



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

PAC

PEDESTRIAN ADVISORY COMMITTEE MEETING AGENDA

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

Thursday, January 17, 2008

Start at 6:00 p.m. in STA Conference Room

**STA Conference Room
One Harbor Center, Suite 130
Suisun City, CA**

<u>ITEM</u>	<u>ACTIVITY</u>	<u>Responsible</u>	<u>Time</u>
I.	CALL TO ORDER – SELF INTRODUCTIONS AND OPPORTUNITY FOR PUBLIC COMMENT – (6:00 p.m.)	Lynne Williams, Chair	1 min
II.	APPROVAL OF AGENDA: JANUARY 17, 2008	Lynne Williams, Chair	1 min
III.	APPROVAL OF MINUTES FROM LAST MEETING: NOVEMBER 15, 2007 – pg. 1	Lynne Williams, Chair	1 min
IV.	INFORMATION ITEMS – (6:05 p.m.) – pg. 7		
	A. MTC Transportation 2035 (T2035) Plan	Robert Guerrero, STA	5 min
	B. Regional Pedestrian Committee (RPC): 12/13/07 Meeting Summary	Sara Woo, STA	5 min
	C. MTC Regional Bicycle Pedestrian Program (RBPP) Funds for Priority Development Areas (PDA)	Robert Guerrero, STA	5 min
	D. Solano Bicycle and Pedestrian Program (SBPP) Schedule 2008	Sara Woo, STA	15 min
	E. February Joint BAC/PAC Meeting	Sara Woo, STA	5 min
V.	ACTION ITEMS – (6:50 p.m.) – pg. 13		
	A. PAC By-Laws, 2008 Revision <i>Recommendation: Forward a recommendation to the STA Board to approve the attached revision of the PAC By-laws.</i>	Sara Woo, STA	15 min
	B. Alternative Modes Subcommittee Appointment <i>Recommendation: Appoint PAC member to the Alternative Modes Subcommittee.</i>	Robert Guerrero, STA	5 min
	C. Draft Safe Routes to School (SR2S) Plan <i>Recommendation: Forward a recommendation to the STA Board to approve the attached SR2S Plan.</i>	Sam Shelton, STA	10 min

VI. COMMITTEE MEMBER COMMENTS

PAC

5 min

VI. ADJOURNMENT – (7:30 p.m.)

The next scheduled PAC meeting will be a special joint meeting scheduled tentatively for Thursday, **February 7th at 6:30 p.m.** with the Bicycle Advisory Committee (BAC). It will be held in the STA Conference Room at One Harbor Center, Suite 130, Suisun City, CA 94585 at a time to be determined.



Solano Transportation Authority

STA ACRONYMS LIST OF TRANSPORTATION TERMS

Table with 4 columns: Acronym, Definition, Acronym, Definition. Rows are organized by letter (A, B, C, D, E, F, G, H, I, J, L, M, N, O, P, R, S, T, U, V, W, Y, & Z).

Pedestrian Advisory Committee (PAC)

Meeting Minutes

November 15, 2007

PEDESTRIAN ADVISORY COMMITTEE CALL TO ORDER

The Pedestrian Advisory Committee meeting was called to order by Committee Vice-Chairperson, Lynne Williams at approximately 6:05 p.m.

Committee Members Present:	Lynne Williams Allan Deal Linda Williams Larry Mork Pat Moran J.B. Davis Brian Travis	Vice-Chair Member at Large Solano County PAC Member Rio Vista PAC Member Fairfield PAC Member Benicia PAC Member Tri-City and County Cooperative Planning Group
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Committee Members Not Present:	Todd Rewick Frank Morris Michael Segala	Vacaville PAC Member Solano Land Trust Suisun City PAC Member
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Others Present:	Ed Huestis Alysa Majer	City of Vacaville, Public Works Suisun City, Public Works
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Staff Present:	Robert Guerrero Sam Shelton Sara Woo	STA STA STA
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- I. CALL TO ORDER—SELF INTRODUCTIONS AND OPPORTUNITY FOR PUBLIC COMMENT
Participants exchanged introductions. Robert Guerrero provided a brief picture slideshow from the STA Annual Awards ceremony held on Wednesday November 20, 2007. He also announced that PAC member Pat Moran won the Committee of the Year Award.

- II. APPROVAL OF NOVEMBER 15, 2007 AGENDA
With a motion by Pat Moran and a second by Linda Williams, the November 15, 2007 PAC agenda was approved with the exception to move Agenda Item IV.C, Routine Accommodations Update to Agenda Item IV.B.
- III. APPROVAL OF SEPTEMBER 20, 2007 PAC MINUTES
With a motion by Linda Williams and a second by Allen Deal the May 17, 2007 & July 19, 2007 PAC Minutes was approved. Pat Moran abstained from the vote.
- IV. INFORMATION ITEMS
 - A. Draft STA Countywide Safe Routes to School (SR2S) Plan
Sam Shelton, STA, reported an update to the Safe Routes to School (SR2S) Program. Mr. Shelton provided the PAC with a draft of the Countywide SR2S Plan for review. The main points of information include the process, priority projects, and details of local cities' draft plans. Mr. Shelton informed the PAC that the final comment deadline is January 17, 2008.
 - B. MTC Routine Accommodations Update
Sara Woo, STA, gave a brief update for Metropolitan Transportation Commission's (MTC) Routine Accommodations effort. Ms. Woo indicated that MTC's web-link for projects in the Bay Area is not yet available. However, the link is anticipated to be available in the next month. Sam Shelton, STA, reiterated that the STA is working with the Project Delivery Working Group (PDWG) to include a routine accommodations check list to be eligible for STA funding.

J.B. Davis, PAC, asked who makes up the PDWG and whether the inclusion of a member from the PAC or Bicycle Advisory Committee (BAC) is appropriate. Sam Shelton explained that the PDWG consists of the project managers from each of the cities and counties who are directly responsible for the construction of projects. Mr. Shelton noted that inclusion of members outside of project managers on the PDWG is not appropriate. Robert Guerrero reminded the group that PAC members should ideally work with their cities at City Council meetings when a project is being considered because those meetings are the best place to provide input for the design of a project.
 - C. Summary of Regional Pedestrian Committee Meeting
Sara Woo provided information about the Regional Pedestrian Committee (RPC). She explained that the RPC is the Metropolitan Transportation Commission's (MTC) version of a Pedestrian Advisory Committee at the regional level representing the Bay Area's nine counties. She further explained that the RPC is discussing the benefits of a Regional Pedestrian

Plan. Further details regarding the matter will need to be discussed; however, Ms. Woo encouraged interested members to attend future meetings. She will provide the PAC with notices of these meetings.

D. Solano Bicycle Pedestrian Program (SBPP) Update

Robert Guerrero reminded the PAC that the Solano Bicycle Pedestrian Program is made up of three funding sources: Transportation Development Act (TDA) - Article 3 funds (state source), Eastern Congestion Management Air Quality (ECMAQ) funds (federal source), and Congestion Management Air Quality funds (CMAQ) (state source). Mr. Guerrero explained that the federal bill is in the process of getting reauthorized. Until the reauthorization is finalized, the ECMAQ federal funding amount in the SBPP will not have a complete estimate for the upcoming cycle. However, it is anticipated that the call for projects will happen in January for fiscal year 2008-09 projects.

J.B. Davis suggested that STA Staff work with Lynne Williams to develop a concise schedule of the PAC's duties in the upcoming months.

E. Comprehensive Transportation Plan (CTP) Update: Alternative Modes Element

Robert Guerrero stated that the CTP is beginning its update process in the next few months. He briefly explained that the Solano CTP is made up of three elements: Arterials & Highways, Transit, and Alternative Modes. The Alternative Modes element involves the consideration of both pedestrian and bicycle facilities. Mr. Guerrero further explained that the updating the Alternative Modes element is accomplished through a subcommittee of the STA Board which is comprised of various representatives including a representative from the PAC and the BAC.

Lynne Williams asked for clarification of the subcommittee's role. Mr. Guerrero explained that the subcommittee is a policy committee that specially meets when needed—particularly, to look at the goals, objectives, and policies for the Alternative Modes element. Each element of the CTP has its respective subcommittee which operates in the same fashion. Mr. Guerrero explained that the PAC will need to nominate an Alternative Modes Subcommittee member and alternate at their next meeting on January 17, 2008.

F. SR12/Jameson Canyon Corridor Mobility Improvement Account (CMIA) Project Update

Robert Guerrero provided a brief update of the CMIA project update on Jameson Canyon. Mr. Guerrero explained that Caltrans is expanding Jameson Canyon to SR12. It has been a concern that bicycle and pedestrian facilities

have not been considered in the project. Robert Guerrero clarified that the original amount of funding secured for the project limited the scope of the project to strictly address the road improvement on the corridor. He reminded the PAC that the Jameson Canyon project deadline for completed construction, 2012, is a relatively short period of time. If the project is not constructed by 2012, Solano County could lose all of the funding.

Due to the narrow time frame to utilize the awarded federal funds, the primary alternative was to spend the funds to construct an extension of Jameson Canyon to SR12. To address the incorporation of accommodating non-motorized connectivity on the corridor, Caltrans is working with Robert Guerrero and Janet Adams, STA; Dee Swanhuysen, Bay Area Ridge Trail; and Maureen Gaffney, San Francisco Bay Trail. Stakeholders are presently interested in collaborating to accomplish the following:

- Expand the shoulder the Class III standards for bicyclists
- Consider an undercrossing
- Identify funding to study the bicycle and pedestrian options by working with the Bay Trail, Ridge Trail, NCTPA, Solano County and Fairfield.

J.B. Davis expressed interest in the STA keeping PAC and BAC members informed about future meetings regarding this topic.

G. PAC Membership Representation

At the September 20, 2007 meeting, the PAC asked for clarification regarding vacant agency positions included on the current PAC membership roster. Sara Woo explained that according to the PAC by-laws, the PAC membership and appointment requirements are determined by the STA Board of Directors. In July 2003, the STA Board authorized the establishment of a Pedestrian Advisory Committee (PAC) consisting of residents from each of the cities and the County of Solano, plus members from the pedestrian trail interest groups.

V. ACTION ITEMS

A. PAC 2008 Draft Meeting Calendar and Draft Work Plan

Sara Woo briefly explained the draft PAC Work Plan which is a tentative list of 2008 activities for the PAC to consider approving. With a motion from J.B. Davis and a second by Linda Williams, the PAC members unanimously approved the recommendation to forward a recommendation to the STA Board to approve the PAC Work Plan for the 2008 calendar year.

B. PAC 2008 New Officer Nominations

The PAC nominated Lynne Williams for chairperson and Pat Moran for vice-chairperson. With a motion by J.B. Davis and a second by Larry Mork, the PAC unanimously approved Lynne Williams for chair and Pat Moran for vice-chair.

VI. COMMENTS FROM COMMITTEE MEMBERS

No comments.

VII. ADJOURNMENT

The PAC meeting was adjourned at approximately 7:37 p.m. The next meeting is scheduled for Thursday, January 17th, 2008 at 6:00 p.m.

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DATE: January 9, 2008
TO: STA Pedestrian Advisory Committee (PAC)
FROM: Sara Woo, Assistant Planner
RE: Informational Items

IV. A MTC Transportation 2035 (T2035) – (Robert Guerrero, STA)

The Metropolitan Transportation Commission (MTC) publishes the Regional Transportation Plan (RTP), which is also known as the Transportation 2035 (T2035) plan. The T2035 plan is the regional equivalent to the STA Solano Countywide Comprehensive Transportation Plan (CTP). The RTP is a federally mandated document that helps guide the process for allocating funding for various transportation needs for the Bay Area's nine counties. The current RTP is called T2030 and was completed in 2005. Approximately every four years, the RTP is updated by MTC to include an additional five years of planning. This year, the RTP will be updated to plan through the year 2035; hence T2035. As part of this update, STA is responsible for submitting priority projects to be included so as to be eligible for competitive funding opportunities. For discussion of possible priority pedestrian projects to submit to MTC for the T2035 plan, STA Staff will provide the PAC with a list of priority pedestrian projects along with a list of bicycle priority projects at the February joint BAC/PAC meeting (see Agenda Item V. E) for the PAC and BAC to consider.

IV. B Regional Pedestrian Committee (RPC): 12/13/07 Meeting Summary – (Sara Woo, STA)

The Regional Pedestrian Committee (RPC) is the regional equivalent to the STA PAC and serves as an advisory group regarding regional pedestrian planning and projects. The RPC meets every other month on the 3rd Thursday. The last RPC meeting was held at the Metropolitan Transportation Commission's (MTC) office in Oakland on Thursday, December 13, 2007 at 9:30 a.m. Below is a brief summary of the meeting:

- MTC Regional Bicycle and Pedestrian Program (RBPP) funds for Priority Development Areas (PDA): The Regional Transportation Plan (RTP) is being updated this year (2008) by the Metropolitan Transportation Commission (MTC). MTC Staff solicited input on focusing pedestrian projects into Priority Development Areas (PDA). This suggests a possible shift of funds from the RBPP (See Agenda Item V.C).
Next RPC meeting: Thursday, February 21, 2008 from 9:30 a.m. to 11:00 a.m.

IV. C MTC Regional Bicycle Pedestrian Program (RBPP) Funds for Priority Development Areas – (Robert Guerrero, STA)

The Metropolitan Transportation Commission (MTC) committed \$200 million for a Bay Area Regional Bicycle and Pedestrian Program (RBPP) over 25 years as part of the 2005 Regional Transportation Plan (Transportation 2030 Plan). MTC made available \$32 million for the first four years of the program, Fiscal Years (FY) 2005-06 to FY 2008-09. The RBPP was divided with \$24 million (75%) allocated for county priority projects and \$8 million (25%) allocated for regional priority projects. The Bay Area Congestion Management Agencies (e.g. the Solano Transportation Authority) administers the county portion and receives funds based upon each county population share. Solano County received a total of \$1.395 million which the Solano Bicycle Advisory and Pedestrian Advisory Committees programmed as part of the Solano Bicycle Pedestrian Program.

On December 13, 2007, MTC staff discussed the potential to focus the RBPP funds on the Bay Area's Project Development Areas (PDA). The Association of Bay Area Governments, MTC, and the Bay Area Air Quality Management District developed PDA concepts for future potential transportation investments and grant funding as incentives to create Smart Growth/Transit Oriented Development type projects. If the RBPP funds are shifted to PDA projects, Solano County's priority bicycle and pedestrian projects will be restricted to transit and high density housing areas. This will make it difficult to fund priority projects such as Fairfield's McGary Road, Solano County's Dixon to Vacaville Bikeway Project, and Benicia's State Park Road Overcrossing Project. STA Staff responded to MTC staff's discussions with the attached letter (see Attachment IV.D.A).

IV. D Solano Bicycle Pedestrian Program (SBPP) Implementation Schedule 2008 – (Sara Woo, STA)

The current SBPP was established to fund priority bicycle and pedestrian projects in Solano County. The program operates on a 3-year cycle and is funded through three funding sources: Transportation Development Act (TDA) Article-3, MTC Regional Bicycle and Pedestrian Program (RBPP), and Eastern Congestion Management Air Quality (ECMAQ) Improvement Program. The upcoming 3-year cycle starts Fiscal Year (FY) 2008/2009 and ends FY 2010/2011.

This year, the Regional Transportation Plan (RTP) is being updated by the Metropolitan Transportation Commission (MTC). As part of this update, a shift of funds from the RBPP and ECMAQ Improvement Program is possible (See Agenda Item V. D). As a result, STA Staff will not be able to provide estimates for the SBPP for FY 2009/2010 and FY 2010/2011. Another important factor is that ECMAQ Improvement Program funds are federal; subsequently, estimates will not be available until the federal

transportation bill is closer to being reauthorized. The transportation bill is expected to be approved by 2009. However, the STA PAC and BAC will need to review projects currently programmed for Fiscal Year (FY) 2008/2009 for any changes at a joint meeting in February 2008. STA Staff will invite projects sponsors to provide a status report to both BAC and PAC members at the February joint meeting (See Agenda Item V.E).

IV. E February Joint BAC/PAC Meeting – (Sara Woo, STA)

As part of the SBPP review process, the STA PAC and Bicycle Advisory Committee (BAC) reviews the SBPP 3-year plan on an annual basis. This ensures that projects programmed into the SBPP 3-year plan for the upcoming fiscal year (FY2008/2009) are still eligible and en route to construction. This year's joint BAC/PAC meeting is scheduled tentatively for Thursday, **February 7, 2008 at 6:30 p.m.** at the STA Conference Room.

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Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

December 20, 2007

Members:

Benicia	Sean Co
Dixon	Regional Bicycle Working Group Coordinator
Fairfield	Metropolitan Transportation Commission
Rio Vista	101 Eighth Street
Solano County	Oakland, CA 94607-4700
Suisun City	
Vacaville	
Vallejo	

Re: Regional Bicycle Pedestrian Program and Project Development Area Funding

Mr. Co:

I am writing this letter in response to the discussions held at the Regional Bicycle Working Group (RBWG) and Regional Pedestrian Committee (RPC) meetings on December 13, 2007 regarding the potential reallocation of the Regional Bicycle Pedestrian Program (RBPP) funds to serve as planning or capital funds for Project Development Areas (PDA). The RBWG and RPC were presented the following questions to guide the group's discussion on shifting RBPP funds to PDAs:

1. Can focusing bicycle projects compared to the Regional Bicycle Network into PDA's result in larger mode shifts?
2. Does the committee agree that regional environmental goals can be achieved by higher bicycle mode share within PDA's? A mode shift from auto to bike reduces CO2 emissions.
3. How does this focus affect the regional network?
4. Do FOCUS projects represent areas of higher potential bicycle use?
5. What would be the trade-offs using available bicycle project funds for projects within PDA's?
6. How do the links to transit impact bicycle usage?

With the RBPP a few years into implementation, it is difficult to gauge the success of the program and discuss its merits in relation to the newly proposed PDAs. The Regional Bicycle Network is not complete. Once completed, a more fruitful discussion comparing the two programs can take place. It is important to keep in mind the benefits for completing the Regional Bicycle Network, including having a viable bicycle connection to and from PDAs and other important connections prioritized by each Bay Area county.

The Solano Countywide Bicycle Plan and Countywide Pedestrian Plan were developed with local consensus on what the priority bicycle and pedestrian projects are for Solano County. Both plans include direct route segments that feed into the Regional Bicycle Network that may or may not be included as part of a PDA. In

fact, the STA approved the McGary Road bicycle project and the Benicia State Park Road Overcrossing for RBPP funding recently. Both projects are recognized by the STA's Bicycle Advisory Committee and Pedestrian Advisory Committee as important gap closures to the Regional Bicycle Network. Neither project may have qualified if the funding were shifted to PDA projects. Another consideration is that a viable bicycle connection between the Vallejo and Fairfield PDAs would be established from the construction of the McGary Road bicycle project.

Although the RBPP should be periodically re-evaluated, STA staff recommends MTC continue to explore other options to fund PDA projects and recommends not shifting the RBPP funds at this time. MTC staff should focus more on how to bring additional RBPP funding back to the CMA's for implementing local projects that benefit the Regional Bicycle Network and regionally significant pedestrian projects.

Please contact me at 707.424.6006 if you have any questions or concerns regard our comments on taking away RBPP funding to fund PDAs.

Sincerely,



Robert Macaulay
Director of Planning

Cc: Jim Spring, MTC Commissioner
Daryl Halls, Executive Director
Solano Bicycle Advisory Committee
Solano Pedestrian Advisory Committee



DATE: January 9, 2008
TO: STA Pedestrian Advisory Committee (PAC)
FROM: Sara Woo, Assistant Planner
RE: PAC By-Laws, 2008 Revision (Action)

Background:

The Solano Transportation Authority (STA) Pedestrian Advisory Committee (PAC) By-Laws was established in 2005. The document serves to provide the purpose and guidelines for committee operation. After a recent review by the PAC, it was determined that some areas of the document are inconsistent and in need of revision.

Discussion:

In November 2007, the PAC and BAC created a process for updating the committee by-laws by appointing a joint sub-committee of PAC and BAC members. On December 13, 2008, Pat Moran (PAC member), Mike Segala (BAC and PAC member), and Larry Mork (BAC and PAC member) met to discuss recommendations for updating the PAC and BAC by-laws. The attached revision of the PAC by-laws is the recommended changes by the sub-committee (see Attachment V. A1).

Recommendation:

Forward a recommendation to the STA Board to approve the attached revision of the PAC By-Laws.

Attachments:

1. PAC By-Laws, 2008 revision

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SOLANO TRANSPORTATION AUTHORITY
PEDESTRIAN ADVISORY COMMITTEE
BYLAWS
PEDESTRIAN ADVISORY COMMITTEE BY-LAWS

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the Solano Transportation Authority (STA) Pedestrian Advisory Committee (PAC), hereafter called the PAC.

ARTICLE II. AUTHORIZING AGENCY

The Solano Transportation Authority (STA), as the Congestion Management Agency (CMA) of Solano County, authorizes the establishment of the PAC and shall approve all appointments to the PAC, the PAC by-laws, and all amendments to the PAC by-laws.

ARTICLE III. PURPOSE

Section 1. Duties/Responsibilities

The PAC shall advise the STA on the development of pedestrian facilities as an alternative mode of transportation. The PAC shall review and/or prioritize Transportation Development Act (TDA) Article 3 Ppedestrian Pprojects, Solano Countywide Bicycle and Ppedestrian Program (SBPP) Pprojects, and participate in the development and review of comprehensive pedestrian plans.

Section 2. Review Process

The PAC review process shall ensure that pedestrian projects within the Cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo) and County of Solano promote and encourage pedestrian use for: commuting, shopping, and other personal trips; reducingtion in motor vehicle trips; reducingtion in motor vehicle miles traveled; reducingtion in motor vehicle congestion; increasinged safety and access to transit; and-and promoting health and air quality benefits.

ARTICLE IV. ORGANIZATION-MEMBERSHIP

Section 1. Representation/Voting Members

The STA Board of Directors shall determine membership of the PAC and appointment requirements. The PAC shall include a representative from each of the seven (7) Cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo), the County of Solano, one (1) member at large, the Bay Area Ridge Trail Council, the San Francisco Bay Trail, Solano Community College, the Solano County Agriculture Commission, the Solano Land Trust, and the Tri City and County Cooperative Planning Group for a total membership of fifteen (15). Members of the PAC shall be approved by majority vote of the STA Board of Directors. Preference should be given to non-elected citizens and who are not employed by member agencies.

Section 2. Voting Members

Voting privileges are vested exclusively in the BPAC members. Voting members of the PAC will beshall be the aforementioned 15 members representing representatives of the incorporated Cities, the County, the community at large, and special interest groups as listed in Article IV, Section 1. Each member of the the PAC shall have one (1) vote.

Members of the PAC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an 'un-contacted absence' and may have their position declared vacant by the STA Board. Absence after contacting staff is considered a 'contacted absence.' Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a PAC member has missed a combination of six contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next scheduled meeting, based upon the recommendation the PAC the position may be declared vacant by the STA Board.

Section 3. Non-Voting Members

The STA shall, under direction of the Board of Directors, provide staff and organizational support to the PAC. Non-voting members of the PAC may consist of representatives from each jurisdiction's planning and public works staff, MTC, Caltrans, and the public at large.

Section 4. Appointments

Voting membership shall be derived from an eligibility list provided by each jurisdiction and appointed to the PAC by the STA Board for a period of up to three (3) years.

Section 5. Vacancies

If and when vacancies occur, they must be filled according to Article IV., Sections 2 and 4.

Section 6. Role of STA Staff

The STA shall, under direction of the STA Board of Directors, provide staff and organizational support to the PAC.

ARTICLE V. OFFICERS

Section 1. Elected Officers

The elected officers of the PAC shall be the Chairperson and Vice-Chairperson, hereafter called the Chair and Vice-chair.:

Section 2. Election of Officers

The PAC shall, at the first last meeting of each calendar year, nominate and elect the Chairperson and the Vice-chairChairperson for one (1) calendar year term. No officer shall serve more than two (2) consecutive terms in a given office.

Section 3. Role of Chair

The Chairperson shall preside over all PAC meetings, coordinate the meeting agenda with STA staff, to represent the PAC's actions to appropriate agencies or to designate a representative(s) to do so, and have general direction and control over the activities of the PAC.

Section 4. Role of Vice-Chair

The Vice-Chairperson shall assist the Chairperson in the execution of ~~that~~ the office of Chair office. ~~and, in the absence of the Chairperson, the Vice-chair shall preside over the meetings, and so when acting, shall have the duties of the Chairperson.~~

Section 5. Vacancy in the Office of Chair Office

In the event of ~~the a~~ a vacancy in the office of the Chairperson office, the Vice-chairperson shall be elevated to the office of Chairperson for the remainder of the calendar year term, and the PAC shall nominate and elect a new Vice-Chairperson.

ARTICLE VI. ~~MEETINGS~~ MEETINGS

Section 1. Meetings/Attendance

The PAC shall hold a regular meeting at least once a calendar year quarter and as necessary to fulfill the mandate of Article III, Sections 1 and 2. Members of the PAC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an 'un-contacted absence' and may have their position declared vacant by the STA Board. Absence after contacting staff is considered a 'contacted absence.' Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a PAC member has missed a combination of six contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next scheduled meeting, and based upon a recommendation from the PAC, the position may be declared vacant by the STA Board.

Section 2. Special Meetings

The PAC may convene special meetings as necessary to conduct its business.

Section 3. Public Process

All meetings shall be posted public meetings conducted in compliance with the Brown Act.

Section 4. Definition of a Quorum

A quorum shall consist of the majority of the PAC members of the Cities, the County, and member at largePAC.

Section 5. Actions

Actions of the PAC require a quorum and the majority vote of ~~these~~ voting members present.

ARTICLE VII. SUBCOMMITTEES

The Chairperson may establish subcommittees or special task forces when they are deemed it ~~deems them~~ necessary to carry out the PAC's mandate.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The PAC shall use “Robert’s Rules of Order” as a general guide for meeting procedures when they are consistent with the PAC by-laws. When applicable and consistent with STA Board policies, the PAC may use when these are not inconsistent with these bylaws, the STA’s rules of order, or any rules of order the Committee may adopt.

ARTICLE IX. ADOPTION AND AMENDMENTS TO THE BYLAWS

Section 1. Adoption of the PAC By-laws

Adoption of the PAC By-laws will be by a majority vote of the STA Board of Directors.

Section 2. Amendments to the PAC By-laws

Amendments to the PAC by-laws will be by a majority vote of the STA Board of Directors.

Section 3. Approval of Amendments to PAC By-laws

The PAC may take action, by a two-thirds vote, to propose amendments to the PAC bylaws at any regular meeting of the PAC, provided that the amendment has been submitted in writing at the previous regular meeting (suggestion: “...submitted in writing for the PAC to review prior to voting”). The suggested amendments to the PAC by-laws shall be forwarded to the STA Board of Directors via the STA Technical Advisory Committee (TAC) for comment.

ARTICLE X. PEDESTRIAN ADVISORY COMMITTEE LETTER WRITING POLICY

Any letter(s) written by the Pedestrian Advisory Committee or by a member of the PAC on their behalf and that are directed outside the Authority must be reviewed by the Executive Director, and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or is consistent with STA Board policies, the letter will be sent out. In all other cases the letter must be approved by STA Board action.

Revised January 2008



DATE: January 9, 2008
TO: STA Pedestrian Advisory Committee (PAC)
FROM: Robert Guerrero, Senior Planner
RE: Alternative Modes Subcommittee Appointment (Action)

Background:

The Solano Transportation Authority (STA) Comprehensive Transportation Plan (CTP) for Solano County identifies, plans, and prioritizes the transportation needs of Solano County. This plan identifies overall policies as well as specific policies and projects for three (3) plan elements:

1. Arterials, Highways, and Freeways;
2. Transit; and
3. Alternative Modes.

PAC interests are represented in the Alternative Modes Element. The 2005 revision of the CTP plans through the year 2030. Approximately every two years, the CTP is updated to include an additional five years of planning. This year, the CTP will be updated to plan through the year 2035. A subcommittee for each of the three plan elements will be formed to provide comment and guidance for updating each element. Since PAC interests are represented in the Alternative Modes Element, the PAC will participate on the Alternative Modes Subcommittee.

Discussion:

The Alternative Modes Subcommittee is made up policy makers and participants that encourage multi-modal options (See Attachment V. B1) The Alternative Modes Subcommittee will revise the policies, strategies, and programs identified in the Alternative Modes Element. The Alternative Modes Element focuses on a wide range of proposals: ridesharing; bike routes; pedestrian trails; downtown revitalization projects; Transportation for Livable Communities (TLC) enhancement projects; and alternative fuels infrastructure.

The PAC is invited to nominate and appoint a member to participate on the Alternative Modes Element. For the previous CTP update, Eva Laevastu, PAC Chair, was recommended and appointed to the Alternative Modes Subcommittee to represent the PAC. For the CTP 2035 update, STA Staff recommends that the PAC appoint the PAC Chair for the CTP 2035 update.

Recommendation:

Appoint the PAC Chair to the Alternative Modes Subcommittee.

Attachments:

1. STA Comprehensive Transportation Plan Subcommittee Members List

Solano Transportation Authority

Comprehensive Transportation Plan Subcommittee Members

Alternative Modes Subcommittee:

Current committee chair is Supervisor Jim Spering.

Current vacancies are:

Agency	
City of Fairfield	Vacant
City of Vallejo	Vacant
Bicycle Advisory Committee	Vacant
Pedestrian Advisory Committee	Vacant

Current members are:

Agency	Member
City of Benicia	Alan Schwartzman
City of Dixon	Michael Smith
City of Rio Vista	William Kelly
City of Vacaville	Steve Wilkins
City of Suisun City	Mike Segala
County of Solano	Jim Spering

Arterials, Highways and Freeways Subcommittee:

Current committee chair is Supervisor John Silva.

Current members are:

Agency	Member
City of Benicia	Alan Schwartzman
City of Fairfield	Harry Price
City of Rio Vista	Ed Woodruff
City of Suisun City	Pete Sanchez
City of Vacaville	Len Augustine
County of Solano	John Silva

Transit Subcommittee:

Current committee chair is Mayor Mary Ann Courville.

Current vacancies are:

Agency	
City of Fairfield	Vacant
City of Vallejo	Vacant
City of Benicia	Vacant

Current Members are:

Agency	Member
City of Dixon	Mary Ann Courville
City of Suisun City	Mike Segala



DATE: January 9, 2008
TO: STA Pedestrian Advisory Committee (PAC)
FROM: Sam Shelton, Assistant Program Manager
RE: Draft Countywide Safe Routes to School (SR2S) Plan

Background:

The STA's Safe Routes to School (SR2S) Program is intended to improve the safety of pedestrian and bicycle modes of student travel by enhancing related infrastructure and programs, and to provide safe passage to schools. Eligible projects will include capital improvement projects as well as education, enforcement, encouragement activities, and programs such as developing safety and health awareness materials and education programs.

The SR2S outreach process is split into three major phases:

- 1) City Council & School District Board presentations
- 2) Community Task Force meetings
- 3) City Council, School District Board, and STA Board adoption of the SR2S Plan

Discussion:

The STA has completed meetings with all local Safe Routes to School (SR2S) task forces to revise and recommend their local SR2S plans to their city councils and school boards. Attachment A describes each city's status in more detail. Attachment B is a projected schedule of the remaining task force and committee meetings before the STA Board adopts the Final Countywide SR2S Plan. The City of Benicia was the first city to have their Benicia SR2S Plan adopted by their school board and city council. The City of Rio Vista is the second city to adopt their Rio Vista SR2S plan by their city council.

Once all of the local SR2S plans have been adopted and recommended to the STA for inclusion in the STA Countywide SR2S Plan, the STA Board will consider adoption of the countywide plan, currently planned for February of 2008. Attached is the Draft STA Countywide Safe Routes to School Plan for the TAC's review (Attachment V. C2). STA Staff is recommending that the TAC recommend the countywide plan for the STA Board's approval in February 2008.

After the Plan is adopted, a call for projects through a Pilot SR2S Implementation Program will be considered by the STA Board. Since currently the only identified source of this funding will be Eastern Congestion Mitigation and Air Quality (ECMAQ), only the cities of Dixon, Vacaville, Rio Vista and Solano County will be eligible to apply for this first pilot program. Currently, \$240,000 in funding is being considered as part of this pilot program for pedestrian path, bike path, and transit improvements near schools. STA staff is currently reviewing other options to fund pilot SR2S projects Countywide, such as Bay Area Air Quality Management District (BAAQMD) Transportation for Clean Air (TFCA) funds and Federal Safe Routes to School (SR2S) grants. STA Staff is recommending that the Safe Routes to School Steering Committee be made a permanent advisory committee to the STA Board to guide this new STA Safe Routes to School Program. The following is a list of STA's Countywide SR2S Steering Committee:

STA's Countywide SR2S Steering Committee		
Position	Name	Title
TAC Member	Gary Leach	Public Works Director
TAC Member	Dan Schiada	Public Works Director
BAC Member	Mike Segala	BAC Representative
PAC Member	Pat Moran	PAC Representative
Solano County Office of Education	Dee Alarcon	County Superintendent of Schools
School District Superintendent	John Aycock	Vacaville USD Superintendent
Public Safety Rep	Bill Bowen	Rio Vista Chief of Police
Public Safety Rep	Ken Davena	Benicia Police Department Captain
Air Quality Rep	Jim Antone	Yolo-Solano Air District Rep
Public Health Rep	Robin Cox	Solano County Public Health Rep

Recommendation:

Forward a recommendation to the STA Board to approve the attached draft of the STA Solano County SR2S Plan.

Attachments:

1. STA Safe Routes to School (SR2S) Program Status Report, 12-14-2007
2. Draft STA Countywide Safe Routes to School Plan (Provided under separate cover)