



**INTERCITY TRANSIT CONSORTIUM MEETING AGENDA**  
**1:30 p.m., Tuesday, April 24, 2018**  
**Solano Transportation Authority**  
**One Harbor Center, Suite 130**  
**Suisun City, CA 94585**

**ITEM**

**STAFF PERSON**

- 1. **CALL TO ORDER** Nathaniel Atherstone, Chair
- 2. **APPROVAL OF AGENDA**
- 3. **OPPORTUNITY FOR PUBLIC COMMENT**  
(1:30 – 1:35 p.m.)
- 4. **REPORTS FROM MTC, STA STAFF AND OTHER AGENCIES**  
(1:35 – 1:40 p.m.)
  - **SB1 & RM 3 Fact Sheets** Jayne Bauer
- 5. **CONSENT CALENDAR**  
Recommendation: Approve the following consent items in one motion.  
(1:40 – 1:45 p.m.)
  - A. **Minutes of the Consortium Meeting of March 27, 2018** Johanna Masiclat  
Recommendation:  
Approve the Consortium Meeting Minutes of March 27, 2018.  
**Pg. 5**
  - B. **State Route (SR) 37 Transit Feasibility Study** Anthony Adams  
Recommendation:  
Forward a recommendation to the STA TAC and Board to approve the following:
    - 1. \$11,765 in FY 2018-19 STAF Population for the SR 37 Transit Feasibility Study; and
    - 2. Authorize the Executive Director to enter into a Funding Agreement with the Napa Valley Transportation Authority for this Study.**Pg. 9**

**CONSORTIUM MEMBERS**

<u>Janet Koster</u>	<u>Nathan Atherstone</u>	<u>Brandon Thomson</u>	<u>Beth Kranda</u>	<u>Lori Damassa</u>	<u>Rachel Ford</u>	<u>Debbie McQuilkin</u>	<u>VACANT</u>
Dixon Readi-Ride	(Chair) Fairfield and Suisun Transit (FAST)	Rio Vista Delta Breeze	(Vice Chair) Solano County Transit (SolTrans)	Vacaville City Coach	County of Solano	Solano Mobility	STA
							<u>Ron Grassi</u> STA Staff

**6. ACTION – FINANCIAL ITEMS**

**A. Solano Intercity Paratransit/Taxi Scrip Program – Phase II Program Recommendation**

Debbie McQuilkin

Recommendation:

Forward a recommendation to the STA TAC and Board to authorize the Executive Director to:

1. Sign the agreements required to implement the prepaid purchase card with PEX; and
2. Sign the updated participation agreements/memorandum of understandings (MOU) with the taxi, private transportation providers, and transit operators to service the non-ambulatory ADA eligible customers.

(1:45 – 1:55 p.m.)

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**B. Updated Intercity Bus Replacement Capital Plan**

Mary Pryor

Recommendation:

Forward a recommendation to the STA TAC and Board for approval of the updated Intercity Bus Replacement Funding Plan as specified in Attachment B.

(1:55 – 2:05 p.m.)

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**C. SolanoExpress Marketing Plan for Phase 1**

Brandon Thomson

Recommendation:

Forward a recommendation to the STA TAC and Board to approve \$100,000 in State Transit Assistance Funds (STAF) for SolanoExpress marketing and outreach for FY 2018-19.

(2:05 – 2:15 p.m.)

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**D. Lifeline Cycle 5 Funding Recommendations Recommendation:**

Ron Grassi

Forward a recommendation to STA TAC and Board to approve the Lifeline Advisory Committee’s Funding Recommendations for allocation of Solano Lifeline Funding for Fiscal Year (FY) 2017-18 through FY 2018-19 as specified in Attachment A.

(2:15 – 2:20 p.m.)

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**7. ACTION – NON FINANCIAL ITEMS**

**A. STA’s Draft Overall Work Plan (OWP) for FY 2018-19 & FY 2019-20**

Daryl Halls

Recommendation:

Forward a recommendation to the STA TAC and Board to distribute the STA’s Draft Overall Work Plan for FY 2018-19 and FY 2019-20 for review and comment.

(2:20 – 2:25 p.m.)

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- B. Employer Incentives and Commuter Mobile Platform – Ride Amigos** Lloyd Nadal  
Recommendation:  
Forward a recommendation to the STA TAC and Board to authorize the Executive Director to enter into an agreement with Ride Amigos, to provide a ridesharing online and mobile platform for Solano County employers, employees and commuters in the Solano Mobility Employer Program for an amount not-to-exceed \$35,000 per year.  
(2:25 – 2:35 p.m.)  
**Pg. 119**

- C. Yolo Solano Air Quality Management District (YSAQMD) Call for Projects - Bay Area Air Quality Management District (BAAQMD) Call for Projects** Ron Grassi and Sean Hurley  
Recommendation:  
Forward a recommendation to the STA TAC and Board to authorize the Executive Director to sign/execute the First/Last Mile Program applications and agreements for BAAQMD regional funds and YSAQMD TFCA funds.  
(2:35 – 2:40 p.m.)  
**Pg. 129**

## 8. INFORMATIONAL ITEMS – DISCUSSION

- A. Safe Routes to Transit (SR2T) Priority Project List** Erika McLitus  
(2:40 – 2:45 p.m.)  
**Pg. 135**
- B. Review of SolanoExpress Performance Measures** Brandon Thomson  
(2:45 – 2:50 p.m.)  
**Pg. 139**
- C. Solano Community College Student Transportation Fee and Mobile Application Update** Lloyd Nadal  
(2:50 – 2:55 p.m.)  
**Pg. 141**
- D. Yolo Solano Air Quality Management District (YSAQMD) Clean Air Funds Program FY 2018-19** Cory Peterson  
(2:55 – 3:00 p.m.)  
**Pg. 143**

## NO DISCUSSION

- E. Solano Mobility Call Center/Transportation Info Depot Monthly Update** Amy Antunano  
**Pg. 145**
- F. Legislative Update** Jayne Bauer  
**Pg. 147**

**9. TRANSIT CONSORTIUM OPERATOR UPDATES AND COORDINATION ISSUES**

**10. FUTURE INTERCITY TRANSIT CONSORTIUM AGENDA ITEMS**

Group

May 2018

- A. Approval of SolanoExpress Intercity Funding Agreement and Funding Projection for FY 2018-19
- B. ADA In-Person Program Evaluation and Recommendation
- C. Approval of STA's Overall Work Plan (OWP) for FY 2018-19 & FY 2019-20
- D. STAF Population Based Funds for FY 2018-19
- E. FY 2018-19 TDA Matrix – 1<sup>st</sup> Round
- F. Approval of Revised SolanoExpress Capital Plan

June 2018

- A. FY 2018-19 TDA Matrix – 2<sup>nd</sup> Round
- B. SolanoExpress Phase 1 Service Update
- C. Update of First/Last Mile Program
- D. Discussion of Future Plan Bay Area Transit Priorities – Mega Projects
- E. Capitol Corridor Ridership Update
- F. SF Bay Ferry Ridership Update

**11. ADJOURNMENT**

No meeting in July. The next regular meeting of the SolanoExpress Intercity Transit Consortium is scheduled for **1:30 p.m. on Tuesday, May 29, 2018.**

**Meeting Schedule for the Remainder of Calendar Year 2018**

**1:30 p.m., Tues., June 26, 2018**

**No Meeting in July**

**1:30 p.m., Tues., August 28, 2018**

**1:30 p.m., Tues., September 25, 2018**

**No Meeting in October**

**1:30 p.m., Tues., November 27, 2018**

**1:30 p.m., Tues., December 18, 2018**

**Translation Services:** For document translation please call:

Para la llamada de traducción de documentos:

對於文檔翻譯電話

Đối với tài liệu gọi dịch:

Para sa mga dokumento tawag sa pagsasalin:

707-399-3239



**INTERCITY TRANSIT CONSORTIUM  
Meeting Minutes of March 27, 2018**

**1. CALL TO ORDER**

Chair Atherstone called the regular meeting of the SolanoExpress Intercity Transit Consortium to order at approximately 1:30 p.m. in the Solano Transportation Authority Conference Room.

**Members**

<b>Present:</b>	Nathaniel Atherstone, Chair	Fairfield and Suisun Transit (FAST)
	Beth Kranda, Vice Chair	Solano County Transit (SolTrans)
	Janet Koster (By phone)	Dixon Read-Ride
	Ron Grassi for Brandon Thomson	Rio Vista Delta Breeze
	Debbie McQuilkin	Solano Mobility
	Daryl Halls	STA

**Members**

<b>Absent:</b>	Rachel Ford	County of Solano – Health & Social Services
	Lori Damassa	Vacaville City Coach

**Also Present (In Alphabetical Order by Last Name):**

Anthony Adams	STA
Jayne Bauer	STA
Kristina Botsford	SolTrans
Diane Feinstein	FAST
Johanna Masiclat	STA
Erika McLitus	STA
Lloyd Nadal	STA

**2. APPROVAL OF THE AGENDA**

On a motion by Beth Kranda, and a second by Debbie McQuilkin, the SolanoExpress Intercity Transit Consortium approved the agenda. (6 Ayes)

**3. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

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

Anthony Adams announced that the City of Vacaville opened bids for the new bus stops at Vaca Valley, and noted that there were 5 bids received with the low bid over the engineer's estimate. He added that there is an additional need for funds to cover this short fall, and therefore the additional funds needed for the construction of the Vaca Valley bus stops are \$75,000. He also noted the City of Fairfield has not yet opened their bids for the Suisun Valley bus stops. The bids from the Vaca Valley project provide an overlook that over all bid prices have increased across the board. He concluded by stating that STA staff is recommending an additional funding recommendation of \$100,000 for the Fairfield Suisun Valley bus stops to ensure project costs are covered so the project can be completed by the July 1<sup>st</sup> start of service.

## 5. CONSENT CALENDAR

On a motion by Debbie McQuilkin, and a second by Beth Kranda, the SolanoExpress Intercity Transit Consortium approved Consent Calendar Item A through C. (6 Ayes)

### A. Minutes of the Consortium Meeting of February 27, 2018

#### Recommendation:

Approve the Consortium Meeting Minutes of February 27, 2018.

## 6. ACTION FINANCIAL ITEMS

### A. SolanoExpress Consolidated Fares

Jim McElroy reviewed the current and proposed fare structure for the two SolanoExpress transit operators (Fairfield and Suisun Transit and Solano County Transit (SolTrans)). He noted that staff is recommending that the fare structure be adopted by the STA Board before July 1, 2018 when the phase SolanoExpress service changes are implemented. He also reviewed STA staff's recommendation to set aside STAF funds for two years to cover any potential revenue loss to the two operators during the two phases of the SolanoExpress service changes beginning in Fiscal Year 2018-19. He further explained that the balance of the STAF funds not used for this purpose can be dedicated to the purchase of future SolanoExpress buses, and that staff from all three agencies will work together to develop a mechanism to validate any potential loss for reimbursement.

#### Recommendation:

Forward a recommendation to the STA TAC and Board to approve the following:

1. To adopt the proposed fare structure for SolanoExpress;
2. Authorize the Executive Director to forward to SolTrans and FAST for their approval; and
3. Approve programming \$500,000 in FY 2018-19 STAF Funds to minimize or mitigate any potential financial impact for both FAST and SolTrans under the new fare structure and service change.

On a motion by Beth Kranda, and a second by Nathan Atherstone, the SolanoExpress Intercity Transit Consortium unanimously approved the recommendation. (6 Ayes)

## 7. ACTION NON-FINANCIAL ITEMS

### A. SolanoExpress Schedules – Phase 1

Jim McElroy reviewed staff's recommendation to implement new schedules for the new Phase 1 of SolanoExpress service on July 1, 2018, subject to final approval of the STA Board at their April 11, 2018 meeting. He noted that as such, operator staffs, STA staff, and consultants have worked together to develop schedules that are now close to final versions. He added that this is a result of months of effort and iterations by these partners and the community, and one of the goals of these schedules is to show the community that we have received their requests and have tried to incorporate their feedback as best we could with schedule adjustments within the financial resources available for the SolanoExpress service.

After discussion, minor corrections were made to the Blue Line and Green Express schedules.

Recommendation:

Forward a recommendation to the STA TAC and Board to approve schedules for the new Blue Line, Yellow Line and Green Line Express for implementation on July 1, 2018.

On a motion by Beth Kranda, and a second by Debbie McQuilkin, the SolanoExpress Intercity Transit Consortium unanimously approved the recommendation. (6 Ayes)

**B. Legislative Update**

Jayne Bauer noted that AB 1905 was amended March 12<sup>th</sup>, two days before the STA Board meeting. She stated that after some clarification from STA staff and legal counsel, the Board approved support in concept, but requested staff return to the Board in April with further clarifications on the amendments made. She added that AB 1905 is still making its rounds in committee hearings and is subject to further amendment. She stated staff recommends that the STA Board reaffirm its support of AB 1905 and continue to monitor its progress.

Recommendation:

Forward a recommendation to the STA TAC and Board as follows:

Affirm support of AB 1905 (Grayson), CEQA Judicial Review for Transportation Projects.

On a motion by Beth Kranda, and a second by Debbie McQuilkin, the SolanoExpress Intercity Transit Consortium unanimously approved the recommendation. (6 Ayes)

**8. INFORMATIONAL ITEMS – DISCUSSION**

**A. Solano Community College Student Transportation Fee and Mobile Application Update**

Lloyd Nadal provided an update to the SCC transportation fee and mobile application. He noted that the mobile application is currently not ready for implementation and is estimated to be completed in mid-April. He concluded by stating that STA will continue to work with the three transit operators and SCC to develop a marketing strategy and implement media and public outreach elements such as framed messages and flyers to encourage students' use of the transportation system and to promote the new semester fare once the mobile application is ready.

**B. ATP Cycle 4 – Safe Routes to Transit and First/Last Mile Pilot Program**

Erika McLitus reported that staff is seeking confirmation from Consortium members, STA TAC, and STA PDWG members to determine which projects remain a priority. Once project priorities are selected, preliminary designs and cost estimates will be requested from each member agency that has a project requesting funding. She concluded by stating that STA is prepared to apply for ATP 2019 (Cycle 4) funding for any or all of these SR2T projects on behalf of Suisun City, Fairfield, Vacaville, Vallejo, FAST, and Soltrans, pending review by the STA TAC and Board.

**NO DISCUSSION**

**C. Solano Mobility Call Center/Transportation Info Depot Monthly Update**

**D. Summary of Funding Opportunities**

**9. TRANSIT CONSORTIUM OPERATOR UPDATES AND COORDINATION ISSUES**

**10. FUTURE INTERCITY TRANSIT CONSORTIUM AGENDA ITEMS**

None.

**11. ADJOURNMENT**

The meeting adjourned at 2:30 p.m. The next regular meeting of the Solano Express Intercity Transit Consortium is scheduled for **1:30 p.m. on Tuesday, April 24, 2018.**





DATE: April 11, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: State Route (SR) 37 Transit Feasibility Study

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**Background:**

State Route (SR) 37 is 21 miles in length from Highway 101 in Marin County to Interstate 80 in Solano County. The SR 37 Corridor has been divided into three Segments, Segment A which is located in Marin and Sonoma Counties, Segment B which is located in Solano and Sonoma Counties, and Segment C which is located in Solano County. Most of the immediate traffic congestion problems occur in Segment B, from SR 37/SR 121 intersection in Sonoma County to the Mare Island Interchange in Solano County. Segment B consists two lanes, while Segments A and C have four to six lanes (2/4 in each direction) (Attachment A). All three segments continue to experience daily traffic congestion and are projected to be impacted by future sea level rise and are vulnerable to near-term flooding.

The SR 37 Transportation and Sea Level Rise Corridor Improvement Study under separate staff report will be considered by the STA Board to adopt the document. This document identified improvements from a corridor wide conceptual level. The next phase is focusing on project specific improvements for Segment B (SR 37 from Mare Island in Solano County to SR 121/SR 37 Intersection in Sonoma County) that will be documented in a Project Initiation Document (PID). This work is scheduled to be approved by Caltrans by the end of the 2018. In parallel, there are several standalone documents that are being pursued to study the alternative mode opportunities in the corridor. These include the Water Transit Study managed by the STA, a future Bike/Pedestrian alternatives analysis, a future passenger train feasibility study, and a transit feasibility study (subject of this staff report).

**Discussion:**

In 2015, the County Transportation Authorities from Marin, Sonoma, Napa, and Solano approved a Memorandum of Understanding (MOU) that committed them to cooperatively guide the intentions and strategies for the overall framework and funding strategy for the entire SR 37 Corridor. Oversight and policy direction is provided by a 12-person 4-County Policy Committee, comprised of 3 representatives from each county. A need identified by the SR 37 Policy Committee and by the public, through public comment process on the SR 37 Transportation and Seal Level Rise Corridor Improvement Plan, is analysis of transit feasibility on the SR 37 corridor. Understanding travel behavior patterns will be critical to this analysis. Since Napa Valley Transportation Authority (NVTA) is already using Fehr & Peers for the Napa Travel Behavior Study update, they have offered and the staff from the other three agencies have recommended to add the additional SR 37 tasks to the existing Fehr & Peers contract in order to reduce overall costs of the study.

In addition to evaluating travel behavior along the corridor, the scope of work tasks for Fehr and Peers will evaluate transit hubs along the corridors and intersecting corridors and include a proposal for transit capital improvements along the corridor that would facilitate bus and carpool modes (Attachment B). The added scope of work will cost \$47,060. This cost will be split between the four North Bay County Transportation Authorities (CTAs). The additional SR 37 transit work is scheduled to be completed by the end of the year to coincide with the PID process that is currently underway for Segment B of the SR 37 corridor.

STA's share of the transit feasibility study is \$11,765. STA is proposing to fund Solano's share with State Transit Assistance Funds (STAF). Beth Kranda, SolTrans, has agreed to participate in the project with STA and the other CTAs and their respective transit agencies.

**Fiscal Impact:**

The STA financial share of this effort is \$11,765, and it is recommend to be funded with STAF funds from Fiscal Year (FY) 2018-19 STAF Population Shares.

**Recommendation:**

Forward a recommendation to the STA TAC and Board to approve the following:

1. \$11,765 in FY 2018-19 STAF Population for the SR 37 Transit Feasibility Study; and
2. Authorize the Executive Director to enter into a Funding Agreement with the Napa Valley Transportation Authority for this Study.

Attachments:

- A. SR 37 Corridor Segments Map
- B. SR 37 Transit Feasibility Study Scope of Work

# SR 37 Corridor



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# Scope of Work

## **Data Collection and Analysis**


Fehr & Peers proposes to collect relevant baseline data from a variety of sources to gain a robust understanding of how the SR 37 corridor is currently being utilized by auto traffic. The project area will be divided into the three study segments described in the scope of work provided by NVT. Data from the various sources will be combined and analyzed to identify and quantify auto travel demands and the origin-destination and demographic characteristics of auto travelers along each study section and the corridor as a whole.

## **Travel Market Assessment**

Fehr & Peers proposes to include a “Big Data” analysis of the existing transit-serve-able auto travel market of the SR 37 corridor. This analysis will provide the four North Bay Congestion Management Agencies and the stakeholders with a new understanding of travel behavior in the SR 37 corridor based on analysis of data on the movements of mobile devices.

This analysis will establish the size of the potential transit market in the SR 37 travel-shed, and will describe the travel time and reliability characteristics of the three segments and how they may effect travel patterns and the potential for transit usage. By identifying the existing characteristics of the auto travel experience, this analysis will estimate potential transit market share and characterize necessary improvements to support transit usage.

Key existing auto travel markets will be identified to help determine if there are markets that can feasibly and cost-effectively be served by transit. The study will focus on identify groupings of origin-destination patterns with demographic characteristics consistent with other transit users in the Bay Area. The study will also identify the percentage of the origin-destination patterns that are small with dispersed origins and destination which will be difficult to serve by transit.



This market analysis will help communicate to the public and to stakeholders the relative benefits and cost-effectiveness of providing transit investments in the corridor, and it will create a useful framework for considering SR 37 transit plans over the longer term.

While we have worked with many different data providers, our approach is designed under the assumption we would use StreetLight Data for this study given their demonstrated experience supporting similar studies.

### **Speed/Travel Time and Volume Data Collection**

The following provides the data sources from which speed and average daily traffic (ADT) data will be obtained:

- INRIX. The INRIX database will be the primary data used to inform travel speeds along the SR 37 corridor. The INRIX database has predefined segment limits which will determine the way by which the speed data is summarized.
- Traffic counts. Fehr & Peers assumes traffic count data is readily available and already summarized by day and time period for the SR 37 corridor.

### **Origin-Destination Data Collection**

Origin-destination data purchased from StreetLight Data will be tagged to a geographic layer of zones. The zone system will be designed to understand trips originating in the corridor that could be served by transit if transit services were provided. The zone system will be coordinated with the TAZ system from the MTC travel demand model for comparison and future/alternative forecasting purposes.

As part of the broader zone system, SR 37 will be broken down into three segments to understand how and why existing auto usage varies along the corridor. Each of these zones will be identified as a “middle-filter” location for which the origin and destination of trips travelling through each location will be captured. Traffic count data will be used to factor the relative sample of person trips provided

by StreetLight Data to understand absolute as well as relative magnitudes of trips.


The final geographic layer of zones and three “middle-filter” locations will be provided to StreetLight Data. StreetLight Data will tag “origin-destination points” to the geographic layer and provide origin-destination trip tables based on mobile devices that provide the number of person trips for each zone to zone origin-destination pair for all trip purposes that occur within the study corridor, including visitor and pass-through trips. Trip tables will be provided that index the number of trips between each zone that travel through each “middle-filter” location along SR 37. A separate trip table is provided for each “middle-filter” location, effectively providing three points of travel for each origin-destination zone pair (the origin location, the roadway location the person trip traveled through, and the destination location). Traffic counts available at “middle-filter” locations can be used to factor indexed or “relative” trips to “absolute” trips. The data will be provided in a format nearly identical to that produced by a travel demand model which will allow for comparison and refinement with the MTC model.

Data will be purchased for one time period when school was in session. This will also ensure the data is consistent with the MTC model outputs as travel demand models are typically developed to forecast an average day when school is in session from a specified year.

### **Travel Market Assessment Methodology**

Fehr & Peers will conduct a travel market assessment to establish the size of the auto travel markets in the SR 37 travel-shed and to describe the travel time and reliability characteristics of the three segments. Travel markets served by auto will be identified to determine if there is a market for transit in the form of bus routes, a bus-rapid transit line, or improved van/car pool service connecting the market areas.

This travel market analysis will help communicate to the public and to stakeholders the relative benefits and cost effectiveness of



making near-term transit investments in the corridor, and it will create a useful framework for considering SR 37 transit plans over the longer term.

The data will be used to answer key questions regarding the travel market of trips that travel along each of the three “middle-filters.”

### **Scope of Work**

#### Task 1: Kick-Off Meeting

Fehr & Peers will meet with the Committee to finalize the scope of work and solidify a schedule for completing the project. The recommended data collection plan may be refined or changed depending on input received.

Deliverable: Draft Scope and Schedule

#### Task 2: Meet with the Committee and the Public

Fehr & Peers will meet with the Committee and the public to gain feedback on the draft scope of work and schedule, as well as their desired outcomes from the study. This task will include the development of a PowerPoint presentation to provide the committee with an overview of the scope of work, types of questions that will be answered by the study, and examples of visual communication methods used on previous studies.

Deliverable: Final Scope and Schedule

#### Task 3: Gather Existing Travel Behavior Data

Fehr & Peers will gather existing, available information about employment, schools, and tourism, and review with the Committee.

Deliverable: Memo summarizing existing travel behavior data

#### Task 4: Vehicle Count Data Analysis

Vehicle counts play a pivotal role in any travel behavior study as they provide the total directional traffic volume by desired time period at the survey data locations that can be used as a control total to refine travel behavior data collected via other methods.



Fehr & Peers will summarize available traffic count data for the following three time periods, which coincide with the proposed mobile device data collection time periods, to supplement the mobile device data collection.

- Tuesday to Thursday, representing a single average commute day
- Friday
- Saturday to Sunday, representing a single average weekend day.

#### Task 5: INRIX Data Analysis

In addition to origin-destination data, existing INRIX link-speed data will be obtained for the SR 37 corridor. INRIX collects roadway travel speeds from in-vehicle GPS devices or smart phone applications that can be separated for passenger and commercial vehicles. In addition to travel speeds, data can be viewed and summarized to help understand the location of bottlenecks, the extent and duration of queueing, and how they vary over time.


The data will be used to understand existing corridor reliability by segment which will help inform transit recommendations.

#### Task 6: Mobile Device Data Analysis

Fehr & Peers has carefully reviewed the Scope of Work and conclusions the Committee wishes to draw and proposes to purchase from StreetLight Data the following three data products.

- Cuebiq-based origin and destination data
- Cuebiq-based home and work place distribution
- Cuebiq-based origin and destination “middle-filter” data for each of the three study segments

Fehr & Peers will coordinate with Agency staff to develop a geographic layer for the nine Bay Area counties based on the MTC Model zone system.



Fehr & Peers will provide StreetLight Data with the geographic layer that the “origin-destination points” will be tagged to. StreetLight Data will then provide Fehr & Peers with origin-destination, “middle filter”, and home-work data in a tabular format.

The data will be stratified as described below but can be adjusted.

- Day Type – average weekday (Tuesday to Thursday), Friday, average weekend day (Saturday to Sunday)
- Day Part - Early AM, AM Peak Period, Mid-Day, PM peak period, Late-Night, and Daily
- Vehicle type - data for personal automobiles and commercial vehicles will be provided and analyzed separately

Premium traveler metrics will also be provided for the Cuebiq-based data, providing trip purpose, home/work place distribution, and demographic data based on 2010 American Community Survey (ACS) data.

Due to privacy concerns and sample rates, the indexed trip values in the trip tables described above represent “relative” rather than “absolute” trips. Using the relative relationship of trips from each zone to every other zone, percentage distributions from the data can be analyzed and compared to the model percentages or other data sources.

Fehr & Peers will analyze the mobile device data and utilize vehicle counts to “relative” data to “absolute” data.

Fehr & Peers has prepared a budget assuming the purchase of one time period of data for the geographic layer.

#### Task 7: Transit/Van Pool Inventory and Service/Infrastructure Recommendations

Fehr & Peers will develop a list and geocode existing transit hubs and park and ride facilities in the vicinity of the corridor. Using the travel behavior and associated demographic data Fehr & Peers will recommend other locations for facilities and infrastructure that could enhance and encourage transit and van pool use.

Fehr & Peers will suggest a logical approach to deploying transit in the corridor considering the five systems that currently operate within the vicinity of SR 37. Headway and hours of operation data will be recommended based on the day type and day part analysis.

Van pool/car pool/or microtransit proposals that could reduce congestion and improve mobility will also be suggested.

#### Task 8: Deliverables

The final, compiled data along with proposed conclusions will be presented to the Committee for review. The data and key findings will then be summarized into a final report describing the process and analysis results.

#### Task 9: Presentation to Committee

Fehr & Peers will attend one in-person meeting to present key findings to the Committee. Fehr & Peers has budgeted for the development of a PowerPoint presentation. Fehr & Peers will work closely with staff to prepare a PowerPoint presentation that will include an appropriate amount of process description, technical analysis detail, and key findings for their respective audiences.

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DATE: April 16, 2017  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Ron Grassi, Director of Programs  
Debbie McQuilkin, Transit Mobility Coordinator  
RE: Solano Intercity Paratransit/Taxi Scrip Program – Phase II Update

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**Background:**

On February 1, 2015, management of the Solano Intercity Taxi Scrip Program transitioned to the Solano Transportation Authority (STA) from Solano County. The Solano Intercity Taxi Program continues to be a popular program, with the majority of all booklets available being sold each month. Phase II of this program will seek to incorporate non-ambulatory riders as the taxi companies, operating within Solano County, have 13 ADA accessible vehicles that can fulfill this service need. Additionally, Nelson\Nygaard Consulting Associates have analyzed options for a new service delivery model that are being proposed in order to achieve long-term program sustainability. Implementing a new service model would also allow for the incorporation of non-ambulatory passengers to the Intercity Taxi Scrip program.

In the attached memo, Nelson\Nygaard Consulting Associates dated May 12, 2015 provides a brief history of the Intercity Taxi Program and present ridership patterns and cost (Attachment A). As part of a study conducted when the transition of administrative responsibility transferred from Solano County, one of STA’s key program objectives was to ensure the long-term sustainability of the Solano Intercity Taxi Program and address other issues associated with the current program. A variety of options was presented for consideration by the Consortium in order to ensure the long-term sustainability of the Solano Intercity Taxi Program.

In the attached memo, four service delivery options are discussed:

1. Modified taxi scrip
2. Taxicards
3. Centralized reservations
4. Dedicated fleet

Of these four options, Option 1 Modified Taxi Scrip, and Option 4, service using a dedicated fleet (similar to the old Solano Paratransit model), are not sustainable within existing resources and do not address the issue of long-term sustainability. The Modified Taxi Scrip model does not adequately address accessibility for non-ambulatory riders, does not create effective options for controlling costs, and does not reduce the administrative burden of the existing program. A service using a dedicated fleet would not be financially feasible.

Of the two feasible options, Option 2, Taxicards, and Option 3, Centralized Reservations, Nelson\Nygaard recommended the Centralized Reservations option. A Centralized Reservations model would:

- Allow ambulatory riders and wheelchair users to use the same reservations and payment system

- Reduce the administrative burden on transit operators.
- Create better accountability and reduce opportunities for misuse of the program.
- Establish a more convenient method for customers to pay for trips.
- Create multiple options for cost containment such as trip grouping, trip priorities or limits, and multi-tiered fares or surcharges.

In comparison, a system based on taxicards was expected to create separate and potentially unequal services for ambulatory and wheelchair users, add significant cost for equipment in taxicabs as well as a need to keep this equipment operating, and involve substantial upfront cost to set up the new system. In addition, it was thought that only one vendor is available to provide and administer the taxicard system.

**Discussion:**

On December 13, 2017 the STA Board approved a change from a concierge service provided through the STA call center to the utilization of a Pre-Paid Purchasing Card model. The modification of Intercity Taxi Scrip Phase II to a debit card approach rather than a concierge is a preferred option because it allows greater benefits to the consumer. The card can be preloaded with a specific value, transactions would be limited by the Standard Industry Classifications (SIC) codes for transportation services, it would also allow freedom of choice for the consumer and the availability to book trips on demand. This will reduce the staff work required for the Solano Mobility Call Center to act as a taxi dispatch and eliminate the after hour’s customer service issues. The call center would still be an integral part of the process to issue and reload the cards, insuring proper program eligibility, and assist customers to participate in the program.

After extensive research, STA staff located a pre-paid purchasing card, the PEX visa debit card. This card would fulfill the requirements for administering the Intercity Taxi Card Program Phase II. The second phase also includes non-ambulatory services as a component of the taxi card program. STA staff has been in contact with the current taxi operators participating in the program and have determined that approximately 15 vehicles are available for non-ambulatory ADA service. STA staff is also exploring contracting with other private non-ambulatory providers in order to insure the non-ambulatory component of the intercity taxi card program is successful.

**Fiscal Impact:**

In FY 2017-18 the Solano Intercity Taxi Scrip budget was \$927,650 which was funded by Passenger Fares, Solano County TDA, Lifeline funding, and FTA funding, and TDA funding from Solano County Transit, Fairfield and Suisun Transit, City of Vacaville, City of Dixon, and City of Rio Vista. In FY 2018-19 the Solano Intercity Taxi Scrip budget is \$1,058,194 which is projected to cover the costs of the Phase II Service Model for non-ambulatory riders.

**Recommendation:**

Forward a recommendation to the STA TAC and Board to authorize the Executive Director to:

1. Sign the agreements required to implement the prepaid purchase card with PEX; and
2. Sign the updated participation agreements/memorandum of understandings (MOU) with the taxi, private transportation providers, and transit operators to service the non-ambulatory ADA eligible customers.

Attachments:

- A. Service Delivery Options memo
- B. PEX Purchase Card Agreement



## MEMORANDUM

To: Solano Transportation Authority  
From: David Koffman  
Date: May 12, 2015  
Subject: Service Delivery Options for Solano Intercity Paratransit Service

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### INTRODUCTION

The Solano Intercity Taxi Program allows paratransit eligible individuals to take subsidized taxi trips between all of the cities within the county. The program is open to individuals certified as ADA paratransit eligible by one of the participating transit operators. Booklets containing scrip worth \$100 in taxi rides are sold for \$15 per booklet. Each transit operator sells scrip to its residents who use it to pay for taxi rides between the cities of Solano County. There are nine actively participating taxi companies. The precise number of customers is not known. An analysis of taxi company invoices in 2013 showed 210 distinct users over a three-month period. Making allowance for some infrequent riders, there are probably at least 300 eligible participating individuals.

The taxi companies turn in the scrip that drivers receive from customers to the cities in which they are licensed, along with an invoice for reimbursement. The cities review and approve the taxi company invoices and forward them for payment by STA. At the end of each fiscal year, there is an accounting reconciliation to ensure that each transit operator pays for usage by its riders.

The Solano Intercity Taxi Program provides a valuable service to ADA paratransit eligible residents of Solano County who are able to travel in non-wheelchair accessible vehicles. Over the course of the program's history, ridership has grown significantly and so have costs. The result is that the available quantity of taxi scrip is limited and runs out at most locations most months. While the popularity of the program is a positive sign from the community's perspective, it is clear that the current design is not meeting needs. In addition, wheelchair users who cannot transfer to a standard taxi are completely left out of the program due to the lack of accessible vehicles.

In 2013 the Solano Transportation Authority (STA) hired Nelson\Nygaard Consulting Associates and Nancy Whelan Consulting to conduct a study that documented how riders currently use the program, explored whether there are efficiencies that can be built into the program, and examined if there were alternative service delivery models that could provide the service more efficiently and cost-effectively, while also providing wheelchair-accessibility. The results of the study were delivered as a memorandum to STA that was presented to the STA Board in May 2014.

One of the key purposes of the study was to determine the feasibility of STA adopting administrative responsibility for the program, and how to ensure program sustainability into the future if STA were to take it over. As of January 2015, STA did in fact assume administrative responsibility. STA contracted with Nelson\Nygaard Consulting Associates to provide interim

program management services to: 1) help transition the existing program to STA administration, 2) determine in what ways the program should be modified, and 3) to assist in the transition to a modified program.

The existing program is now being administered by STA and incremental improvements are being implemented. To help with the next step, this memorandum provides an updated analysis of options for longer-term changes. The memorandum includes:

- A brief summary of key data about the existing program
- Analysis of four options for revised service delivery methods. These have been modified from the options presented in the earlier memo, taking advantage of additional information that has become available.
- Analysis of implementation issues

## **HISTORY**

Solano County has tried multiple methods for providing paratransit service between communities, supplementing the ADA and other paratransit services provided by the transit operators within their own service areas. For several years the City of Fairfield administered a program known as Solano Paratransit that was operated by the same contractor that provided ADA paratransit in Fairfield and Suisun. Solano Paratransit was designed to provide ADA paratransit corresponding to Route 20, between Fairfield and Vacaville, and also countywide intercity service for residents of Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and unincorporated areas. This service was discontinued in 2009, after which ADA paratransit service between transit service areas was provided by arranging transfers between the operators' local paratransit services.

In February 2010 a new service, the Solano Intercity Taxi Scrip program, began operations under the leadership of the City of Vacaville Transportation Division. The new service was designed as supplemental, non-ADA service, while ADA paratransit between cities continued to be provided by means of transfers. A Memorandum of Understanding among all of the cities, the County of Solano, and eight participating taxi companies outlined responsibilities under the new program.

The Intercity Taxi Scrip program has been popular and operates with few complaints. However, demand for trips has exceeded the available budget, so that several cities routinely sell their entire monthly allocation of scrip before the end of the month, and some have implemented caps on the amount of scrip that will be sold to each person. In addition, since there are no wheelchair accessible taxis in the county, service is only available for customers who can ride in a standard passenger vehicle. There are also concerns about the degree of accountability and oversight that is possible with the current service design; the cost of very lengthy trips that operate, as is normal in taxi operations, with no shared riding; and a high percentage of trips that are taken by a small number of individuals to a limited number of destinations.

In 2013, the County of Solano agreed to take over administration of the program as part of a plan to transition to a new service concept. The County led a process that produced a draft Request for Proposals for a contractor to implement the new service. The County later determined that it would be more appropriate for STA to administer the existing program and any replacement service. Following a review of alternative service concepts and feasibility, STA agreed to assume responsibility from the County and contracted with Nelson\Nygaard Consulting Associates to



manage the transition process, including implementation of a new program and administration of the existing program.

Since February 2015, the Solano Intercity Taxi Scrip program has operated under STA administration with few changes.

## **RIDERSHIP PATTERNS AND COSTS**

This section provides a statistical snapshot of the Intercity Taxi Scrip Program based on limited data gleaned from three months of 2013 invoices submitted by seven participating taxi companies and from summary data prepared by staff of Solano County.

### **Summary Data**

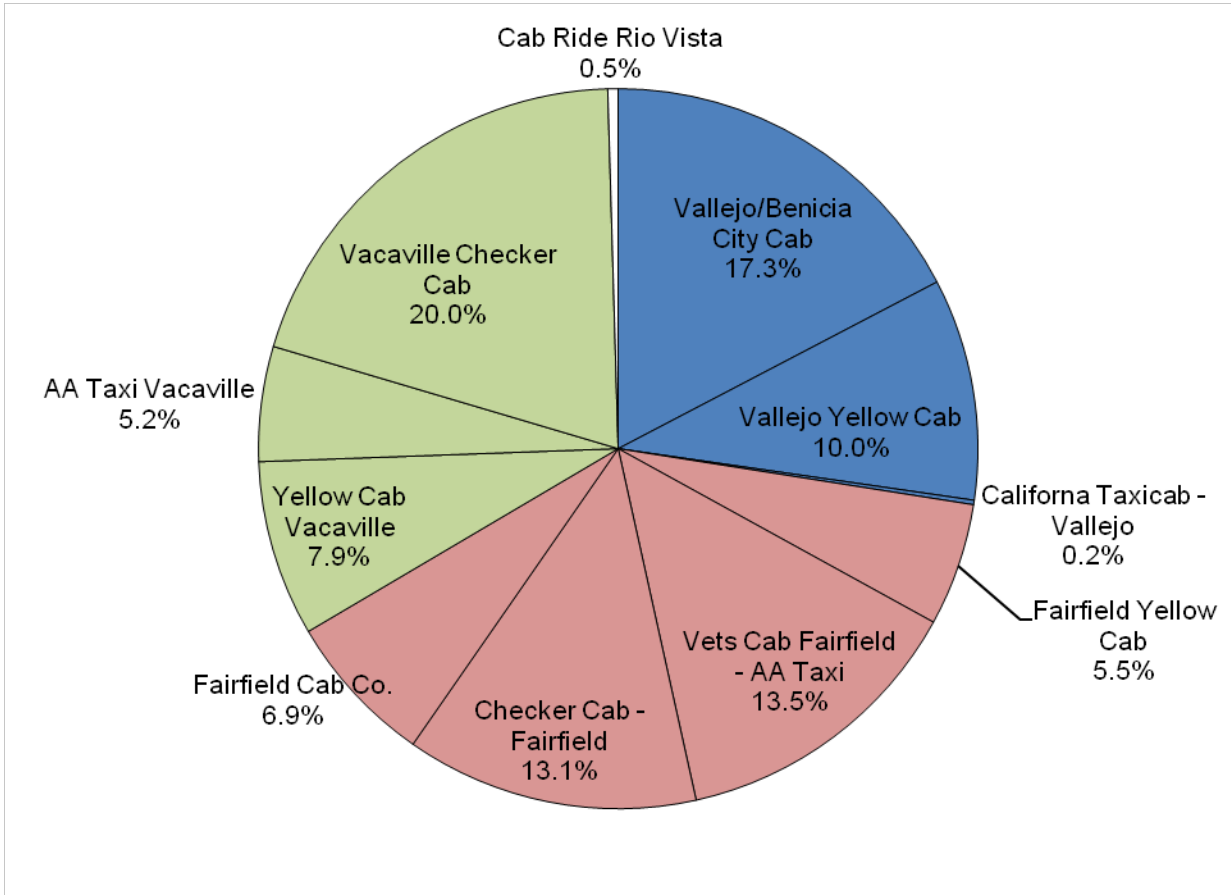
Full-year statistics for 2013-14 were:

Passenger-trips	11,844
Trips	9,948
Cost (paid to taxi companies)	\$397,406
Average trip length	13.4 miles
Average cost per trip	\$39.95
Average cost per mile	\$2.98
Passengers per trip	1.19

The number of passenger-trips and the cost of service has fallen from a peak in 2012-13 when 12,780 passenger-trips were provided at a cost of \$529,865. The 2012-13 peak was a sharp increase from 2011-12 when 9,643 passenger-trips were provided at a cost of \$364,045. Monthly data show that usage had already begun to fall off in the second half of 2012-13 because scrip had to be limited as the program ran up against budget constraints. The Intercity Taxi Scrip Program is still providing more trips at lower cost than the former Solano Paratransit program. In its final year of 2008-09, that program cost \$612,793 to provide 7,557 passenger-trips, at an average cost per passenger-trip of \$81.09.

Of the nine actively participating taxi companies, four, Vacaville Checker Cab, Vallejo-Benicia City Cab, Veterans Cab of Fairfield, and Checker Cab of Fairfield, provide 64% of the trips (see Figure 2). Color coding in Figure 1 indicates the cities in which the companies are based. In 2012-13 companies based in the city pairings of Vallejo and Benicia, Fairfield and Suisun, and Vacaville and Dixon carried about one-third of trips each. In 2013-14, as shown, the share of trip carried by Fairfield companies has grown while the share of trips by Vallejo-Benicia companies has fallen.

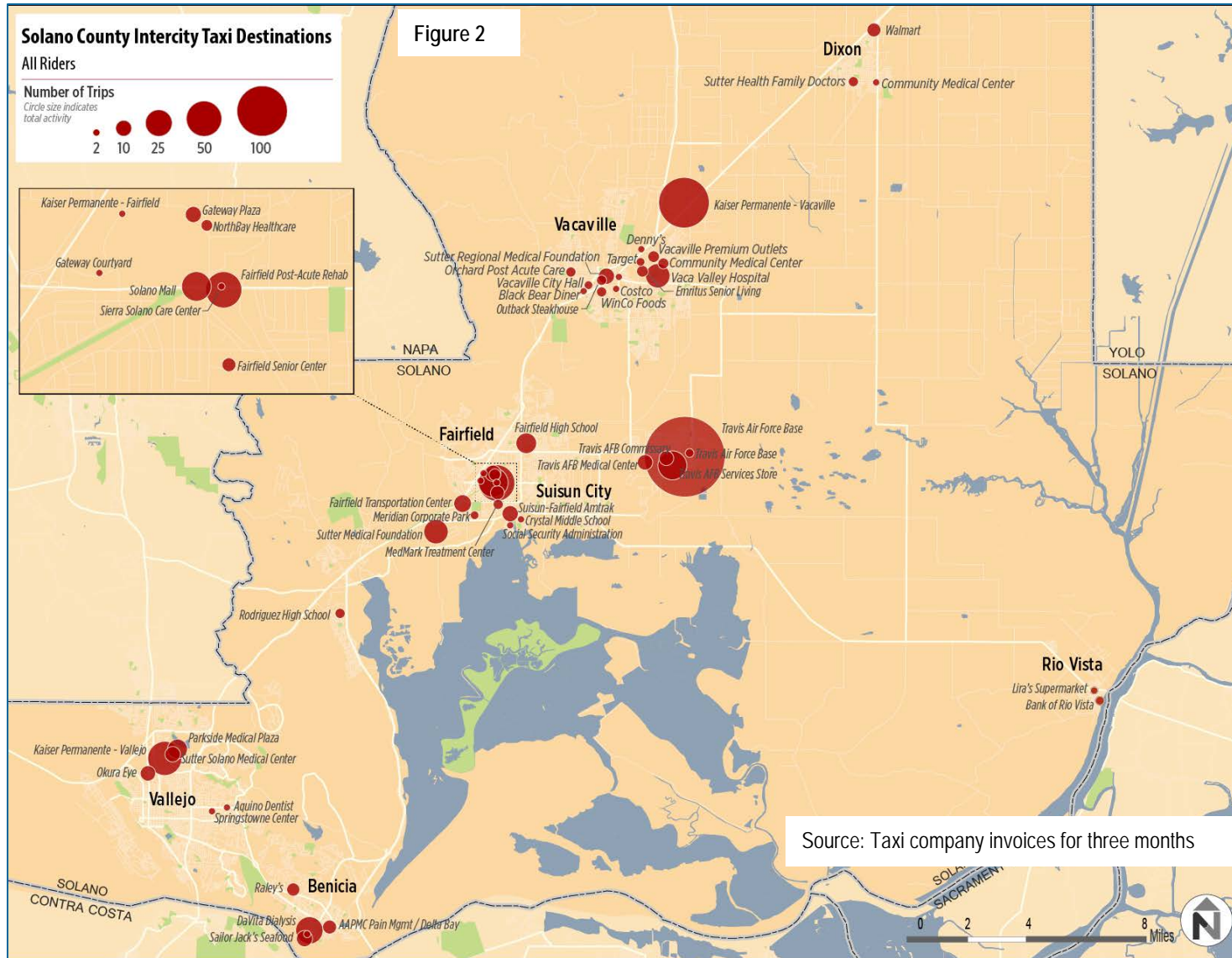
**Figure 1 Shares of Taxi Companies**  
(Percentage of Trips in 2012-13)



**Common Destinations**

The most common non-home destinations of taxi scrip users are locations within Travis Air Force Base, especially one location that houses a call center, and Kaiser Permanente in Vacaville. (Most of the trips to Travis originate in Vallejo and Benicia.) These locations and others are shown in Figure 2. (A “non-home destination” is one that a rider travels to from their home; return trips to home are not shown.) Other popular destinations include the Solano Mall, Sutter Medical Center and various medical offices in Fairfield, the Vaca Valley Hospital, Kaiser Permanente in Vallejo, and DaVita Dialysis in Benicia. The size of the circles represent the number of trips to each location in three months of taxi company invoices.

Solano Intercity Paratransit Service Options  
Solano Transportation Authority

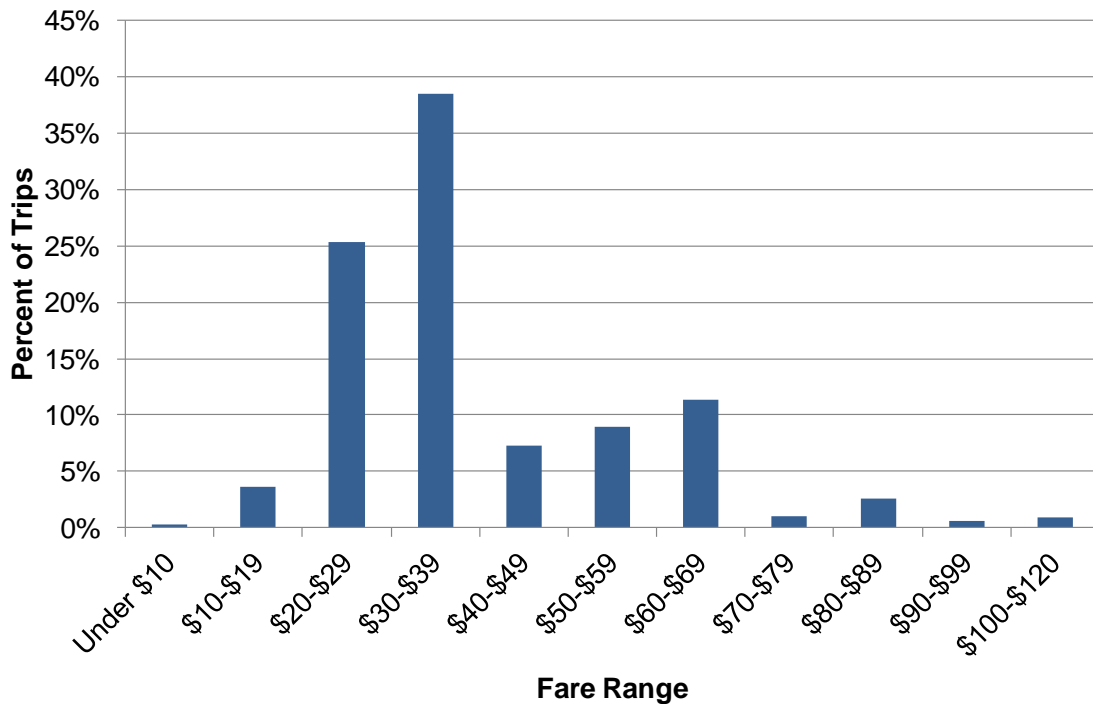




### Trip Fares

Most trips have a fare between \$20 and \$39, but there are substantial numbers of trips with fares over \$60. Figure 3 provides detail. Typical trips in the \$20 range (around eight miles) include trips between Vacaville and Travis Air Force Base and between Benicia and Vallejo. Typical trips in the \$30 range (around 12 miles) include some longer trips between Benicia and Vallejo and trips between Vacaville and central Fairfield. Typical trips in the \$60 range (over 20 miles) are those between Vallejo and Fairfield, including Travis Air Force Base.

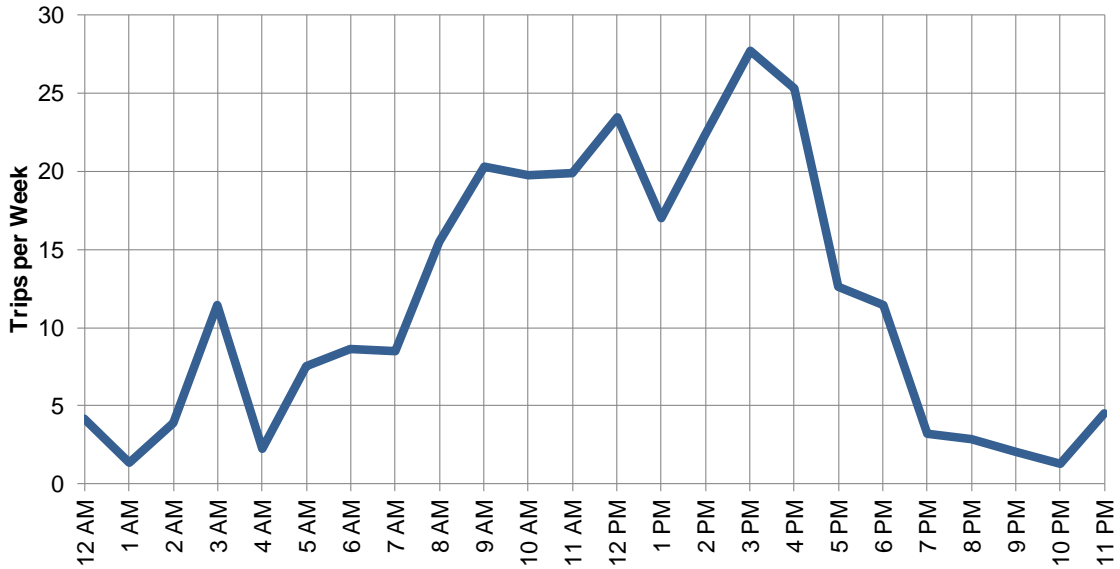
Figure 3 Percent of Trips in Fare Ranges



### Time of Day of Travel

Most taxi scrip trips take place between 8 AM and 4 PM. An early peak at 3 AM and a peak at 3 PM appear to be largely due to trips to and from the call center in Travis Air Force Base. Figure 4 shows estimated weekly trips per hour of day, assuming that total travel is about 1,200 trips per month, as it was in the middle of 2012-13. The taxi invoices analyzed included about 875 trips per month. If this is accurate and complete (possibly reflecting continued scrip limits), then the trip levels in Figure 4 should be adjusted downward by about one-fourth.

Figure 4 Time of Day of Taxi Scrip Trips

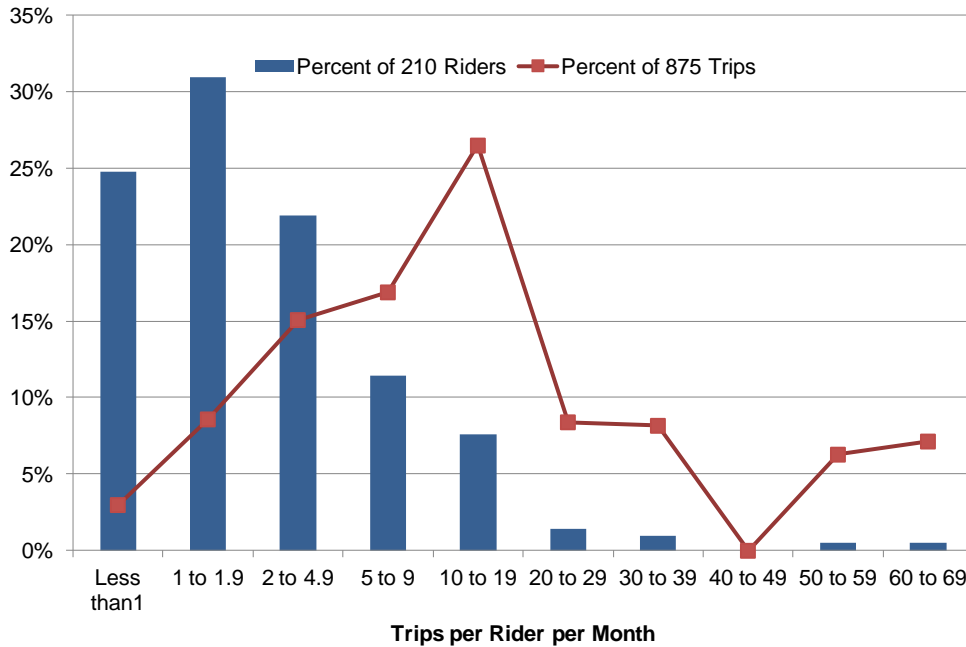


Estimated from taxi company invoices, assuming approximately 1,200 trips per month.

### Frequency of Travel by Riders

A total of 210 distinct individuals used taxi scrip. The average rider made between four and six trips per month, depending on overall trip volumes. Using the actual 875 trips per month represented in the invoices that were analyzed, 56% of riders used the program for less than two trips per month, on average, as shown in Figure 5, accounting for 12% of all trips provided. Since these are one-way trips, this means that a typical scrip purchaser takes one round trip every month or two. About 13% of all trips were taken by two riders who made more than 50 trips per month. Another 16% of trips were taken by five riders who made between 20 and 39 trips per month.

Figure 5      Trips per Rider per Month



## FOUR SERVICE DELIVERY OPTIONS FOR INTERCITY PARATRANSIT SERVICE

Four options for intercity paratransit service in Solano County are analyzed in this section. The four options are:

1. A modified version of the existing Intercity Taxi Scrip Program
2. Replacement of scrip with taxicards
3. Centralized reservations
4. Service using a dedicated fleet of vehicles, similar to the earlier Solano Paratransit program.

All of the options include wheelchair accessible van service. Each option is reviewed, focusing on how wheelchair-accessible service would be provided and identifying opportunities for cost containment. The advantages and disadvantages of each option are presented.

### Option 1: Modified Taxi Scrip Program

The current service delivery method would be continued, but with some modifications to provide accessible service and contain costs. The first issue considered is how wheelchair accessible service could be added to the taxi scrip program. Two possibilities are: 1) a separate arrangement with wheelchair van providers, and 2) working with one or more taxi companies to develop wheelchair accessible taxi service.

### **Accessible Service by Wheelchair Van Providers.**

There are several private providers of wheelchair van transport in Solano County. These include:

- NorthBay Transit Group, based in Vallejo, operates a fleet of wheelchair vans under the name Meditrans Service. The same company operates several taxi companies in the county.
- AA Medical Transportation, based in Vallejo, provides nonemergency medical transportation using wheelchair vans, sedans, and ambulance-style vehicles for patients who need stretcher/gurney transport of life support during transportation. <http://www.aamedtrans.com/>
- MedXpress, based in Fairfield, provides wheelchair and gurney transportation in Solano County and beyond. <http://www.yelp.com/biz/medxpress-llc-fairfield>
- Murphy Medical Transportation in Fairfield provides nonemergency medical transportation in Solano County and adjacent areas. [www.murphymedicaltransport.com](http://www.murphymedicaltransport.com)

These companies typically serve medical providers, hospitals, nursing homes, and some specialized programs for people with disabilities. In some cases, the transportation is paid for by Medi-Cal, directly or through Partnership Health. Typically, reservations from private-pay clients are also taken. Except for the one company that already participates in the Intercity Taxi Scrip Program, these companies have not been contacted to determine their interest in participating in an intercity paratransit program or the rates they would charge.

Medi-Cal pays providers \$17.65 plus \$1.30 per mile for pre-authorized wheelchair van trips to Medi-Cal covered services. The starting rate increases to \$23.78 at night. Providers are free to charge any rates they wish for other clients. The Medi-Cal rates have not changed in many years (at least since 2002 and probably much longer). The mileage rate is actually less than the rate charged by taxi companies in Solano County. As a result, most companies probably charge much more than the Medi-Cal rates when they can. For example, one company in San Jose advertises rates of \$45 plus \$3.00 per mile. (<http://www.ai4transport.com/rates.html>) For a 13.4-mile trip (the average intercity scrip trip in 2013-14), that would work out to \$85.20.

Currently taxi companies in Solano County charge \$2.25 (the drop charge) plus \$2.75 per mile. In practice, this averaged out to \$2.98 per mile overall in fiscal year 2013-14. Based on experience in Alameda County, accessible service is likely to cost from 50% more to twice as much as conventional taxi service. Based on an average trip cost of \$39.98 in fiscal year 2013-14, wheelchair-accessible trips might be expected to cost between \$60 and \$80 at current rates.

Companies that provide wheelchair van service typically work on a reservations basis. It might be possible to arrange for same-day appointments, but on-demand service of the type provided by taxicabs would probably not be reliably available.

Since none of these providers would use taxi fares, a different method of payment than taxi scrip would need to be established.

### **Wheelchair-Accessible Taxi Service**

It would also be possible to work with taxi companies to have them include accessible vehicles in their fleets. In order to ensure availability that is equivalent to the availability for non-wheelchair users, one company in each jurisdiction would need to have at least two wheelchair accessible vehicles. These vehicles are more expensive to operate than a standard taxicab, but the Americans with Disabilities Act prohibits taxis charging a higher fare for wheelchair accessible service.



However, STA and/or the participating cities could pay a higher rate for trips sponsored under the Intercity Taxi Scrip Program. This rate would have to be set high enough to cover drivers' or companies' added cost to operate these vehicles at other times as well. The companies would also probably require assistance purchasing the accessible vehicles. Since STA would probably want to limit the arrangement to certain companies, some mechanism would be needed to determine which companies would receive the accessible vehicles. It is unknown whether any companies would actually be interested in this arrangement. Finally, the willingness of taxi drivers to operate the accessible vehicles is unknown. All these arrangements would add to the already complicated process of verifying and processing taxi company invoices. This option is theoretically possible but would be extremely difficult to implement in Solano County. It is not recommended.

**Cost Containment**

There are limited options for cost containment using scrip, but there are some. The purchase price could be increased from the current \$15 for a \$100 book, for example to \$25 or more if necessary. It would also be relatively simple to limit the amount of scrip that any given participant can purchase.

Variable fare structures, as have been discussed in the past, would be more difficult than with other service models. For example, a three-tier fare structure was proposed by the County in 2013, as follows:

Figure 6 Three-Tier Fare Structure Proposal from 2013

Tier	Advance Reservation	Time Period	Rider Payment (Percent of the Meter)
Tier 1	Yes	Mon. – Fri. 9 AM – 5 PM	25%
Tier 2	Yes	Mon. – Fri. 7 AM – 9 AM and 5 PM – 7 PM Sat. 9 AM – 5 PM	50%
Tier 3	Yes	Mon. – Fri. 5 AM – 7 AM and 7 PM – 9 PM	75%
	No	All times	

Source: “Intercity Paratransit in Evolution.” presentation by Solano County staff, October 2013

This type of fare structure would be impossible to enforce using a scrip-based system. However, it might be possible to charge a higher amount for scrip purchases over a set monthly limit. This assumes that participants would either buy their scrip from a central location for each jurisdiction, or that there would be a way to track purchases centrally for each jurisdiction.

**Administrative Simplification**

As long as scrip is retained, opportunities for administrative simplification would be very limited. Figure 7 summarizes the advantages and disadvantages of modified taxi scrip.

**Figure 7 Advantages and Disadvantages of Modified Taxi Scrip**

Advantages	Disadvantages
<p>A less significant overhaul of the current program than other options would allow for an easier transition</p> <p>No significant issues for participants due to program changes</p> <p>Cost can be contained by raising prices, limiting scrip purchases, or possibly charging more for purchases over a monthly limit</p> <p>Current reasonable quality of service will be maintained</p>	<p>Does not address issue of current lack of accountability and reliable billing of current taxi companies</p> <p>No significant options for administrative simplification</p> <p>Difficult to control fraud issues</p> <p>Fewer options for cost containment than with other models</p> <p>Issues with developing and administering accessible service:</p> <ul style="list-style-type: none"> <li>• Would need separate accessible service with medical transport providers, with a new payment mechanism, different than taxi scrip</li> <li>• Ability of the available accessible van operators to provide reasonably demand-responsive service is unknown</li> <li>• Theoretically possible to establish wheelchair accessible taxi service, but extremely difficult</li> </ul> <p>Limited ability to modify the fare structure:</p> <ul style="list-style-type: none"> <li>• Very hard to establish higher charges for same-day or off-peak travel</li> <li>• Higher charges for ticket or scrip purchases over set limits are possible, but have administrative issues</li> </ul>

## **Option 2: Taxicard Payment System**

### **How Taxicards Work**

A card-based system could replace scrip without fundamentally altering the concept of the taxi scrip program. The same system is currently used in Chicago, Los Angeles, and Baltimore. According to the company that provides this service, MJM Innovations of Baltimore, some much smaller cities also use the system.

Instead of purchasing paper scrip, participants would pay into an account managed by STA with the support of MJM. Each customer would have access to a website where they could replenish their account, or customers could make payments in person or by mail and STA would update the online account. Customers could also review their recent trip history. Each customer would be

issued a card that identifies them and that is used by equipment in each taxicab to contact the MJM server on which the customer’s account balance and other information would be kept.

After ordering a taxi and entering the vehicle, a customer would present the card to the driver who would run it through a swipe reader. This operation would trigger communication with the MJM server to verify that the card has sufficient balance for a minimum-length trip and would initiate the process of determining the cost of the trip. At the end of trip, the driver would run the card through the reader again. The rider would pay some flat fare amount set by STA and also any meter amount over a maximum, also set by STA. To illustrate the flexibility in the amounts, Figure 8 shows the flat fare and the maximum that can be charged to the card in three cities.

Figure 8 Taxicard Fare Structures in Three Cities

City	Flat Fare	Maximum per Trip Charged to the Card
Chicago	\$5	\$13.50
Los Angeles	None	\$12
Baltimore	\$3	\$20

STA would probably set the per-trip maximum higher than the cities shown, since taxi fares under the Solano Intercity Taxi program average over \$40 per trip. It would probably be possible to implement a different type of fare structure, for example one that uses a percentage of the meter. This would be similar to the way scrip works.

Taxicards offer a number of advantages compared to scrip. As discussed under “Cost Containment” a variety of fare structure options become feasible. In addition:

- The exact amount can be charged for each trip, rather than an approximation based on available scrip denominations remaining in the customer’s booklet.
- As an option, the taxicard can be used as a photo ID, enabling drivers to quickly verify that the person using the card is the registered card holder.

**The Cost of Taxicards**

Taxicards would eliminate the need to print and distribute scrip, which is budgeted at \$10,000 for 2015-16. However, they would have their own costs, including:

- The cost of the taxicards (\$1 each for a basic card, or \$2 for a photo ID card)
- An initial setup cost exceeding \$10,000 and probably significantly more to program a custom fare structure, plus another \$5,000 initial cost to establish a payment website.
- On-going payments to the vendor of about \$6,000 per year at current trip volumes, plus an additional \$0.50 per trip if trip volumes grow.
- A need for every participating taxicab to have equipment capable of reading the cards and communicating with the MJM server, and that is linked to the meter in the cab. The vendor will provide customized tablets that perform this function for approximately \$500 to \$1,000 per taxicab.

The on-going costs would be comparable to the current costs of scrip. The initial setup cost would probably be on the order of \$20,000, which might be grant fundable. The most difficult cost to cover would be the cost of providing the necessary equipment for each taxicab. Assuming on the

order of 50 cabs operated by all of the companies, this cost could amount to about \$50,000. Taxi companies would probably pay for some of this cost *if the equipment is capability reading credit cards in addition to the special taxicards for the intercity program*. Otherwise the cost would need to be covered by the program. Further, if the only use for the equipment were for the intercity program, keeping all of the tablets operating would be an ongoing task that would require attention from STA or the operators.

### **Cost Containment**

There are more fare structure possibilities using taxicards. Each of them would require some amount of custom programming that would be included by the vendor in the initial setup fee. The fee would be related to the degree of programming difficulty. Potential options and the level of programming difficulty include:

- Different rates for residents of various cities—easy
- Time of day (as in the three-tier proposal)—probably not too hard
- Fares that depend on how many trips the individual has made—unknown
- Variable subsidies depending on distance or zones—possible but harder

Different fares for advance reservations and on-demand trips would not be possible.

### **Administrative Simplification**

The difficulties of processing taxi company invoices, including processing scrip, would be greatly reduced using taxicards. Opportunities for introducing any unauthorized charges would be nearly eliminated and invoices would be pre-verified by the software.

- The cost of printing and distributing scrip would be eliminated,
- Taxi companies would no longer need to accumulate, count, and submit scrip for reimbursement. The companies would prepare their invoices using the program website.
- Program managers (or STA) would no longer need to verify scrip totals and would have improved ability to verify taxi company charges, since a record of each trip is maintained on the program website, showing the taxi company, the driver, the vehicle, the GPS coordinates of the start and end of the trip, the time of trip, and the meter charge.

**Figure 9 Advantages and Disadvantages of a Taxicard System**

Advantages	Disadvantages
Retains the basic structure of how participants interact with taxi companies, easing any transition	Adds significant cost for equipment in taxicabs, as well as a need to keep this equipment operating
Adds some options for containing costs beyond raising prices, probably including time-of-day pricing	Upfront cost of setting up the new system including fees to the system vendor, purchasing and distributing cards to participants
Current reasonable quality of service will be maintained	Continuing administration fees to the system vendor
Adds significant accountability by creating an automatic electronic record of all trips for verifying invoices	Dependence on a single vendor—availability of other vendors is unknown
Should increase the speed and accuracy of billing	Issues with developing and administering accessible service:
Eliminates the cost of scrip printing and distribution issues	<ul style="list-style-type: none"> <li>• Would need separate accessible service with medical transport providers, with a different payment mechanism than taxicards</li> <li>• Ability of the available accessible van operators to provide reasonably price demand-responsive service is unknown</li> <li>• Theoretically possible to establish wheelchair accessible taxi service, but extremely difficult</li> </ul>
Drivers, companies, and programs not would not need to count, store, and deliver scrip	
Eliminates issues with control of multiple scrip sales locations	
Participants can purchase taxi trip credit without needing to travel to a sales location	
Participants can use the exact amount of credit needed for each trip	

### **Option 3: Central Reservations**

#### **How Central Reservations Would Work**

In a central reservations model, a **reservations agent** would receive all ride requests from riders, verify eligibility, schedule trips with providers, determine the fare and subsidy for each trip, maintain credit accounts for each rider, and debit these accounts for each trip taken.<sup>1</sup>

A similar model is used by Marin Transit for its Catch-a-Ride taxi subsidy service. Marin Transit’s Catch-a-Ride program offers discounted taxi rides to seniors age 80 and older, seniors between 60 and 80 who no longer drive, and paratransit eligible riders. Riders call a scheduling center (operated by MV Transportation from the facility they use to operate ADA paratransit for Santa Rosa) to request a ride. The scheduling center determines the mileage of the trip using Google Maps, which by agreement with the three participating taxi companies determines the amount that will be paid for the trip. (The meter is not used.) This information is provided to the rider at the time of the call. Marin Transit pays up to \$14 or \$18 (depending on the rider’s income) and

<sup>1</sup> In the analysis done for STA in April 2014 a “broker model” was described that was similar to the central reservations model described here, but that involved much more extensive responsibilities for the broker.

the rider pays any excess fare. If the trip costs no more than the \$14 or \$18 limit, the trip is free to the rider.

In Solano County, the fare structure would be different, but the concept would be the same. For example, to essentially duplicate the effect of the current scrip program, the following procedure would apply:

- Riders would pay \$15 to establish credit for \$100 worth of taxi trips. (The dollar amounts in this example are for illustration only—the actual amounts are likely to change.)
- When a rider wants to travel, he or she would call the reservations agent and give the desired time, pickup location, and destination, and the taxi company on which the rider wants to travel.
- The reservations agent would check the rider's eligibility and account balance.
- Assuming that the caller is eligible and there is sufficient trip credit in his or her account, the reservations agent would calculate the cost of the trip based on its mileage (measured using an online mapping program) and inform the rider.
- If the rider accepts the calculated cost, the reservations agent would transmit the reservation to the taxi company and debit the rider's account the cost of the trip.
- At the end of the accounting period, the taxi company would submit an invoice for completed trips and be paid the previously-agreed cost of all the trips.
- The reservations agent would also be responsible for conducting spot checks to verify that the reserved trips actually take place, for making adjustments when either the rider or the taxi company reports a no-show or cancellation, and for investigating complaints.

No payment would occur on the vehicle at all. Since riders are used to buying scrip in advance, the concept of paying in advance for trips is already well established. This method allows for maximum flexibility in fare structures. It avoids all issues of handling and reconciling cash or tickets. It allows for third parties to pay for (or sponsor) a rider's travel. It also works for riders with mental or physical disabilities that prevent them from dealing with cash or tickets.

The reservations and accounting task is simple enough that it could easily be managed by any of the contract providers that currently operate ADA paratransit in the county. STA could also consider acting as the reservations agent itself through its Mobility Call Center. In principle, the reservations agent need not be located in Solano County. Marin Transit provides a model for this possibility, since its program is run from a location in Sonoma County.

In Marin's case, MV is responsible for negotiating subcontracts with the participating taxi companies and makes payments to the taxi companies for which it is later reimbursed by Marin Transit. A similar arrangement could be established in Solano County, or STA could make the agreements with the taxi companies and pay them based on an accounting provided by the reservations agent.

### **Accessible Service**

The reservations agent would also take requests for wheelchair accessible service. As in a model based on taxi scrip, separate arrangements would be made with one or more wheelchair van operators, but these arrangements would be transparent to riders. Riders would establish accounts just as for taxi service, and these could be debited using the same formula as for taxi accounts, but the providers would be paid whatever rate was negotiated with them. As noted

earlier, these rates would be substantially higher than taxi rates, potentially on the order of twice as high.

Maintaining account totals in terms of fictitious taxi rates would potentially be confusing, but would have the advantage of flexibility for any riders who do not need a wheelchair van all of the time, so they could mix taxi and wheelchair van trips. As an example, assume following hypothetical rates:

Taxi: \$2.25 + \$2.75 per mile

Wheelchair van: \$30 + \$3.00 per mile

If a rider has an initial trip credit of \$100 and takes a 10-mile trip, *regardless of whether it is taken on a taxi or wheelchair van*, then the rider's account would be charged  $\$2.25 + (10 \text{ miles} \times \$2.75/\text{mile}) = \$29.75$ , leaving \$70.25 trip credit in the rider's account.

If the trip were taken on a taxi, the taxi company would be paid \$29.75. But if the trip were taken on a wheelchair van, the van company would be paid  $\$30 + (10 \text{ miles} \times \$3.00/\text{mile}) = \$60$ . The actual amount paid to the van company would be invisible to the rider. This could be advertised to customers as, "Ride a wheelchair van for the same rate as a taxi."

### **Cost Containment**

An attractive feature of the central reservations model is the possibility of a variety of flexible cost containment measures. With reservations going through a central reservations agent, it is possible to implement:

- Advance reservations
- Trip grouping for efficiency
- Priority for certain types of trips or limits on others
- A flexible fare structure that need not be based on taxi fares
- Surcharges or premium fares for:
  - trips at night or during peak periods
  - same-day reservations
  - trips over a defined monthly allowance per person

### **Administrative Simplification**

There would be no need to distribute scrip, process used taxi scrip, or verify the meter charge for each trip provided by taxicabs. The reservations agent would pre-approve the payment amount for each trip, based on mileage as determined at the time of booking.

While there would no longer need to be process for verify that the correct amounts were charged for each trip, there would still need to be a system to spot any instances of charges being made for trips that never actually occurred. In theory, a participant, working in league with a taxi company, could request unneeded trips and then share in the payment for non-existent service. The reservations agent would have to be on the alert for any unusual patterns of usage. The opportunity for fraud would be similar to one that already exists. Unlike in the current system, however, riders would not be able to request a specific driver, so there would be no opportunity for individual drivers to cheat without the participation of the company as well. In addition, the reservations agent would always have up-to-the-minute records of all trips that have been charged.

Advantages and disadvantages of the brokerage model are summarized below in Figure 10.

Figure 10 Advantages and Disadvantages of Central Reservations

Advantages	Disadvantages
<p>Same as for taxicards:</p> <ul style="list-style-type: none"> <li>• Current reasonable quality of service will be maintained</li> <li>• Adds significant accountability by creating an automatic electronic record of all trips for verifying invoices</li> <li>• Should increase the speed and accuracy of billing</li> <li>• Eliminates the cost of scrip printing and distribution issues</li> <li>• Drivers, companies, and programs would not need to count, store, and deliver scrip</li> <li>• Eliminates issues with control of multiple scrip sales locations</li> <li>• Participants can purchase trip credit without needing to travel to a sales location</li> <li>• Participants can use the exact amount of credit needed for each trip</li> </ul> <p>Procedures for riders to obtain wheelchair-accessible service would be identical to procedures for taxi service</p> <p>Passengers do not need to handle scrip or money, except for trips that cost more than the rider's available credit or any limit on subsidy per trip</p> <p>Riders know in advance the exact cost of each trip</p> <p>Eliminates opportunities to overcharge for trips</p> <p>Allows multiple flexible options for cost containment, such as trip grouping, trip priorities or limits, multi-tiered fares or surcharges</p> <p>A choice of potential contractors is probably available</p>	<p>Uses a relatively new concept that is untested in Solano County</p> <p>Adds costs for a contractor compared to the current taxi-based model</p> <p>ADA paratransit program managers may have concerns about adding to existing contractor responsibilities</p> <p>Response time would probably be somewhat longer than currently, especially for wheelchair accessible service</p> <p>Mileage rates would need to be negotiated with taxi companies</p>



## **Option 4: Dedicated Fleet**

This model would be similar to the earlier Solano Paratransit program that was administered by the City of Fairfield and operated by Fairfield's ADA paratransit contract provider. One of the current contract providers for ADA paratransit might operate the service using accessible vans or minibuses as an add-on to their existing contract, depending on the options and terms of the existing contract, and compliance with procurement rules. The potential contract providers include those operating service for SolTrans, Fairfield and Suisun Transit, and Vacaville's City Coach system.

This concept assumes that one of these providers has the capability of supplementing its existing service, using existing facilities. Vehicles, drivers, and office staff might be added, but for the new service to be cost-effective, administration, reservations, scheduling, and dispatch would need to be shared with the ADA paratransit program, so no staff would be dedicated full-time to the new program.

### **Accessible Service**

The dedicated fleet model would provide wheelchair-accessibility by using a fleet of wheelchair-accessible vehicles dedicated to this service. For the most part, all trips, including trips by ambulatory riders, would be carried by these vehicles. However, for efficiency, some ambulatory trips could be subcontracted to taxicabs.

### **Cost Containment**

The previous Solano Paratransit program was discontinued because of its expense. In a new program, measures would be introduced to address cost containment. The earlier Solano Paratransit service attempted to comply with ADA criteria for fares, no trip purpose rules, etc. In a new program, fares could vary by trip purpose or time of day, and certain trips could be prioritized. Trip limits could also be established. However, the basic cost per vehicle hour would be similar to cost per vehicle hour that currently applies to ADA paratransit. Cost savings would depend on the ability to efficiently schedule as many trips as possible in each vehicle-hour.

For the financial analysis, the prior Solano Paratransit program is the most relevant example. Based on actual costs in FY 2009 (the final year of Solano Paratransit), with increases to represent inflation since then, costs per trip on the order of \$97 might be expected. Some cost savings would be possible, but these would mainly come from demand management practices rather than steps that would reduce the cost per trip.

### **Fares and Fare Payment**

All the same flexible options for fare structure and fare payment methods would exist as in the brokerage model.

Advantages and disadvantages of the dedicated fleet model are summarized in Figure 11.

Figure 11 Advantages and Disadvantages of the Dedicated Fleet Model

Advantages	Disadvantages
Simplifies addition of wheelchair-accessible service	High cost per trip
Allows multiple flexible options for cost containment, such as trip grouping, trip priorities or limits, multi-tiered fares	Unclear if any existing ADA paratransit operators have the capacity to take on additional responsibilities
Uses a simple, well-understood model of service delivery	Because of low trip volumes and long distance trips, opportunities for efficient trip scheduling may be limited
Administratively simple, but requires a commitment to service monitoring by a city or transit agency	Same-day response time would probably not be possible for most trips

## FINANCIAL ANALYSIS

### Assumptions

An approximate total cost and cost per trip for each option has been calculated using the following assumptions:

Assumptions that apply to all options:

- Average payment per trip to taxi companies: \$40
- Average payment for wheelchair-accessible trip: \$80
- Percentage of wheelchair-accessible trips: 20%
- Passenger-trips per year: 12,000 (equivalent to about 10,000 vehicle trips)
- Farebox recovery per trip: 30% of taxi cost per trip
- Passengers per vehicle trip: 1.2

Option-dependent costs:

- **Modified scrip:**  
Administrative costs: \$10,000 for scrip printing  
STA staff time: \$40,000 (cost for the contracted Interim Program Manager are not included)
- **Taxicards:**  
Vendor payments and taxicards: \$10,000  
STA staff time: \$30,000
- **Central reservations:**  
Reservations agent contractor: \$30,000 (\$3 per vehicle trip based on \$2.90 paid by Marin)  
STA staff time: \$20,000

- **Dedicated vehicles:**
  - Operations contract: \$970,000 (\$97 per trip)
  - STA staff time: \$20,000

## **The Role of Fares**

All options can accommodate fare increases, and some of them can accommodate more nuanced fare increases that incentivize travel at certain times or advance reservations, or that allow for a lifeline level of usage at lower rates than more frequent trips. Currently scrip purchases recover 15% of the cost of taxi company payments, which is roughly 14% of total program costs. Raising fares would bring more revenue into the program or, equivalently, reduce the net subsidy cost per trip. For example doubling the scrip price to 30% would generate roughly \$60,000 in additional revenue, equivalent to the cost of about 1,600 passenger-trips under the current program design.

A fare increase would also reduce demand for trips, that is the number of desired trips. The experience of 2012-13 demonstrated that there is significant unmet demand at current fare levels. At the peak of demand between October 2012 and February 2013, usage was averaging over 1,200 passenger-trips per month, more than 20% over current constrained levels. Taking into account the added revenue, a doubling of fares would probably just eliminate the current tendency of programs to exhaust their supply of scrip each month with the existing program design.

Adding an accessible van component will add demand (assumed above at about 20% of demand) for trips that will be about twice as expensive per trip as existing taxi trips. With this addition, even a doubling of fares might not be sufficient to balance demand and the amount of service that can be provided within budget limitations.

For the sake of analysis, an average fare of twice the current level has been assumed. This has been calculated as 30% of the cost of an average taxi trip, i.e. twice the current 15% scrip price. No decrease in demand (i.e. trips supplied) compared to current levels has been assumed.

## **Results of the Analysis**

The results of the calculations are shown in Figure 12. The costs shown are based on fiscal year 2015-16 budgeted costs. The net subsidy cost for an intercity paratransit program is roughly the same whether the program is based on modified scrip, taxicards, or a central reservations agent. The estimated costs are “roughly the same” in the sense that any differences are small compared to the level of uncertainty in the analysis. A program using a fleet of dedicated vehicles, similar to the former Solano Paratransit program, would cost more than twice as much as any other alternative.

All of the options would cost slightly more than the current intercity scrip program. However, the analysis does not take into account the level of effort by staff of the transit operators. Under the current program, they are responsible for oversight of scrip sales; for receiving and counting scrip turned in by taxi companies; and for verifying taxi company invoices. These roles would continue under the modified scrip program, but under taxicard program or a central reservations program, they would be greatly reduced or even eliminated entirely.

## Start-up Costs

In addition to ongoing operating costs, there would be significant start-up costs. Even for the modified scrip program, working out a new payment mechanism for van providers would take a significant amount of staff time. For a central reservations agent, the contract would have start up costs to create procedures and create a database tracking trips and charges. This might cost on the order of \$20,000. By far, the highest level of start-up cost would be incurred for a taxicard system. These costs would include:

Vendor setup	\$20,000
Taxicards	\$600
Initial rider registration (STA staff time)	\$20,000
<u>Taxi in-vehicle equipment</u>	<u>\$50,000</u>
Total	\$90,600

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**Solano Intercity Paratransit Service Options**  
Solano Transportation Authority

Figure 12 Financial Analysis of Options

	Option				Existing
	Modified Scrip	Taxicard	Central Reservations	Dedicated Vehicles	
<b>Inputs</b>					
Average payment per trip to taxi companies	\$40	\$40	\$40	\$40	\$40
Average payment per accessible van trip	\$80	\$80	\$80	\$80	\$80
Percentage of wheelchair-accessible trips	20%	20%	20%	20%	0%
Trips per year	12,000	12,000	12,000	12,000	12,000
Passengers per trip	1.2	1.2	1.2	1.2	1.2
Farebox recovery (pct. of taxi cost/trip)	30%	30%	30%	30%	15%
Scrip printing	\$10,000				\$10,000
Vendor payments and cards		\$10,000			
Reservations agent			\$36,000		
Operations contract				\$1,164,000	
STA staff time	\$40,000	\$30,000	\$20,000	\$20,000	\$40,000
Transit operator staff	\$0	\$0	\$0		
<b>Results</b>					
Taxi payments	\$320,000	\$320,000	\$320,000		\$400,000
Van company payments	\$160,000	\$160,000	\$160,000	\$1,164,000	0
Admin	\$50,000	\$40,000	\$56,000	\$20,000	\$50,000
Total operating cost	\$520,000	\$520,000	\$536,000	\$1,184,000	\$440,000
Fare revenue	\$120,000	\$120,000	\$120,000	\$120,000	\$60,000
Net subsidy cost	\$410,000	\$400,000	\$416,000	\$1,064,000	\$390,000
Operating cost per trip	\$44.17	\$43.33	\$44.67	\$98.67	\$37.50

# SERVICES AGREEMENT

This Services Agreement is effective as of May 1, 2015 and replaces any previous versions of the Services Agreement for the PEX Account.

In consideration for Prepaid Expense Card Solutions, Inc. d/b/a PEX Card ("**PEX Card**") providing the Services (as defined below) for the business entity listed in the accompanying Customer Enrollment form ("**Customer**") during the Term (as hereinafter defined in the Term and Termination section below) of this Agreement, upon the acceptance of the Customer Enrollment form by PEX Card in its sole discretion, Customer and any authorized representative or person of Customer with the legal power and authority to bind Customer ("Representative") agrees to the terms and conditions set forth in this Services Agreement, as amended from time to time ("**Agreement**").

This Agreement applies to the use of all Services including the Customer's PEX Account and PEX Card Accounts (as hereinafter defined in Types of Accounts section below) whether by Customer or any Representative. By using PEX Card's Services or permitting authorized Customer agents or Representatives to access and use the Services on Customer's behalf, each such authorized user agrees to be bound by the terms and conditions stated in this Agreement as if an original party hereto, provided that Customer shall remain primarily responsible for any and all actions taken by such user.

## THE SERVICES

PEX Card offers its customers a suite of online services and programs that allow the Customer to issue and administer PEX Visa® Prepaid Cards (each, a "**Card**") to designated Customer agents for the purpose of allowing such agents to spend prefunded amounts of Customer corporate funds for business-related purchases and expenses (collectively, the "Services"). The PEX Card Services include several types of accounts used to facilitate the Services. User accounts are assigned to perform certain tasks associated with administering the Services. Financial accounts are assigned which are used to store funds and facilitate corporate purchasing. Such accounts are described in more detail below.

For the avoidance of doubt, the PEX Card Services, including the Card, shall not be used by Customer or any Customer agents to pay employment or labor wages, consultant or advisory fees or commissions to any types of persons including companies and natural persons. In addition, the PEX Card Services is not a gift card service or any other type of consumer prepaid card solution where personally-owned funds are or may be stored.

**TYPES of ACCOUNTS.** The User and Financial accounts that are supplied as part of PEX Card Services and used to enable PEX Card Services are defined below:

**Principal User Account.** A principal user account is created for the representative of the Customer whose personal information is submitted in the "Information About You" section of the enrollment form. The Principal User has full and complete access to the PEX Card Administrative System, including the ability to initiate bank transfers, issue cards to assigned PEX Card Account users, add funds to PEX Card accounts, generate reports detailing program activity and create Administrative User Accounts (including Administrative User accounts with the same full and complete access as the Principal Account).

**Administrator User Account.** An administrator user account shall be created by the Principal User or by an Administrator User, if such Administrator User has been assigned authority by a Principal User to do so. Administrator User access to PEX Card Services and system features can be controlled by use of access controls established when the Administrator User account is created or it can be modified after such account has been established. Administrative User Account authorities are set at the complete

discretion of the Customer and PEX Card will allow the Administrative User to use any or all services such User is authorized to access including transferring funds and creating cards.

**PEX Account.** Each Customer shall be assigned a PEX Account whose function will be to serve as a holding account for the Customer to store funds on deposit with PEX Card prior to assigning these funds to PEX Card Accounts. A minimum PEX Account balance of \$50 must be maintained by the Customer at all times during the Term. PEX Card maintains a separate PEX Account for each Customer.

**PEX Card Account.** Customer Principal or Administrator User shall create PEX Card Accounts by issuing PEX Visa Prepaid Cards to designated Customer agents via interface(s) provided by the PEX Card System. PEX Card Account holders are authorized to spend corporate funds based on amounts loaded to such accounts and spending controls applied to such accounts. Funds allocated to PEX Card Accounts originate from the Customer's PEX Account and funds reversed from PEX Card Accounts will be placed in the Customer's PEX Account.

**PEX Cardholder User Account.** A cardholder user account can be created by a PEX Card Account holder by accessing the PEX Card System via interface(s) provided by PEX Card. The PEX Cardholder User Account allows for access to the PEX Card website and the PEX Card mobile application. The PEX Cardholder User can review their PEX Card Account balance and transaction information, as well as spend rule details assigned to it by Customer's Administrator User.

## ESTABLISHING THE ACCOUNTS AND SERVICES

### CUSTOMER ENROLLMENT

In order for the Services and accounts to be established and access to site functionality provided, the Customer must complete, and PEX Card, in its sole discretion, must accept and validate the details of, the Customer Enrollment form.

Once the Customer Enrollment form is validated and accepted, the Customer will advance to the next stage of registration and be asked to: (a) establish an initial program balance in the PEX Account via electronic funds transfer and (b) create PEX Card Accounts to initiate card issuance and determine delivery method (standard USPS vs Expedited shipping).

### IMPORTANT INFORMATION FOR OPENING AN ACCOUNT AND ESTABLISHING THE SERVICES

To help the government fight the funding of terrorism and money laundering activities, the USA PATRIOT Act, a Federal law, requires all financial institutions to obtain, verify, and record information that identifies each business that opens an account and the personal information of its owners and/or Representatives. When applying for a PEX Account, PEX Card will ask for information about the Customer and personally identifiable information about the business owner and/or Representatives, such as: name, address, date of birth, social security number, and other information (the "Personally Identifiable Information") that will allow PEX Card to confirm identity. PEX Card may also ask for details about the business owner's or Representatives' drivers' license numbers or other identifying information. Except with respect to the use by PEX Card of such information in connection with establishing a PEX Account and providing the Services pursuant to this Agreement, such information shall be treated as the confidential information of Customer and PEX Card shall maintain the confidentiality and privacy of the Personally Identifiable Information in compliance with all applicable federal and state privacy laws and regulations.

Customer also acknowledges that PEX Card Accounts may only be created for individuals that Customer has validated the identity of using commercially acceptable screening methods such as employment screening and background checks and from whom Customer has acceptable documentation on file validating their identity. Acceptable documentation includes a copy of a social security card, state issued driver's license and birth certificate. PEX Card reserves the right to request information and/or

documentation to validate any PEX Card Accountholders identity if necessary and to close any PEX Card Account if the Accountholders identity cannot be validated and/or if issuing an account to any individual may be a violation of the USA Patriot Act or any other Federal, State or Local law, regulation, order or directive.

## AUTHORIZED CUSTOMER REPRESENTATIVE

Unless otherwise permitted by this Agreement, Customer through its Representative (the Principal User) agrees to notify PEX Card of any change to 1) the information provided on the Customer Enrollment form or 2) any changes relating to individuals authorized to use the Services (that cannot be incorporated utilizing the Administration Web Portal) in writing within thirty (30) days of such change.

In addition, PEX Card will rely on any and all direction received from Principal User only regarding 1) manually adding or removing Administrative Users, 2) manual funds transfer requests 3) changes to Customer information and 4) termination of the Services.

To change the Representative of the Customer who is designated as Principal User, Customer must submit to PEX Card a request in writing, on Customer letterhead which is signed by a Customer Representative who has the authority required to direct Customer funds, manage Customer payments, and bind the Customer to business service agreements with third parties. PEX Card may request personal information for the new Principal User in order to complete identity validation and other due diligence. Customer certifies that any Principal User so designated has the authority required to direct Company funds, manage Company payments, and bind the Customer to business service agreements with third parties.

Customer agrees to indemnify and hold PEX Card and its employees, agents, representatives and third party service providers harmless from and against any and all loss, liability, cost, judgment, arbitration award, settlement, tax, penalty, action, damage, charge, expense or fee (including reasonable attorneys' fees and costs of collection) of any nature whatsoever, and claims therefore (collectively, "**Losses**") arising out of or relating to Customer's failure to provide true and accurate information on its Account Enrollment form or to update such information as required hereby. Customer further represents and warrants that no third party, whether by verbal or written agreement or otherwise, has been or will be granted any right, title or interest in its PEX Account.

## FUNDING THE PEX ACCOUNT

PEX Card requires completed program funding transfers prior to any card spending. Due to the nature of prepaid card programs, funds must actually be available on the PEX Card system prior to PEX Account and PEX Card Account loading and spending. No credit or loans are being extended by PEX Card to Customer. The Customer is required to transfer funds to the PEX Account through any of the following methods:

### ACH TRANSFERS

**PEX Card ACH Transfer Service.** The PEX Card Administration Web Portal provides Customer Administrative Users with access to an ACH (ACH is an acronym for Automated Clearing House, a common electronic funds transfer method used by banks) service whereby Customer can initiate an ACH transfer through the PEX Card Services versus initiating the transfer request through their business banker or banking website. To use the PEX Card ACH Transfer Service, the Customer must register their Customer business bank or checking account with PEX Card for validation and verification purposes. Registration requires that the Customer provide relevant bank routing and account information to PEX Card.



By submitting the relevant bank routing and account information to PEX Card, Customer hereby authorizes PEX Card to initiate debit entries and adjustments as necessary to the Customer's bank account registered with PEX Card by Customer from time to time, as and when funds are requested by Customer for loading to the PEX Account and then to one or more of PEX Card Accounts, and such authorization will remain in full force and effect until the expiration or termination of this Agreement by its terms. At no time will PEX Card make any voluntary debits or credits to the Customer bank account. All transfers will be made upon an action or instruction initiated by Customer to PEX Card.

To register a Customer bank account with PEX Card, PEX Card will verify that the Customer's bank account information was submitted correctly and that the Customer is authorized to access the Customer bank account. During the bank account registration process, PEX Card will initiate two credits to the Customer bank account. Customer will retrieve the deposit values from their bank and submit the values on a PEX Card web page to verify the amounts, at which point the PEX Account will be live and Customer's ACH credit and debit authorization will be active for the Customer bank account.

Requests made through the PEX Card ACH Transfer Service take four (4) business days to post to the PEX Account.

**Bank ACH Service.** PEX Card will accept ACH transfers initiated by the Customer from such Customer's bank account. Transfer requests must be made through Customer's bank. PEX Card will assign a designated account number and provide a routing number to each PEX Account for purposes of receiving ACH transfers.

Requests made through the Customer's Bank ACH Service are limited to \$250,000 and may have additional limits as set forth by Customer's bank. Generally, Customers can expect that it will take one (1) business day for a Bank ACH service transfer to complete and post to the PEX Account; provided that the Customer meets its bank's cut-off deadline for transferring funds. Unless Customer notifies PEX Card Administrative Support, PEX Card will have no knowledge of Customer's transfer request made to a Customer Bank until funds arrive at PEX Card.

#### **DISCLOSURES REGARDING ELECTRONIC "WHOLESALE CREDIT" TRANSACTIONS SUBJECT TO UNIFORM COMMERCIAL CODE ARTICLE 4A**

**Provisional Payment Relating to ACH Transfers.** Credit given by PEX Card to Customer with respect to an ACH credit entry is provisional until PEX Card receives final settlement for such entry through a Federal Reserve Bank. If we do not receive such final settlement, Customer is hereby notified and agrees that PEX Card is entitled to a refund of the amount credited to Customer in connection with such entry, and the Customer shall not be deemed to have made a deposit to its PEX Account in the amount of such entry.

**Notice of Receipt of Entry.** Under the operating rules of the National Automated Clearing House Association (NACHA), which are applicable to ACH transactions involving Customer's account, PEX Card is not required to give next day notice to Customer of receipt of an ACH item and PEX Card will not do so. However, PEX Card will continue to notify Customer of the receipt of payments in the periodic statements PEX Card provides to Customer.

**Choice of Law.** PEX Card may accept on Customer's behalf payments to Customer's account which have been transmitted through one or more ACH and which are not subject to the Electronic Fund Transfer Act (EFT) and Customer's rights and obligations with respect to such payments shall be construed in accordance with and governed by the laws of the state of New York as provided by the operating rules of the NACHA, which are applicable to ACH transactions involving Customer's account.

## **WIRE TRANSFER**

PEX Card will accept wire transfers originating exclusively from domestic US Customer Bank Accounts. Wire transfer requests must be made through Customer's bank. PEX Card will provide an account and routing number (ABA number) for receiving wire transfers. Wire transfer instructions can be found in the PEX Administrator Account website. If the Customer meets its bank's cut-off for wire transfers, the funds will be posted upon receipt which generally occurs within several hours after a Customer initiates a wire transfer.

## **DEPOSIT POLICY**

With respect to all transfers of funds to PEX Accounts by Customers (whether through ACH transfers or wire transfers), PEX Card has the right to refuse any deposit and any funds transferred to any PEX Account. PEX Card does not and will not accept any transfers of funds from any checking or operating accounts which are not held in the name of the Customer (i.e, PEX Card will not accept funds transferred from Customer vendors, clients or any other agent on behalf of Customer). Transfers from third-parties to a Customer's PEX Account are not accepted by PEX Card. PEX Card does not accept deposits in foreign funds or funds drawn on banks located outside of the United States. PEX Card may return or refuse to accept all or any part of a transfer of funds to a PEX Account at any time and for any reason, and will not be liable to the Customer for doing so. Refused transfers of funds will be returned to the Customer or bank account from where such wires or transfers, as applicable, where initiated. PEX Card reserves the right, in its sole discretion, but has no such obligation to do so, to suspend any activity with respect to any PEX Account, PEX Card Account or PEX Card User Account in the event that PEX Card suspects any kind of suspicious or unauthorized activity. PEX Card shall have no liability to Customer for losses and damages incurred by Customer as a result of such suspension. Notwithstanding the foregoing, PEX Card shall have no obligation to do so even if it takes certain actions from time to time.

## **OWNERSHIP OF FUNDS**

PEX Card claims no property interest in any funds Customer chooses to place into its PEX Account or PEX Card Accounts, which shall be the sole and exclusive property of Customer until such time as such amounts are due and payable to PEX Card hereunder. All funds placed into a PEX Account or PEX Card Accounts are FDIC insured through The Bancorp Bank, Member FDIC.

PEX Accounts that are inactive for a period of time may be considered to be dormant and may be subject to escheat. Each state has varying laws as to when an account is subject to escheat and PEX Card may be required to send the funds to the state of the last known address of the Customer. PEX Card will make all reasonable efforts to contact Customer before transferring PEX Account(s) balances to an applicable state.

## **ACCOUNT STATEMENTS**

After the close of each statement cycle (generally defined as a calendar month), PEX Card will make available to Customer a PEX Card Account Statement via online interface(s) to the PEX Card system. The Account Statement will show transactions that have been posted to each PEX Card Account in connection with any Card since the last Account Statement, deposits received to the PEX Account, transfers in and out of the PEX Account and PEX Card Account and any fees charged to account or any PEX Card Account or PEX Account.

Customer agrees to promptly review each Account Statement as it is made available to Customer and report any discrepancies, errors or conflicts with Customer record within 60 days per the process detailed in Liability for Transactions section below.

## FUNDS TRANSFERS BETWEEN PEX ACCOUNT AND PEX CARD ACCOUNTS

After funds are transferred to a Customer's PEX Account and made available per the terms described above, funds can then be transferred to PEX Card Accounts by Principal User or any authorized Administrative User via various interfaces to the PEX Card system that are made available to such User. Funds may be allocated to and from the PEX Account to PEX Card Accounts, provided funds are on deposit and available to do so. However, no direct card-to-card transfers will be permitted. If funds are to be removed from a specific PEX Card Account to another, such funds must first be transferred back to the PEX Account, then to such other PEX Card Account.

### BALANCE LIMITS

PEX Card limits the dollar amount of funds that can be made available on any PEX Card Account at any time to \$25,000. This limit can be increased upon request of the Customer based on a legitimate business need at the discretion of PEX Card. Notwithstanding, there are no limits on the number of times per day, per week or per month that a Customer may load a Card nor are there any limits on the amount of funds that a Customer may keep in its PEX Account, except for the \$50 monthly minimum balance described below in the section entitled FEES.

### LOAD TYPES

The following load types between the PEX Account and PEX Card Accounts are supported (but subject to load limits described above):

1. Load (or funds removal) at will by Customer Principal or authorized Administrator(s) Users via interface(s) to the PEX Card System ("**Quick Fund**")
2. Pre-authorized PEX Card Account load by predetermined amount at a predetermined time as specified by Customer Principal or authorized Administrator(s) Users via interface(s) to the PEX Card System ("**Scheduled Automatic Fund**")
3. Pre-authorized PEX Card Account load of predetermined amount when card balance has been spent down to an amount specified by Customer Principal or Administrator(s) Users via interface(s) to the PEX Card System ("**Triggered Automatic Fund**")

Loads from the PEX Account to the PEX Card Account, and any reversals, will take place in real time (immediate availability).

## USE OF THE PEX CARD ACCOUNT

This section contains terms, conditions and disclosures applicable to all point-of-sale terminal services ("**POS**"), and the use of Cards to allow Customer to access the funds in each PEX Card Account. Certain information concerning charges applicable to these services is contained in **Exhibit A**.

### PEX PREPAID VISA CARD

Each PEX Card Account is linked to a corresponding PEX Visa Prepaid Card. PEX Visa Prepaid Cards can be used at POS terminals that are part of the networks in which PEX Card participates. PEX Card currently participates in the Visa and STAR networks. Cards cannot be used to transfer money into or out of the PEX Account or the PEX Card Account. There is **NO CASH ACCESS** from ATMs, bank tellers or retailers offering "debit" transactions, also known as PIN-based transactions.

**Cards may not be used for transactions on Internet gambling sites or for any purpose which is prohibited by applicable federal, state or local law, statute, ordinance or regulation. PEX Card**

**reserves the right to block or cancel any PEX Visa Prepaid Card and associated PEX Card Account that it deems is being used for a prohibited purpose.**

PEX Card Account holders may be asked to sign a sales slip or provide identification for most Card transactions at the merchant's discretion. At some merchants, such as gas stations, the PEX Card Account holder may not be required to physically sign to authorize a Card purchase.

When using Cards to pay for goods and services, Customer agrees that PEX Card, without prior notice to Customer, may debit a PEX Card Account, or if there are insufficient funds, the PEX Account, to pay amounts that have been charged to a PEX Card Account linked to Customer's PEX Account whether such charges have been signed for manually or by legally acceptable form of electronic signature.

Cash refunds will not be made to PEX Card Account holders or Customer for purchases made with Cards. If a merchant provides a credit for merchandise returns or adjustments, it will do so by processing a credit adjustment, which PEX Card will show as a credit to the PEX Card Account and the Card.

## **FUNDS AVAILABILITY**

Certain merchants may ask PEX Card to authorize the transaction in advance and may estimate its final value. When PEX Card authorizes the transaction, PEX Card commits to make the requested funds available when the transaction finally settles and may place a temporary hold on Card funds for the amount indicated by the merchant. PEX Card also may add an amount for certain merchants to ensure that sufficient funds will be available to cover the ultimate transaction. Until the transaction finally settles or PEX Card determines that it is unlikely to be processed, the funds subject to the hold will not be available to the PEX Card Account holder for other purposes. PEX Card will only actually charge the Card for the correct amount of the final transaction, however, and PEX Card will release any excess hold amount when the transaction finally settles.

To facilitate certain electronic transactions PEX Card may place temporary holds on funds in Customer accounts. These holds are used to protect PEX Card. PEX Card can neither control the parties with whom Customer does business nor regulate the processing of transactions through the commercial networks used to facilitate Customer transactions. Therefore, transactions may be processed after the expiration of any such temporary holds, and it is Customer's obligation to ensure that sufficient funds are on deposit at all times to cover all Customer transactions.

## **FOREIGN TRANSACTIONS**

If Customer makes a purchase in a currency other than the currency in which the Card was issued, the amount deducted from Customer's funds will be converted by Visa U.S.A. Inc. into an amount in the currency of the Card. The exchange rate between the transaction currency and the billing currency used for processing international transactions is a rate selected by Visa U.S.A. Inc. from the range of rates available in wholesale currency markets for the applicable central processing date, which may vary from the rate Visa U.S.A. Inc. itself receives, or the government-mandated rate in effect for the applicable central processing date. If Customer makes a purchase in a currency other than the currency in which the Card was issued, the issuer may assess a foreign currency conversion fee of 1.5 % of the transaction amount and will retain this amount as compensation for its services.

## **LIABILITY FOR TRANSACTIONS**

Customer assumes full responsibility for monitoring the use of PEX Account, PEX Card Accounts and Cards and detecting unauthorized or improper use including maintaining the accuracy of its records. Customer will check and balance the daily and periodic reporting provided by PEX Card. If Customer believes that an unauthorized transaction has been or may be made from its PEX Card or PEX Card Account, it shall alert PEX Card immediately by calling PEX Card Administrator Support at 1-866-685-

1898. PEX Card will initiate an attempt to recover funds on behalf of the Customer and Customer agrees to cooperate with PEX Card in such event including providing affidavits or other proof that the transaction(s) were not authorized by a Customer PEX Card Account holder. PEX Card reserves the right to block or cancel any Card and/or refuse to authorize any transaction at its discretion to mitigate the risk of loss from fraud or unauthorized activity.

If Customer does not notify PEX Card within sixty (60) days of becoming aware of the transaction and/or after any monthly or other periodic statement was made available, PEX Card may lose its ability to recover funds on behalf of the Customer and Customer may not be entitled to a credit for any value lost. If a Card has been lost or stolen, PEX Card will close the PEX Card Account to minimize loss to Customer.

In the event of any dispute with respect to the transfer of any funds which could result in a negative balance in Customer's PEX Account or PEX Card Accounts, Customer is fully obligated to fund the negative balance during the dispute process. PEX Card does not offer, and is not required to offer, any provisional credit (or any temporary redeposit of funds) during any dispute process. If Customer is successful with respect to any such dispute, PEX Card will place such disputed funds back into its PEX Account upon final resolution of the dispute. If Customer is not successful with respect to such dispute, then PEX Card shall have no obligation to refund any disputed amounts and Customer shall bear the loss.

Customer acknowledges that factors beyond PEX Card's control may on rare occasions result in transactions being processed without spending controls being applied. PEX Card will make its reasonable effort to assure that spending controls designated by Customer are applied to each transaction, but PEX Card is not responsible for any unauthorized spending or unauthorized Card transactions by Customer, Customer agents, any Card holder, employee of Customer or other person as a result of factors beyond its control including but not limited to network, merchant and internet issues. PEX Card shall have no obligation to refund to Customer any funds as a result of any such unauthorized spending.

Customer authorizes PEX Card to debit the PEX Account to satisfy all Card transactions. Customer understands that it is responsible for all Card use to the maximum extent permitted by law.

If Customer/Representative decides to cancel a Card, please claim the Card from the PEX Card Account holder and destroy the Card at once by cutting it in half and notify us by using the "Terminate Card" feature of the PEX Card website. As an alternative, Customer or Representative may call Customer Service at 1-866-685-1898 to complete the action via telephone. Failure by Customer to retrieve cards may result in unauthorized transactions and losses to Customer.

## **CARD SECURITY**

Customer agrees to secure all PEX Prepaid Visa Cards and PEX Prepaid Visa Card data. "Card Data" means card number, expiration date, cardholder name, expiration date and PIN if created. Card Data should not be recorded or stored by Customer in an unencrypted or unmasked format. Cards and Card Data should be considered to be a bearer instrument, meaning that any person(s) in possession of the Cards or Card Data may be able to successfully complete transactions, whether authorized by the Customer or not. Customer will assume liability for any unauthorized transactions cause by Customer's failure to secure Cards or Card Data.

In addition to the responsibility to secure all Cards and Card Data, if Customer creates PEX Prepaid Visa Cards in order to maintain a card inventory for immediate issue at some future point in time (instant issue cards), Customer shall develop and maintain an inventory management process so that Customer can account for all Card inventory at any given time. This should include a Card receipt and issuance log updated by Customer each time Cards are received and/or provided to authorized Customer agents.

## OVERDRAFTS, ORDER OF PAYMENTS, NEGATIVE BALANCES

It is Customer's sole responsibility to ensure that enough funds are available in each PEX Account and PEX Card Account from which Customer instructs PEX Card to make a payment or transfer. If the PEX Account or PEX Card Account contains insufficient funds to enable all payments and transfers, the payment and transfers will be made in the order determined by PEX Card, in its sole discretion. Customer is fully obligated to PEX Card to provide sufficient funds for any payments or transfers Customer makes or authorizes to be made. If PEX Card completes a payment or transfer that Customer makes or authorizes and PEX Card subsequently determines that Customer has insufficient funds for the transaction or if Customer has a negative balance in its PEX Account or any PEX Card Accounts for any reason including unauthorized spending, Customer agrees to reimburse PEX Card for the difference upon demand, and Customer further agrees that PEX Card may reverse the transaction or offset the shortage with funds from any other account(s) Customer (or any entity reasonably known by PEX Card to be affiliated with such Customer) has with PEX Card to the extent permitted by applicable law and the terms of any other relevant agreements between the parties.

## MANAGING ACCOUNTS AND ACCESSING ACCOUNT INFORMATION

Customer can use its computer to access the Services, PEX Account information including balance and transaction information, and receive help information electronically any time of the day, seven days a week, except when the PEX Card system is unavailable for maintenance or other reasons beyond the control of PEX Card. PEX Card also provides an IVR for PEX Card Account balance inquiries. Live operators are available for lost/stolen card reporting, unauthorized transaction reporting, to accept requests to replace a lost/ stolen card from Principal Users, Administrative Users or PEX Card Account holders and to answer all card or transaction related questions.

## ADMINISTRATIVE SYSTEM ACCESS

**Computer Requirements.** In order to use the Services, Customer must provide, at its own cost and expense, its own Internet Service Provider subscription and the necessary computer hardware and other equipment required by the browser that Customer selects. In this Agreement, Customer's computer and the related hardware and other equipment are referred to together as Customer's "**Computer.**" Customer acknowledges that it is solely responsible for the purchase, installation, maintenance, and operation of its Computer and all required software to operate its Computer and browser. Customer understands that frequent, regular software updates for internet browsers, antivirus, operating systems, media players, and other communication software are essential to the security of Customer's connection to the Services. In no event will Customer's inability to connect to the Services be construed as relieving Customer of any payment obligation or membership responsibility under this Agreement. Customer also understands that when accessing the Services, anyone in close proximity to the Customer might be able to view Customer's personal account information and, in Customer's absence, make or modify transaction instructions. PEX Card is not responsible for any computer virus or related problems that may be associated with using the internet to access the Services. PEX Card is not responsible for any errors or failures resulting from defects in or malfunctions of Customer's Computer.

**Systems Access.** PEX Card System Access IDs and passwords will only be issued to Representatives who have been authorized to access Customer's PEX Account. It is Customer's responsibility to safeguard its password, Access ID and the physical access to its Computer and personal data, as PEX Card is unable in such circumstances to distinguish between Customer or Representative(s), as the authorized account users on the one hand, and an unauthorized user, on the other.

Customer is responsible for keeping its password and Access ID confidential and maintaining their security. Customer agrees that the use of its password and Access ID authenticates Customer's identity and verifies the instructions entered for any transaction, and that PEX Card is entitled to act on transaction instructions received when Customer's password and Access ID is used. Customer agrees,

therefore, that by entering its Access ID and password, Customer is authorizing PEX Card to accept such online login as Customer's personal signature. If Customer authorizes other persons to use Customer password and Access ID in any manner, Customer's authorization will be considered unlimited in amount and manner until Customer has notified PEX Card in writing that it has revoked the authorization and changed its password. Note that a PEX Card representative can assist Customer in changing its password if Customer has forgotten it.

Any person who accesses the Services using a valid password and Access ID will be deemed to be authorized by Customer to access the Services and the PEX Card Account on Customer's behalf, and PEX Card shall be entitled to rely on such authority. Customer agrees to adopt reasonable policies and take reasonable steps to safeguard the confidentiality and security of such passwords and Access IDs. PEX Card is not obligated to detect unauthorized access to the Services or the PEX Card Accounts or errors by Customer or others. PEX Card will have no liability to the Customer for any unauthorized transactions made by anyone using a valid password, Access ID and/ or Card.

**Third Party Providers.** PEX Card may develop relationships with third party providers in order to integrate PEX Card Systems data into third party applications to provide more seamless user experience for mutual Customers. In order to enable this type of service, the third party provider may ask Customer to provide an Access ID and valid password so that they can access your PEX services on Customer's behalf. PEX Card evaluates and monitors all third party integrations carefully but cannot assume liability for access in this manner and will allow access to any third party provider that provides a valid Access ID and password. If Customer uses a third party provider that is integrated with PEX Card, PEX Card recommends that Customer create a separate Administrative User for this purpose and provide the third party provider with these credentials.

## FEES

Customer agrees to pay PEX Card for the Services at the rates set forth on the [Rate and Fee Schedule](#). PEX Card will have the right to adjust its fees upon at least thirty (30) days' prior written notice (including via email) of any such increase.

PEX Card will debit fees for the Services rendered or to be rendered by PEX Card directly from the PEX Account as they are incurred, using funds on deposit. Customer agrees to maintain a monthly minimum balance in the PEX Account of Fifty Dollars (\$50) to ensure the timely payment of all amounts incurred by Customer.

## Privacy, Confidentiality and Liability

The importance of maintaining the confidentiality and privacy of the confidential information provided by Customer and Representative(s) is one of PEX Card's highest priorities. Customer should carefully review [PEX Card's Privacy Policy](#) as stated on the PEX Card website. The PEX Card Privacy Policy is incorporated by reference in this Agreement and Customer hereby agrees that it has read, understood and agrees to the terms of the Privacy Policy.

To the extent necessary to carry out the Services, PEX Card may disclose information about Customer accounts to third parties in the following instances:

(a) When it is necessary for completing transfers;

(b) in order to comply with laws, government agency rules or orders, court orders, subpoenas or other legal process, or in order to give information to any government agency or official having legal authority to request such information;

(c) to protect and enforce PEX Card's rights;

(d) if Customer gives PEX Card Customer's written permission (which may be by electronic or telecommunications transmission as well as on paper); and

(e) to PEX Card employees, auditors, service providers, attorneys or collection agents in the course of their duties.

Except in the circumstances described below in which case PEX Card will have no liability, if PEX Card does not complete a transfer from Customer's PEX Account to PEX Card Account(s) or cancel a transfer as properly requested on time or in the correct amount according to PEX Card's agreement with Customer, PEX Card shall be liable for actual Customer losses or damages arising from such failure to transfer or cancel transfer subject to the limitations described below under "General Limitation on Liability". Notwithstanding the foregoing, PEX Card's sole responsibility for an error in a transfer will be to correct the error.

Notwithstanding anything to the contrary in the foregoing, there are some exceptions for PEX Card's liability for processing transactions on Customer account(s). PEX Card will not be liable, for instance:

(a) If, through no fault of PEX Card, Customer and PEX Card Account holders do not have enough money in their PEX Account to make the requested transfer/payment;

(b) The system or merchant POS terminal was not working properly and Customer and/or PEX Card Account holders were aware of the problem when they commenced the transaction;

(c) The Visa network or other partners' services are experiencing outages; or

(d) The funds in Customer account(s) are subject to legal process, an uncollected funds hold or are otherwise not available for withdrawal;

(e) The information supplied by Customer or Representative is incorrect, incomplete, ambiguous or untimely;

(f) PEX Card has reason to believe the transaction may not be authorized by Customer;

(g) The transaction cannot be completed because a Card is damaged;

(h) If circumstances beyond PEX Card's control such as interruption of telephone service or telecommunication facilities, act of war, act of terrorism, natural disaster (such as fire or flood) or other similar event prevent the transfer, despite reasonable precautions that PEX Card has taken;

(i) In the presence of internet service outages or denial of service attacks on servers or systems supporting PEX Card service communications with the internet;

(j) If Customer or Representative(s) or any Card Account holder have not properly followed PEX Card's instructions for using the Services;

(k) For any failure to provide access or for interruptions in access to the Services due to a system failure or due to unforeseen acts or circumstances or due to acts of god;

(l) For any errors or failures from any malfunction of Customer Computer or any Computer virus or other problems related to Customer Computer equipment used to access the Services; or



(m) For any error, damages or other loss Customer may suffer due to malfunction or misapplication of any Computer Customer uses, including its browser, ISP, personal financial management or other software, or any other equipment Customer may use (including its telecommunications facilities, computer hardware and modem) to access or communicate with the Services.

In no event will PEX Card be liable to Customer for losses or damages arising out of the use, misuse or inability to use PEX Card Services, or for any loss of any data, even if PEX Card has been informed of the possibility of such damages.

PEX Card does not and cannot warrant that the Services will operate without errors, or that any or all Services will be available and operational at all times.

## Procedures for Protecting Personally Identifiable Information

Although no data transmission can be guaranteed to be 100% secure, PEX Card takes reasonable steps to protect all Personally Identifiable Information. PEX Card maintains strict administrative, technical, and physical procedures to protect information stored on PEX Card servers, all of which are located in the United States.

Access to such Personally Identifiable Information is limited (through user/password credentials and software systems) to those employees who require it to perform their job functions. PEX Card uses industry-standard Secure Socket Layer (SSL) encryption technology to safeguard the account registration process and sign-up information. Other security safeguards include but are not limited to data encryption, firewalls, and physical access controls to building and files.

## Representations and Warranties of the Parties

Each party represents and warrants to the other that: (a) it has the full power and authority to enter into this Agreement and to grant the rights granted herein; (b) the execution, delivery and performance of this Agreement by such party will not violate or conflict with the provisions of the charter documents or by-laws of such party or any agreement with any third party which would prevent such party from entering into this Agreement; and (c) the execution, delivery and performance of this Agreement by such party will not cause such party to be in breach or default under any agreement with any third party.

## General Limitation on Liability

**In no event shall PEX Card and its officers, directors, employees, agents or contractors be liable for special, indirect, punitive, incidental or consequential loss or damage of any kind including lost profits, revenue, data or use by Customer or any third party, whether or not PEX Card has advised Customer of the possibility of such loss or damage arising out of or related to Customer's use of the Services. In states which do not allow the exclusion or limitation, PEX Card's liability is limited to the extent permitted by applicable law. Both parties agree that these limitations of liability are agreed allocations of risk and are reflected in the fees agreed upon by the parties. Further, neither party's aggregate liability arising with respect to this Agreement shall exceed the total fees actually paid by Customer to PEX Card during the six (6) months immediately preceding any claim for damages.**

## Indemnification

Each party shall indemnify, defend and hold harmless the other party and its parents, subsidiaries, affiliates and their directors, officers, employees, agents and subcontractors against all third party claims or actions, and any liabilities, losses, expenses, damages and costs (including, but not limited to, reasonable attorneys' fees) related thereto, to the extent same arise out of (a) any breach of such party's representations, warranties or obligations contained in this Agreement; (b) any liability arising from any violation of applicable laws or regulations relating to the Services provided hereunder, or (c) any other claim relating to the transactions contemplated hereby. The indemnified party shall give prompt written

notice, cooperation and assistance to the indemnifying party relative to any such claim, action, or suit and the indemnifying party shall have the option to undertake and conduct the defense of such claim or suit (including, without limitation, selecting in its sole discretion, counsel therefore) and to engage in settlement thereof, subject to the indemnified party's reasonable approval right over any such settlement.

## Term and Termination

The initial term of this Agreement shall begin on the date the PEX Account is opened and shall continue until the first anniversary of such date (the "**Initial Term**"). This Agreement shall be renewed for additional successive one-year periods after the Initial Term until terminated by either Customer or PEX Card. In the event that Customer elects to terminate this Agreement, Customer agrees to notify PEX Card of such termination.

PEX Card may immediately terminate this Agreement with respect to Customer with or without cause and upon notice to Customer in PEX Card's sole discretion. Immediately upon termination with cause, and within thirty (30) days following termination without cause, Customer must cease its use of the PEX Card site and destroy all materials obtained from the PEX Card site and all copies thereof, whether made under this Agreement or otherwise.

Upon termination of this Agreement by either party, PEX Card reserves the right to collect any outstanding merchant charges and fees on Customer account(s). The obligations of the parties under this Agreement that by their nature would continue beyond expiration, termination or cancellation of this Agreement (including, without limitation, the warranties, indemnification obligations, confidentiality requirements, privacy obligations, payment obligations with respect to periods prior to termination and ownership and property rights) shall survive any such expiration, termination or cancellation.

Within sixty (60) days after the expiration, termination or cancellation of this Agreement, PEX Card shall return the balance of amounts deposited in Customer's PEX Card Account (or other accounts maintained by Customer with PEX) which have not been applied by PEX Card to settle transactions on Customer's PEX Card Account(s).

## MISCELLANEOUS

**Copyright and Trademarks.** The content, organization, graphics, design, compilation, magnetic translation, digital conversion and other matters related to PEX Card's Site and the PEX Card are protected under applicable copyrights, trademarks and other proprietary rights. The copying, redistribution, use or publication by Customer of any part of PEX Card's website, except as allowed by this Agreement, is strictly prohibited. Customer expressly acknowledges and agree that it does not by virtue of this Agreement acquire any ownership rights to any content, documentation or other materials accessed through PEX Card's Site or the PEX Card, and as between the parties hereto, Customer acknowledges and agrees that PEX Card shall retain all of its right, title and interest in and to all intellectual property rights, content, marks and promotional or marketing materials, together with any user and other data collected on the PEX Card site during the Term hereof, and Customer will not make any claim to the contrary. The posting of information or materials on the PEX Card website does not constitute a waiver by PEX Card of any proprietary or other right PEX Card has in such information or materials. Nothing contained in this Agreement shall be deemed to prohibit PEX Card from making use, in aggregated form, of non-personally identifiable data collected during operation of the Customer Services. Each party shall have the sole right to commence, prosecute, defend and control any action relating to its Materials, and each party agrees to reasonably assist the other party in the prosecution of any infringement action or other action relating to the other party's Materials.

**Notices.** All notices, requests, claims, demands and other communications under this Agreement shall be in writing and shall be given or made (and shall be deemed to have been duly given or made upon receipt) by delivery (a) in person, (b) by an internationally recognized overnight courier service, (c) by

registered or certified mail (postage prepaid, return receipt requested) to Customer at the address listed above, and to PEX Card at: PEX Card Customer Service, P.O. Box 549 Midtown Station, New York, NY 10018 (or at such other address for a party as shall be specified in a notice given in accordance with this Section), or (d) solely for communications by PEX Card to Customer, by PEX System Alerts to Customer's account page or by electronic mail to Customer's registered e-mail address. In general, communications sent over the public Internet are not necessarily secure. Therefore, PEX Card will not send and PEX Card strongly suggests that Customer does not send any confidential account information over the Internet. Customer agrees that PEX Card may take a reasonable time to act on any e-mail.

**Compliance with Laws.** Each party shall comply in all material respects with all applicable federal, state and local laws and regulations in the performance of their respective obligations under this Agreement. In addition, Customer covenants and agrees that it will be solely responsible for implementing any necessary policies and procedures required to properly authenticate its authorized users for all purposes in connection with the provision of the Services hereunder.

**Force Majeure.** Neither party shall be liable for, or be considered in breach of or default under this Agreement on account of, any delay or failure to perform as required by this Agreement (except for payment obligations by Customer) as a result of any causes or conditions which are beyond such party's reasonable control and which such party is unable to overcome by the exercise of reasonable diligence, including without limitation natural disaster, strikes, riot, illness or death of critical employees, general unavailability of the internet, acts of terrorism or other similar events; provided, however, that the party so affected shall resume its performance when such event has terminated or otherwise been resolved.

**Relationship of the Parties.** The parties to this Agreement are independent contractors. Neither party is an agent, representative, or partner of the other party. Except as expressly permitted by this Agreement, neither party shall have any right, power or authority to enter into any agreement for or on behalf of, or incur any obligation or liability of, or to otherwise bind, the other party.

**Changes to Agreement.** PEX Card may add, delete or amend terms, conditions and other provisions, fees, charges, or other terms described in this Agreement at any time upon at least thirty (30) days' notice to Customer prior to the effective date of any amendment or change. PEX Card will notify Customer of any such change or amendment electronically by posting such notice on the PEX Card home page and, when required by applicable law, will provide Customer with written notice of such amendment or change at the postal address provided by Customer to PEX Card and/or send notice to Customer's e-mail address as provided to PEX Card. Customer agrees to consult the PEX Card website regularly for up-to-date information about the PEX Card services and associated fees and charges.

Customer is bound by any such change if it uses the Services after the effective date of the notice, unless Customer notifies PEX Card in writing within ten (10) days of having received the notice that Customer rejects these changes and give written notice of its election to close its account(s) with PEX Card.

**Binding Agreement.** This Agreement shall be binding upon each of the parties and their respective successors and permitted assigns. Customer may not assign or transfer this Agreement, whether by operation of law or otherwise, PEX Card may assign its rights and delegate its duties under this Agreement to any other party without any required notice to or approval from Customer.

**Waiver.** PEX Card shall not be deemed to have waived any of its rights or remedies unless such waiver is in writing and signed by PEX Card. No delay or omission on the part of PEX Card in exercising its rights or remedies shall operate as a waiver of such rights or remedies or any other rights or remedies. A waiver on any one occasion shall not be construed as a bar or waiver of any rights or remedies on future occasions.

**Captions.** The captions of sections hereof are for convenience only and shall not control or affect the meaning or construction of any of the provisions of the Agreement.

**Jurisdiction.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of New York, without regard to choice of law principles, and by the laws of the United States. You agree and consent to the exclusive jurisdiction of the state and federal courts of the State of New York in connection with any action or proceeding.

Should any part of this Agreement be held invalid or unenforceable, that portion shall be construed consistent with applicable law as nearly as possible to reflect the original intent of the Agreement, and the remaining portions shall remain in full force and effect.

By clicking "I agree", Customer acknowledges and agrees it will be legally bound to the terms and conditions of this Agreement.

**CUSTOMER ACKNOWLEDGES AND AGREES THAT IT WILL CAREFULLY READ, UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS OF THIS AGREEMENT BEFORE CLICKING "I AGREE" OR OTHER SIMILARLY WORDED BUTTON. IF CUSTOMER HAS ANY QUESTIONS ABOUT ANY OF THE PROVISIONS IN THIS AGREEMENT, AN AUTHORIZED REPRESENTATIVE OF CUSTOMER WILL CALL PEX CARD AT 1-866-685-1898 PRIOR TO ACCEPTING SUCH TERMS. CUSTOMER UNDERSTANDS THAT CLICKING "I AGREE" IS THE LEGAL EQUIVALENT OF THE AUTHORIZED REPRESENTATIVE OF CUSTOMER MANUALLY SIGNING THIS AGREEMENT, AND CUSTOMER ACKNOWLEDGES AND AGREES THAT UPON ANY SUCH ACCEPTANCE IT WILL BE LEGALLY BOUND BY THE TERMS AND CONDITIONS HEREOF. CUSTOMER UNDERSTANDS THAT THIS AGREEMENT MAY BE AMENDED FROM TIME TO TIME BY PEX CARD, WITH REVISED TERMS POSTED ON THE PEX CARD WEBSITE. PEX CARD WILL NOTIFY CUSTOMER OF CHANGES TO THE AGREEMENT. CUSTOMER UNDERSTANDS THAT BY CONTINUING TO MAINTAIN AN ACTIVE PEX CARD ACCOUNT WITHOUT OBJECTING TO SUCH REVISED TERMS OF THIS AGREEMENT IN WRITING WITHIN TEN (10) DAYS OF HAVING RECEIVED SUCH NOTICE, CUSTOMER IS ACCEPTING THE TERMS OF THE REVISED AGREEMENT AND CUSTOMER WILL BE LEGALLY BOUND BY THE TERMS AND CONDITIONS AS SO REVISED.**

If Customer determines that it is unwilling to be bound by the terms and conditions of this Agreement, Customer agrees that it will not submit a Customer Enrollment form for a PEX Account with PEX Card. PEX Card reserves the right to decline any Customer Enrollment form, or to terminate any PEX Account at any time and for any reason in each case in its sole discretion.

Various features of Customer's account(s) with PEX Card may be offered or processed through a third party service provider, which may be an unaffiliated third party. Unless otherwise expressly noted, all authority granted to, limitations of liability of, or references in this Agreement to, PEX Card shall include its agents and representatives and any such third party service providers. PEX Card, its agents, representatives and third party service providers acting on behalf of Customer under this Agreement hereby are authorized by Customer to perform the services contemplated by this Agreement.

Customer promises to read this Agreement carefully and retain it for future reference. Customer understands that the terms and conditions of this Agreement, the Customer Enrollment form, Rate and Fee Schedule, PEX Card Site Terms of Use and Privacy Statement govern all aspects of its relationship with PEX Card, including all transactions between PEX Card and Customer and all products and services now or in the future offered through PEX Card, beginning on the date the PEX Account is opened and they supersede any and all prior agreements of the parties with respect to the subject matter hereof. By entering into this Agreement, Customer acknowledges that it has reviewed and agrees to the terms of the [PEX Card Privacy Policy](#) and [PEX Card Site Terms of Use](#) and that all information provided on the Customer's Enrollment form is current, accurate, truthful and complete as of the date submitted. If Customer participates in additional or future services provided by PEX Card that require Customer to agree to specific terms and conditions electronically (through clicks or other actions) or otherwise, where the context requires such terms and conditions will be deemed an amendment and will be incorporated into and made part of this Agreement.

**Amendment to Services Agreement**

**This Amendment** to Services Agreement (“**Amendment**”) is entered into by and between **Prepaid Expense Card Solutions, Inc. d/b/a PEX**, a Delaware corporation (“**PEX**”) and Solano Transportation Authority, a Delaware corporation (“**Customer**”) and is effective as of the date last signed below and which is indicated next to the signature line below (the “**Effective Date**”) and amends that certain Services Agreement which Customer has agreed to electronically (the “**Services Agreement**”) and which is available at <https://www.pexcard.com/legal/services-agreement>. Capitalized terms herein used and which are used in any Exhibits attached hereto, which are not herein or therein defined shall have the respective meanings ascribed to them in the Services Agreement. All references to the term “Agreement” in the Services Agreement shall be deemed to include all of the terms and conditions of this Amendment.

**Now, therefore**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby amend the Services Agreement and agree as follows:

- 1. Amendments to Pricing for Services.** The parties hereby agree that the Services Agreement is hereby amended by adding Exhibit A, Exhibit B and Exhibit C, in each case as applicable and if such Exhibit is not applicable, the Exhibit will so state, each of which are also attached to this Amendment as Exhibit A, Exhibit B and Exhibit C, to the Services Agreement.
- 2. Reaffirmation.** This Amendment constitutes the entire understanding and agreement between the parties with respect to the subject matter herein and supersedes any and all prior, contemporaneous, oral or written communications or agreements with respect to the subject matter hereof. Except as modified by this Amendment, all terms, rates and conditions set forth in the Services Agreement shall remain in full force and effect, but in the event of a conflict the terms of this Amendment shall supersede the Agreement and control.
- 3. Counterparts.** This Amendment may be executed in counterparts by each party and delivered by facsimile or electronic transmission, and such execution and delivery shall be legally binding on the parties to the same extent as if original signatures in ink were delivered in person. A facsimile or an electronic signature will be deemed as valid as an original signature.

**In Witness Whereof**, the duly authorized representatives of the parties have executed this Amendment effective as of the Effective Date.

**Prepaid Expense Card Solutions, Inc.**

**Customer**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Toffer Grant

Name: \_\_\_\_\_

Title: CEO/Founder

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**To**  
**Services Agreement**

The Customer and PEX hereby agree to the following pricing model for the Services, which supersedes any fee structure set forth in the Services Agreement and which was agreed to previously by the parties:

**(a)** Customer will pay PEX a base monthly maintenance fee of \$200 (“**Base Fee**”), which Base Fee includes up to 400 open PEX Card Accounts. PEX will, and by signing below, Customer authorizes PEX to, deduct from the Customer’s PEX Account on the fifteenth (15th) day of each following calendar month the monthly Base Fee. Customer will pay the Base Fee regardless of how many open PEX Card Accounts Customer has during the month. In addition, Customer shall pay \$0.50 per open PEX Card Account over 400.

**(b)** The Base Fee shall be waived if the Customer’s account exceeds \$50,000 in Spend (defined below) for the month. “**Spend**” is defined as the aggregate total of funds debited by third party merchants from the Customer’s Card Accounts minus any refunds and charge backs. In the case of unusual account activity, PEX will have sole discretion as to which debits are included as Spend. PEX’s decisions as to whether the Spend requirement was met for a specific month shall be the final and binding determination.

**(c)** The Base Fee includes unlimited access to the administrative and cardholder websites and mobile app. The Base Fee also includes calls to the PEX API and from PEX Webhooks.

**(d)** Fees for special services such as, but not limited to, International Service and Expedited Card Orders are detailed on <https://www.pexcard.com/pricing/complete-pricing-details>



DATE: April 13, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Mary Pryor, NWC Partners Consultant  
RE: Updated Intercity Bus Replacement Capital Plan

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### **Background**

In 2013, the Intercity Transit Funding Working Group met and jointly developed a plan for funding SolanoExpress intercity bus replacements. The plan was approved by the STA Board on March 13, 2013. Under this plan, the STA would provide 20% of the funding, 20% of the funding would be requested from Metropolitan Transportation Commission (MTC) and the other members of the Intercity Transit Funding Group will provide the remaining 60% of the funding.

On January 14, 2015, the STA Board approved an updated funding plan based on input from the Consortium members. The January 2015 plan included the assumption that the replacement vehicles will be Compressed Natural Gas (CNG) instead of hybrid diesel vehicles, included the identified funding from FAST and SolTrans, and included the purchase of ten vehicles in the next three years.

On January 13, 2016, the STA Board approved a second update to the funding plan based on input from the Consortium members. Under the January 2016 plan, the FAST vehicles were assumed to be diesels, and the procurement of the SolTrans CNG buses was accelerated. These changes reduced the overall cost of the program by approximately \$4.6 million from the January 2015 cost. In addition, in comparison with the January 2015 plan, the 2016 plan included one additional vehicle for a total of 35 vehicles used for Solano Express service and funded by the Intercity funding agreement formula. The January 2015 plan had included 34 Solano Express buses plus one bus to be used for the San Francisco Bay Area Water Emergency Transportation Authority (WETA) service and funded by SolTrans and/or WETA. The funding amounts were updated to include all of the funds committed by STA, bringing STA's share to 23.5% and the local agency share to 56.5%.

On May 10, 2017, the STA Board approved a third update to the funding plan based on input from the Consortium members. This plan included the further acceleration of the SolTrans vehicle procurements and the acceleration of 3 vehicles under the FAST procurement. These changes resulted in savings of approximately \$1 million. SolTrans was able to accelerate their procurements through the identification of \$9.3 million in Federal and local funds to complete the acquisition of sixteen vehicles in the near term. SolTrans' total commitment to the replacement program is \$4,073,846. The replacement plan approved in May 2017 includes the other local transit agencies and STA reimbursing SolTrans with local funds under a five-year repayment term. The May 2017 plan also included several funding swaps to incorporate additional Federal funds into the plan and accelerate the use of Prop 1B funds.

On October 11, 2017, the STA Board approved a fourth update to the funding Plan based on input from the Consortium members. The plan approved by the STA Board in October 2017 is provided as Attachment A. The fourth update to the Plan included the revision of the FAST procurement schedule to place an order for 9 vehicles in FY 2017-18, and up to an additional

3 vehicles in FY 2018-19 if their procurement partners (Yuba-Sutter Transit and El Dorado Transit) do not maximize the total number of vehicles allowed under their joint procurement. The pricing for the FAST vehicles was updated to reflect the procurement pricing of \$646,000 per vehicle. In combination with changes to escalation based on the updated schedule, the new prices resulted in approximately \$84,000 in savings.

## **Discussion**

### **Cost and Schedule**

Since October 2017, several elements of the plan's cost and schedule have continued to evolve. The draft revised plan is included as Attachment B. These changes include the following:

- The FAST procurement schedule has changed since the October 2017 plan. FAST has placed an order for 9 vehicles, and plans to order an additional 3 vehicles in FY 2018-19. FAST's 9 vehicles are anticipated to be delivered in May 2018, earlier than had been estimated previously.
- The pricing for the FAST vehicles has been updated to reflect the estimated pricing of \$610,000 per vehicle. The new prices result in approximately \$432,000 in savings from the October 2017 plan.
- The SolTrans vehicle prices have been updated based on actual costs and revised estimates. For the FY 2015-16 vehicles, the actual cost was reduced by \$5,787 per bus for a savings of \$34,722. This savings is primarily attributable to a refund from Cubic for costs associated with Clipper. The FY 2016-17 vehicle cost estimate was reduced by \$5,202 per bus, for a \$20,808 total cost reduction.
- The schedule of the SolTrans procurements has been updated to reflect their actual timing, which shifted two vehicles from FY 2016-17 to FY 2017-18, resulting in a cost increase of \$20,850 due to escalation.
- The total cost for the SolTrans vehicles has decreased by \$34,680.
- The total cost savings from FAST and SolTrans of \$466,680 results in a grand total cost of \$25,137,608.

### **Funding Shares**

The funding plan has also been updated by STA. In 2013 and 2015, the planned funding shares had been 60% from local agencies, 20% from STA, and 20% from MTC. In the 2016 plan, STA agreed to pass its portion of the cost-reduction savings on to the local agencies and maintain its January 2015 committed funding amount of \$4,942,692.

Since the adoption of the May 2017 plan, STA has entered into funding agreements with Dixon, Solano County, and Vacaville that establish their exact contributions to the program based on the May 2017 and October 2017 plans. Given that the contributions from some local partners have been finalized, the current plan maintains the local funding commitments at the amounts shown in the May 2017 plan. The \$466,680 in savings has been applied to the uncommitted MTC/Other share.

Under the currently proposed plan, STA's new share is 25.5% of the program. The local funding share under the current plan would be 56.7%. STA is still working with MTC to secure 17.7% of the cost from regional sources.

### **Identified Funding**

STA has requested information from each of the Consortium members regarding the status of funding their commitments. Attachment C provides details of the commitments by agency as of April 2018, summarized as follows:



- Dixon: The full commitment of \$352,412 has been allocated for bus replacement as part of Federal 5311 swaps with TDA funds. This includes the re-allocation of \$65,000 FY 2017-18 5311 funds from Fairfield to Dixon.
- Solano County: The full commitment of \$100,139 has been allocated for bus replacement as part of Federal 5311 swaps with TDA funds. This includes the re-allocation of FY 2017-18 5311 funds.
- FAST: FAST has identified \$2,419,408 in FTA funds and \$613,557 in matching TDA funds for the full replacement program. Of this, approximately \$1.4 million in FTA 5307 and 5339 awarded grants (including local match) will be used for the acquisition of nine vehicles this year, and approximately \$933,000 will be used for the next three vehicles to be purchased. The remaining approximately \$710,000 is planned in MTC's Transit Capital Priorities (TCP) plan, and will be used for the FY 2021-22 planned procurement. FAST may use TDA funds in lieu of the FTA 5339 funds if necessary.
- SolTrans: SolTrans has identified \$9.3 million in Federal and local funds to complete the acquisition of sixteen vehicles in the near term. These sources include primarily FTA 5307 and FTA 5339 funds. SolTrans' commitment to the replacement program is \$4,073,846. SolTrans will be reimbursed with local funds over a five-year repayment term, as shown by the negative numbers from FY 2018-19 to FY 2022-23 in Attachment B.
- Vacaville: Commitment of \$2,013,150 met with their local TDA funds.
- STA: STA has currently programmed \$2,349,350 in STAF and \$1,259,623 in Fairfield loan repayment funds. With the TPI swap of \$1,333,719, STA's commitment of \$4,942,692 has been met.
- MTC or Other: STA has requested the 17.7% share from MTC, but has not yet received a commitment. STA will follow-up with MTC.

STA will continue to work with the Consortium members to secure the funding for the intercity bus replacement plan, including the recommended reimbursement of SolTrans.

### **FAST Near-Term Cash Needs**

The delivery of FAST's current procurement of nine vehicles has been accelerated, with an estimated delivery date of late May 2018 rather than Fall 2018. This acceleration results in a near-term need for cash to pay the vendor. Under the funding agreements with Dixon, Solano County, and Vacaville, some of the funds for the FAST procurement were planned to be transferred in FY 2018-19. Now, however, those funds would need to be transferred in FY 2017-18 to meet FAST's revised delivery schedule. The following table summarizes the sources that are planned to be used for the purchase of the nine vehicles.

<b>Source</b>	<b>Amount</b>	<b>Status</b>
Prop 1B	\$2,387,443 (includes actual interest)	<ul style="list-style-type: none"> <li>• Originally Prop 1B funds swapped from FAST to SolTrans</li> <li>• SolTrans has spent Prop 1B funds and returned same amount of TDA funds to MTC</li> <li>• FAST to claim SolTrans TDA funds in FY17-18</li> </ul>
STAF	\$581,467	<ul style="list-style-type: none"> <li>• Feb 2013 commitment of STAF by STA</li> <li>• FAST to claim funds in FY17-18</li> </ul>
Dixon TDA	\$230,551	<ul style="list-style-type: none"> <li>• Part of swaps of FTA 5311 funds</li> <li>• To be claimed by FAST in FY17-18</li> <li>• Requires acceleration of \$191,929 from FY18-19 to FY17-18</li> </ul>

County TDA	\$65,511	<ul style="list-style-type: none"> <li>Part of swaps of FTA 5311 funds held by Dixon</li> <li>\$65,511 in Dixon TDA to be claimed by FAST in FY17-18</li> </ul>
Vacaville TDA	\$746,071	<ul style="list-style-type: none"> <li>To be claimed by FAST in FY17-18</li> <li>Requires acceleration of \$746,071 claim from FY18-19 to FY17-18</li> </ul>
FAST FTA Grant + Local Match	\$1,390,107	<ul style="list-style-type: none"> <li>FAST awarded FTA grant CA-2016-093-00</li> <li>Local Match is FAST TDA to be claimed in FY17-18</li> </ul>
FAST TDA	\$88,850	<ul style="list-style-type: none"> <li>FAST to claim in FY17-18</li> </ul>
<b>TOTAL Revenue</b>	<b>\$5,490,000</b>	
Total Cost	\$5,490,000	<ul style="list-style-type: none"> <li>For 9 vehicles at \$610,000 each</li> </ul>

### **SolTrans Repayment by STA**

As noted previously, SolTrans was able to accelerate their vehicle procurements through the identification of \$9.3 million in Federal and local funds to complete the acquisition of sixteen vehicles in the near term. SolTrans' commitment to the replacement program is \$4,073,846. The replacement plan approved in May 2017 includes local agencies and STA reimbursing SolTrans with local funds under a five-year repayment term. The draft plan included as Attachment B identifies \$1,048,115 for the annual repayment amount. STA has sufficient resources to provide the first two years' repayments to SolTrans in FY 2018-19. These funds would include STAF and the funds repaid by Fairfield to STA under the Fairfield train station loan repayment plan.

### **Funding Agreements**

As noted previously, STA has entered into funding agreements with the City of Dixon, Solano County, and Vacaville for their contributions to the vehicle replacement plan. STA staff will assist with the development of funding agreements with FAST and SolTrans to ensure that the near-term procurements are fully funded and that the necessary local matching funds are provided. The mechanics of the fund transfers will depend on the funding source; some transfers will be based on reimbursement requests, while other transfers may be included in the annual TDA funding matrix. The agreements will also cover the reimbursements to SolTrans for the excess Federal funding they have identified, as described above.

### **Recommendation**

Forward a recommendation to the STA TAC and Board for approval of the updated Intercity Bus Replacement Funding Plan as specified in Attachment B.

#### Attachments:

- A. Intercity Bus Replacement Funding Plan Approved by STA Board October 11, 2017
- B. Proposed Intercity Bus Replacement Funding Plan dated April 13, 2018
- C. Agency Funding Status for Intercity Bus Replacement Funding Plan as of April 2018

Solano County Intercity Bus Fleet Replacement Costs and Funding

Based on Interim Funding Plan

Scenario 2A: All Buses Replaced by FY 22-23, 55.4% Funding by Locals Using Intercity Funding Agreement Formula

Year of Replacement <sup>b</sup>	FY 14-15	Funded	Funded <sup>a</sup>	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
		FY 15-16	FY 16-17							
Total Buses to be Replaced	0	6	6	13	3	0	0	5	2	35
FAST: All Diesel	0	0	0	9	3			5	2	19
SolTrans: All CNG	0	6	6	4						16
Unit Cost -- 45 ft Over-the-Road Diesel <sup>c</sup>		\$ 637,000	\$ 645,000	\$ 646,000	\$ 646,000	\$ 669,000	\$ 689,070	\$ 709,742	\$ 731,034	
Unit Cost -- 45 ft CNG <sup>d</sup>		\$ 798,531	\$ 800,844	\$ 811,269	\$ 835,607	\$ 860,675	\$ 886,495	\$ 913,090	\$ 940,483	
<b>Vehicle Cost</b>	\$ -	\$ 4,791,186	\$ 4,805,062	\$ 9,059,075	\$ 1,938,000	\$ -	\$ -	\$ 3,548,711	\$ 1,462,069	\$ 25,604,102
<b>Funding</b>										
<b>Near Term: STA Commitments</b>										
Federal Earmarks		\$ 1,260,000								\$ 1,260,000
Prop 1B Lifeline + Interest		\$ 475,937	\$ 528,247							\$ 1,004,184
Prop 1B Pop Base + Interest Swapped for TDA		\$ 547,224	\$ 2,381,151							\$ 2,928,375
STAF			\$ 581,467							\$ 581,467
										\$ -
<b>Funding Share Commitments</b>										
24.9% Funding from STA <sup>e</sup>			\$ 681,000	\$ 333,719	\$ 1,000,000	\$ 613,336	\$ 1,055,014			\$ 3,683,069
Fairfield Train Station Loan Repayment <sup>f</sup>					\$ 1,055,014	\$ 204,609				\$ 1,259,623
19.7% Funding from MTC or Other <sup>g</sup> -- Proposed								\$ 2,869,871	\$ 1,028,945	\$ 3,898,816
55.4% Funding by Locals										
Dixon 1.8%				\$ 38,622	\$ 191,929				\$ 121,861	\$ 352,412
FAST <sup>h</sup> 22.4%			\$ 1,307,272	\$ 1,106,258				\$ 787,842	\$ 1,247,649	\$ 4,449,021
SolTrans <sup>i</sup> 20.5%		\$ 2,508,025	\$ 4,080,815	\$ 2,760,075	\$ (1,055,014)	\$ (1,055,014)	\$ (1,055,014)	\$ (1,055,014)	\$ (1,055,014)	\$ 4,073,846
Vacaville 10.2%					\$ 746,071	\$ 237,068		\$ 946,011	\$ 84,000	\$ 2,013,150
Unincorporated County 0.5%				\$ 65,511					\$ 34,628	\$ 100,139
<b>Total Bus Replacement Funding</b>	\$ -	\$ 4,791,186	\$ 9,559,952	\$ 4,304,185	\$ 1,938,000	\$ (0)	\$ 0	\$ 3,548,710	\$ 1,462,069	\$ 25,604,102
<b>Annual Balance</b>	\$ -	\$ -	\$ 4,754,890	\$ (4,754,890)	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ 0
<b>Cumulative Balance</b>	\$ -	\$ -	\$ 4,754,890	\$ -	\$ 0	\$ (0)	\$ 0	\$ 0	\$ 0	\$ 0
<b>Train Station Loan Funding Plan<sup>g</sup></b>										
STA Loan of Prop 1B	\$ 1,259,623									\$ 1,259,623
Fairfield Loan Repayment		\$ 314,906	\$ 314,906	\$ 314,906	\$ 314,906					\$ 1,259,623
<b>Cumulative Loan Balance</b>	\$ 1,259,623	\$ 944,717	\$ 629,812	\$ 314,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes

Blue revenues identified for FAST procurement; orange for SolTrans procurement or repayment.

- STA Board approved the Prop 1B and STAF funding on Feb 13, 2013. In April 2017, SolTrans requested to swap \$2,360,208 (plus interest earnings) in TDA funds for the Prop 1B Population funds held for FAST. FAST may subsequently swap out an estimated \$700,000 of the TDA funds with 5307 funds.
- Year of replacement reflects the cash flow requirement; programming for these expenditures would be needed 2 years prior to the year of replacement.
- Diesel Vehicle price in FY17-18 and FY18-19 from FAST procurement, from MTC's FY19-20 pricelist plus \$20,000 per vehicle based on FAST procurement information, with 3% annual escalation after
- CNG Vehicle prices from SolTrans procurement, with 3% annual escalation after FY17-18. FY 16-17 price includes 4 vehicles at \$799,783 and two vehicles at \$802,965.
- Funding from STA - STA is committed to providing the local match for the Intercity SolanoExpress Bus Replacement from a combination and STAF and Prop 1B funds. Currently, STA has a reserve of STAF funds and will continue to build the reserve on an annual basis until the local match is met. In March 2017, STA requested \$333,719 in Transit Performance Initiative funds (STP/CMAQ) for the FAST buses as part of a swap with STAF for bus stop improvements. In June 2017, STA requested \$1 million in TPI funds to swap with STAF for the Fairgrounds project.
- STA has loaned Fairfield \$1,259,623 in Prop 1B funds for the Train Station project. Fairfield will repay loan to STA over 4 years. Loan repayment proceeds will be used as portion of STA's contribution to fleet replacement.
- Proposed MTC or other funding.
- FAST has identified additional funding (FTA 5339) for earlier acquisitions.
- SolTrans has identified Federal and local funding to complete purchase of 16 vehicles, which exceed their share of the overall funding. Other funding agencies to reimburse SolTrans with local funds. Repayment shown as negative amounts, repaid over five years.

## Solano County Intercity Bus Fleet Replacement Costs and Funding

Approved by STA Board October 11, 2017

**Attachment B**

Page 2 of 2

	Phase 1: SolTrans	Phase 2: FAST	Phase 3: Longer Term FAST	SolTrans Repayment	Total
<b>Total Buses to be Replaced</b>					
<i>FAST: All Diesel</i>		12	7		19
<i>SolTrans: All CNG</i>	16				16
<b>Vehicle Cost</b>	\$ 12,841,323	\$ 7,752,000	\$ 5,010,779		\$ 25,604,102
<b>Funding</b>					
<b>Near Term: STA Commitments</b>					
Federal Earmarks	\$ 1,260,000				\$ 1,260,000
Prop 1B Lifeline	\$ 1,004,184				\$ 1,004,184
Prop 1B Pop Base Swapped for TDA	\$ 547,224	\$ 2,381,151			\$ 2,928,375
STAF		\$ 581,467			\$ 581,467
					-
<b>Funding Share Commitments</b>					
24.9% Funding from STA	\$ 681,000	\$ 1,333,719	\$ -	\$ 1,668,350	\$ 3,683,069
Fairfield Train Station Loan Repayment				\$ 1,259,623	\$ 1,259,623
19.7% Funding from MTC -- Proposed			\$ 1,945,277	\$ 1,953,538	\$ 3,898,816
55.4% Funding by Locals					\$ -
Dixon		\$ 230,551		\$ 121,861	\$ 352,412
FAST		\$ 2,413,530	\$ 2,035,491		\$ 4,449,021
SolTrans	\$ 9,348,915			\$ (5,275,069)	\$ 4,073,846
Vacaville		\$ 746,071	\$ 1,030,011	\$ 237,068	\$ 2,013,150
Unincorporated County		\$ 65,511		\$ 34,628	\$ 100,139
<b>Total Bus Replacement Funding</b>	\$ 12,841,323	\$ 7,752,000	\$ 5,010,779	\$ 0	\$ 25,604,102
<b>Balance</b>	\$ -	\$ -	\$ -	\$ 0	\$ 0

Solano County Intercity Bus Fleet Replacement Costs and Funding

Prepared by NWC Partners 13-Apr-18

**DRAFT**

Attachment B

Page 1 of 2

Based on Interim Funding Plan

Scenario 2A: All Buses Replaced by FY 22-23, 56.7% Funding by Locals Using Intercity Funding Agreement Formula

Year of Replacement <sup>b</sup>		Funded		Funded <sup>a</sup>		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
		FY 14-15	FY 15-16	FY 16-17	FY 16-17							
Total Buses to be Replaced		0	6	4	15	3	0	0	0	5	2	35
FAST: All Diesel		0	0	0	9	3				5	2	19
SolTrans: All CNG		0	6	4	6							16
Unit Cost -- 45 ft Over-the-Road Diesel <sup>c</sup>			\$ 637,000	\$ 645,000	\$ 610,000	\$ 610,000	\$ 669,000	\$ 689,070	\$ 709,742	\$ 731,034		
Unit Cost -- 45 ft CNG <sup>d</sup>			\$ 792,774	\$ 795,642	\$ 811,269	\$ 835,607	\$ 860,675	\$ 886,495	\$ 913,090	\$ 940,483		
Vehicle Cost		\$ -	\$ 4,756,647	\$ 3,182,569	\$ 10,357,613	\$ 1,830,000	\$ -	\$ -	\$ 3,548,711	\$ 1,462,069	\$ 25,137,607	
<b>Funding</b>												
<b>Near Term: STA Commitments</b>												
Federal Earmarks			\$ 1,260,000									\$ 1,260,000
Prop 1B Lifeline + Interest			\$ 475,937	\$ 528,247								\$ 1,004,184
Prop 1B Pop Base + Interest Swapped for TDA			\$ 547,224	\$ 2,381,151								\$ 2,928,375
STAF				\$ 581,467								\$ 581,467
												\$ -
<b>Funding Share Commitments</b>												
25.5% Funding from STA <sup>e</sup>				\$ 681,000	\$ 1,333,719	\$ 599,539	\$ 1,048,115	\$ 20,696				\$ 3,683,069
Fairfield Train Station Loan Repayment <sup>f</sup>					\$ 1,048,115	\$ 211,508						\$ 1,259,623
17.7% Funding from MTC or Other <sup>g</sup> -- Proposed									\$ 1,391,690	\$ 2,040,631		\$ 3,432,321
56.7% Funding by Locals												
Dixon	1.8%				\$ 38,622	\$ 191,929					\$ 121,861	\$ 352,412
FAST <sup>h</sup>	23.0%				\$ 1,478,957	\$ 933,226			\$ 1,807,774	\$ 229,064		\$ 4,449,021
SolTrans <sup>i</sup>	21.0%		\$ 2,473,531	\$ 4,080,815	\$ 2,760,075	\$ (1,048,115)	\$ (1,048,115)	\$ (1,048,115)	\$ (1,048,115)	\$ (1,048,115)		\$ 4,073,846
Vacaville	10.4%					\$ 746,071	\$ 237,068		\$ 946,011	\$ 84,000		\$ 2,013,150
Unincorporated County	0.5%				\$ 65,511					\$ 34,628		\$ 100,139
<b>Total Bus Replacement Funding</b>		\$ -	\$ 4,756,692	\$ 8,252,680	\$ 4,343,165	\$ 3,204,945	\$ 0	\$ 0	\$ 3,118,057	\$ 1,462,069	\$ 25,137,608	
<b>Annual Balance</b>		\$ -	\$ 45	\$ 5,070,111	\$ (6,014,448)	\$ 1,374,945	\$ 0	\$ 0	\$ (430,654)	\$ 0	\$ 0	\$ 0
<b>Cumulative Balance</b>		\$ -	\$ 45	\$ 5,070,156	\$ (944,292)	\$ 430,654	\$ 430,654	\$ 430,654	\$ (0)	\$ 0	\$ 0	\$ 0

Train Station Loan Funding Plan <sup>f</sup>												
STA Loan of Prop 1B		\$ 1,259,623										\$ 1,259,623
Fairfield Loan Repayment			\$ 314,906	\$ 314,906	\$ 314,906	\$ 314,906						\$ 1,259,623
<b>Cumulative Loan Balance</b>		\$ 1,259,623	\$ 944,717	\$ 629,812	\$ 314,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes

Blue revenues identified for FAST procurement; orange for SolTrans procurement or repayment.

- a. STA Board approved the Prop 1B and STAF funding on Feb 13, 2013. In April 2017, SolTrans requested to swap \$2,360,208 (plus interest earnings) in TDA funds for the Prop 1B Population funds held for FAST. FAST may subsequently swap out an estimated \$700,000 of the TDA funds with 5307 funds.
- b. Year of replacement reflects the cash flow requirement; programming for these expenditures would be needed 2 years prior to the year of replacement.
- c. Diesel Vehicle price in FY17-18 and FY18-19 from FAST procurement, from MTC's FY19-20 pricelist plus \$20,000 per vehicle based on FAST procurement information, with 3% annual escalation after
- d. CNG Vehicle prices from SolTrans procurement, with 3% annual escalation after FY17-18.
- e. Funding from STA - STA is committed to providing the local match for the Intercity SolanoExpress Bus Replacement from a combination and STAF and Prop 1B funds. Currently, STA has a reserve of STAF funds and will continue to build the reserve on an annual basis until the local match is met. In March 2017, STA requested \$333,719 in Transit Performance Initiative funds (STP/CMAQ) for the FAST buses as part of a swap with STAF for bus stop improvements. In June 2017, STA requested \$1 million in TPI funds to swap with STAF for the Fairgrounds project.
- f. STA has loaned Fairfield \$1,259,623 in Prop 1B funds for the Train Station project. Fairfield will repay loan to STA over 4 years. Loan repayment proceeds will be used as portion of STA's contribution.
- g. Proposed MTC or other funding. Cost savings reduce the amount required.
- h. FAST has identified additional funding (FTA 5339 and local match) for earlier acquisitions.
- i. SolTrans has identified Federal and local funding to complete purchase of 16 vehicles, which exceed their share of the overall funding. Other funding agencies to reimburse SolTrans with local funds. Repayment shown as negative amounts, repaid over five years.

Solano County Intercity Bus Fleet Replacement Costs and Funding

Prepared by NWC Partners 13-Apr-18

**DRAFT**

Attachment B

Page 2 of 2

	Phase 1: SolTrans	Phase 2: FAST <sup>a</sup>	Phase 3: Longer Term FAST <sup>a</sup>	SolTrans Repayment	Total
Total Buses to be Replaced					
<i>FAST: All Diesel</i>		12	7		19
<i>SolTrans: All CNG</i>	16				16
<b>Vehicle Cost</b>	<b>\$ 12,806,828</b>	<b>\$ 7,320,000</b>	<b>\$ 5,010,779</b>		<b>\$ 25,137,607</b>
<b>Funding</b>					
<b>Near Term: STA Commitments</b>					
Federal Earmarks	\$ 1,260,000				\$ 1,260,000
Prop 1B Lifeline	\$ 1,004,184				\$ 1,004,184
Prop 1B Pop Base Swapped for TDA	\$ 547,224	\$ 2,381,151			\$ 2,928,375
STAF		\$ 581,467			\$ 581,467
					-
<b>Funding Share Commitments</b>					
24.9% Funding from STA	\$ 681,000	\$ 1,333,719	\$ -	\$ 1,668,350	\$ 3,683,069
Fairfield Train Station Loan Repayment				\$ 1,259,623	\$ 1,259,623
19.7% Funding from MTC -- Proposed			\$ 1,742,341	\$ 1,689,980	\$ 3,432,321
56.7% Funding by Locals					\$ -
Dixon		\$ 230,551		\$ 121,861	\$ 352,412
FAST		\$ 2,412,183	\$ 1,807,774	\$ 229,064	\$ 4,449,021
SolTrans	\$ 9,314,421			\$ (5,240,574)	\$ 4,073,846
Vacaville		\$ 746,071	\$ 1,030,011	\$ 237,068	\$ 2,013,150
Unincorporated County		\$ 65,511		\$ 34,628	\$ 100,139
<b>Total Bus Replacement Funding</b>	<b>\$ 12,806,829</b>	<b>\$ 7,750,653</b>	<b>\$ 4,580,126</b>	<b>\$ 0</b>	<b>\$ 25,137,608</b>
<b>Balance</b>	<b>\$ 0</b>	<b>\$ 430,653</b>	<b>\$ (430,653)</b>	<b>\$ 0</b>	<b>\$ 0</b>

a. Excess Phase 2 funding is FAST TDA identified as local match for FAST's Federal grants; may be able to use other TDA as match. Funds included in Phase 2 timeframe as contingency for unforeseen revenue timing issues.

**Solano County Intercity Bus Fleet Replacement Funding Status**

Attachment C

**DRAFT**

Identified Funding as of April 2018

	Dixon	County	FAST	SolTrans	Vacaville	STA	MTC or Other	Total
<b>Funding Need</b>	\$ 352,412	\$ 100,139	\$ 4,449,021	\$ 4,073,846	\$ 2,013,150	\$ 4,942,692	\$ 3,432,321	\$ 19,363,582
<b>Identified Funding</b>								
Fairfield Loan Repayment <sup>a</sup>						\$ 1,259,623		\$ 1,259,623
TDA			\$ 702,407		\$ 2,013,150			\$ 2,715,557
STAF						\$ 2,349,350		\$ 2,349,350
Transit Performance Initiative <sup>b</sup>						\$ 1,333,719		\$ 1,333,719
FTA 5307 <sup>c</sup> (awarded/pending)				\$ 3,828,114				\$ 3,828,114
FTA 5307 (planned per TCP)				\$ 3,240,458				\$ 3,240,458
FTA 5309 Earmark				\$ 30,598				\$ 30,598
TDA swapped for FTA 5311 <sup>d</sup>	\$ 352,412	\$ 100,139						\$ 452,551
FTA 5339 <sup>e</sup> (awarded/pending)			\$ 1,112,085	\$ 1,124,817				\$ 2,236,902
FTA 5339 (planned per TCP)			\$ 739,618	\$ 736,414				\$ 1,476,032
FTA 5339 (planned per TCP, for FY 21-22)			\$ 567,705					
Auction Proceeds				\$ 58,381				\$ 58,381
AB 664 (estimate)				\$ 330,133				\$ 330,133
								\$ -
<b>Total Identified Funding</b>	\$ 352,412	\$ 100,139	\$ 3,121,815	\$ 9,348,915	\$ 2,013,150	\$ 4,942,692	\$ -	\$ 19,879,123
<b>Balance to be Funded</b>	\$ (0)	\$ 0	\$ 1,327,206	\$ (5,275,069)	\$ -	\$ -	\$ 3,432,321	\$ (515,542)
<b>Proposed Sources</b>	<b>Dixon</b>	<b>County</b>	<b>FAST</b>	<b>SolTrans<sup>f</sup></b>	<b>Vacaville</b>	<b>STA</b>	<b>MTC or Other<sup>g</sup></b>	
			TDA replaced with Federal funds as grants become available					

Notes:

- a. Fairfield Loan Repayment sources are Fairfield's AB1600 (1/3) and Northeast TIF funding (2/3).
- b. In March 2017, STA requested \$333,719 in Transit Performance Initiative funds (STP/CMAQ) for the FAST buses as part of a swap with STAF for bus stop improvements. In June 2017, STA requested \$1 million in TPI funds to swap with STAF for the Fairgrounds project.
- c. SolTrans FTA 5307 includes \$416,385 for FY13 and \$975,000 in FY14, obligated in August 2015; additional SolTrans FTA 5307 for FY16, FY17, and FY18 from pending grants and pending TIP approvals.
- d. Dixon & County funds swap FTA 5311 with TDA. County's identified funds to flow through Dixon. Includes revised FY 2016, FY 2017, and FY 2018 amounts as of April 11, 2018. Includes \$38,781 of \$65,000 in FY18 5311 re-programmed from FAST to Dixon; balance of \$65,000 to Dixon for local needs.
- e. SolTrans FTA 5339 includes \$767,581 for FY13 & FY14 request and \$357,236 FY16/17/18 request pending approval.
- f. SolTrans has identified Federal and local funds through FY18 to fund their bus purchases. These identified funds exceed their commitment to the replacement program. The other partner agencies could meet their commitment through providing local funds to SolTrans as reimbursement of the excess funds provided by SolTrans.
- g. Potential sources could include Federal, bridge toll, cap & trade, or other funds. ~~Cost~~ reductions reduce the needed amount.

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DATE: April 13, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Brandon Thomson, Transit Mobility Coordinator  
RE: SolanoExpress Marketing Plan for Phase 1

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**Background:**

The STA manages and markets a variety of transportation related programs and services. This includes the design and implementation of the marketing objectives for the SolanoExpress Transit Program, as well as coordinating the marketing efforts for SolanoExpress intercity transit services countywide. STA, SolTrans, and FAST staff have been working with a consultant, MIG, Inc. to develop marketing concepts for the launch of the new SolanoExpress Service Plan, which was adopted by the STA Board on April 11, 2018 and will go into effect July 1, 2018.

**Discussion:**

MIG, Inc. has been working with staff to develop a marketing implementation plan. The implementation plan was created in support of the overarching SolanoExpress Marketing Plan developed in 2013 and updated in 2016. The implementation plan provides recommendations for marketing strategies, tactics and channels to successfully promote the launch of enhanced Solano Express service effective July 1, 2018. The key marketing goals for the new SolanoExpress service are twofold:

1. Educate the current ridership and public about the timing and process for City Council/Board approval of service enhancements.
2. Build awareness of and interest for the new and enhanced service, prior to and following launch.

The implementation will occur in two phases. In phase 1, the messaging will focus on information and updates. Messaging will leverage STA's existing channels, including the SolanoExpress and Mobility website, social media accounts and press releases.

Phase 2, will require a more comprehensive approach, comprising both owned and paid media channels. The target audience is spread across a relatively wide area; it also skews slightly younger (i.e., commute professionals and college-age travelers); therefore, it is recommended to prioritize web-based advertising for the main campaign channels, including paid social media, mobile ads and banner ads. These channels provide a nimble and cost-effective way to reach different audience types.

- Social Media Paid Promotions
  - In-feed Facebook/Instagram ads targeted to specific demographics
    - Solano residents 18-54
    - Commuters
      - SOV drivers
      - BART riders
    - Students (SCC/DVC)
  - Customized messaging/creative for each audience type

- Initial A/B testing for each audience (i.e., we serve two different ad units to each audience and test results; successful unit gets increased play)
  - Short video ads possible
  - Will track ad impressions, link clicks, video views (if applicable), user engagement
  - Initial 4-week run (starting 1 week prior to launch); secondary 4-week run timed to coincide with end of summer/fall semester college schedule
- Online/Mobile Advertising
    - Geo-targeted behavioral data serves ad units to specific users in specific locations
      - Commuters arriving at Pleasant Hill BART and Vallejo Ferry
      - Users within ½-mile radius of transit centers (Fairfield, Sereno, Vacaville, Vallejo)
      - Solano Town Center
      - Solano Community College
    - “Native” ads customize the look of the creative to match the device and app used
    - Messaging and creative customized for specific audiences
    - A/B testing possible to determine the most successful messaging
    - Initial 4-week run (starting 1 week prior to launch); secondary 4-week run timed to coincide with end of summer/fall semester college schedule
- BART Station Posters
    - Pleasant Hill, and El Cerrito Del Norte
    - “Station King” and “Two Sheet” poster ads
    - Digital display signage at stations
    - Messaging and creative targeting commuters
    - 4-week run (starting 1 week prior to launch)
- Transit Advertising: Buses and Billboards
    - Promote funding source for service enhancements
    - Bus tail advertising
    - Interior LED screen messaging
    - Billboards along the I-80 and 680 corridor

At the Consortium meeting, staff will provide a presentation on the proposed marketing plan.

**Fiscal Impact:**

STA entered into contract with MIG, Inc. in 2016 for an amount of \$133,990. As of April 11, 2018 there is a remaining balance of \$58,835. In FY 2017-18, \$150,000 of State Transit Assistance Funds (STAF) was set aside of which \$90,000 is remaining. In FY 2018-19, \$100,000 of STAF funds are currently budgeted; however, based on current cost estimates it is recommended to increase the advertising budget in FY 2018-19 to \$200,000.

**Recommendation:**

Forward a recommendation to the STA TAC and Board to approve \$100,000 in State Transit Assistance Funds (STAF) for SolanoExpress marketing and outreach for FY 2018-19.



DATE: April 11, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Ron Grassi, Director of Programs  
Debbie McQuilkin, Mobility Coordinator  
RE: Lifeline Cycle 5 Funding Recommendations

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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 Welfare to Work and Community Based Transportation Planning (CBTP) priority projects. Between 2004 and 2012, CBTP Plans were completed in Dixon, East Fairfield, Fairfield/Suisun City, Vacaville and Vallejo.

MTC has delegated the management of the Lifeline Program to the County Transportation Authorities (CTAs), including the STA for Solano County. The STA selects the Solano Lifeline projects for funding and submits these projects to MTC for approval. The STA will be administering the program with an estimated amount of \$1.5 million of Lifeline Funds provided by the MTC for Solano County over the next one to three years depending on the funding source.

STA staff released a call for projects for the Lifeline Cycle 5 Program in February 2018. The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents of Solano County as identified in Community-Based Transportation Plan (CBTP) or other substantive local planning efforts involving focused outreach to low-income populations. The estimated amount of available Lifeline funding is reflected as follows:

\$ 941,836:	State Transit Assistance Funds (STAF) over two years
\$ 640,046:	Job Access Reverse Commute (JARC) over two years
<b>\$ 1,581,882</b>	<b>TOTAL</b>

The Lifeline Projects must be selected through an open, competitive process with the following exceptions:

(1) In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate some or all of their STA funds directly to transit operators for Lifeline transit operations within the county. Projects must be identified as Lifeline projects before transit operators can claim funds, and will be subject to Lifeline Program reporting requirements.

**Discussion:**

Applications for State Transit Assistance Funds (STAF) and Job Access Reverse Commute (JARC) funds were due to STA by April 4, 2018. A Lifeline Advisory Committee, appointed by the STA Board, is responsible for evaluating and making recommendations for prioritizing funding for the Lifeline projects. Members of the STA's 2018 Lifeline Committee are Richard Burnett, Joyce Goodwin, Charles Palomeras, Cookie Powell, Gerry Raycraft, and Susan Rotchy on April 6, 2018. The Lifeline Committee reviewed the project applications and had an opportunity to ask questions of the applicants before developing a consensus recommendation to the STA Board (Attachment A). Projects were evaluated and ranked based on project need and their consistency with the priorities of the Community Based Transportation Plan or other plans with an outreach component to the low-income population.

The Lifeline Committee recommended the STAF funding be allocated to the following programs: The Intercity Taxi Scrip Program was top priority followed by Solano Express Blue line and a three way tie for 3<sup>rd</sup> between FAST's Reduced Fare Local Taxi Program, SolTrans' Route 1, and SolTrans' Route 2.

The JARC funding was based on the urbanized area (UZA) and the funding was recommended to be allocated to the following: SolanoExpress Blue Line Expanded Service and sustaining local SolTrans Route 2. The Lifeline Committee recommended funding for FAST's expanded service of the SolanoExpress Blue Line, which will merge current SolanoExpress routes 20, 30 and 40 and run between Pleasant Hill BART and Sacramento. For SolTrans, sustaining local Route 2 that serves Solano Community College in Vallejo was recommended for funding.

**Fiscal Impact:**

The Lifeline Funding will assist in sustaining and expanding services. An estimated \$1.5 million in Lifeline funds (STAF and JARC) is recommended for allocation by the Lifeline Advisory Committee to the STA Board.

**Recommendation:**

Forward a recommendation to STA TAC and Board to approve the Lifeline Advisory Committee's Funding Recommendations for allocation of Solano Lifeline Funding for Fiscal Year (FY) 2017-18 through FY 2018-19 as specified in Attachment A.

Attachment:

- A. Summary of Lifeline Funding for 2014-2016
- B. Lifeline Advisory Committee Recommendations for Lifeline Funding for 2018

**Summary of Lifeline Funding for 2014-2016**

		STAF			
		2014	2015	2016	
<b>Available Funds</b>		<b>\$ 668,858</b>	<b>\$ 674,934</b>	<b>\$ 630,115</b>	
STA	Solano County Intercity Taxi Scrip Program		\$ 100,000	\$ 100,000	\$ 200,000
FIA	Volunteer Driver Program 60 Years	\$ 20,535	\$ 110,000	\$ 115,500	\$ 246,035
FAST	East Tabor Ave Sidewalk Gap Closure	\$ 160,000	\$ 1,200,000		\$ 1,360,000
	FF/VV Intermodal Station FF Linear Park &				
FAST	Ped Infrastructure Access	\$ 668,858	\$ 674,934	\$ 406,208	\$ 1,750,000
SolTrans	Route 1	\$ 300,000	\$ 300,000	\$ 325,000	\$ 925,000
SolTrans	Route 85	\$ 300,000	\$ 325,000	\$ 350,000	\$ 975,000
<b>Over/Under Claim</b>		<b>\$ (780,535)</b>	<b>\$ (2,035,000)</b>	<b>\$ (666,593)</b>	

		JARC			
		2014	2015	2016 Total	
<b>Available Funds</b>		<b>\$ 551,442</b>	<b>\$ 277,612</b>	<b>\$ 282,054</b>	
FAST	Route 30 Saturday Service	\$ 28,020	\$ 28,020	\$ 28,020	\$ 84,060
FAST	ADA Local Taxi Scrip Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
SolTrans	Route 2	\$ 278,121	\$ 140,014	\$ 142,254	\$ 560,389
<b>Vacaville</b>		<b>\$ 82,713</b>	<b>\$ 41,640</b>	<b>\$ 42,306</b>	<b>\$ 166,659</b>

Solano County Lifeline Advisory Committee Funding Recommendation Cycle 5

			STAF				
			FY 17-18	FY 18-19			
Agency	Rank	Project Description	Requested Funding	Available Funds		Lifeline Committee Recommendation	TOTAL Available Funds
			\$ 484,079	\$ 457,757		\$ 941,836	
FAST	3	Reduced Fare Local Taxi Program	\$ 200,000	\$ 70,918	\$ 70,918	\$ 141,836	\$ 141,836
SolTrans	3	SolTrans Route 1 - Maintain Lifeline Fixed Route Service	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	\$ 600,000
STA	1	Solano County Intercity Taxi Scrip Progrm	\$ 200,000	\$ 100,000	\$ 100,000	\$ 200,000	\$ 200,000
			\$ 470,918	\$ 470,918	\$ 941,836	\$ 941,836	

			JARC				
			FY 17-18	FY 18-19	Total		
Agency	Rank	Project Description	Requested Funding	Available Funds		Lifeline Committee Recommendation	TOTAL Available Funds
			\$ 316,785	\$ 323,261		\$ 640,046	
FAST	2	SolanoExpress Blue Line Expanded Service (Fairfield)	\$ 236,460	\$ 117,034	\$ 119,426	\$ 236,460	\$ 236,460
FAST	2	SolanoExpress Blue Line Expanded Service (Vacaville)	\$ -	\$ 50,809	\$ 51,848	\$ 102,657	\$ 102,657
SolTrans	3	SolTrans Route 2 - Maintain Lifeline Fixed Route Service (Vallejo)	\$ 300,929	\$ 148,942	\$ 151,987	\$ 300,929	\$ 300,929
			\$ 316,785	\$ 323,261	\$ 640,046	\$ 640,046	



DATE: April 16, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Daryl Halls, Executive Director  
RE: STA's Draft Overall Work Plan (OWP) for Fiscal Years (FY's) FY 2018-19 and 2019-20

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**Background:**

Each year, the Solano Transportation Authority (STA) Board identifies and updates its priority plans, projects and programs. These tasks provide the foundation for the STA's Overall Work Plan for the forthcoming two fiscal years. In July 2002, the STA Board modified the adoption of its list of priority projects to coincide with the adoption of its two-year budget. This marked the first time the STA had adopted a two-year Overall Work Plan. The most recently adopted STA Overall Work Plan (OWP) for Fiscal Years (FYs) 2017-18 and FY 2018-19 included a list of 46 priority projects, plans and programs.

Over the past 18 years, the STA's OWP has evolved. The emphasis in the timeframe of 2000 to 2005 was to complete the first Solano County Comprehensive Transportation Plan, initiate various corridor studies, and identify a handful of priority projects to fund and advance into construction. From 2005 to the present, the STA has taken a more proactive role in advancing projects through a variety of project development activities and has expanded its transit coordination role in partnership with Solano's multiple transit operators. For the past decade, STA has initiated and is now managing several mobility programs designed to improve mobility and access for seniors, people with disabilities, low income residents, and school age children and their parents traveling to and from school.

**Planning FY 2017-18**

STA's FY 2017-18 planning activities included the update of Arterial, Highways and Freeways Element of the Comprehensive Transportation Plan, initiation of the update of the Mobility Plan for Seniors and Persons with Disabilities, the completion of the SR 37 Corridor Study and the EV Readiness Plan, completion of an economic analysis of three I-80 projects, and the start of the Active Transportation Plan and the Water Transit Plan. Thanks to funding from STA, five local Priority Development Area (PDA) plans were completed by local agencies.

**Projects FY 2017-18**

In 2009, the STA's eight member agencies approved an update and modification to the STA's Joint Powers Agreement that authorized the STA to perform all aspects of project development and delivery, including right of way functions for specified priority projects. This past fiscal year, the STA's project development activities included the following: design phase for both segments 2b and 3 of the I-80/I-680/SR 12 Interchange, completing the design phase for the Solano I-80 Express/HOV Lanes project between Fairfield and

Vacaville, completing the environmental phase and initiating the design phase for SR 12/Church, two segments of the Jepson Parkway being under construction, and two new bus stops ready for construction in support of phase 1 of the SolanoExpress Service plan.

### **Programs FY 2017-18**

This year, the Regional Traffic Impact Fee (RTIF) program completed its fourth year and has now collected \$4.9 million with over 90% of the funds collected committed to RTIF eligible projects. This has resulted in two completed construction projects and two additional projects under construction. The Abandon Vehicles Abatement (AVA) Program reimbursed for 3,519 vehicles abated during the first six years of the fiscal year. The First and Last Mile Pilot transitioned from a pilot to a program with the initial geofenced area connecting 6 employers to the Suisun-Fairfield Amtrak Station expanding to 70 employers and additional employer locations added connecting to the new Fairfield-Vacaville Train Station and the new Blue Line stop at the Benicia Bus Hub.

The Safe Routes to School (SR2S) Program is now working with 70 schools with over 15,000 participating students located in Solano County. 36 schools with 5,900 students participated in International Walk to School Day, 19 "Rock the Block" shows were provided at 10 different schools, a third round of enforcement grants were provided to Rio Vista and Suisun City, and completed an update of the SR2S website.

STA's transit coordination efforts helped Rio Vista Delta Breeze to complete the procurement process for its contracted transit service, increased ridership and obtained funding to expand the marketing of its local transit service. Staff worked with Soltrans and FAST to complete the phase 1 service schedule and consolidation of fares for SolanoExpress Service.

The Solano Mobility Program included the following: The Solano Mobility Call Center assisted over 8,300 individuals, and supported 156 vanpools and started four new vanpools. A total of 1,167 were assessed for ADA eligibility through nine months of FY 2017-18 with 324 qualifying for the new auto renewal program, and 67 individuals participating in the STA's travel training program during the first six months of this fiscal year. 24 employers have enrolled in the STA's updated employer program with 90 of their employees qualifying for Solano Mobility incentive programs.

Three years ago, the US Congress and President authorized a Federal a five year Transportation Authorization Bill called Fixing America's Surface Transportation Act or the "FAST Act". In 2017, the State Legislature and Governor agreed on a \$5.2 billion per year transportation bill (Senate Bill 1) that has restored funding for local streets and roads, transit, the State Transportation Improvement Program (STIP), maintenance of the state highway system and other transportation programs. Several new program categories have been established that include grant funding for freight projects and congested corridors. In 2018, over 250 local streets and roads projects are scheduled for improvements and Caltrans has five State Highway and Operations Protection Program (SHOPP) projects scheduled in Solano County thanks to SB 1 funded gas tax funds.

Five years ago, the State of California combined several state grant programs into the Active Transportation Program, a state-wide competitive grant program that funds bike, pedestrian, and Safe Routes to School programs and projects. STA and various partner agencies have successfully landed five ATP grants over the three initial cycles of ATP.



This year, STA has submitted grant applications for two I-80 highway projects for two separate statewide competitive programs funded by SB 1 and one regional transit grant funded by state Cap and Trade funds. In June of 2018, Bay Area voters will have the opportunity to vote for Regional Measure 3 which includes a number of specific projects and regional programs to be funded by future increases to the bridge tolls on the seven state owned bridges located in the Bay Area. This specifically includes funding for I-80/I-680/SR 12 Interchange (\$150m), Westbound Truck Scales (\$105m), and SR 37 (\$100m).

**ussion:**

Attached for review is the STA's Draft OWP for FY's 2018-19 and 2019-20. The plans, projects and programs contained in the current OWP have been updated to reflect milestones achieved in FY 2017-18

**PROJECT DELIVERY/COMPLETE PROJECTS/NEAR TERM CONSTRUCTION PROJECTS**

Based on the Budget for FY 2017-18 and FY 2018-19, the following two OWP projects are currently fully funded and are currently under construction this year or slated to complete construction in FY 2018-19.

- Jepson Parkway – Fairfield and Vacaville (Segments 1 and 2) – Fairfield & Vacaville

There are several projects that are currently in the project development phase with a specific project development phase currently funded so that work can continue, but the project is not fully funded and the STA is seeking additional future funds for construction. Two projects have been submitted for competitive state SB 1 funds.

- I-80/I-680/SR 12 Interchange – Package 2A – STA/Caltrans - Submitted for SB 1 Funds
- I-80/I-680/SR 12 Interchange – Packages 2B and 3 (design near completion) – STA- RM3
- I-80 Westbound Truck Scales – STA (environmentally cleared)-RM 3
- I-80 Express Lanes (HOT Lanes) – Conversion of HOV Lanes to Express Lanes from Red Top Road to Air Base Parkway and the New Express Lanes from Air Base Parkway to I-505 (Ready for Construction 2018) – STA/Caltrans/MTC – SB 1/RM3
- Fairgrounds 360 Access Project – I-80/Redwood Parkway – Fairgrounds Drive (Design phase) – STA/County/Vallejo
- SR 12/Church (Funding plan developed for design phase) – STA/Rio Vista
- SR 37 Segment B (Includes Mare Island Interchange - Corridor Study Completed- PID Document to Be Initiated) –Caltrans/STA/SCTA/MTC – RM3
- Jepson Parkway – remaining segment City of Vacaville - Vacaville

Finally, there are several projects that are included in the OWP, but the initial or next phase of the project is not currently funded in the current two year budget.

- I-80 Express Lanes Project – Carquinez Bridge to SR 37
- Jepson Parkway – remaining segments located in City of Fairfield
- North Connector – West Segment

## **TRANSIT CENTERS**

In recent years, STA has partnered with local transit operators to improve and upgrade regional transit centers. There are several priority transit centers that the STA has successfully pursued and obtained or programmed federal, state or regional funds for. Several of these projects are fully funded and are either in construction or moving through the project development stage into construction. Two of the projects under construction were recipients of Regional Measure 2 funds for which the STA is the project sponsor, but the cities and/or SolTrans are delivering the projects.

There are two transit projects that are funded and under construction:

- Benicia Industrial Transit Facility –construction nearing completion – Benicia
- Fairfield/Vacaville Train Station –phase 1 construction completed- Fairfield

STA will be initiating the design and construction of a new bus stop at the SR 37/Fairgrounds Interchange in FY 2018-19 in preparation for phase 2 of the SolanoExpress Service Plan

Several of these projects are initial phases of larger planned transit projects that are not fully funded. The larger, long range transit centers are as follows:

- Vallejo Station – Phase B
- Fairfield/Vacaville Rail Station – Phase 2 (Station Building)
- Fairfield Transit Center
- Dixon Rail Station
- Transit Center at Curtola/Lemon Street – Future Phases

## **STA PLANNING ACTIVITIES**

The following planning studies are currently underway, funded in the currently proposed budget, and scheduled to be undertaken in FY 2018-19:

- Intercity Transit Corridor Study (SolanoExpress) – Phase 2 – Operational Plan and Coordinated SRTPs
- Update of Priority Development Area Plans
- Completion of Solano Seniors and People with Disabilities Mobility Plan
- Solano Water Transit Service Study
- Solano Pothole Report

The following plans are scheduled to be considered as part of the two year work plan.

- Update of Safe Routes to Schools Plan
- Emergency Responders and Disaster Preparedness Study

Some of the major program milestones this past fiscal year include the following:

- Began develop of Transit Application in partnership with three transit operators
- Initiated first semester of College Fee program for SCC students
- The Solano Mobility Management Call Center handled 2,025 calls through the 3<sup>rd</sup> quarter of FY 2017-18;
- The Solano Mobility Management Website received 12,650 views from FY 2016-17- with an average of 1,450 views/per month.
- Completion of Fourth Year of In-Person ADA Eligibility Program with over 1,227 individuals assessed in FY 2016-17.
- Transition of vanpool program to contract with Enterprise and coordination with 156 vanpools and 4 new van pool formations
- Transportation Info Depot at Historic Suisun Amtrak Station with 4,082 customers served in FY 2017-18.
- Successfully Landed two Office of Traffic Safety Grants

- Completion of Fifth Annual RTIF Report, RTIF Revenues Passed \$4.7 million milestone and four projects funded by RTIF, with two completed construction, two under construction and 95% of RTIF funding programmed by seven RTIF working groups
- 7th Year of STA's Local Preference Policy Implementation with \$9,357,505 total local dollars invested in local businesses through June 30, 2017
- STA completed third year of managing Solano Intercity Taxi Program which provided 10,035 passenger trips in FY 2016-17.

Two of the primary tasks for STA working with the transit operators in FY 2018-19 will be implementing phase one of the SolanoExpress Service Plan (Blue Line, Yellow Line and Green Express) and the Intercity Taxi Scrip Program for Non-Ambulatory Riders through use of a debit card.

Staff is recommending the Consortium review the STA's Draft OWP and forward comments to the STA TAC and Board.

**Recommendation:**

Forward a recommendation to the STA TAC and Board to distribute the STA's Draft Overall Work Plan for FY 2018-19 and FY 2019-20 for review and comment.

Attachment:

- A. STA's Draft Overall Work Plan for FY 2018-19 and FY 2019-20

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**SOLANO TRANSPORTATION AUTHORITY**  
**FINAL OVERALL WORK PLAN (OWP)**  
**FY 2018-19 and FY 2019-20**  
**(Pending Board Approval)**

CATEGORY	PROJ ECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2018-19	FY 2019-2	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead - Projects	1.	<p><b><u>I-80/I-680/SR 12 Interchange</u></b></p> <p>A. Manage Construction Closeout Initial Construction Package (ICP)</p> <p>B. Begin Reporting Suisun Creek Mitigation Site</p> <p>C. Design package 2A</p> <p>D. Seek funding and Build Package 2A</p> <p>E. Seek funding for Packages 2B and 3</p> <p><u>Milestones:</u> ICP open to public</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>● Package 1 (Initial Construction Package (ICP) –facility open to the public fall 2016</li> <li>● Submitted Package 2A for SB1 Trade Corridors Grant</li> <li>● Packages 2B and 3 design in process</li> <li>● Funding for Packages 2B and 3 future cycles SB1</li> <li>● Wetland Mitigation Site Dispute for Endowment and R/W still in progress</li> </ul> <p><u>Estimated Completion Date (ECD):</u> ICP Construction Closeout 2018</p>	STA	<p>\$8M RM3</p> <p>\$56 M SB1</p> <p>\$9 M STIP</p>	X	X	<p>By Construction Package:</p> <p>#1) \$111 M</p> <p>#2A) \$76 M</p> <p>#2B) 67 M</p> <p>#3) \$176 M</p> <p>#4 – 7) \$403</p>	Projects Janet Adams

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CATEGORY	PROJ ECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2018-19	FY 2019-2	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Projects	2.	<p><b><u>I-80 Express Lanes</u></b>  A. Convert Existing I-80 HOV Lanes to Express Lanes (Red Top Rd to Air Base Pkwy) and build new Express HOV lanes Air Base Pkwy to I-505 – Segment 1  B. I-80 Carquinez Bridge to SR 37 – Segment 2</p> <p><u>Milestones:</u>  PSR – COMPLETED (Segment 1)  ED - COMPLETED (Segment 1)</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• Design Complete Segment 1</li> <li>• Submitted for SB 1 Congested Corridors Grant for Segment 1 \$123 M</li> <li>• Seeking funding for environmental document – Segment 2</li> <li>• MTC lead for Express Lanes Integrator</li> </ul> <p>PS&amp;E – COMPLETED (Segment 1)</p> <p><u>ECD:</u>  CON Start – Summer 2018 Segment 1 (pending funding)</p>	STA PA/ED Design	\$16.4 M Bridge Tolls  \$17.8 M BAIFA Funds for PS&E Segments 1	X	X	A. 210 M  B. \$8 M (PA/ED)	Projects Janet Adams
STA Lead Projects	3.	<p><b><u>I-80 Cordelia Truck Scales</u></b>  1. WB Truck Scales</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• Added WB Scales to Federal, State and MTC Regional Goods Movement Plan.</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• Seeking funding for WB Scales (RM3 and SB1)</li> <li>• WB included in Regional Goods Movements Plan</li> <li>• RM 3 \$105M WB Scales</li> </ul> <p><u>ECD:</u></p>			X	X	WB Scales (\$2100 M): PS&E \$17 M	Projects Janet Adams

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CATEGORY	PROJ ECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2018-19	FY 2019-2	EST. PROJECT COST	DEPT. LEAD STAFF
		Pending RM3 funds						
STA Lead – Projects	4.	<p><b><u>Managed Lanes Implementation Plan</u></b> Transportation projects that support facilities such as transit hubs and park and ride lots in an effort to attract and support a greater capacity of express lane users and SolanoExpress Bus riders.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• Funding in place for two Community College bus stops locations (Fairfield and Vacaville)</li> <li>• Funding in place for stops at SR 37/Fairgrounds Dr.</li> <li>• Submitted TIRCP Application for SolanoExpress Capital</li> <li>• Improvements Casual Carpool surveys done at two Solano locations (FTC and Curtola),</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• STA staff continued participation on MTC MLIP Working Group</li> <li>• Initiating SolanoExpress stops at SR 37/Fairgrounds Dr. on/off ramps</li> <li>• In Construction SolanoExpress stops at Fairfield Community College – Fairfield lead implementing agency</li> <li>• In Construction SolanoExpress stops at Vacaville Community College – Vacaville lead implementing agency.</li> <li>• MTC and STA coordination on marketing Casual Carpools; including signage, web and radio campaign as well as bus and freeway sign ads</li> <li>• Casual Carpooling Marketing Project w MTC – Fall 2018</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>• <u>Two Community College stops – June 2018</u></li> <li>• <u>SR37/Fairgrounds Dr. – Summer 2019</u></li> <li>• <u>Casual Carpool marketing campaign anticipated in Fall 2018</u></li> </ul>	MTC STA	TPI (swapped for STAF) and YSAQMD	X	X	\$312k STAF \$75k YSQAMD \$1M (pending MTC)	Projects Anthony Adams Lloyd Nadal

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<b>STA Lead – Projects</b>	<b>5.</b>	<p><b><u>I-80 Corridor Management Freeway Performance Initiative (FPI)</u></b>  This includes; ITS Elements, Ramp Metering and Outreach tools, HOV Definition, and Visual Features (landscaping and aesthetic features).</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Phase 2 Implementation Completed 2017</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Phase 2 Ramp Metering After Study COMPLETED</li> <li>Seeking Grant to Update I-80 Operations Study, will wrap FPI into MLIP</li> <li>SoHIP responding to local input which is on-going</li> </ul> <p><u>ECD:</u></p>	Caltrans STA MTC	Regional SRTP and State SHOPP Funds	X	X	N/A	Projects Anthony Adams
<b>STA Lead - Projects</b>	<b>6.</b>	<p><b><u>SR 37</u></b>  Improve SR 37 between I-80 in Solano County and SR 101 in Marin County to address Sea Level Rise and reduce congestion.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>SR 37 Corridor Financial Opportunities Analysis Consultant (PFAL) Selected and financial assessment anticipated completed in June 2017</li> <li>SR 37 37 Transportation and Sea Level Rise Corridor Improvement Plan</li> <li>Solano Guiding Principles Adopted by STA Board</li> </ul>	STA MTC	Gas Tax RM3 STIP	X	X		Projects Janet Adams Anthony Adams



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		<p><u>Status:</u></p> <ul style="list-style-type: none"> <li>SR 37 Corridor Financial Opportunities Analysis - COMPLETED</li> <li>SR 37 Design Alternatives Assessment (SR 37 Transportation and Sea Level Rise Corridor Improvement Plan) – COMPLETED</li> <li>STA Board Programmed \$5M of STIP for PA/ED of Segment B.</li> <li>Project Initiation Document for Segment B in process.</li> <li>STA Funded \$80,000 Caltrans Oversight of PID</li> <li>Segment B Identified as Priority Segment by SR 37 Policy Committee</li> <li>Regional Measure 3 (RM 3) \$100 M for SR 37 Identified</li> <li>Focus for year is to complete PID and begin PA/ED on Segment B.</li> <li>Transit Behavior Study to begin this year in partnership with NVTA and SolTrans</li> <li>Initiate Bike/Ped Corridor Feasibility Study in FY 2018-19</li> </ul>						
<b>STA Lead – Projects</b>	7.	<p><b><u>Redwood Parkway – Fairgrounds Drive Improvement Project</u></b>          Improve I-80/Redwood Rd IC, Fairgrounds Dr, SR 37/Fairgrounds Dr. IC</p> <ol style="list-style-type: none"> <li>Phase 1 – SR 37/Fairgrounds Dr. Improvement Project</li> <li>Phase 2 – I-8-/Redwood Pkwy Improvement Project</li> </ol> <p>Milestones:</p> <ul style="list-style-type: none"> <li>Phase 1 – SR 37/Fairgrounds Dr. Improvement Project design is fully funded, expected to begin in 2018.</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Environmental Document – COMPLETED</li> <li>Solano County/Vallejo/STA Funding Plan for Phase 1 Project - COMPLETED</li> <li>Funding needed for Phase 1 Project design (COMPLETED) and construction</li> </ul> <p>ECD:</p> <ul style="list-style-type: none"> <li>SR 37/Fairgrounds Dr. IC PS&amp;E – July 2020</li> </ul>	STA	Federal Earmark Local Funds	X	X	\$2M design initial package	Projects Janet Adams Anthony Adams

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<b>STA Lead – Projects</b>	<b>8.</b>	<p><b><u>State Route (SR) 12 East</u></b>  SR 12 Corridor (I-80 to I-5).  A. STA SHOPP Priorities  a. SR 12/SR 113 Intersection  b. Somerset to Druin shoulders and Downtown Rio Vista (Gap Closure)  B. SR 12/Church Road  a. PS&amp;E for SR 12/Church Rd. in partnership with the City</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>SR12/113 PS&amp;E - COMPLETED</li> <li>SR 12/Church Rd PS&amp;E - INITIATED</li> <li>Gap Project PA/ED - UNDERWAY</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Caltrans completed PS&amp;E on the SR 12/113 intersection improvements. SHOPP SB1 Monies will advance this project construction to FY 2018-19</li> <li>STA initiated the SR12/Church PS&amp;E in partnership with Rio Vista/Caltrans</li> <li>STA working with Rio Vista to develop a funding plan for the PS&amp;E of SR 12/Church Project - COMPLETED</li> <li>Caltrans initiated the PA/ED for Gap Closure Project</li> <li>STA to work with Caltrans to include elements of Rio Vision in Gap Closure Long Lead SHOPP Project. Sent Letter to Caltrans requesting partnership on this Project.</li> </ul> <p><u>EDC:</u>  Construction of SR 12/113 Intersection Improvements to begin 2018</p>	CT CT STA CT	SHOPP  Rio Vista – Fed Earmark	X  	X  	\$8 M \$75M  \$5 M	Projects Janet Adams Anthony Adams
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STA Co-Lead Projects	9.	<p><b><u>Vallejo Station (Phase B)</u></b> Revitalize Vallejo’s 92-acre waterfront with a dynamic mix of new housing, retail, office, and light industrial jobs, plus new parks and improved open space. Phase B includes a separate Parking Structure.</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>• Construction (\$25 M pending RM3 Funding)</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>• Post Office Relocation - COMPLETED</li> <li>• Environmentally cleared – CEQA EIR Certified</li> <li>• STA to work with City of Phase B Design Update – FUNDING AGREEMENT APPROVED</li> <li>• Seeking construction funding - \$25 M</li> <li>• City to demo the Old Post Office Building 2018, Funded with RM2</li> <li>• SolanoExpress transit stop to be incorporated into the Phase B project design</li> </ul>	City of Vallejo		X	X	\$25M- Construction Cost	Projects Janet Adams
STA Co-Lead Projects	10.	<p><b><u>SR 29 SR2S Corridor Coordination</u></b> Improve SR 29 for both transit and capital safety/efficiency investments.</p> <p>A. STA to work with City of Vallejo to implement HSIP and SR2S Projects along corridor to improvement safety.</p> <p>Milestones: SR2S Project funding secured through Active Transportation Program grant funds</p> <p>Status:</p> <ul style="list-style-type: none"> <li>• The City of Vallejo has received a HSIP and SR2S grants at various intersections along the corridor. The City will begin construction in 2018 on HSIP project and 2018 for SR2S project.</li> <li>• STA is the Project Manager for the SR2S Project (includes City of Benicia Improvements)</li> </ul> <p><u>EDC:</u> SR2S Project Completion – Fall 2018</p>	City of Vallejo SolTrans NVTA	SR2S Projects funded through ATP	X	X		Projects Anthony Adams

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<p><b>STA Co-Lead Projects Program</b></p>	<p><b>11.</b></p>	<p><b>Future Bridge Toll Project Priorities (Regional Measure 3)</b></p> <ul style="list-style-type: none"> <li>• I-80 Corridor Goods Movement Improvements (Freight)I-80/I-680/SR 12 Interchange \$150 M</li> <li>• I-80 WB Truck Scales - \$105 M</li> <li>• I-80 Express Lanes - \$75 M</li> <li>• North Bay Transit Capital \$20 M</li> <li>• SolanoExpress Operating – Competitive</li> <li>• SR 37 Corridor - \$100M</li> </ul> <p>Milestones: Bay Area Vote June 6, 2018</p>	<p>STA Vallejo Fairfield</p>		<p>X</p>			<p>Projects: Janet Adams Anthony Adams</p>
<p><b>STA Co-Lead – Projects</b></p>	<p><b>12.</b></p>	<p><b>Jepson Parkway Project</b></p> <p>A. Vanden.to Leisure Town Rds - Fairfield (Segments 2A, 2B and 2C) B. Leisure Town Rd. from Vanden to Orange Dr. - Vacaville (Segments1A, 1B and 1C) C. Cement Hill/Walters Rd. Extension Fairfield (Segment 3)</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• PA/ED- COMPLETED</li> <li>• STA MOUs with Fairfield, Vacaville and County – COMPLETED</li> <li>• Funding Agreements (Phases 1 &amp; 2A) – COMPLETED</li> <li>• Concept Plan Update – COMPLETED</li> <li>• Construction Segments 1A and 2A - UNDERWAY</li> <li>• R/W Segments 1A and 2A, 2B – COMPLETED</li> </ul> <ul style="list-style-type: none"> <li>• <u>Status:</u>Segment 1A (Vacaville) – To be Completed Summer 2018</li> <li>• Segment 2A Fairfield – To Be Completed Summer 2018</li> <li>• Segment 1B and 1C Funding Agreement Completed with Vacaville; Construction to begin in 2021</li> </ul> <p><u>ECD:</u> Construction Segments1A and 2A – late 2018</p>	<p>STA  Partners: Vacaville Fairfield</p>	<p>STIP 2006 STIP Aug Fed Demo Local</p>	<p>X</p>	<p>X</p>	<p>\$185 M</p>	<p>Projects Janet Adams</p>

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<b>STA Monitoring – Programs</b>	<b>13.</b>	<p><b><u>Monitor Delivery of Local Projects/Allocation of Funds</u></b></p> <p>A. Monitor and manage local projects.          B. Manage Solano Project Online Tracker (SPOT) Management Webtool and integrate into STA Website as main landing for active projects information.          C. Implement OBAG 1 Projects          D. Implement PCA Project (OBAG 1)          E. Approval and Program 12 OBAG 2 Projects          F. Monitor Implementation of 4 STIP projects (SR37 Environmental, Fairgrounds Dr, Jepson Parkway Phase 2A, 1B and C, and SR12/Church Rd)          G. Monitor Implementation of ATP Grants          H. Support local grants application production for ATP/Cap and Trade/Green Communities, etc.</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>● Monitoring of local projects is an on-going activity; STA developed tracking system for these projects and holds PDWG monthly meetings with local sponsors.</li> <li>● Monitor OBAG 1 and 2 projects implementation</li> <li>● Monitor and Manage SR2S projects implementation</li> <li>● Monitor ATP Project Implementation</li> <li>● Aid Agencies, as needed, in development of Funding Strategies for projects with shortfalls</li> <li>● Monitor pilot PCA project – in construction by Solano County</li> <li>● Participate in PDT’s for projects to insure successful delivery</li> <li>● Work with locals to develop applications as needed for ATP/Cap and Trade/ Green Communities, etc.</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>● On-going</li> </ul>	<p align="center">STA</p>	<p align="center">STIP-PPM STP</p>	<p align="center">X</p>	<p align="center">X</p>	<p align="center">N/A</p>	<p align="center">Projects Anthony Adams Erika McLitus</p>
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STA Lead- Data Collection	14.	<p><b><u>Highway Performance Monitoring System (HPMS) Data Collection</u></b> Part of the Federal MAP-21 requirements, MTC required implementation of this federal requirement with OBAG 2. STA coordinates with member agencies to collect local data related to Traffic, Facility Inventory and Pavement Data. Primarily traffic counts.</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>• Kick off with PDWG Members and began data collection –June 2017</li> <li>• Input data – June through September</li> </ul> <p>Status: Continue to monitor and collect data from member agencies and submit to MTC.7</p> <p>ECD: On-Going requirement of OBAG2</p>	STA Member Agencies		X			Projects Anthony Adams
STA Lead - Studies	15.	<p><b><u>Solano County Pothole Report</u></b> Semi-Annual report on countywide rating roadways (mapped by street/by jurisdiction), summary of annual investments in roadway infrastructure and summary of financial shortfall.</p> <p>Status</p> <ul style="list-style-type: none"> <li>• The first Solano County Pothole report was completed in December 2014</li> <li>• 2<sup>nd</sup> Solano County Pothole report draft currently being developed for 2018 in coordination with SB1 Implementation</li> <li>• Subsequent updates to the Pothole Report are anticipated every four years-similar to MTC’s schedule</li> <li>• 2018 Solano County Pothole Report estimated completion in September 2018</li> </ul>	STA	PPM	X		\$12,500	Projects Anthony Adams
STA Lead – Program	16.	<p><b><u>Regional Traffic Impact Fee (RTIF) Program</u></b></p> <ul style="list-style-type: none"> <li>• Working Group Coordination</li> <li>• Strategic Implementation Plan (SIP)</li> <li>• Annual Reporting</li> <li>• Fund Distribution</li> </ul>	STA	PPM/RTIF	X			Projects Anthony Adams

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		<p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• 4th Annual Report - October 2018</li> <li>• Updated Nexus Report – December 2018</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• Revenue Estimates Forecast completed and will be updated annually.</li> <li>• SIPs will be updated annually</li> <li>• Development of Funding Sign completed</li> <li>• RTIF Working Groups coordinating to update SIPs and develop RTIF funding agreements (as necessary)</li> <li>• \$4.9 Million collected to date (Q2 FY 2017/18); over 90% of available FY 2017/18 RTIF Funds committed to projects.</li> <li>• New nexus study will be conducted in Summer of 2018 by Solano County. This new study will describe new projects and possibly recommend an updated RTIF fee amount.</li> <li>• Met with all working groups and discussed distribution to projects over the next 5 years.</li> </ul> <p><u>ECD:</u> RTIF Program is a five-year program and administrative tasks will continue to be ongoing until the program expires.</p>						
<b>STA Co-Lead Projects Planning</b>	<b>17.</b>	<p><b><u>Capitol Corridor Rail Stations/Service</u></b></p> <p>A. Fairfield/Vacaville Train Station: First phase Fairfield/Vacaville station - COMPLETED. Staff working with Fairfield on completing funding plan for additional phases, including seeking Cap and Trade funding.</p> <p>B. Dixon: station building and first phase parking lot completed; Dixon, CCJPB and UPRR working to resolve rail/street issues. Funding Plan for downtown crossing improvements needed as next step.</p> <p>C. Update Solano Passenger Rail Station Plan - COMPLETED.</p> <p>D. Monitor Vallejo’s Rail Service Plan for Mare Island</p> <p>E. Suisun/Fairfield Train Station Upgrade - COMPLETED</p>	<p>City of Fairfield</p> <p>City of Dixon</p> <p>STA</p> <p>City of Vallejo City of Suisun City</p>	<p>RM2 ADPE-STIP ITIP Local RTIP ECMAQ YSAQMD Clean Air Funds</p> <p>STAF, PPM STP Planning, Vaca TDA, CCJPA</p>			<p>\$68 M FF/VV Station</p> <p>\$125,000</p> <p>\$66,050</p> <p>\$600,000</p>	<p>Planning/Projects Janet Adams Robert Guerrero</p>

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				CMAQ, TDA Article 3, STAF MTC Rail Program				
STA Lead – Programs	18.	<p><b><u>Abandoned Vehicle Abatement Program</u></b></p> <p><u>Milestone:</u> Ongoing – 3,519 vehicles abated through 2<sup>nd</sup> Quarter of FY 2017-18 \$155,020 distributed countywide.</p>	STA	DMV	X		FY 2016-17 \$394,290 countywide distribution	Projects/ Finance Brenda McNicols
STA Co-Lead - Projects	19.	<p><b><u>Bay Trail Vine Trail Project – City of Vallejo</u></b></p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Project Construction to begin in FY 2019</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Adopted Feasibility Study completed by STA</li> <li>ATP funds to implement – OBTAINED</li> <li>PA/ED underway by the City of Vallejo</li> </ul> <p><u>ECD:</u> 2019</p>	STA, City of Vallejo	ABAG Bay Trail Vine Trail Partnership			\$4 M	Projects Anthony Adams
STA Lead – Planning	20.	<p><b><u>Comprehensive Transportation Plan Update (CTP)</u></b></p> <p>Adopted chapters – Introduction, Past Achievements, Active Transportation, Transit and Rideshare.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Arterials, Highways and Freeways Element recommended for approval by Sub Committee and STA TAC. Board action scheduled for May 2018</li> <li>Active Transportation Element - COMPLETED</li> <li>Transit and Rideshare Element - COMPLETED</li> </ul>	STA	STP TDA STAF	X	X	\$75k	Planning Robert Guerrero/Ryan Dodge



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		<p><u>Status:</u> Arterials, Highways and Freeways Element</p> <ul style="list-style-type: none"> <li>Draft Plan Approved by the STA Arterials, Highways and Freeways Subcommittee</li> </ul> <p>Active Transportation Element</p> <ul style="list-style-type: none"> <li>Element Adopted</li> </ul> <p>Transit and Rideshare Element</p> <ul style="list-style-type: none"> <li>Element adopted</li> </ul> <p><u>New Chapters to develop in FY 2018-19</u></p> <ul style="list-style-type: none"> <li>Equity</li> <li>Land Use</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>Equity and Land Use (includes PDA/PCA Update Report)- December 2018</li> <li>Arterials, Highways and Freeways – April 2018</li> <li>Final CTP Document – December 2018</li> </ul>						
STA Lead – Planning	21.	<p><b><u>Plan Bay Area (RTP/SCS)</u></b> Regional Transportation Plan that is updated every four years by MTC. STA adds projects and programs to plan and completes outreach for regional plan.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>New RTP anticipated to be adopted by MTC/ABAG 2020</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Tracking new MTC RTP and RHNA discussions.</li> </ul> <p><u>ECD:</u> Ongoing</p>	MTC/STA	STP	X	X		Planning Robert Guerrero

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<p><b>STA Lead – Planning</b></p>	<p>22.</p>	<p><b><u>Priority Development Area and Priority Conservation Area Planning and Implementation</u></b>  A. Coordinate Development of PDA Plans for cities of Benicia, Dixon and Rio Vista  B. Assist cities of Fairfield and Suisun City in developing their own PDA Plans  C. Develop Priority Conservation Areas (PCAs) assessment/implementation plan</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• PDA Update Report Kick Off – March 2018</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• PDA and PCA Plans Completed</li> <li>• PDA Investment and Growth Strategy updated and submitted to MTC</li> <li>• Developing Report on overall PDA and PCA implementation status</li> <li>• Tracking opportunities for additional PDA designations for Vallejo and Vacaville (as well as other interested cities)</li> </ul> <p><u>ECD:</u> Estimated November 2018</p>	<p>STA</p>	<p>Regional TLC CMAQ STP Planning</p>	<p>X</p>	<p>X</p>	<p>\$1.5 M \$75,000</p>	<p>Planning Robert Guerrero/Ryan Dodge</p>
<p><b>STA Lead – Programs</b></p>	<p>22.</p>	<p><b><u>Congestion Management Program (CMP) Update</u></b>  Bi-annual update of the Solano CMP due to MTC in 2018. New update will include updated vehicle counts.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• Scope of Work/RFP initiation for Vehicle Counts – July 2018</li> <li>• Draft CMP Completion- October 2018</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• Seeking budget approval for FY 2018-19 for Vehicle Counts as part of 2018-19 budget revision</li> </ul> <p><u>ECD:</u> November 2018</p>	<p>STA</p>	<p>STP Planning</p>	<p></p>	<p>X</p>	<p>\$35,000</p>	<p>Planning Ryan Dodge</p>

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<p><b>STA Lead – Planning</b></p>	<p>23.</p>	<p><b><u>Active Transportation Plan</u></b>            Create a new countywide Active Transportation Plan to incorporate the separate Safe Routes to Transit, Countywide Bike and Countywide Pedestrian plans. Work with participating cities to develop community-specific Active Transportation plans. Identify and prioritize projects for near-term and mid-term funding and delivery.</p> <p>Staff support for the Bicycle Advisory Committee and Pedestrian Advisory Committee</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>● RFP Distribution- April 2018</li> <li>● Caltrans funding agreement adoption- May 2018</li> <li>● Kickoff Meeting – June 2018</li> </ul> <p><u>Status</u></p> <ul style="list-style-type: none"> <li>● Obtained Grant funds to develop ATP (TDA and Caltrans funding-\$6000k)</li> <li>● Met with cities and County of Solano to develop scope of work</li> <li>● RFP ready for distribution in April 2018</li> </ul> <p><u>ECD:</u> Summer 2019</p>	<p align="center">STA</p>	<p>TDA Article 3            Caltrans Sustainable            Communities Grant            Funds</p>	<p align="center">X</p>	<p align="center">X</p>	<p align="center">\$600,000</p>	<p>Planning            Cory Peterson            Ryan Dodge</p>
<p><b>STA Lead – Planning</b></p>	<p>24.</p>	<p><b><u>STA Legislative Program</u></b>            Annual STA Board-adopted Legislative Platform serves as a guideline for legislative trips to Sacramento and Washington, D.C.</p> <ul style="list-style-type: none"> <li>● Monitor state and federal legislation that pertains directly to transportation and related issues.</li> <li>● Draft annual Legislative Platform for Board adoption (coordinate with staff, committees, member agencies and stakeholders)</li> <li>● Regularly update the STA Legislative Matrix that lists bills staff is currently monitoring and any position the STA has taken.</li> <li>● Contract with and regularly correspond with legislative consultants who advocate on behalf of STA:               <ul style="list-style-type: none"> <li>● State Legislative Services</li> <li>● Federal Legislative Services</li> </ul> </li> <li>● Work closely with legislative consultants to arrange meetings for staff and board members in the district and the Capitol, plan and execute letters of support and provide hearing testimony</li> </ul>		<p>TFCA            Gas Tax            Sponsors</p>	<p align="center">X</p>	<p align="center">X</p>	<p align="center">\$50,000            25,200</p> <p align="center">\$50,000            25,200</p>	<p>Jayne Bauer</p>

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		<ul style="list-style-type: none"> <li>Research and prepare legislative materials for staff and Board</li> </ul> <p><u>Status/Milestones:</u>  Staff State Legislative Meetings February 2018  Board State Legislatives Meeting June/July 2018  Staff/Board Federal Legislative Trip September 2018  Ongoing letters of support provided to legislators/agencies  Presentation on SB1/Proposition 69</p> <p>ECD: Ongoing</p>					
<b>STA Lead – Planning</b>	<b>25.</b>	<p><b><u>STA Marketing/Public Information Program</u></b></p> <p>A. Agency Public Affairs and Media Relations  B. STA/partner agency events  C. Monthly Newsletter and Annual Report  D. Project Fact Sheets and Public Outreach  E. Annual Awards Program  F. Marketing Plans/Programs: STA/SolanoExpress/Commuter Info/Solano Mobility/SR2S  G. Marketing Materials for STA Programs (brochures, mailers, signs, cards, surveys, videos, logos, ads, flyers, online promotions)  H. Commuter Info website and Facebook page  I. Solano Mobility website, Twitter and Facebook page  J. SolanoExpress website and Facebook page  K. SR2S website, Instagram and Facebook page  L. STA website and Facebook page</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>20<sup>th</sup> Annual 2017 Awards Program in Suisun City</li> <li>SolanoExpress Marketing Campaign</li> <li>Launched Twitter page for Solano Mobility</li> <li>Implemented Constant Contact online survey/email tool</li> <li>Second year of monthly STA newsletter “STATUS” via Constant Contact</li> <li>Coordinated with Caltrans on joint I-80 project media/public communications</li> <li>Assisted with rollout of 7 community Mobility Summits</li> <li>Continued radio ad campaign for Solano Mobility and SolanoExpress</li> </ul>	STA	TFCA Gas Tax Sponsors	X	X	Planning Jayne Bauer
				TBD	\$1,500	\$1,500	
				TBD	\$3,500	\$3,500	
				TBD	\$4,500	\$4,500	
				TBD	\$2,000	\$2,000	
				TBD	\$2,000	\$2,000	



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		<p>3. I-80 Express Lanes: West of Red Top Road to East of I-505</p> <p>A fourth project is proposed: SR 37 Corridor Economic Analysis</p> <p><b>Milestone/Status:</b></p> <ul style="list-style-type: none"> <li>I-80 Economic Analysis – COMPLETED</li> <li>SR 37 Corridor Economic Analysis – pending Board consideration and approval</li> </ul> <p><b>EDC:</b></p> <ul style="list-style-type: none"> <li>I-80 Projects Report Completed in January 2018</li> <li>SR 37 pending budget and STA Board approval</li> </ul>						
<b>STA Lead – Planning</b>	<b>28.</b>	<p><b>Clean Air Fund Program and Monitoring</b> Bay Area Air Quality Management District (BAAQMD) Transportation Fund for Clean Air (TFCA) and Yolo Solano Air Quality Management District (YSAQMD) Clean Air Fund (CAF) coordination and administration.</p> <p><b>Milestones:</b></p> <ul style="list-style-type: none"> <li>April 11, 2018- Board approved FY 2018-19 funding priorities for BAAQMD (\$331,482): <ul style="list-style-type: none"> <li>\$196,000 - Solano Mobility Program</li> <li>\$100,482 - Solano First and Last Mile Program</li> <li>\$35,000 – EV Readiness Implementation- Suisun City Charging Station</li> </ul> </li> <li>A. April 14, 2018 YSAQMD Clean Air Committee Review- Approximately \$332,000 available for FY 18-19</li> </ul> <p><b>Status:</b></p> <ul style="list-style-type: none"> <li>Allocated annually.</li> <li>STA staff assists in recommending funding for YSAQMD CAF</li> <li>STA staff monitors implementation of TFCA funds until project completion.</li> </ul> <p><b>EDC:</b> Ongoing</p>	STA YSAQMD	TFCA Clean Air Funds			<ul style="list-style-type: none"> <li>\$332,000 FY 2018-19 (YSAQMD Clean Air)</li> <li>\$331,481 FY 18-19 (TFCA) Approximately</li> </ul>	Planning Cory Peterson



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		<ul style="list-style-type: none"> <li>• STA supporting NVTA in validating the model for local Napa traffic and roads</li> <li>• Coordinating with Solano County on the creation of a countywide centerline layer for use in GIS</li> <li>• Re-evaluate Data needs for the agency, including coordination with SR2S Program data needs evaluation</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>• On Call Consultant ongoing until June 2020.</li> <li>• GIS Implementation TBD based on upcoming coordination meetings</li> </ul>						
<b>STA Lead – Planning</b>	<b>30.</b>	<p><b><u>Solano County Water Transit Plan</u></b> Plan to evaluate water transit services improvement opportunities in Solano County with potential connections made to Marin County, Contra Costa County, Alameda County and San Francisco.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• Consultant Selection</li> <li>• Plan Kick off meeting in March 2018</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• Rideship Forecast and data gathering underway</li> <li>• Plan Leadership Team meetings scheduled</li> </ul> <p><u>ECD:</u> December 2018</p>	STA	OBAG STAF	X			Planning/ Ryan Dodge
<b>STA Lead – Planning</b>	<b>31.</b>	<p><b><u>EV Readiness Plan Implementation</u></b> Plan to evaluate EV Charging station locations and sign placement. Plan also focuses on permit streamlining for EV infrastructure.</p> <p><u>Milestone:</u></p> <ul style="list-style-type: none"> <li>• Plan Adoption - April 11, 2018</li> <li>• Follow up Implementation Plan – June 2018</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• STA Board approval action on April 2018;</li> <li>• FY 2018-19 Implementation:</li> </ul>	STA	<ul style="list-style-type: none"> <li>• TFCA</li> <li>• YSAQMD CAF</li> <li>• (potential)PG&amp;E and SGC grants</li> </ul>	X	X	<ul style="list-style-type: none"> <li>• \$35,000 for Suisun Train Depot and City Center</li> <li>• \$67,000 for Vallejo Station</li> </ul>	Planning Cory Petersen



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		<ul style="list-style-type: none"> <li>○ Suisun Train Depot</li> <li>○ Suisun City Hall</li> <li>○ Vallejo Station</li> </ul> <ul style="list-style-type: none"> <li>● FY 2019-20 Implementation Plan currently being developed</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>● FY 2018-19 EV Station Construction – June 2019</li> <li>● FY 2019-20 Implementation Plan – October 2018</li> </ul>						
STA Lead – Programs	32.	<p><b><u>Solano Countywide Safe Routes to Schools (SR2S) Program</u></b></p> <p>The Solano SR2S Program currently works with 70 schools countywide to increase the number of students walking and bicycling to school. The program focuses on activities and programs that educate students on active travel safety, physical activity and health awareness and school infrastructure improvement projects to make it easier and safer to walk and bike to school. Using a comprehensive approach, the program operates using the 6 “E’s”: education, encouragement, enforcement, engineering, evaluation and engagement.</p> <p><u>Status:</u></p> <p>A. Education and Encouragement</p> <ul style="list-style-type: none"> <li>● Work with Solano Public Health to conduct new Educational and Encouragement events like bike rodeos, walk and roll events and parent workshops. Include program and evaluation support to coordinate countywide physical activity related activities and campaigns like Bike Month.</li> <li>● Contracting with Bay Area Children’s Theater to do “Rock the Block” Assemblies teaching walk and bike safety. To date, there have been 19 total shows at 10 schools countywide.</li> <li>● Continue implementation of Walking School Buses and monthly and weekly WOW (Walk or Wheel) Programs; Looking to work with Fairfield-Suisun City Unified and Vacaville Unified School District to pilot a sustainable model paying a part-time school staff to implement for the 2018-2019 school year</li> <li>● Provide Bike Mobile events at selected schools and community events</li> </ul>	STA	CMAQ YSAQMD TDA ATP OTS	X	X	<p>\$600,000 Encouragement, Education and Enforcement (Includes contracts with Solano Public Health, Enforcement Grant Police Dept recipients, Bay Area Children’s Theater and Bay Area Bike Mobile)</p> <p>\$3.2M Engineering (ATP 2 and OBAG 2 funding provided to the cities of Benicia, Dixon, Vallejo and Fairfield to support SR2S Infrastructure Projects from 2018-2020)</p>	Transit/SNCI  Lloyd Nadal Karin Bloesch Betsy Beavers Tiffany Gephart April Wells

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	<p>B. Enforcement</p> <ul style="list-style-type: none"> <li>The 3rd Public Safety Enforcement Grants with the Rio Vista and Suisun City Police Department are wrapping up in 2017. The 4th Round of Grants start in July 2018</li> </ul> <p>C. Engagement</p> <ul style="list-style-type: none"> <li>Launch new SR2S Website in April 2018</li> <li>Coordinate SR2S Community Task Forces and SR2S Advisory Committee. Meet with each city’s Community Task Force in 2018 to update and prioritize projects to be included in the SR2S Master Plan Update</li> </ul> <p>D. Engineering</p> <ul style="list-style-type: none"> <li>SR2S Advisory Committee recommended a SR2S Infrastructure Project at Grange Middle School in Fairfield for OBAG2 funding for \$260,000. This project is scheduled for construction in 2020.</li> <li>SR2S Program provided grant support to the City of Fairfield’s East Tabor SR2S infrastructure project application which received ATP-3 funding. Safety improvements will be made along the Tabor Avenue corridor from Grange Middle School to Tolenas Elementary School with construction to begin in 2019.</li> <li>SR2S Master Plan with potential engineering projects will be updated in 2018-2019</li> <li>Monitor the implementation of ATP-2 engineering projects in Benicia and Vallejo. Continue to provide program support to 7 schools prior to construction which will begin in Fall 2018</li> </ul> <p>E. Evaluation</p> <ul style="list-style-type: none"> <li>Received grant funds to evaluate SR2S projects and program implementation; Received an OTS Grant in Oct 2017</li> <li>Hired an Evaluation consultant for 2018-2019. The project entails piloting a full-scale program evaluation model and looking at future engineering projects to provide wrap around programs/services that will increase walkers/bikers and decrease accidents at at least 12 schools countywide.</li> </ul> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>The 2017-18 school year saw over 15,000 students and 70 schools participating in a SR2S event out of approximately 63,000 students and 108 schools in Solano County.</li> </ul>						
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- 38 schools participated in Bike to School Day events, totaling 878 students
- Expanded student outreach by launching a High School Youth Engagement Pilot Program working with approximately 50 students from 7 Solano County high schools in 2017 continued outreach to additional students for 2018-19 SY
- 36 schools with 5928 students participated in International Walk to School Day in October 2017. For the third year in a row, all cities and school districts in Solano County participated.
- 32 schools participated in the May 2017 Travel Survey. 30 Schools returned Travel Surveys for October 2017. Survey is available online. Goal is to have 40 schools participate for May 2018 Survey request
- Received \$3.067M in competitive ATP Cycle 2 funding for SR2S Infrastructure Projects at 7 schools in Benicia and Vallejo with construction set to begin in 2018
- SR2S Enforcement Grant Round 3 continues in 2017-2018 with the Police Departments in Rio Vista and Suisun City

ECD:

- SR2S OBAG 1 Engineering Project (Dixon) will be completed in Summer 2018
- SR2S ATP Cycle 2 Engineering Projects (Benicia and Vallejo) to begin in 2018 and be completed by 2019



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		<ul style="list-style-type: none"> <li>Developing a mobile application for fare collection technology with FAST, SolTrans, Solano Express and Vacaville City Coach utilizing the Solano Community College students as the initial pilot audience</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>Enhance Transit Coordination Strategies- Ongoing I-80/I-680/I-780/SR12 Transit Corridor Study Update Implement Phase 1 Service Plan – July 2017</li> <li>Develop TDA Matrix for FY2018-19 &amp; FY 2019-20 – May/June 2018</li> </ul>						
<b>STA Lead – Program</b>	<b>34.</b>	<p><b><u>Lifeline Program</u></b> Lifeline Transportation Program supports projects that address mobility and accessibility needs in low-income communities throughout the Solano County.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Reestablished Lifeline Advisory Committee by STA Board February 14, 2018</li> <li>Call for Projects- Issued March 9, 2018; Due April 4, 2018</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Award of Lifeline Projects call for projects completed March &amp; April 2018 Lifeline Committee Project Selection April 9, 2018 , STA Board Approval May 9, 2018</li> <li>Monitor Projects</li> </ul> <p><u>ECD:</u> Lifeline Cycle 5 Funding For FY 2017-18 – FY 2018-19</p>	STA/MTC	Lifeline STAF Lifeline JARC STAF	X	X	\$965,927 \$640,046	Transit Ron Grassi Debbie McQuilkin

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<p><b>STA Lead - Programs</b></p>	<p>35.</p>	<p><b><u>FTA 5311</u></b> In Solano County, STA programs the 5311 funding. These funds are used for transit capital and operating purposes for services in non-urbanized areas.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• 5311 funds were programmed for FY 2016-17 and FY 2017-18- Completed</li> <li>• Operating funds were originally programmed for Dixon, FAST Rt. 30, and Rio Vista.</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• At the request of FAST, STA Board on April 11, 2018 reallocated \$100,000 of 5311 Funds for FY 2017-18 and FY 2018-19 to Dixon (\$65,000) and Rio Vista (\$35,000) to support intercity bus replacement and operations.</li> <li>• Monitor Projects</li> </ul> <p><u>ECD:</u> 5311 Funding for FY 2017-18 - Estimated June 2017 2018 and FY 2018-19 Estimated June 2019</p>	<p>STA/MTC</p>	<p>FTA 5311</p>	<p>X</p>	<p>X</p>	<p>Est. \$800,000</p>	<p>Transit Ron Grassi</p>
<p><b>STA Lead – Programs</b></p>	<p>36.</p>	<p><b><u>Paratransit Coordination Council (PCC): Seniors and People with Disabilities Transportation Advisory Committee?</u></b> STA to staff and provide administrative support to advisory committees that advocate and address transportation needs for seniors, people with disabilities and low-income individual, build community awareness and support, and locate funding sources to meet those needs.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>• PCC Work Plan for 2018 ( adopted November 2017)</li> <li>• PCC TDA claim review for FY2018-19 -May 2018</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• Outreach and Marketing Mobility Management Programs are ongoing</li> <li>• Update of Solano Mobility Study for Seniors, People with Disabilities outreach summits held in Rio Vista, Suisun City, Benicia, Dixon, Vallejo, and with H&amp;SS. Summits scheduled in Vacaville and Fairfield for March &amp; May with a Countywide event in October 2018</li> </ul>	<p>STA</p>	<p>STAF</p>			<p>\$ \$128,993</p>	<p>Transit Ron Grassi Debbie McQuilkin</p>

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		<ul style="list-style-type: none"> <li>Operators &amp; STA's TDA Claims Review</li> </ul> <p><u>ECD:</u>  PCC Work plans – FY 2018-19  TDA Claim Review – FY 2018-19 and FY 2019-20 May 2018  Solano Mobility Study for Seniors and People with Disabilities in progress  estimated completion December 2018</p>						
<b>STA Lead – Programs</b>	<b>37.</b>	<p><b>Solano Express/Intercity Transit</b>  Coordinate to implement recommended strategies for Solano Express as identified in the Countywide studies and agreements.</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Monitor Blue Line Consolidated routes ( 20, 30, 40), Yellow Line (78), Green Express (90) 80 &amp;, 85 Intercity Funding Agreement Update FY 2018-19</li> <li>Solano Express Intercity Transit Marketing</li> <li>Development of multi-year Intercity funding plan</li> <li>Monitor Intercity Bus Capital Replacement Plan</li> <li>Consolidate fare structure approved by STA Board April 11, 2017 for implantation effective July 1, 2018</li> <li>Manage SolanoExpress Facebook</li> <li>SolanoExpress Capital Bus Replacement Plan Updated</li> <li>Develop Solano Express Service Expansion Plan – January 2018</li> <li>Monitor and Update SolanoExpress Facebook</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>SolanoExpress Intercity Transit Marketing - in process/ongoing</li> <li>Intercity Transit Funding Agreement update for FY 2018-19 and FY 2019-20 with FAST and SolTrans in process</li> </ul> <p><u>EDC:</u></p> <ul style="list-style-type: none"> <li>Implement SolanoExpress Service Changes – July 1 2018</li> <li>Develop &amp; Implement SolanoExpress Service Plan Marketing June 2018 through FY 2018-19</li> <li>Intercity Transit Funding Agreement – SolTrans and FAST – June 2018</li> </ul>	STA	TDA RM2 STAF			\$781,844	Transit Ron Grassi Brandon Thomson

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		<ul style="list-style-type: none"> <li>Monitor and update SolanoExpress Capital Bus Replacement Plan</li> </ul> <p>July 2018</p>						
<b>STA Lead – Programs</b>	<b>38.</b>	<p><b><u>Solano County Mobility Management Programs</u></b></p> <ul style="list-style-type: none"> <li>Support and Monitor Mobility Management Programs:</li> <li>Countywide ADA In-Person Eligibility Program</li> <li>Travel Training Program</li> <li>Senior Safe Driving</li> <li>Solano Mobility Website</li> </ul> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Support Ambassador Programs and coordinate with Transit operators on travel training - Ongoing</li> <li>Travel Training Programs- Ongoing</li> <li>–</li> <li>RFP for Travel Training Contractors FY 2018-19</li> <li>Evaluate In Person ADA Eligibility Program</li> <li>Countywide In Person ADA Eligibility Program Contract RFP FY 2018-19</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Coordinate and report on Countywide ADA In-Person Eligibility Program – Program evaluation is currently in process – June 2018</li> <li>Support Transit Operators with Travel Training programs</li> <li>Provide outreach on all Solano Mobility Programs and Call Center services</li> <li>Update Senior Safe Driving Information on Solanomobility.org and in partnership with California Highway Patrol’s Age Well Drive Smart Program provide information on transportation alternative and programs <ul style="list-style-type: none"> <li>Conduct Outreach at community events and organizations throughout Solano County</li> </ul> </li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>Update Solano Mobility Website to highlight Solano Mobility Programs (FY 2017-18)</li> </ul>	STA/ Transit Operators	STAF/ 5310	X	X	\$651,400	Transit Debbie McQuilkin



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<b>STA Lead Program</b>	<b>39.</b>	<p><b><u>Intercity Taxi Card Program</u></b>  Implementation of the Intercity Paratransit (formerly Taxi Scrip) Program will be completed with a variety of tools.</p> <p>A. Develop and Implement Phase 2 on Intercity Taxi/Paratransit Program</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>Revised service option authorized by Consortium, CTSA, and STA Board</li> </ul> <p>Status:</p> <ul style="list-style-type: none"> <li>Monitoring program - ongoing</li> <li>Debit purchasing card vendor identified</li> <li>Develop online program information (website) - underway</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>Board approval of Intercity Taxi Scrip – Debit Card – May/June 2018</li> <li>MOU with Taxi Operators – June 2018</li> <li>MOU with Transit Operators – June 2018</li> <li>Implementation of Phase 2 – July 2018</li> </ul>	<p align="center">STA</p>	<p align="center">TDA</p>	<p align="center">X</p>		<p align="center">1,058,194</p>	<p align="center">Transit  Ron Grassi  Debbie  McQuilkin</p>
<b>STA Lead – Programs</b>	<b>40.</b>	<p><b><u>Solano Mobility Call Center</u></b>  Provide personalized assistance for traveling around Solano, Napa and neighboring counties, including services and information about transportation resources for seniors and people with disabilities. Operate the Call Center from the Suisun Amtrak Depot. The Call Center provides the following services:</p> <ul style="list-style-type: none"> <li>Regional Transit Connection (RTC) discount cards to qualified individuals with disabilities</li> <li>Sell Clipper and Senior Clipper cards</li> <li>ADA certification information</li> <li>InterCity Taxi Scrip</li> <li>Bikelink cards</li> <li>Outreach to seniors &amp; people w/disabilities through presentations and events</li> <li>Vanpool support services</li> <li>Vanpool Incentives</li> </ul>	<p align="center">STA</p>	<p align="center">TFCA  CMAQ  5310  STAF</p>	<p align="center">X</p>	<p align="center">X</p>	<p align="center">315,427</p>	<p align="center">Transit/SNCI  Lloyd Nadal  Amy Antunano  Erika Dohina</p>

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	<ul style="list-style-type: none"> <li>• Display Racks</li> <li>• Website/facebook page with Call Center information</li> <li>• Advertising campaign – Radio &amp; Online</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>• <u>Hosted Senior &amp; Disabled Mobility Summits in Rio Vista, Suisun City, Benicia, Dixon and Vallejo. Fairfield and Vacaville in 2017 and 2018.</u></li> <li>• Scheduled presentations at Senior facilities and safe driving workshops to educated people on Solano Mobility programs</li> <li>• Increase public awareness of program through online and radio marketing.</li> <li>• Implement a feedback and evaluation system to assess/analyze promotions, events, etc through surveys.</li> <li>• Support all vanpools with origin/destination in Solano and Napa Counties; coordinate with Enterprise Rideshare for vanpool starts and services</li> <li>• Currently updating the Solano Mobility website to make it easier for Solano County residents particularly Seniors and People with Disability to access our programs and resources</li> </ul> <p><u>Milestones: 2017-2018</u></p> <ul style="list-style-type: none"> <li>• Assisted 8,319 people (5585) in person and (2734) over the phone with transportation information or services for seniors and people w/ disabilities</li> <li>• Processed 150 RTC cards for qualified individuals with disabilities</li> <li>• Completed 225 Clipper card transactions (73 Senior, 142 Adult, 4 Youth)</li> <li>• Answered 350 questions regarding the Taxi Scrip and 592 questions about ADA eligibility.</li> <li>• Started 4 new vanpools and supported 156 vanpools through medical reimbursements and incentives</li> <li>• Provided information brochures for transportation, services for seniors &amp; people w/disabilities, biking, and schedules for transit at 148 display racks</li> </ul>						
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**SOLANO TRANSPORTATION AUTHORITY  
FINAL OVERALL WORK PLAN (OWP)  
FY 2018-19 and FY 2019-20  
(Pending Board Approval)**

		<ul style="list-style-type: none"> <li>Initiated a radio marketing campaign with KUIC and an online digital marketing campaign with AdTaxi.</li> <li>Six of seven community summits held and 7<sup>th</sup> scheduled for May 2018</li> </ul> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>Countywide Summit scheduled for September 2018</li> <li>Plan to be updated by June 2019.</li> </ul>						
41.	<p><b><u>Solano Mobility Employer Program</u></b> Outreach and support of Solano County employers to encourage the use of commute alternatives at the worksite.</p> <ol style="list-style-type: none"> <li>Ongoing Bay Area Commuter Incentive Program</li> <li>Staff worksite events</li> <li>Assistance in complying with the Bay Area Commuter Benefits Program</li> <li>Emergency Ride Home (ERH) Program</li> <li>East Solano County Commuter Benefits Program pilot</li> <li>First/Last Mile Commute Solution/LYFT Pilot</li> <li>Bike to Work Promotion</li> <li>Coordination with Napa County – Napa Commute Challenge/Napa Valley Vanpool Program</li> </ol> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Launch the new year-round Employer Program to encourage active employer participation. The new year-round Solano Commute Challenge began Nov 2017 and currently has 24 employers enrolled countywide. An average of 90 commuters are qualifying for monthly drawings.</li> <li>Assisted 26 employers in Solano County through phone or in person consultations e to implement commute alternative programs like the Bay Area Commuter Benefits Program</li> <li>Currently implementing the “First/Last Mile Shuttle” Pilot from the Suisun City Amtrak Station to nearby business/work centers in Fairfield with 21 participants.</li> <li>Expanding opportunities to implement other First/Last Mile programs in Benicia, Dixon, Vacaville and Vallejo.</li> </ul>			<p align="center">TFCA CMAQ Napa TFCA Napa FTA (Vanpool Program) YSAQMD</p>			\$350,000	Lloyd Nadal Sean Hurley

SOLANO TRANSPORTATION AUTHORITY  
FINAL OVERALL WORK PLAN (OWP)  
FY 2018-19 and FY 2019-20  
(Pending Board Approval)

		<ul style="list-style-type: none"> <li>Implement the East Solano County Commuter Benefits program; Purchased new employer database in March 2018 to work with employers w/ 50+ employees throughout the area;</li> <li>Improve Vanpool Programs in both Solano County and Napa; present at employer and community sites; coordinate w/ Enterprise Rideshare</li> <li>Implement the 6<sup>th</sup> Annual Napa Commute Challenge</li> <li>Promote and encourage the use of the Emergency Ride Home Program; Added the use of TNCs to provide rides in Feb 2018; <b>Registered 3 new employers with 8 new employees</b></li> <li>Currently updating the Solano Mobility website to make it easier for commuters and employers to access our programs and resources</li> <li><u>Currently exploring partnerships with rideshare application companies to streamline process and make it easier for employers/employees to access our programs</u></li> <li><u>Partnering with Solano’s Economic Development Corporation to help with marketing and outreach for Employer Program</u></li> </ul> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Implemented the 1<sup>st</sup> Phase of the LYFT Pilot Program with businesses surrounding the Suisun Amtrak Station; Expanding the pilot in Benicia and Vacaville in 2018 and Vallejo and Dixon in 2019.</li> <li>Implemented 2017 Bike to Work campaign. There were 13 Energizer Stations in Solano County that 422 cyclists visited.</li> <li>Completed the 2017 Solano Commute Challenge with 23 employers and 406 employees participating</li> <li>Conducted the 2017 Napa Commute Challenge with 17 employees, 224 employee participants and 163 commute Champions which were the highest totals to date</li> <li>Conducted 15 worksite events in 2017</li> <li>Added the use of TNCs for Emergency Ride Home in Feb 2018;</li> </ul>						
<b>STA Monitoring Programs</b>	42.	<p><b><u>WETA Ferry Support and Operational Funds</u></b></p> <p>A. Ferry Service</p> <p><u>Milestone</u></p> <ul style="list-style-type: none"> <li>Reappointment of Anthony Intintoli – 2014</li> </ul>	Vallejo	RTIP Fed Demo Fed Boat TCRP Fed			\$65M \$10.8M \$0.5M	Transit Brandon Thomson

SOLANO TRANSPORTATION AUTHORITY  
FINAL OVERALL WORK PLAN (OWP)  
FY 2018-19 and FY 2019-20  
(Pending Board Approval)

		<ul style="list-style-type: none"> <li>Main ground breaking on Ferry Maintenance Facility – May 2014</li> <li>Provided feedback on WETA’s SRTP and Strategic Plan – 2016</li> <li>Coordinated meeting with WETA, Vallejo, SolTrans and Napa to discuss WETA service and Phase B of Vallejo Station</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>RM 3 also will allow for increased and more frequent service to/from Vallejo and Mare Island</li> </ul>		RM2 RTIP  Funding Plan TBD				
STA Lead Program	43.	<p><b><u>Implement Title VI Program</u></b> Translation of Documents (Vital and Informational) Annual Monitoring Translator Services</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>Title VI Plan Approved by Caltrans – COMPLETED</li> <li>Add Title VI to websites, with complaint form – COMPLETED</li> <li>Establish phone translation service - COMPLETED</li> <li>Establish document translation service – COMPLETED</li> <li>Translate Vital Documents – COMPLETED</li> <li>Translate Informational Documents – ON-GOING</li> <li>Annual Reporting – First Annual Report June 2015</li> <li>Requirement as STA directly receives FTA Funding</li> </ul> <p><u>Status:</u></p> <ul style="list-style-type: none"> <li>Translation of Documents (Vital and Informational) - ongoing</li> <li>Annual Monitoring - ongoing</li> <li>Translator Services- ongoing</li> <li>Title VI Plan 2017 Update</li> </ul> <p><u>EDC:</u></p> <ul style="list-style-type: none"> <li>Title VI Plan 2017 Update – June 2017</li> </ul>					\$10,000	Brandon Thomson/Transit Jayne Bauer

**SOLANO TRANSPORTATION AUTHORITY**  
**FINAL OVERALL WORK PLAN (OWP)**  
**FY 2018-19 and FY 2019-20**  
**(Pending Board Approval)**

<b>STA Lead – Programs</b>	<b>44.</b>	<p><b><u>Consolidated Transportation Services Agency</u></b></p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> <li>o RFP for Travel Trainer Contractors May 2018</li> <li>o RFP for ADA in person eligibility contractor</li> <li>o Go Go Grandparents Service referral added to the Solano Mobility Call Center</li> </ul> <p><u>Status:</u></p> <p>A. Monitor and Evaluate Mobility Management Programs</p> <p>B. Assessment of ADA program completed</p> <p>C. Non-Profit Coordination</p> <ol style="list-style-type: none"> <li>1. Partnership with non-profit to provide medical trips for seniors (Faith in Action)</li> <li>2. Current CTSA Programs</li> <li>3. Ambassador Program and Transit Training</li> <li>4. Solano Mobility Website</li> <li>5. Solano Mobility Call Center</li> <li>6. Senior Safety Driver Program Information</li> <li>7. In-Person ADA Eligibility</li> <li>8. Faith in Action Volunteer Driver Program</li> <li>9. Intercity Taxi Card Program</li> </ol> <p>D. CTSA Work Plan Developed</p> <p>E. Provide input on Solano Mobility Study for Seniors, People with Disabilities estimated completion date December 2018</p> <p>F. Explore and Assess Future Mobility Programs after completion of Mobility Summits.</p> <p><u>ECD:</u></p> <ul style="list-style-type: none"> <li>• Update CTSA Work Plan FY 2018-19 – September 2018</li> <li>• Update Mobility Transportation Study for Seniors, People with Disabilities and Low Income February 2019</li> <li>• Extend Faith in Action contract for FY 2017-18 &amp; FY 2018-19 – June 2018</li> </ul>	STA	STAF/5310/OBAG	X	X	\$140,000	Transit Ron Grassi Debbie McQuilkin
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DATE: April, 24, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Lloyd Nadal, Program Services Division Manager  
RE: Employer Incentives and Commuter Mobile Platform – Ride Amigos

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**Background:**

The Solano Mobility employer program of the Solano Transportation Authority (STA) has been in existence since 1979. It began as part of a statewide network of rideshare programs funded primarily by Caltrans for the purpose of managing countywide and regional rideshare programs in Napa and Solano counties and providing air quality improvements through trip reduction. The main focus of the program is to encourage the use of non-drive alone travel modes to maximize roadway efficiencies, improve air quality, present mobility options and help address climate change goals.

In 2016, the employer program hosted the 9<sup>th</sup> annual Solano Commute Challenge, which changed from a 3-month challenge to a yearly program. The challenge had participation from 23 Solano County employers and over 400+ employees. Employer program staff also conducted 12 worksite events throughout the year and implemented the Bike to Work campaign with 19 energizer stations across Solano County. Also last year, the Lyft First/Last Mile pilot shuttle program was launched to encourage the use of a transportation network company (TNC) for those traveling from the Suisun City Amtrak Depot to a nearby business or work center. The program has since been approved to expand to other areas across the county in Fairfield, Benicia, Vallejo and Vacaville.

The employer program is located at: [www.commuterinfo.net](http://www.commuterinfo.net) and programs such as Emergency Ride Home, Bucks for Bikes and Vanpool subsidies currently use printed and faxable forms to register and receive incentives for alternative transportation options.

**Discussion:**

In efforts to make the employer program more efficient, accessible and easier to use for Solano County commuters, employers and employees, STA staff recently met with Ride Amigos regarding their online and mobile ridesharing platform. Ride Amigos is a premier web-based commuter management solution for ridesharing commuter networks, with multi-modal travel dashboards, incentive and reward systems, intelligent ridematching, automated trip tracking, certified transportation and air quality surveys and GIS reporting tools. Their vision is to make managing commuter transportation as easy as possible and their platform is used by thousands of businesses and organizations including municipalities and transit authorities, enterprises and corporations, universities and K-12 schools, nonprofit groups, and transportation management associations. Transportation agencies such as San Mateo County's Transportation Demand Management Agency (Commute.org) and Santa Barbara County Association of Governments (Smartride) use the Ride Amigos platform and have been successful in engaging and encouraging participants in their jurisdictions. STA staff spoke with several of these agencies and this platform would help to streamline the registration and sign-up process for all programs

and make it easier for employees and commuters to receive their incentives. Also, having an automated trip tracking tool would make it easier for program participants to get credit for their trip as opposed to logging it in daily.

**Fiscal Impact:**

The annual cost for the Ride Amigos platform is \$34,995.00 per year. The contract proposal allows STA an option for two additional years at the same initial rate.

**Recommendations:**

Forward a recommendation to the STA TAC and Board to authorize the Executive Director to enter into an agreement with Ride Amigos, to provide a ridesharing online and mobile platform for Solano County employers, employees and commuters in the Solano Mobility Employer Program for an amount not-to-exceed \$35,000 per year.

Attachment:

- A. Ride Amigos Proposal





# Proposal for a Ridesharing Platform Solano Transportation Authority

**rideamigos**  
Commuter Management Platform

Confidential Material: The information contained herein is confidential information in each & every respect & is the property of RideAmigos. This information may not be reproduced in whole, or in part, by photocopying or other means without RideAmigos' prior written consent, which consent may be withheld in RideAmigos' sole and absolute discretion.

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Scope	<b>STA Site</b> Introductory 3 Year Term Pricing	<b>Napa Site</b> (Optional)
<b>Regional Instance</b> Refer to Exhibit A	<b>\$2,916.25/Month</b> *Billed Annually	<b>\$990.33/Month</b> *Billed Annually
<b>Support &amp; Maintenance Package</b> Refer to Exhibit B	Included	Included
<b>Hosting Package</b> Refer to Exhibit C	Included	Included
<b>RideAmigos Academy</b> Refer to Exhibit C	Included	Included
<b>Administrator/Platform Training</b>	Included	Included
<b>Commuter Program Build</b>	Included	Included
<b>Dedicated Account Manager</b>	Included	Included
<b>Legacy Data Migration</b>	Included	Included
<b>Custom Development*</b>	\$150/Hr(Optional)	\$150/Hr(Optional)
<b>Total</b>	<b>\$64,495/Year - \$30,500 Intro</b> <b>Discount = \$34,995</b>	<b>\$19,884 - \$8,000 Add Site</b> <b>Discount = \$11,884</b>

\*Custom development is available for one off or custom requests that require more than 1 hour of development

## Regional Instance | Location: STA + Optional Napa Location

### Platform Features

- **STA Branded Commuter Platform** - A custom branded, mobile responsive web interface that integrates all your transportation programs, modes, maps and information into a single location with FB & Google suite sign-on.
- **Multimodal Trip Planner** - Integrate all available transportation modes; all-pools, transit, biking, walking, driving, or other local mode, while enabling or disabling any mode of choice. Compare all modes by travel time, cost, health benefits, CO2 savings with step-by-step routing directions. Trip planner widget that can be embedded and integrated across any University sites.
- **Ride Matching Engine** - Import existing car & vanpools or allow users to create their own pools for any mode. Users can also select to join available pools (school pool included) of their choice, based on commute route, time and space availability. Scoop & Waze carpool integrations available in certain regions.
- **Carpool Rideboard Module** - Module allows commuters to post, find and connect with other commuters, for one off ridesharing.
- **Map Layers** - Unlimited map layers to your instance specific to your geo, including; zipcar, Shuttle, uber ride sharing pick-up/drop off, parking spaces, bike share and vanpool.
- **Commute Tracker Mobile App** - iOS & Android compatible trip logging app which tracks commute trips automatically. Strava, Moves and Scoop Apps are platform compatible.
- **Trip Logging Calendar** - Users log trips via web platform or through the use of the automated trip mobile apps. Trip data visualized on a user's dashboard calendar and aggregated into statistics that are easy to track.
- **Gamification Module** - Participate in challenges, incentives and rewards programs with leaderboards to encourage gamification engagement activities.
- **ERH/GRH** - Ability to distribute PDF or digital vouchers with a system to facilitate emergency/guaranteed ride home programs.
- **Events Rideshare Module** - Promote transportation options with rideshare matching for one off events, visitor programs, sporting events, or offsite functions with a customizable widget that can be shared on external websites.
- **STA Commuter Plan** - 10 hours of training & TDM consulting prior to platform go-live date with monthly, 15 minute check-ins after launch date. TDM Program build, tailored for the commuting population Solano Transportation Authority will be deploying Rideamigos, with goals created and set in collaboration with your own dedicated rideamigo.
- **Upgraded Features & Upcoming Releases**

### Administrative Features

- **Pool Administration** - Admins can track car, van, bike & school pool usage, manage waitlists and generate reporting for future planning needs.
- **Report Administration** - Analytics engine allows your administrators to capture, run and create customizable reports for all of your users and networks. Manage performance with real-time data on vehicle dollar cost savings, calories burned, CO2 reduction and alternative trips taken.
- **Gamification Administration** - Manage and create unlimited number of challenges, incentives and reward programs with a detailed reporting function. Distribute rewards, e-vouchers and credits to winners with through the platform.
- **RA Messaging Module** - Module allows admins to send canned or custom email messages for employee onboarding, individual or targeted groups of users.
- **Survey Administration** - Customizable, drag & drop survey (AQMD-certified) templates feature allows administrators to gather data on users travel behavior, use of the platform, or general surveys of choice.
- **ERH/GRH Administration** - Manage, track usage, and create reports to administer emergency/guaranteed ride home program.
- **Event Administration** - Manage one off events, staff and offsite functions.
- **School Pool Administration**



## Support | Cost: **Included**

- Platform upgrades, including most future enhancements of RideAmigos web platform, including minor platform enhancements requested by Client that are completed “on the house” once deemed effective and minimal in scope. Customer support within 48 hours of support ticket submission with mobile access to our team.
- Platform design adjustments including placement of banners, multiple color and/or logo changes, dashboard reorganization.
- One month launch support with year 1 plan including detailed guidance on strategies for challenges, incentives, recommended prizes/rewards, program structure, email templates, and more.
- Monthly check-ins from your RideAmigos Account Manager to help achieve program goals.
- If the support usage far exceeds the reasonable expectation as mutually and reasonably agreed upon by both parties, client agrees to discuss with RideAmigos the possibility of additional compensation.

## Maintenance | Cost: **Included**

- Roll-out of small updates often occur daily in the interest of customer requests, language and feature enhancements, and possible bug fixes.
- Larger changes usually made customizable on a per-site basis. If it's a major update deemed “vital,” we'll eventually shift all clients to it, even if not explicitly requested. We will often make it available for clients to review and request at their leisure for a specific amount of time, and then move towards a full rollout across all systems.
- Updates that will hinder or change our customer's current workflow will not be pushed without making it a customizable feature.
- Release notes detail the new features/fixes, and allow clients to request them to be turned on.
- Continuous monitoring of activity logs and fixes of any errors as they occur.
- Application upgrades and maintenance.



## Hosting | Cost: **Included**

- 99.996% uptime SLA
- Hosting on advanced cluster including application servers, database servers, trip planning servers and use of third party APIs.
- Geo-isolated redundancy.
- Purchase and management of custom SSL certificate for your domain.
- Backup management : Dedicated servers- geo-isolated fail-over/ backup secure data centers.
- 24x7x365 server and support monitoring and maintenance with emergency contact information provided.

## RideAmigos Academy | Cost: **Included**

The RideAmigos Academy is a space to collaborate with other transportation professionals to share ideas, solve common problems, and create solutions. It's all the non-software benefits of the RideAmigos, made available for the growth and development of your initiatives. Membership Details:

- Collaborate with RideAmigos and our partners to tighten up your programs and strategies
- Connect with other RideAmigos partners trying to solve similar problems
- Access shared materials, resources, and exclusive user-group events/discussions
- Join unlimited Coffee Talks (our webinar series), and create opportunities to present, share, and collaborate
- Receive real-time information, news and updates in the RideAmigos world
- Monthly updates from the Academy highlight new features and partners, announce upcoming events, and recognize the accomplishments of members
- Contribute ideas to the future development of the platform, programs, and opportunities

rideamigos



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Commute Coordinator  
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Lucy Tice  
TDM Program Manager  
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# Thank You



## RideAmigos Core Values

- Provide Unmatchable Customer Service
- Embrace and Drive Change
- Encourage Individual Contributions and Expressions
- Love What You Do
- Raise Others to Their Highest Potential
- Do More With Less
- Build Open and Honest Relationships through Compassion, Humility, a Positive Team and Family Spirit

**RideAmigos sees its clients as partners. We work together, as a team, to get the job done right... to make a difference.**

### Government Partners



### Enterprise Partners



### Academic Partners



### TMA Partners







DATE: April 24, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Ron Grassi, Director of Programs  
Sean Hurley, Commute Consultant  
RE: Yolo Solano Air Quality Management District (YSAQMD) Call for Projects  
Bay Area Air Quality Management District (BAAQMD) Call for Projects

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**Background:**

The Yolo Solano Air Quality Management District (YSAQMD) Clean Air Program provides funding for motor vehicle air pollution reduction projects in the Yolo Solano Air Basin through the annual YSAQMD Clean Air Funds Program. Funding for this program is provided by a \$4 Department of Motor Vehicle (DMV) registration fee established under Assembly Bill (AB) 2766, and a special property tax (AB 8) generated from Solano County properties located in the YSAQMD. The cities of Dixon, Rio Vista, Vacaville and eastern Solano County are located in the Yolo Solano Air Basin. STA, along with other public or private agencies, groups and individuals located in the Yolo Solano Air Basin can apply for the Clean Air Fund program. The Bay Area Air Quality Management District (BAAQMD) receives funding in the same way as YSAQMD. The cities of Vallejo, Benicia, and Fairfield are located in the BAAQMD's air basin.

**Discussion:**

STA staff are applying for two separate grants from YSAQMD and BAAQMD to implement a Lyft pilot program for the areas listed below. The Clean Air Funds applications process is as follows:

YSAQMD- Applications were due on March 23, 2018. Recommendation are considered at the YSAQMD June Board meeting. Awards will be given for FY 2018-19.

BAAQMD- Letter of interest were due on March 12, 2018. Air District notifies selected applicants for further evaluation by May 14, 2018. Grants applications will be July 17, 2018 and will be awarded by December 2018.

**Fairfield/Vacaville Amtrak Station:**

STA's application includes a First and Last Mile Lyft Pilot solution that will connect residents, employees, and students to various sites. This pilot would fill a transit service gap from the new Vacaville train station to various destinations. The new Fairfield/Vacaville train station is within 9 miles of large employers. STA will work with Lyft to create a 4 mile geo-fence area around Genentech, Kaiser, State Fund, the Solano Community College North Campus, and the Premium Outlets (Attachment A). Additionally, there will be a .25 mile geo-fence created around the CA State Prison and Mental Health Facility. These two areas employ approximately 5,000 people. The pilot will also be accessible to the general public.

**Benicia/Vallejo:**

The first area, located in Vallejo, (Attachment B) will provide first and last mile service from the Vallejo Transit Center to Mare Island; there currently is no public transportation servicing this area. Mare Island is one of the North Bay's biggest commercial campuses with more than 100 businesses occupying 3.5 million square feet. New residential homes are also being developed on the island.

The second area, located in Benicia, will connect residents and employees from the new Benicia Bus Hub to the businesses in the Benicia Industrial Park (Attachment C). The newly constructed Benicia Bus Hub is served by SolanoExpress service and connects residents throughout Solano County with this important job center and the ferry terminal. The Benicia Industrial Park is the largest industrial port-oriented industrial park in Northern California. The park is home to over 450 businesses and 6,500 employees. There is no current local bus service connecting the hub to the surrounding businesses, but the current SolanoExpress Route 40 and new Blue Line will provide a regional transit connection.

This particular area is not pedestrian or bicycle friendly and has heavy truck traffic throughout the day. This industrial park's employers are located a relatively long distance between work locations and the new bus hub could be up to two miles away.

By increasing access to public transportation, jurisdictions are better suited to meet national air quality standards by reducing overall vehicle emissions and the pollutants that create smog. Public transportation access can reduce the need for many separate trips by private vehicles, replacing many separate emissions-producing vehicles with fewer transit vehicles that generally emit less pollution on a per person basis.

**Fiscal Impact:**

If STA's grant applications are approved and awarded, the following is the fiscal impact:  
BAAQMD Grant- Applied for \$100,000 with matching funds of \$10,000 for a total of \$110,000  
YSAQMD Grant- Applied for \$100,000 with matching funds of \$10,000 for a total of \$110,000

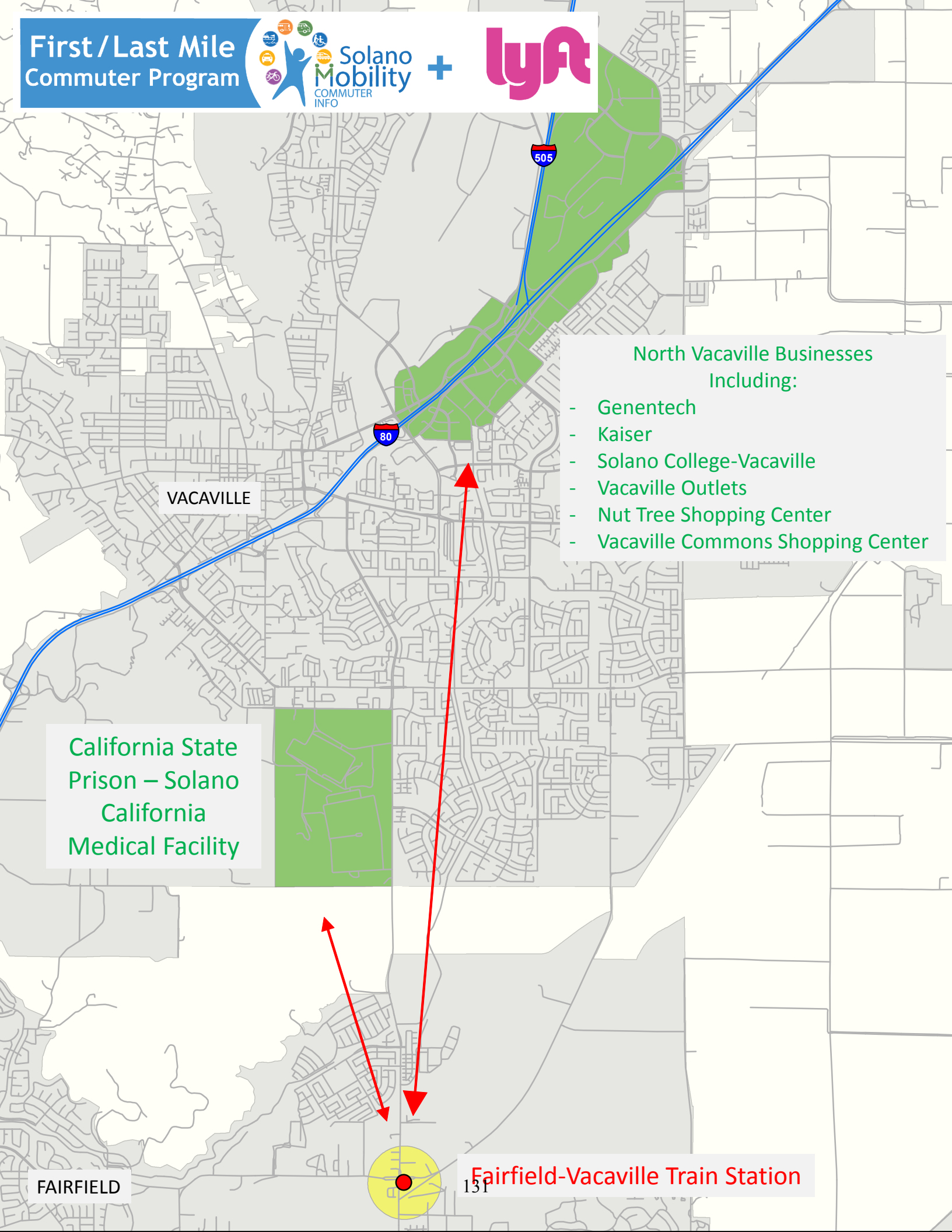
**Recommendation:**

Forward a recommendation to the STA TAC and Board to authorize the Executive Director to sign/execute the First/Last Mile Program applications and agreements for BAAQMD regional funds and YSAQMD TFCA funds.

Attachments:

- A. Fairfield/Vacaville Map
- B. Mare Island Map
- C. Benicia Map

# First / Last Mile Commuter Program



VACAVILLE

## North Vacaville Businesses Including:

- Genentech
- Kaiser
- Solano College-Vacaville
- Vacaville Outlets
- Nut Tree Shopping Center
- Vacaville Commons Shopping Center

California State  
Prison – Solano  
California  
Medical Facility

FAIRFIELD

Fairfield-Vacaville Train Station

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# First / Last Mile Commuter Program



VALLEJO

## Vallejo Transit Center & Ferry Terminal

Transit Service:  
San Francisco Bay Ferry to SF  
SolanoExpress Routes 78, 80, and 85  
(Future Green & Yellow Lines)  
Soltrans Routes 1-8

Mare Island  
Appx. 100 Employers

# First / Last Mile Commuter Program



**Benicia Industrial Park**  
Appx. 450 Employers

**Benicia Bus Hub**  
Transit Service:  
SolanoExpress Route 40  
(Future Blue Line)

Lake Herman Road

E. 2<sup>nd</sup> Street



BENICIA



DATE: April 16, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Erika McLitus, Project Assistant  
RE: Safe Routes to Transit (SR2T) Priority Project List

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**Background:**

The Active Transportation Program (ATP) aims to promote increased use of active modes of transportation. It was created in 2013 by Senate Bill 99 and Assembly Bill 101 and was originally funded at about \$123M a year from a combination of state and federal funds. Last year, the Road Repair and Accountability Act of 2017 Senate Bill 1 added approximately \$100M per year in available funds to the ATP. In total, the ATP Cycle 4 Call for Projects will include approximately \$440M in ATP funding composed of Federal funding and State SB1 and SHA funding for Fiscal Years (FYs) 2019-20 through 2022-23. The ATP 2019 Draft Guidelines were released online by the California Transportation Commission on March 1, 2018. Forty percent of the ATP funds will be distributed to Metropolitan Planning Organizations (MPO) in urban areas. Projects must be selected by MPOs through a competitive process and may be in large urban, small urban, or rural areas. Ten percent of the ATP funds will be distributed to small urban and rural areas, with projects competitively awarded by the Commission to projects in those regions. Fifty percent to projects competitively awarded by the Commission on a statewide basis. Regardless of category, a minimum of 25% of the funds distributed must benefit disadvantaged communities. Match funding is not required unless specified by an MPO as a determining factor in its competitive process guidelines.

The Solano County Safe Routes to Transit Plan (SR2T Plan), developed by Fehr & Peers in 2011 for the STA, aims to generate increased transit ridership by identifying specific strategies that improve access and pedestrian/bicyclist safety around existing Transit Facilities of Regional Significance (TFORS), specifically the Fairfield Transportation Center, the Suisun City Capitol Corridor Train Station, the Vacaville Transportation Center, and the Vallejo Transit Center. The Plan focuses on strategies that provide “first-mile” (access from home to transit) and “last-mile” (access from transit to destination) solutions, bridging these key gaps and encouraging multimodal trips to make transit commutes both feasible and attractive. The SR2T Plan includes both infrastructure and non-infrastructure projects concentrated around the aforementioned Solano County transit hubs, a number of which require coordination with other agencies such as Caltrans.

**Discussion:**

STA staff is prepared to apply for ATP 2019 (Cycle 4) funding for any or all SR2T projects on behalf of Suisun City, Fairfield, Vacaville, Vallejo, FAST, and SolTrans, pending feedback from member agencies to determine which SR2T projects remain a priority for each jurisdiction and review by the STA TAC and Board. Thus far, the only jurisdiction that has responded is Suisun City. Any agency that wants its SR2T projects included in the countywide ATP Cycle 4 application must reply to STA staff by Friday, May 11, 2018.

Using the feedback provided, STA staff drafted a preliminary list of priority SR2T projects (see Attachment A). Once project priorities are selected, preliminary designs and cost estimates will be requested from each member agency that has a project requesting funding. PE and CON funds are expected to be requested from ATP. Some of these projects may also require coordination with agencies such as Caltrans.

**ATP 2019 (Cycle 4) Key Dates are shown below:**

Draft ATP Guidelines presented to Commission	March 21, 2018
Commission hearing and adoption of ATP Guidelines and Fund Estimate; Call for Projects	May 16, 2018
Large MPOs submit optional guidelines to Commission	May 31, 2018
Project applications to Caltrans (postmark date)	July 31, 2018
Commission approves or rejects MPO guidelines	August 15, 2018
Commission adopts statewide and small urban and rural portions of the program; Projects not programmed distributed to large MPOs based on location	January, 2019
Deadline for MPO <b>Final</b> project programming recommendations to the Commission	April 1, 2019
Commission adopts MPO selected projects	June 2019

**Fiscal Impact:**

None at this time as STA is not proposing to contribute any funds to these projects.

**Recommendation:**

Informational.

Attachments:

A. Safe Routes to Transit Priority Projects

***For immediate review and printing:***

B. [2019 Active Transportation Program Guidelines - Final Draft](#)

C. [STA Safe Routes to Transit Plan](#)



## Safe Routes to Transit: Priority Projects

No.	Sponsor	Project Location	Project Type	Project Name	Project Description	Cost
1	Suisun City	Suisun City Capitol Corridor Train Station Marina Blvd. to Main St.	Other	Other Enhancement	Railroad Ave. extension	\$\$\$
2	Suisun City	Suisun City Capitol Corridor Train Station – Buena Vista Avenue/Marina Boulevard from Rio Verde to SR-12	Pedestrian	New Sidewalks	East side of Marina Blvd.; south side of Buena Vista Ave.	\$\$
3	Suisun City/Fairfield	Suisun City Capitol Corridor Train Station Union Ave. (Fairfield) to Main St. (Suisun City)	Other	Other Enhancement	Consider new grade-separated or at-grade crossing (requires coordination with Capitol Corridor and Public Utilities Commission)	\$\$\$
4	Suisun City	Suisun City Capitol Corridor Train Station Depot building to Spring St.	Streetscape	Streetscape Project	Alley streetscape improvements (speed bumps or sidewalks, stop sign at Spring Street, curb ramps at Spring Street, lighting, etc.)	\$
5	Suisun City	Suisun City Capitol Corridor Train Station Main St. / Lotz Way	Pedestrian	Intersection Crossing Enhancements	Crosswalk striping, truncated domes, and pedestrian signal heads at west leg; add “Turning Traffic Must Yield to Pedestrians” (CAMUTCD R10-15) sign for westbound left-turn vehicles; fencing on east side of Main Street north of Lotz Way to channelized pedestrians to crosswalk	\$
6	Suisun City	Suisun City Capitol Corridor Train Station SR-12 off-ramp / Civic Center Blvd. / Lotz Way	Pedestrian	Intersection Reconfiguration	Replace channelized free right-turn with controlled right-turn (requires coordination with Caltrans)	\$
7	Suisun City	Suisun City Capitol Corridor Train Station – Lotz Way from Marina Boulevard to train station	Bike Path	Bike Path (Class I)	Lotz Way Class I shared use path (north side)	\$\$\$
8	Suisun City	Suisun City Capitol Corridor Train Station SR-12 to Morgan St.	Streetscape	Streetscape Project	Main St. streetscape improvements (sidewalk, curb ramps, crosswalks, street lighting, wayfinding signage, bulbouts, pavement rehabilitation, landscaping, etc.)	\$\$\$
9	Suisun City	Suisun City Capitol Corridor Train Station – Main Street from SR-12 to Cordelia Street	Bike Route	Bike Route (Class III)	Main St. bike route with sharrows	\$
10	Suisun City	Spring Street from Main Street to northerly terminus of Spring Street	Streetscape	Streetscape improvements	Streetscape improvements on Spring Street from Main Street to northerly terminus of Spring Street.	\$
11	Suisun City	Alley located west of/parallel to Main Street, from Common Street to Suisun City Capitol Corridor Train Station	Streetscape	Streetscape improvements	Streetscape improvements in existing alley located west of and parallel to Main Street, from Common Street to the train station.	\$\$
12	Suisun City	Civic Center Boulevard from southerly terminus of Civic Center Boulevard to Lotz Way	Streetscape	Streetscape improvements	Streetscape improvements on Civic Center Boulevard from southerly terminus of Civic Center Boulevard to Lotz Way.	\$\$
13	Suisun City	Central County Bikeway from Walters Road to Suisun City Capitol Corridor Train Station	Other	Street Lighting	Street lighting along the Central County Bikeway (which is located along the north side of State Route 12) from Walters Road to Suisun City Capitol Corridor Train Station.	\$\$

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DATE: April 13, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Brandon Thomson, Transit Mobility Coordinator  
RE: Review of SolanoExpress Performance Measures

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**Background:**

In October of 2016, the STA Board adopted the updated SolanoExpress Performance Measures (Attachment A) for the SolanoExpress service. This item is to inform Consortium members that STA staff will be looking to update the performance measures for SolanoExpress as service changes will begin on July 1, 2018.

**Discussion:**

Adopting a benchmark for cost per revenue vehicle hour will impact the total number of service hours that can be provided within the framework of current operating revenues. This provides the ability to set budgets within available financial resources. The currently adopted benchmark of \$135 per hour was set in 2016 and STA staff will be reviewing this projection based on input provided by the two service providers, Fairfield and Suisun Transit (FAST) and Solano County Transit (SolTrans). Using \$135 per hour allows planning for approximately 72,000 hours of service within existing identified resources.

The STA Board adopted the proposed Service Plan on April 11, 2018 for the SolanoExpress service with Phase 1 to be implemented in July 1, 2018. The amount of service is based on available financial resources against the cost per unit of service. Therefore, the cost per hour of service (“cost per vehicle revenue hour”) becomes an important statistic.

STA staff is proposing to return to the Consortium, STA TAC, and Board with an updated assessment of the performance of the seven routes of the current SolanoExpress service. Discussion of the performance measure will be discussed.

**Fiscal Impact:**

There is no immediate financial impact, the proposed benchmarks create a framework for projecting SolanoExpress service levels. The adjustment in cost per revenue vehicle hour will impact the total number of service hours that can be provided within the framework of current operating revenues. This provides the ability to set budgets within available financial resources.

**Recommendation:**

Informational.

Attachments:

- A. Current SolanoExpress Performance Benchmarks

## SolanoExpress Performance Benchmarks

<b>Time Period</b>	<b>2013</b>	<b>FY 2017-18</b>
<b>Description</b>	<b>Benchmarks - Adopted</b>	<b>Benchmarks - Proposed</b>
<b>Service Design</b>		
Speed - MPH	35	35
<b>Productivity</b>		
Passengers per vehicle revenue hour	25.0	25.0
Passengers per trip	15.0	15.0
Passengers per vehicle revenue mile	1.0	0.4
Peak corridor demand	85.0%	85.0%
Capacity Utilization	35.0%	35.0%
<b>Efficiency</b>		
Cost per revenue vehicle hour	\$ 125.00	\$ 135.30
Cost/RVM	\$ 5.00	\$ 3.87
Cost/Rev Seat Mile	\$ 0.100	\$ 0.079
<b>Effectiveness</b>		
Subsidy per trip	\$ 3.50	\$ 3.71
Revenue per revenue seat mile	\$ 0.040	\$ 0.040
Farebox recovery ratio	50%	50%



DATE: April 24, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Lloyd Nadal, Program Services Division Manager  
RE: Solano Community College (SCC) Student Transportation Fee and Mobile Application Update

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**Background:**

At the May 2017 Consortium meeting, members received a report on the status of the Solano Community College (SCC) Student Transportation Fee 2-Year Pilot Program. The Consortium, and subsequently the TAC and Board, approved recommendations to improve the programs performance for the second year of the pilot program. The recommendations focused on implementing a low-cost countywide unlimited access program for SCC students, using a mobile application for boarding buses operated by FAST, SolTrans, Vacaville City Coach, and the regional SolanoExpress service. SCC and STA signed an agreement to move the pilot forward with a reduced student fare product (\$50/per semester) for SCC student users who pay the transit fee in their registration and choose to pay the semester user fee. The fare includes unlimited usage on trips beginning and ending in Solano County. For trips outside of Solano County, students shall pay the fare normally required from the last stop within Solano County to the destination outside of Solano County on the route boarded by the SCC student. Also as part of the pilot, SCC students will have the ability to access the student fare using the mobile application once developed.

STA received \$160,105 in student transportation fee revenue from SCC which is in the process of being distributed to the three Transit Operators based on an agreed upon percentage: FAST will receive 42.5%, SolTrans will receive 42.5% and Vacaville City Coach will receive 15% per semester. SCC estimates that the continued student transportation fee total will be approximately \$80,000/per semester. STA will work with the Operators to identify the appropriate cost for the subsidized fare to recuperate any operational losses and work cooperatively in efforts toward seeking grants that may be needed in the future to extend the pilot or any additional services to support the SCC Transportation Fee Program. A separate agreement will be developed with the Operators to handle the financial processing using the mobile application and cover any ongoing or annual maintenance costs associated with the mobile application.

**Discussion:**

Pending receiving the payment processor information from the three transit operators, the mobile application is ready for testing and beta site delivery which will take approximately 2-3 weeks. STA staff is reaching out to SCC staff and students to help pilot the app either at the end of the spring semester or beginning of summer session in June 2018. FAST, SolTrans and Vacaville City Coach will continue to provide rides to students at no cost using their SCC student photo ID card with a valid semester registration sticker until the spring semester ends on May 24, 2018.

STA will continue to work with the three transit operators and SCC to develop a marketing strategy and implement media and public outreach elements such as framed messages and flyers to encourage students' use of the transportation system and to promote the new semester fare after the mobile application is piloted. American Eagle, the app vendor, will provide STA an

updated timeline that incorporates the remaining phases prior to launch. The new goal is to have the mobile application tested and ready for full implementation on or before July 1, 2018, the date for Phase 1 of the SolanoExpress service plan.

**Recommendations:**

Informational.



DATE: April 12, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Cory Peterson, Planning Assistant  
RE: Yolo Solano Air Quality Management District (YSAQMD) Clean Air  
Funds Program FY 2018-19

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**Background:**

The Yolo Solano Air Quality Management District (YSAQMD) provides funding for projects that reduce motor vehicle air pollution in the Yolo Solano Air Basin through the YSAQMD Clean Air Funds program. Funding for this program is collected through a \$4 fee on all motor vehicle registrations within the Air District's boundaries, as well as a special property tax assessed on Solano County properties located in the YSAQMD. YSAQMD administers the grant program, and partners with STA to create a joint application screening committee to recommend funding for projects in Solano County.

The Solano County communities eligible to apply for YSAQMD Clean Air Funds are the Cities of Dixon, Rio Vista, and Vacaville, as well as the eastern half of unincorporated Solano County. Applications are distributed and collected by the YSAQMD for projects in both Solano and Yolo counties. STA and YSAQMD staff jointly review the applications for Solano County projects, and together, make a recommendation to a screening committee. The screening committee recommendations are forwarded to the YSAQMD Board for final action.

**Discussion:**

The typical amount of YSAQMD Clean Air funds available to Solano County projects in prior years has ranged from \$300,000 to \$450,000. For FY 2018-19, \$340,000 is available for programming, with \$388,000 requested for funding. STA and YSAQMD staff reviewed the received applications and came up with joint recommended funding amounts. Attachment A shows the received applications, amount requested, and total project costs.

On April 18<sup>th</sup>, 2018, the YSAQMD Clean Air Funds Application Review Committee was scheduled to review all applications and receive presentations from each project sponsor. The Committee's funding recommendations will be provided under separate cover at the meeting. These recommendations were forwarded to the full YSAQMD Board, which is scheduled to meet on June 13, 2018 to make a final funding decision.

**Fiscal Impact:**

YSAQMD will allocate \$340,000 in Clean Air Funds towards clean air projects recommended by the YSAQMD Clean Air Funds Application Review Committee, pending approval from the full YSAQMD Board.

**Recommendation:**

Informational.

Attachment:

- A. Received Applications for FY 2018-19 YSAQMD Clean Air Funds Projects

Yolo-Solano AQMD  
Clean Air Funds Applications 2018  
Solano County

<b>CLEAN TECHNOLOGIES/ LOW EMISSION VEHICLES</b>			
	<b>Applicant</b>	<b>Project</b>	<b>Funding Requested</b>
1	City of Rio Vista	Replace 1999 Kobota Tier One Tractor	\$22,000.00
<b>SUB TOTAL</b>			<b>\$22,000.00</b>

<b>ALTERNATIVE TRANSPORTATION</b>			
	<b>Applicant</b>	<b>Project</b>	<b>Funding Requested</b>
2	City of Dixon	Final Phase of Vacaville-Dixon Bikeway (Phase 6)	\$150,000.00
3	City of Rio Vista	Montezuma Hills Road Bicycle/Pedestrian Improv. Proj.	\$100,000.00
4	Solano Transportation Authority	Multi Modal Pilot Program (Train/Lyft) in Vacaville	\$100,000.00
<b>SUB TOTAL</b>			<b>\$350,000.00</b>

<b>TRANSIT SERVICES</b>			
	<b>Applicant</b>	<b>Project</b>	<b>Funding Requested</b>
<b>SUB TOTAL</b>			<b>\$0.00</b>

<b>PUBLIC EDUCATION/ INFORMATION</b>			
	<b>Applicant</b>	<b>Project</b>	<b>Funding Requested</b>
5	Breathe California of Sacramento - Emigrant Trails	Pilot Electric Vehicle Education Program - Solano Co.	\$16,000.00
<b>SUB TOTAL</b>			<b>\$16,000.00</b>

**TOTAL** **\$388,000.00**





DATE : April 11, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Amy Antunano, Call Center Supervisor  
RE: Solano Mobility Call Center/Transportation Info Depot Monthly Update

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**Background:**

The STA has expanded their services to include the Solano Mobility Call Center in February 2014. In addition to providing commuters and Solano/Napa county employers with information on a variety of transit services and incentive programs, the Mobility Call Center provides seniors 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.

**Discussion:**

*Solano Mobility Call Center and Transportation Info Depot*

For March for Fiscal Year (FY) 2017-18, the Solano Mobility Call Center assisted 681 customers, of which 66 were ADA/Mobility related. The Call Center also assisted 407 walk in customers, processed 12 Regional Transit Connection (RTC) applications, and sold 19 Clipper cards.

*Transportation Info Depot*

The hours of operation are Monday through Friday from 7am until 3pm. Customers can still receive assistance from 3pm till 5pm at the office at One Harbor Center in Suisun City. Clipper card sales are available only at the Transportation Info Depot.

**Recommendation:**

Informational.

Attachment:

- A. Call Center Activity Chart

<b>Mobility Call Center Activities</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>FY 17/18 Totals</b>
<b><u>Seniors &amp; People W/Disabilities-Calls</u></b>				
ADA Paratransit Eligibility	50	55	66	453
RTC Questions	11	16	3	120
Trip Planning	7	10	16	114
<i>Calls Referred to Outside Agencies</i>				
NonProfit	8	5	3	30
Private	5		5	38
Transit Agency	4		10	21
Taxi Scrip Local Questions	12	8	15	106
Taxi Scrip InterCity Questions	20	12	16	138
<b>Totals:</b>	<b>117</b>	<b>106</b>	<b>134</b>	<b>1020</b>
<b><u>Seniors &amp; People W/Disabilities-Other</u></b>				
RTC Apps Processed	19	13	12	111
Senior/Disabled Walk-Ins	57	29	36	411
Materials Mailed	27	28		101
<b>Totals:</b>	<b>103</b>	<b>70</b>	<b>48</b>	<b>623</b>
<b><u>General Mobility Call Center</u></b>				
Transit Calls	71	111	70	418
SNCI Incentives/Programs	17	7	13	83
Trip Planning	12	25	32	151
Other	52	69	25	353
<b>Totals:</b>	<b>152</b>	<b>212</b>	<b>140</b>	<b>1005</b>
<b><u>General Walk-Ins</u></b>				
General Transit Questions	326	278	323	2986
Trip Planning	12	11	5	106
RTC Questions	2	10	0	34
Clipper Questions	5	2	1	25
Other - Taxi, Misc	13	4	11	116
<b>Totals:</b>	<b>358</b>	<b>305</b>	<b>340</b>	<b>3267</b>
<b><u>Sales</u></b>				
Clipper Card Sales	<b>31</b>	<b>13</b>	<b>19</b>	<b>187</b>
Senior	11	4	6	62
Adult	17	9	13	116
Youth	2			2
Bike Link Cards Sold	0	1	0	5
<b><u>Travel Training</u></b>				
Travel Training Referrals	3	7	7	<b>74</b>
<b><u>Outreach</u></b>				
Events & Presentations	2	3	4	23
# Attendees	30	40	75	740
Solano Mobility Website Hits	1540	2052	1626	<b>12650</b>
<b>Total Calls</b>	<b>269</b>	<b>318</b>	<b>274</b>	<b>2025</b>
<b>Total Walk-Ins</b>	<b>492</b>	<b>389</b>	<b>407</b>	<b>4082</b>



DATE: April 16, 2018  
TO: SolanoExpress Intercity Transit Consortium  
FROM: Jayne Bauer, 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 February 14, 2018, the STA Board amended its 2018 Legislative Platform to provide policy guidance on transportation legislation and the STA’s legislative activities during 2018.

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 <http://tiny.cc/staleg>.

**Discussion:**

State Legislative Update (Shaw/Yoder/Antwih, Inc.):

The final year of the 2017-2018 Legislative Session is underway with Committee hearings ramping up in mid-March. Approximately 2,300 new bills were introduced in the second year of the session. State Legislators return to session April 2<sup>nd</sup>.

The STA Board is scheduled to meet with Solano’s state legislators after the June election. Top STA priorities are to protect the funding implemented by SB1 (the Road Repair and Accountability Act of 2017) and further protected by Proposition 69 (ACA 5), and to support the enactment of Regional Measure 3 (RM3), the Bay Area Traffic Relief Plan for voter-approved bridge toll extension.

Staff has prepared fact sheets and posted informational content on the STA website regarding the benefit to Solano County of funding through RM3 if it is approved by Bay Area voters in June, and SB1 programs. 254 local streets and roads projects are scheduled to go to construction in Solano County this summer. We anticipate learning later this month whether STA was successful in receiving grant funds for the I-80 HOV/Express Lanes, I-80/I-680/SR 12 Interchange and SolanoExpress transit facilities and bus improvements. Additionally, 5 highway projects totaling \$41.4 million will begin construction by Caltrans this year through SHOPP/Gas Tax funds: Laurel Street Bridge Replacement (Vallejo); Midway and Meridian Bridge Replacement (Dixon); Highway 12/113 Improvements (near Rio Vista); Dan Wilson Creek Bridge Replacement (Fairfield); I-80 Concrete Median Barrier (Dixon).

Updates on the following are detailed in Attachment A:

- SB1 Repeal Update (“Road Repair and Accountability Act of 2017” state transportation funding package), including Proposition 69 which was put on the ballot by ACA 5 (Frazier)
- 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 the new administration. The STA Board is planning a trip to Washington DC after the June election to advocate for Solano’s priority projects.

Updates on the following are detailed in Attachment B:

- Fiscal Year 2018 Appropriations
- Developments in the Administration and Congress:
  - 2018 TIGER, Infra and Bus & Bus Facility Grants
  - President's Infrastructure Proposal and Committee Hearings
  - Transit Security

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachments:

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



SHAW/YODER/ANTWIH, inc.  
LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

March 28, 2018

TO: Board of Directors, Solano Transportation Authority

FM: Joshua W. Shaw, Partner  
Matt Robinson, Legislative Advocate

RE: STATE LEGISLATIVE UPDATE – April 2018

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***Legislative Update***

The Legislature will reconvene from Spring Recess on April 2 and begin a series of policy committee hearings on hundreds of bills available for consideration. The committees have until April 27 to send bills to the Appropriations Committees. In this report we highlight the most relevant bills this year affecting STA; those are discussed under ***Bills of Interest***, below.

***SB 1 Repeal***

As we reported in our last report, the proponents of SB 1 recently formed a ballot committee – the Coalition to Protect Local Transportation Improvements – to oppose the repeal effort and promote the benefits of SB 1 throughout California. The Committee is led by the California Alliance for Jobs, the California State Association of Counties, the League of California Cities, and the California Transit Association, as well as several other transportation, labor, business, and local government agencies, formally known as the Fix Our Roads Coalition. The Committee will also support passage of Proposition 69 – put on the ballot by ACA 5 (Frazier) – the constitutional amendment passed by the legislature to protect new SB 1 revenues; the measure will be before the voters this June. The Committee recently launched a new website with more information about the benefits of SB 1, tools local agencies can use, and reasons to oppose the potential repeal. **The STA Board is formally in support of the “Yes on Proposition 69” and the “No on SB 1 Repeal” campaigns.**

As far as the repeal is concerned, the proponents have raised approximately \$1.2 million and will more than likely qualify the measure for the November ballot. The proponents have until late-April to submit the required number of signatures – 585,000 – to the Secretary of State. Recognizing the likelihood the repeal goes forward and that it poses a real threat to the funding provided by SB 1, the Governor has personally engaged stakeholders and requested their support for the upcoming campaign.

***Bills of Interest***

**SB 827 (Wiener) – Planning and Zoning Near Transit**

The Planning and Zoning Law requires, when a housing development is proposed within the jurisdiction of a local government, that the city, county, or city and county provide the developer with a density bonus to produce low income housing. This bill would authorize a transit-rich housing project to receive a transit-rich housing bonus. The bill would define a transit-rich housing project as a residential development project within a half-mile of a major transit stop or a quarter-mile of a high-quality transit corridor. The bill would exempt a project from various requirements, including maximum controls on

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Sacramento, CA 95814

residential density or floor area ratio, minimum automobile parking requirements, design standards that restrict the applicant's ability to construct the maximum number of units consistent with any applicable building code, and maximum height limitations.

**SB 961 (Allen) Second Neighborhood Infill Finance and Transit Improvements Act**

This bill would enact the Second Neighborhood Infill Finance and Transit Improvements Act and would authorize a city or county to use tax increment financing through (as part of an enhanced infrastructure financing district) to issue bonds for housing, as well as station development for transit, urban forestry, decoupled parking, access to transit, and other infrastructure for residential communities, including water infrastructure or waste water infrastructure that captures rainwater or urban runoff. The bonds would not require voter approval, but the area to be financed must be within one-half mile of a rail transit station or within 300 feet of a transit rich boulevard served by bus rapid transit or high-frequency bus service.

**SB 1262 (Newman) Construction Manager/General Contractor Procurements**

Existing law authorizes Caltrans to engage in Construction Manager/General Contractor (CM/GC) project delivery for projects for the construction of a highway, bridge, or tunnel on up to 24 projects. This bill would remove the cap on the number of projects Caltrans may use the CM/GC method.

**SB 1328 (Beall) Road User Charge**

Existing law requires the Chair of the CTC to create a Road Usage Charge (RUC) Technical Advisory Committee to guide the development and evaluation of a pilot program to assess the potential for mileage-based revenue collection as an alternative to the gas tax system. The Committee studied RUC alternatives to the gas tax and made recommendations to CalSTA and is scheduled to sunset on January 1, 2019. This bill would extend the operation of the Committee until January 1, 2023 and require the Committee to assess the potential for mileage-based revenue collection for California's roads and highways as an alternative to the gas tax system.

**SCA 6 (Wiener) – Lower Vote Threshold for Local Transportation Taxes (2-Year Bill)**

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for transportation purposes. ***The STA Board SUPPORTS this bill (Board Action: 4/12/17).***

**AB 1121 (Chiu) – WETA Board (2-Year Bill)**

Existing law establishes the San Francisco Bay Area Water Emergency Transportation Authority, composed of 3 members appointed by the Governor, one member appointed by the Senate Committee on Rules, and one member appointed by the Speaker of the Assembly. This bill would increase the membership of the authority to 9 members, with 5 members to be appointed by the Governor, 2 members appointed by the Senate Committee on Rules, and 2 members appointed by the Speaker of the Assembly.

**AB 1324 (Gloria) – Local Sales Taxes for Transportation (2-Year Bill)**

This bill would authorize a metropolitan planning organization or regional transportation planning agency authorized to levy a sales tax to levy that tax in only a portion of the jurisdiction, as an alternative to the entire jurisdiction, in which the organization or agency has authority if approved by the required percentage of the voters in that portion of the jurisdiction. The bill would require the

revenues derived from the sales tax to be used only within the area for which the tax was approved by the voters. ***The STA Board SUPPORTS this bill (Board Action: 5/10/17).***

**AB 1405 (Mullin) – Digital Billboards**

This bill would authorize a comprehensive development lease agreement between the Department of Transportation (Caltrans) and the private sector for a new digital sign network to provide real-time information for enhanced statewide emergency and traveler communications and provide revenues to the State Highway Account by allowing paid advertisements to appear on the digital signs.

**AB 1759 (McCarty) – Road Maintenance and Rehabilitation Account Funding**

The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes a housing element and report on the progress of the established goals. This bill would require HCD to review the reports annually and beginning in the 2022–23 fiscal year and require cities and counties to be certified in the prior fiscal year by HCD to remain eligible for an apportionment of SB 1 RMRA funds.

**AB 1905 (Grayson) – CEQA Judicial Review for Transportation Projects**

The California Environmental Quality Act (CEQA) requires a lead agency to prepare and certify 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 that effect. CEQA establishes a procedure by which a person may seek judicial review of an agency’s decision. This bill would prohibit a court from stalling a transportation project under judicial review pursuant to CEQA if the project is included in a sustainable communities strategy and for which an environmental impact report has been certified. ***The STA Board SUPPORTS this bill IN CONCEPT (Board Action: 3/14/18).***

**AB 3059 (Bloom) Congestion Pricing**

This bill would authorize two congestion pricing demonstration projects in northern California and two in southern California. The bill would define “congestion pricing” to mean the assessment of a charge on motor vehicles using local streets and roads in a participating jurisdiction.

**ACA 4 (Aguiar-Curry) – Lower Vote Threshold for Local Infrastructure Taxes**

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for purposes of funding the construction, rehabilitation or replacement of public infrastructure or affordable housing, which specifically includes improvements to transit and streets & highways, as well as protection from impacts of sea-level rise. This measure would also reduce the threshold to 55 percent for local governments to increase property taxes to cover bonded indebtedness to fund similar project-types. ***The STA Board SUPPORTS this bill (Board Action: 4/12/17).***

**Proposition 69 / ACA 5 (Frazier and Newman) – Protecting Transportation Revenues, Revising Appropriations Limit**

This measure would add to the list of transportation-related revenues protected from legislative diversion by Article XIX those taxes and fees raised in SB 1 (Beall & Frazier). The measure also protects certain transit funds that were increased in the Gas Tax Swap of 2010-11. Article XIII B of the California Constitution prohibits the total annual appropriations subject to limitation of the state and each local government from exceeding the appropriations limit of the entity of the government for the prior year, as adjusted; this measure would also exclude appropriations of certain revenues associated with the

Road Repair and Accountability Act of 2017 from the appropriations subject to constitutional limitation.  
***The STA Board SUPPORTS Proposition 69 (Board Action: 3/14/18).***



M E M O R A N D U M

March 29, 2018

**To:** Solano Transportation Authority  
**From:** Akin Gump Strauss Hauer & Feld LLP  
**Re:** March Report

During the month of March, we monitored developments in Washington regarding transportation funding and policy. We attended and reported on several congressional hearings and a roundtable on policies important to STA member agencies and on fiscal year 2018 funding.

**Fiscal Year 2018 Appropriations**

On March 23, President Donald Trump signed into law the Consolidated Appropriations Act of 2018 (H.R. 1625), which funds the federal government through September 30. The Omnibus bill includes significantly higher funding levels than was authorized in the FAST Act in light of the recent two-year bipartisan budget agreement. The bill provides \$27.3 billion for the Department of Transportation, which is an \$8.7 billion increase over fiscal year 2017. The bill includes \$47.5 billion for Federal Highway Administration programs (a \$3.5 billion increase from fiscal year 2017), \$13.5 billion for Federal Transit Administration programs (a \$1.834 billion increase), \$3.1 billion for rail infrastructure and safety (\$1.2 billion more than fiscal year 2017) and \$1.5 billion for National Infrastructure (TIGER) Grants (a \$1 billion increase).

The funding for transit includes \$9.7 billion for the formula programs authorized in the FAST Act (including the bus and bus facilities program) and \$2.6 billion for Capital Investment Grants (a \$200 million increase). The bill also includes an additional \$834 million for Transit Infrastructure Grants, including \$400 million for State of Good Repair grants, \$30 million to supplement the high density state formula, \$400 million for bus and bus facilities (of which \$209.1 million is for formula grants, \$161.45 million is for competitive discretionary grants, and \$29.45 million is for low and no emission buses), and \$1 million for bus testing.

**Developments in the Administration**

The Department of Transportation recently announced its fiscal year 2017 TIGER awards and is expected to announce Infra awards shortly. DOT should issue notices of funding availability for fiscal year 2018 TIGER, Infra and Bus and Bus Facility grants in the very near future. With the additional funding, STA should be prepared to identify priority projects for which it will submit grant applications.

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## **Developments in Congress**

### *Infrastructure*

Congress continued to hold hearings regarding the President's infrastructure proposal, although House Speaker Paul Ryan (R-WI) and others have expressed doubt that Congress will be able to pass comprehensive infrastructure legislation this year. The major stumbling block continues to be identifying how to pay for increased spending on infrastructure. With Congress passing spending legislation that provides increased funding for infrastructure, the impetus to pass legislation that provides additional funding appears to be waning – particularly since the FAST Act does not expire until September 30, 2020.

On March 1, the Senate Environment and Public Works Committee held a hearing entitled “The Trump Administration’s Framework for Rebuilding Infrastructure in America.” The panel heard from Transportation Secretary Elaine Chao and Assistant Secretary of the Army for Civil Works R.D. James regarding the Trump Administration’s \$200 billion infrastructure proposal. During the hearing, Secretary Chao and Assistant Secretary James touted the Administration’s efforts to streamline the project approval process and implement a “one federal decision” policy.

The House Transportation and Infrastructure Committee hosted Secretary Chao on March 6 to discuss the Administration’s infrastructure proposal. The panel pressed Secretary Chao for details on how the proposal would be funded and how labor standards would be protected. Chairman Bill Shuster (R-PA) said at the hearing that he is working on legislation to relocate the U.S. Army Corps of Engineers from the Department of Defense to the Department of Transportation.

The House Committee on Transportation and Infrastructure’s Subcommittee on Highways and Transit held a hearing on March 7 entitled, “Building a 21st Century Infrastructure for America: Long-Term Funding for Highways and Transit Programs.” The Subcommittee heard from representatives from state transportation departments and trade associations regarding potential funding options for surface transportation infrastructure.

The Senate Commerce, Science, and Transportation Committee held three hearings on “Rebuilding Infrastructure in America” from March 13-14. The first hearing focused on “Investing in Next Generation Broadband.” The second hearing, which focused on “State and Local Transportation Needs,” brought together state and local officials as well as representatives from the supply chain and short line railroad industries regarding surface transportation needs in local communities. The final hearing focused on “Administration Perspectives” and brought

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together Secretaries Elaine Chao, Wilbur Ross, Alexander Acosta, Sonny Perdue, and Rick Perry to discuss regarding the nation's diverse infrastructure needs.

The House Committee on Oversight and Government Reform's Interior, Energy, and Environment Subcommittee held a hearing on March 15 entitled "An Examination of Federal Permitting Processes." The panel heard from construction industry representatives and think tank fellows regarding potential reforms to the National Environmental Policy Act (NEPA) and Clean Water Act permitting processes.

The Senate Banking Committee staff held an "off the record" roundtable on transit on March 20 (during the American Public Transportation Association conference). Participants included Phil Washington, CEO of Los Angeles County Metropolitan Transportation Authority, Doug Allen, CEO of Virginia Railway Express, Doran Barnes, Executive Director of Foothill Transit, Joe Calabrese, CEO and General Manager of Greater the Cleveland Regional Transit Authority, Nat Ford, CEO, Jacksonville Transportation Authority and Lee Gibson, executive director, Regional Transportation Commission of Washoe County. Among the issues the group discussed were support for expansion of Private Activity Bonds and the one federal decision approach to environmental reviews, funding for Capital Investment Grants, state of good repair; electric buses and other innovative technologies, a long-term solution to transportation funding and autonomous vehicle research,

#### *Transit Security*

The House of Representatives passed the Strengthening Local Transportation Security Capabilities Act (H.R. 5089), which would direct the Transportation Security Administration (TSA) to prioritize information sharing with rail stations, bus terminals, and multimodal transportation centers. The House also passed the Surface Transportation Security Improvement Act (H.R. 5131), which would improve security for soft targets in transportation, including rail and bus transit. Both measures would require Senate passage to become law.

The House Committee on Homeland Security approved the Surface Transportation Security and Technology Accountability Act (H.R. 5081), which would establish a Surface Transportation Advisory Committee within the TSA.

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DATE: April 12, 2018  
 TO: SolanoExpress Intercity Transit Consortium  
 FROM: Cory Peterson, 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>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.	Climate Protection Grant Program	<b>\$5 million</b>	May 11, 2018
<b>State</b>			
1.	Active Transportation Program	Approx. <b>\$440 million</b>	May - July 2018
2.	Caltrans Transportation Planning Grants	TBD	August – October 2018

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachment:

- A. Detailed Funding Opportunities Summary

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**ATTACHMENT A**

The following funding opportunities will be available to the STA member agencies during the next few months. Please distribute this information to the appropriate departments in your jurisdiction. Yellow highlighted grants have deadlines approaching soon!

Fund Source	Application Contact**	Project Types/Eligibility	Amount Available	Program Description	Call For Projects	STA Staff Contact	Potential Projects
<b>Regional Grants</b>							
<b>Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)</b>	Gary A. Bailey Sacramento Metropolitan Air Quality Management District (916) 874-4893 <a href="mailto:gbailey@airquality.org">gbailey@airquality.org</a>	Replace high-polluting off-road equipment	Approx. <b>\$10 million</b> , maximum per project is \$4.5 million	The Off-Road Equipment Replacement Program (ERP), an extension of the Carl Moyer Program, provides grant funds to replace Tier 0, high-polluting off-road equipment with the cleanest available emission level equipment.	Ongoing. Application Due On First-Come, First-Served Basis	<b>Robert Guerrero</b> (707) 399-3211 <a href="mailto:rquerrero@sta.ca.gov">rquerrero@sta.ca.gov</a>	
<b>Climate Protection Grant Program</b>	Geraldina Grunbaum Bay Area Air Quality Management District <a href="mailto:climate@baaqmd.org">climate@baaqmd.org</a>	Energy upgrades for buildings	<b>\$5 million</b>	Prioritizes projects that make progress towards achieving the Air District's 2030 and 2050 GHG targets and accelerating the implementation of local climate protection efforts through two categories: reducing GHGs from existing buildings, and fostering innovative strategies with long-term impacts in reducing GHG emissions	Due May 11, 2018	<b>Cory Peterson</b> (707) 399-3214 <a href="mailto:cpeterson@sta.ca.gov">cpeterson@sta.ca.gov</a>	

Fund Source	Application Contact**	Project Types/Eligibility	Amount Available	Program Description	Call For Projects	STA Staff Contact	Potential Projects
<b>Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)*</b>	Graciela Garcia ARB (916) 323-2781 <a href="mailto:ggarcia@arb.ca.gov">ggarcia@arb.ca.gov</a>	Low/No Carbon Vehicles	Up to <b>\$7,000</b> rebate per light-duty vehicle	The Zero-Emission and Plug-In Hybrid Light-Duty Vehicle (Clean Vehicle) Rebate Project is intended to encourage and accelerate zero-emission vehicle deployment and technology innovation. Rebates for clean vehicles are now available through the Clean Vehicle Rebate Project (CVRP) funded by the Air Resources Board (ARB) and implemented statewide by the California Center for Sustainable Energy (CCSE).	Application Due On First-Come, First-Served Basis (Currently applicants are put on waitlist)	<b>Cory Peterson (707) 399-3214</b> <a href="mailto:cpeterson@sta.ca.gov">cpeterson@sta.ca.gov</a>	
<b>Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)*</b>	To learn more about how to request a voucher, contact: <b>888-457-HVIP</b> <a href="mailto:info@californiahvip.org">info@californiahvip.org</a>	Low/No Carbon Engines	Approx. <b>\$5,000 to \$45,000</b> per qualified request	The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.	Application Due On First-Come, First-Served Basis	<b>Brandon Thomson (707) 399-3234</b> <a href="mailto:bthomson@sta.ca.gov">bthomson@sta.ca.gov</a>	<b>- FAST Renewable Diesel Bus Purchase</b>
<b>PG&amp;E EV Charge Network</b>	1-877-704-8723 <a href="mailto:EVChargeNetwork@pge.com">EVChargeNetwork@pge.com</a>	EV Infrastructure	<b>Funds infrastructure to support 7,500 chargers in PG&amp;E service area</b>	PG&E plans to install 7,500 charging stations across their service area. Most of these will be at employers or multi-unit dwellings. This could be a potential avenue for funding and coordination to bring more EV infrastructure to Solano County.	January 2018 – 2020, or funds exhausted	<b>Cory Peterson (707) 399-3214</b> <a href="mailto:cpeterson@sta.ca.gov">cpeterson@sta.ca.gov</a>	<b>EV Charging Infrastructure</b>



Fund Source	Application Contact**	Project Types/Eligibility	Amount Available	Program Description	Call For Projects	STA Staff Contact	Potential Projects
<b>Statewide Grants</b>							
<b>Active Transportation Program (ATP)</b>	Laurie Waters California Transportation Commission <a href="mailto:Laurie.waters@catc.ca.gov">Laurie.waters@catc.ca.gov</a>	Bicycle/Pedestrian	<b>\$440 Million</b>	The Active Transportation Program provides funding to bicycle and pedestrian projects across California. It is distributed on a competitive grant basis at the regional and state level. Approximately \$60 million is available from a statewide competitive grant.	Bi-Annually Next Cycle is May – July 2018	<b>Cory Peterson (707) 399-3214</b> <a href="mailto:cpeterson@sta.ca.gov">cpeterson@sta.ca.gov</a>	- Vallejo Bluffs Trail Project - Fairfield West Texas Gateway - Rio Vista Airport Rd - Vacaville Elmira Road Bike Path - Vallejo Sonoma Blvd Improvements
<b>Caltrans Transportation Planning Grants</b>	Priscilla Martinez-Velez 916-651-8196 <a href="mailto:Priscilla.martinez-velez@dot.ca.gov">Priscilla.martinez-velez@dot.ca.gov</a>	Plans and Studies	<b>TBD</b>	Encourages local and regional multi-modal transportation and land use planning that furthers a region's sustainable community strategy. Funds projects that consider alternative mode transportation, adaptation to climate change, and plans that foster cooperative partnerships.	August-October 2018	<b>Cory Peterson (707) 399-3214</b> <a href="mailto:cpeterson@sta.ca.gov">cpeterson@sta.ca.gov</a>	

\*\*STA staff, Cory Peterson, can be contacted directly at (707) 399-3214 or [cpeterson@sta.ca.gov](mailto:cpeterson@sta.ca.gov) for assistance with finding more information about any of the funding opportunities listed in this report

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