

**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE  
MEETING AGENDA**Wednesday, July 27, 2011  
1:30 p.m. to 3:00 p.m.Solano Transportation Authority  
1 Harbor Center, #130  
Suisun City, CA 94585

<u>ITEM</u>	<u>ACTIVITY</u>	<u>ADMINISTRATOR</u>
I.	<b>CALL TO ORDER—SELF INTRODUCTIONS &amp; OPPORTUNITY FOR PUBLIC COMMENT</b>	Sam Shelton
II.	<b>APPROVAL OF AGENDA: July 27, 2011</b>	Committee
III.	<b>APPROVAL OF MEETING MINUTES FROM June 16, 2011</b>	Danelle Carey
IV.	<b>INFORMATION ITEMS</b>	
A.	<b>FY 2011-12 SR2S Program Workplan</b>	Sam Shelton Danelle Carey Tracy Nachand, Solano County Public Health
B.	<b>SR2S Program Intern Marketing and Outreach</b>	Sam Shelton Nick DeFazio
C.	<b>Future Meeting Agenda Items</b>	Sam Shelton
VI.	<b>ADJOURNMENT</b>	Sam Shelton
	The next SR2S-AC meeting will be scheduled for late August 2011 or early September 2011, based on a poll of committee member availability.	

**SR2S-AC MEMBERS**Mark Mulgrew  
California Highway  
Patrol, SolanoJanice Adams  
Benicia USD  
SuperintendentGarland Wong  
Fairfield  
Traffic EngineerFrank Hartig  
Benicia Police,  
Traffic UnitJay Speck  
Solano County  
Superintendent of SchoolsMike Hudson  
Pedestrian Advisory  
Committee Rep.Jeff Knowles  
City of Vacaville  
Deputy Public Works DirectorMike Segala  
Bicycle Advisory  
Committee Rep.Jim Antone  
Yolo-Solano  
Air Quality Management  
DistrictRobin Cox  
Solano County  
Public Health



**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE**  
**Meeting minutes of**  
**June 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**

<b>Present:</b>	Garland Wong	City of Fairfield, Traffic Engineering (Alt)
	Robin Cox	Solano County Dept. of Public Health
	Jim Antone	Yolo-Solano Air Quality Management District
	Jeff Knowles	City of Vacaville, Public Works
	Mike Segala	Bicycle Advisory Committee

<b>STA Staff Present:</b>	Sam Shelton	STA
	Danelle Carey	STA

<b>Others Present:</b>	Edd Alberto	City of Vallejo
	Tracy Nachand	Solano County Dept. of Public Health

**SR2S-AC Members**

<b>absent:</b>	Mike Hudson	Pedestrian Advisory Committee Rep.
	Janice Adams	Benicia Unified School District
	Frank Hartig	City of Benicia, Police Department
	Mark Mulgrew	Solano CHP
	Jay Speck	Solano County Office of Education

**II. APPROVAL OF AGENDA: JUNE 16, 2011**

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

**III. APPROVAL OF APRIL 18, 2011 MEETING MINUTES**

Robin Cox stated that she wanted to clarify her comments regarding the discussion around the schools (bottom of page 4, top of page 5) that read "Robin Cox explained that she does not want to overwhelm their school contacts". Ms. Cox stated that the sentiment of her comment was to collaborate and plan ahead. She requested to amend the minutes to read "coordinate/collaborate efforts to prevent duplication."

With a motion from Jim Antone and a second from Robin Cox, the SR2S-AC unanimously approved the April 18, 2011 meeting minutes.

#### **IV. ACTION ITEMS**

##### **A. Appoint SR2S-AC Chair and Vice-Chair**

Sam Shelton explained that the Chair and Vice-Chair responsibilities would include meeting facilitation, making sure all committee members are heard and moving the meeting through the agenda items. Mr. Shelton stated that the Chair would help set agenda items and, in the absence of the Chair the Vice-Chair will substitute. Mr. Shelton stated that the types of activities for next fiscal year will be about Education, Encouragement and Enforcement. Mr. Shelton added that the following year after we'll be looking at new funding for engineering projects so it could be a good opportunity for someone on the engineering side to be Vice-Chair. Robin Cox asked Garland Wong if he would consider being Vice Chair. Jim Antone suggested Jeff Knowles for Vice Chair. Sam Shelton added that Jeff Knowles was fairly vocal at the STA TAC meeting about Bike to Work Day aspects, getting school pool and internet based/social networking aspects into SR2S. Mr. Shelton commented that he agrees that Jeff Knowles would make a good vice chair.

Jim Antone nominated Mike Segala as Chair and Garland Wong nominated Jeff Knowles as Vice-Chair. Mike Segala asked if the term would be one or two years. Mr. Shelton answered that there is no term limits because the committee has no bylaws.

With a motion from Jim Antone and a second from Robin Cox, the SR2S-AC unanimously approved Mike Segala as the Chair for the SR2S-AC.

With a motion from Garland Wong and a second from Edd Alberto, the SR2S-AC unanimously approved Jeff Knowles as the Vice-Chair for the SR2S-AC.

##### **B. Walking School Bus Program, Grant Application Support**

Sam Shelton gave an overview of the scope of work provided by Robin Cox and Tracy Nachad. Mr. Shelton explained the grant application process and deadlines. Mr. Shelton explained that if we receive the half-million that we are applying for, we would be able to develop walking school buses in majority of the schools across the county. Mr. Shelton noted that the scope has to do with gearing up for the education pieces and, giving PTA's the tools to instill a sustainable program. Mr. Shelton stated that the schools would be provided with a protocol guide and additional trainings throughout the year. Mr. Shelton explained that he incorporated comments from prior Advisory Committee meetings regarding liability and school ownership of the program and stated that it's better that SR2S remain a STA program. STA will be the project sponsor, and continue to run the program and provide guidance and services.

Sam Shelton informed the group that at the end of the month there will be a Bay Area SR2S meeting for climate change at MTC that he will be attending with Tracy Nachand. Mr. Shelton added that in future meetings he will be able to report back the information from these meetings. Mike Segala added on the topic of climate change that there are some cities and agencies that are starting to become more generic in their obligation to fulfill the questions about climate change. Mr. Shelton commented, that would be an excellent future agenda item and, he would bring planning staff in to talk about sustainable community strategies.

With a motion from Mike Segala and a second from Jeff Knowles, the SR2S-AC unanimously approved forwarding the recommendation of the Walking School Bus Grant application to the STA board.

## **V. INFORMATION ITEMS**

### **A. June 27<sup>th</sup> STA Board Workshop, SR2S Materials**

Sam Shelton provided handouts about the STA Board Workshop. Mr. Shelton explained that he will provide highlights of how the SR2S program has grown since last year and past events; in 2009-2010, 8000 students were reached, 2010-2011 18,000 students were reached. School participation increased from 16 to 26, and events increased from 36 to 81. Mr. Shelton added that Fairfield/Suisun is looking to eliminate busing this year so there's a need for our program to step in soon. Mike Segala asked if there has been any communication developing with FAST regarding the impact of dropping the bussing. Mr. Shelton said that we don't have a transit representative on this committee to talk about this and asked Garland Wong if discussion has come up at his 3E's committee. Garland Wong answered, he had an initial discussion with his transit manager and she was talking about changing some routes and discussed the school district looking at eliminating busing but no decision has been made.

Jeff Knowles explained that traffic has been bad around the schools and buses are routed around the schools during peak hours. Sam Shelton stated that, he can see that being a part of our package to schools when we present our program. Mr. Shelton commented that if the schools change their mode splits they can get better transit service. Jeff Knowles strongly suggested that a website concept similar to walk and roll's be designed but geared towards elementary and middle school students. Mr. Knowles added that based on the way the contests are currently setup on individual and team levels; we can expand and have individual prizes, five person teams, class against class, and school against school. Mr. Shelton added that we can make this an item for our next meeting.

Sam Shelton stated that in July or early August we would have our last meeting before the beginning of the school year which gives the committee an opportunity to make changes to the program before it gets rolled out. Mr. Shelton added that we are going to have a fairly extensive staff report detailing the work plan.

Robin mentioned that Solano County has been selected as one of twelve small to medium sized counties to partner with the State of California Department of Public Health on the Community Transformation grants that have been released by the Centers for Disease Control. Ms. Cox commented that part of the Community Transformation grant has to do with safe and healthy communities which directly connect with SR2S. Ms. Cox added that she would keep the committee apprised as the process moves forward.

Sam Shelton stated that other than our programs performance, he will be talking about how our funding will stop in 2012-2013. There are no new grants for SR2S but we will continually be applying for State/Federal grants to keep moving. Mr. Shelton added that these grants are limited to pilots, they are not meant to sustain a program and that's a point that will be made at the board workshop. Mike Segala stated that we need an SR2S comprehensive plan. Sam Shelton answered that we have one which was adopted in 2008 (Countywide SR2S Plan) and we have \$65,000.00 to update it this fall.

#### **B. SR2S Project & Program Update**

Tracy Nachand gave thanks to the Fairfield and Suisun Police Department's for providing assistance at the bike rodeos. Mr. Nachand added that Lindsey Sanford put 30 kids through the violator program for helmets violations and, educated the kids and their parents. At Crescent Elementary School she spent 30-45 minutes with all of the different classrooms. Tracy Nachand stated that 719 children received helmets this year. The last event of the year was held at Suisun Elementary School and 120 kids attended the bike rodeo; 69 had no helmets, 69 had no bikes, and 6 have never ridden a bike. Mr. Nachand added that he is continuously looking for volunteers for the walking school buses and will collect a pool of volunteers to help in their areas.

Sam Shelton noted that the walk and roll numbers were highest in schools that had school staff coordination, took advantage of our marketing materials and had events scheduled close together. Mike Segala asked Tracy Nachand if he has done a presentation for the school board. Tracy Nachand answered that they are re-looking at presenting to the school board for the next school year.

Sam Shelton discussed funding for new engineering projects and stated that we are expecting a Caltrans call for projects to come out in 2-3 months as well as potentially the next cycle of MTC's SR2S funding. Mr. Shelton explained that if the funding materializes we will know in couple of months about how much money it is so we can move it around between the program and engineering projects. Mr. Shelton added that in the next month or so the enforcement grant for \$100,000 that was awarded for enforcement activities in Fairfield-Suisun will be starting relatively soon. Our federal authorization for proceeding with our Federal grant has not yet come in; it's about 3 months delayed.

**C. Future Meeting Agenda Items**

Sam Shelton compiled the following for future meeting agenda items:

- STA Alternative Modes Development Status
- Fairfield and Suisun Transit (FAST) Response to FSUSD no longer offering busses
- FY 2011-12 SR2S Program Workplan
- SR2S Program Intern Marketing and Outreach
- Update from Robin Cox regarding the Public Health grant as a discussion item.

**VI. ADJOURNMENT**

The meeting was adjourned at 1:30 p.m. The next regularly scheduled meeting of the SR2S-AC will be July 27, 2011 at STA's Main Conference Room.



DATE: July 20, 2011  
TO: STA SR2S-AC  
FROM: Danelle Carey, Program Coordinator  
RE: Information Item Summaries

**Information Item Summary:**

**Item IV. A. FY 2011-12 SR2S Program Work plan**

STA and Solano County Public Health staff will discuss the SR2S Work Plan for FY 2011-12.

(Sam Shelton, STA)

- Plan Update: Add 7-8 Schools to the SR2S Plan.
- Mapping Project: 65-70 new maps, marketing/publishing.
- Project Manager: Manage consultants, coordinators and SR2S-AC.
- Public Safety Grant: Crossing guards, events, etc.

(Danelle Carey, STA)

- Program Coordinator: Walking School Bus Pilots, Event & Meeting Coordination, and SR2S event facilitation.

(Tracy Nachand, Solano County Public Health)

- Education & Encouragement: Walking School Bus Pilots and SR2S events.

For the committee's review, attached is the Safe Routes to School Cycle 3 grant application. (Attachment A, provided under separate cover).

**Item IV. B. SR2S Program Intern-Marketing and Outreach** (Nick DeFazio, STA)

SR2S program summer intern will discuss the Marketing/Outreach project for SR2S sponsorships. Nick Defazio will provide a summary of his developments in seeking fundraising opportunities, creating student contest and promoting the SR2S program through private partnerships.

Developing program elements and partnerships include:

- 1) Outreach/Presentations
- 2) Social Networking Research
- 3) Student Contests

For the committee's review, attached is the Marketing and Outreach Summary, (Attachment B, provided under separate cover).

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.