



**PEDESTRIAN ADVISORY COMMITTEE (PAC)
MEETING AGENDA**

**6:00 p.m., Thursday, October 3, 2019
Solano Transportation Authority, Conference Room 1
One Harbor Center, Suite 130
Suisun City, CA 94585-2473**

<u>ITEM</u>	<u>STAFF PERSON</u>
1. CALL TO ORDER/INTRODUCTIONS/CONFIRM QUORUM	Teresa Booth, Chair
2. APPROVAL OF AGENDA (6:00 – 6:05 p.m.)	Committee
3. OPPORTUNITY FOR PUBLIC & STAFF COMMENTS (6:05 – 6:10 p.m.)	
4. CONSENT CALENDAR (6:10 – 6:15 p.m.)	Teresa Booth, Chair
A. Minutes of the STA PAC Meeting of September 4, 2019 <u>Recommendation:</u> Approve the STA PAC meeting minutes of September 4, 2019. Pg. 3	Esther Wan, STA
5. PRESENTATIONS	
A. Pedestrian Safety Symposium (6:15 – 6:35 p.m.)	Karin Bloesch, STA
B. Priority Development Area / Priority Conservation Area / Priority Production Area Designations (6:35 – 6:55 p.m.)	Triana Crighton, STA
6. ACTION NON-FINANCIAL	
A. STA PAC By-Laws Change <u>Recommendation:</u> Forward a recommendation to the STA Board to approve the change to the PAC Bylaws as shown in Attachment A. (6:55 – 7:10 p.m.) Pg. 7	Triana Crighton, STA
The complete Pedestrian Advisory Committee packet is available on STA’s website: www.sta.ca.gov	

PAC MEMBERS

<u>Diane Dooley</u> City of Benicia	<u>Tamer Totah</u> City of Fairfield Vice – Chair	<u>Sandra Newell</u> City of Dixon	<u>Kevin McNamara</u> City of Rio Vista	<u>Steve Olry</u> City of Suisun City	<u>Aaron Trudeau</u> City of Vacaville	<u>Teresa Booth</u> City of Vallejo Chair	<u>Joseph Joyce</u> County of Solano
		<u>VACANT</u> Member at Large		<u>Bob Berman</u> Bay Area Ridge Trail (Member at Large)			
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7. INFORMATIONAL ITEMS – DISCUSSION

A. Reports and Update From Staff

Triana Crighton, STA

(7:10 – 7:15 p.m.)

A. PAC Membership Update

B. Upcoming Active Transportation Funding Cycles

8. COMMITTEE MEMBER COMMENTS AND FUTURE AGENDA TOPICS

Teresa Booth, Chair

(7:15 – 7:30 p.m.)

9. ADJOURNMENT

The next regular meeting of the Pedestrian Advisory Committee is scheduled to meet on **Thursday, December 5, 2019 at 6:00 p.m.** at STA.

PAC 2019 Meeting Dates:

(The PAC meets every First Thursday on even months, unless otherwise rescheduled)

Please mark your calendars for these dates

6:00 pm, Thursday, December 5, 2019

Questions? Please contact STA Assistant Planner Triana Crighton at (707) 399-3230 or tcrighton@sta.ca.gov

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707-399-3239



**PEDESTRIAN ADVISORY COMMITTEE (PAC)
Minutes for the Meeting of
September 4, 2019**

1. CALL TO ORDER/INTRODUCTIONS/ CONFIRM QUORUM

The meeting of the STA's Pedestrian Advisory Committee (PAC) was called to order by Vice-Chair Tamer Totah at 6:00 p.m. at the STA in Conference Room 1.

PAC Members Present:

Bob Berman	Bay Area Ridge Trail
Diane Dooley	City of Benicia
Tamer Totah, <i>Vice – Chair</i>	City of Fairfield
Kevin McNamara	City of Rio Vista
Steve OLry	City of Suisun City
Aaron Trudeau	City of Vacaville
Teresa Booth, <i>Chair</i> (Called-in)	City of Vallejo
Joseph Joyce	County of Solano

PAC Members Absent:

Sandra Newell	City of Dixon
Victor Anes	Member at Large

Others Present:

Corey Beavers	City of Fairfield
Sam Kumar	City of Vallejo

STA Staff Present:

Anthony Adams	STA
Karin Bloesch	STA
Triana Crighton	STA
Esther Wan	STA

2. APPROVAL OF AGENDA

With a motion from Kevin McNamara and a second from Diane Dooley, the PAC unanimously approved the agenda. (8 Ayes)

3. OPPORTUNITY FOR PUBLIC & STAFF COMMENTS

A. Pedestrian Safety Symposium

Karin Bloesch provided an overview on the Pedestrian Safety Symposium. Ms. Bloesch reminded PAC members that there will be a second part to the Pedestrian Safety Symposium titled "Let's Keep Solano Kids Street Safe" on Thursday, September 19,

2019 from 12:00 pm – 2:00 pm. She also added that “National Walk to School Day” is on Wednesday, October 2, 2019.

Diane Dooley stated that she was shocked to see students walking to Joe Henderson Elementary and Mary Farmer Elementary and there were no crossing guards present for the first day of school, especially since it was a very busy, congested, and dangerous intersection. Ms. Dooley asked if Safe Routes to School (SR2S) is working with the Benicia School District to get funds allocated for crossing guards. Karin Bloesch responded that the City of Benicia currently do not have a crossing guard program but SR2S is working with the Police Department and schools to implement a crossing guard program. Ms. Bloesch reassured Diane Dooley that SR2S will reach out to the Police Department and schools to have a more permanent crossing guard program. Tamer Totah asked about the status of crossing guards for the rest of the cities in Solano County and was wondering if the schools’ PTA would have a volunteer program where parents can volunteer to be a crossing guard or take additional training on pedestrian safety. Karin Bloesch commented that it is a huge liability for the schools to have parents volunteer as crossing guards. Anthony Adams recommended the PAC members to voice their concerns to Sandra Newell who is the PAC representative for the SR2S Advisory Committee. Karin Bloesch added that each city has different policies for having a crossing guard program but the SR2S program will continue to assist in any way possible to have an efficient crossing guard program in Solano County.

B. Projects Update

Anthony Adams provided the status all of the projects in Solano County.

4. CONSENT CALENDAR

A. Minutes of the STA PAC Meeting of 12-6-18, 2-7-19, 4-4-19 and 5-2-19

On a motion by Kevin McNamara, and a second by Aaron Trudeau, the STA PAC approved the minutes of 12-6-18, 2-7-19, 4-4-19 and 5-2-19 unanimously. (8 Ayes)

5. PRESENTATIONS

A. Active Transportation Plan Update

Anthony Adams provided an overview on the Active Transportation Plan Update. Mr. Adams asked the PAC members if there are any groups or clubs that are interested in participating in the Active Transportation Plan and Kevin McNamara stated that Rio Vision would be a great group to be involved. **Bob Berman restated about the need of recreational walking and biking trails and connecting the missing gaps as certain trails which was mentioned in the minutes of the December 6, 2018 PAC Meeting.**

Kevin McNamara stated that Caltrans have plans to move Highway 12 away from downtown Rio Vista to toward the bridge near Trilogy. Mr. McNamara also added that Caltrans plans to add bike trails and pedestrian paths as well.

Anthony Adams reminded PAC members to recommend stakeholders for the next outreach event for Active Transportation Plan.

6. ACTION NON-FINANCIAL

A. STA PAC By-Laws Change

Triana Crighton clarified with the PAC members to update the bylaws to state that if a member serves on both the BAC and PAC, that committee member can have “one vote per committee.” Ms. Crighton wanted to encourage the PAC members to revisit the bylaws every year to make sure it’s clear and easily understandable.

Bob Berman asked for clarification of Article VI, Section 4, the definition of a quorum which it states it included the members at large. PAC members requested clarification on which specific PAC members can vote. Tamer Totah recommended having a list of all the positions for PAC and clearly state if that member can vote or if it is vacant. Triana Crighton responded that she will follow-up with Robert Guerrero, Director of Planning and will provide an answer to the next PAC meeting. Tamer Totah also request to have all the PAC members listed with when they were appointed, their first meeting, and when their term expires. Kevin McNamara asked about how the Solano Community College representative is nominated and Triana Crighton responded that she will look into that process and return with an answer in the next meeting.

Recommendation:

Forward a recommendation to the STA Board to approve the change to the PAC Bylaws as shown in Attachment A.

On a motion by Bob Berman, and a second by Diane Dooley, the STA PAC approved to Forward a recommendation to the STA Board to approve the change to the PAC Bylaws as shown in Attachment A. (8 Ayes)

B. PAC Field Trip Locations

The PAC discussed about pinpointing a date and field trip locations, but after further discussion, the members agreed for Triana Crighton to create a PDF survey with specific dates and locations for the members to select and send back to Ms. Crighton. She requests that all surveys have to be submitted to her before the end of the month. Triana Crighton request to change the recommendation for staff to send out a survey for the PAC members to select a date and field trip locations by the end of September.

Recommendation:

Finalize and approve date and locations for the PAC Field Trip.

A motion by Kevin McNamara to amend the PAC field trip recommendation for staff to send out a survey for the PAC members to select a date and field trip locations by the end of September. (8 Ayes)

7. INFORMATIONAL ITEMS – DISCUSSION

A. Reports and Updates from Staff

A. PAC Membership Update

Triana Crighton introduced PAC’s newest member, Steve OLry representing Suisun City.

8. COMMITTEE MEMBER COMMENTS AND FUTURE AGENDA TOPICS

Joseph Joyce noted that he is glad to be back and looks forward to attending PAC meetings more regularly. Kevin McNamara noted to the PAC members that you do not need a second when staff presents to the committee, all you need is a motion.

11. ADJOURNMENT

The STA PAC meeting adjourned at approximately 7:45 p.m. The next regular meeting of the Pedestrian Advisory Committee is scheduled to meet on **Thursday, October 3, 2019 at 6:00 p.m. at STA.**

DRAFT



DATE: September 23, 2019
TO: STA PAC
FROM: Triana Crighton, Assistant Planner
RE: STA PAC By-Laws Change

Background:

The Pedestrian Advisory Committee (PAC) operates under a set of bylaws that were created by STA and are amended and adopted by the committee members with the approval of the STA Board. The bylaws play an important role in defining the roles of the PAC, duties/responsibilities, membership terms, and more. Periodically, STA staff or committee members may initiate updates of the bylaws on an as-needed basis.

Discussion:

The Bicycle Advisory Committee (BAC) recently initiated an update of their bylaws to provide clarifying language as to how a member may vote if the member serves on both the BAC and the PAC for their respective jurisdiction. Currently, the BAC bylaws state that if a member serves on both committees, the member may have two votes in the event that the BAC and PAC meet jointly. The BAC initiated the process to clarify this language to read, “one vote per committee.”

Currently, the PAC Bylaws have the same language as the BAC bylaws that allows a member of both committees to have two votes in the event of a joint meeting. STA staff is proposing to edit the language of the bylaws to match the BAC. Article IV, Section 2 will be edited to read as follows:

“Voting privileges are vested exclusively in the PAC members or their alternates. Voting members of the PAC shall be the aforementioned 11 members representing the incorporated Cities, the County, and the community at large. Each member of the PAC shall have one (1) vote. However, an individual may be appointed to both the PAC and the Bicycle Advisory Committee (BAC); in such a circumstance the Member shall have two votes, (one vote per committee), when the committees meet together. If the Member is attending a meeting as the representative of one committee only (such as may occur for meetings of subcommittees or ad hoc committees) then the Member will have a single vote in that instance.”

STA staff is recommending approval of this change to the PAC bylaws to provide additional clarification and continuity with the BAC bylaws as it pertains to joint meetings with both committees present.

Additionally, to clarify from the September PAC Meeting, a Member-At-Large is defined as a member holding a representation outside of STA's member agencies – therefore making the Bay Area Ridge Trail a Member-At-Large position.

Fiscal Impact:

None.

Recommendation:

Forward a recommendation to the STA Board to approve the change to the PAC Bylaws as shown in Attachment A.

Attachments:

- A. PAC Bylaws with proposed change
- B. PAC Membership Status 2019

SOLANO TRANSPORTATION AUTHORITY
PEDESTRIAN ADVISORY COMMITTEE BY-LAWS

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the Solano Transportation Authority Pedestrian Advisory Committee (PAC), hereafter called the PAC.

ARTICLE II. AUTHORIZING AGENCY

The Solano Transportation Authority (STA), as the Congestion Management Agency (CMA) of Solano County, authorizes the establishment of the PAC and shall approve all appointments to the PAC, the PAC by-laws, and all amendments to the PAC by-laws.

ARTICLE III. PURPOSE

Section 1. Duties/Responsibilities

The PAC shall advise the STA on the development of pedestrian facilities as an active mode of transportation. The PAC may make recommendations for Solano Countywide Pedestrian Transportation Plan projects and participate in the development and review of comprehensive pedestrian plans. The PAC may also offer advice to and/or site jointly with the Bicycle Advisory Committee and/or the Safe Routes to School Committee.

Section 2. Review Process

The PAC review process shall ensure that pedestrian projects within the Cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo) and the County of Solano promote and encourage pedestrian use for: commuting, shopping, and other personal trips; reducing motor vehicle trips; reducing motor vehicle miles traveled; reducing motor vehicle congestion; increasing safety and access to transit; and promoting health and air quality benefits.

ARTICLE IV. MEMBERSHIP

Section 1. Representation

The STA Board of Directors shall determine membership of the PAC and appointment requirements. The PAC shall include a representative from each of the seven (7) Cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo), the County of Solano, and three (3) members-at-large for a total membership of eleven (11).

Members of the PAC shall be approved by majority vote of the STA Board of Directors. Preference should be given to non-elected citizens and who are not employed by member agencies. Representatives for the cities and the county shall be residents of those jurisdictions.

Section 2. Voting Members

Voting privileges are vested exclusively in the PAC members or their alternates. Voting members of the PAC shall be the aforementioned 11 members representing the incorporated Cities, the County, and the community at large. Each member of the PAC shall have one (1) vote. However, an individual may be appointed to both the PAC and the Bicycle Advisory Committee (BAC); in such a circumstance the Member shall have two votes (one vote per committee) when the committees meet together. If the Member is attending a meeting as the representative of one committee only (such as may occur for meetings of subcommittees or ad hoc committees) then the Member will have a single vote in that instance.

Section 3. Appointments

Appointments to the PAC shall be derived from submitted STA PAC Nomination Statement of Interest Forms on file with STA staff with review and approval from the STA Board of Directors. To provide for staggered terms, each member shall serve for a period of up to three (3) years per term. The STA Board may appoint an alternate to serve in the primary member's absence.

Section 4. Vacancies

If and when vacancies occur, they must be filled according to Article IV., Sections 1 and 3.

Section 5. Role of STA Staff

The STA shall, under direction of the STA Board of Directors, provide staff and organizational support to the PAC.

ARTICLE V. OFFICERS

Section 1. Elected Officers

The elected officers of the PAC shall be the Chair and Vice-Chair.

Section 2. Election of Officers

The PAC shall, at the last meeting of each calendar year, nominate and elect the Chair and the Vice-Chair for one (1) calendar year term. No officer shall serve more than two (2) consecutive terms in a given office.

Section 3. Role of Chair

The Chair shall preside over all PAC meetings, coordinate the meeting agenda with STA staff, represent the PAC's actions to appropriate agencies or designate a representative(s) to do so, and have general direction and control over the activities of the PAC.

Section 4. Role of Vice-Chair

The Vice-Chair shall assist the Chair in the execution of the duties of the Chair office. In the absence of the Chair, the Vice-Chair shall preside over the meetings, and when so acting, shall have the duties of the Chair.

Section 5. Vacancy in the Office of Chair

In the event of a vacancy in the office of Chair, the Vice-Chair shall be elevated to the office of Chair for the remainder of the calendar year term, and the PAC shall nominate and elect a new Vice-Chair. Any Vice Chair elevated due to a vacancy in the Chair is eligible to serve as Chair for a full term in addition to the remainder of the vacant term.

ARTICLE VI. MEETINGS

Section 1. Meetings/Attendance

The PAC shall hold a regular meeting at least once a calendar year quarter and as necessary to fulfill the mandate of Article III, Sections 1 and 2. Members of the PAC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an 'un-contacted absence' and may have their position declared vacant by the STA Board of Directors. Absence after contacting staff is considered a 'contacted absence.' Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a PAC member has missed a combination of four contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next scheduled meeting, and based upon a recommendation from the PAC, the position may be declared vacant by the STA Board.

Section 2. Special Meetings

The PAC may convene special meetings as necessary to conduct its business.

Section 3. Public Process

All meetings shall be posted public meetings conducted in compliance with the Brown Act.

Section 4. Definition of a Quorum

A quorum shall consist of the majority of the then appointed PAC members of the Cities, the County, and the members at large.

Section 5. Actions

Actions of the PAC require a quorum and the majority vote of the voting members present.

ARTICLE VII. SUBCOMMITTEES

The Chair may establish subcommittees or special task forces when they are deemed necessary to carry out the PAC's mandate.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The PAC shall use “Robert’s Rules of Order” as a general guide for meeting procedures when they are consistent with the PAC by-laws. When applicable and consistent with STA Board policies, the PAC may use any rules of order the Committee may adopt.

ARTICLE IX. ADOPTION AND AMENDMENTS TO THE BYLAWS

Section 1. Adoption of the PAC By-laws

Adoption of the PAC by-laws will be by a majority vote of the STA Board of Directors.

Section 2. Amendments to the PAC By-laws

The PAC may take action, by a two-thirds minimum vote, to propose amendments to the by-laws at any regular meeting of the PAC, provided that the amendment has been submitted in writing for the PAC to review prior to voting. Suggested amendments to the PAC by-laws shall be forwarded to the STA Board of Directors via the STA Technical Advisory Committee (TAC).

Section 3. Approval of Amendments to PAC By-laws

Official amendments to the PAC by-laws will be by a majority vote of the STA Board of Directors.

ARTICLE X. PEDESTRIAN ADVISORY COMMITTEE LETTER WRITING POLICY

Letters written by the Pedestrian Advisory Committee that are directed outside the Authority must be reviewed by the Executive Director. If in the opinion of the STA Executive Director, the contents and intent of the letter is either non-controversial or is consistent with STA Board policies, the letter will be sent out. In all other cases the letter must be approved by STA Board action.



**STA Pedestrian Advisory Committee (PAC)
Membership Status
2019**

Member	Jurisdiction	Appointed	Term Expires	Chair/Vice-Chair Appointment
Diane Dooley	Benicia	March 2018	December 31, 2020	
Sandra Newell	Dixon	January 2016	December 31, 2018	
Tamer Totah	Fairfield	September 2013	December 31, 2019	2014, 2015, 2018
Kevin McNamara	Rio Vista	August 2013	December 31, 2019	2016, 2017
Steve Olry	Suisun City	September 2019	December 31, 2021	
Aaron Trudeau	Vacaville	February 2019	December 31, 2021	
Teresa Booth	Vallejo	June 2014	December 31, 2020	2017, 2018
Joseph Joyce	Solano County	December 2015	December 31, 2020	
Victor Anes	Member-At-Large	December 2016	December 31, 2019	
Bob Berman	Bay Area Ridge Trail (Member-At- Large)	January 2018	December 31, 2021	
VACANT	Solano Community College (Member-At- Large)			