

**REVISED**

Agenda Item VIII.B was inadvertently excluded from the July 11, 2012 meeting minutes approved by the STA Board at their September 12, 2012 meeting, therefore, the meeting minutes will be brought back to the STA Board of Directors for approval at its next regularly scheduled Board meeting on December 12, 2012.

Note: A declaration statement from STA's Clerk of the Board, Johanna Masielat, is on the last page of the meeting minutes.



*Agenda Item VIII.A  
December 12, 2012*

**SOLANO TRANSPORTATION AUTHORITY  
Board Minutes for Meeting of  
July 11, 2012**

**I. CALL TO ORDER**

Chair Batchelor called the regular meeting to order at 6:00 p.m. A quorum was confirmed.

**MEMBERS**

<b>PRESENT:</b>	Jack Batchelor, Chair	City of Dixon
	Steve Hardy, Vice-Chair	City of Vacaville
	Elizabeth Patterson	City of Benicia
	Harry Price	City of Fairfield
	Jan Vick	City of Rio Vista
	Pete Sanchez	City of Suisun City
	Osby Davis	City of Vallejo
	John Vasquez (Alternate Member)	County of Solano

<b>MEMBERS ABSENT:</b>	Jim Spering	County of Solano
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**STAFF**

<b>PRESENT:</b>	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Janet Adams	Deputy Executive Director/Director of Projects
	Robert Macaulay	Director of Planning
	Johanna Masielat	Clerk of the Board
	Susan Furtado	Accounting & Administrative Svc. Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager
	Robert Guerrero	Senior Planner
	Sam Shelton	Project Manager
	Judy Kowalsky	Accounting Technician
	Sara Woo	Associate Planner
	Jessica McCabe	Assistant Project Manager
	Danelle Carey	Commuter Consultant
	Sheila Jones	Administrative Assistant
	Teliyah Bush	High School Intern
	Hannah Vincent	High School Intern

**ALSO**

**PRESENT:**

***In Alphabetical Order by Last Name:***

Morrie Barr	City of Dixon
George Gwynn, Jr.	Resident, City of Suisun City
Dr. Robert Fountain	Economist, SR 12 Economic Study
Dan Kasperson	City of Suisun City
Rod Moresco	City of Vacaville
Sandy Person	President, Solano EDC
Dale Pfeiffer	Project Manager, SR 12 Economic Study
Mike Roberts	City of Benicia
Matt Tuggle	County of Solano

**II. CONFIRM QUORUM/STATEMENT OF CONFLICT**

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

**III. APPROVAL OF AGENDA**

On a motion by Board Member Patterson, and a second by Alternate Board Member Vasquez, the STA Board approved the agenda to include an urgency provision due to the timing of comments to submit to MTC under Agenda Item IX.B, OBAG Project Selection. MTC issued the Regional Transportation Plan (RTP) Notice of Preparation (NOP) in June and has requested comments back by July 11, 2012. Several of the Bay Area Congestion Management Agencies (CMAs) have prepared letters in response to the RTP NOP. Therefore, an additional attachment containing the draft comments were prepared by STA staff. Staff is recommending Board authorization for the STA Chair to forward the RTP NOP comment letter to MTC as specified in Attachment H.

Under Agenda Item IX.B, OBAG Project Selection, the recommendation was modified as shown below in ***bold italics***:

Recommendation:

Approve the following:

1. Adopt Resolution No. 2012-12, provided as Attachment B, certifying that the Solano Existing OBAG Projects meet the requirements of the MTC OBAG Guidelines;
2. Issuance of a Unified Call for Projects for Solano OBAG projects as provided in Attachment F;
3. The programming of Cycle 2 OneBayArea Grant (OBAG) funds for the Dixon West B Street Undercrossing project as follows: \$1.141 M of Transportation Enhancements (TE) funds; and, \$1.394 M of Congestion Management and Air Quality (CMAQ) funds for a total of \$2.535 M;
4. Adopt Resolution No. 2012-13 of Local Support for Federal Funding provided as Attachment E, authorizing the filing of an application for federal funding and committing the necessary non-federal match and stating the assurance to complete the project;
5. Approve issuance of a Local Streets and Roads Call for Projects for Solano OBAG funds as provided in Attachment G; and
6. ***Approve transmittal of the comments specified in Attachment H to MTC in response to the RTP Notice of Preparation.***

#### **IV. OPPORTUNITY FOR PUBLIC COMMENT**

George Gwynn, Jr. commented on various budget issues. He commented on STA funds and that the agency should cut its costs.

#### **V. EXECUTIVE DIRECTOR'S REPORT**

Daryl Halls provided an update on the following topics:

- State Route (SR) 12 Economic Study
- STA FY 2012-13 & FY 2013-14 Budgets
- OneBayArea Grant (OBAG) Implementation
- Priority Development Areas (PDAs) Investment Strategy
- Annual Report on STA's Local Preference Policy

#### **VI. COMMENTS FROM METROPOLITAN TRANSPORTATION COMMISSION (MTC), CALTRANS, AND STAFF:**

##### **A. MTC Report:**

None presented.

##### **B. Caltrans Report:**

None presented.

##### **C. STA Reports:**

###### **A. Draft State Route 12 Economic Study**

Dale Pfeiffer summarized the SR 12 Economic Study. Dr. Fountain discussed some of the key economic findings.

###### **B. Directors Report:**

- 1. Planning**
- 2. Projects**
- 3. Transit/Rideshare**

#### **VII. CONSENT CALENDAR**

On a motion by Board Member Price, and a second by Alternate Board Member Vasquez, the STA Board approved Consent Calendar Items A through F to include modifications to Item C, STA Purchasing System Policies and Manual (Protest and Appeals Procedure). At the request of Bernadette Curry, STA Legal Counsel, Section 800 of the Protest and Appeals Procedure was modified as shown below in *bold italics*.

##### **A. Minutes of the STA Board Meeting of June 13, 2012**

###### Recommendation:

Approve STA Board Meeting Minutes of June 13, 2012.

##### **B. Draft Minutes of the TAC Meeting of June 27, 2012**

###### Recommendation:

Approve Draft TAC Meeting Minutes of June 27, 2012.

**C. STA Purchasing System Policies and Manual (Protest and Appeals Procedure)**

Recommendation:

Adopt the attached Protest and Appeals Procedure included in Attachment A for incorporation in the STA Purchasing Systems Policies and Manual.

STA's Legal Counsel, Bernadette Curry requested to modify (shown in *bold italics*) Section 800. Appeal of Decision to read as follows:

**800. Appeal of Decision**

If requested, the Clerk of the Board shall schedule the appeal for hearing by an independent hearing officer, *selected by the STA Legal Counsel*, and provide written notice to the appellant by personal service not less than ten (10) calendar days from the date of the hearing.

**D. Safe Routes to School (SR2S) Agreement Amendment #2 for Sub-Recipient Agreement with Solano County Public Health**

Recommendation:

Authorize the Executive Director to enter into an agreement amendment retroactively to July 1, 2012 with Solano County Public Health to operate and deliver project and program tasks described in the SR2S 2-year Work Plan for Fiscal Years 2011-12 and 2012-13 as described in Attachment A.

**E. Fiscal Year (FY) 2012-13 Transportation Development Act (TDA) Matrix – July 2012**

Recommendation:

Approve the FY 2012-13 Solano TDA Matrix – July 2012 as shown in Attachment A.

**F. Fiscal Year (FY) 2012-13 Transportation Development Act (TDA) Article 3 Project Resolutions**

Recommendation:

Approve the following FY 2012-13 TDA Article 3:

1. Resolution No. 2012-10 as specified in Attachment A; and
2. Resolution No. 2012-11 as specified in Attachment B.

**VIII. ACTION - FINANCIAL ITEMS**

**A. STA's Five (5) Year Estimated Operating Budget FY 2012-13 through FY 2016-17**

Daryl Halls and Susan Furtado presented STA's five-year (FY 2012-13 through FY 2016-17) estimated expenditure projections for STA's operating budget. She cited that the report shows the estimated operating cost for programs and project activities over the next five years, which focuses on staffing cost and the general operating cost.

**Public Comments:**

George Gwynn, Jr. commented on the STA's projected budget increases.

Daryl Halls commented that the projected costs are estimates based on existing staff, insurance costs and the level of effort necessary for STA's programs and delivery of projects.

**Board Comments**

Board Member Patterson expressed her appreciation for staff's good work in putting together STA's five year budget projection, and she requested staff provide routine updates on the line-up of revenues with expenditures as well as assumptions that are used.

Daryl Halls commented that a five-year revenue projection will be provided as part of the mid-year budget update.

**Recommendation:**

Receive and file.

On a motion by Board Member Patterson, and a second by Board Member Price, the STA Board unanimously approved the recommendation.

**B. STA's Fiscal Year (FY) 2012-13 Budget Revision and FY 2013-14 Proposed Budget**

Daryl Halls presented the FY 2012-13 Budget Revision and FY 2013-14 Proposed Budget. He cited that the FY 2012-13 Budget Revision is balanced at a budget total of \$42.73 million, an increase due to the list of work tasks and construction projects. He noted that there are currently four (4) limited term contract employees funded by the three (3) new grants and a modified and reorganized staff plan resulting in an annual savings of \$150,000. He also noted that the FY 2013-14 Budget is balanced for a total of \$31.55 million for the continuation of programs and delivery of projects and limited contract employees being on their second year of budget funding availability.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

**Recommendation:**

Approve the following:

1. Adopt the STA's FY 2012-13 Budget Revision as shown in Attachment A; and
2. Adopt the STA's FY 2013-14 Proposed Budget as shown in Attachment B.
3. Adopt the modified Organizational Chart, staff plan, and salary schedule as specified in Attachments D and E.

On a motion by Board Member Patterson, and a second by Vice Chair Hardy, the STA Board unanimously approved the recommendation.

**IX. ACTION – NON-FINANCIAL ITEMS****A. SolanoExpress Intercity Ridership Study**

Liz Niedziela provided an overview of STA's 2012 SolanoExpress Intercity Ridership Study. She summarized the purpose of the study and provided a brief summary of the survey results. She cited that the local ridership studies summaries would be provided to the STA Board in September 2012.

**Public Comments:**

None presented.

## **Board Comments**

None presented.

### Recommendation:

Approve the 2012 Intercity Transit Ridership Survey Reports as shown in Attachment A *with the revised Appendix II.*

On a motion by Board Member Sanchez, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation as amended shown above in *bold italics.*

## **B. Amended - OneBayArea Grant (OBAG) Project Selection**

Robert Macaulay presented the project selection process for the OneBayArea Grant (OBAG) for FY 2012-13 through FY 2015-16. He explained the OBAG funds available to STA and the certification of existing commitments. He reviewed the programming of Cycle 2 OneBayArea Grant (OBAG) funds for the Dixon West B Street Undercrossing project as follows: \$1.141 M of Transportation Enhancements (TE) funds; and, \$1.394 M of Congestion Management and Air Quality (CMAQ) funds for a total of \$2.535 M. He cited that a Board Workshop to discuss the OBAG Project Selection Criteria and Priorities will be scheduled in September 2012.

He stated that as a part of the RTP process, MTC is required to prepare an Environmental Impact Report (EIR). Prior to preparation of the Draft EIR (DEIR), MTC is required to issue a Notice of Preparation (NOP). An NOP is a notice to interested parties that a DEIR will be prepared, and a request that those interested parties comment on what the scope and content of the DEIR should be.

MTC issued the RTP NOP in June, and has requested comments back by July 11, 2012. Several of the Bay Area Congestion Management Agencies (CMAs) have prepared letters in response to the RTP NOP.

Attachment H contains the draft comments prepared by STA staff. This letter focuses on key areas of interest to STA and its member agencies. He noted staff is recommending Board authorization for the STA Chair to forward the RTP NOP comment letter to MTC.

### **Public Comments:**

George Gwynn, Jr. expressed his opposition to further work on the train station in Dixon.

## **Board Comments**

Board Member Patterson commented on the STA's response letter to MTC's NOP on Plan Bay Area. She stated that the existing RTP should also be analyzed using the current RTP environmental standards, and asked that wording to that effect be put in the STA's comment letter. She also noted that lack of funds to implement projects in Plan Bay Area is a serious issue, and the EIR should address the lack of funding. Finally, she concluded that sea level rise is occurring, and it may not make sense for the EIR to address what would happen if the sea level rise did not occur. She commented on flood concerns for coastal communities.

Steve Hardy commented that he doesn't support Agenda 21 and questioned if it related to this topic in any way.

Daryl Halls stated that staff is taking a regional approach to frame it so future transportation investment can take place. He stated there are different opinions on Agenda 21, but STA is focused on complying with state statutes.

Steve Hardy commented that he strongly opposes Agenda 21 and concluded with his appreciation to Mr. Halls and STA staff on their planning efforts.

Recommendation:

Approve the following:

1. Adopt Resolution No. 2012-12, provided as Attachment B, certifying that the Solano Existing OBAG Projects meet the requirements of the MTC OBAG Guidelines;
2. Issuance of a Unified Call for Projects for Solano OBAG projects as provided in Attachment F;
3. The programming of Cycle 2 OneBayArea Grant (OBAG) funds for the Dixon West B Street Undercrossing project as follows: \$1.141 M of Transportation Enhancements (TE) funds; and, \$1.394 M of Congestion Management and Air Quality (CMAQ) funds for a total of \$2.535 M;
4. Adopt Resolution No. 2012-13 of Local Support for Federal Funding provided as Attachment E, authorizing the filing of an application for federal funding and committing the necessary non-federal match and stating the assurance to complete the project;
5. Approve issuance of a Local Streets and Roads Call for Projects for Solano OBAG funds as provided in Attachment G; and
6. *Approve transmittal of the comments specified in Attachment H to MTC in response to the RTP Notice of Preparation.*

On a motion by Board Member Sanchez, and a second by Board Member Price, the STA Board unanimously approved the recommendation as amended shown above in *bold italics*.

**C. Development of Priority Development Area (PDA) Investment Strategy and Schedule**

Robert Guerrero reviewed the development of PDA Investment Strategy Plan. He cited that the purpose of the PDA Investment Strategy is to ensure that CMAs have a transportation priority-setting process for OBAG funding that supports and encourages development in the region's PDA. He cited that staff is recommending a four-year PDA Implementation Process and Schedule that includes reconvening participants from the Transportation of Sustainable Communities Plan Working Group to provide technical assistance in developing the PDA Investment Strategy.

**Public Comments:**

None presented.

**Board Comments**

None presented.

Recommendation:

Approve the process and schedule for the development of Solano's Priority Development Strategy as outlined in Attachment B.

On a motion by Vice Chair Hardy, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation.

**X. INFORMATIONAL**

**A. STA's Local Preference Policy FY 2011-12 Year-End Report**

Judy Kowalsky provided a year-end report for STA's Local Preference Policy (LPP) for FY 2011-12. She reported the percent of local vendors and total contracts initiated that were subject to LPP based on the type of funding source used to fund the activity. She added that STA executed a total of fifteen (15) contracts in which two (2) were subject of the LPP requirement. She concluded by stating that the number of local vendors utilized in the delivery of various projects and programs increased from seventy (70) to eight-four (84) percent with total local dollars spent increased in the amount of \$518,228.

**B. Highway Projects Status Report:**

- 1. I-80/I-680/State Route (SR) 12 Interchange**
- 2. I-80 Eastbound Cordelia Truck Scales Relocation**
- 3. I-80 Express Lanes**
- 4. Redwood Pkwy -Fairgrounds Dr. Access Improvements**
- 5. Jepson Parkway**
- 6. State Route 12 (Jameson Canyon)**
- 7. State Route 12 East SHOPP**
- 8. I-80 SHOPP Rehabilitation**

Janet Adams provided an overview of the construction status of the I-80 Cordelia Truck Scales Relocation project, the State Route (SR) 12 Jameson Canyon, and SR 12 East SHOPP Rehabilitation.

**NO DISCUSSION**

**C. Draft State Route (SR) 12 Economic Study**

**D. Legislative Update**

**E. Mapping of Local Streets and Roads Submitted Projects**

**F. Funding Opportunities Summary**

**G. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2012**

**XI. BOARD MEMBER COMMENTS**

**XII. ADJOURNMENT**

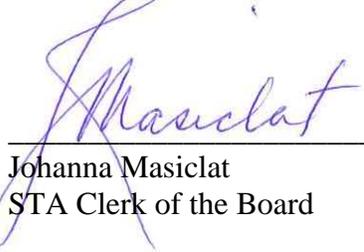
The meeting was adjourned at 7:40 p.m.

The next regular meeting of the STA Board is scheduled at **6:00 p.m., Wednesday, September 12, 2012, Suisun City Hall Council Chambers.**

I, Johanna Masiclat, declare:

I am the Clerk to the Solano Transportation Authority Board of Directors and am responsible for preparing the minutes of the Board's actions. I have reviewed the tape of the meeting of July 11, 2012 and have revised the minutes to accurately reflect the action of the Board taken. The revised minutes will be presented to the STA Board of Directors for approval at its next regularly scheduled Board meeting on December 12, 2012.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this 17<sup>th</sup> day of October, 2012 in Suisun City, CA.



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Johanna Masiclat  
STA Clerk of the Board