

**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
MEETING AGENDA**

**Thursday, June 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: June 16, 2011	Committee
III.	APPROVAL OF MEETING MINUTES FROM April 18, 2011	Danelle Carey
IV.	ACTION ITEMS	
A.	Appoint SR2S-AC Chair and Vice-Chair <i>Recommendation:</i> <i>Appoint a Chair and Vice-Chair to the Safe Routes to School Advisory Committee to facilitate meetings and help finalize meeting agendas.</i>	Sam Shelton
B.	Walking School Bus Program, Grant Application Support <i>Recommendation:</i> <i>Forward a recommendation to the STA Board to support the STA's Federal Safe Routes to School Program Cycle 3 grant application as shown in Attachment A.</i>	Sam Shelton and Robin Cox, Solano County Public Health
V.	INFORMATION ITEMS	
A.	June 27th STA Board Workshop, SR2S Materials	Sam Shelton
B.	SR2S Projects & Program Update	Sam Shelton and Tracy Nachand, Solano County Public Health
C.	Future Meeting Agenda Items	Sam Shelton

SR2S-AC MEMBERS

Mark Mulgrew
California Highway
Patrol, Solano

Janice Adams
Benicia USD
Superintendent

Garland Wong
Fairfield
Traffic Engineer

Frank Hartig
Benicia Police,
Traffic Unit

Jay Speck
Solano County
Superintendent of Schools

Mike Hudson
Pedestrian Advisory
Committee Rep.

Jeff Knowles
City of Vacaville
Deputy Public Works Director

Mike Segala
Bicycle Advisory
Committee Rep.

Jim Antone
Yolo-Solano
Air Quality Management
District

Robin Cox
Solano County
Public Health

VI. ADJOURNMENT

Sam Shelton

The next SR2S-AC meeting will be scheduled for late July 2011 or early August 2011, based on a poll of committee member availability.

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SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
Meeting minutes of
April 18, 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
	Garland Wong	City of Fairfield, Traffic Engineering (Alt)
	Robin Cox	Solano County Dept. of Public Health
	Jim Antone	Yolo-Solano Air Quality Management District
	Betty Jensen	Benicia Unified School District (Alt)
	Frank Hartig	City of Benicia, Police Department
	Jeff Knowles	City of Vacaville, Public Works

STA Staff Present:	Sam Shelton	STA
	Danelle Carey	STA

Others Present:	Rodney Nelson	Fairfield-Suisun Unified School District
	Nazlin Huerta	Solano County Dept. of Public Health
	Tim Mattos	City of Suisun, Police Department
	Dean Patterson	Fairfield Police Department
	Lindsey Sanford	City of Suisun, Police Department (Alt)
	Andrew White	City of Suisun, Police Department

SR2S-AC Members

absent:	Lynne Williams	Pedestrian Advisory Committee Rep.
	Janice Adams	Benicia Unified School District
	Mike Segala	Bicycle Advisory Committee
	Tracy Nachand	Solano County Dept. of Public Health
	Mark Mulgrew	Solano CHP

II. APPROVAL OF AGENDA: APRIL 18, 2011

With a motion from Frank Hartig and a second from Jim Antone, the SR2S-AC unanimously approved the agenda.

III. APPROVAL OF MARCH 16, 2011 MEETING MINUTES

With a motion from Frank Hartig and a second from Jay Speck, the SR2S-AC unanimously approved the March 16, 2011 meeting minutes

IV. ACTION ITEMS

A. Public Safety Enforcement Grant

Sam Shelton explained that, in March, the STA Board approved the release of the public safety enforcement grant for the SR2S program, which was reviewed and approved by the SR2S Advisory Committee. Mr. Shelton stated that he received letters of interest from both Suisun City and Fairfield Police Departments and that they would be presenting a joint proposal for the grant funding to the SR2S-AC.

The joint proposal was presented by; Dean Patterson, Senior Management Analyst of the City of Fairfield's Police Department and Andrew White, Patrol Sergeant of the Suisun City Police Department. Mr. Patterson discussed the background and informed that there would be an emphasis for the entire county of Solano; a collaborative countywide "best practices" enforcement program. Mr. White discussed the budget narrative and distribution of the grant; Suisun City Police Department will receive the educational portion of the grant and the City of Fairfield Police Department will receive the enforcement portion of the grant. The representatives from each county walked through their handout and covered the highlights of their joint proposal.

Frank Hartig commented that he handles fleet for Benicia Police department and asked a question regarding the projected vehicle lease cost in their budget. Mr. White answered that there is an existing lease program through Solano County and it's based upon their leasing rates. Mr. White added that there is a per mileage charge, the vehicle is currently only used in Suisun City and anticipate higher costs in the budget due to the future countywide use of the vehicle.

Jim Antone asked a question regarding the enforcement strategies and identifying specific problem areas for Suisun and Fairfield, he wanted to know if this problem would be looked at countywide and in other school districts. Dean Patterson answered that Fairfield will concentrate on schools in their district, while Suisun will come up with ideas and methods to target the traffic problem. Jim Antone asked if there has been an assessment of the existing school districts problem areas. Mr. Patterson answered that a development of strategies and tactics to handle traffic problems will allow the schools to come together to introduce the "best practices" solution in the same manner.

Robin Cox asked a question regarding Bicycle rodeos included in their proposal and how that could potentially overlap the current subcontract from STA to Public health and how they would work together. Mr. White explained that they are trying to stretch the grant for a maximum amount of return and want to collaborate and provide support to already existing programs. Robin Cox explained that she does

not want to overwhelm their school contacts. Mr. White answered that the person that would be their contact would be Lindsey Sanford so nothing would change. Lindsey Sanford added that this grant is allowing her to help Tracy Nachand of Public Health outside of Suisun as she was previously limited to Suisun City only.

Rodney Nelson asked if the Crossing Guard DVD would be taking place of the training. Mr. White answered that it would be a supplement and a resource to get the information out there along with the manual and that the DVD would not be a complete replacement. Mr. Nelson asked if it was legal to have the crossing guard training facilitated by someone who isn't an officer. Mr. White stated that it's up to each jurisdiction on how they would facilitate the training. Mr. White stated, for the duration of the grant, Lindsey Sanford will provide hands-on crossing guard training countywide. Mr. Shelton stated that these materials will lower the cost and provide consistency in the crossing guard training countywide.

With a motion from Jay Speck, and a second from Robin Cox, the SR2S-AC unanimously approved forwarding the recommendation of the SR2S Public Safety Grant to the STA Board.

V. INFORMATION ITEMS

A. SR2S Summit Steering Committee

Sam Shelton explained the need to create a Summit Steering Committee before that STA's planning and mapping consultants are hired. Mr. Shelton stated that the consultants would help facilitate the Summit in late June, but in the interim the Summit Steering Committee members would be able to discuss the needs of the summit along with the logistics. Mr. Shelton added that the Summit Steering Committee would meet in 2-3 weeks to draft the Summit details.

Frank Hartig stated that he would volunteer to help out, but he would be returning to night shift in a month and a half. Lindsey Sanford volunteered and Robin Cox stated that someone from Public Health would help out. Mr. Shelton commented that it would involve schools and we would need a strong school representative. Jay Speck stated that he could do a meeting, but could not commit to multiple meetings. Mr. Speck added that if he attended a meeting he would advocate that June would not be a good date due to several summits happening in the next couple of months. Mr. Shelton stated that could be one of the first things on our agenda for the first steering committee meeting. Betty Jensen stated that she would be taking over for Janice Adams and needs to consult with her regarding her availability. Jim Antone asked what would be the overall goal for the summit. Mr. Shelton commented that the goal would be to kick off all of our activities for the fall which could be further discussed at the first steering committee meeting. Robin Cox wanted to know what the primary audience would be to help determine the date to hold the summit. Mr. Shelton stated, that would also be a discussion at the first Steering Committee Meeting.

Mr. Shelton collected the following volunteers for the steering committee; Frank Hartig, Lindsey Sanford, Robin Cox and Jay Speck.

B. SR2S Project & Program Update

Sam Shelton gave an overview of the Public Health program update prepared by Tracy Nachand and provided handouts to the Advisory Committee for review.

Nazlin Huerta provided a program update giving a brief overview of the complete events and participation. Ms. Huerta stated that 49 events have been conducted and there have been lots of enthusiasm from parents and students. There are over 10,500 students who have participated in the safety assemblies, over 2,800 participants in the walk and roll, and 785 participants in the bike rodeos. Ms. Huerta added that they have been working with Markham Elementary School in Vacaville to begin the pilot Walking School Program.

Sam Shelton stated that Karen Koelling with STA has been updating the schools contact list, and compiling the large contact database. Mr. Shelton explained the need to reach out to high school counselors to help recruit high school student volunteers for SR2S events. Robin Cox stated that the high school students could help out at the events for community service hours. Jay Speck stated that he shared the numbers from the completed SR2S events with the superintendents. Mr. Shelton added that he will be involved in a meeting with the new superintendent for Vallejo to introduce him to the SR2S program and will provide an update to the SR2S AC on the outcome of that meeting.

Sam Shelton informed the group that Travis AFB signed their first rental agreement for the bike rodeo equipment which was used last weekend, and is waiting for an update from Tracy Nachand regarding the outcome of that event and the condition of our returned equipment. Mr. Shelton added that, this event is a start to allowing Parks and recreation, cities and community groups to borrow our equipment. Robin Cox added that the master calendar of events is available for Fairfield/Suisun Police Departments to access to have an officer present to help with events.

C. Walking School Bus Program, Draft Grant Application Presentation

Sam Shelton gave an overview of the SR2S Draft Application and noted the discussion from the last meeting. Mr. Shelton advised the group that there was a call for projects that came out on April 18, in the amount of 42 million across the state. Mr. Shelton added that the funding will be distributed to each Caltrans district. Mr. Shelton noted that the grant Application deadline is July 15, 2011. Mr. Shelton described the STA's idea of creating a sustainable walking school bus/bicycle train with county staff for half a million dollars to fund the program over 4 years. Mr. Shelton asked that the committee make recommendations about what the counties priorities should be for the SR2S federal grant application. Mr. Shelton added that he would request STA member agencies for their support for this grant.

Mr. Shelton introduced Robin Cox's presentation as a draft scope that could go into the Federal SR2S grant (provided handouts). Mr. Shelton added that the scope of work talks about national safety statistics, and provided draft maps of safety statistics for the group.

Robin Cox provided an overview and background of the Walking School Bus Program. Ms. Cox explained the need to change the behavior of the students and families to encourage the children to walk and bike to school. Ms. Cox stated that the next step is to get some sustainable interventions going, starting with piloting one school in Solano county to implement the walking school bus and bike train between now and June. Ms. Cox described the phases of the work plan scope, development, implementation and evaluations. Ms. Cox noted that in the last meeting there were comments from the committee regarding the development phase and who needs to be involved. Ms. Cox stated that the first 15 maps did not have designated vehicle drop off points on it, so involvement from the police department, traffic engineers, the city, school administration and crossing guards was important. Ms. Cox stated that the implementation phase is meeting with the stakeholders and identifying volunteers and those willing to get trained to do a pilot. Ms. Cox explained that the evaluation phase will be an on-going process and the follow up with parents will evaluate what is or is not working with events and the mapping project. Ms. Cox described the maintenance phase, which drafts a parent protocol guide for school use.

Frank Hartig commented that the consulting firm Fehr & Peers did a good job as mapping consultants in the past and asked if the selected consultants could incorporate drop of points on the existing maps. Mr. Harting expressed that he did not want to lose the work that was done in the past. Mr. Shelton answered that Fehr & Peers would probably bid again, but the RFP has not been opened yet as the STA does not yet have federal authorization at this time. Robin Cox recommended that the first seven pilot schools that have maps can be evaluated to determine if the drop off points need to be included and determine what impact that it has on traffic.

Rodney Nelson stated that the hardest part is getting the sites selected, and getting parents and volunteers involved. Robin Cox stated that we have to sit down with each group at each school and identify how it would work for them.

Sam Shelton asked the committee if the committee had any additional direction for developing the grant proposal for the pilot program. Jeff Knowles asked if there were other schools that have programs implemented already. Robin Cox answered that the proposal takes the best of the best of what already exists and customizes those practices for Solano County. Jay Speck commented that he likes the ideas and approach to get people to think differently.

Sam Shelton stated that letters of support are needed from every organization involved with the schools in the county, legislative representatives, and school representatives. Mr. Shelton informed the group that UC Berkeley released CHP

data from 2000-2008 that provides dense injuries and fatalities of bike and pedestrian versus car accidents. Mr. Shelton stated that he would use the maps as a part of the call for public safety information for the application. With this information, Mr. Shelton will request a quick summary from each city about the accuracy data in their areas. Mr. Shelton provided map handouts that outlined Vallejo, Vacaville, Fairfield, and Dixon.

Sam Shelton also added that this scope will come back to the advisory committee as an action item before we submit the application.

VI. ADJOURNMENT

The meeting was adjourned at 1:30 p.m. The next regularly scheduled meeting of the SR2S-AC will be May 19, 2011 at STA's Main Conference Room.



DATE: June 8, 2011
TO: STA SR2S-AC
FROM: Sam Shelton, Project Manager
RE: Action and Information Item Summaries

Action Item Summary:

Item IV. A. Appoint SR2S-AC Chair and Vice-Chair (Sam Shelton, STA)

Between March of 2008 and last April, the STA's Safe Routes to School Advisory Committee (SR2S-AC) has met 26 times to finalize the Countywide SR2S Plan, recommend over half a million in project funding for SR2S engineering projects, and recommend over \$1.5 M in education, encouragement, and enforcement program expenditures. All of these meetings have been chaired by STA staff.

To help facilitate future committee meetings and set meeting agendas, STA staff recommends the appointment of a chair and vice-chair to the Safe Routes to School Advisory Committee. STA staff will continue to support the committee by drafting agenda packets, taking meeting minutes, offering STA conference rooms to hold meetings, and reporting out on the status of the program.

Recommendation:

Appoint a Chair and Vice-Chair to the Safe Routes to School Advisory Committee to facilitate meetings and help finalize meeting agendas.

Item IV. B. Walking School Bus Program, Grant Application Support (Sam Shelton, STA; Robin Cox, Solano County Public Health)

At the last two SR2S-AC meetings, Solano County Public Health staff and STA staff have presented and refined draft scopes of work for a federal SRTS grant application for a walking school bus program. Attached is the scope of work to be used to complete a grant application for the Federal SRTS Cycle 3 Program (Attachment A, provided under separate cover).

STA staff recommends that the SR2S-AC forward their support to the STA Board for this walking school bus program.

Recommendation:

Forward a recommendation to the STA Board to support the STA's Federal Safe Routes to School Program Cycle 3 grant application scope of work as shown in Attachment A.

Information Item Summary:

Item V. A. June 27th STA Board Workshop, SR2S Materials (Sam Shelton, STA)

On June 27th, the STA Board will hold a workshop to address the following topics:

- I. Solano County's Comprehensive Transportation System
- II. STA Priorities for SR 12 Corridor – (Funding, 2 Lanes versus 4 Lanes, Rio Vista Bridge, and Economic Analysis)
- III. Implementation on I-80 Corridor - Express Lanes, Freeway Performance Initiative and Ramp Metering on I-80
- IV. Opportunities for Public Private Partnerships
 - a. P3 Study for Transit Centers
 - b. Partnerships with Private Sector to Deliver Local Corridor Improvements (i.e., Jepson Parkway)
- V. Development of Long Range Transit Sustainability Plan
- VI. Implementation of Sustainable Communities Strategy – Development of Alternative Fuels Strategy and Infrastructure for Transit
- VII. Funding of Local Priorities such as Safe Routes to School, Senior and Disabled Mobility, and Local Streets and Roads

For the committee's review, attached is the Safe Routes to School information for item VII, "VII.Funding of Local Priorities such as Safe Routes to School, Senior and Disabled Mobility, and Local Streets and Roads" (Attachment B, provided under separate cover).

Item V. B. SR2S Project & Program Update (Tracy Nachand, Solano County Public Health)

Solano County Public Health staff will discuss current SR2S program events and future scheduled events. Tracy Nachand will provide a summary about the program's recent education and encouragement events (Attachment C). Sam Shelton will provide an update on other project and inter-agency coordination activities, such as partnerships with police departments and the Metropolitan Transportation Commission (MTC). Developing program elements and partnerships include:

- 1) Public Safety Enforcement Grant with Suisun City and Fairfield Police Departments,
- 2) SR2S Plan Update and Mapping Project,
- 3) Pilot Walking School Bus Program (Pre-federal grant pilot),
- 4) MTC Youth Outreach, Program Evaluation, and Bay Area SR2S meetings
- 5) MTC SchoolPool Program,
- 6) MTC Summer High School Internship for STA SR2S Program,
- 7) STA Bike Rodeo Trailer Rental

Item V. C. Future Meeting Agenda Items (Sam Shelton, STA)

The SR2S-AC will have one more meeting before the beginning of the school year. This will be the committee's last opportunity to suggest any changes to the program before SR2S Program staff and partner agencies being working with schools in the fall.