



**SOLANO TRANSPORTATION AUTHORITY**  
**Board Minutes for Meeting of**  
**July 9, 2014**

**1. CALL TO ORDER**

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

**MEMBERS**

<b>PRESENT:</b>	Osby Davis, Chair	City of Vallejo
	Elizabeth Patterson, Vice-Chair	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
	Steve Hardy	City of Vacaville
	Jim Sperring	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 Masielat	Clerk of the Board/Office Manager
	Susan Furtado	Accounting & Administrative Svc. 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
	Paulette Cooper	Commute Consultant
	Zoe Maldinar	Customer Service Representative
	Sierra Knuckles	High School Intern
	Christine Solomon	High School Intern

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

Carolyn Clevenger	MTC
Shawn Cunningham	City of Vacaville
Amanda Dum	City of Suisun City
Michael Fisher	Cambridge Systematic
Joe Leach	City of Dixon
Wayne Lewis	City of Fairfield/Fairfield and Suisun Transit
David McCrossan	Menzies and McCrossan
Matt Tuggle	County of Solano

**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 Vice Chair Patterson, and a second by Board Member Sanchez, the STA Board approved the agenda.

**4. OPPORTUNITY FOR PUBLIC COMMENT**

George Gwynn commented on the inefficiencies of goods movement in the local and federal level.

**5. EXECUTIVE DIRECTOR'S REPORT**

- Adoption of STA's Overall Work Program (OWP) for Fiscal Years (FY) 2014-15 and 2015-16
- STA Budget Revision for FY 2014-15 and New Budget for FY 2015-16
- I-80 Corridor a Solano Priority in New Bay Area Freight Plan Underway
- Freight Component of Solano Rail Plan to be Highlighted
- State Cap and Trade Program Discussions Wrap Up as Part of State Budget Discussions
- STA Board to Consider Initial Year of RTIF Projects
- Solano County Pothole Report Reveals Status and Funding Shortfalls of Solano County Roads
- SolTrans Celebrates Start of Curtola Park and Ride Expansion Project
- STA to Partner with Rio Vista to Start SR 12/Church Road Project
- Annual Vanpool Program Report Highlights Significance of Vanpools in Solano

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

None presented.

**7. REPORT FROM STA**

**A. Bay Area Freight Plan presented by Carolyn Clevenger, MTC**

**B. Solano Rail Plan (Freight Component) presented by David McCrossan, Menzies and McCrossan**

**C. Directors Reports**

**1. Planning (Presentation: I-80/I-680/SR 12 Interchange – Bicycle Facility Improvements by Andrew Hart, STA)**

**2. Projects**

**3. Transit/Rideshare (Presentation: Annual Vanpool Program Report by Paulette Cooper, STA-SNCI)**

## 8. CONSENT CALENDAR

On a motion by Board Member Sanchez, and a second by Board Member Spering, the STA Board unanimously approved Consent Calendar Items A through R. (8 Ayes)

### A. Minutes of the STA Board Meeting of June 11, 2014

#### Recommendation:

Approve STA Board Meeting Minutes of June 11, 2014.

### B. Draft Minutes of the TAC Meeting of June 25, 2014

#### Recommendation:

Approve Draft TAC Meeting Minutes of June 25, 2014.

### C. Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - July 2014

#### Recommendation:

Approve the FY 2014-15 Solano TDA Matrix – July 2014 as shown in Attachment B for the Cities of Dixon and Rio Vista.

### D. Solano Napa Commuter Information (SNCI) Vanpool Program Annual Report

#### Recommendation:

Receive and file.

### E. Solano Napa Commuter Information (SNCI) Work Program Fiscal Year (FY) 2014-15

#### Recommendation:

Approve the Solano Napa Commuter Information Work Program for FY 2014-15 as specified in Attachment A.

### F. Solano Management Assistance Program (MAPS) – Termination of Contract

#### Recommendation:

Authorize the Executive Director to send a notice to the County of Solano's GIS Department regarding STA's intent to terminate the existing agreement with the County GIS Department for the purposes of the MAPS Program.

### G. Pedestrian Advisory Committee (PAC) Appointment

#### Recommendation:

Appoint Teresa Booth representing the City of Vallejo to the Pedestrian Advisory Committee (PAC) for a three-year term.

### H. Paratransit Coordination Council (PCC) Appointment

#### Recommendation:

Appoint Lyall Abbott to the Paratransit Coordinating Council for a three-year term as a Member-at-Large.

### I. Coordinated Short Range Transit Plan (SRTP)/ Intercity Transit Corridor Update - Contract Amendment

#### Recommendation:

Approve the following:

1. Allocate \$1,000 in State Transit Assistance Fund (STAF) for FY 2014-15 for the Transit Corridor Study; and
2. Authorize the Executive Director to execute a contract amendment with Arup for an amount not-to-exceed \$1,000 to cover the costs associated to complete the Intercity Transit Corridor Study and to extend the contract to September 30, 2014.

**J. Transit Corridor Studies Project Manager - Contract Amendment**

Recommendation:

Approve the following:

1. Allocate \$42,500 in State Assistance Fund (STAF) for FY 2014-15 for Project Management Services for the Transit Corridor Studies; and
2. Authorize the Executive Director to execute a contract with McElroy Transit for an amount not-to-exceed \$42,500 to cover project management consultant services related to the Transit Corridor Studies and extend the contract to June 30, 2015.

**K. Mobility Management Program Project Manager – Contract Amendment**

Recommendation:

Approve the following:

1. Allocate \$75,000 in State Transit Assistance Fund (STAF) for FY 2014-15 for Project Management services to implement Mobility Management; and
2. Authorize the Executive Director to execute a contract amendment with Elizabeth Richards Consulting for an amount not-to-exceed \$75,000 to cover project management consultant services related to the implementation of Mobility Management Programs and extend the contract to June 30, 2015.

**L. Transit Finance and Coordination Project Manager - Contract Amendment**

Recommendation:

Approve the following:

1. Allocate \$150,205 in State Transit Assistance Fund (STAF) for FY 2014-15 for Transit Finance and Coordination Project Management Services; and
2. Authorize the Executive Director to execute a contract amendment for Transit Project Management Services for Nancy Whelan Consulting/Nancy Whelan Consulting Partners for an amount not-to-exceed \$150,205 to cover transit related project management and financial services for the STA and the Cities of Dixon and Rio Vista and extend the contract to June 30, 2015.

**M. STA's Safe Routes to School (SR2S) Program Public Safety Enforcement Grant**

Recommendation:

Approve the following:

1. Authorize the STA Executive Director to enter into an agreement with the City of Vacaville in the amount of \$60,000 for the Safe Routes to School Public Safety Enforcement Grant; and
2. Authorize the STA Executive Director to enter into an agreement with the City of Rio Vista in the amount \$30,360 for the Safe Routes to School Public Safety Enforcement Grant.

**N. Safe Routes to School (SR2S) Program Logo**

Recommendation:

Approve the logo for Safe Routes to School (SR2S) Program as shown in Attachment D.

**O. Active Transportation Program (ATP) Resolution of Local Support**

Recommendation:

Approve the STA Resolution of Local Support No. 2014-19 for \$387,498 for the Solano County Safe Routes to School for the Active Transportation Program Grant Submittal.

**P. State Route (SR) 12/Church Road Environmental Document Implementation**

Recommendation:

Approve the following for the Project Approval/Environmental Document (PA/ED) Phase of the State Route 12/Church Road Intersection Improvement Project authorizing the Executive Director to:

1. Enter into a Funding Agreement with the City of Rio Vista for \$600,000;
2. Seek approval from Caltrans to be the California Environmental Quality Act (CEQA) lead;
3. Enter into a Cooperative Agreement with Caltrans;
4. Issue a Request for Proposals (RFP) for Project Manager Services and Consultant Services;
5. Enter into a contract with a consultant to develop the project's environmental document for an amount not-to-exceed \$550,000;
6. Enter into a contract with a qualified Project Manager for an amount not-to-exceed \$50,000; and
7. Approve a Local Preference Goal of 1%.

**Q. Dixon West B Street Pedestrian Undercrossing Construction Management - Contract Amendment**

Recommendation:

Authorize the Executive Director to amend the PB Construction Management contract for an amount not-to-exceed an additional \$64,200 to complete services needed during construction; as well as closeout the project to allow for final invoicing to Caltrans.

**R. Lease of Suisun Fairfield Train Depot Office for SNCI Transit Information and Regional Commute Services**

Recommendation:

Authorize the Executive Director to enter into a lease agreement with the City of Suisun City to staff the office located at the Suisun-Fairfield Train Depot for two years with the option to extend the lease for an additional two years for an amount not-to-exceed \$1 per year.

**9. ACTION – FINANCIAL ITEMS**

**A. STA's Fiscal Year (FY) 2014-15 Proposed Budget Revision and FY 2015-16 Proposed Budget**

Susan Furtado presented and highlighted the STA's revised budget for FY 2014-15 and new budget for FY 2015-16 to include the proposed changes. The overall budget for both fiscal years is balanced between expenditures and revenues and covers all of the STA's staff and work tasks identified in the Overall Work Program.

Daryl Halls listed the two significant changes to the two-year budget are

1. The added funding from the City of Rio Vista in the amount of \$212,618 for the State Route (SR) 12/Church Street project; and
2. The transfer of the North Connector funds in the amount of \$1,100,000 to the Project Contingency Reserve Fund; and an interfund loan from Project Contingency Reserve Fund of \$500,000 to the Jepson Parkway Project.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Sperring requested clarification on the Insurance Reserve fund of \$200,000.

Daryl Halls responded and said this fund was established by the Board to provide the STA funding in the event of lawsuit to cover attorney fees if needed.

Recommendation:

Approve the following:

1. Adopt the STA's FY 2014-15 Proposed Budget Revision as shown in Attachment A;
2. Adopt the STA's FY 2015-16 Proposed Budget as shown in Attachment B;
3. The FY 2014-15 Cost of Living Adjustment of 2.1% effective July 1, 2014;
4. The transfer of the North Connector funds in the amount of \$1,100,000 to the Project Contingency Reserve Fund; and
5. An interfund loan from Project Contingency Reserve Fund of \$500,000 to the Jepson Parkway Project.

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

**B. Regional Transportation Impact Fee (RTIF) Implementation Projects**

Due to an earlier meeting of the RTIF Policy Committee on the same topic, the STA Board did not require staff to present this item.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

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

**10. ACTION – NON-FINANCIAL ITEMS**

**A. STA's Overall Work Plan (OWP) for Fiscal Years (FY) 2014-15 and 2015-16**

Daryl Halls noted that since this item was presented in detail last month, he recommended the STA Board approve the STA's Overall Work Plan for FY 2014-15 and 2015-16.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

Recommendation:

Approve the STA's Overall Work Plan for FY 2014-15 and 2015-16.

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

**B. Solano County Annual Pothole Report**

Anthony Adams presented Solano’s first Annual Pothole Report (2014). He provided detailed information on roadway maintenance and funding needs in Solano County. He cited that comments received have been incorporated into the final draft report. With approval from the TAC and STA Board, the Annual Solano Pothole Report will be open for a 30-day public comment period. He concluded by stating that once the Solano Annual Pothole Report is approved, the STA intends to create a single page handout of the Countywide Annual report that will be tailored for public review. He commented that the intended purpose of this handout is to be an educational publication, informing the public about current conditions and future outlook, while delivering the overall message of the importance of investing in local streets and roads.

**Public Comments:**

George Gywnn, Jr. commented on local government’s spending inefficiencies and lack of efforts to improve results.

**Board Comments:**

Chair Davis commented on the City of Vallejo’s ongoing budget cut difficulties and continuing struggles to maintain a level of service without having to raise local taxes. He also noted that it is always easier to sit on the outside and criticize how local government is not doing enough to fix their spending inefficiencies.

Board Member Sanchez commented on several signage inaccuracies in photos used in the Pothole Report.

Vice Chair Patterson commented on the benefits and importance to continue partnerships with bicyclists and pedestrians to keep them engaged regarding current roadway and bikeway conditions and the future outlook of roadway maintenance and funding needs in Solano County as part of complete streets and roads.

Recommendation:

Authorize the release the Solano County Annual Pothole Report for a 30-day public comment period 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 as amended. (8 Ayes)

**11. INFORMATIONAL – NO DISCUSSION**

- A. Legislative Update**
- B. I-80/I-680/State Route (SR) 12 Interchange – Bicycle Facility Improvements**
- C. Solano Rail Facilities Plan Update**
- D. SB 743 California Environmental Quality Act (CEQA) Guidelines Update**
- E. Quarterly Project Delivery Update**

**F. Fiscal Year (FY) 2013-14 Abandoned Vehicle Abatement (AVA) Program Third Quarter Report**

**G. Summary of Funding Opportunities**

**H. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014**

**12. BOARD MEMBER COMMENTS**

**13. 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, September 10, 2014**, Suisun Council Chambers.

**Attested by:**

  

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Johanna Masiel  
Clerk of the Board

/September 1, 2014

Date