



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
October 8, 2014

1. CALL TO ORDER

Chair Davis called the regular meeting to order at 6:05 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
	Harry Price	City of Fairfield
	Norman Richardson	City of Rio Vista
	Pete Sanchez	City of Suisun City
	Steve Hardy	City of Vacaville
	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 Masiclat	Clerk of the Board/Office Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Judy Leaks	Program Manager – SNCI & SR2S
	Liz Niedziela	Transit Manager
	Robert Guerrero	Project Manager
	Sarah Fitzgerald	Program Services Administrator – SR2S
	Tiffany Gephart	Transit Mobility Coordinator
	Judy Kowalsky	Accounting Technician
	Sean Hurley	Commute Consultant
	Chris Caro	Marketing Assistant
	Amy Antunano	Customer Service Representative
	April Wells	Customer Service Representative

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

Mona Babauta	Solano County Transit (SolTrans)
Amanda Dum	City of Suisun City

Steve Hartwig
Wayne Lewis
Mike Roberts
Elizabeth Romero
Matt Tuggle
Alan Zahradnik

City of Vacaville
City of Fairfield
City of Benicia
SolTrans
County of Solano
SolTrans Project Manager

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 Batchelor, and a second by Board Member Hardy, the STA Board approved the agenda.

4. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

5. EXECUTIVE DIRECTOR'S REPORT

- STA's Legislative Priorities and Platform
- Nominees for STA's 17th Annual Awards
- Solano County's First Annual Pothole Report Identifies Significant Local Funding Shortfall
- First Annual Report for Regional Transportation Impact Fee (RTIF) and Draft RTIF Policy Guidelines
- Countywide In-Person ADA Eligibility Program Completes Successful First Year
- SolTrans to Present Curtola Project Status and Proposed Service Modifications to Solano Express Routes 78 and 85
- Solano Rail Facilities Plan - Passenger Station Criteria
- State Route (SR) 29 Corridor - Strategic Partnership Grant Application
- Cancellation of Continued Right of Necessity (RON) Hearings for Jepson Parkway Project
- STA to Celebrate International Walk to School Day in Solano County
- STA Staff Update

6. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

None presented.

7. REPORT FROM STA

A. State Legislative Update

Presented by Josh Shaw, Shaw Yoder & Antwih, Inc.

B. Presentation on the Curtola Park and Ride Expansion Project

Presented by Mona Babauta, SolTrans

C. Present Nominations for STA's 17th Annual Awards

Presented by Jayne Bauer, STA

D. STA's Local Preference Policy Year-End Report

Presented by Judy Kowalsky, STA

E. Directors Reports

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

8. CONSENT CALENDAR

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

A. Minutes of the STA Board Meeting of September 10, 2014

Recommendation:

Approve STA Board Meeting Minutes of September 10, 2014.

B. Draft Minutes of the TAC Meeting of September 24, 2014

Recommendation:

Approve Draft TAC Meeting Minutes of September 24, 2014.

C. Fiscal Year (FY) 2014-15 Indirect Cost Allocation Plan (ICAP) Rate Application for Caltrans

Recommendation:

Approve the following:

1. STA's ICAP Rate Application for FY 2014-15; and
2. Authorize the Executive Director to submit the ICAP Rate Application to Caltrans.

D. Solano Short Range Transit Plan (SRTP) Plan Update

Recommendation:

Approve the following:

1. STA to conduct an update to the Countywide Coordinated SRTP for Dixon, Fairfield and Suisun Transit (FAST), Rio Vista and SolTrans Transit Operators as requested by the Metropolitan Transportation Commission (MTC);
2. Authorize the Executive Director to execute a funding agreement with MTC for \$120,000 for the Solano County Coordinated SRTP and the Transit Corridor Study; and
3. Authorize the Executive Director to issue a Request for Proposal (RFP) and enter into a contract for the Countywide Coordinated SRTP and Transit Corridor Study Phase II for an amount not-to-exceed \$300,000.

E. Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix – October 2014 – City of Dixon Amendment

Recommendation:

Approve the FY 2014-15 Solano TDA Matrix – October 2014 as shown in Attachment A for the City of Dixon Amendment.

F. SolTrans Compressed Natural Gas (CNG) Feasibility Study

Recommendation:

Approve the SolTrans CNG Feasibility Study and Maintenance Facility Assessment.

G. Transportation Fund for Clean Air (TFCA) Funding Approval

Recommendation:

Approve the FY 2014-15 Transportation Fund for Clean Air (TFCA) Program to Increase SNCI Rideshare Program's TFCA allocation by \$59,507.

H. Curtola Transit Center Project Initiation Document (PID) Request

Recommendation:

Amend the FY 2014-15 3-Year Project Initiation Document (PID) Work Plan to include SolTrans Curtola Transit Center in FY 2014-15.

I. Pedestrian Advisory Committee (PAC) Appointment

Recommendation:

Appoint Rischa Slade representing the Solano Community College to the Pedestrian Advisory Committee (PAC) for a three-year term.

J. Transportation Development Act (TDA) Article 3 – Dixon West B Street Bicycle and Pedestrian Undercrossing Project

Recommendation:

Approve the following:

1. \$90,000 of FY 2014-15 TDA Article 3 funds for bicycle and pedestrian improvements to be completed as part of the Dixon West B Street Undercrossing Project; and
2. \$10,000 of FY 2014-15 TDA Article 3 funds for the purchase of automated bike and pedestrian counters.

K. Adopt a Resolution of Intention Declaring the Remainder of the Former Green Valley Middle School Site as Surplus (4/5 vote required) and Providing Notice of STA's Intention to Sell Surplus Real Property

Recommendation:

Adopt STA Resolution No. 2014-26 declaring the remainder of the former Green Valley Middle School site as surplus to the needs of the STA and notice of intention to sell as surplus real property to the highest responsible bidder, in accordance with the terms and conditions set forth in the attached Bid Submittal Instructions and Purchase and Sale Agreement, for the minimum purchase price of \$1,142,000 (4/5th vote required).

L. Zero Emission Vehicle Readiness Grant for Electric Vehicle Implementation

Recommendation:

Authorize the STA Executive Director to apply for the California Energy Commission's Zero Emission Vehicle Readiness Grant for up to \$300,000 for implementation of the Electric Vehicle Component of the Solano Alternative Fuels and Infrastructure Plan.

9. ACTION – NON FINANCIAL ITEMS

A. Conduct Public Hearing - SolTrans Recommended Service Modifications to Solano Express Routes 78, and 85

Mona Babauta, SolTrans Executive Director, and Alan Zahradnik, SolTrans Project Manager, reported that SolTrans is in the process of restructuring and enhancing its fixed route bus services, Routes 78 and 85. Alan Zahradnik outlined the existing and proposed network, short/long-term recommendations, proposed strategies and described the details of potential service improvements both short/long-term.

Open Public Hearing: 6:30 p.m.

Public Comments: None.

Closed Public Hearing: 6:35 p.m.

Recommendation:

Approve the following:

1. Conduct a Public Hearing for proposed service changes to Solano Express Routes 78 and 85; and
2. Approve SolTrans changes to Routes 78 and 85 after receiving public comments through the STA Board and SolTrans Public Hearing process.

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

B. 2014 Solano County Annual Pothole Report

Anthony Adams presented the first 2014 Solano County Pothole Report. He noted that all seven cities and the County have provided STA with the necessary budget information to allow for more accurate PCI projections and funding shortfalls. He outlined the current 2013 PCI scores, FY 2013-14 budget data, updated budget projections and shortfalls, newly projected future PCI maps, and federal/state/local/countywide funding sources.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the 2014 Solano County Annual Pothole Report as shown in Attachment A.

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

C. STA's 2015 Legislative Priorities and Platform

Jayne Bauer presented the first draft form of STA's 2015 Legislative Priorities and Platform. She identified the proposed edits to the Platform and cited that staff recommendation is to distribute the draft document for public review and comment with adoption at the December 10th Board meeting.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson suggested adding the following funding concepts to the Legislative Platform:

1. Increase in the Cap and Trade Account
2. Upgrade for Rail Integration
3. Advantage of the Bus Rapid Transit Program
4. Monitor Federal regulations of hazardous material transport by rail.

In addition, Vice Chair Patterson suggested to change the title of "Ferry" to "Water Corridor"

Recommendation:

Distribute the STA's Draft 2015 Legislative Priorities and Platform for review and comment.

On a motion by Vice Chair Patterson, and a second by Board Member Richardson, the STA Board unanimously approved the recommendation to include the suggested items listed above in italics. (8 Ayes)

D. Countywide In-Person ADA Eligibility Program FY 2013-14 Progress Report

Tiffany Gephart presented the Countywide In-Person ADA Eligibility Program Progress Report for FY 2013-14. She summarized them as evaluations, scheduling assessments, eligibility letters, paratransit usage, and comment cards.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Receive and file the Countywide In-Person ADA Eligibility Program FY 2013-14 Annual Progress Report.

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

E. Solano Rail Facilities Plan Update

Sofia Recalde summarized the status of current and committed passenger rail stations in Solano County. She described the current criteria guiding the establishment of passenger rail stations and Solano County (via the Capitol Corridor station guidelines). She also outlined the potential Solano-specific criteria that could help guide the decision making and funding process for future passenger stations in the County.

Public Comments:

None presented.

Board Comments:

Board Member Spering asked staff to explain what the coordination/approval of station design plans with “host” railroad under “Railroad Approval” of the Potential Solano-Specific Station Criteria. Sofia Recalde responded and said that since this matches the CCJPA’s criteria, the project sponsor would do the negotiating with the railroad.

Recommendation:

Adopt the proposed Solano-Specific Station Criteria as shown on *Page 109* in Attachment A.

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

F. Regional Transportation Impact Fee (RTIF) Program FY 2013-14 Annual Report and Policy Guidelines

Robert Guerrero distributed and reviewed the revised (changes noted in track changes) draft policy guidelines for administration of RTIF revenues and the RTIF FY 2013-14 Annual Report. He noted that the RTIF Subcommittee made additional changes to the draft policy guidelines at their meeting on September 22, 2014.

Robert Guerrero identified the proposed policy guidelines that focused on the following six components:

1. Project Selection/Implementation Plans
2. Amending the RTIF Strategic Implementation Plan
3. Eligible RTIF Costs
4. Release of RTIF Funds
5. Project Delivery and Reporting Requirements
6. RTIF Loans

Robert Guerrero also reviewed the draft RTIF Program FY 2013-14 Annual Report (dated September 24, 2014). He noted that in summary, the RTIF generated \$390,382 in FY 2013-14 from the cities of Benicia, Fairfield, Vacaville, Vallejo and the unincorporated County of Solano with no RTIF collected from the cities of Dixon, Rio Vista or Suisun City during this reporting period. He reported that the total available funding collected for eligible RTIF projects during this period is \$382,574 after accounting for STA's two percent administrative fee.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the following:

1. Policy Guidelines for the RTIF Program for Administration of RTIF Revenues as shown in Attachment A; and
2. Solano FY 2013-14 RTIF Annual Report as shown in Attachment B.

On a motion by Board Member Batchelor, and a second by Board Member Price, the STA Board unanimously approved the recommendations. (7 Ayes, 1 Abstention, County of Solano)

- G. The Public Hearing continued from the September 10, 2014 Board Meeting to consider the adoption of a Resolution of Necessity (Resolution No. 2014-25) to Acquire Property by Eminent Domain for the Jepson Parkway Project has been canceled (APN 0135-0707-010, 0135-0707-020).**

STA staff notified the Board that parties have reached an agreement and the RON Hearing was cancelled.

10. ACTION – FINANCIAL ITEMS

A. Strategic Partnership Grant Application for the SR 29 Corridor Major Investment Study

Robert Guerrero explained that STA is considering submitting a grant proposal for the Caltrans Strategic Partnerships Grant category for a Major Investment Study (MIS) for the SR 29 Corridor. He noted that the proposed goal for the STA's grant proposal is to evaluate the corridor for transportation and transit opportunities in partnership with the City of Vallejo, SolTrans, NCTPA, and Caltrans. He added that STA staff would like to request \$250,000 to complete the study and a local match of \$62,500 (20%) in local contribution. Additionally, the STA is requesting to seek a total grant request of \$350,000 with \$20,000 match request from NCTPA.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson requested

Recommendation:

Approve the following:

1. Authorize the Executive Director to submit a Caltrans Grant application for the SR 29 Corridor Major Investment Study in the Strategic Partnership category or Sustainable Communities category; and
2. Dedicate up to \$62,500 from State Transit Assistance Funds (STAF) as local match for the grant application.

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

Board Comments:

None presented.

Recommendation:

Approve the programming of FY 2014-15 STAF priorities as specified in Attachment C.

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

11. INFORMATIONAL – DISCUSSION

NO DISCUSSION

- A. Status of Solano’s Title VI Program**
- B. Commuter Benefits Program Update**
- C. Fiscal Year (FY) 2013-14 Abandoned Vehicle Abatement (AVA) Program Fourth Quarter Report**

D. STA's Local Preference Policy FY 2013-14 Year-End Report

E. Summary of Funding Opportunities

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, December 10, 2014**, Suisun Council Chambers.

Attested by:



Johanna Masiclat
Clerk of the Board

/October 10, 2014

Date