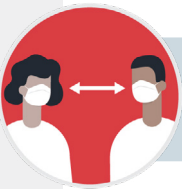
### Customer Responsibilities

Customers must wear face coverings unless exempt and should inform the paratransit provider if unable to wear a face covering to allow for additional protective measures, as feasible.

### Paratransit Providers Responsibilities:

If informed that a specific customer cannot wear a face covering, additional spacing between customers should be allowed (6-feet) and, if possible, the space should be disinfected after customer is transported.

### Physical Distancing



As per fixed route service, a minimum of 6-feet physical distancing should be maintained between operator and passengers and 3-feet between passengers. Aides or family members are considered part of the passenger household unit.

### Customer Responsibilities

Customers should maintain a minimum of 3-feet physical distance from those not within their household unit. Customers exempt from face covering requirements should attempt to increase the physical distancing to 6-feet, as possible.

### Paratransit Providers Responsibilities

Capacity on vehicles should allow for maintaining a minimum of 3-feet physical distancing between customers/household units, as feasible, with additional space allowed if face coverings are not possible.

### Vehicle Condition - Cleaning and Disinfecting



Cleaning and disinfecting surfaces in the paratransit or demand response sector is important as these customers are frequently more vulnerable due to underlying health conditions and may be more likely to be exempt from the face covering requirement. Often this population has limited alternative transportation choices. Paratransit providers should have heightened concern to maintain clean and disinfected vehicles servicing these customers (APTA 2020a).





### Paratransit Providers Responsibilities

- ➔ Daily clean and disinfect in-service vehicles, factoring in the level of use, with an emphasis on high-touch areas
- ➔ Spot clean high touch areas during service hours, as possible with passenger loads, with additional attention after passengers who are exempt from face covering requirements
- ➔ Elevate cleaning if a vehicle is reported to have carried an infected or potentially-infected person
- ➔ Use EPA List N disinfectants applied through methods outlined in the APTA standard or CDC/EPA recommendations.

### Employee Personal Protective Equipment and Supplies



A paratransit or demand response operator is one specific position that will require different level of PPE from other job categories, as most are required to work in close proximity to customers to secure or otherwise assist customers as part of their job duties.

### Paratransit Providers Responsibilities

- ➔ Review the level of contact required of their demand response operators and provide elevated PPE if exposure is elevated. Considerations should include face shields or eye protection and face coverings, gloves, spray or wipe-on disinfectant, and hand sanitizer or sanitizing wipes.

### Passenger Wellness Screening



Most demand response service has some type of advanced scheduling ability, with follow-up reminders or communication. This is an opportunity to ask passengers to self-assess their wellness as an additional safeguard to other passengers and the operator.

### Customer Responsibilities

Customers will review their own wellness and exposure and schedule trips based on the review. If exposed or symptomatic, customers should advise the paratransit provider to determine alternate transportation options or to allow the provider to schedule or arrange travel in the safest manner possible.



### Paratransit Providers Responsibilities

Review their scheduling protocols and, as possible, include a simple self-assessment questionnaire which would indicate to the potential passenger if they should continue with their ride or cancel or arrange alternate transportation due to any symptoms or exposure.

#### The assessment should consider the following areas of review:

- ➔ Exposure to persons with confirmed case of COVID-19 in the past 14 days
- ➔ New symptoms such as fever, cough, fatigue, shortness of breath, chills or muscle aches. Note that the list of symptoms continues to evolve with the most recent found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Develop protocols and inform schedulers and staff regarding proper handling of customer reports of exposure or infection. Options might include providing ride as a single passenger (unit), arranging for alternate transportation, advising of other transportation options or denying ride based on direct threat.

### Contact Tracing



Paratransit providers have customer information that could be used to support contact tracing. If a passenger has likely come into contact with an infected person through their paratransit use, that customer, as well as the public health agency, should be contacted and provided information of the potential contact.

### Customer Responsibilities

If a customer using paratransit services, subsequently tests positive or develops symptoms and is presumed to be positive, the customer will notify the paratransit provider to allow follow up with other potentially exposed persons.

#### Paratransit Provider Responsibilities:

- ➔ Provide information either directly or through the public health agency if an exposure is reported.
- ➔ Notify the operator and provided options for reporting, testing, quarantine and return to work.
- ➔ Allow for appropriate quarantine of operator or other staff, as advised by the public health agency.



# Communication Strategies and Key Messages

## Goals:

- Reinforce the State of California order requiring facial coverings.
- Encourage behaviors that reduce potential exposure of customers and employees while riding or working in the Bay Area transit systems.
- Increase passenger and public awareness of individual responsibilities and actions for healthy practices in public spaces, transit vehicles and transit facilities.
- Increase public confidence in and support for using transit as the Bay Area emerges from the COVID-19 stay-at-home order.
- Broaden public awareness of cooperative strategies and health mitigations adopted by Bay Area transit operators.
- Coordinate communications efforts to promote public transportation customer and provider compliance with and support for mitigations.

## Strategies:

- Inform transit customers and employees of the plan's identified and implemented minimum safety and health mitigations for public transportation as the Bay Area eases out of the COVID-19 stay-at-home order, and more transit services phase in.
- Inform transit agency customers and employees of cooperative expectations and responsibilities of riding and working in the Bay Area's transit systems.
- Coordinate agencies' existing and forthcoming customer research data to refine distribution channels and messaging as conditions warrant.
- Leverage key messages as a call to action for healthy practices while using and working in transit systems.
- Deliver key messaging and approaches to agencies so they may augment and adapt to individual agency communications efforts to passengers and employees.
- Encourage customer compliance and cooperation in behaviors and mitigations for healthy use of public transit as the Bay Area emerges from the COVID-19 stay-at-home order.

## Tactics:

- Distribute key messages in multiple and or cooperative communications channels of individual transit agencies. And, when possible, agency communications teams will utilize uniform message structure as well as cooperative scheduling, information and events throughout the Bay Area.
- Echo a partnership with the public in all messaging—operators view customers as partners in this effort and plan.
- Build on the behavioral and social foundations and common-sense practices already established in grocery stores and other essential businesses.
- Leverage and load Bay Area agencies' owned, earned and paid media channels with essential and uniform messages at key service resumption times.
- Distribute key messages via applicable business and employer communications channels.
- Share information and key messages with media as well as elected and community stakeholders.
- Work with paratransit providers for special communication needs for both operators and passengers.
- Deliver messaging in a variety of equitable channels to reach LEP travelers.
- Utilize simple graphics and minimal text to convey key messages.

## Target Markets:

- Current transit customers and transit dependent travelers
- Previous transit customers who paused commuting during the COVID-19 stay-at-home order
- Occasional transit riders
- Bay Area residents
- Transit agency employees
- Paratransit customers and providers
- Schools, colleges and universities
- Bay Area businesses and employers

## Transit Agency Customers

**Face coverings** - California requires people in the state to wear face coverings outside of their homes.



Properly worn face coverings are mandatory.

**Physical distancing** - The World Health Organization and multiple European transportation agencies are using a 1 meter (approximately 3 feet) minimum requirement for physical distancing.



Give others space to keep everyone healthy. Plan your trip and avoid crowded vehicles.

**Keep hands clean** - Frequent hand washing can help minimize the spread of COVID-19.



Wash hands before and after your trip. Carry hand sanitizer with you.

**A quiet ride** - Talking, singing, and other verbal activities increase the risk of COVID-19 transmission.



Reduce the spread – minimize talking when possible.

**Cleanliness** - Cleaning and disinfecting surfaces reduces possible COVID-19 transmission. Vehicles and facilities are cleaned and disinfected frequently.



We're frequently cleaning and disinfecting our vehicles, stations, workspaces, and high-touch areas to keep everyone healthy.

**Ventilation** - Increased air flow can provide for a safer environment for customers and employees in the transit.



We're keeping the air flowing to help keep everyone healthy.

**Touchless fares** - Minimizing of cash for fares helps reduce risk of COVID-19 transmission.



Using electronic payment can help reduce the spread of COVID-19. Please check with your provider for details.

**Testing** - Keeping everyone safe and healthy is a priority.



Don't ride if you are sick. If you feel you have been exposed to the Corona Virus, get tested. Contact your health provider or local public health department.

**Personal protective equipment (PPE)** -

PPE is inclusive of face coverings, face shields, and gloves. Per CA requirement, face coverings are required for all in a workplace setting. PPE requirements may differ for employees based on job category.



We're providing employee protective equipment and modifications to protect our employees and keep passengers healthy.



## Transit Agency Employees

**Employee wellness assessments** - Assessing employee wellness is part of evaluating fitness for duty during the COVID-19 pandemic.



**Agencies have employee wellness assessments in place to protect our employees and passengers.**

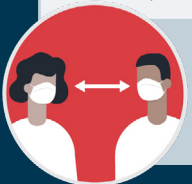
**Personal protective equipment (PPE)** -

PPE is inclusive of face coverings, face shields, and gloves. Per CA requirement, face coverings are required for all in a work place setting. PPE requirements may differ for employees based on job category.



**We're providing PPE such as face coverings, face shields, and gloves to our employees. PPE requirements may differ based on job category.**

**Physical distancing** - The World Health Organization and multiple European transportation agencies are using a 1 meter (approximately 3 feet) minimum requirement for physical distancing.



**Give others space to keep everyone healthy.**

**Contact tracing** - If an employee reports an infection or possible contact with an infected person, transit providers should maintain records of what other employees may have come into contact. Transit agencies should report any confirmed infections to the appropriate public health agency.



**We have an employee contact tracing program in place to keep our employees safe and healthy.**

**Testing** - Public transit workers are deemed essential and have been given priority testing. We encourage testing of employees who have symptoms or think they may have been exposed to COVID-19.



**Don't come to work if you are sick. If you feel you have been exposed to COVID-19, get tested. Contact your healthcare provider or local public health department.**

## Paratransit Agency Customers

**Face coverings** - California requires people in the state to wear face coverings outside of their homes.



**Properly worn face coverings are mandatory.**

**Touchless fares** - Minimizing of cash for fares helps reduce risk of COVID-19 transmission.



**Using electronic payment can help reduce the spread of COVID-19. Please check with your provider for details.**



## Recommended Messaging Approach and Channels

Sharing information and consistent messaging will help ensure a successful implementation of this plan. While individual agencies have separate policies, facilities, services and communications methods, it is recommended to feature the key messages from this plan in prominent communications channels. Communication is critical for a successful implementation for everyone that interacts with the transit system. With shared and uniform messages in place, passengers traveling across providers will experience consistency in expected conduct and environment.

### Communication Channels – Owned

- ➔ Agency Website – Prominently feature the key message points and information on frequently-used landing pages, customer/fare pages and microsites, employee intranet, and media pages. Site analytics should be used to monitor.
- ➔ Share and post co-produced information video on agency websites and social media platforms.
- ➔ Social Media Platforms – Post key message points at times recognized for highest engagement. Add applicable key messages in engagement and individual messages. Utilize applicable video clips as aligned with key messages.
- ➔ Other digital Communications - Frame key plan messages in customer-facing newsletters, blogs and/or e-blasts.
- ➔ On-vehicle/Station and Stop Monitors – Add key messages.
- ➔ Customer Service Call Centers/Touch Points – add key messages to customer touch points such as call center floodgates or hold messages as well as any open customer service and or ticket windows. And, encourage integration of key message points, when applicable, into responses to customer inquiries.
- ➔ Post distancing and entry/exit modifications on vehicle floors and ceilings.
- ➔ On vehicle signage – post key messages on vehicles and applicable boarding/fare gate areas and ticket vending equipment. Points of entry, customer ticketing and service areas.
- ➔ Publish messages on shared revenue advertising space within or outside vehicles.
- ➔ Add applicable information to on-location rerouting notices.

### Communication Channels – Earned

- ➔ News release(s) – as planned by the Communications Team
- ➔ Media Advisory – as planned by the Communications Team
- ➔ Cooperative media event – as planned by the Communications Team
- ➔ Information Video – as planned by the Communications Team
- ➔ B-roll – as planned by the Communications Team
- ➔ Op Ed – as planned by the Communications Team
- ➔ Suggesting a Reddit AMA – featuring key moderators/participants
- ➔ Suggesting a cooperative letter or simplified MOU with agencies to show collaboration

### Communication Channels – Paid

- ➔ Consider/explore use of paid/boosted posts on social media channels.
- ➔ Explore options for cooperative advertising options in/around stations: Out-of-home including in-station, on-vehicle and geo-fenced ads served to mobile users within proximity to key stations.

### Communication Channels – Community Outreach and Stakeholder Outreach

- ➔ Meet with and engage community leaders for best approach to reaching communities of color, lower-income, and LEP populations as well as share materials and key messages as well as share materials and key messages.
- ➔ Engage customer advocacy groups and individuals.
- ➔ Share ADA compliant and remediated materials from websites with paratransit partners.
- ➔ Distribute key message point to business and employer groups.
- ➔ Distribute information to Clipper and 511 for cooperative announcement, and encourage integration of key message. points, when applicable, into online customer engagement responses.
- ➔ Distribute and or post information at open community center locations.
- ➔ Share key information and message points to Board members and executive teams.
- ➔ Share key information and message points to agency community and passenger working groups.

### Employee Communications

- ➔ Distribute key message points in cooperation with human resources and union representatives at key points.
- ➔ Building entry and exit points
- ➔ Newsletters/eblasts
- ➔ Offices, breakrooms, shops, gyms and other facilities
- ➔ Team calls and huddles
- ➔ Dispatch and scheduling areas





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## Appendix A

### Bay Area Transportation Provider Participants

- Altamont Commuter Express (ACE)
- Alameda-Contra Costa Transit District (AC Transit)
- Caltrain
- Central Contra Costa Transit Authority (CCCTA)
- City of Dixon Redit-Ride
- Eastern Contra Costa Transit Authority (Tri Delta)
- Fairfield and Suisun (FAST)
- Golden Gate Bridge, Highway and Transportation District (GGBHTD)
- Livermore Amador Valley Transit Authority (LAVTA)
- Marin Transit
- Napa Valley Transportation Authority (VINE)
- Petaluma Transit
- Rio Vista Delta Breeze
- SamTrans
- San Francisco Bay Area Rapid Transit (BART)
- San Francisco Municipal Transportation Agency (SFMTA)
- Santa Rosa CityBus
- Santa Clara Valley Transportation Authority (VTA)
- Solano County Transit (SolTrans)
- Sonoma County Transit
- Sonoma-Marín Area Rail Transit (SMART)
- Union City Transit
- Vacaville City Coach
- Water Emergency Transportation Authority (WETA)
- Western Contra Costa Transit Authority (WestCAT)

## Appendix B

### Assessing Plan Effectiveness and Reporting for Accountability

Data collection and accountability is an important component of assessing plan effectiveness and to monitor if adjustments need to be instituted to meet the goals of the plan. This plan provides a framework for Bay Area transportation operators to collect, share and report data, and be accountable to each other as well as provide information to the public to build confidence in the Bay Area public transportation system.

As the administrators of this plan, the Bay Area public transportation providers will report metrics summarized in Table 1 to the California Transit Association (CTA) for post-processing and serve as a clearing-house or repository to ensure any best practices or policies developed in the Bay Area can be shared with other California transit operators. CTA will transmit the data to a diverse subgroup of Bay Area operators known collectively as the “Bay Area Transit Executive Group” for review, evaluation and action (if needed) to ensure the intended plan metrics are achieved. The Executive Group will report progress on behalf of the Bay Area operators regarding metrics and recommended actions as well as relevant health data to all Bay Area operators each week. This data and any related actions will be shared monthly with the MTC Blue Ribbon Transit Recovery Task force and/or the MTC Programming and Allocations Committee for review.

#### Transportation Providers Responsibilities

- Define an individual agency process to gather data listed in Table 1, allowing for a agency-specific statistically valid percent sample of data gathering across modes, across facilities and vehicles
- Define who, within each public transportation provider is responsible to manage and report the data
- Establish the Bay Area Transit Executive Group as follows:
  - One representative from a large operator
  - One representative from a multi-county provider
  - One representative from a small operator
  - One representative from a multi-modal provider
  - One representative from a paratransit provider

This group will nominate a chair and the representatives from each agency will be at the general manager level or senior staff who can represent safety/security and operations perspectives and have access to customer/budget data and have access to resources necessary to review and analyze data against established metrics and recommend actions.



Table 1. Safety and Health Plan Metrics

Metric	Timing
<b>Strategic, Plans and Processes</b>	
Report of mitigation implementation	Within two weeks of plan acceptance
Plan/process for transportation provider facility staffing (% of occupancy)	Within two weeks of plan acceptance
Communication strategy and reporting on posted, verbal, email & social distancing communications to include non-English language – internal and external	Strategy within two weeks of plan acceptance Implementation within four weeks of strategy
<b>Customer Facing</b>	
Estimate of face covering compliance – random statistically significant sample across modes, including facilities and vehicles <b>Goal: 95% compliance (allows for non-exempt)</b> Critical metric as the closer physical distancing assumed in this plan is based on face covering compliance, in addition to other measures.	Agency Data Reported Monthly to Dashboard
Estimate of vehicle capacity - random statistically significant sample across modes <b>Goal: Estimate of vehicle capacity to allow for physical distancing</b>	Agency Data Monthly Reporting to Dashboard
Percent (%) of external contact tracing completed if reported infected customer (paratransit) <b>Goal: 90% of confirmed customers (paratransit)</b>	To be Confirmed with Providers
<b>Employee Facing</b>	
Number (#) of infected employees (report timing to public health agency – immediate upon confirmation)	Agency Data Monthly Reporting to Dashboard
Percent (%) of internal contact tracing completed if confirmed infected employee <b>Goal: 100% of confirmed employees</b>	Agency Data Monthly Reporting to Dashboard
Estimated compliance across employee groups for face coverings <b>Goal: 100% (exempt employees counted as complaint)</b>	Agency Data Monthly Reporting to Dashboard
Commitment for employee compliance with physical distancing	Commitment to oversight and compliance



# ***Riding Together:*** Bay Area **Healthy Transit** Plan

## **CONTACT US**

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## **TELEPHONE**

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## **ADDRESS**

Bay Area Rapid Transit District (BART)

P.O. Box 12688

Oakland, CA 94604-2688

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DATE: September 1, 2020  
TO: STA Board  
FROM: Daryl K. Halls, Executive Director  
RE: Options and Recommendation for Amendment to Rotation for  
2021 STA Chair and Vice Chair Due

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**Background:**

The STA Board policy for selection of STA 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 of this policy is 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 former 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. During the STA's 30 year history, two Board Members have served more than one year as STA Chair. Steve Lessler, City of Fairfield representative, served as STA Chair in both 1996 and 1997 during the first two years of STA staff transitioning from being staffed by County Public Works to the current independent staff arrangement. Jim Sperring has served as STA Chair on three separate occasions based on the rotation policy, two as Mayor of Suisun City, and one as the Board of Supervisors representative.

Typically, the selection of Chair and Vice-Chair takes place at the January meeting each year and the new Chair begins running the Board meeting at the February Board meeting.

**Discussion:**

The current STA Chair is City of Vacaville Mayor Ron Rowlett and the current Vice-Chair is City of Vallejo Mayor Bob Sampayan. Originally, Thom Bogue, Mayor of Dixon, was scheduled to serve as Chair in 2020. Due to other time commitments, he opted to not serve as STA Chair in 2020, while still remaining as Dixon's representative on the STA Board. Ron Rowlett, Mayor of Vacaville, who was scheduled to be Vice-Chair in 2020, was selected as STA Chair in 2020 and Bob Sampayan, Mayor of Vallejo, was selected as Vice-Chair.

Recently, STA staff was notified that both Bob Sampayan, Mayor of Vallejo, and Elizabeth Patterson, Mayor of Benicia, have decided not to seek re-election and they will be both be completing their terms as Mayors in December of 2020. Based on Mayors Sampayan and Patterson not seeking reelection, the new representatives from Vallejo and Benicia will be new to the STA Board in 2021 when the Vallejo representative is scheduled to serve as Chair and the Benicia representative to serve as Vice-Chair.

Per the Board's policy, in order to provide the new Board Members with at least one year of experience prior to assuming the responsibility of serving as STA Chair, staff brought this issue to the Board's Executive Committee at their meeting of August 31, 2020 for their discussion and consideration, prior to the November 2020 elections, for the Board's selection of the STA's 2021 Chair and Vice-Chair.

Listed below is the updated and current schedule for rotation of STA Chair based on the STA Board policy:

<u>Year</u>	<u>Agency</u>
2020	Vacaville *
2021	Vallejo
2022	Benicia
2023	Rio Vista
2024	Solano County
2025	Suisun City
2026	Fairfield
2027	Dixon

- Dixon Mayor Bogue opted not to serve as Chair in 2020

The Executive Committee discussed the following three options:

- Option 1: Keep rotation as is with new Vallejo representative to serve as STA Chair in 2021.
- Option 2: Keep current Chair as STA Chair in 2021 and adjust rotation back one year with new Vallejo representative to serve as STA Chair in 2022 and new Benicia representative to serve as STA Chair in 2023.
- Option 3: Other options identified by the Executive Committee

The Executive Committee agreed to forward a recommendation to the STA Board recommending the Board adopt Option 2 – keeping the current Chair through the year 2021 and having the new Vallejo and Benicia representatives move back a year in rotation along with the other cities and County representatives.

Selection of the STA Chair and Vice Chair is at the discretion of the STA Board.

**Recommendation:**

Approve the recommendation from the STA Board's Executive Committee to Designate the Current Chair, Ron Rowlett as 2021 STA Chair and amend the rotation of Chair and Vice-Chair as specified in Attachment A.

Attachment:

- A. Modification to Rotation of STA Chair and Vice-Chair – September 2020

ROTATION OF STA CHAIR AND VICE CHAIR – September 2020

2021	City of Vacaville
2022	City of Vallejo
2023	City of Benicia
2024	City of Rio Vista
2025	County of Solano
2026	City of Suisun City
2027	City of Fairfield
2028	City of Dixon

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DATE: August 31, 2020  
TO: STA Board  
FROM: Robert Guerrero, Director of Planning  
RE: Metropolitan Transportation Commission (MTC) Plan Bay Area 2050 Blueprint  
Comment Letter

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**Background:**

The Solano Transportation Authority is responsible for coordinating with the MTC and Caltrans to develop the Regional Transportation Plan (RTP) for the Bay Area every four years. The RTP is a long range transportation plan that forecasts future transportation needs. As required by California Senate Bill 375, the RTP also includes a component that promotes sustainable communities and provides policies to reduce greenhouse gas emissions. The RTP is the required regional planning document for programming federal funds.

There are several steps and milestones that lead to the RTP's completion. Over the last year, the STA coordinated with its member agencies to develop priority transportation projects for MTC to consider including in the new RTP which the STA Board approved at the July 8<sup>th</sup>, 2020 meeting. Recently, MTC released the Plan Bay Area's Blueprint Strategies which includes a package of 25 transformational strategies that are included in the following four categories:

1. Transportation Strategies
2. Housing Strategies
3. Economic Strategies
4. Environmental Strategies

Attachment A includes a copy of MTC's Draft Blueprint Strategies.

**Discussion:**

STA staff is recommending the Board authorize a comment letter in response to MTC's Draft Blueprint Strategies at this time. The purpose of the letter is to reiterate STA's priority projects and efforts related to their strategies with support where appropriate. There are several strategies that MTC is introducing primarily to meet requirements from the State California Air Resource Board's Green House Gas Emission Reduction target. This was a challenge for MTC and in order to address this, MTC had to offer bold and innovative strategies which include new funding strategies, housing initiatives and social policies.

Recognizing the challenge that MTC staff is facing, STA staff recommends a comment letter that focuses on how Solano County is working to meet the PBA objectives. Attachment B provides an outline of the draft points STA staff proposes to raise in the comment letter. The draft Blueprint Strategies are going to be finalized by the MTC in October.

**Fiscal Impact:**

None at this time.

**Recommendation:**

Authorize the STA Executive Director to submit a comment letter consistent with the points outlined in Attachment B for the four quadrants of MTC's Plan Bay Area 2050 Blueprint.

Attachments:

- A. MTC Plan Bay Area draft Blue Print Strategies
- B. STA Bullet Points for PBA: Blue Print Comment Letter



# DRAFT BLUEPRINT STRATEGIES

## OBJECTIVES



## TRANSPORTATION STRATEGIES

### 1. Maintain and Optimize Existing Infrastructure



**Operate and Maintain the Existing System.** Commit to operate and maintain the Bay Area's roads and transit infrastructure, while ensuring that all Priority Development Areas have sufficient transit service levels.

**Enable Seamless Mobility with Unified Trip Planning and Fare Payments.** Develop a unified platform for trip planning and fare payment to enable more seamless journeys.

**Reform Regional Transit Fare Policy.** Streamline fare payment and replace existing operator-specific discounted fare programs with an integrated fare structure across all transit operators.

**Implement Per-Mile Tolling on Congested Freeways with Transit Alternatives.** Apply a per-mile charge on auto travel on select highly-congested freeway corridors where transit alternatives exist, with discounts for carpoolers, low-income residents, and off-peak travel, with excess revenues reinvested into transit alternatives in the corridor.

### 2. Create Healthy and Safe Streets



**Build a Complete Streets Network.** Enhance streets to promote walking, biking, and other micromobility through sidewalk improvements and 7,000 miles of bike lanes or multi-use paths.

**Advance Regional Vision Zero Policy through Street Design and Reduced Speeds.** Reduce speed limits to 25 to 35 miles per hour on local streets and 55 miles per hour on freeways, relying on design elements on local streets and automated speed enforcement on freeways.

### 3. Enhance Regional and Local Transit



**Advance Low-Cost Transit Projects.** Complete a limited set of transit projects that performed well in multiple futures and require limited regional dollars to reach fully-funded status.

**Build a New Transbay Rail Crossing.** Address overcrowded conditions during peak commute periods and add system redundancy by adding a new Transbay rail crossing connecting the East Bay and San Francisco.

## OBJECTIVES



## ECONOMIC STRATEGIES

### 4. Improve Economic Mobility



**Expand Childcare Support for Low-Income Families.** Provide a 50 percent childcare subsidy to low-income households with children under 5, enabling more parents with young children to remain in (or to enter) the workforce.

**Create Incubator Programs in Economically-Challenged Areas.** Fund pre-incubation services or technical assistance for establishing a new business, as well as access to workspaces, and mentorship and financing in disadvantaged communities.

**Retain Key Industrial Lands through Establishment of Priority Production Areas.** Implement local land use policies to protect key industrial lands identified as Priority Production Areas, including preservation of industrial zoning.

### 5. Shift the Location of Jobs



**Allow Greater Commercial Densities in Growth Geographies.** Allow greater densities for new commercial development in select Priority Development Areas and select Transit-Rich Areas to encourage more jobs to locate near public transit.

**Assess Transportation Impact Fees on New Office Developments.** Apply expanded county-specific fees on new office development that reflects associated transportation impacts.

**Assess Jobs-Housing Imbalance Fees on New Office Developments.** Apply a regional jobs-housing linkage fee to generate funding for affordable housing when new office development occurs in job-rich places, thereby incentivizing more jobs to locate in housing-rich places.



## OBJECTIVES



## HOUSING STRATEGIES

## 6. Spur Housing Production and Create Inclusive Communities



**Allow a Greater Mix of Housing Types and Densities in Growth Areas.** Allow a variety of housing types at a range of densities to be built in Priority Development Areas, select Transit-Rich Areas, and select High-Resource Areas.

**Reduce Barriers to Housing Near Transit and in Areas of High Opportunity.** Reduce parking requirements, project review times, and impact fees for new housing in Transit-Rich and High-Resource Areas, while providing projects exceeding inclusionary zoning minimums even greater benefits.

**Transform Aging Malls and Office Parks into Neighborhoods.** Transform aging malls and office parks into mixed-income neighborhoods by permitting new land uses and significantly reducing development costs for eligible projects.

## 7. Protect, Preserve, and Produce More Affordable Housing



**Fund Affordable Housing Protection, Preservation and Production.** Raise an additional \$1.5 billion in new annual revenues to leverage federal, state, and local sources to protect, preserve and produce deed-restricted affordable housing.

**Require 10 to 20 Percent of New Housing to be Affordable.** Require at least 10 percent to 20 percent of new housing developments of 5 units or more to be affordable to low-income households, with the threshold defined by market feasibility as well as access to opportunity and public transit.

**Further Strengthen Renter Protections Beyond State Legislation.** Building upon recent tenant protection laws, limit annual rent increases to the rate of inflation, while exempting units less than 10 years old.

## OBJECTIVES



## ENVIRONMENTAL STRATEGIES

## 8. Reduce Risks from Hazards



**Adapt to Sea Level Rise.** Protect shoreline communities affected by sea level rise, prioritizing areas of low costs and high benefits and providing additional support to vulnerable populations.

**Modernize Existing Buildings with Seismic, Wildfire, Drought, and Energy Retrofits.** Adopt new building ordinances and incentivize retrofits to bring existing buildings up to higher seismic, wildfire, water and energy standards, providing means-based subsidies to offset impacts.

## 9. Reduce Our Impact on the Environment



**Maintain Urban Growth Boundaries.** Using urban growth boundaries and other existing environmental protections, confine new development within areas of existing development or areas otherwise suitable for growth, as established by local jurisdictions.

**Protect High-Value Conservation Lands.** Provide strategic matching funds to help conserve high-priority natural and agricultural lands, including but not limited to Priority Conservation Areas.

**Expand the Climate Initiatives Program.** Expand MTC's Climate Initiatives Program, which includes investments in transportation demand management and electrification incentive programs, while simultaneously working with the Air District and the State to reduce greenhouse gas emissions for other transportation sectors.

## **STA Bullet Points for PBA: Blue Print Comment Letter**

1. Transportation Strategies- Discuss all lane tolling and Reiterate the importance of Solano County's RTP priority transportation projects:
  - I-80/I-680/SR 12 Interchange Project
  - I-80 Express/Managed Lanes Project
  - I-80 Truck Scales (West Bound)
  - SR 37 corridor
  - Solano Express on I-80/ I-680 Corridors
  - Support for the State Rail Plan/Capitol Corridor/Solano Rail Hub
  - Ferry Service Expansion
2. Housing Strategies - Note that STA supports PBA's Housing Growth for Solano as having 3% of the Region's Growth and discuss the following STA transportation housing efforts:
  - Coordinated with STA member agencies to increase total PDAs from 13 to 17 as part of MTC/ABAG 2020 PDA update
  - Solano Housing Investment Partnership (SolHIP) efforts
  - Allocation of \$4 Million in Suburban Housing Incentive Pool (SubHIP) Pilot Program funds for 99 affordable housing units adjacent to the Vacaville Transportation Center and 190 units near the Fairfield Vacaville Train Station.
  - Housing Element Consultant administration with Local Early Action Planning Funding from the cities of Benicia, Dixon, Rio Vista, Suisun City and Dixon
  - Advocacy for a small portion of ABAG's \$5 million Regional Early Action Planning Grant funds
  - Note how Solano County is the Cornerstone for other regions employees and households
3. Economic Strategies - Discuss how Solano County's Economic Growth as forecasted by the PBA Blueprint will grow from 3% to potentially 5% or more:
  - Reference Solano EDC Memo highlighting Solano County's economic growth potential written by Bob Burris, Solano EDC Executive Director and Sean Quinn, Solano EDC consultant (former Fairfield City Manager)
  - Note the 10 Priority Production Areas, the highest number of PPA designations than any other County in the Bay Area, that are based on Solano County's Moving Forward Economic Plan
4. Environmental Strategies- Discuss support for GHG reduction strategies and Priority Conservation Areas:
  - Discuss STA's SolanoExpress Bus Service and Electrification of all transit fleets
  - Advocacy for continued support for the North Bay Priority Conservation Areas for Farm to Market, Agro-Tourism, trails and conservation projects

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DATE: September 1, 2020  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
Bernadette Curry, STA Counsel  
Ryan FitzGerald, Deputy County Counsel  
RE: Draft STA Policy and Procedures Pertaining to Future Utility Relocations

---

**Background:**

Within the past ten years, Solano Transportation Authority (STA) have taken an active role in delivering projects or phases of projects on the State Highway System. Delivery of projects on the State Highway System requires full oversight from Caltrans. As such, all work is governed by the California Streets and Highways Code, the Vehicle Code, and the Local Assistance Procedures Manual (LAPM).

As part of the I-80/I-680/State Route (SR) 12 Interchange Project, there were major utility relocations that happened as part of the first construction package and will be required in the future as part of future construction packages. These included PG&E gas and electric, AT&T, the Cities of Fairfield, Benicia and Vallejo waterlines. The cost sharing of the utility relocations followed the LAPM procedures. As such, a liability determination of each utility was completed and shared with each utility. In the cases of Benicia and Vallejo, the cities didn't agree with the liability determination, so a Disputed Utility Agreement with each city was entered into to keep the project moving ahead to meet the funding deadlines. While the construction moved forward, the dispute took considerable time and resources to resolve. As such, the STA Board Member from Benicia Mayor Elizabeth Patterson, with concurrence of Vallejo Mayor Bob Sampayan, requested that a policy be developed that addresses future utility relocations. STA staff and legal counsel has developed a policy and procedure that formalizes notice, communication, and dispute resolution procedures.

**Discussion:**

In response to this request, The Draft Utility Relocation Procedure and Liability Dispute Procedure that is submitted for your consideration The California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM) outlines Utility Relocation Procedures (Attachment A). Utility relocations are required on most transportation projects. A conflict exists when a utility must be relocated, adjusted, protected-in-place or abandoned as a direct result of the project. Caltrans strongly recommends that each local agency adopt and follow the procedures that have been included in the proposal.

An important step in the recommended procedure that addresses liability determinations. The Caltrans Right of Way Manual states that the "preferred method of [liability dispute] resolution is to mutually agree on how to handle a particular situation and what the liability should be." Consistent with Caltrans' recommendation and stated preference, the purpose of the proposed procedure is to adopt Caltrans' Utility Relocation Procedures and to standardize how members of the STA communicate about utility relocations and resolve utility relocation liability disputes.

The procedures outlined in the proposed policy would apply where both (1) STA is responsible for Right-of-Way Certification on a transportation project and (2) a city's utilities conflict with the transportation project. This item is being submitted for information only and still needs to be presented to the STA Technical Advisory Committee and the Cities of Benicia and Vallejo for review, feedback, and discussion as well before being brought back to the STA Board for approval.

**Fiscal Impact:**

No direct financial impact to STA. If the policy is implemented and adhered to by STA member agencies, disputes will be resolved more quickly and efficiently. Costs of utility relocations would be determined through this process. This should help reduce project delays and attorney fees and should permit staff resources to be allocated to other tasks and projects.

**Recommendation:**

Informational.

Attachment:

- A. Draft STA Utility Relocation Procedure and Liability Dispute Procedure

## Utility Relocation Procedure and Liability Dispute Procedure

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### I. PURPOSE

The California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM) outlines Utility Relocation Procedures. Utility relocations are required on most transportation projects. A conflict exists when a utility must be relocated, adjusted, protected-in-place or abandoned as a direct result of the project. Caltrans strongly recommends that each local agency adopt and follow the procedures that have been duplicated in this document. The fourth step in the recommended procedure addresses liability determinations. The Caltrans Right of Way Manual states that the “preferred method of [liability dispute] resolution is to mutually agree on how to handle a particular situation and what the liability should be.”

Consistent with Caltrans’ recommendation and stated preference, the purpose of this procedure is to adopt Caltrans’ Utility Relocation Procedures and to standardize the manner in which members of the Solano Transportation Authority (STA), a joint powers authority organized under Government Code section 6500 et seq., consisting of the County of Solano and the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo, resolve utility relocation liability disputes.

The procedures outlined in this document shall apply where both (1) STA is responsible for Right-of-Way Certification on a transportation project and (2) a city’s utilities conflict with the transportation project.

### II. UTILITY RELOCATION PROCEDURE (from Caltrans Local Assistance Procedures Manual Chapter 14 – Utility Relocation, January 2020)

#### 1. **Utility Verification**

- A. In the early phase of the design process, the Utility Coordinator sends a proposed project plan to owner and request for owners’ utility map(s) of any utilities located within project limits.
- B. Utility Coordinator forwards owners’ map(s) to the Project Engineer. The Project Engineer plots all existing utilities onto UTILITY SHEET (Refer to Caltrans Design’s Standard Plan or American Society of Civil Engineers [ASCE], Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data).

#### 2. **Identifying Conflict**

- A. Project Engineer identifies all impacted utility and potholing facilities within project limits.
- B. Provide conflict maps for each impacted facility to the Utility Coordinator.

## Utility Relocation Procedure and Liability Dispute Procedure

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### 3. **Requesting Conflict Resolution Plan** (This step would be done only after National Environmental Policy Act approval.)

- A. Utility Coordinator contacts and informs the owner(s) of the conflict(s), requests conflict resolution plan(s), detail cost estimate(s), and owner's liability determination.
- B. When the above items are received from owner(s), the Utility Coordinator will forward the plan(s) to the Project Engineer for approval.

### 4. **Liability Determination**

After the conflict resolution plan(s) is approved by the Project Engineer, a liability determination will be made to determine whether the local agency is legally liable for any portion or all of the relocation cost(s). See Chapter 13 Utility Relocation, Section 13.04.00 of the [Caltrans Right of Way Manual](#) for guidance.

- A. Liability can be determined by property rights, franchise rights/ agreements, State and local statutes/ordinances, permits, or finding by the local agency's counsel.
- B. Complete [Exhibit 14-E: Report of Investigation \(ROI\)](#). The ROI is a document that determines the local agency's liability for relocation costs.
- C. The cost of relocating such utilities is eligible for federal participation:
  - a. Only when the relocation is made necessary by the proposed construction.
  - b. Only when the local agency is legally liable to pay for any portion of the relocation.

The Utility Coordinator shall send a proposed copy of the ROI, Notice to Owner (NTO), and Utility Agreement to District Local Assistance Engineer (DLAE) and District Right of Way Utility Coordinator for review and approval, prior to sending out to owner.

Note: For State highway projects, the local agency must ensure that all utility relocations and encroachments are accomplished in accordance with Caltrans policies, procedures, standards, practices, and statutes. In addition, any existing agreements or contracts between the Department of Transportation (Caltrans) and a utility owner will also obligate the local agency in such circumstances.

### 5. **Notifying Owner**



## Utility Relocation Procedure and Liability Dispute Procedure

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- A. After the conflict resolution plan is approved and liability is determined, the Utility Coordinator shall seek concurrence from the owner in case the liability determination is different from owner's claim letter.
- B. Once the owner concurs with the liability (this is referred to as Meeting of the Minds), the Utility Coordinator will issue a written NTO (see [LAPM 14-D: Notice to Owner](#)) to the owner. The local agency must make all necessary arrangements with owners of the affected utility facilities for their relocations.
- C. The NTO will clearly define the impacted facility, owner's conflict resolution plan number and date, estimated completion date, and liabilities.
- D. The local agency shall provide all other necessary permit(s) related to the relocation to the owner prior to the commencing of work. Only when any ordered work is located within the State Highway System (SHS), a Caltrans Encroachment Permit is required. The Utility Coordinator can request the permit through the District Right of Way Utility Coordinator.
- E. If the local agency is liable for any portion of the relocation, a Utility Agreement (see [Exhibit 14-F: Utility Agreements](#) and [Exhibit 14-G: Utility Agreement Clauses](#)) will also be prepared and sent to the owner along with the NTO. Utility Agreements are required for all projects with local agency liability.
- F. The local agency's liability portion and authority to pay for the relocation must be clearly cited in its Utility Agreement and in the liability section of the NTO.

Note: For freeway projects, State policy and procedure take precedence for cost liability determination even where relocation work to support or accommodate the project may take place outside of the state's Right of Way (R/W).

### 6. Right of Way Utility Clearance Memo

- A. Once all utility conflicts have been resolved, the Project Engineer and the Utility Coordinator will issue a Utility Clearance Memo that clearly lists all conflicts, locations, the NTO numbers and issued date, liability, and estimated completion date.
- B. The information on this memo will be incorporated into the R/W Certification.

### 7. Managing the Physical Relocation

- A. Prior to any physical relocation work being commenced, the Project Engineer and Utility Coordinator shall make sure all agreements have been executed,

## Utility Relocation Procedure and Liability Dispute Procedure

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Specific Authorization/Approval of Utility Agreement has been approved (if federal funding is sought), and funding has been secured.

- B. The Project Engineer and Utility Coordinator shall monitor the progress and verify that the relocation has been carried out according to the conflict resolution plan and schedule.

### 8. Managing Relocation Invoices

- A. The Utility Coordinator will process utility relocation invoices for reimbursement in accordance to the procedures described in LAPM Chapter 5: Invoicing.
- B. The Project Engineer and Utility Coordinator shall make sure the owner provides credit when applicable, for salvage value, betterment, and all supporting documents are attached to the invoice.

### 9. Utility Records Keeping

The Utility Coordinator will create a Utility File for each impacted facility. These records will be retained by the local agency as required by FHWA regulations.

Section 23 CFR 645.119(c)(1)(iv), Alternate Procedure Approval requires documentation of actions taken in compliance with State and federal policies. All engineering decisions affecting the utility relocation from the beginning of planning to the completion of the relocation and billing, should be documented in the local agency's Utility File diary.

It is essential that documented field verification of the progress and completion of all reimbursable utility work be provided by the local agency. This required documentation is met by the use of detailed inspector's diaries or their equivalent.

If the local agency wishes not to request federal participation for the utility relocation work on projects off the SHS, even though they will be requesting federal participation in other R/W activities and/or the construction phases of the project, they must comply with FHWA's regulations. Transportation Infrastructure Finance and Innovation Act (TIFIA) Loan must follow all Code of Federal Regulations as well as 23 CFR 645. The local agency must provide the proposed utility relocation plan to the DLAE for forwarding to the District Right of Way Utility Coordinator for review so that proper R/W certification on utility relocation matters may be given prior to construction.

## III. UTILITY RELOCATION LIABILITY DISPUTE RESOLUTION PROCEDURE

### 1. Timing

Pursuant to Step 3 of the UTILITY RELOCATION PROCEDURE, the Utility Coordinator is

## Utility Relocation Procedure and Liability Dispute Procedure

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required to contact and inform Utility Owner(s) of the conflict(s), request conflict resolution plan(s), detail cost estimate(s), and Utility Owner's liability determination. Step 4 requires the Utility Coordinator to determine the legal liability for relocation cost(s). This determination is subject to review and approval by the District Local Assistance Engineer (DLAE) and District Right of Way Utility Coordinator. Step 5.A requires the Utility Coordinator to seek concurrence from a Utility Owner if the Utility Coordinator's liability determination required under Step 4 differs from the Utility Owner's liability determination required under Step 3. Before the Utility Coordinator can proceed past Step 5.A, the Utility Owner must concur with the liability (also known as a "Meeting of the Minds").

### 2. Meeting of the Minds

- A. The Utility Owner and Utility Coordinator may initially disagree on the characterization of a property right, whether an exception applies, or on interpretation of the California Streets and Highways Code. But as a preliminary matter, the parties must agree that the cost of relocation of utilities in conflict with a transportation project are apportioned based on prior and/or superior property rights in the project area. The parties will look to Caltrans' Right of Way Manual for guidance.
- B. The Utility Owner should first discuss the disagreement with the Utility Coordinator. The Utility Coordinator may, if it is persuaded, revise the Report of Investigation and resubmit it for review and approval by the DLAE and District Right of Way Utility Coordinator.
- C. If the disagreement cannot be resolved by discussion(s) between the Utility Owner and the Utility Coordinator, the Utility Owner shall direct its grievance together with any evidence, in writing, to the STA Governing Board. The STA Governing Board may consider the grievance or it may form a committee to consider the grievance. Any committee formed for this purpose shall not include a mayor or city councilmember of a city which is the Utility Owner.
- D. At any point after the Utility Owner directs its grievance to the STA Governing Board, the parties may agree to proceed with an "Agreement to Disagree". The Notice to Owner may be revised to include "liability in dispute" as the liability statement. This may be appropriate if the parties agree that dispute resolution will be too time consuming to be accomplished ahead of key project dates. The UTILITY RELOCATION PROCEDURE may proceed past Step 5.A with an "Agreement to Disagree" in lieu of a "Meeting of the Minds". Parties must agree to continue to work towards resolving the liability dispute.
- E. If the STA Governing Board or the committee it forms agrees with the Utility Coordinator's liability determination, the STA Governing Board shall direct the Utility Owner to pay for the relocation. In such an event, the Utility Owner may accept the determination or may petition a court of competent jurisdiction. If the STA Governing Board or the committee it forms agrees with the Utility Owner's liability determination, the STA Governing Board shall direct the Utility Owner to revise the Report of Investigation. If the STA Governing Board or the committee it

## Utility Relocation Procedure and Liability Dispute Procedure

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forms is unable to reach a consensus or is uncertain about the appropriate legal status of the Utility Owner's facilities, the STA Governing Board may elect to refer the dispute for consideration by a mutually agreed upon, neutral third-party mediator or arbitrator with experience in right-of-way disputes. The parties may accept a mediator's recommendation or may proceed to have a court of competent jurisdiction resolve the dispute. Arbitration, if elected by the parties, shall be binding.

- F. The DLAE and District Right of Way Utility Coordinator are not agents or employees of STA, Solano County, or any of the Cities; nothing in this document shall be construed as directing the DLAE or District Right of Way Utility Coordinator to approve a Report of Investigation.

### IV. DEFINITIONS

- A. Caltrans: The California Department of Transportation
- B. Cities: Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo
- C. Joint Powers Agreement: The STA Joint Powers Agreement as amended
- D. Local Agency: The Solano Transportation Authority (STA)
- E. Meeting of the Minds: when the Utility Owner concurs with the Utility Coordinator's liability determination
- F. Report of Investigation: A document that determines the liability for relocation costs.
- G. Solano Transportation Authority: the joint powers authority organized under Government Code section 6500 et seq. consisting of the County of Solano and the Cities
- H. State: California
- I. Utility Coordinator: Solano Transit Authority's designated liaison with Utility Owners.
- J. Utility Owner: Utility company or municipal utility department that owns an impacted facility

### V. AMENDMENTS

The procedures set forth in this document may be terminated or amended in accordance with

## **Utility Relocation Procedure and Liability Dispute Procedure**

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the Quorum, Voting Rights, and Procedures defined in the Joint Powers Agreement.

### **VI. REFERENCES**

- A.** Caltrans Local Assistance Procedures Manual Chapter 14 – Utility Relocation, January 2020
- B.** Caltrans Right of Way Manual Chapter 13 – Utility Relocations, January 2020

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DATE: August 27, 2020  
TO: STA Board  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: I-80/I-680/State Route 12 (SR 12) Interchange Package 2A Project

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**Background:**

The STA has been working on improving the operations, safety and congestion of I-80 through Solano County since early 2000. This focus began with the 2004 I-80/I-680/I-780 Major Investment and Corridor Study. While the Study looked at the three Interstate Routes, the main focus was I-80. Since this time, several important projects been completed. This includes the re-opening of McGary Road (a parallel route to I-80 between Vallejo and Fairfield), the first construction package of I-80/I-680/SR 12 Interchange, the I-80 High Occupancy Vehicle (HOV) Lanes through Fairfield, the I-80 Eastbound Cordelia Truck Scales, the east segment of the North Connector (a parallel route to I-80 in the Suisun Valley area) and the SR 12 Jameson Canyon corridor (connection to I-80). The STA continues to work on other priority projects on the I-80 Corridor. These projects are in various stages of readiness.

**Discussion:**

The I-80/I-680/SR 12 Interchange Project has been a significant undertaking by the STA in partnership with Caltrans. The overall project has been environmentally cleared and envisioned to build in construction packages as the total Phase 1 Project is around \$800 million. As stated, Package 1 was completed and the next package is 2A and is the subject of this staff report.

Due to the costs of each package, staff has been developing the packages as funding allows. Package 2A will complete the construction of the I-80 connection to SR 12W (Jameson Canyon) that was started with the Construction Package 1. The existing eastbound SR 12W to eastbound I-80 connector will be removed. A new two-lane highway alignment and bridge structure for the eastbound SR 12W to eastbound I-80 will be constructed that meets the design requirements for future project phases. The new bridge structure will be designed to accommodate a future connector to southbound I-680. The project will construct the off-ramp from eastbound SR 12W to Green Valley Road. A braided ramp connection for eastbound I-80 to Green Valley Road and southbound I-680 will also be constructed.

This Project is fully funded with State Transportation Improvement Program (STIP), Bay Area Bridge Tolls (as an advance of Regional Measure 3 funds) and SB 1 Trade Corridor Enhancement Program (TCEP) funding.

The Project Funding details are shown below:

	RTIP	SB1 (TCEP)	BT: BATA June 2019*	BT: BATA July 2020*	BT: RM2; AB1171	Advance RTIP	Total
PS&E	\$9M						\$9M
R/W			\$7.2M		\$1M		\$8.2M
CON Support		\$10M					\$10M
CON Capital		\$43.2M		\$7.1M		\$16.7M**	\$67M
Total	\$9M	\$53.2M	\$6.8M	\$7.1M	\$1M	\$16.7M	\$93.7M

During the design phase the need for additional funds was surfaced. Staff worked with Caltrans, the Metropolitan Transportation Commission (MTC), and the California Transportation Commission (CTC) to fund a cost increase of \$16.7 M, which was funded with STIP funds programmed for Fiscal Year (FY) 2021-22. This additional STIP funding is a loan from future RM 3 funds dedicated to the Interchange. Good news is the CTC did advance the STIP funds one year along with the SB 1 TCEP construction allocation funding in August 2020. With that, and because the Project is being delivered with the Construction Manager/General Contractor (CM/GC) method, construction will begin in September 2020.

Based on a request from Caltrans, the STA is delivering the right-of-way for the project. The right-of-way acquisition process is still on-going. COVID-19 has delayed the court system processes, so while the STA has full possession of the properties necessary for the Project, this phase is not completed.

To get ready for construction, there are two virtual meetings being planned. The first is a *public informational meeting* with the details as follows:

- Scheduled for September 23<sup>rd</sup> from 4:30PM – 6PM
- STA to send Zoom panelist invites shortly
- Caltrans will be sending out mailers early next week and also updating their Project website and social media
  - City of Fairfield and STA to assist with promotion
- Event hosted by Caltrans, City of Fairfield, and STA (STA is provided the Zoom Webinar Link)
- During the Zoom webinar, Caltrans will present an overview of the project and share an estimated timeline
  - City of Fairfield and STA to contribute to the presentation
  - City of Fairfield and STA will on the Webinar panel to assist with the public Q&A session

The second is *the ground breaking* with the details as follows:

- Tentatively scheduled for the last two weeks in October
- Caltrans is completing paperwork for event approval – STA is assisting



- Format will be similar to STA's recent virtual Groundbreaking for its office; hybrid of live segments and pre-recorded segments woven in-between live segments
  - STA list of speakers: STA Chair Ron Rowlett, Fairfield Mayor Price and MTC Commissioner Jim Spering
- STA and Caltrans to work on invite list
- STA, Caltrans, and City of Fairfield to conduct site visit for live segments
- STA and City of Fairfield (depending on availability) to work on pre-recorded video segments
- STA to design program, pin, and pin card

**Fiscal Impact:**

None at this time, as all the funding has been previously approved by the STA Board and the construction allocations have been made. Caltrans is responsible for the construction administration.

**Recommendation:**

Informational.

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DATE: August 13, 2020  
TO: STA Board  
FROM: Brandon Thomson, Transit Mobility Coordinator  
Beth Kranda, SolTrans  
Diane Feinstein, FAST  
RE: SolanoExpress Intercity Year-End Report for Fiscal Year (FY) 2019-20

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**Background:**

Prior to 2005, the funding for Solano County's intercity routes, collectively called Solano Express, was shared among local jurisdictions through various verbal understandings and informal and year to year funding agreements. In FY 2005-06, at the request of Vallejo Transit and Fairfield and Suisun Transit (FAST), the STA developed with the transit operators a countywide cost-sharing method that would provide funding stability for the operators of the intercity services and an equitable and predictable cost sharing formula for the funding partners. A working group was formed, the Intercity Transit Funding Working Group (ITFWG), and was comprised of representatives from STA, Solano County, and each participating cities in Solano County. The first countywide Intercity Transit Funding Agreement was established for FY 2006-07.

Key components of the agreement are the Intercity Cost Sharing Formula, primarily based upon two factors: ridership by residence and population. This shared funding is for the cost of these routes after farebox and other non-local revenue are taken into account. Another key element of the agreement is that these routes be regularly monitored so that all the funding partners are aware of these routes' performances. This data helps guide future funding, service planning and marketing decisions.

In the Intercity Funding Agreement, it states that transit operators shall report at least quarterly to the ITFWG the following information by intercity route:

- Budget vs. actual cost for the quarter
- Budget vs. actual fares for the quarter
- Ridership
- Service hours

**Discussion:**

SolTrans and FAST have submitted their FY 2019-20 year-end reports for review by the working group, Consortium's review and STA Board (Attachment A). Please note on Attachment A, fare revenue for the fourth quarter is listed as a negative number for SolTrans, which is due to SolTrans overstated fare revenue in the third quarter report. The table below shows where the SolanoExpress Intercity Routes are compared to the estimated numbers in the Cost Allocation Model (CAM). A percentage of 100% would indicate that the estimate is meeting the actual. A summary of the FY 2019-20 report is presented below.

<b>FY 2019-20</b>	<b>FAST (Blue and Green X)</b>	<b>SolTrans (Red and Yellow)</b>
<b>Cost</b>	90%	86.4%
<b>Revenue Hours</b>	85%	81.5%
<b>Fares</b>	61.2%	68.7%
<b>Ridership</b>	72.3%	74.4%
<b>FareBox Recovery Ratio</b>	22%	33%

Both FAST and SolTrans were under budget on vehicle revenue hours, fares, and ridership. These three variables fell below the forecasted amount which can be attributed to the COVID 19 pandemic and mainly reduction in service.

STA staff and consultant are reviewing the data and will be meeting with FAST and SolTrans to reconcile FY 2019-20 and update FY 2020-21 in preparation for the next Intercity Funding Working Group meeting and development of a draft FY 2021-22 SolanoExpress budget for Board consideration in October.

A vital piece of this report is the cost per vehicle revenue hour as the operators have been capped by the funding partners and the STA Board at a performance target of \$141.00 an hour. However, because of the COVID-19 Pandemic and the cut in service by both operators, the STA Board acted on May 13, 2020 to increase the cost per vehicle revenue hour temporarily to \$193 per hour due to their contracted fix costs. At that time, FAST was estimating their cost per vehicle revenue hour would be \$143.17 and SolTrans was estimating their cost per vehicle revenue hour to be \$152.26. Based on the information provided, FAST year-end cost per vehicle hour is \$173.50 while SolTrans year-end cost per vehicle revenue hour is \$150.27. The cost per vehicle revenue hour (exceeded their cost projection) has been broken down by route, as well as quarterly, which can be found on Attachment A. Discussions are underway with FAST and SolTrans regarding the cost per hour to determine what is driving the costs and how to gradually reduce the cost per hour in future years back to the performance target. STA has set aside \$500,000 for capacity enhancements specifically relay buses but costs beyond this will be absorbed by the operator.

**Recommendation:**

Informational.

Attachment:

A. SolanoExpress Intercity Quarterly Report

This report template created by STA. It is due quarterly to STA and should mirror what we report to MTC on the quarterly RM2 invoices.

Remit to Brandon Thomson

# SOLANO EXPRESS

## INTERCITY TRANSIT SERVICE QUARTERLY MONITORING REPORT

### FY 2019-20 Budget vs Estimated or Actual Cost

SolanoExpress Route	FY 19-20 Annual Budget Expenses	First Quarter Ending Sept. 30		Second Quarter Ending Dec. 31		Third Quarter Ending Mar. 31		Fourth Quarter Ending June 30		TOTAL	
		Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Estimate	% of Budget	Estimate or Actual	% of Budget
FAST Blue Line	\$ 3,486,507	\$ 825,607	23.7%	\$ 897,311	25.7%	\$ 865,565	24.8%	\$ 638,372	18.3%	\$ 3,226,855	92.6%
FAST GX	\$ 1,533,234	\$ 370,925	24.2%	\$ 403,139	26.3%	\$ 388,878	25.4%	\$ 129,924	8.5%	\$ 1,292,866	84.3%
Subtotal, FAST	\$ 5,019,741	\$ 1,196,532	23.8%	\$ 1,300,450	25.9%	\$ 1,254,443	25.0%	\$ 768,296	15.3%	\$ 4,519,721	90.0%
SolTrans Y Line	\$ 1,876,907	\$ 485,500	25.9%	\$ 437,811	23.3%	\$ 461,955	24.6%	\$ 329,348	17.5%	\$ 1,714,614	91.4%
SolTrans R Line	\$ 4,670,470	\$ 1,099,410	23.5%	\$ 999,735	21.4%	\$ 1,060,062	22.7%	\$ 783,491	16.8%	\$ 3,942,698	84.4%
Subtotal, SolTrans	\$ 6,547,377	\$ 1,584,910	24.2%	\$ 1,437,546	22.0%	\$ 1,522,017	23.2%	\$ 1,112,839	17.0%	\$ 5,657,312	86.4%
<b>Total</b>	<b>\$ 11,567,118</b>	<b>\$ 2,781,442</b>	<b>24.0%</b>	<b>\$ 2,737,996</b>	<b>23.7%</b>	<b>\$ 2,776,460</b>	<b>24.0%</b>	<b>\$ 1,881,135</b>	<b>16.3%</b>	<b>\$ 10,177,033</b>	<b>88.0%</b>

Report Completed By: Kristina Botsford  
Diane Feinstein

### Cost per Revenue Hour

SolanoExpress Route	FY 19-20 Annual Budget Expenses	First Quarter Ending Sept. 30		Second Quarter Ending Dec. 31		Third Quarter Ending Mar. 31		Fourth Quarter Ending June 30		TOTAL	
		Actual		Actual		Actual		Estimate		Estimate or Actual	
FAST Blue Line	\$ 141.00	\$ 133.46		\$ 144.80		\$ 146.68		\$ 196.00		\$ 149.80	
FAST GX	\$ 141.00	\$ 135.97		\$ 147.29		\$ 155.80		\$ 174.63		\$ 148.52	
Subtotal, FAST	\$ 141.00	\$ 134.23		\$ 145.56		\$ 149.39		\$ 192.03		\$ 149.43	
SolTrans Y Line	\$ 150.38	\$ 151.81		\$ 145.16		\$ 157.07		\$ 247.63		\$ 163.53	
SolTrans R Line	\$ 138.61	\$ 137.41		\$ 131.63		\$ 139.92		\$ 196.36		\$ 145.15	
Subtotal, SolTrans	\$ 141.79	\$ 141.52		\$ 135.48		\$ 144.72		\$ 209.18		\$ 150.27	
<b>Total</b>	<b>\$ 141.45</b>	<b>\$ 138.29</b>		<b>\$ 140.09</b>		<b>\$ 146.79</b>		<b>\$ 201.82</b>		<b>\$ 149.90</b>	

# SOLANO EXPRESS

## INTERCITY TRANSIT SERVICE QUARTERLY MONITORING REPORT

### FY 2019-20 Budget vs Estimated or Actual Hours

Intercity Route	FY 19-20 Budget Revenue Hours	First Quarter Ending Sept. 30		Second Quarter Ending Dec. 31		Third Quarter Ending Mar. 31		Fourth Quarter Ending June 30		TOTAL	
		Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Estimate or Actual	% of Budget
FAST Blue Line	24,727	6,186	25.0%	6,197	25.1%	5,901	23.9%	3,257	13.2%	21,541	87.1%
FAST GX	10,874	2,728	25.1%	2,737	25.2%	2,496	23.0%	744	6.8%	8,705	80.1%
Subtotal, FAST	35,601	8,914	25.0%	8,934	25.1%	8,397	23.6%	4,001	11.2%	30,246	85.0%
SolTrans Y Line	12,481	3,198	25.6%	3,016	24.2%	2,941	23.6%	1,330	10.7%	10,485	84.0%
SolTrans R Line	33,694	8,001	23.7%	7,595	22.5%	7,576	22.5%	3,990	11.8%	27,162	80.6%
Subtotal, SolTrans	46,175	11,199	24.3%	10,611	23.0%	10,517	22.8%	5,320	11.5%	37,647	81.5%

Report Completed By: Kristina Botsford  
Diane Feinstein

# SOLANO EXPRESS

## INTERCITY TRANSIT SERVICE QUARTERLY MONITORING REPORT

### FY 2019-20 Budget vs Estimated or Actual Fare Revenue

Intercity Route	FY 19-20 Annual Budget Fares	First Quarter Ending Sept. 30		Second Quarter Ending Dec. 31		Third Quarter Ending Mar. 31		Fourth Quarter Ending June 30		TOTAL	
		Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Estimate or Actual	% of Budget
FAST Blue Line	\$ 697,301	\$ 126,384	18.1%	\$ 129,393	18.6%	\$ 105,035	15.1%	\$ 8,059	1.2%	\$ 368,871	52.9%
FAST GX	\$ 919,843	\$ 223,568	24.3%	\$ 211,735	23.0%	\$ 176,970	19.2%	\$ 8,207	0.9%	\$ 620,480	67.5%
Subtotal, FAST	\$ 1,617,144	\$ 349,952	21.6%	\$ 341,128	21.1%	\$ 282,005	17.4%	\$ 16,266	1.0%	\$ 989,351	61.2%
SolTrans Y Line	\$ 376,669	\$ 79,693	21.2%	\$ 87,354	23.2%	\$ 101,647	27.0%	\$ (16,640)	-4.4%	\$ 252,054	66.9%
SolTrans R Line	\$ 2,307,211	\$ 547,307	23.7%	\$ 532,470	23.1%	\$ 562,318	24.4%	\$ (51,355)	-2.2%	\$ 1,590,740	68.9%
Subtotal, SolTrans	\$ 2,683,880	\$ 627,000	23.4%	\$ 619,824	23.1%	\$ 663,965	24.7%	\$ (67,995)	-2.5%	\$ 1,842,794	68.7%

Report Completed By: Kristina Botsford  
Diane Feinstein



# SOLANO EXPRESS

## INTERCITY TRANSIT SERVICE QUARTERLY MONITORING REPORT

### FY 2019-20 Budget vs Estimated or Actual Ridership

Intercity Route	FY 19-20 Annual Budget Ridership	First Quarter Ending Sept. 30		Second Quarter Ending Dec. 31		Third Quarter Ending Mar. 31		Fourth Quarter Ending June 30		TOTAL	
		Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Estimate or Actual	% of Budget
FAST Blue Line	162,492	38,806	23.9%	41,408	25.5%	33,617	20.7%	8,816	5.4%	122,647	75.5%
FAST GX	209,229	46,355	22.2%	51,799	24.8%	41,338	19.8%	6,525	3.1%	146,017	69.8%
Subtotal, FAST	371,721	85,161	22.9%	93,207	25.1%	74,955	20.2%	15,341	4.1%	268,664	72.3%
SolTrans Y Line	110,079	24,704	22.4%	26,031	23.6%	23,098	21.0%	6,031	5.5%	79,864	72.6%
SolTrans R Line	630,629	153,550	24.3%	146,048	23.2%	125,693	19.9%	45,710	7.2%	471,001	74.7%
Subtotal, SolTrans	740,708	178,254	24.1%	172,079	23.2%	148,791	20.1%	51,741	7.0%	550,865	74.4%

Report Completed By: Kristina Botsford  
Diane Feinstein

Intercity Route	Cost		Fares		Ridership		Revenue Hours		Farebox Recovery Ratio
	Estimate or Actual	% of Budget	Estimate or Actual	% of Budget	Estimate or Actual	% of Budget	Estimate or Actual	% of Budget	
FAST Blue Line	\$ 3,226,855		\$ 368,871		122,647		21,541		11%
FAST GX	\$ 1,292,866		\$ 620,480		146,017		8,705		48%
Subtotal, FAST	\$ 4,519,721		\$ 989,351		268,664		30,246		22%
SolTrans Rt 78	\$ 1,714,614		\$ 252,054		79,864		10,485		15%
SolTrans Rt 80	\$ 3,942,698		\$ 1,590,740		471,001		27,162		40%
Subtotal, SolTrans	\$ 5,657,312		\$ 1,842,794		550,865		37,647		33%
<b>Total SolanoExpress</b>	<b>\$ 10,177,033</b>		<b>\$ 2,832,145</b>		<b>819,529</b>		<b>67,893</b>		<b>28%</b>



DATE: August 13, 2020  
TO: STA Board  
FROM: Karin Bloesch, Senior Program Coordinator  
RE: Solano Safe Routes to School (SR2S) Program Annual Report  
Fiscal Year (FY) 2019-20 and 2020-21 School Year Engagement Plan

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**Background:**

The Solano Safe Routes to School (SR2S) Program works to increase the number of students walking and bicycling to school by helping to make the journey safe, fun, and healthy. Using a comprehensive approach, the program includes 6 “E’s”: education, encouragement, enforcement, engineering, engagement, and evaluation. The Program is available to all schools countywide and focuses on activities and programs that educate students on safety, health awareness and identifying improvements within communities countywide to enhance active student travel safety.

In 2008, the STA Board adopted Solano's first Safe Routes to School Plan (Plan) and authorized STA staff to create a Safe Routes to School Program in Solano County. This Plan provided the direction for the SR2S Program through 2012 when the STA and the various SR2S Advisory Committees began the process of updating the 2008 Plan. The updated Plan was adopted by the STA Board in October 2013 and the SR2S Program has continued to grow increasing participation of schools each year. STA Staff, along with its partner agency, Solano Public Health, are currently engaging the Safe Routes to School Community Task Forces in each city including the school district to update the Plan and engage them on the Program’s 5-year vision which includes evaluating the effectiveness of the Program. One of the Program’s primary goals is to work with pilot schools to invest in changing the culture to a more walkable and bikeable school.

On March 16, 2020 schools across Solano County closed for two weeks in response to the COVID -19 pandemic. This closure was expected to lift after an initial two-week period. With rising case numbers and a mandate from the Governor, schools made the decision to close for the rest of the 2019-20 school year.

**Discussion:**

The Solano SR2S Program had another productive school year in FY 2019-20 with 154 events reaching 15,212 students prior to the countywide closure of in person education due to COVID-19. SR2S was successful in deepening relationships with schools through several education and encouragement programs. At this time, staff is submitting for approval the Safe Routes to School Annual Report for FY 2019-~~2020~~ (Attachment A).

Highlights of this Annual Report include:

*Completion of the 2018-2019 Office of Traffic Safety (OTS) Grant*

In October 2018, the SR2S Program received a second OTS grant for \$85,000 to collaborate with health and safety stakeholders to host five community pedestrian safety workshops between October 2018 and September 2019. In February 2019, the first ever countywide Pedestrian Safety Symposium was held in Fairfield, and 3 city focused workshops were held in Suisun City, Vacaville, and Vallejo between February and June 2019. At each of these events, the SR2S Program engaged the community around pedestrian safety education and addressed student travel safety.

On September 19, 2019, SR2S held the “Let’s Keep Solano Kids Street Safe” pedestrian safety meeting. This final workshop brought together school and district administrators, parents, STA staff, and SR2S stakeholders from across Solano County. This event highlighted best practice examples of school traffic safety programs, collaborations between districts, cities and SR2S, STA’s efforts to address ped safety countywide, and SR2S pedestrian safety outreach and messaging. Participants also identified locations in their communities they considered in need of pedestrian or bike safety improvements for the Active Transportation Plan.

*Pedestrian Safety Month Education and Outreach Campaign*

In response to feedback from the Countywide Pedestrian Symposium and community task force meetings. SR2S developed and launched an Education and Outreach campaign to educate both drivers, caregivers, and students on pedestrian safety around schools and in neighborhoods. The campaign included PSA’s on local radio station KUIC and a toolkit that included social media text, graphics, and newsletter information. The safety information was distributed by Solano Public Health, several schools and school districts, local law enforcement agencies, and city parks and recreation departments.

*Conclusion of the SR2S Evaluation and Intervention Project*

In December 2019, the SR2S Program Evaluation and Intervention Project was completed. This two-year project included walk audits at 12 schools, three new pilot programs, parent and school focus groups, and self-evaluation guidance to help determine project and programmatic successes. Schools that received walkability assessments were chosen based on bike/ped safety data, SR2S program participation, and those receiving ATP Cycle 2 improvements. Project recommendation lists were developed for each city from these assessments to be included in the 2013 SR2S Plan update. These potential project lists were shared and discussed at SR2S Community Task Force meetings in each city. In addition, the Evaluation Project included a new Ped and Bike Resource Fair program and materials, as well as marketing materials for walking and biking programs.

*SR2S Pilot Micro Grant Program*

In December 2019, SR2S launched the pilot Micro Grant Program with \$78,000 available for projects. Funding for the program was made possible by Transportation Development Act (TDA) funds, Yolo-Solano Air Quality Management District (YSAQMD) Clean Air funds and High-Occupancy Vehicle (HOV) fines. Solano County schools, districts, community-based organizations, and cities were encouraged to apply (up to \$30,000 per application) for small scale projects, safety, or walk and bike programs at school sites. Sixteen applications were received totaling \$211,466.10. SR2S Advisory Committee members reviewed the applications and recommended 14 projects for funding. These projects included walking/biking program incentives, safety equipment, bike and scooter racks for school sites, and radar feedback signs. Projects will be completed at schools in Benicia, Dixon, Vacaville, Vallejo, and Rio Vista across 6 school districts.

### *School Engagement and 2020-21 Transition Plan*

In response to the school closures beginning in March 2020 through the end of the school year the SR2S program provided support to schools that requested incentives and activity items, and provided bike and ped safety resources through SR2S social media channels and the SR2S website. Staff also updated the SR2S website to highlight champion schools across the county. SR2S staff participated in webinars and workgroups for SR2S practitioners across the region and nationwide and kept up to date with Solano County school district reopening plans by attending virtual school board meetings for each district. After researching best practice models, staff is also developing a drop-off/pick-up plan reference guide to help schools when students return to in person classes.

To help support schools as students begin the 2020-21 school year with distance learning the SR2S program will continue to: work with schools and cities to implement the Micro Grant awards; provide outreach for the ATP Cycle 2 projects in Benicia and Vallejo; meet with Community Task Forces; and support individual school requests.

### **Fiscal Impact:**

None.

### **Recommendation:**

Informational.

Attachment:

- A. Solano Safe Routes to School Annual Report for FY 2019-20

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# SOLANO SAFE ROUTES TO SCHOOL ANNUAL REPORT

2019-2020 SCHOOL YEAR



SOLANO TRANSPORTATION AUTHORITY One Harbor Center, Suite 130, Suisun City

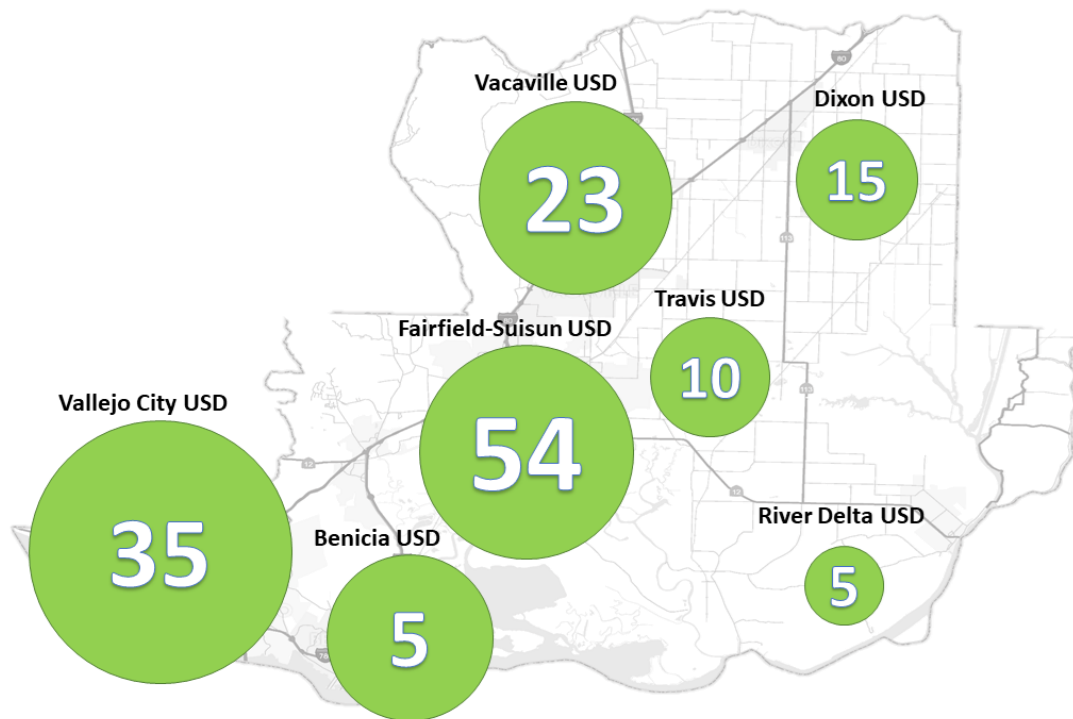


# Solano Safe Routes to School

The Solano Safe Routes to School (SR2S) Program works to increase the number of students walking and bicycling to school by helping to make the journey safe, fun and healthy. Using a comprehensive approach, the program includes 6 "E's": **Education, Encouragement, Enforcement, Engineering, Engagement and Evaluation**. The program is available to all schools countywide and focuses on activities and programs that educate students on safety and health awareness and identifies improvements within communities countywide to enhance active student travel safety.

In 2008, the STA Board adopted Solano County's first Safe Routes to School Plan (Plan) and authorized STA staff to create a Safe Routes to School Program. This Plan provided the direction for the SR2S Program through 2012 when the STA, SR2S Community Task Forces, and the SR2S Advisory Committee began the process of updating the 2008 Plan. The updated Plan was adopted by the STA Board in October 2013 and the SR2S Program has continued to grow with increasing school participation each year. STA staff, along with partner agency, Solano Public Health, are currently engaging the Safe Routes to School Community Task Forces in each city including school districts to update the 2013 Plan and engage with them on the Program's 5-year vision. One of the Program's primary goals is to work with pilot schools to invest in changing the culture to a more walkable and bikeable school.

The 2019-2020 school year successfully engaged with 57 schools, supporting 154 total events reaching 15,212 students through education and encouragement programs, school, and community events. In mid-March, the SR2S Program adjusted to the COVID 19 shutdown of schools in Solano County by researching and sharing "at home" resources on the SR2S website and through social media. Videos, activity pages, and tip sheets were shared with parents, schools, and the community to encourage safe physical activity, as well as provide pedestrian and bike safety resources.



Map shows number of Safe Routes to School participation events and programs per district



# Safe Routes to School 2019-2020 Highlights

## EDUCATION AND ENCOURAGEMENT

### Annual Walking and Biking Events

On October 2, 2019, 48 schools (9,261 students) across Solano County participated in **International Walk to School Day**.

For the 2019-20 school year, Solano Middle School and Widenmann Elementary, both active in the SR2S Program, were combined to form a new K-8<sup>th</sup> grade school. The newly named Solano-Widenmann K-8 participated in this annual event, with 300 students in all grades walking together.

Students at the newly formed Solano-Widenmann K-8 celebrate International Walk to School Day



Suisun Elementary (Suisun City) Champions lead the way for their students



Parents and students at Mary Farmar Elementary (Benicia) get ready to walk to school from the 9<sup>th</sup> Street Park

**National Bike to School Day** was scheduled for May 6, 2020 but was cancelled locally due to school closures on March 16, 2020 because of the Coronavirus. After Solano County Public Health issued a shelter at home order for Solano County residents, and because of concern for the health and safety of students and families, SR2S decided to cancel the event for this year.

During May (National Bike Month), the SR2S Program in alignment with Solano Public Health guidelines for outdoor activity, shared bike safety tips and the **STA Top 10 Solano County Bike Rides** to encourage families to stay active during school closures.

## Walking and Biking Programs



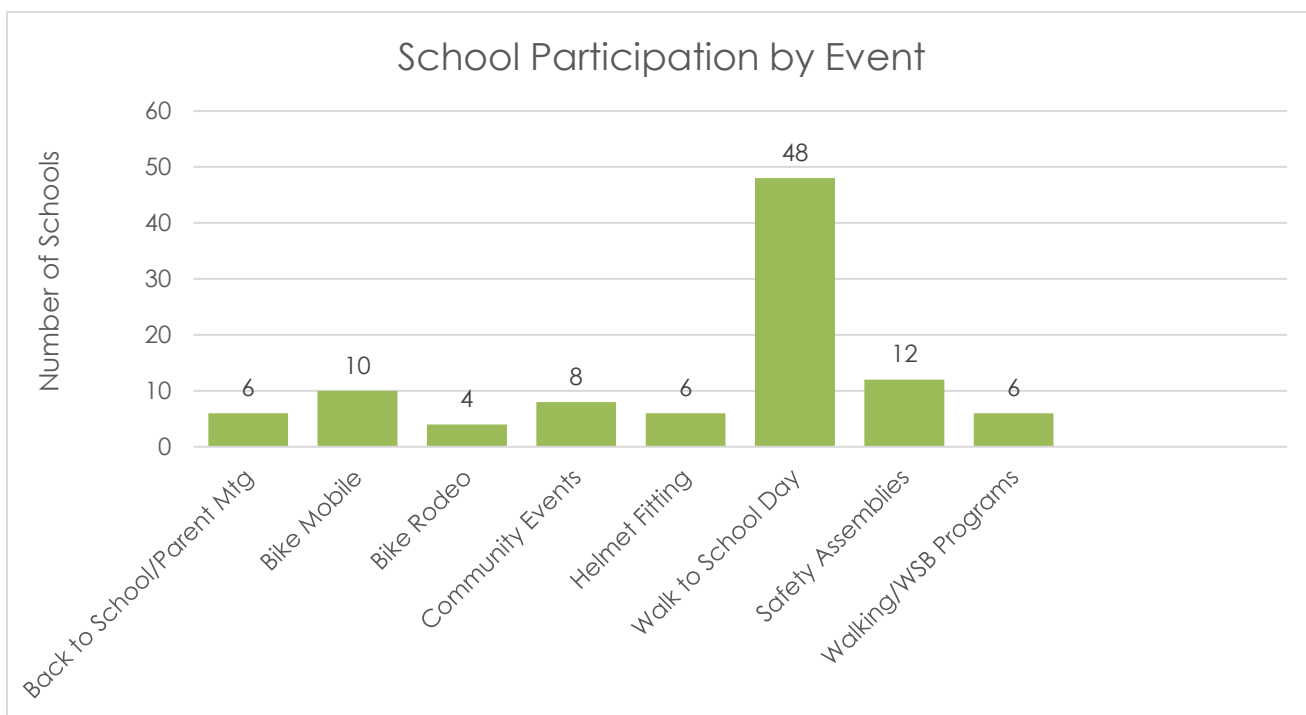
Fairmont Charter School launched their WOW Wednesday program in Fall 2019.

Fairmont Charter School (Vacaville USD) began a new Walk or Wheel Program during the 2019-20 school year. After seeing the success of the yearly walk and bike to school events at Fairmont and wanting to encourage more students to continue that effort on a regular basis, teacher Lauren Browers, took the initiative to start a weekly program. Anderson Elementary (Dixon USD) also began a WOW Wednesday program in February 2020. Gretchen Higgins Elementary (Dixon USD) was slated to begin a Walk, Bike and Scoot program in March, but it was postponed due to the school closures.

However, continuing their high level of program participation, the following schools worked with SR2S to help support their existing Walking Wednesday and Walk or Wheel (WOW) programs: Mary Farmer Elementary (Benicia USD), Dixon Montessori Charter School (Dixon-Private), Everest Academy (Vallejo City USD), and Rolling Hills Elementary (Fairfield-Suisun USD). These programs encourage students to walk and bike to school or after arriving, reinforce walking and biking safety lessons. Callison Elementary (Vacaville USD) continued its daily staff-led Walking School Bus until the school closed in March. With funding from SR2S, the WSB offers students supervision to and from school on two routes each day.



Families and students Walk and Wheel to Dixon Montessori for WOW Wednesday.





## Educational Programs and Events

The SR2S Program began a new partnership with the **Bike City Theatre Company (BCTC)** of Davis for the 2019-2020 school year. The BCTC provided 12 schools with a fun and interactive live theater lesson on bike safety and biking history. "Light the Way: A Bike Safety Musical" featured the story of Annie Londonderry, the first woman to bike around the world and her adventures along the way. This 35- minute presentation set in 1895, featured bike safety tips, songs in Spanish, and several notable historical figures.



The cast of "Light the Way: A Bike Safety Musical" from the Bike City Theatre performs the finale at Suisun Elementary

The **Bay Area Bike Mobile (BABM)** continued to be an invaluable partner and provided 10 free bike repair events at schools and community events across Solano County. Attendees at Vacaville's annual "Night Out on the Rocky Hill Trail" received free bike repairs and helmets. The Fairfield Cordelia, Fairfield Civic Center Library, and the Vacaville Cultural Center Library once again held their communitywide annual bike mobile repair events.

The Bay Area Bike Mobile also attended a student led bike event organized by the Beyond Differences Student Service Organization (BDSSO) at Crystal Middle School (FSUSD – Suisun City). The students collaborated with SR2S staff in planning the event which included Solano Public Health (SPH) and the "smoothie blender" bike which gave students the opportunity to try healthy fruit and vegetable options. The BDSSO students also learned how to properly fit a bike helmet and assisted SPH and SR2S staff to provide helmets to their peers.



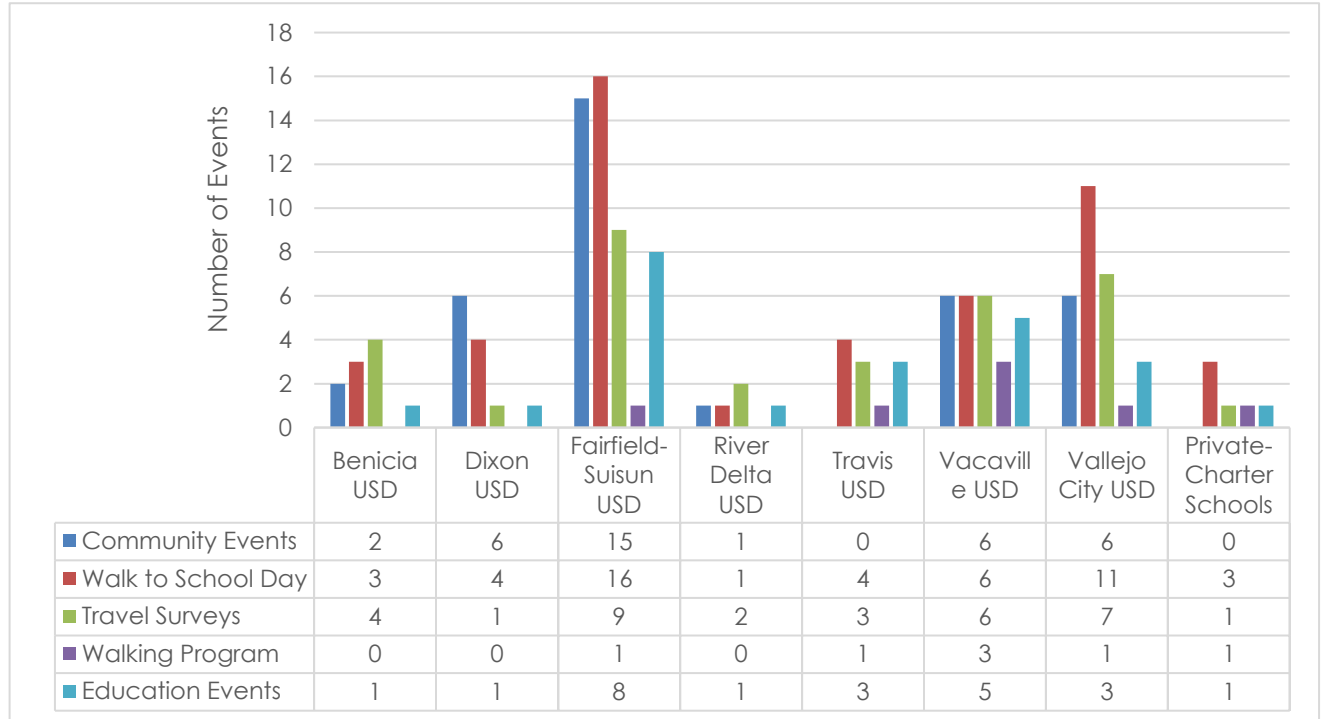
*Left photo:* Bay Area Bike Mobile technician shows a student at Franklin Middle School (VCUSD – Vallejo) how to fix a bike tire. *Middle photo:* Students at Crystal Middle School (FSUSD-Suisun City) wait for a turn on the "smoothie blender bike." *Right photo:* Crystal Middle School (FSUSD-Suisun City) BDSSO student fits a bike helmet for another student at their bike repair and safety event.

Solano Public Health staff and SR2S staff provided **Helmet Fitting and Education** events to students at schools and at several community outreach events. Dan O Root Health and Wellness Academy (FSUSD-Suisun City) contacted SR2S to provide helmets for students that bike, skate, and scooter to school. Over 50 students received a free helmet, learned the importance of wearing a helmet and how to wear it properly while riding.

In September, in conjunction with California Pedestrian Safety Month and in response to discussions from the Pedestrian Safety workshops across the County, the SR2S program developed and launched a Pedestrian Safety Month Education and Outreach campaign.

The campaign included a social media messaging toolkit with safety information for pedestrians and drivers and was distributed to local law enforcement agencies, school districts, schools, city agencies, and Solano Public Health. Several Public Service Announcements (PSAs) aired on local radio station KUIK to help educate the public about walking safety and safe driving in neighborhoods and around schools.

## EDUCATION AND ENCOURAGEMENT EVENTS BY DISTRICT



## ENFORCEMENT (Traffic and Safety)

### 2018-2020 Law Enforcement Education and Enforcement Grant (Cycle 4)

In June 2018, the SR2S Program awarded the Benicia Police Department \$150,000 for the SR2S Education and Enforcement Grant for FYs 2018-2020. These funds allowed the department to hire a non-sworn Community Service Officer (CSO) and partner with SR2S at Benicia schools.

CSO Elisa Delatorre (Benicia PD) attended crossing guard training provided by the Fairfield Police Department and Fairfield-Suisun Unified School District. She also participated in Mary Farmer Safe Passage Coalition meetings. CSO Delatorre and School Resource Officer Kenyatta Nathaniel worked closely with the Safe Passage Coalition to address drop-off/pick-up and safety concerns. Benicia PD staff provided quarterly updates to the SR2S Advisory Committee and attended the Benicia Community Task Force meeting in January 2020.



Suisun City PD SSTO Hafich helps students from Suisun Elementary to cross safely on International Walk to School Day.

In addition to working with Benicia PD, the SR2S Program extended the work with the Suisun City Police Department supporting a part-time non-sworn School Safety Traffic Officer (SSTO). SSTO Don Hafich (Suisun City PD) worked with each of the four Suisun City schools to address parking and traffic safety issues around the schools during high traffic times. SSTO Hafich also worked closely with the school district, school site administrators, SR2S staff, and Suisun City Public Works staff to identify infrastructure improvements around the schools that may be included in the updated SR2S Plan.

## ENGAGEMENT

During the 2019-2020 year, Solano SR2S focused on deeper engagement with schools and the school community. SR2S staff met with schools and countywide stakeholders to discuss traffic concerns and to identify potential programs and safety projects that encourage students to walk or bike to school and reconvened each of the local SR2S Community Task Forces. With input from the SR2S Advisory Committee, staff developed and launched the Pilot Micro Grant Program. This program provides funding for small scale projects and programs for schools that address travel safety and encourage an increase in physical activity for students. In September, staff organized a countywide "Let's Keep Solano Kids Street Safe" workshop focused on pedestrian safety.

### 2018-2019 California Office of Traffic Safety Grant

In October 2018, the Solano SR2S Program received a second OTS grant for \$85,000 to collaborate with Solano Public Health (SPH), the Solano Pedestrian Advisory Committee, schools and school districts, city police and public works departments, California Highway Patrol (CHP) and additional stakeholders, and host five community pedestrian safety workshops during 2018-2019. The countywide Pedestrian Safety Symposium was held in Fairfield, and 3 local workshops were held in Suisun City, Vacaville, and Vallejo between February and June 2019. At each of these events, the SR2S Program engaged the community around pedestrian safety education and addressed student travel safety at nearby schools. STA also provided a safety analysis of the area (based on data from STA's 2018 Safety Plan) and discussed potential infrastructure projects in these areas to increase pedestrian safety.

On September 19, 2019 SR2S held the "Let's Keep Solano Kids Street Safe" pedestrian safety meeting. This final workshop brought together school and district administrators, parents, STA staff, and SR2S stakeholders from across Solano County. This event highlighted best practice examples of school traffic safety programs, collaborations between districts and cities, STA's efforts to address ped safety countywide, and SR2S pedestrian safety outreach and messaging. Participants also identified locations in their communities they considered in need of pedestrian or bike safety improvements.



SR2S stakeholders listen to presentations at the "Let's Keep Solano Kids Street Safe" meeting.



## Safe Routes to School Pilot Micro Grant Program

In December 2019, SR2S launched the Pilot Micro Grant Program with \$78,000 available for projects. Funding for the program was made possible by Transportation Development Act (TDA) funds, Yolo-Solano Air Quality Management District (YSAQMD) Clean Air funds and High-Occupancy Vehicle (HOV) fines. Solano County schools, districts, community-based organizations, and cities were encouraged to apply (up to \$30,000 per application) for small scale projects or walk and bike programs at school sites. Sixteen applications were received totaling \$211,466.10. SR2S Advisory Committee members reviewed the applications and recommended 14 projects for funding. These projects included walking/biking program incentives, safety equipment, bike and scooter racks for school sites, and radar feedback signs. Projects will be completed at schools in Benicia, Dixon, Vacaville, and Vallejo.

### Safe Passage Coalition – Mary Farmar Elementary, Benicia

During the 2019-20 school year SR2S staff worked with Principal Mellissa Harley and teacher Britney Mager to continue the “Safe Passage Coalition” to address the traffic situation at Mary Farmar Elementary, and improve the safety of students getting to and from school.

This collaboration is the only one of its kind in the county and brings together school stakeholders, parents, city staff and elected officials to meet and bring awareness to the school community's safety concerns. With support from SR2S staff, the team's mission is to provide options for students to walk and bike to school, reduce traffic around the school during drop-off and pick-up, encourage more community participation, and find solutions and ways to do so. The coalition developed a drop-off and pick-up traffic plan for the main school entrance and applied for and was awarded funding from the SR2S Pilot Micro Grant to support this effort. In addition to the new drop-off and pick-up plan, Ms. Mager and Mrs. Harley with assistance from the Benicia Police Department, escorted an average of 50 students and their parents for weekly Walking Wednesday events.

At the September pedestrian safety workshop, Ms. Harley spoke about the development and work of the “Safe Passage Coalition.” She explained how the coalition was formed and how the various stakeholders work together to address the challenges of the school's traffic situation. The success of this unique team earned Mary Farmar Elementary and the “Safe Passage Coalition” the 2019 Safe Routes to School Award at the STA Annual Awards.



Mary Farmar Principal Mellissa Harley speaks about the school's "Safe Passage Coalition" at the "Let's Keep Solano Kids Street Safe" workshop.

### SR2S Community Task Force (CTF)

SR2S staff also re-engaged the local Community Task Force (CTF) in each city and for each school district countywide and attended regular meetings with the Vacaville Traffic Advisory Committee and the Fairfield 3Es Committee. SR2S updated each task force/committee on school participation and provided walk audit project lists for

discussion and potential inclusion in the SR2S Plan update. Task force members were given the opportunity to provide input on the STA Countywide Active Transportation Plan (ATP). These meetings resulted in comprehensive project lists for bike and pedestrian improvements around schools in each city. These lists will help STA, SR2S and the cities to readily apply for grants and funding.

### **Safe Routes to School Advisory Committee (SR2S AC)**

The SR2S program is guided by the SR2S Advisory Committee (SR2S AC) comprised of community members from cities and disciplines within Solano County. The committee meets quarterly and gives recommendations for funding projects and programs to the Solano Transportation Authority (STA) Board. In 2019-20 the SR2S AC held regular quarterly meetings except the May meeting that was cancelled due to COVID 19. The SR2S AC provided input for the development of the Pilot Micro Grant Program and a subgroup reviewed the applications and recommended projects for funding.

## **ENGINEERING**

Since 2008, the SR2S Program (working with city public works departments) has completed 30 pedestrian infrastructure projects across the county (see attachment A). In July 2020, 7 additional projects will begin construction as part of the Active Transportation Program (ATP) Cycle 2 award for improvements at schools in Benicia (Benicia Middle School, Joe Henderson, Mary Farmar, Robert Semple and St. Dominic School), and at Cooper and Lincoln Elementary schools in Vallejo. These improvements include high visibility crosswalks, Pedestrian Activated Beacons, school crossing signage, and sidewalk installation or widening. The projects are expected to be completed by December 2020.

The SR2S Pilot Micro Grant provided funds for small scale projects at or near schools across Solano County. The City of Vacaville Radar Feedback sign installation and the Riverview Middle School (Rio Vista) fenced bike corral projects are scheduled to be completed in August 2020. The Joe Henderson Elementary (Benicia) Pedestrian Activated Beacon is scheduled to be installed by September 2020, along with the ATP Cycle 2 projects at the school. The list of micro grant awards and completed projects can be found online at: <https://solanosr2s.ca.gov/programs/microgrant-program/>

## **EVALUATION**

### **SR2S Program Evaluation and Intervention Project**

In December 2019, the SR2S Program Evaluation and Intervention Project was



Participants observe student arrivals at Lincoln Elementary (Vallejo) during a walk audit.

completed. This two-year project included walk audits at 12 schools, three new pilot programs, parent and school focus groups, and self-evaluation guidance to determine future engineering project and program success. Schools that received walkability assessments were chosen based on bike/ped safety data, SR2S program participation, and those receiving ATP Cycle 2 improvements. Project

recommendation lists were developed for each city from the walkability assessments to be included in the 2013 SR2S Master Plan update. These potential project lists were shared and discussed at SR2S Community Task Force meetings. In addition, the Evaluation Project included a new Ped and Bike Resource Fair program and materials, as well as marketing materials for walking and biking programs.

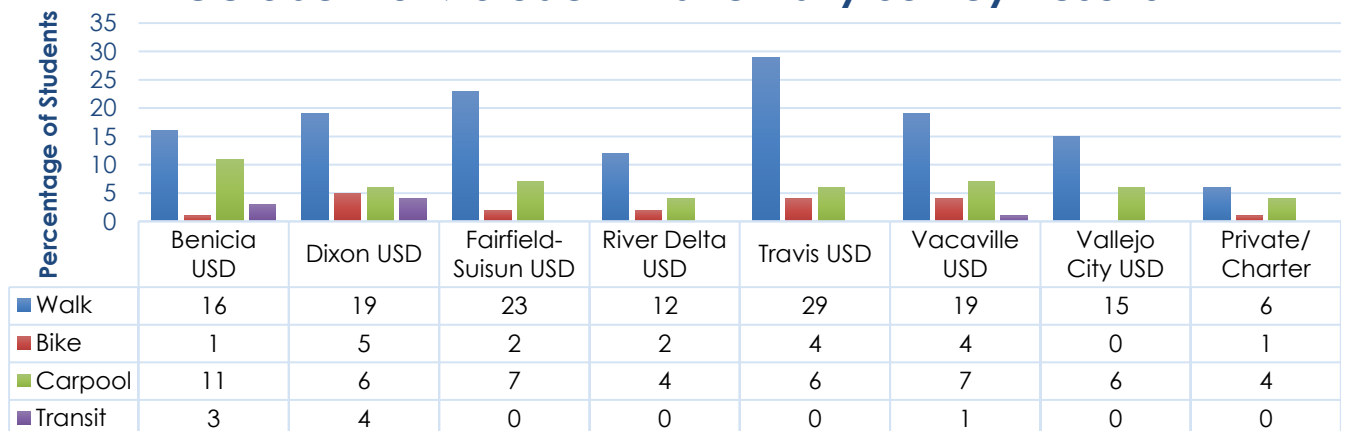
**Student Travel Tally Surveys** are typically conducted in the fall and spring each school year. Based on the recommendation of the SR2S Evaluation Project consultant, it was decided to conduct the survey once per year. In October 2019, schools surveyed their students and asked how they travelled to and from school over a two-day period. This data is used to help identify potential education and encouragement programs to benefit students at each school, and any travel mode shift.



Walk or Wheel (WOW) Program poster developed for the SR2S Evaluation Project.

For the Fall 2019 data collection period, 36 Solano County schools in each of the seven districts and cities provided survey data from 490 classrooms. This data shows Solano County schools average 20% of students walking and biking to and from school. These numbers continue to be consistent yearly and are higher than the national average of 13% of students walking and biking.

## October 2019 Student Travel Tally Survey Results



Left photo: Crystal Middle School (FSUSD-Suisun City) Principal Jay Dowd greets students as they arrive at the BSSO Bike Repair and Safety event. Right Photo: Callison Elementary (VUSD-Vacaville) students walk to school with the Walking School Bus.



**Safe Routes to School Completed Projects  
2008 through June 2020**

	Plan/Year	City	School/Project	Project Description
1	2008	Benicia	Benicia High School	Sidewalk Gap closure at W 19th and W 11th Streets
2	2014	Benicia	Benicia Middle School	Flashing Beacons at Southhampton/Turner
3		Benicia	St. Dominic School	Curb Extensions and High Visibility Crosswalk
4		Benicia	Matthew Turner	Sidewalk Bulbouts, Landings, High Visibility Crosswalks (Dempsey Dr.)
5		Benicia	Robert Semple	Sidewalk along El Bonito Way/Linda Vista
6	2014	Dixon	West B. St. Undercrossing	Pedestrian crossing tunnel under the railroad tracks
7	2018	Dixon	Green Bike Lanes	Green Bike Lanes along Rehrmann Dr. between CA Jacobs Middle School and Tremont Elementary
8		Dixon	Anderson Elementary	Curb Extensions
9		Dixon	Tremont Elementary	4 Way Stop at Rehrmann Dr./Pitt School Road
10		Fairfield	David Weir Elementary	Tabor Ave./Pennsylvania Ave. "Stop Here" signage for pedestrians and advance stop bars at crosswalk
11		Fairfield	Laurel Creek Elementary	Relocation of bus stop, High Visibility crosswalks along Cement Hill Rd. at intersections with Gulf Dr. and Peppertree Dr., high visibility crosswalks at Peppertree Dr./Gulf Dr. intersection
12		Fairfield	Nelda Mundy Elementary	ADA accessible curb ramps at Vintage Valley Dr.
13		Fairfield	Vanden High School	Traffic signal installation at Peabody Rd./Dobe Lane, constructed median barrier at Peabody Rd./Markeley Ln.
14	2013	Rio Vista	DH White Elementary	School Zone Signage
15	2014	Rio Vista	SR 12 and Gardiner Way	Pedestrian crossing improvements
16	2013	Suisun City	Grizzly Island Trail	Class I path along South side of SR 12 connecting Marina Blvd and Grizzly Island Rd.
17	2018	Suisun City	Crystal Middle School	Driftwood Drive sidewalk widening
18		Suisun City	Dan O Root Elementary	Crosswalk improvements at intersections along Harrier Dr. at Pintail Dr. and Kimberly Ct.
19	2013	Vacaville	Will C Wood High School	Hume Way fencing to discourage mid-block student crossing
20	2014	Vacaville	Will C Wood High School	Pedestrian landing/crossing at Peabody Rd./Marshall Rd. intersection
21	2015	Vacaville	Rocky Hill Trail	Class I path between Rocky Hill Rd./Marham Ave.
22	2016	Vacaville	Vacaville High School	Road diet along E. Monte Vista Ave
23	2016	Vacaville	Vacaville High School	Striping and Overhead Pedestrian Crossing Signage in front of school
24	2016	Vacaville	Foxboro Elementary	Crosswalk improvements
25		Vacaville	Padano Elementary	Padan Rd. extension to Vacaville Christian High School
26	2013	Vallejo	Hogan Middle School	Curbramps, Crosswalks, Signage, Pedestrian Countdown Signals at Georgia/Oakwood and Springs/Oakwood, painted intersection with school mascot
27	2015	Vallejo	Wardlaw Elementary	Road Diet along Oakwood Ave.
28		Vallejo	Steffan Manor Elementary	Sidewalk extension, Repainted Student Loading Zones, Speed Feedback Signs
29		Vallejo	Elsa Widenmann Elementary	Striping for student Loading Zones
30	2020	Rio Vista	Montezuma Hills Path	Shoulder extension pathway between Tuscany Way and Riverview Middle School

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DATE: August 20, 2020  
TO: STA Board  
FROM: Katelyn Costa, Program Coordinator  
RE: Commuter/Employer Programs Annual Report for Fiscal Year (FY) 2019-20

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**Background:**

Since 1990, Solano Mobility has worked to support the transportation needs and services of all Solano County residents, employers, older adults, and people with disabilities. The Solano Mobility Employer Program now the Commuter Program of the Solano Transportation Authority serves to connect commuters to existing benefits to induce sustainable mode shift. Solano Mobility administers all commuter benefits programs directly to residents and employees in the county. Staff connects with businesses, homeowner associations, and community clubs as platforms to advertise these commuter benefits.

In FY 2019-20, Solano Mobility reorganized its implementation strategy to expand collaboration, efficiency, accessibility, and ease into commuting, especially via non-drive alone modes. A focus on promotion of full-package transportation options encourages transit use and other sustainable options other than solo driving. Staff is strengthening existing commuter programs to enhance simplicity and tailor offerings to audiences with transit propensity and traffic congestion issues. The ultimate goal is to continue to expand transit and active transportation options.

COVID-19 has severely impacted mobility across the region. Miles traveled is down 35% from pre-Covid averages in January. In the Covid current and post-Covid world staff is focused on retention of previous sustainable modes users, supporting them in a shift to alternative modes that feel safer to them in order to keep the number of single occupancy vehicles down. Flexibility is key in this moment. Staff is keeping in touch with our community regularly through email and social media, making sure travelers know Solano Mobility is still here as a resource. Progress to different forms of engagement will follow in subsequent months and years as Covid conditions stabilize and safety in shared transportation modes can be ensured.

Solano Mobility's approach is moving to accommodate changes in commuter trends and continue to find the Solano community the right ride. A long term goal for STA's Solano Mobility Program is to expand longterm teleworking propensity and the regional public transportation use average on ferry, rail, express bus and ridesharing once Covid challenges have subsided.

In light of COVID-19, STA's Solano Mobility Program is committed to working with each employer of the Solano business community to develop tailored commute goals that make sense to each employer given the current landscape. The Program has been and will continue to promote working from home, off-peak hours travel and of course, safe alternative mode travel as most transition back to the workplace.

**Discussion:**

From 2019-2020, staff had been laying the groundwork for exponential program growth with the expansion with the Ride Amigos platform, development of an employer toolkit and partnership with Solano Economic Development Corporation (EDC). Staff has engaged 78 employers in the county on a regular basis including the Wiseman Company, Solano Community College, Solano County, Touro University, Cal Maritime and many city chambers of commerce and community clubs. Program usership and community engagement were trending up and peaked in March of 2020 before COVID restrictions were enacted. Below is the most recent update of program participants:

	FY 18/19	FY 19/20
Employers Engaged	85	78
Community Outings	110	100
Program Participation		
First/ Last Mile Shuttle	81	195
Amtrak/Lyft Pilot	28	40
Bucks for Bikes	21	9
Guaranteed Ride Home	10	1
Vanpool	3	1

***Ride Amigos Online Platform***

One of the goals of the Solano Mobility Commuter Program is to make the program more efficient, accessible and easier to use for the Solano community. In July 2018, STA contracted with Ride Amigos, an online platform which will have all of the STA's various programs (i.e. Emergency Ride Home, Bucks for Bikes, Vanpools, etc) in one place where anyone can choose from a menu of options with a simple sign-up interface. In January 2019 Ride Amigos took over the Commuter Info URL and was discoverable on the internet. Commuter Info and Solano Mobility sites have been merged to enhance accessibility and ease of use. There are 3000 users on the platform, 270 of which are active users.

***Solano Commute Challenge***

In January of 2020, the commute challenge was revamped to feature a tiered set of rewards aimed to continually reinforce those who tried alternative modes. The program currently have 270 unique users who have logged trips . Through the new Ride Amigos platform, staff is in the process of creating more robust challenges to encourage particular modes and diversify our community of alternative modes users.

***First/Last Mile Pilot***

STA entered into a new contract with Lyft and launched 80% subsidized Lyft rides (with a maximum of \$25/per ride) to and from 12 Transit Centers (Amtrak stations, SolanoExpress fixed stops, and 4 former FAST routes) across Solano County. The goal of this pilot is to encourage transit use through first-last mile connections to/from the Transit Centers to decrease single occupancy vehicle usage, specifically among commuters that travel to/from our county. This pilot also serves to increase mobility to and from locations not served by transit. There are currently 195 people signed up, a 240% increase from the previous year.

***Amtrak + Lyft Pilot***

The first full-package promotion Solano Mobility developed was a subsidized Amtrak and free Lyft rideshare which launched in March 2019. For \$20, participants will be given a 10 ride Amtrak pass, plus 10 free First Last Mile Lyft rides to connect the train station and worksite

which they can try up to 3 times. The goal is to use this pilot as a case study and analyze motives for increasing participation. Participants will be requested to complete surveys with the potential of renewing this pilot. By incentivizing people to try transit in the short term, there is a greater likelihood they pick up using alternative modes on their own in the long term. The pilot was originally capped at 50 participants, but the participant limit has been increased. There are currently 68 people who have participated since the inception of the program and 14% have continued taking the train after the promotion has ended.

#### *SolTrans Lyft Programs*

During the summer of 2019, Solano County Transit (SolTrans) enlisted the help of the Solano Transportation Authority to implement the Recommended Plan for their Comprehensive Operational Analysis (COA) that began in 2018. This proposed partnership would replace poorly-performing fixed-route (Route 20) and demand responsive services (Dial-a-Ride) that currently serve the city. The program would provide rides within the city limits, as well as to select fixed-route, transfer points in Vallejo, allowing for quick connections to school campuses, medical services, social services and retail centers.

	Trips Taken Since Sept 2019
Benicia Dial-A-Ride Replacement (Lyft)	384
Benicia Dial-A-Ride Replacement (Taxi)	518
Mare Island Code	126
Carquinez Heights Code	60
Gateway Plaza Code	0

#### *Bucks for Bikes Program*

The Bucks for Bikes program was created to help encourage Solano County residents to bike to work for all or a portion of their commute. Once approved, they can receive up to 60% of the cost of a new bike and helmet at a maximum reimbursement for this program. In efforts to increase usage, the Solano Mobility program is proposing to raise the reimbursement to \$300.00. Riders will be encouraged to log their trips on the Solano Commutes platform for additional incentives.

<b>Buck for Bike Program</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
All Applications Received	21	21	33	21	15
All Incentives Paid	5	8	8	10	9

#### *Guaranteed Ride Home (GRH) Program*

The objective of the Guarantee Ride Home (GRH) Program is to support Solano County employees who commute with a free ride if an unexpected emergency arises. Program participants may use taxi, Uber, Lyft or rental car in cases of emergency. In order to participate in the program, residents must live within 100 miles of their Solano County employer and can use the program no more than three times per calendar month and a total of six times in a calendar year.

As of December 2019, the STA Board approved a rebrand of the program to ease confusion and mirror the surrounding Bay Area counties. Solano Mobility is working with Sacramento Area Council of Governments (SACOG) to align with their GRH Program as a potential corridor strategy through the I-80 Corridor with the goal to model along I-680 and State Route (SR) 37 as well.

To provide more equity for GRH users, staff would like to recommend incorporating free LYFT codes for those that are not able to afford the reimbursement option or do not have access to a taxi voucher. The Lyft codes would be added to the participants Solano Commutes account on Ride Amigos. The code can be redeemed no more than 3 times a month or 6 times a year and cannot be used on rides costing more than \$100. Taxi voucher will continue to be available for those that do not have a smart phone.

#### *Vanpool Program*

As of March 2020, Solano Mobility staff reached out to the 201 registered vanpools. Of those vans 131 were still active. This equates to approximately 1,560 van riders: 62,400 trips annually. Over the past two years, the program has seen a decrease in vanpool usage and that has not changed in this post COVID era. The Solano Mobility Call Center staff assisted with only one new vanpool formation with back-up incentives and new driver incentives in 2019-20.

In an effort to increase Vanpool usage, STA staff proposes to enter in agreement with Enterprise Rideshare to play a more active role in the steps and process for signing up new Vanpools. Additionally, Solano Mobility will provide incentives directly to Enterprise and support vanpools through the Solano Commutes platform on Ride Amigos. With the number of new vanpool starts continuing to decrease, staff is recommending that the Vanpool subsidy increase. Staff will bring forward proposed modifications to Solano Mobility Programs at a future STA Board meeting.

#### **Fiscal Impact:**

Solano Mobility Commuter/Employer Programs are funded using Congestion Mitigation and Air Quality (CMAQ) program funds, Transportation Fund for Clean Air (TFCA) funds through the Bay Area Air Quality Management District (BAAQMD) and Clean Air Funds through the Yolo Solano Air Quality Management District (YSAQMD).

#### **Recommendation:**

Informational.



DATE: August 20, 2020  
TO: STA Board  
FROM: Debbie McQuilkin, Transit Mobility Program Coordinator  
RE: Fiscal Year (FY) 2019-20 Solano Mobility Programs Year End Update

1. Travel Training
2. Countywide ADA In-Person Eligibility Program
3. Taxi Card Program utilizing the PEX card
4. Medical Trip Concierge using GoGo Grandparents

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**Background:**

The Solano County Mobility Management Program was developed in response to public input provided at two mobility summits held in 2009 and the Solano Transportation Study for Seniors and People with Disabilities completed in 2011. Mobility Management was identified as a priority strategy to address the transportation needs of seniors, people with disabilities, low income and transit dependent individuals in the 2011 Solano Transportation Study for Seniors and People with Disabilities. On April 9, 2014, the Solano Transportation Authority (STA) Board unanimously adopted the Solano County Mobility Management Plan which included authorizing the STA to begin implementation of the four key priority elements identified in the Plan: Countywide In-Person American Disability Act (ADA) Eligibility and Certification Program, Travel Training, Senior Driver Safety Information, and the Solano Mobility One Stop Call Center.

Between 2017 and 2018, eight (8) additional mobility summits were held throughout Solano County to update the plan. Based on the findings of this outreach, the Medical Trip Concierge Program (through GoGo Grandparent) was implemented in order to address the number 1 issue that came up: a need for transportation to and from medical appointments. STA additionally manages the Intercity Taxi Card Program, which transitioned from Solano County in February of 2015, and the SolTrans Local Taxi Program utilizing the PEX card. Both taxi programs require ADA eligibility.

For the purposes of this report, STA staff will provide fiscal year end information on the following programs:

1. Travel Training
2. Countywide ADA In-Person Eligibility Program
3. Taxi Card Program utilizing the PEX card
4. Medical Trip Concierge using GoGo Grandparents

In response to precautionary COVID-19 safety measures currently established by the Solano County Public Health Department and the Center for Disease Control (CDC), the Solano Transportation Authority (STA) announced proactive measures to SolanoExpress, Local Route Transit Agencies and Solano Mobility. These proactive measures include modification, or disruptions to service levels. The Solano Mobility in-person services were temporarily closed until further notice, although the Call Center remains open answering calls during the same time period of Monday-Friday 7am-5pm.

### **Discussion:**

In response to precautionary COVID-19 safety measures currently established by the Solano County Public Health Department and the Center for Disease Control (CDC), the Solano Transportation Authority (STA) announced proactive measures to Solano Mobility Programs. These proactive measures included modifications, or disruptions to service levels. The Solano Mobility in-person services were temporarily closed until further notice, although the Call Center has remained open answering calls during the same time period of Monday-Friday 7am-5pm.

The Programs Update Matrix and individual program data are attached showing program comparisons from Fiscal Year (FY) 2017-18, FY 2018-19 and FY 2019-20 (Attachment A). Several of the Solano Mobility programs were on track to meet the numbers from FY 2018-19, however, saw some decline in numbers in March as expected due to the pandemic. Overall, nearly all programs show an increase in usage/participation between May and June. Here are a few brief highlights:

#### **Intercity Taxi Card Program:**

- Usage dropped significantly with an over 50% reduction in rides between February and April. Rides began increasing again in May and remained steady through June 2020.
- Several cab companies reported a driver shortage, which may have impacted trips taken.

#### **Countywide In-Person Americans with Disabilities Act (ADA) Evaluations:**

- Evaluations were temporarily replaced with an alternative paper application and phone interview process.
- The evaluations decreased by 60% between March and April and then decreased nearly 50% more between April and May.
- June numbers increased and were nearly at 85% of pre-COVID-19 evaluations.

#### **Travel Training:**

- Currently postponed.
- Pre-pandemic numbers of those trained was at nearly 73% of the previous year's numbers.
- Travel Trainer, Cindy Hayes in collaboration with STA has developed travel training videos on transitioning back to transit as potential riders return to work; the first video which has been posted to the Solano Mobility Website and Facebook page has received over 1,300 views.
- Travel Trainer is surveying prior clients to see what would make them feel confident and safe in order to ride public transit again. Some of the feedback included:
  - Majority look forward to riding again in the future
  - Current riders still dependent on public transit are frustrated with service cuts/lack of midday service
  - Concerns still over bus cleanliness
  - Some have moved back in with relatives who can assist them with their transportation needs
  - Several parents of students mentioned they would like to have their children travel trained

#### **Medical Trip Concierge Program (GoGo Grandparents):**

- Nearly 70% decrease in rides taken between February and April
- June 2020 numbers were back to pre-COVID status



**Fiscal Impact:**

While the programs are primarily funded with State Transit Assistance Fund (STAF) funds, Transit Development Act (TDA) funding is also utilized for the Intercity Taxi Card program. The Fiscal YTD actual expenses versus the budgeted amounts are shown below:

Program	Actual Expense	Budgeted Expense
Intercity Taxi Program	\$370,589.51	\$687,141
ADA In-Person Eligibility	\$154,184.07	\$196,053
Countywide Travel Training	\$144,124.38	\$200,880
Medical Trip Concierge	\$81,209.05	\$100,000

**Recommendation:**

Informational.

Attachment:

- A. Solano Mobility Program Comparison Update

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## Mobility Management Programs Overview Pre and Post COVID-19

	Yearly Comparison				Month to Month Comparison Pre/Post COVID-19				
<b>Mobility Management - Older Adults, People w/ Disabilities</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>FY19-20</b>		<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>
ADA Eligibility Apps Completed	1163	1024	679		49	48	19	10	41
Travel Training	1114	945	748		114	3	0	0	0
ITX PEX Rides	7900	7621	4745		460	346	203	259	251
Medical Trip Concierge (GoGo)	N/A	397	4713		256	177	83	178	267

Program comparison over last 3 years, and beginning in February 2020, a month by month pre and post COVID-19 comparison showing the impact of the pandemic.

## ADA In-Person Eligibility Program

ADA In-Person Eligibility Results/Assessments by Service Area Comparison			
Type	FY17-18	FY18-19	FY19-20
Unrestricted	987	877	590
Conditional	71	76	53
Trip-by-trip	9	2	11
Temporary	56	56	19
Denied	40	13	6
Totals	1163	1024	679

## Travel Training Program

Travel Training Yearly Comparison			
	FY 17-18	FY 18-19	FY19-20*
Individual Trainings	9	107	49
Completed/Graduated Total	12	29	14
Group/Classroom Trainees	0	33	82
Field Trip Totals	5	26	16
Field Trip Trainees	23	142	83
Presentations Total	23	68	20
Audience Members	349	663	534
Outreach Activities	106	294	98
Number of People Reached	1117	4494	1480

\*Trainings stopped in April 2020. The FY18-19 number reflects efforts by two Travel Trainers (Independent Living Resources and Connections for Life (C4L). FY19-20 reflects limited efforts due to lack of resources from C4L staff.

## Medical Trip Concierge Program using GoGo Grandparents

<b>Medical Trip Concierge Program (GoGo)Data FY19-20</b>		
<b>Month</b>	<b>FY18-19</b>	<b>FY19-20</b>
<b>July</b>	<b>0</b>	<b>491</b>
<b>August</b>	<b>0</b>	<b>894</b>
<b>September</b>	<b>0</b>	<b>740</b>
<b>October</b>	<b>0</b>	<b>809</b>
<b>November</b>	<b>0</b>	<b>277</b>
<b>December</b>	<b>0</b>	<b>273</b>
<b>January</b>	<b>0</b>	<b>282</b>
<b>February</b>	<b>0</b>	<b>264</b>
<b>March</b>	<b>0</b>	<b>155</b>
<b>April</b>	<b>3</b>	<b>83</b>
<b>May</b>	<b>90</b>	<b>178</b>
<b>June</b>	<b>304</b>	<b>267</b>
<b>Totals</b>	<b>397</b>	<b>4,713</b>

This program began in April of 2019. Initially the rides were free and increased each month until November. At that point, the rides changed from free to partially subsidized.

## Intercity Taxi Card Program Using PEX FY Comparison by Month

ITX Trips Per Month Comparison			
	FY17-18	FY18-19	FY19-20
Month	Taxi Scrip	Taxi and PEX	Taxi and PEX
July	607	560	413
August	837	824	482
September	783	678	408
October	464	824	452
November	728	588	455
December	647	703	500
January	705	447	516
February	624	564	460
March	675	741	346
April	582	550	203
May	675	653	259
June	573	489	251
Totals:	7900	7,621	4745

Trips have declined over the last 3-year period which may be an indication that there was fraud in the program prior to PEX card usage.

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DATE : August 11, 2020  
TO: STA Board  
FROM: Amy Antunano, Program Coordinator II  
RE: Solano Mobility Call Center/Transportation Depot Fiscal Year (FY) 2019-20  
Annual Update

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**Background:**

The original Solano County Rideshare Program called Solano Commuter Information began as part of a statewide network of rideshare programs in the early 1990s funded primarily by Caltrans for the purpose of managing countywide and regional rideshare programs in Solano County and providing air quality improvements through trip reduction. In 2000, the Solano Commuter Information program was transferred from Solano County Public Works to STA and became Solano Napa Commuter Information a few years later in partnership with Napa Valley Transportation Planning Agency (now Napa Valley Transportation Authority (NVTa)).

In February 2014, the STA has expanded its services to include the Solano Mobility Call Center. This was one of four Solano Mobility priorities identified in the most recent Solano Transportation Study for Seniors and People with Disabilities completed in 2011. In addition to providing commuters and Solano county employers with information on a variety of transit services and incentive programs, the Solano Mobility Call Center provides older adults and people with disabilities with a range of various mobility information. The Transportation Info Depot, at the Suisun-Fairfield Train Depot opened in November 2014, which now provides the public with expanded access to transportation information and mobility options. Solano Mobility staff started with four part-time customer service representatives and has since expanded to six.

**Discussion:**

*Solano Mobility Call Center*

In response to precautionary COVID-19 safety measures currently established by the Solano County Public Health Department and the Center for Disease Control (CDC), the Solano Transportation Authority (STA) developed proactive measures for SolanoExpress and Solano Mobility. These proactive measures include modification, or disruptions to service levels. The Solano Mobility in-person services were temporarily closed until further notice; although the Call Center remains open answering calls during the same time period of Monday-Friday 8am-5pm

As of March 19, 2020, Solano County was directed to shelter in place due to the COVID-19 Pandemic. As a result, there was a decrease in calls and no walk-in clientele as of March 19th. However, even with the pandemic, the Solano Mobility Call Center surpassed last fiscal year's numbers. For the (FY) 2019-20, the Solano Mobility Call Center assisted 12,460 customers that is a 12% increase since last fiscal year. The Call Center processed 103 RTC cards, processed funds for 1226 Pex cards, and registered 643 clients for the GoGo Grandparent Program. (Attachment A).

*Transportation Info Depot/Call Center Update*

While the in-person assistance services are available through appointment only, due to the pandemic, the Solano Mobility Call Center hotline is open from 8 am to 5 pm. Additionally, the Solano Mobility website remains a source of assistance.

**Recommendation:**

Informational.

Attachment:

A. Call Center Activity Chart

ATTACHMENT A

Mobility Call Center Activities	FY 16/17 Activity	FY 17/18 Activity	FY 18/19 Activity	FY 19/20 Totals
<b><u>Seniors &amp; People W/Disabilities-Calls</u></b>				
ADA Paratransit Eligibility	537	691	1330	840
RTC Questions	201	164	177	165
Senior Trip Planning	50	193	933	217
GoGo Calls	0	0	313	981
<i>Calls Referred to Outside Agencies</i>	<i>191</i>	<i>131</i>	<i>321</i>	<i>622</i>
Taxi Scrip Local Questions	138	176	327	674
Taxi Scrip InterCity Questions	427	256	548	1225
<b><u>General Mobility Call Center</u></b>				
Transit Calls	507	775	1897	1662
Employer Incentives/Programs calls	100	104	176	175
Travel Training Inquiries	43	112	88	181
Trip Planning	281	333	1264	776
Other	356	471	466	1152
<b>Total Calls</b>	<b>2831</b>	<b>3406</b>	<b>7840</b>	<b>8738</b>
<b><u>General Walk-Ins</u></b>				
General Transit Questions	3327	3809	2776	2081
Trip Planning	188	121	83	44
RTC Questions	62	42	45	25
Clipper Questions	77	30	33	17
Senior/Disabled Walk-Ins	443	522	729	506
Other - Taxi, Misc	229	134	84	75
<b><u>Sales</u></b>				
Clipper Card Sales	135	243	200	150
Bike Link Cards Sold	1	6	8	1
RTC Apps Processed	133	152	162	103
Pex Card Sales	0	0	404	1226
<b>Total Walk -ins</b>	<b>4152</b>	<b>4537</b>	<b>4120</b>	<b>3722</b>
<b><u>GoGo Grandparent</u></b>				
GoGo Registered Users	N/A	N/A	192	643
<b><u>Outreach</u></b>				
Events & Presentations	25	40	49	23
# Attendees	707	1448	3080	1263
Solano Mobility Website Hits	12176	16759	20578	47135
<b>Total People Assisted</b>	<b>6983</b>	<b>7943</b>	<b>11960</b>	<b>12460</b>

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DATE: August 27, 2020  
TO: STA Board  
FROM: Debora Harris, Accountant 1  
RE: Fiscal Year (FY) 2019-20 Abandoned Vehicle Abatement (AVA) Program  
Third Quarter Report

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**Background:**

The Solano Transportation Authority (STA) administers the Abandoned Vehicle Abatement (AVA) Program for Solano County. These administrative duties include disbursing funds collected by the State Controller's Office from the Department of Motor Vehicle (DMV) vehicle registration fee of \$1 per registered vehicle, using the funding formula of 50% based on population and 50% on vehicles abated.

The AVA Member Agencies for Solano County are the City of Benicia, City of Dixon, City of Fairfield, City of Rio Vista, City of Suisun City, City of Vacaville, City of Vallejo, and County of Solano.

**Discussion:**

For the Third Quarter of FY 2019-20, STA received the allocation from the State Controller's Office in the amount of \$103,036.68 and has deducted \$3,091.10 for administrative costs. The STA disbursed cost reimbursement to member agencies for the Third Quarter in the total amount of \$83,592.54. The total remaining AVA fund balance after the third quarter disbursement to the member agencies is \$16,353.04. This amount will be included with the disbursement in the fourth quarter utilizing the funding formula.

The City of Vacaville has increased their abated vehicles by 77 compared to the third quarter in FY 2018-19, and City of Suisun has seen a reduction in the number of vehicles abated due to city staff changes. Other cities increased the number of vehicles that were abated during the third quarter compared to last fiscal year, even with the COVID-19 pandemic.

The City of Rio Vista continues to have no report of abated vehicles for the quarter.

Attachment A is a matrix summarizing the AVA Program activities through the Third Quarter FY 2019-20, and is compared to the totals for FY 2018-19 numbers of abated vehicles and cost reimbursements submitted by the members of the Solano County's AVA Program

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachment:

- A. Summary of Solano Abandoned Vehicle Abatement (AVA) Program for FY 2019-20 and FY 2018-19

**Summary of Solano Abandoned Vehicle Abatement (AVA) Program for  
FY 2019-20 and FY 2018-19  
Third Quarter Ending March 31, 2020**

	<b>FY 2019-20 (Q3)</b>				<b>FY 2018-19</b>		
<b>Member Agency</b>	<b># of Abated Vehicles</b>	<b>Reimbursed Amount</b>	<b>Cost per Abatement</b>	<b>% of Abated Vehicle from Prior FY</b>	<b># of Abated Vehicles</b>	<b>Reimbursed Amount</b>	<b>Cost per Abatement</b>
City of Benicia	389	\$10,788	\$28	87%	449	\$14,953	\$33
City of Dixon	153	\$9,937	\$65	91%	169	\$11,398	\$72
City of Fairfield	3,280	\$107,009	\$33	84%	3,893	\$158,589	\$36
City of Rio Vista	0	\$0	\$0	0%	0	\$0	\$0
City of Suisun	9	\$765	\$85	2%	361	\$24,060	\$64
City of Vacaville	907	\$42,986	\$47	109%	830	\$45,268	\$54
City of Vallejo	1,936	\$84,621	\$44	60%	3,237	\$144,752	\$52
Solano County Unincorporated area	44	\$7,414	\$169	22%	202	\$9,332	\$70
<b>Total</b>	<b>6,718</b>	<b>\$263,521</b>	<b>\$39</b>	<b>73%</b>	<b>9,141</b>	<b>\$408,352</b>	<b>\$45</b>

The total remaining AVA fund available after the third quarter disbursement to member agencies is \$16,353.04. This amount is available for disbursement to member agencies utilizing the funding formula, in addition to the State Controller's Office allocation for the third quarter FY 2019-20.



DATE: August 31, 2020  
TO: STA Board  
FROM: Ron Grassi, Director of Programs  
RE: Lifeline Transportation Program Cycle 6 Funding - Job Access Reverse Commute Funds (JARC)

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**Background:**

The Metropolitan Transportation Commission's (MTC) Lifeline Transportation Funding Program is intended to improve mobility for residents of low-income communities and, more specifically, to fund solutions identified through locally developed Community Based Transportation Plans. Each community's needs are unique and will therefore require different solutions to address local circumstances. In Solano and other counties, these funds have been used to fund Community Based Transportation Planning (CBTP) priority projects and transit routes that serve low-income communities.

Lifeline Program Funds in the past (Cycles 1-5) were a combination of fund sources that included Congestion and Mitigation Air Quality (CMAQ), Prop 1B, State Transit Assistance Funds (STAF) and Job Access Reverse Commute Funds (JARC)/5307. In February 2018 the STAF Lifeline set-aside funding was removed per MTC Resolution No. 4321. STAF population based funding were then restructured as a County Block Grant. The only remaining funds for Lifeline Cycle 6 are solely JARC funds. The estimate for Solano County for Fiscal Years (FYs) 2018-19 and 2019-20 is \$666,679.

In prior years, MTC delegated the management of the Lifeline Program to the County Transportation Agencies (CTAs), including STA for Solano County. This year, MTC has allocated Lifeline Cycle 6 funds directly to the transit operators. On March 11, 2020 the STA Board took action to insure that Solano County's transit operators would still coordinate through the STA's Consolidated Transit Service Agency (CTSA), Transit Consortium, and the STA Board.

**Discussion:**

During the COVID-19 pandemic, Fairfield and Suisun Transit (FAST) eliminated Saturday service due to a significant drop in ridership. FAST is proposing to ensure ongoing funding of Saturday service on FAST local routes and on the Solano Express Blue Line that was partially reinstated on July 6, 2020. With the resumption of Saturday service, ridership is at approximately 26% of pre-COVID ridership for local routes and 21% for the Blue Line over the three Saturdays in July.

The FAST is utilizing Lifeline funding for partial reinstatement of Saturday service on FAST local fixed routes and the Solano Express Blue Line. Fairfield will receive \$246,299 over two years. Since the City of Vacaville did not have an identified Lifeline project, Vacaville is pledging its two-year Lifeline funding totaling \$106,929 to Fairfield to further support Saturday service for Vacaville residents on the Blue Line.

A total of \$342,548 would go towards the SolanoExpress Blue Line Saturday service and \$10,680 towards Saturday Service on FAST's local fixed routes which includes costs related to vehicle maintenance, fuel, contract operations, and administration costs. The commitment of Lifeline funding to the Blue Line service was already included in the SolanoExpress Service Budget for FY 2019-20 approved by the STA Board earlier this year. Staff has utilized Lifeline Transportation Program funding for similar expenses in the past (Cycle 5) and these are eligible projects pursuant to both Federal and State guidelines.

SolTrans has in the past applied Lifeline funds to its Route 2 that connects low-income and transit-dependent residents of Vallejo to Solano Community College Vallejo Center. With the implementation of the Comprehensive Operational Analysis on June 30, 2019 this service is now provided by Route 7. The Lifeline Program will provide SolTrans a total of \$313,451 in funding to maintain this local service over two years. SolTrans has previously committed adequate funding for the Red and Yellow Lines for FY 2019-20.

**Fiscal Impact:**

The total FYs 2018-19 and 2019-20 Lifeline Funding for Solano County Transit Operators is \$666,679 to serve low income communities. A 50% local match is required, match for the Solano Express Blue Line will be from Fairfield and Vacaville's Transit Development Act (TDA) contributions made through the SolanoExpress Intercity Transit Funding Agreement. Fairfield's TDA will be used to match funding of Saturday service on FAST local routes. SolTrans match will be provided from the \$3,933,865 of local agency funds utilized to run the service. The Lifeline Cycle 6 funding breakdown by transit agency can be found in Attachment A.

**Recommendation:**

Informational.

Attachment:

A. Lifeline Cycle 6 Funding



**Attachment A – Lifeline Transportation Program  
Cycle 6 Funding  
FY2018-19 through FY2019-20**

**Table 1 – FTA Section 5307**

<b>Fund Source</b>	<b>FY2019</b>	<b>FY2020</b>	<b>Total</b>
5307 <sup>1</sup>	\$ 3,508,000	\$3,580,441	\$7,088,441
<b>Total</b>	<b>\$ 3,508,000</b>	<b>\$3,580,441</b>	<b>\$7,088,441</b>

**Table 2 – Actual 5307 Funding by Urbanized Areas**

<b>Apportionment Year</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>Two-Year Total</b>
<b>FTA Apportionments</b>	Actual	Actual	Actual
Antioch	169,903	173,412	343,315
Concord	172,518	176,081	348,599
San Francisco--Oakland	1,686,399	1,721,223	3,407,622
San Jose	726,455	741,456	1,467,911
Santa Rosa	175,097	178,713	353,810
Large Urbanized Area Subtotal	2,930,372	2,990,885	5,921,257
Fairfield	121,891	124,408	246,299
Gilroy-Morgan Hill	88,773	90,606	179,379
Livermore	38,359	39,151	77,510
Napa	77,528	79,129	156,657
Petaluma	43,035	43,924	86,959
Vacaville	52,918	54,011	106,929
Vallejo	155,124	158,327	313,451
Small Urbanized Area Subtotal	577,628	589,556	1,167,184
<b>Total</b>	<b>3,508,000</b>	<b>3,580,441</b>	<b>7,088,441</b>

(1) The FY2018-19 and FY2019-20 FTA 5307 amount is based on programming in the Transit Capital Priorities Program (Res. 4272).

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DATE: August 28, 2020  
TO: STA Board  
FROM: Vincent Ma, Marketing and Legislative Program Manager  
RE: Legislative Update

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**Background:**

Each year, STA staff monitors state and federal legislation that pertains to transportation and related issues. On December 11, 2019, the STA Board approved its 2020 Legislative Platform to provide policy guidance on transportation legislation and the STA's legislative activities during 2020.

Monthly legislative updates are provided by STA's State and Federal lobbyists and are attached for your information (Attachments A, and B). An updated Legislative Bill Matrix listing state bills of interest is available at: <https://sta.ca.gov/operations/legislative-program/current/>

**Discussion:**

On August 31<sup>st</sup>, the Legislative Session for 2019-2020 will conclude and ends the two-year legislative session. Due to Covid-19, Legislative leadership asked their respective Houses to reduce the number of bills offered for consideration. Several positive Covid-19 cases among legislators or their staff have limited the time available for hearings. Due to Senator Brian Jones (R-Santee) positive test, Senate Republicans are barred from in-person voting and will spend the remainder of the session voting remotely.

Among the final bills under consideration is Senate Bill 288 (SB 288) The Sustainable Transportation Covid-19 Recovery Act authored by Senator Scott Weiner would expand the exemptions to the California Environmental Quality Act (CEQA) in order to "fast-track" sustainable transportation projects to make the process more streamlined, cost-effective, and provide additional opportunities for job creation and assist with economic recovery from Covid-19. At their July 8<sup>th</sup> meeting, the STA Board unanimously approved staff's recommendation to support SB 288. The Bill passed the Assembly Committee on Natural Resources on August 6<sup>th</sup> (7-1-3), passed the Assembly Committee on Appropriations on August 20<sup>th</sup> (16-2-0), and passed the Assembly Floor on August 30<sup>th</sup> (65-3-11).

**State Legislative Update (Shaw/Yoder/Antwih/Schmelzer/Lange):**

While the number of bills has been reduced compared to traditional legislative cycles, several number bills are still expected to reach Governor Gavin Newsome after the final week of the Legislative Cycle, ending on August 31<sup>st</sup>. Additional work on the budget continues with discussions on Senate Bill 815 (SB 815), a budget trailer bill, which would allow transit agencies some flexibility when utilizing State of Good Repair Program funds to maintain transit service levels. The Governor will have until September 30<sup>th</sup> to act on any passed legislation.

Updates on the following are detailed in Attachment A:

- Legislative Update
- Bills of Interest

**Federal Legislative Update (Akin Gump):**

STA's federal legislative advocate (Susan Lent of Akin Gump) continues to work with STA staff to craft STA's strategic objectives to align with those of available federal transportation funds.

On July 1<sup>st</sup>, the House of Representatives passed the H.R. 2 the Moving America Forward Act. This \$1.5 trillion comprehensive infrastructure package which includes funding for roads, education, housing, clean water, and broadband internet. The Senate has yet to schedule discussions on the Moving America Forward Act, which would re-authorize the Fixing America's Surface Transportation (FAST) Act that is set to expire on September 30<sup>th</sup>, 2020. A short-term extension to the FAST Act appears to be the mostly likely scenario before a longer term deal is negotiated.

On August 8<sup>th</sup>, President Donald Trump signed an executive order extend certain Covid-19 relief efforts, including the extension of weekly unemployment enhancement benefits at \$400, instead of the previous \$600 per week benefit, which expired at the end of July. Of this amount, state governments are required to contribute \$100, which California Governor Newsom has indicated that the state would be unable to accommodate without additional budget cuts. The House of Representatives and Senate have failed to reach an agreement on additional Covid-19 relief efforts and further discussion are unlikely until legislators return to Washington D.C. after the Labor Day Holiday.

Updates on the following are detailed in Attachment B:

- Infrastructure Legislation
- Economic Stimulus Legislation
- FY 2021 Appropriations
- Emissions Standards
- Permitting
- Transit Grants

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachments:

- A. State Legislative Update
- B. Federal Legislative Update



1415 L Street  
Suite 1000  
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August 24, 2020

TO: Board of Directors, Solano Transportation Authority

FM: Joshua W. Shaw, Matt Robinson & Michael Pimentel, Shaw Yoder Antwih Schmelzer & Lange

RE: **STATE LEGISLATIVE UPDATE – September 2020**

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### ***Legislative Update***

The Legislature is in the final week of the 2019-20 Legislative Session and is scheduled to adjourn on August 31. The Governor has until September 30 to act on legislation sent to his desk in the final two weeks of the session. While the Legislature has significantly reduced the number of bills moving through the process, we still expect several hundred bills to reach the Governor. In the final week of the session, we do expect there will be additional budget action. As part of the final budget work, the Legislature is considering SB 815 (Committee on Budget and Fiscal Review), a budget trailer bill that would provide some expenditure flexibility in the SB 1 Transit State of Good Repair Program by authorizing a transit agency to expend funds apportioned for the 2019-20 to 2021-22 fiscal years, inclusive, on any operating or capital costs necessary to maintain transit service levels.

### ***Bills of Interest***

#### **SB 288 (Wiener) CEQA Exemptions for Transportation Projects**

CEQA requires a lead agency to prepare and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have an effect. CEQA includes exemptions from its environmental review requirements for numerous categories of projects, including projects for the institution or increase of passenger or commuter services on rail or highway rights-of-way already in use and projects for the institution or increase of passenger or commuter service on high-occupancy vehicle lanes already in use. This bill would revise and recast the above-described exemptions and further exempt from the requirements of CEQA certain projects for the institution or increase of bus rapid transit and regional rail services on public rail or highway rights of way, as specified, whether or not it is presently used for public transit. The bill would additionally exempt projects for rail, light rail, and bus maintenance, repair, storage, administrative, and operations facilities; and projects for the repair or rehabilitation of publicly-owned local, major or minor collector, or minor arterial or major arterial bridges. ***The STA Board SUPPORTS this bill (July 8 Board Meeting).***

**SB 757 (Allen) Transit Projects CEQA Judicial Review**

The Jobs and Economic Improvement Through Environmental Leadership Act of 2011 authorizes the Governor, until January 1, 2020, to certify projects that meet certain requirements for CEQA streamlining. This bill would additionally include projects to construct an exclusive public mass transit guideway and related fixed facilities meeting certain conditions as projects that are eligible for certification by the Governor under the leadership act. The bill would provide that the certification by the Governor expires if the lead agency fails to approve the project by January 1, 2024.

**SB 902 (Wiener) Housing Production**

This bill would authorize local governments to rezone neighborhoods for increased housing density, up to ten homes per parcel and would require a legislative body pass a resolution to adopt the plan and exempts that zoning action from being considered a project under the California Environmental Quality Act. To be eligible, an area must be urban infill, or be near high quality public transportation or a job-rich area. The local government can determine whether the individual projects will be ministerial/by right or subject to discretionary approval.

**SB 995 (Atkins) Jobs and Economic Improvement Through Environmental Leadership Act**

The Jobs and Economic Improvement Through Environmental Leadership Act of 2011 authorizes the Governor, until January 1, 2020, to certify projects that meet certain requirements for CEQA streamlining. This bill would extend the authority of the Governor to certify a project to January 1, 2024 and would add housing projects meeting certain conditions to the list of projects eligible for certification.

**SB 1351 (Beall) Transportation Improvement Fee: Revenue Bonds**

This bill would authorize the state to issue revenue bonds, backed by a portion of the Transportation Improvement Fee, to fund capital improvements needed to preserve and protect the state highway system.

**SB 1408 (Dodd) SR 37 Tolling (Not Moving in 2020)**

This bill would require an unspecified authority to operate and maintain tolling infrastructure on State Route 37 between its intersections with Route 121 in the County of Sonoma and Walnut Avenue in the County of Solano. The bill would authorize the authority to issue bonds payable from the revenues derived from those tolls. The bill would authorize those toll and bond revenues to be used for specified purposes, including near-term and long-term improvements to the segment of State Route 37 and the Sonoma Creek Bridge to improve the roadway's mobility, safety, and long-term resiliency to sea level rise and flooding. The bill would require the authority to update and approve an expenditure plan for those toll and bond revenues on an annual basis beginning on July 1 following implementation of a toll. The bill would require the authority to develop and implement an equity program for the toll bridge to reduce the impact of the toll on low-income drivers. ***The STA Board adopted a SUPPORT IN CONCEPT position on this bill (March 11 Board Meeting).***

**AB 2057 (Chiu) Seamless Bay Area (Not Moving in 2020)**

This bill initially represented the legislative vehicle for a potential Seamless Bay Area framework, with the stated intent of requiring future regional funds for public transportation in the nine-county San Francisco Bay area to be conditioned on advancing institutional reforms that improve accountability and

establish a seamlessly integrated regional transit system, so that these funds are responsibly spent and advance state mobility and environmental goals. However, if the bill is to move forward, the author is proposing to only include the establishment of a regional transit task force to further study and make recommendations on the items above and to require MTC, along with transit systems, to develop a regional mapping and wayfinding system.

**AB 2237 (Berman) Contracting Limits (Not Moving in 2020)**

This bill would raise the limit for contracts no subject to competitive bidding from \$75,000 to \$150,000 for county transportation agencies in the Bay Area, including the Solano Transportation Authority. ***The STA Board adopted a SUPPORT IN CONCEPT position on this bill (May 13 Board Meeting).***

**AB 3145 (Grayson) Mitigation Fee Cap (Not Moving in 2020)**

This bill would prohibit a city or county from imposing a mitigation fee or exaction if the total dollar amount they would impose on a proposed housing development is greater than 12 percent of the city or county's median home price, unless approved by the Department of Housing and Community Development.

**ACA 1 (Aguiar-Curry) Local Government Financing: Affordable Housing and Public Infrastructure: Voter Approval.**

This constitutional amendment would lower the necessary voter threshold from a two-thirds supermajority to 55 percent to approve local general obligation bonds and special taxes for affordable housing and public infrastructure projects.

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## M E M O R A N D U M

August 24, 2020

**To:** Solano Transportation Authority  
**From:** Akin Gump Strauss Hauer & Feld LLP  
**Re:** August Report

During the month of August, we monitored developments in Washington and brought them to the attention of STA.

**Infrastructure Legislation**

On July 1, the House passed the Moving America Forward Act, a \$1.5 trillion infrastructure bill that includes the \$494 billion INVEST in America surface transportation bill (providing funding over 5 years), \$25 billion for drinking water, \$100 billion for broadband, \$70 billion for clean energy projects, \$130 billion for low income schools, \$30 billion to upgrade hospitals, \$100 billion for public housing and \$25 billion for the postal service.

The INVEST in America Act would extend FAST Act programs for one year with increased funding and flexibility to respond to COVID-19 and establishes new programs for fiscal years 2022 through 2025. The bill would increase funding by 49 percent over the FAST Act and create new emission reduction and sustainability programs and requirements. It also provides higher funding levels for public transportation and creates new discretionary grant programs. The bill authorizes a number of financing mechanisms, including qualified infrastructure bonds and advance refunding bonds. The bill passed largely along party lines.

The Senate Environment and Public Works (EPW) Committee passed a bipartisan five-year \$287 billion highway bill last year, however, the Senate Banking Committee has not taken any action to advance the transit title, the Senate Commerce Committee has not released its rail and motor carrier titles and the Senate Finance Committee has not agreed on how to pay for the legislation. Senate Majority Leader Mitch McConnell (R-KY) has expressed his opposition to advancing another big spending bill this year so it appears likely that Congress will pass a short term extension before the current law expires on September 30, 2020

**Economic Stimulus Legislation**

We previously reported that the House passed the HEROES Act, a \$3 trillion bill that continued supplemental unemployment insurance payments at \$600/week and included funding for public

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transportation agencies, airports and state and local governments, among other things, in May. The Senate Republicans unveiled its \$1.1 trillion Health, Economic Assistance, Liability Protection and Schools (HEALS) Act on July 27. The bill would extend supplemental Unemployment Insurance payments, but at the reduced rate of \$200 per week through September 2020 and after October would replace the payments with a combined state unemployment insurance payment. The bill would provide liability protections to employers, local governments, schools and health care providers for lawsuits related to COVID-19. The bill only includes funding for airports (and not for other transportation programs).

While the HEALS Act provides no new aid to state and local governments, it would extend the time to use Coronavirus Relief Funds (CRF) made available under the CARES Act. The bill would extend the time that the funds can be used to 90 days after the end of a state or localities' 2021 fiscal year. The bill also would allow states and local governments to use CRF funds to cover revenue shortfalls incurred in FY 20 and FY 21, subject to a limit of 25 percent of the funds. States and local governments would be prohibited from using CRF funds to replace rainy day funds or pension benefits.

Congress and the White House attempted to negotiate an agreement on stimulus legislation before Congress left for the August recess but were unable to reach agreement. There likely will be renewed negotiations in September before Congress leaves D.C. to campaign for elections.

### **FY 2021 Appropriations**

On July 31<sup>st</sup>, The House passed a \$1.3 trillion package of fiscal year 2021 appropriations bills that included the Transportation, and Housing and Urban Development (THUD) bill. The THUD bill would provide a total of \$107.2 billion in total budgetary resources for DOT – an increase of \$21.1 billion above the FY 2020 enacted level and \$19.4 billion above the President's 2021 budget request. The bill includes:

- \$15.9 billion, consistent with the INVEST in America Act, for Transit Formula Grants funded from the Highway Trust Fund, an increase of \$5.8 billion above the FY 2020 enacted level and \$4.9 billion above the President's budget request.
  - \$374 million for bus and bus facilities competitive grants.
  - \$125 million for the low or no emission grant program.
  - \$10 million for low or no emission ferry grants.
  - \$1 million for innovative mobility solution grants.

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- \$510 million for Transit Infrastructure Grants, equal to the FY 2020 enacted level and \$510 million above the President's budget request.
- \$61.9 billion, consistent with the INVEST in America Act, for programs funded from the Highway Trust Fund, an increase of \$14.7 billion above the FY 2020 enacted level and \$11.1 billion above the President's budget request.
- \$1 billion for National Infrastructure Investments (TIGER/BUILD), equal to the FY 2020 enacted level and the President's budget request.
- \$10 million for Transportation Planning Grants to assist areas of persistent poverty. This new competitive grant program was not in the FY 2020 enacted bill or the President's budget request.
- \$1 billion for discretionary Highway Infrastructure Programs, a decrease of \$1.2 billion from the FY 2020 enacted level and \$1 billion above the President's budget request.
- \$500 million for Consolidated Rail Infrastructure and Safety Improvements, which is \$175 million above the FY 2020 enacted level.

To support economic recovery from the coronavirus pandemic, the bill provides an additional \$26 billion for DOT programs to strengthen and make more resilient our nation's aging infrastructure, including:

- \$3 billion for BUILD grants;
- \$5 billion for Consolidated Rail Infrastructure and Safety Improvements

The Senate Appropriations Committee has not marked up any of its appropriations bills. Congress is expected to pass a continuing resolution in September to fund the federal government at fiscal year 2020 levels until after the election. Congress then is expected to return in a lame duck session and attempt to pass the fiscal year 2021 appropriations bills.

### **Emissions Standards**

On August 17<sup>th</sup>, The California Air Resources Board (CARB) and five major automakers: Volvo, Ford, Honda, BMW and Volkswagen, signed a binding agreement with the state of California which will require them to follow the state's emission standards. In total, these automakers

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constitute about 30 percent of the U.S. auto market. California's fuel economy rules are notably stricter than federal standards and the new agreement will require automakers to improve their vehicle's fuel economy from the current average of around 38 miles per gallon to approximately 51 miles per gallon by 2026.

### **Permitting**

On July 16, the Council on Environmental Quality issued a final rule updating its National Environmental Policy Act, which require the evaluation of environmental impacts of transportation and other projects before implementing them. The rule becomes effective September 14, 2020. The updates are meant to streamline environmental reviews for major projects requiring federal approval, including infrastructure projects. We provided a summary of the rule under separate memo dated July 18. While the rule will take effect in September, there is a threat that the final rule could be overturned in litigation (alleging the rule exceeds the statutory authority) or pursuant to the Congressional Review Act if Democrats are in control of the Senate and White House.

On July 22<sup>nd</sup>, the EPA finalized a proposed rule intended to streamline and modernize part of the Agency's permitting process by creating a new, time limited alternative dispute resolution process (ADR process) as a precondition for judicial review. The proposed rule would apply to permits issued by EPA under the Clean Air Act, the Clean Water Act, the Safe Drinking Water Act and the Resources Conservation and Recovery Act. The rule includes provisions to:

- Establish a 60-day deadline for the Environmental Appeals Board (EAB) to issue final decisions once an appeal has been fully briefed and argued, with a one-time 60-day extension.
- Limit the availability of filing extensions to one request per party, with a maximum extension of 30 days.
- Clarify the scope of EAB review.
- Streamline the amicus process.

### **Transit Grants**

U.S. Transportation Secretary Elaine Chao announced on August 11<sup>th</sup> the Federal Transit Administration (FTA) will award \$464 million in transit infrastructure grants nationwide to improve the safety and reliability of America's bus systems and enhance mobility for transit

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riders. SolTrans received a grant of \$1,850,000 to plan, construct, and install electrical charging infrastructure, including on route charging at transit centers, for a future all-electric bus fleet.

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DATE: August 28, 2020  
TO: STA Board  
FROM: Brent Rosenwald, Planning Assistant  
RE: Summary of Funding Opportunities

**Discussion:**

Below is a list of funding opportunities that will be available to STA member agencies during the next few months, broken up by Federal, State, and Local. Attachment A provides further details for each program.

	FUND SOURCE	AMOUNT AVAILABLE	APPLICATION DEADLINE
<b>Federal</b>			
1.	Federal Highway Administration (FHWA) – Nationally Significant Federal Lands and Tribal Projects (NSFLTP)	Up to <b>\$300 million</b> ; projects of at least <b>\$25 million</b>	First deadline is December 18, 2018, applications accepted on a Quarterly Rolling Basis.
<b>Regional</b>			
1.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately <b>\$10 million</b>	Due On First-Come, First-Served Basis
2.	Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)	Up to <b>\$7,000</b> rebate per light-duty vehicle	Due On First-Come, First-Served Basis (Waitlist)
3.	Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP) (for fleets)	Approximately <b>\$5,000 to \$45,000</b> per qualified request	Due On First-Come, First-Served Basis
4.	PG&E Charge Program	Pays to install 7,500 chargers in PG&E area	Due On First-Come, First-Served Basis
5.	Volkswagen Mitigation Trust Fund for Zero Emission Transit and Shuttle Buses	Up to <b>\$65 Million</b>	Due On First-Come, First-Served Basis
<b>State</b>			
1.	Active Transportation Cycle 5 Fund	Up to <b>\$440 Million</b>	Deadline extended to July 15, 2020 for Quick Build Projects and September 15, 2020 for all other project types due to the impact of COVID-19

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

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DATE: September 2, 2020  
TO: STA Board  
FROM: Johanna Masclat, Clerk of the Board  
RE: 2020 STA Board and Advisory Committees Meeting Schedule

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**Discussion:**

Attached is the 2020 STA Board and Advisory Committees Meeting Schedule that may be of interest to the STA Board.

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachment:

- A. STA Board and Advisory Committees Meeting Schedule for Calendar Year 2020



# **STA BOARD AND ADVISORY COMMITTEE MEETING SCHEDULE CALENDAR YEAR 2020**

STA Board:  
Consortium:  
TAC:  
BAC:  
PAC:  
PCC:  
SR2S-AC:

Meets 2<sup>nd</sup> Wednesday of Every Month  
Meets *Last* Tuesday of Every Month  
Meets *Last* Wednesday of Every Month  
Meets 1<sup>st</sup> Thursday of every *Odd* Month  
Meets 1<sup>st</sup> Thursday of every *Even* Month  
Meets 3<sup>rd</sup> Thursday of every *Odd* Month  
Meets Quarterly (Begins Feb.) on the 3<sup>rd</sup> Wed.

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Wed., January 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., January 9	6:00 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Thurs., January 16	1:00 p.m.	Paratransit Coordinating Council (PCC)	Joseph Nelson Community Center	Confirmed
Thurs., January 23	9:30 a.m.	Consolidated Transportation Services Agency (CTSA-AC)	Suisun City Hall	Confirmed
Tues., January 28	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., January 29	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., February 6	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
Wed., February 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., February 19	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Tues., February 25	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., February 26	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., March 5	6:00 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., March 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., March 19	1:00 p.m.	Paratransit Coordinating Council (PCC)	Ulati Community Center	Confirmed
Tues., March 24	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., March 25	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., April 2	6:00 p.m.	Pedestrian Advisory Committee (PAC)	Canceled	Confirmed
Wed., April 8	6:00 p.m.	STA Board Meeting	Virtual	Confirmed
Thurs., April 23	9:30 a.m.	Consolidated Transportation Services Agency (CTSA-AC)	Canceled	Canceled
Tues., April 28	1:30 p.m.	Intercity Transit Consortium	Virtual	Confirmed
Wed., April 29	1:30 p.m.	Technical Advisory Committee (TAC)	Virtual	Confirmed
Thurs., May 7	6:00 p.m.	Bicycle Advisory Committee (BAC)	Virtual	Confirmed
Wed., May 13	6:00 p.m.	STA Board Meeting	Virtual	Confirmed
Wed., May 20	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	Virtual	Confirmed
Thurs., May 21	1:00 p.m.	Paratransit Coordinating Council (PCC)	Virtual	Confirmed
Tues., May 26	1:30 p.m.	Intercity Transit Consortium	Virtual	Confirmed
Wed., May 27	1:30 p.m.	Technical Advisory Committee (TAC)	Virtual	Confirmed
Thurs., June 4	6:00 p.m.	Pedestrian Advisory Committee (PAC)	Virtual	Tentative
Wed., June 10	6:00 p.m.	STA Board Meeting	Virtual	Confirmed
Tues., June 23	1:30 p.m.	Intercity Transit Consortium	Virtual	Confirmed
Wed., June 24	1:30 p.m.	Technical Advisory Committee (TAC)	Virtual	Confirmed
Thurs., July 2	6:00 p.m.	Bicycle Advisory Committee (BAC)	Virtual	Confirmed
Wed., July 8	6:00 p.m.	STA Board Meeting	Virtual	Confirmed
Thurs., July 16	1:00 p.m.	Paratransit Coordinating Council (PCC)	Virtual	Confirmed
Thurs., July 23	9:30 a.m.	Consolidated Transportation Svcs. Agency (CTSA-AC)	TBD	Tentative
July 24 (No Meeting)	SUMMER	Intercity Transit Consortium	N/A	N/A
July 25 (No Meeting)	RECESS	Technical Advisory Committee (TAC)	N/A	N/A
Thurs., August 6	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
August 8 (No Meeting)	SUMMER RECESS	STA Board Meeting	N/A	N/A
Wed., August 19	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	Virtual	Confirmed
Tues., August 25	1:30 p.m.	Intercity Transit Consortium	Virtual	Confirmed
Wed., August 26	1:30 p.m.	Technical Advisory Committee (TAC)	Virtual	Confirmed
Thurs., September 3	6:00 p.m.	Bicycle Advisory Committee (BAC)	Virtual	Confirmed
Wed., September 9	6:00 p.m.	STA Board Meeting	Virtual	Confirmed
Thurs., September 17	1:00 p.m.	Paratransit Coordinating Council (PCC)	Virtual	Confirmed
Tues., September 29	1:30 p.m.	Intercity Transit Consortium	Virtual	Confirmed
Wed., September 30	1:30 p.m.	Technical Advisory Committee (TAC)	Virtual	Confirmed
Thurs., October 1	6:00 p.m.	Pedestrian Advisory Committee (PAC)	Virtual	Confirmed
Wed., October 14	6:00 p.m.	STA Board Meeting	Virtual	Confirmed
Thurs., October 22	9:30 a.m.	Consolidated Transportation Svcs. Agency (CTSA-AC)	TBD	Tentative
No meeting due to STA's Annual Awards in November (No STA Board Meeting)		Intercity Transit Consortium	N/A	N/A
		Technical Advisory Committee (TAC)	N/A	N/A
Wed., November 4	6:00 p.m.	STA's 23 <sup>rd</sup> Annual Awards	Canceled	Canceled
Thurs., November 5	6:00 p.m.	Bicycle Advisory Committee (BAC)	Virtual	Confirmed
Wed., November 18	1:30 a.m.	Safe Routes to School Advisory (SR2S-AC)	Virtual	Confirmed
Thurs., November 19	1:00 p.m.	Paratransit Coordinating Council (PCC)	Virtual	Confirmed
Tues., November 24	1:30 p.m.	Intercity Transit Consortium	Virtual	Confirmed
Wed., November 25	1:30 p.m.	Technical Advisory Committee (TAC)	Virtual	Confirmed
Thurs., December 3	6:00 p.m.	Pedestrian Advisory Committee (PAC)	Virtual	Confirmed
Wed., December 9	6:00 p.m.	STA Board Meeting	Virtual	Confirmed
Tues., December 15	1:30 p.m.	Intercity Transit Consortium	Virtual	Confirmed
Wed., December 16	1:30 p.m.	Technical Advisory Committee (TAC)	Virtual	Confirmed