



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
December 12, 2012

I. CALL TO ORDER

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

MEMBERS

PRESENT:

Jack Batchelor, Chair	City of Dixon
Steve Hardy, Vice-Chair	City of Vacaville
Elizabeth Patterson	City of Benicia
Rick Vaccaro (Alternate)	City of Fairfield
Jan Vick	City of Rio Vista
Pete Sanchez	City of Suisun City
Osby Davis	City of Vallejo
Jim Spering	County of Solano

MEMBERS

Harry Price	City of Fairfield
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ABSENT:

STAFF

PRESENT:

Daryl K. Halls	Executive Director
Bernadette Curry	Legal Counsel
Janet Adams	Deputy Executive Director/Director of Projects
Robert Macaulay	Director of Planning
Jayne Bauer	Legislative & Marketing Program Manager
Susan Furtado	Accounting & Administrative Svc. Manager
Liz Niedziela	Transit Manager
Judy Leaks	Program Manager
Robert Guerrero	Senior Planner
Sofia Recalde	Mobility Management Program Coordinator
Sam Shelton	Project Manager
Sara Woo	Associate Planner
Sheila Jones	Administrative Assistant

ALSO

PRESENT:

In Alphabetical Order by Last Name:

Christina Arrostituto	First 5 Solano
Mona Babauta	SolTrans
Philip Kamhi	SolTrans
Wayne Lewis	City of Fairfield
Phil McGuire	Innovative Paradigms
Brian McLean	Vacaville City Coach
Sandy Person	Solano EDC
Robert Powell	Member of the Public
Elizabeth Richards	Elizabeth Richards Consulting
Mike Roberts	City of Benicia
Alvina Sheeley	Member of the Public
Matt Tuggle	Solano County
Jan Vick	Former Mayor and STA Board Member

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 Pete Sanchez, and a second by Board Member Elizabeth Patterson, the STA Board approved the agenda.

Daryl Halls stated that item 9.e, PDA recommendation should refer to STP planning funds, not PDA funds.

**IV. SWEARING-IN OF NEW STA BOARD MEMBER/
BOARD ALTERNATES**

- **Norman Richardson**
Board Member representing the City of Rio Vista

V. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

VI. EXECUTIVE DIRECTOR'S REPORT

Daryl Halls provided an update on the following topics:

- STA's Legislative Platform and Priorities for 2013
- STA Annual Audit for FY 2011-12 Keeps Streak Intact
- Board Certification of Final EIR for 80/680/SR12 Interchange Project
- STA Request to County Board of Supervisors to Add Transportation Infrastructure to County Facility Fee Update
- OneBayAreaGrant (OBAG) Criteria for Project Selection and Additional Funds for Local Streets and Roads
- Initiation of Priority Development Area (PDA) Assessments and Implementation
- ADA Eligibility RFP Proposed to Initiate First Priority of Solano Mobility Management Plan
- STA's Safe Routes to School Partnerships Focus of Two Conferences and Webinar
- STA Staff Update

VII. COMMENTS FROM METROPOLITAN TRANSPORTATION COMMISSION (MTC), CALTRANS, AND STAFF:

MTC Report:

None presented.

Caltrans Report:

None presented.

STA Reports:

- A. Announcement of Nominees for STA's 15th Annual Awards**
- B. State Legislative Update presented by Gus Khouri, Shaw/Yoder, Inc.**
- C. Directors Report:**
 - 1. Planning**
 - 2. Projects**
 - 3. Transit/Rideshare**
 - a) 2012 Solano Employer Commute Challenge Wrap-up**
 - b) Paratransit Coordinating Council (PCC) 2013 Work Plan**

VIII. CONSENT CALENDAR

On a motion by Board Member Hardy, and a second by Board Member Patterson, the STA Board approved Consent Calendar Items A through O.

A. REVISED Minutes of the STA Board Meeting of July 11, 2012

Recommendation:

Approve STA Board REVISED Meeting Minutes of July 11 2012.

B. Minutes of the STA Board Meeting of October 10, 2012

Recommendation:

Approve STA Board Meeting Minutes of October 10, 2012.

C. Draft Minutes of the TAC Meeting of November 28, 2012

Recommendation:

Approve Draft TAC Meeting Minutes of November 28, 2012.

D. Fiscal Year (FY) 2012-13 First Quarter Budget Report

Recommendation:

Receive and file.

E. STA Employee 2013 Benefit Summary Update

Recommendation:

Receive and file.

F. Renewal of Membership with Solano Economic Development Corporation (EDC) for 2013

Recommendation:

Approve the renewal of STA's membership with the Solano Economic Development Corporation (Solano EDC) at the Premier Member "Chairman's Circle" level of \$7,500 for Calendar Year 2013.

- G. Paratransit Coordinating Council (PCC) Member Reappointments**
Recommendation:
Reappoint Richard Burnett and James Williams to the Paratransit Coordinating Council for an additional three years.
- H. Fiscal Year (FY) 2012-13 Transportation Development Act (TDA) Matrix – December 2012**
Recommendation:
Approve the FY 2012-13 TDA Matrix – December 2012 for the City of Fairfield as shown in Attachment A.
- I. Proposed SolanoExpress Route 78 Service Changes**
Recommendation:
Approve the proposed route changes by SolTrans to SolanoExpress Route 78 as shown in Attachment C.
- J. Proposed SolanoExpress Route 85 Service Changes**
Recommendation:
Approve adding the Sereno Transit Center as the final bus stop for Route 85’s last weekday trip as proposed by SolTrans.
- K. OneBayArea Grant (OBAG) Local Streets & Roads (LS&R) Project Delivery Schedules**
Recommendation:
Approve the project delivery schedules and milestones for OBAG LS&R projects as shown in Attachments B and C, as part of the STA Project Delivery policies.
- L. STA Planning and Programming Agreement**
Recommendation:
Approve the following:
1. Authorize the STA Executive Director to execute the Interagency Agreement Between the Metropolitan Transportation Commission and the Solano Transportation Authority for Planning and Programming for Fiscal Years 2012-13, 2013-14, 2014-15 and 2015-16;
 2. Program the base amount of \$2,673,000 and augmented amount of \$333,000 for a total of \$3,006,000 of the STA’s OneBayArea Grant (OBAG) Surface Transportation Program (STP) funds for STA Congestion Management Agency (CMA) Planning Activities as described in attachment A; and
 3. Advance \$75,000 of STP funds available from the October Vallejo fund swap action for development of the PDA Growth Strategy, and designate \$50,000 of future PDA Implementation Funds to back fill these advanced funds.
- M. I-80 Eastbound Cordelia Truck Scales Relocation Project Contract Amendment**
Recommendation:
Approve a contract amendment for HDR Engineering, Inc. for an amount not-to-exceed \$282,000, to cover engineering services during construction of the I-80 Eastbound Cordelia Truck Scales Relocation Project.

N. I-80/I-680/State Route (SR) 12 Interchange Project

Recommendation:

Approve Resolution No. 2012-19 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$5.796 million in Regional Measure 2 or AB1171 funds for the I-80/I-680/SR 12 Interchange Project for right of way phase.

Robert Powell made a public comment with regard to item N, he stated that that there is an inaccuracy in the map for the bike path and that is a federal bike path on an interstate. He commented that the path should be moved and requested the Board to make that correction.

Janet Adams clarified that the comment was with reference to Action Non-Financial item X.B.

O. 2013 Paratransit Coordinating Council (PCC) Work and Outreach Plans

Recommendation:

Approve the 2013 PCC Work Plan as shown in Attachment A and the 2013 PCC Outreach Plan as shown in Attachment B.

IX. ACTION – FINANCIAL ITEMS

A. STA's Annual Audit Fiscal Year (FY) 2011-12

Susan Furtado reported that the accounting firm of Vavrinek, Trine, Day & Co., LLP, has completed the annual of STA's finances and budget for FY 2011-12 and for the 7th year in a row, a clean audit with no findings has been provided.

Public Comments:

None presented.

Board Comments: None

Recommendation:

Receive and file.

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

B. Mobility Management Plan Update

Sofia Recalde and Phil McGuire reviewed the development of a Mobility Management Plan and Program. He cited the plan is in partnership with the County of Solano, Solano's transit operators, and the advisory committee and that their focus is on the four specific tasks or components of a proposed Mobility Management Plan. He noted that the first task is the establishment of one countywide American with Disabilities Act (ADA) which has a requested timeline for implementation of July 1, 2013 from Solano County Transit (SolTrans). He continued by stating that in order to meet the requested timeframe, STA staff is requesting Board authorization to issue a request for proposal to establish the ADA eligibility component of this plan.

Public Comments:

None presented.

Board Comments:

Board Member Spering asked if a form or handout will be provided to the end user during these evaluations for overall feedback of the STA assessment process. Daryl Halls stated that a form of public feedback will be included in a refined scope of work for the assessment process.

Board Member Patterson asked if the RFP will include a thorough search to find the best programs in and surrounding the bay area that are recognized for excellence to keep us from having to “reinvent” a program. Daryl Halls replied that extended research on other program models will be incorporated.

Recommendation:

Approve the following:

1. Authorize the Executive Director to release a Request for Proposals for services for the Countywide In-Person ADA Eligibility and Certification Process as shown in Attachment A; and
2. Authorize the Executive Director to enter into a contract not-to-exceed \$289,343 for a Countywide In-Person Eligibility and Certification Process for Solano County for Fiscal Years (FY) 2013-14 and 2014-15.

On a motion by Board Member Spering, and a second by Board Member Richardson, the STA Board unanimously approved the recommendation.

C. Additional OneBayArea Grant (OBAG) Funds for Local Streets and Roads Projects

Sam Shelton reviewed the development process of the draft criteria that provides guidance to the STA Board and staff concerning the evaluation of candidate projects for Solano County remaining share of OBAG funds, consistent with Federal Congestion Mitigation and Air Quality (CMAQ) funds (and estimated \$600,000 in STP funds). He outlined the next steps in the process which is the assessment and evaluation of projects that will take place in January and the final OBAG programming recommendations scheduled for approval at the February STA Board meeting.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the programming of \$1.38 M of additional Surface Transportation Program (STP) funds for Local Streets and Roads projects as described in Attachments B and E.

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

D. OneBayArea Grant (OBAG) Funding Criteria

Robert Macaulay presented and reviewed the ranking matrix listing each of the qualified projects or programs. He noted that STA staff will recommend placing projects and programs into one of three tiers. He also presented information on the cost of those highest ranked projects and programs ranked in Tiers 1 and 2 in relation to the \$5.6 million in CMAQ funds and in relation to the MTC requirement that at least 50% of the OBAG funds must be spent in or in support of PDAs. He cited that the STA Board is scheduled to take final action to adopt the OBAG project list for programming at its meeting of February 13, 2013.

Robert Macaulay added that with the recent action by MTC to dedicate \$20 million to the Bay Area CMAs for PDA Assessment and Implementation, an estimated \$1.06 million is to be dedicated to Solano. STA staff is recommending \$75,000 of STP funds be dedicated to initiate this effort. He noted that MTC's deadline for this task to be completed is May 2013 and that \$50,000 will be returned when the PDA funds are available to STA later in the fiscal year leaving \$587,000 of STP funds available for OBAG programming.

Public Comments:

None presented.

Board Comments:

Board Member Sperring requested background on the element of complete streets. Robert Macaulay provided background on complete streets. He stated that complete streets are streets that accommodate all modes of transportation.

Board Member Patterson stated that Benicia has approved their housing element. She asked if complete streets can be completed in phases. Robert Macaulay stated that part of the complete streets process is a disclosure and the Public Works Director, pedestrian and bicycle committee members may also determine whether or not it is a complete street.

Board Member Patterson suggested that a summary of administrative actions be taken and provided to the Board and a request for review may be made within 10 days. Robert Macaulay stated that there is a matrix where they are reporting staff members assessments of projects. He plans to bring all of them together to present the STA staff's initial assessment to the Board at the January 9th meeting. Daryl Halls stated that the process would be to present the criteria today and then bring back the assessment matrix and a funding eligibility matrix for the January 9th Board meeting.

Board Member Sperring asked for an inventory of which agencies are in compliance on complete streets. Robert Macaulay stated that not every local agency is in compliance and a list of those will also be updated to present to the Board at the January 9th Board meeting.

Recommendation:

Approve the following:

1. Adopt the Solano OBAG Project and Program Screening Criteria Assessment as shown in Attachment B; and
2. Hold \$611,000 in STP funds for use to support future OBAG projects and programs, subject to allocation by the STA Board.

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

E. Solano County Priority Development Area Investment and Growth Strategy

Robert Guerrero reviewed the distribution process of OBAG funds to Solano County. He noted that an estimated \$1.06 million (over a four year OBAG cycle) will perform the work intended to assist cities interested in PDAs. He cited that the allocation of the estimated \$1 million in PDA funds will be based on the completion of the assessment work and the PDA implementation priorities identified through the process. He continued by stating that STA staff is recommending the STA Board authorize staff to initiate the process by dedicating \$75,000 in OBAG funds to fund consultant assistance to aid staff in the effort.

Public Comments:

None presented.

Board Comments:

Board Member Patterson expressed her appreciation to staff for including jobs in the presentation as it applies to the Association of Bay Area Governments and requested that future updates emphasize the same content.

Recommendation:

Approve the following:

1. Dedicate \$75,000 of ~~PDA planning~~ STP funds to develop a Countywide Investment Study as shown in Attachment B;
2. Authorize the Executive Director to issue a Request for Proposals to assist the STA in completing the Solano County Priority Development Area Investment Study; and
3. Authorize the Executive Director to enter into a contract in an amount not-to-exceed \$75,000 for this work.

On a motion by Vice Chair Hardy, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation as amended shown above in ~~strike through~~ ***bold italics***.

X. ACTION – NON-FINANCIAL ITEMS

A. STA's 2013 Legislative Priorities and Platform

Jayne Bauer

Public Comments:

None presented.

Board Comments:

Board Member Spering stated that the Vallejo Transit funds needs to be *changed to SolTrans*. He suggested that expansion of the San Francisco Bay Ferry services be a priority and added to the federal and state legislative agenda to be consistent with the regional policy. Daryl Halls stated expanding services will be added and discussed in January 2013.

Chair Batchelor commented that each of these categories state that these assets need to be maintained and kept in good working condition.

Board Member Patterson commentated that if it is overriding global statement it will help avoid having to reiterate for each section. She recommended to also support the policies to have two overriding statements for federal and state guidance.

Recommendation:

Approve the STA's 2013 Legislative Priorities Platform as shown in Attachment A.

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

B. I-80/I-680/State Route (SR) 12 Interchange Project and Certification of the Final Environmental Impact Report

Janet Adams requested the STA Board certify the final Environmental Impact Report (EIR) for the I-80/I-680/SR 12 Interchange project. She noted that the project is on schedule for a construction allocation vote for the next phase of this interchange project at the CTC in May 2013 with construction of the next phase of the project scheduled to begin later in 2013.

Public Comments:

None presented.

Board Comments:

Board Member Sanchez asked how much was spent for this environmental study. Janet Adams stated that \$15 million dollars was spent to complete this study.

Recommendation:

Based on the extensive evaluations of the alternatives conducted in the EIR/EIS, comments received from the public and agencies during the EIR/EIS review process, and considering the traffic, engineering and operational aspects of all the alternatives, approve the following actions:

1. **APPROVE** Resolution No. 2012-18 accepting the Environmental Impact Report prepared by Caltrans for the Project; and
2. **ACCEPT** the Caltrans prepared Project Report and **APPROVE** the Alternative C-1 for the I-80/I-680/SR 12 Interchange Project; and
3. **DIRECT** that upon approval of Resolution No. 2012-18, that the Executive Director to File a Notice of Determination with the County Clerk of Solano County and with the State Office of Planning and Research and Authorize payment of the filing fees, if necessary.

On a motion by Board Member Spering, and a second by Board Member Richardson, the STA Board unanimously approved the recommendation.

- C. STA Recommendation to Request the Solano County Board of Supervisors to Include Transportation Projects as Part of the County's Public Facility Fee Update**
Based on an earlier meeting of the RTIF Policy Committee, Sam Shelton noted staff's recommendation for the STA Board to take action to make a formal request to the Solano County Board of Supervisors to have transportation added to the County Facility Fee at a Dwelling Unit Equivalent (DUE) level of \$1,500 and to have the transportation portion of the fee administered by the STA.

Public Comments:

None presented.

Board Comments:

Board Member Spering requested that a footnote be included to state within the existing fee.

Board Member Patterson asked for clarification on whether it's the Board of Supervisors that would increase the fee or the STA Board needs to recommend increasing the fee. Board Member Spering stated that the STA Board's recommendation on the fee directly impacts the cities and that the intent of the cities is to not increase the fee.

Recommendation:

Request that the Solano County Board of Supervisors consider the following actions:

1. Add transportation facilities to the County of Solano's Public Facility Fee Program;
2. Designate the Solano Transportation Authority to manage the portion of the County of Solano's Public Facility Fee dedicated for Transportation Projects; and
3. A transportation facility fee of \$1,500 per dwelling unit equivalent (contingent on the fee being less than the approved maximum nexus).

On a motion by Board Member Spering, and a second by Board Member Sanchez, the STA Board unanimously approved the recommendation.

- D. Solano County Transit (SolTrans) Joint Powers Agreement (JPA) – Appointment of STA Ex-Officio Board Member**

Public Comments:

None presented.

Board Comments:

Board Member Spering requested this item be tabled until the next STA Board meeting.

Recommendation:

Appoint a STA Board Member to the Solano County Transit (SolTrans) JPA Board as an Ex-Officio member for a two-year term expiring December 2014.

XI. INFORMATIONAL – NO DISCUSSION

- A. Project Initiation Document (PID) Reimbursement and Program Update**
- B. Climate Action Plan (CAP) Update**
- C. Solano Employer Commute Challenge 2012 – Final Results**
- D. Funding Opportunities Summary**
- E. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2013**

XII. BOARD MEMBER COMMENTS

Board Alternate Vaccaro announced that between December 17 and the 29th all local FAST routes will be free of charge.

Chair Batchelor announced that Daryl Halls, Brian Dolan, Dixon Unified School District Superintendent, and himself conducted a City-County-School Partnership workshop in San Francisco and noted that Danelle Carey put a nice powerpoint together. He congratulated her on her recent graduation from San Francisco University. He announced that this was his next to last STA Board meeting as Chair and thanked everyone.

Board Member Sperring asked that the meeting be adjourned in memory of Shirley Stacy, an active member of STA's Paratransit Coordinating Council (PCC) and Senior and People with Disabilities Advisory Committee.

Alicia Roundtree said a few words in recognition of Shirley Stacy.

XIII. ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

The next regular meeting of the STA Board is scheduled at **6:00 p.m., Wednesday, January 9, 2013, Suisun City Hall Council Chambers.**

Attested by:


Johanna Masielat
Clerk of the Board

/January 2, 2013
Date