



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
October 9, 2013

1. CLOSED SESSION

Chair Hardy cited that there were no matters to report.

2. CALL TO ORDER

Chair Hardy called the regular meeting to order at 6:08 p.m. A quorum was confirmed.

MEMBERS

PRESENT:	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 Spering	County of Solano

MEMBERS

ABSENT: None.

STAFF

PRESENT:	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Janet Adams	Deputy Exec. Director/Dir. of Projects
	Robert Macaulay	Director of Planning
	Johanna Masielat	Clerk of the Board/Office Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager
	Robert Guerrero	Project Manager
	Nancy Whelan	Project Manager
	Sofia Recalde	Associate Planner
	Sara Woo	Associate Planner

ALSO PRESENT: (In alphabetical order by last name.)

Jim Antone	YSAQMD
Robin Cox	Solano County Public Health
Amanda Dum	City of Suisun City
Casey Hildreth	Alta Planning
Joe Leach	City of Dixon
Wayne Lewis	City of Fairfield
Mike Roberts	City of Benicia
Matt Tuggle	Solano County

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

On a motion by Board Member Patterson, and a second by Board Member Batchelor, the STA Board approved the agenda to include the following modifications:

- Item 10.A, (Amended) STA Board Meeting Minutes of September 11, 2013.
- Item 12.D, (Move to Item 9.B), Legislative Update and Water Emergency Transportation Authority (WETA) Board Representation; and

5. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

6. EXECUTIVE DIRECTOR'S REPORT

- STA Board Members to Support International Walk to School Day
- Nominees Announced for 16th Annual STA Awards in Vacaville
- Programming of 2014 State Transportation Improvement Program (STIP)
- Solano County Freight Priorities for State and Federal Plans
- Adoption of 2013 Safe Routes to School (SR2S) Countywide Plan
- Public Release of Alternative Fuel and Infrastructure Plan
- 2013 Congestion Management Program Update
- Call Center Next Step in Implementation of Mobility Management Program
- Funding Plan and Implementation of Benicia Park/Industrial Interchange and Park and Ride

7. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

MTC Commissioner and STA Board Member Jim Sperring reported on the recent meeting/tour STA organized of the Eastbound Cordelia Truck Scales Relocation Project held on October 4, 2013. He cited that the purpose of the meeting/tour was to set the stage for the relocation project of the I-80 Eastbound Cordelia Truck Scales and to advocate for funding for the westbound scales. In partnership with the California Highway Patrol (CHP), the meeting/tour was a huge success and included guests like State Secretary of Transportation, Brian Kelly, CTC Commissioner, Jim Earp, Bijan Sartipi, Caltrans District 4 Director, MTC's Executive Director, Steve Heminger, Bay Area Toll Authority (BATA)'s Deputy Executive Director, Andrew Fremier, CMA Directors Randy Iwasaki, CCTA and Art Dao, Alameda CTC. He commended CHP and STA staff for their collaborative effort in showcasing the project need and the need to fund others in Solano County.

8. REPORT FROM CALTRANS

None presented.

9. REPORT FROM STA

- A. Announcement of Nominees for STA's 16th Annual Awards
- B. Legislative Update and Water Emergency Transportation Authority (WETA) Board Representation
- C. Directors Report
 - 1. Planning
 - 2. Projects
 - 3. Transit/Rideshare

10. CONSENT CALENDAR

On a motion by Board Member Patterson, and a second by Board Member Price, the STA Board unanimously approved Consent Calendar Items A through K as amended (Item A, STA Board Meeting Minutes of September 11, 2013). (8 Ayes)

A. Amended - Minutes of the STA Board Meeting of September 11, 2013

Recommendation:

Approve STA Board Meeting Minutes of September 11, 2013.

B. Draft Minutes of the Technical Advisory Committee (TAC) Meeting of September 25, 2013

Recommendation:

Approve Draft TAC Meeting Minutes of September 25, 2013.

C. Mobility Management - Travel Training Scope of Work

Recommendation:

Approve the following:

- 1. The revised Scope of Work for Countywide Travel Training as specified in Attachment A.
- 2. Authorize the Executive Director to issue a Request for Proposal (RFP) and enter into an agreement for Travel Training Consultant Services for an amount not-to-exceed \$130,000.

D. Updated STA Human Resources Policies and Procedures Handbook

Recommendation:

Approve the October 2013 STA Revised Human Resources Policies and Procedures Handbook as provided in Attachment A.

E. Transit Project Management Contract Amendments

Recommendation:

Authorize the Executive Director to execute a contract amendment for Transit Project Management Services with the following:

- 1. The City of Rio Vista for an amount not-to-exceed \$75,000 to provide transit and operation services for the City of Rio Vista and extend contract date to May 30, 2014; and
- 2. Jim McElroy for an amount not-to-exceed \$60,000 to provide transit and operation services for the City of Rio Vista and extend the contract date to May 30, 2014; and
- 3. Nancy Whelan Consulting for an amount not-to-exceed \$15,000 to cover additional services to provide transit financial services for the City of Rio Vista.

F. Solano Pedestrian Advisory Committee (PAC) Member Appointment

Recommendation:

Appoint Tamer Totah representing City of Fairfield to the PAC for a three-year term.

- G. Safe Routes to School (SR2S) Contract Amendment – Solano County Public Health Recommendation:**
Authorize the Executive Director to enter into an amendment to the agreement with Solano County Public Health to operate and deliver SR2S project and program tasks described in the SR2S 2-year Work Plan for an amount not to exceed \$1,143,034 through Fiscal Years 2013-14 and 2014-15 as described in Attachment A.
- H. Safe Routes to School (SR2S) Contract Amendment – Alta Planning + Design Recommendation:**
Authorize the Executive Director to execute a contract amendment with Alta Planning + Design for an amount not-to-exceed \$15,000 to cover the additional cost associated with the SR2S Plan Update and Mapping Project.
- I. STA’s Lease Renewal and Additional Office Space Recommendation:**
Authorize the Executive Director to:
1. Amend the current lease with Wiseman Company to add 1,114 sq. ft. space for the amount of \$36,877; and
 2. Enter into an additional 3-year lease extension for the total 7,593 sq. ft. for a total amount not-to-exceed \$725,202.
- J. OneBayArea Grant (OBAG) Programming for City of Vacaville Safe Routes to School (SR2S) Project Recommendation:**
Approve the programming of \$303,207 of Congestion Mitigation and Air Quality (CMAQ) funds for Vacaville’s Safe Routes to Schools (SR2S) project, as described in Attachment D.
- K. City of Fairfield Funding Request to Conduct Feasibility Analysis of Fairfield and Suisun Transit (FAST) Service Recommendation:**
Approve the following:
1. Authorize funding in the amount of \$45,000 of State Transit Assistance Funds for the City of Fairfield to conduct a Feasibility Analysis of FAST transit service including the feasibility of combining services with SolTrans; and
 2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to conduct a Feasibility Analysis of combining FAST and SolTrans.

11. ACTION – FINANCIAL ITEMS

- A. 2014 State Transportation Improvement Program (STIP) Programming**
Janet Adams reviewed the \$36.7 million of STIP which has programmed previously to the Jepson Parkway project as part of the STA’s regional commitment. She noted that the total STIP funding includes \$2.4 million which was allocated for Plans, Specifications & Estimate (PS&E) in FY 2010-11, \$3.8 million that was allocated for Right-of-Way funds in FY 2011-12 and \$30.5 million in construction funding that is programmed for FY 2015-16. She added that in support of the continued commitment to the project, the STA staff recommends programming \$9.3 million in available STIP funds to the Jepson Parkway project. These funds will be leveraged by 50% local, per STA Board policy, funds to continue to construct this project.

Public Comments:

None presented.

Board Comments:

Daryl Halls commented that the Interregional Transportation Improvement Program (ITIP) is extremely competitive having a statewide competition with only a quarter of the STIP money going into the ITIP. He noted that in order to leverage the potential for ITIP funds for I-80/I-680/SR 12, local RTIP money might need to be brought to the table. He indicated that the status of the ITIP was uncertain, but he wanted the Board to be aware of it. He acknowledged Caltrans District 4 for putting North Bay projects including I-80/I-680/SR 12 on the list which is good news for the project. MTC's list is bigger, but the interchange project is on that list as well. It's a good place to start, but several of the larger counties are not happy with the Caltrans and MTC ITIP lists.

Board Member Spering commented that what is significant, whether we receive the monies or not in this ITIP cycle, is that both Caltrans and MTC are recognizing these projects. This is one step closer to funding these projects.

Recommendation:

Approve the following:

1. Program \$9.3M in available State Transportation Improvement Program (STIP) funds to the Jepson Parkway project;
2. Program \$203,500 in FY 2017-18 and \$203,500 in FY 2018-19 available for Planning, Programming, and Monitoring (PPM) activities; and
3. Authorize the Executive Director to pursue opportunities for Interregional Transportation Improvement Program (ITIP) funds for future phases of the I-80/I-680/SR 12 Interchange Project.

On a motion by Board Member Richardson, and a second by Board Member Spering, the STA Board unanimously approved the recommendation. (8 Ayes)

B. Benicia Park/Industrial Interchange Improvements and Park and Ride – Request for STA Right of Way Implementation

Janet Adams reviewed the City of Benicia's request for the STA to be the lead on the right-of-way phase for the Benicia Park/Industrial Interchange Improvements and Park and Ride project. She noted that there is currently \$1.25 million of Regional Measure (RM) 2 funds dedicated to the project, and while the City has not fully updated the cost estimate for this project, it is projected that an additional \$500,000 is needed to fully fund the project. She also stated that the STA recommended State Assistance Funds (STAF) be programmed to fully fund this project and is proposing to use STAF for the acquisition of the lands for this project to help keep the project on schedule.

Public Comments:

None presented.

Board Comments:

Board Member Patterson extended her appreciation to STA staff for their collaborative efforts in support of this great project. She commented that the project will improve the surrounding area making it more competitive. She added that the project will also provide real access for the workers who are both choice and transit riders, serving two populations, which are not easily achieved.

Daryl Halls noted that one important component that the project will need to address that will meet this project and the Curtola project is to include in the agreement an operational and maintenance plan. Discussions are currently taking place between the City of Benicia, Soltrans, and the STA.

Board Member Spering asked if there were fundamental guidelines for the design criteria that should be followed and/or be considered for this project? He commented that he wants to make sure that we don't fall short and follow old design models where the park and ride lot would be integrated in an isolated and unsafe location which does not serve the needs of the community.

Board Member Patterson suggested developing a set of criteria that is process oriented and suitable to the project as well as relying on the jurisdiction's general plan which could provide the design elements such as gateway statements, etc.

Daryl Halls responded and said the only guideline the STA currently follows is related to funding. He commented that there are a lot of discussions on the design concept, but the focus to this point has not been on integration within the neighborhood. He suggested beginning discussions with the project sponsors on all the concerns that are being addressed by the Board members.

Recommendation:

Approve the following:

1. Dedicate up to \$500,000 of State Transit Assistance Funds (STAF) to the Benicia Park/Industrial Interchange Improvements and Park and Ride project;
2. Authorize the Executive Director to enter into a Funding Agreement with the City of Benicia for the Right-of-Way services for this Project;
3. Authorize the Executive Director to either contract with Contra Costa County or a qualified consultant for the Right-of-Way services for an amount not to exceed \$50,000; and
4. Authorize the Executive Director to acquire lands necessary for this project ***and to include an operational and maintenance plan in the agreement.***

On a motion by Board Member Patterson, and a second by Board Member Spering, the STA Board unanimously approved the recommendation as amended shown above in ***bold italics***. (8 Ayes)

C. Mobility Management One Stop Transportation Call Center

Elizabeth Richards provided an update on the implementation of the Mobility Management One Stop Transportation Call Center. She noted that the draft Mobility Management Plan proposal is to integrate the Mobility Management Call Center into the SNCI program. She specified that the SNCI program and STA's Transit Mobility Coordinator would handle the reporting and outreach and be responsible for keeping a transportation services database up-to-date which would be shared via the Mobility Management website. She also noted that the Call Center would also house information on Mature Driver program information (the fourth program of the Mobility Management Plan).

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the following:

1. Authorize the Executive Director to implement Solano's Mobility Management (MM) Call Center as a 3-year pilot program in an amount not-to-exceed \$383,305; and
2. Direct STA staff to monitor and evaluate the Mobility Management Call Center Pilot Program and report on its effectiveness on an annual basis.

On a motion by Board Member Sperring, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation. (8 Ayes)

12. ACTION – NON-FINANCIAL ITEMS

A. 2013 Safe Routes to School (SR2S) Countywide Plan

Danelle Carey presented and recommended adoption of the final draft SR2S Countywide Plan.

Public Comments:

Robin Cox, Solano County Public Health, and Jim Antone, Yolo-Solano Air Quality Management District (YSAQMD), both SR2S-AC Committee Members, commended all the Board Members and staff for their support and participation in the 2nd Annual International Walk to School Day. They also conveyed their support in the adoption of the 2013 Safe Routes to School Countywide Plan.

Board Comments:

None presented.

Recommendation:

Adopt the 2013 Safe Routes to School Plan as provided for in Attachment A.

On a motion by Board Member Batchelor, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation. (8 Ayes)

B. STA Alternative Fuel and Infrastructure Plan

Robert Guerrero presented the STA Alternative Fuel and Infrastructure Plan. He noted that Solano County will maximize alternative fuel use to protect public health, mitigate the effects of climate change, and capture economic benefits while continuing to serve the mobility needs of the county's residents and businesses. He recommended the STA Board to authorize the Executive Director to release the Alternative Fuels and Infrastructure Plan for 30-day public input and bring back to the STA Board for final adoption in December.

Public Comments:

None presented.

Board Comments:

Vice Chair Davis asked what the cost is to maintain the public charging stations and what type of grants are available to increase the amount of charging stations?

Robert Guerrero responded that clean air funds are being used however there is concern on the cost to maintain the charging stations therefore further discussion on developing some strategies to cut down on the cost maintenance is being looked at by staff from those agencies.

Recommendation:

Authorize the Executive Director to distribute the Alternative Fuels and Infrastructure Plan for a 30-day public input as provided for in Attachment B.

On a motion by Board Member Price, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation. (8 Ayes)

C. 2013 Congestion Management Program Update

Robert Macaulay noted that the draft 2013 Solano CMP does not show any significant changes in traffic patterns in the past two years, but it does note changes to transit services that have occurred. With the adoption of the new RTP and the reported upturn in the economy of Solano County and the region, the 2015 Solano CMP may be a substantially different document. He added that the draft 2013 CMP will be reviewed by MTC and any proposed changes will be reviewed and brought back to the TAC and Consortium in November and the Final Plan is due to MTC in December 2013.

Public Comments:

None presented.

Board Comments:

Board Member Patterson commented and suggested staff to mention that the demographics and change conditions in the economic upturn that is yet to be seen is what would drive the 2015 Solano CMP to be a substantially different document.

Recommendation:

Release the Draft 2013 Solano CMP to MTC for review and comment as provided for in Attachment B.

On a motion by Board Member Patterson, and a second by Board Member Sperring, the STA Board unanimously approved the recommendation. (8 Ayes)

D. Solano County Freight Priorities – Highways

Janet Adams noted that as part of the Prop. 1B, \$2.5 billion has been allocated for goods movement infrastructure. She commented that the Northern California coalition secured funding for major freight projects serving the Bay Area, Sacramento, and Central Valley. She listed Solano County's two projects, the I-80 Cordelia Truck Scales Relocation and the I-80/I-680/SR 12 Interchange. She commented that recognizing the importance of the State and National Freight Planning process, the STA is recommending the I-80 and SR 12 corridors be included in the State Freight Plan and that the I-80 corridor be included in the national freight network. She continued by stating that in continuation of the investment made as part of the Prop. 1B Trade Corridor Improvement Fund, staff is recommending that this investment continue with defining the I-80 Westbound Cordelia Truck Scales Relocation and the I-80/I-680/SR 12 Interchange as priority freight projects for Solano County.

Public Comments:

None presented.

Board Comments:

Board Member Patterson raised concerns about safety issues under the rail. Janet Adams responded that the safety issues in the existing rail plan will be addressed in a letter to be submitted later on.

Board Member Patterson asked if it is part of the state's approach to look at the safety and increased wear and tear on the roads that impact the local communities? Janet Adams responded that they are looking at all the impacts in the communities adjacent to the designated freight corridor.

Board Member Richardson commented that when the I-5 was opened there were two options, improve I-4 or let it go with SR12 as it does now. He added that the report states that we get several thousand trucks per day and as it increases we should designate it as a freight route and reap the rewards in return for the agony. Janet Adams concurred and added that by designating it as a freight route, grants can be obtained for the route.

Recommendation:

Approve the following:

1. Request the I-80 and State Route 12 be designated as freight corridors in the State Freight Plan;
2. Request I-80 be designated as a freight corridor in the National Freight Network;
3. Request the I-80 Westbound Cordelia Truck Scales Relocation and the I-80/I-680/SR 12 Interchange as priority freight projects for Solano County; and
4. Authorize the STA Chair to send letters to Caltrans and the Metropolitan Transportation Commission to request these priorities are included in the State and Federal Freight Plans.

On a motion by Board Member Batchelor, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation. (8 Ayes)

E. Legislative Update and Water Emergency Transportation Authority (WETA) Board Representation

Jayne Bauer reviewed the appointment process for the WETA Board which is due to expire at the end of 2013. She noted that the Governor's office will likely begin the appointment process in November 2013. She outlined staff's recommendation to have the STA Board delegate to the STA Board Executive Committee the responsibility to propose candidates for consideration by the Governor for the WETA appointment.

Jayne Bauer continued to explain that the 2013 STA Legislative Platform V. Ferry#4 states "Seek legislation to specify that Solano County will have a statutorily-designated representative on the WETA Board". She noted that staff recommends that the platform be amended as follows (additional language in underlined italics) as the appointment process commences for terms to begin in 2014: "Seek *Solano County representation on the WETA Board, and ultimately seek* legislation to specify that Solano County will have a statutorily-designated representative on the WETA Board;" and authorize the STA Board Executive Committee to submit candidates for consideration by the Governor for WETA appointment. She noted that the Platform will be brought back to the Board in December 2013.

Public Comments:

None presented.

Board Comments:

Board Member Spering asked if we can be more specific in appointing a resident of Solano County who resides in Vallejo. Jayne Bauer responded that the Governor's office cited that they would consider all different aspects of what would make the most sense, also taking in consideration that Solano County carries 46% of the riders who ride the ferry in Vallejo.

Daryl Halls cited that this is the direction we are asking today because of the appointment being a political process.

Board Member Patterson asked who from the Governor's office Governor Brown would depend on for their recommendation for the appointment. Daryl Halls responded the Secretary of the Department of Transportation, Brian Kelly and the appointment staff within the Governor's office.

Vice Chair Davis echoed the comments made by Supervisor Spering. He noted that his only issue is whether or not we have a better chance to get the Governor's office to make the statutory appointment that says Solano County versus specifically Vallejo. He commented that if it makes more sense for them to designate the County then he would ask the STA to implement the policy that states that the appointment will come from Vallejo so we did not have to do that. But if we can go forward and designate a city, then that was his goal from day one when the whole ferry took over is to get a statutory appointment from Vallejo and that's still his goal; whichever one gives us the best chance of getting the appointment is what he's willing to do. But he noted that he still does not know whether to say Vallejo specifically or Solano County and the reason he does not know is because it seems that if we say Solano County and we tie it to the Ferry, there is less likelihood of other people saying I want my city to have one and other city to have one, etc. then the Governor's office would have to be faced with a bunch of people requesting their City to have an appointment to serve on the Board because for example, if we were to expand services to South San Francisco, that didn't work and other places like Antioch that didn't work either, so the best bet to avoid every City around asking for an appointment to do it just like the County, then he would ask the STA Board to make a policy that that's the appointment.

Chair Hardy suggested narrowing it down because if you leave it open it could be someone from Vacaville or someone politically connected that would get it, and we don't want that because we really would want someone from Vallejo because they're the only one with a ferry service.

Jayne Bauer reiterated that they specifically asked for a name which would put more weight.

Board Member Spering suggested clarifying in the letter the City that represents the ferry service, because if they don't have service there's no stand. He added that he agrees with Vice Chair Davis' approach to nominate someone who resides in the city that provides the service.

Recommendation:

Approve the following:

1. Amend the 2013 STA Legislative Platform V. Ferry #4 as follows:
“Seek Solano County representation on the WETA Board, and ultimately seek legislation to specify that Solano County will have a statutorily-designated representative on the WETA Board;” and
2. Authorize the STA Board Executive Committee to submit candidates for consideration by the Governor for WETA appointment.

On a motion by Vice Chair Davis, and a second by Board Member Batchelor, the STA Board unanimously approved the recommendation. (8 Ayes)

13. INFORMATIONAL – NO DISCUSSION

- A. Transportation Fund for Clean Air (TFCA) Program Update and Summary of Regional Initial**
- B. Vine Trail Project Update**
- C. Status of Marketing Plan for SolanoExpress**
- D. Countywide In-Person ADA Eligibility Program and Funding Update**
- E. Summary of Funding Opportunities Summary**
- F. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2013**

14. BOARD MEMBER COMMENTS

None.

15. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

Attested by:



Johanna Masielat
Clerk of the Board

/November 20, 2013

Date