



**SOLANO TRANSPORTATION AUTHORITY**  
**Board Minutes for Meeting of**  
**June 12, 2013**

**1. CLOSED SESSION**

Vice Chair Davis reported that the STA Board reviewed and unanimously recommended a 1% increase to the Executive Director's annual salary for FY 2013-14 and subject to successfully completing next year's annual performance evaluation with a 3% salary adjustment in Fiscal Year (FY) 2014-15.

**2. CALL TO ORDER**

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

**MEMBERS**

<b>PRESENT:</b>	Steve Hardy, Chair	City of Vacaville
	Osby Davis, Vice Chair	City of Vallejo
	Elizabeth Patterson	City of Benicia
	Jack Batchelor	City of Dixon
	Harry Price	City of Fairfield
	Norman Richardson	City of Rio Vista
	Pete Sanchez	City of Suisun City
	Jim Sperring	County of Solano

**MEMBERS**

**ABSENT:** None.

**STAFF**

<b>PRESENT:</b>	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Robert Macaulay	Director of Planning
	Johanna Masielat	Clerk of the Board/Office Manager
	Jayne Bauer	Legislative & Marketing Program Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager
	Robert Guerrero	Project Manager
	Sara Woo	Associate Planner
	Jessica McCabe	Project Assistant
	Danelle Carey	SR2S Assistant Program Manager

**3. 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.

**4. APPROVAL OF AGENDA**

By Consensus, the STA Board approved the agenda.

**5. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**6. EXECUTIVE DIRECTOR'S REPORT**

- WETA Presentation on Bay Area Ferry Service \*
- I-80/680/SR12 Interchange Project Awaits CTC Construction Allocation Vote\*
- STA's Overall Work Plan (OWP) for Fiscal Years FY 2013-14 and 2014-15 \*
- Transit Sustainability Study: Financial Assessment of Solano County Transit Operators \*
- New Countywide In-Person ADA Eligibility Process to Begin July 1st \*
- Marketing Plan for Solano Express \*
- City of Benicia Requests to Join with SolTrans and STA for CNG Feasibility Assessment \*
- Solano Residents Ride to Commemorate 19th Annual Bike to Work Day \*
- SNCI Helps Form Two New Vanpools to Genetech in Vacaville
- Safe Routes to School Program Forms New Walking School Buses

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

**MTC Report:**

None presented.

**Caltrans Report:**

None presented.

**STA Staff:**

**A. STA Reports:**

**B. Water Emergency Transportation Authority (WETA) Update**

Presented by: Nina Rannells, WETA

**C. Countywide ADA Eligibility**

Presented by: Dave Lee, CARE Evaluators

**D. Bike to Work Team Bike Challenge Winners**

Presented by: Judy Leaks, SNCI Program Manager

**E. Directors Report**

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

**8. CONSENT CALENDAR**

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

**A. Minutes of the STA Board Meeting of May 10, 2013**

Recommendation:

Approve STA Board Meeting Minutes of May 10, 2013.

**B. Draft Minutes of the TAC Meeting of May 29, 2013**

Recommendation:

Approve Draft TAC Meeting Minutes of May 29, 2013.

**C. Fiscal Year (FY) 2012-13 Third Quarter Budget Report**

Recommendation:

Receive and file.

**D. STA's Fiscal Year (FY) 2012-13 Final Year Budget Revision**

Recommendation:

Adopt the STA's FY 2012-13 Final Year Budget Revision as shown in Attachment A.

**E. Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix - June 2013**

Recommendation:

Approve the following:

1. Approve the FY 2013-14 Solano TDA Matrix – June 2013 as shown in Attachment B for City of Fairfield, Solano County Transit, Solano Transportation Authority, and City of Vacaville;
2. Authorize the Executive Director to enter into an agreement with the Solano County for the \$72,000 fund swap of FY 2012-13 STAF funds for FY 2013-14 County TDA funds;
3. Authorize the Executive Director to enter into an agreement with the City of Fairfield and the City of Suisun City for the \$50,000 for operating and maintenance cost for the Suisun City AMTRAK Station; and
4. Approve Resolution No. 2013-15 authorizing the filing of a claim with MTC for the allocation of \$585,884 TDA funds for FY 2013-14.

**F. Compressed Natural Gas (CNG) Feasibility Study for Benicia**

Recommendation:

Approve the following:

1. Authorize the Executive Director to enter into an agreement with the City of Benicia to develop a Compressed Natural Gas (CNG) Feasibility Study; and
2. Approve dedicating \$10,000 in State Transit Assistance Funds (STAF) to match the City of Benicia's contribution for the CNG Feasibility Study.

**G. Transit Project Management Contract Amendments**

Recommendation:

Authorize the Executive Director to execute a contract with:

1. Jim McElroy for an amount not-to-exceed \$23,450 to provide transit and operation services for the Cities of Dixon and Rio Vista;
2. Elizabeth Richards for an amount not-to-exceed \$20,000 to cover additional services related to the completion and implementation of Mobility Management Plan/Programs and extend contract date to June 30, 2014; and
3. Nancy Whelan Consulting for an amount not-to-exceed \$14,384 to cover additional services related to Project Management services and for an amount not-to-exceed \$28,550 to provide transit financial services for the Cities of Dixon and Rio Vista.

**H. Intercity Paratransit Service Memorandum of Understanding (MOU)**

Recommendation:

Authorize the Executive Director to enter into the Memorandum of Understanding by and among the Cities of Dixon, Fairfield, Rio Vista, Vacaville, the Solano Transportation Authority, Solano County Transit, and the County of Solano for intercity Paratransit services as shown in Attachment A.

**I. Revisions to the Solano County Transit (“SolTrans”) Joint Powers Agreement**

Recommendation:

Authorize the Executive Director to execute an amendment to the SolTrans Joint Powers Agreement to amend the language to specifically exclude public-private partnerships from eligibility in membership in SolTrans.

**J. I-80/I-680/State Route (SR) 12 Interchange Project - Construction Package 2 for the Final Design Phase**

Recommendation:

Approve the attached Resolution No. 2013-16 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$1.597 million in bridge toll funds for the I-80/I-680/SR12 Interchange Project – Construction Package 2 for the Final Design phase.

**K. I-80/I-680/State Route (SR) 12 Interchange Project - Construction Package 3 for the Final Design Phase**

Recommendation:

Approve the attached Resolution No. 2013-17 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$3.916 million in Regional Measure 2 or AB1171 funds for the I-80/I-680/SR 12 Interchange Project – Construction Package 3 for the Final Design phase.

**L. Dixon West B Street Pedestrian Undercrossing Construction Support and Project Management Services**

Recommendation:

Authorize the Executive Director to amend:

1. HDR’s current Design Services Contract for Construction Support Services in an amount not to exceed \$75,000; and
2. Quincy Engineering’s Contract for Project Manager Services during construction in an amount not to exceed \$75,000 and a contract extension to December 2014.

**M. Jepson Parkway Project Update and Project Management Contract Amendment**

Recommendation:

Authorize the Executive Director to amend Quincy Engineering Project Management Contract by \$250,000 and extend the contract to December 2016.

**9. ACTION – FINANCIAL ITEMS**

**A. None.**

## 10. ACTION – NON-FINANCIAL ITEMS

### A. **Transit Sustainability Study (TSS) – Financial Assessment of Solano County Transit Operators**

Derek Wong provided an overview of the development of the Financial Assessment of Solano County Transit Operators and discussed the financial condition of each transit operator heading into the Coordinated Short Range Transit Plan (SRTP). He noted that the Study projects forward five years regarding the relative financial conditions of each operator, and identifies issues to be addressed in the individual SRTPs that are being updated as part of the Coordinated SRTP.

#### **Public Comments:**

None presented.

#### **Board Comments:**

Board Member Patterson commented that it would be helpful to planners if a Transit Sustainability Study can be included in the Short Range Transit Plan (SRTP) as an appendix. She commented that additional information on per capita data of each transit operators' ridership would also be useful.

Liz Niedziela responded that she will follow up to see if the Transit Sustainability Study can be included in the SRTP as an appendix.

Daryl Halls responded that coordination issues and performance measures will be discussed amongst STA Staff and the Transit Operators, and will be presented to the STA Board at a future STA Board meeting. This will provide the STA Board the opportunity to provide input and to include additional information data to specific studies.

Board Member Jim Spering commented on the local success for Vacaville City Coach in the operating and capital forecast (slide 13) and asked how it can be duplicated to make other transit operating systems as successful. He expressed concern about the projected financial forecast for Fairfield and Suisun Transit (slide 9) and commented that it needs to be closely monitored throughout the 5 year forecast for opportunities for cost savings.

#### Recommendation:

Receive and file the following:

1. The Transit Sustainability Study Financial Assessment of Solano County transit operators; and
2. The Transit Agency Peer Review: Comparative Analysis.

### B. **STA Overall Work Plan (OWP) for Fiscal Years (FY) 2013-14 and 2014-15**

Daryl Halls presented the STA's Overall Work Plan for FYs 2013-14 and 2014-15. He noted that staff updated the agency's OWP in preparation for the start of the next fiscal year and the development of a revision to the FY 2013-14 budget and a proposed budget for FY 2014-15. He highlighted the progress made to date on the plans, projects, and programs contained in the current OWP and projected milestones expected in the next two years and any proposed additions to the list of work tasks to be focused on by the STA Board and staff for the forthcoming two years.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Patterson commented that a definition of “a broad spectrum of private public partnerships” should be established.

Daryl Halls responded that based on the private sectors initial reaction to the information that the project sponsors make available, feedback and interests from the private sector will be obtained.

Recommendation:

Approve STA’s OWP for FY 2013-14 and FY 2014-15 as specified in Attachment A.

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

**C. Marketing Plans for SolanoExpress and Solano Napa Commuter Information (SNCI)**

Jayne Bauer and MIG’s Tim Carroll presented the draft marketing plan for review and comment by the STA Board prior to the marketing plan being initiated.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Patterson commented that there is a huge barrier as a number of people have never experienced riding the bus and suggested that a travel program that provides guidance to first time riders. She commented that the valuable benefits of text messaging have been noted. She noted that driving has decreased eight consecutive years and hopes to maximize that for transit.

Recommendation:

Approve the following:

1. Marketing Plan and Design Concepts for the SolanoExpress Marketing Campaign; and
2. Marketing Strategy and Action Plan for Solano Napa Commuter Information.

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

**11. INFORMATIONAL – NO DISCUSSION**

- A. Water Emergency Transportation Authority (WETA) Update Janet Adams**
- B. Coordinated Short Range Transit Plan Status Update and Coordination Report**
- C. Mobility Management Plan Update**

