

**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
MEETING AGENDA****Wednesday, March 16, 2011
12:00 p.m. to 1:30 p.m.
Lunch provided, \$5 collection****Solano Transportation Authority
1 Harbor Center, #130
Suisun City, CA 94585**

<u>ITEM</u>	<u>ACTIVITY</u>	<u>ADMINISTRATOR</u>
I.	CALL TO ORDER—SELF INTRODUCTIONS & OPPORTUNITY FOR PUBLIC COMMENT	Sam Shelton
II.	APPROVAL OF AGENDA: March 16, 2011	Committee
III.	APPROVAL OF MEETING MINUTES FROM February 16, 2011	Jessica McCabe
IV.	ACTION ITEMS	
A.	Public Safety Enforcement Grant Proposal Invitations <i>Recommendation:</i> <i>Invite specific applicants to provide formal grant proposals by April 15th to STA Staff for consideration.</i>	Sam Shelton
V.	INFORMATION ITEMS	
A.	Draft Request for Proposals (RFP) for SR2S Plan & Map Update	Sam Shelton
B.	SR2S Project & Program Update	Sam Shelton and Tracy Nachand, Solano County Public Health
C.	Sustainable School Pilot Program Presentation	Solano County Public Health Staff
VI.	ADJOURNMENT The next SR2S-AC meeting will be scheduled for April 20, 2011 from 12:00 p.m. to 1:30 p.m.	

SR2S-AC MEMBERSVACANT
Public Safety
RepresentativeGarland Wong
Fairfield
Traffic EngineerJay Speck
Solano County
Superintendent of Schools
(Elect)Jeff Knowles
City of Vacaville
Deputy Public Works
DirectorJim Antone
Yolo-Solano
Air Quality Management
DistrictJanice Adams
Benicia USD
SuperintendentFrank Hartig
Benicia Police,
Traffic UnitLynne Williams
Pedestrian Advisory
Committee Rep.Mike Segala
Bicycle Advisory
Committee Rep.Robin Cox
Solano County
Public Health



SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
Meeting minutes of
February 16, 2011

I. CALL TO ORDER

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 12:00 p.m. in the STA Main Conference Room.

SR2S-AC Members

Present:	Jay Speck	Solano County Office of Education
	Frank Hartig	City of Benicia, Police Department
	Jeff Knowles	City of Vacaville, Public Works
	Trudy Ball	City of Fairfield, Traffic Engineering (Alt)
	Tracy Nachand	Solano County Dept. of Public Health (Alt)

STA Staff Present:	Sam Shelton	STA
	Jessica McCabe	STA
	Robert Guerrero	STA

Others Present:	Chris Parker	Solano CHP
	Rodney Nelson	Fairfield-Suisun Unified School District
	Nazlin Huerta	Solano County Dept. of Public Health
	Jorge Goicochea	Solano County GIS

SR2S-AC Members absent:	Lynne Williams	Pedestrian Advisory Committee Rep.
	Mike Segala	Bicycle Advisory Committee Rep.
	Janice Adams	Benicia Unified School District
	Jim Antone	Yolo-Solano Air Quality Management District
	Robin Cox	Solano County Dept. of Public Health
	Lindsey Sanford	City of Suisun City Police Department (Alt)

II. APPROVAL OF AGENDA: February 16, 2011

With a motion from Jay Speck, and a second from Tracy Nachand, the SR2S-AC unanimously approved the agenda.

III. APPROVAL OF JANUARY 12, 2011 MEETING MINUTES

Due to a lack of voting members that were present at the SR2S-AC meeting, the meeting minutes of January 12, 2011 were tabled.

IV. ACTION ITEMS

A. 2011 STA SR2S Countywide Plan Update & Mapping Project Scope of Work

Sam Shelton reviewed the PowerPoint presentation that he presented at the first national Safe Routes to School Conference, explaining that it summarizes what the planning process was in late 2007/early 2008 to adopt the first countywide plan. Mr. Shelton described the various elements of the program, as presented in the PowerPoint, including the how the SR2S program started, program goals, committee participation, implementation, and program review. With respect to the mapping process, Mr. Shelton described how it was developed last summer/fall by Fehr and Peers, and 15 pilot maps were drafted for pilot schools. Mr. Shelton noted that the maps were drafted and coded based on engineering safety (i.e. – whether school routes had crosswalks, sidewalks, traffic signals etc.). Mr. Shelton explained that the mapping work helped with lobbying for additional funds for the program (for a larger mapping program), which were received last fall.

Mr. Shelton described the consultant scope of work for the plan update and the mapping project, reviewing in detail the draft timeline of tasks. Mr. Shelton explained how many of the plan update tasks and mapping project tasks overlapped. Mr. Shelton explained that the recommendation is to combine these planning and mapping services into one RFP, as these services are similar in nature and on similar timelines.

Rodney Nelson commented that he thought Fehr & Peers did a good job on getting the principals of the schools involved, but noted that getting those meeting scheduled with the school principals might be the only bottle neck. Mr. Shelton noted that he built in time for stakeholder identification in May, so that when meetings are schedule in August and September, there will be time to work out the details of who will be able to attend. Tracy Nachand asked if the 15 maps used for the pilot schools were created by Fehr and Peers. Mr. Shelton answered that they were created by Fehr & Peers and the basis of the map would be used, but they would pilot it out with a new marketing package. Mr. Shelton added that he envisioned the map acting as a new flyer, which would include information for the program. Mr. Nachand asked if identifying the walking school bus stops/drop off points would be addressed after the pilots. Mr. Shelton answered that those elements are important and (walking school bus creation and walking school bus stops) would be added into the scope of work.

With a motion from Jay Speck, and a second from Tracy Nachand, the SR2S-AC unanimously approved forwarding the recommendation of releasing one RFP for both the SR2S 2011 Plan Update and the SR2S Mapping Project to the STA Board.

V. INFORMATION ITEMS

A. SR2S Program Marketing Inserts for Emails, Newsletters, and Websites

Sam Shelton explained that, at the last SR2S-AC meeting, there were discussions about increasing public outreach efforts to address the shortage of volunteers. Mr. Shelton reviewed a draft page from the new SR2S website, which listed a range of SR2S related information, including information about upcoming grants, community service hours, the new project planning and school routes maps, and student travel surveys. Mr. Shelton explained the goal is make the website more accessible and provide updated event information, to help improve outreach. Rodney Nelson commented that it is also important to make the website user friendly. Tracy Nachand noted that he adds information regarding needing volunteers on the comments section of the “upcoming events” on the website. Mr. Shelton asked if there was any positive feedback from the use of posters. Mr. Nachand answered the schools were using them, and posting them along corridors/hallways.

B. SR2S Project & Program Update

Sam Shelton explained that Vallejo sent in an invoice for the radar speed signs, so the project is being closed out, but noted that Suisun City still needs to provide a status update on their SR2S project. Mr. Shelton explained that Suisun City of moving forward with their Grizzly Island Trail project and are working on the environmental clearance. Mr. Shelton added that they anticipate starting construction in 2012.

Mr. Shelton explained the guidelines for the SR2S grants are being revised and should be released in April. Mr. Shelton noted that STA plans to apply for the sustainable school route side of the program, and Tracy Nachand and Nazlin Huerta would speak more about that at the next SR2S-AC meeting.

Tracy Nachand provided an overview of the program events update, explaining that he sent out emails to the principals of the schools that did not have any events scheduled (noting Vallejo and Fairfield-Suisun schools). Sam Shelton noted that when he added up the numbers from the events update, the total came to 26 schools in the program, about 80 events taking place this year, and reaching over 12,000 students. With respect to scheduled events, Mr. Nachand explained that March is a barren month; however this is because February and March are rain months, and more events are planned to take place in April in May. Mr. Nachand noted that April 4-10th is National Public Health week and it will be focused on injury prevention. Mr. Nachand explained that since there are two events scheduled in Benicia on April 7th, the plan is to promote injury prevention at these events.

Tracy Nachand reviewed the scope of work and the related goals, explaining that the purpose would be to get pilot walking school bus/bicycle train programs established to encourage kids to walk or ride most days of the week. Mr. Nachand explained that the plan is to get it working at two schools this year, and potentially 10 schools next year. With respect to the Bicycle Rodeo, Tracy Nachand reviewed the outcomes and potential improvements/changes to the various bicycle activities that are used at the schools.

VI. ADJOURNMENT

The meeting was adjourned at 12:55 p.m. The next regularly scheduled meeting of the SR2S-AC will be March 16, 2011 at STA's Main Conference Room.



DATE: March 14, 2011
TO: STA SR2S-AC
FROM: Sam Shelton, Project Manager
RE: Action and Information Item Summaries

Action Item Summary:

Item IV. A. Public Safety Enforcement Grant Proposal Invitations

On February 9, 2011, the STA Board authorized the release of the Public Safety Enforcement Grant, requesting Letters of Interest from applicants by March 1, later extended to March 11. STA staff received requests for information from four police departments and one fire department, but ultimately received two letters of interest from the City of Suisun City's Police Department and the City of Fairfield's Police Department. STA staff recommends that both agencies submit formal proposals for the \$100,000 grant by April 15. STA staff will also work with the applicants to see if there is an opportunity to combine work scope proposals and partner to deliver grant funded tasks.

Recommendation:

Invite specific applicants to provide formal grant proposals by April 15th to STA Staff for consideration.

Information Item Summaries:

Item V. A. Draft Request for Proposals (RFP) for SR2S Plan & Map Update

On March 9, 2011, the STA Board approved the SR2S Plan and Map Update Scope of Work and authorized the Executive Director to advertise the RFP, once federal funding is authorized. Sam Shelton will walk through the draft RFP handout for committee members.

Item V. B. SR2S Project & Program Update

Tracy Nachand will discuss current SR2S program events and future scheduled events. Sam Shelton will review project delivery progress on current engineering projects. Over \$2.54 M in SR2S engineering projects are under design and will be constructed in the next few years.

Item V. C. Sustainable School Pilot Program Presentation

Tracy Nachand and Nazlin Huerta will present a draft proposal for a non-infrastructure grant for the next cycle of Federal Safe Routes to School Grant program. The call for projects is expected to be released in April. \$48M is expected to be available statewide over two fiscal years (FY 2011-12 & FY 20 12-13). A maximum of \$500,000 can be requested for non-infrastructure projects.