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## CVR - SAFE Committee

December 6, 2018, 10:15 a.m.

SACOG Board Room, 1415 L Street, Suite 300, Sacramento, CA

*The CVR-SAFE Committee may take up any agenda item at any time, regardless of the order listed. Public comment will be taken on the item at the time that it is taken up by the committee. We ask that members of the public complete a request to speak form, submit it to the clerk of the committee, and keep their remarks brief. If several persons wish to address the board on a single item, the chair may impose a time limit on individual remarks at the beginning of the discussion. Action may be taken on any item on this agenda.*

**Note: Time durations are estimates only.**

**Roll Call:** Directors Crews, Holmes, Peters, Saylor, Slowey, Schenirer, Vasquez, Veerkamp, Winn, Young, Vice Chair Joiner, Vice Chair Suen, Chair Cabaldon, and Ex Officio Member Benipal

**Public Communications:** Any person wishing to address the Committee on any item not on the agenda may do so at this time. After ten minutes of testimony, any additional testimony will be heard following the Action items.

### Action:

1. Approve the Minutes from the June 7, 2018, CVR-SAFE Committee Meeting (Jessica Lee) (Est. Time: 1 minute)
2. Amendment to Fiscal Year 2018-19 Budget for CVR-SAFE and Call Box Modernization Contract Authorization (Barbara VaughanBechtold) (Est. Time: 5 minutes)

### Adjournment

### Other Matters

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# **CVR - SAFE Committee Regular Meeting**

Meeting Date: December 6, 2018

**Agenda Item No.:** 2018-December-1

Approve the Minutes from the June 7, 2018, CVR-SAFE Committee Meeting

Action

**Prepared by:** Jessica Lee

**Approved by:** Matt Carpenter

**Attachments:** Yes

**1. Issue:**

Should the CVR-SAFE Committee approve the June 7, 2018, CVR-SAFE meeting minutes?

**2. Recommendation:**

Approve the minutes of the meeting as submitted.

**3. Background/Analysis:**

The CVR-SAFE Committee met on June 7, 2018.

**4. Discussion/Analysis:**

The minutes of the June 7, 2018, meeting are attached for approval.

**5. Fiscal Impact/Grant Information:**

There is no fiscal impact.

**6. This staff report aligns with the following SACOG Work Plan Goals: N/A**

Attachments:

Attachment A - Draft Action Minutes

**CAPITAL VALLEY REGIONAL SERVICE AUTHORITY FOR FREEWAYS & EXPRESSWAYS  
(CVR-SAFE)**

**DRAFT ACTION MINUTES**

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The CVR-SAFE Committee met on June 7, 2018 in the Board Room on the Third Floor of the Meridian Plaza Building, located at 1415 L Street, Sacramento, CA, at 10:00 a.m.

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CALL TO ORDER: Vice Chair Suen called the meeting to order at 10:02 a.m.

ROLL CALL: Present: Directors Crews, Peters, Saylor, Miller (for Slowey), Vasquez, Veerkamp, Winn, Young, Vice Chair Joiner, Vice Chair Suen, and Ex-Officio Member Graham (for Benipal)

Absent: Directors Holmes, Sander, Schenirer, and Chair Cabaldon

**1. Minutes of the May 3, 2018, CVR-SAFE Committee Meeting**

Upon motion by Vice Chair Joiner, seconded by Director Crews, the CVR-SAFE Committee unanimously approved the minutes as submitted.

**2. Capitol Valley Regional SAFE Call Box Maintenance Services Contract Award**

Upon motion by Director Crews, seconded by Vice Chair Joiner, the CVR-SAFE Committee unanimously recommended that the CVR-SAFE Board authorize the Chief Executive Officer to negotiate and award a contract for Call Box Maintenance Services to CASE Systems, Inc. for an amount not to exceed \$749,259.

**3. Approve Final Fiscal Year 2018-2019 Budget for the CVR-SAFE**

Upon motion by Director Miller, seconded by Director Veerkamp, the CVR-SAFE Committee unanimously recommended that the CVR-SAFE Board approve the final Fiscal Year 2018-2019 CVR-SAFE budget.

**Adjournment:** The meeting adjourned at 10:12 a.m.



## **CVR - SAFE Committee Regular Meeting**

Meeting Date: December 6, 2018

**Agenda Item No. 2018-December-2**

Amendment to Fiscal Year 2018-19 Budget for CVR-SAFE and Call Box Modernization Contract Authorization

Action

**Prepared by:** Barbara VaughanBechtold

**Approved by:** Matt Carpenter

**Attachments:** Yes

### **1. Issue:**

Should the Fiscal Year (FY) 2018-19 CVR-SAFE Budget be amended using existing revenues?

### **2. Recommendation:**

That the CVR-SAFE Committee recommends that the CVR-SAFE Board approve an amendment to the FY 2018-19 CVR-SAFE budget to bring the Smart Region Plan Contingency into the Smart Region Sacramento: Intelligent Transportation Systems (ITS) Architecture and Future Technology Plan Assistance project budget and update staffing costs; and to combine the Transportation Demand Management (TDM) and TDM Innovations Grant Program into one budget line item.

### **3. Background/Analysis:**

CVR-SAFE is comprised of El Dorado, Sacramento, San Joaquin, Sutter, Yolo and Yuba counties. The revenues for the CVR-SAFE are collected through a \$1 fee assessed at the time of vehicle registration in the participating counties.

The annual FY 2018-19 budget was approved by the CVR-SAFE Board at their June meeting, including costs for operations and maintenance of the core call box system. In September 2018, the board approved the Call Box Modernization Phase II Plan, release to potential vendors of an Invitation for Bid (IFB), and authorization for SACOG's Chief Executive Officer (now Executive Director) to negotiate a contract with the selected vendor. As required, both the California Highway Patrol and Caltrans also approved the Call Box Modernization Plan.

In October 2018, CVR-SAFE released the IFB. CVR-SAFE received a single bid from CASE Systems, which has a long history in the call box services business and completed CVR-SAFE's Phase I Modernization effort. Case offered a price of \$465,586 to remove approximately 154 call boxes, upgrade 338 from 3G to 4G cellular technology, and install 76 "511 Roadside Assist" signs (including in Glenn and Placer counties). Work is scheduled to begin in January and must be completed by December 31, 2019, prior to the shutdown of the Verizon 3G cellular network that currently powers the call box system. Sufficient funding for this contract was included in the FY 2018-2019 CVR-SAFE budget approved in June.

#### **4. Discussion/Analysis:**

Staff is recommending two amendments to the adopted budget as shown in Attachment A:

1. Combine the TDM Projects and Innovations Grant Program budgets. Staff is proposing that the TDM budgets be combined into a single line item. This will allow for flexibility and simplicity in budgeting and invoicing for the associated projects, including the new Sacramento Region 511 [www.sacregion511.org](http://www.sacregion511.org) that now combines under one platform motorist and traffic information, ridesharing, multimodal trip planning, annual promotions, and incentives to help reduce VMT and congestion.

2. Shift Smart Region Contingency Funds into the Smart Region Implementation Budget and revise staffing costs. Staff is proposing that the \$200,000 in contingency funds set aside in the June 2018 CVR-SAFE budget be brought into the Smart Region Sacramento: ITS Architecture and Future Technology Implementation Planning Project for consulting support, and that SACOG staff support services increase by \$85,000. These additional funds will be used to assist jurisdictions in planning the implementation of ITS projects and to support data and analysis benefitting the region.

#### **5. Fiscal Impact/Grant Information:**

There is no impact to the CVR-SAFE budget, as the amendments simply shift funds between line items using existing revenues. It is nonetheless required that the revised CVR-SAFE budget acknowledge that cost-sharing of vehicle registration funds from counties with excess revenues – El Dorado, Sacramento and San Joaquin – are still needed to cover projected over-expenditures in the other three member counties: \$75,395 in Sutter, \$184,584 in Yolo, and \$64,212 in Yuba. These counties generate a relatively low amount of vehicle license fee revenues to support the significant interregional travel they accommodate along their roadways. No service reductions will be needed in the donor counties to accommodate this cost-sharing.

#### **6. This staff report aligns with the following SACOG Work Plan Goals:**

10 - Strengthen Internal Functions & Protocols

Attachments:

Attachment A - CVR-SAFE FY 2018-19 Amended Budget

**CAPITOL VALLEY REGIONAL SAFE FY 2018-19 AMENDED BUDGET**

	FY 2017-18 Budget	FY 2017-18 Actual	FY 2018-19 Final Budget	FY 2018-19 Amended Budget
<b>REVENUE</b>				
Interest	2,000	4,000	2,000	2,000
Registration Fees	2,525,518	2,519,418	2,569,807	2,569,807
Reimbursements from Glenn County	16,000	28,800	90,000	90,000
Reimbursements from Placer County	5,500	3,000	25,000	25,000
Knockdown Recovery	3,000	3,000	3,000	3,000
<b>TOTAL REVENUE</b>	<b>\$2,552,018</b>	<b>\$2,558,218</b>	<b>\$2,689,807</b>	<b>\$2,689,807</b>
<b>EXPENDITURES</b>				
Call Box Maintenance (including Placer/Glenn County)	315,000	250,000	242,424	242,424
Freeway Service Patrol - Sacramento County	868,100	868,100	688,000	688,000
Freeway Service Patrol - San Joaquin County on I-5, I-205, Hwy 99, & Hwy 120	113,000	80,000	207,000	207,000
Freeway Service Patrol - Yolo County	75,500	75,500	60,000	60,000
Freeway Service Patrol - El Dorado County	37,500	20,500	41,250	41,250
SAFE portion of Statewide CHP Coordinator	6,500	6,800	6,500	6,500
Private Call Box Answering Contract - Fixed call boxes (voice & TTY)	6,006	6,084	6,310	6,310
Private Call Box Answering Contract - Bike Trail Boxes - TTY only	9,180	9,652	9,365	9,365
SACOG Services (staff time and indirect costs)	430,000	465,000	430,000	465,000
Cellular Phone Service (including Placer/Glenn County)	35,000	15,000	20,000	20,000
Consultant	87,957	68,000	87,957	87,957
Insurance	11,000	14,000	14,500	14,500
Public Information	100	200	200	200
Legal Services	11,000	11,000	10,000	10,000
DMV Fees	12,000	12,000	13,000	13,000
Meetings/Printing	4,900	4,800	4,800	4,800
511/STARNET - Capital Improvements Project	0	0	0	0
511/STARNET - Maintenance & Operations	360,000	330,000	375,000	375,000
San Joaquin TDM/511 Administration, Trip Planning System/Website, & FSP	95,000	57,000	95,000	95,000
<b>TOTAL EXPENDITURES</b>	<b>\$2,477,743</b>	<b>\$2,293,636</b>	<b>\$2,311,306</b>	<b>\$2,346,306</b>
<b>SPECIAL FUNDED PROJECTS</b>				
Call Box Removals/Req'd Telephony Upgrade Phase II	286,000	226,000	705,360	705,360
Smart Region Sacramento: ITS Architecture and Future Technology Implementation Plan Assistance w/ Contingency	650,000	150,000		500,000
Smart Region Sacramento: ITS Architecture and Future Technology Implementation Plan Assistance	450,000	150,000	300,000	combined
Smart Region Plan Contingency	200,000	0	200,000	
ITS Planning Intern	43,000	43,000	35,000	35,000
Open Data Hub	85,000	85,000	115,000	115,000
Transportation Demand Management	125,000	125,000	50,000	combined
TDM Innovations Grant Program*			250,000	
Transportation Demand Management*	125,000	125,000		300,000
Regional Household Travel Survey/Big Data	150,000	70,000	185,000	185,000
<b>TOTAL SPECIAL PROJECTS</b>	<b>\$1,339,000</b>	<b>\$699,000</b>	<b>\$1,840,360</b>	<b>\$1,840,360</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,816,743</b>	<b>\$2,992,636</b>	<b>\$4,151,666</b>	<b>\$4,186,666</b>
<b>REVENUE LESS EXPENDITURES</b>	<b>-\$1,264,725</b>	<b>-\$434,418</b>	<b>-\$1,461,859</b>	<b>-\$1,496,859</b>
<b>PROJECTED ENDING CASH BALANCE</b>	<b>\$1,731,325</b>	<b>\$3,107,515</b>	<b>\$1,645,656</b>	<b>\$1,610,656</b>
<b>PROGRAM RESERVES</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>PROJECTED AVAILABLE CASH BALANCE (BALANCE LESS RESERVE)</b>	<b>\$731,325</b>	<b>\$2,107,515</b>	<b>\$645,656</b>	<b>\$610,656</b>

\*TDM expenditures will be replaced by CMAQ funds used on the Smart Region Sacramento ITS Plan.