



**SOLANO TRANSPORTATION AUTHORITY**  
**Board Minutes for Meeting of**  
**December 11, 2013**

**1. CALL TO ORDER**

Chair Hardy called the regular meeting to order at 6:06 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 Spering	County of Solano

**MEMBERS**

**ABSENT:** None.

**STAFF**

<b>PRESENT:</b>	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Janet Adams	Deputy Exec. Director/Dir. of Projects
	Robert Macaulay	Director of Planning
	Johanna Masiclat	Clerk of the Board/Office Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager
	Jessica McCabe	Assistant Project Manager
	Sofia Recalde	Associate Planner
	Sara Woo	Associate Planner
	Anthony Adams	Mobility Coordinator
	Judy Kowalsky	Accounting Technician

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

Michael Cowen	KPMG, Inc.
Amanda Dum	City of Suisun City
George Gwynn, Jr.	Resident, Suisun City
Wayne Lewis	City of Fairfield/Fairfield and Suisun Transit
Dan Kasperson	City of Suisun City
Liam Kelly	KPMG, Inc.

**2. 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.

**3. APPROVAL OF AGENDA**

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

**4. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**5. EXECUTIVE DIRECTOR'S REPORT**

- Solano County Board of Supervisors Include Transportation In County Public Facility Fee Revision
- STA Annual Audit for Fiscal Year 2013-14
- Allocation of Construction Funds for I-80/I-680/SR 12 Interchange Project
- Public Private Partnership (P3) Feasibility Study – Market Assessment
- Approval of Solano Alternative Fuel and Infrastructure Plan
- Mobility Management Program Update

**6. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)**

MTC Commissioner Jim Spering provided an update to the development and guideline process of the Regional Cap and Trade Funding Framework and Project Selection. He listed the proposed principles and set of investment categories (Transit Core Capacity Challenge Grants Program, Transit Operating and Efficiency Program, OneBayArea Grants, Climate Initiatives (Safe Routes to School), and Goods Movement totaling to \$3.1 billion reserve from future Cap and Trade funding.

**7. REPORT FROM CALTRANS**

None presented.

**8. REPORT FROM STA**

- A. Public-Private Partnership (P3) Feasibility Study Update was presented by Liam Kelly and Michael Cowen, Project Managers, KPMG, Inc.
- B. Directors Report
  - 1. Planning
  - 2. Projects
  - 3. Transit/Rideshare

**9. CONSENT CALENDAR**

On a motion by Board Member Batchelor, and a second by Board Member Richardson, the STA Board unanimously approved Consent Calendar Items A through Q.

**A. Minutes of the STA Board Meeting of October 9, 2013**

Recommendation:

Approve STA Board Meeting Minutes of October 9, 2013.

**B. Draft Minutes of the Technical Advisory Committee (TAC) Meeting of November 20, 2013**

Recommendation:

Approve Draft TAC Meeting Minutes of November 20, 2013.

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

Recommendation:

Receive and file.

**D. Fiscal Year (FY) 2013-14 First Quarter Budget Report**

Recommendation:

Receive and file.

**E. STA Employee 2014 Benefit Summary Update**

Recommendation:

Receive and file.

**F. 2013 Solano County Congestion Management Program (CMP)**

Recommendation:

Approve the 2013 Solano County CMP and direct the Executive Director to transmit the document to MTC.

**G. Solano County Alternative Fuel and Infrastructure Plan**

Recommendation:

Approve the Solano County Alternative Fuels and Infrastructure Plan.

**H. Federal Transit Administration (FTA) Non-Urbanized Area Program (FTA Section 5311) Recommendation**

Approve the following:

1. Federal Section 5311 Allocation for 2014 and 2015 in the amount of \$955,261 as specified in Attachment B; and
2. Authorize the Executive Director to enter into an agreement with the City of Dixon for the funding swap of FTA 5311 funds with Dixon TDA funds for the SolanoExpress Intercity Bus Replacement Contribution for Dixon and County of Solano and local bus replacement for Dixon Read-Ride.

**I. 2014 Ridership Survey and Analysis Study**

Recommendation:

Approve the following:

1. The SolanoExpress Intercity Ridership Survey and Analysis (Attachment A);
2. Develop the FAST and SolTrans Local Ridership Survey and Analysis in coordination with FAST and SolTrans;
3. Dedicate \$175,000 of State Transit Assistance Funds (STAF) for the 2014 Ridership Survey and Analysis Study; and
4. Authorize the Executive Director to issue a Request for Proposal (RFP) and enter into a contract for the Solano County Ridership Survey and Analysis for an amount not-to-exceed \$175,000.

**J. Contract Amendment - I-80/I-680/State Route (SR) 12 Interchange – Initial Construction Project Utility Relocation Oversight**

Recommendation:

Approve a contract amendment for Parsons Brinckerhoff, Inc. in the not-to-exceed amount of \$225,000 to cover construction management services for the I-80/I-680/SR 12 Interchange – Initial Construction Package.

**K. Pedestrian Advisory Committee (PAC) Appointments**

Recommendation:

Appoint Christian Odgen representing Solano Community College to the PAC for a three-year term.

**L. OneBayAreaGrant (OBAG) Programming for City of Suisun City Safe Routes to School (SR2S) Project**

Recommendation:

Approve the programming of \$349,065 of Congestion Mitigation and Air Quality (CMAQ) funds for Safe Routes to Schools (SR2S) projects as described in Attachment D.

**M. Contract Amendment - Federal Legislative Advocacy Services**

Recommendation:

Approve the following:

1. Authorize the Executive Director to enter into a 24-month Contract Amendment with Akin Gump Strauss Hauer & Feld LLP (Akin Gump);
2. Authorize the Executive Director to extend the contract with the Cities of Dixon, Fairfield, Vacaville and Vallejo to provide federal advocacy services in pursuit of federal funding for the STA's priority projects through December 31, 2015 at a total cost not-to-exceed \$231,600; and
3. The expenditure of \$50,400 to cover the STA's contribution for this 24-month contract.

**N. Jepson Parkway Concept Plan Update - Fehr and Peers Contract Extension**

Recommendation:

Authorize the STA Executive Director to sign an extension to Fehr and Peers' contract with an additional \$10,000 to complete the Jepson Parkway Concept Plan Update.

**O. STA Regional Transportation Impact Fee (RTIF) – Fehr and Peers Consultant Services**

Recommendation:

Approve the following:

1. Authorize the STA Executive Director to negotiate and enter into an agreement with the County of Solano to coordinate the expenditure of the Regional Transportation Impact Fee; and
2. Authorize the STA Executive Director to enter into a contract with Fehr and Peers for the scope of services as specified in Attachment B for an amount not-to-exceed \$20,000.

**P. Compressed Natural Gas (CNG) Feasibility Study for Soltrans and Benicia**

Recommendation:

Authorize the STA Executive Director to enter into contract with Clean Energy to develop the CNG Feasibility Study in partnership with Soltrans and the City of Benicia for an amount not-to-exceed \$60,000.

**Q. Model Update: Conversion to an Activity Based Model (ABM)**

Recommendation:

Approve the following:

1. The Scope of Work and Budget for the development of the Solano-Napa Activity-Based Model (SNABM) (Attachment A);
2. Authorize the Executive Director to amend the current contract with Cambridge Systematics to include the development of the SNABM;
3. Authorize the Executive Director to enter into an agreement with Cambridge Systematics to develop the SNABM for an amount not to exceed \$150,000; and
4. Dedicate \$20,000 of State Transit Assistance Funds (STAF) for the transit element of the Solano Napa Activity-Based Model (SNABM).

**10. ACTION – NON FINANCIAL ITEMS**

**A. Fiscal Year (FY) 2012-13 Abandoned Vehicle Abatement (AVA) Program Fourth Quarter Report**

Susan Furtado presented and reported on the fourth quarter of the FY 2012-13 AVA Program. She noted that STA received the allocation from the State Controller's Office in the amount of \$96,329 and has deducted \$2,890 for administrative costs. She also noted that the STA disbursed cost reimbursement to member agencies for the fourth quarter in the total amount of \$112,975, which includes the end of the year distribution adjustments and that the remaining AVA fund balance after the fourth quarter disbursement to the member agencies is \$180,032 which is carried over into FY 2013-14.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Sanchez addressed minor inconsistencies on the dollar amounts shown on the staff report versus what was projected in the Powerpoint presentation. Susan Furtado commented staff would make those corrections.

Recommendation:

Receive and file.

**11. ACTION – FINANCIAL ITEMS**

**A. STA's Annual Audit Fiscal Year (FY) 2012-13**

Susan Furtado presented the FY 2012-13 Annual Audit results which is the 8<sup>th</sup> consecutive year of an unqualified audit report of STA's annual audit of the finances, funding compliance, and internal audit controls for STA.

**Public Comments:**

Board Members Batchelor and Sanchez commended STA's finance and accounting staff's quality of work for the eight consecutive years of unqualified reports and/or clean audits.

Recommendation:

Receive and file.

**B. I-80/I-680/State Route (SR) 12 Interchange Project - Construction Allocation**

Janet Adams reported that with the recent action by the California Transportation Commission (CTC) to allocate to the I-80/I-680/SR 12 Interchange Proposition 1B Trade Corridor Improvement Funds (TCIF) and State Transportation Improvement Program (STIP) funds, STA is ready to recommend the construction allocation of \$29.448 million of regional bridge toll funds for the construction phase of the project. She added that this project is scheduled to start construction during the Spring of 2014.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Patterson asked if it would be a good idea to put an estimated date of completion on the project sign? Janet Adams responded that it is a requirement by Caltrans to provide a completion date on their funding signs.

Recommendation:

Approve the attached Resolution No. 2013-27 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$29.448 million in Regional Measure 2 or AB1171 funds for the I-80/I-680/SR12 Interchange Project - ICP for the Construction Phase.

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

**C. Solano County Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering**

Sara Woo presented and reviewed the development process of the scope of work and budget as well as the application process for grant funding in the amount of \$50,000 for the “Solano County Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering”. She cited that the Vine Trail Coalition has also offered up to \$50,000 to support the pursuit of the document through a cooperative agreement. She added that STA staff has agreed to complete the feasibility study as the project sponsor on behalf of the City of Vallejo. She also noted that based on the findings and timing on the feasibility study findings, the City of Vallejo has expressed the interest in evaluating the opportunity for STA to serve as the Project Sponsor on a phase-by-phase basis.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

Recommendation:

Approve the following:

1. Approve the Scope of Work and Budget for the development of the Solano County Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering;
2. Authorize a grant application to the Bay Trail Project for the amount of \$50,000 for the Vine Trail Project;

3. Approve Resolution No. 2013-28 authorizing an application for Local Assistance Funding from the Association of Bay Area Governments (ABAG) for a Trail Feasibility and Implementation Study for the San Francisco Bay Trail Project;
4. Authorize the Executive Director to enter into an agreement with ABAG and supporting agencies to accept the Bay Trail grant if awarded;
5. Authorize the Executive Director to enter into an agreement with the Vine Trail Coalition for the amount of \$50,000 for the Vine Trail Project;
6. Authorize the Executive Director to issue a Request for Proposals for the Solano County Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering; and
7. Authorize the Executive Director to enter into an agreement with selected consultant to develop the Solano County Bay Trail and Vine Trail Feasibility Study and Preliminary Engineering for an amount not to exceed \$100,000.

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

## **12. INFORMATIONAL – NO DISCUSSION**

- A. Public-Private Partnership (P3) Feasibility Study Update**
- B. I-80 Ramp Metering Implementation**
- C. Active Transportation Program Overview**
- D. Mobility Management Program Update**
- E. Summary of Other Funding Opportunities**
- F. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014**

## **13. BOARD MEMBER COMMENTS**

None.

## **14. ADJOURNMENT**

The meeting was adjourned at 6:55 p.m.

**Attested by:**

  
**Johanna Masielat**  
Clerk of the Board

/December 27, 2013  
Date