



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
June 11, 2014

1. CLOSED SESSION

- **PERSONNEL MATTERS (Gov't Code §549547):**
Public Employee Performance Evaluation: Executive Director

Chair Davis cited that there were no matters to report.

2. CALL TO ORDER

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

MEMBERS

PRESENT:	Osby Davis, Chair	City of Vallejo
	Elizabeth Patterson, Vice-Chair	City of Benicia
	Jack Batchelor	City of Dixon
	Norman Richardson	City of Rio Vista
	Pete Sanchez	City of Suisun City
	Steve Hardy	City of Vacaville
	Jim Sperring	County of Solano

MEMBERS

ABSENT:	Harry Price	City of Fairfield
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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 Masiclat	Clerk of the Board/Office Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Jayne Bauer	Marketing & Legislative Program Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager – SNCI & SR2S
	Robert Guerrero	Project Manager
	Sarah Fitzgerald	Program Services Administrator – SR2S
	Anthony Adams	Assistant Project Manager
	Tiffany Gephart	Transit Mobility Coordinator
	Paulette Cooper	Commute Consultant
	Betsy Beavers	SR2S Program Coordinator

Kristina Holden	Customer Service Representative
Zoe Maldinar	Customer Service Representative
Samantha Sipin	Customer Service Representative
Joy Apilado	HR Consultant
Elizabeth Richards	STA Project Manager
Nancy Whelan	STA Project Manager

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

Birgitta Corsello	County of Solano
Bill Emlen	County of Solano
Amanda Dum	City of Suisun City
Katie Halls	Member of the Public
Kenneth Halls	Member of the Public
Lauren Halls	Member of the Public
Maggie Halls	Member of the Public
Joe Leach	City of Dixon
Tracy Rideout	City of Vacaville
Mike Roberts	City of Benicia
Edith Thomas	Connections 4-Life
Matt Tuggle	County of Solano

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 Hardy, and a second by Vice Chair Patterson, the STA Board approved the agenda to include an amendment to Agenda Item 9.F, FY 2014-15 Transportation Development Act (TDA) Matrix – June 2014 – Fairfield and Suisun Transit (FAST), Solano County Transit (SolTrans), STA and City of Vacaville. (A copy of the amended staff report was provided to the Board members under separate cover.) (7 Ayes, 1 Absent (City of Fairfield))

5. OPPORTUNITY FOR PUBLIC COMMENT

Robert Powell, Vallejo Resident, commented on the Bicycle Trail concerns he had in Vallejo and other parts of Solano County.

Mr. Powell also provided a copy to the Clerk of Board and STA Board Members of the following:

1. Memo (dated Oct. 12, 2012) to STA regarding:
 - a. Wayfinding Signage: Green Valley Rd./I-80 On-ramp Access to I-80 Bike Path; and
 - b. Bike Path Access: State Route 37 and Sacramento Street Bike Path
2. Letter (dated May 20, 2014) to Governor Jerry Brown Jr.) expressing urgent and past needs for the California Cross State Bikeway.

6. EXECUTIVE DIRECTOR'S REPORT

- State Cap and Trade Program Focal Point of State Budget Discussions
- CTC Awards \$11 Million in Proposition 1B TCIF Funds for Fairfield/Vacaville Train Station
- Cordelia Truck Scales Project Named State Safety Project of the Year
- STA and Caltrans Commemorate Start for Phase 1 Construction of I-80/I-680/SR 12 Interchange Project
- Ferry Maintenance Facility Breaks Ground on Mare Island
- STA Board Decision Regarding CTSA Designation by MTC
- Management of Intercity Paratransit Service
- STA and SolTrans Propose to Partner to Implement Public Private Partnership (P3) Components as Part of Curtola Park and Ride Lot Expansion
- Adoption of Title VI Program
- Overall Work Program for FY 2014-15 and FY 2015-16
- STA Staff Update

7. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

None presented.

8. REPORT FROM STA

- A. Directors Report
 - 1. Planning
 - 2. Projects
 - 3. Transit/Rideshare

9. CONSENT CALENDAR

On a motion by Board Vice Chair Patterson, and a second by Board Member Sanchez, the STA Board unanimously approved Consent Calendar Items A through J as amended. (7 Ayes, 1 Absent (City of Fairfield))

A. Minutes of the STA Board Meeting of May 14, 2014

Recommendation:

Approve STA Board Meeting Minutes of May 14, 2014.

B. Draft Minutes of the TAC Meeting of April 30, 2014

Recommendation:

Approve Draft TAC Meeting Minutes of April 30, 2014.

C. Fiscal Year (FY) 2013-14 Third Quarter Budget Report

Recommendation:

Receive and file.

D. STA's Fiscal Year (FY) 2013-14 Proposed Final Budget Revision

Recommendation:

Adopt the STA's FY 2013-14 Proposed Final Budget Revision as shown in Attachment A.

E. City of Fairfield’s SolanoExpress Signage and Schedules Funding Request

Recommendation:

Approve the following:

1. \$6,533 of State Transit Assistance Funds to the City of Fairfield to reimburse cost for FAST SolanoExpress signage and schedules; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to cover the cost up to \$6,533 for the FAST SolanoExpress signage and schedules.

F. Amended - Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - June 2014 – Fairfield and Suisun Transit (FAST), Solano County Transit (SolTrans), Solano Transportation Authority (STA) and City of Vacaville

Recommendation:

Approve the following:

1. Approve the FY 2014-15 Solano TDA Matrix – June 2014 as shown in Attachment B for Fairfield and Suisun Transit, Solano County Transit, Solano Transportation Authority, and City of Vacaville;
2. Approve STA Resolution No. 2014-17 authorizing the filing of a claim with MTC for the allocation of \$447,586 TDA funds for FY 2014-15.

G. STA Project Delivery Policy Update

Recommendation:

Adopt the STA Project Delivery Policy as shown in Attachment A.

H. Paratransit Coordinating Council (PCC) Membership Status and Appointments

Recommendation:

Appoint the following PCC Committee Members for a three (3) year term:

1. Ernest Rogers, Transit User;
2. Emily Flynn, Social Service Provider; and
3. Kenneth Grover, Transit User

I. Transportation Development Act (TDA) Article 3 – Rio Vista Waterfront Promenade Project

Recommendation:

Approve the following:

1. City of Rio Vista’s Resolution No. 2014-025 for FY 2014-15 TDA Article 3 for the Waterfront Promenade Project as specified in Attachment A; and
2. STA Resolution No. 2014-18 approving the submittal of the Countywide Coordinated Claim to the Metropolitan Transportation Commission for the allocation of FY 2014-15 TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in Solano County.

J. Dixon West B Street Pedestrian Undercrossing Construction – Contract Amendment

Recommendation:

Authorize the Executive Director to execute a contract amendment with HDR for an amount not-to-exceed \$25,000 for a total authorized level of \$360,000 to complete design support services during construction.

10. ACTION – FINANCIAL ITEMS

A. Public Private Partnership (P3) Feasibility Study: SolTrans Implementation

Robert Guerrero summarized the estimated budget for implementing P3 options for Curtola/Lemon St. Transit Center is \$125,000. He cited that STA staff is recommending an amendment to KPMG's contract to assist the STA and SolTrans with the scope of work. He added that SolTrans Board took action and approved the recommendation at their May 21st Board meeting. STA staff is recommending \$100,000 from State Transit Assistance Funds (STAF) with a \$25,000 local contribution from SolTrans.

Robert Guerrero explained that this new implementation phase to be continued by KPMG is a follow up to their work in completing the STA's P3 Feasibility Study. He added that staff is recommending an amendment to KPMG's current contract to include the proposed scope and budget to ensure a seamless transition and a relatively quick way to implement P3 components as part of the Curtola project before it is completed in 18 months.

Daryl Halls commented that STA staff assessed the consultant during the first phase of the project and concluded that KPMG has provided a quality level of service and expertise related to public and private partnership strategies. He added that specific to the SolTrans Curtola Park and Ride Hub Project, there are five (5) components that would potentially have financial benefits to SolTrans that would offset future operating and maintenance costs. The components are advertising, paid parking, vending, implementation, and management of solar infrastructure as well as outsourcing of Operations and Maintenance (O&M) activities. He mentioned that the Solar PV P3 option alone is estimated to provide an annual cost savings between \$100K-\$150K annually.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson expressed her support for the recommendations listed below.

Recommendation:

Approve the following:

1. Programming of \$100,000 of FY 2014-15 STAF funds for the P3 Implementation Scope of Work as match funding for \$25,000 to be provided by SolTrans;
2. Authorize the STA Executive Director to enter into a funding agreement with Soltrans to implement P3 options for the Curtola/Lemon St. Transit Center; and
3. Authorize the STA Executive Director to amend KPMG's existing contract to assist in implementing P3 options as outlined in the Attachment A for an amount not to exceed \$125,000.

On a motion by Vice Chair Patterson, and a second by Board Member Sperring, the STA Board unanimously approved the recommendation. (7 Ayes, 1 Absent (City of Fairfield))

11. ACTION – NON-FINANCIAL ITEMS

A. Legislative Update

Jayne Bauer reviewed the following bills and stated that a request to support the bills will be presented to the STA Board at their June 11th meeting:

1. Senate Bill (SB) 1077 (DeSaulnier) – To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state’s existing fuel excise tax; and
2. Assembly Bill (AB) 2197 (Mullin) – to require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson requested to modify the recommended position on Senate Bill (SB) 1077 (Saulnier) from “Watch” to “Support”. Board Member Sperring disagreed and expressed support for the staff recommendation.

Recommendation:

Approve the following positions:

1. *Watch* - Senate Bill (SB) 1077 (DeSaulnier) - To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state’s existing fuel excise tax; and
2. *Support* - Assembly Bill (AB) 2197 (Mullin) – to require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles.

On a motion by Board Member Sperring, and a second by Board Member Sanchez, the STA Board unanimously approved the recommendation. (7 Ayes, 1 Absent (City of Fairfield))

B. STA’s Title VI Program - Title VI of the Civil Rights Act of 1964

Tina Spencer, Nancy Whelan Consulting, presented the Title VI Program which the STA is required to adopt, as a recipient of federal transit funds, to ensure there is no discrimination based on race, color, or national origin, including the denial of meaningful access for limited English proficient (LEP) people. She continued by citing that as a means of ensuring this access, the Federal Transit Administration Office of Civil Rights has created a handbook for public transportation agencies that provides step-by-step instructions for conducting the required LEP needs assessment and developing a Language Assistance Plan which becomes the blueprint for ensuring that language does not present a barrier to access to the agency’s programs and activities. She concluded by identifying the general findings that identify the top four (4) languages in the STA service area that will inform the Language Assistance Plan: Spanish (or Spanish Creole), Tagalog, Chinese (Mandarin & Cantonese), and Vietnamese.

Public Comments:

None presented.

Board Comments:

Board Member Sanchez clarified that English is not “the national” language of the Philippines, it is Tagalog.

Recommendation:

Approve the following:

1. Adopt the STA’s 2014 Title VI Program; and
2. Authorize the Executive Director to submit the Title VI Program to Caltrans.

On a motion by Board Member Spring, and a second by Board Member Hardy, the STA Board unanimously approved the recommendation. (7 Ayes, 1 Absent (City of Fairfield))

C. Mobility Management – Consolidated Transportation Service Agency (CTSA)

Elizabeth Richards reported that at the STA TAC meeting on May 28th, the item was presented along with an update of what transpired at the Consortium. The TAC also voted to table a recommendation on the item. On June 2nd, the STA Board’s Executive Committee considered the item and recommended the STA Board approve STA requesting CTSA designation by MTC for Solano County as prescribed in Attachment H. STA staff recommends the STA Board approve STA requesting CTSA designation by MTC for Solano County.

Public Comments:

Edith Thomas, Connections 4-Life Executive Director and Chair of the STA’s Paratransit Coordinating Council, addressed the STA Board and expressed her support for the STA’s request for CTSA designation.

Board Comments:

Vice Chair Patterson requested to add to the recommendation future consideration of a bicycle mileage reimbursement. The STA Board concurred.

Recommendation:

Approve the following:

1. The STA request CTSA designation from MTC for Solano County as prescribed in Attachment H; and
2. Authorize the Executive Director to establish a CTSA Advisory Committee as outlined in Attachment H; and
3. *Future consideration of bicycle mileage reimbursement.*

On a motion by Board Member Spring, and a second by Vice Chair Patterson, the STA Board unanimously approved the recommendation as amended shown above in ***bold italics***. (7 Ayes, 1 Absent (City of Fairfield))

D. Intercity Paratransit Assessment Update and Recommendation

Nancy Whelan presented and reviewed the analysis to accept the County of Solano’s request for STA to manage the intercity paratransit service and authorize the Executive Director to recruit for a project manager to transfer the service from the County and manage the service on behalf of STA. She explained that the STA Joint Powers Agreement (JPA) clearly stipulates this is a responsibility envisioned to be undertaken by the STA and that the JPA specifies that the STA is designated a provider of transit and paratransit, and that any transit and paratransit services operated within the county be the STA shall be complementary and shall not compete with local transit services operated by parties to the STA JPA.

Public Comments:

Birgitta Corsello, Solano County Administrator, expressed her support and asked that the STA Board accept the County of Solano's request to manage the Intercity Paratransit Service as well as transfer management of the Intercity Taxi Scrip Program from the County to the STA.

Board Comments:

Board Member Spering commended both County staff, specifically Matt Tuggle, and STA staff for all their hard work in exploring the feasibility in the oversight of the countywide intercity paratransit service.

Vice Chair Patterson concurred and requested to amend the motion to include a request that specific details come back to the STA Board.

Recommendation:

Approve the following:

1. The STA to accept the County of Solano's request to manage the Intercity Paratransit Service;
2. Authorize the Executive Director to recruit for a project manager to transfer the service from the County and manage the service on behalf of STA; and
3. Authorize the Executive Director to work with the Solano County Department of Resource Management to transfer management of the Intercity Taxi Scrip Program.

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the STA Board unanimously approved the recommendation with the addition of Vice Chair Patterson's request that the specific details come back to the STA Board. (7 Ayes, 1 Absent (City of Fairfield))

12. INFORMATIONAL – DISCUSSION

A. STA's Overall Work Plan (OWP) – FY 2014-15 and FY 2015-16

Daryl Halls presented the STA's Overall Work Plan which covers the seven (7) plans, eleven (11) projects, and twenty-one (21) programs to be undertaken by the STA to guide the development of the STA's budget over the next two years (FY 2014-15 and FY 2015-16). He noted that this STA's OWP has been distributed to the SolanoExpress Intercity Transit Consortium, STA TAC, and Solano City Manager's for their review.

NO DISCUSSION

B. Regional Transportation Impact Fee (RTIF) Update

C. Project Delivery Update

D. Mobility Management Travel Training Update

E. Solano County Transit Facilities Update

- F. Mobility Management Call Center Update**
- G. 2014 Bike to Work Day Campaign Wrap-up**
- H. Summary of Funding Opportunities**
- I. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014**

13. BOARD MEMBER COMMENTS

14. ADJOURNMENT

The meeting was adjourned at 7:25 p.m.

The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, July 9, 2014**, Suisun Council Chambers.

Attested by:



/July 1, 2014

Johanna Masielat
Clerk of the Board

Date