



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

**6:00 p.m., Thursday, December 7, 2017**

**Solano Transportation Authority, Conference Room 1  
One Harbor Center, Suite 130  
Suisun City, CA 94585-2473**

**ITEM**

**STAFF PERSON**

- 1. **CALL TO ORDER/CONFIRM QUORUM** Chair
- 2. **APPROVAL OF AGENDA** Committee  
(6:00 – 6:05 p.m.)
- 3. **OPPORTUNITY FOR PUBLIC COMMENT**  
(6:05 – 6:10 p.m.)
- 4. **CONSENT CALENDAR** Chair  
(6:10 – 6:15 p.m.)
  - A. **Minutes of the STA PAC Meeting of August 3, 2017** Esther Wan, STA  
Recommendation:  
 Approve the STA PAC meeting minutes of August 3, 2017.  
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- 5. **STAFF COMMENTS & FOLLOW – UP ITEMS** Ryan Dodge, STA  
(6:15 – 6:20 p.m.)
  - A. **Active Transportation Plan**
- 6. **PRESENTATIONS**
  - A. **Rio Vista Airport Road and Front Street Projects** David Melilli, City of  
Rio Vista  
(6:20 – 6:30 p.m.)
  - B. **Solano Trail Advocacy Group** Harry Englebright,  
Solano County  
(6:30 – 6:40 p.m.)
  - C. **Project Delivery Update** Anthony Adams, STA  
(6:40 – 7:00 p.m.)

The complete Pedestrian Advisory Committee packet is available on STA’s website: [www.sta.ca.gov](http://www.sta.ca.gov)

**PAC MEMBERS**

<u>VACANT</u> City of Benicia	<u>Tamer Totah</u> City of Fairfield	<u>Sandra Newell</u> City of Dixon	<u>Kevin McNamara</u> City of Rio Vista Chair	<u>Sean Strickland</u> City of Suisun City	<u>Marilyn Royse</u> City of Vacaville	<u>Teresa Booth</u> City of Vallejo Vice – Chair	<u>Joseph Joyce</u> County of Solano
	<u>Victor Anes</u> Member at Large			<u>Rischa Slade</u> Solano Community College			

**7. ACTIONS NON-FINANCIAL**

**A. Elect PAC Chair and Vice-Chair for 2018** Committee

Recommendation:

- 1. Nominate and elect a PAC Chair for 2018.
  - 2. Nominate and elect a PAC Vice-Chair for 2018.
- (7:00 – 7:05 p.m.)

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**B. Appoint a PAC Representative for the SR2S-AC** Committee

Recommendation:

- 1. Nominate and elect a PAC member to represent the PAC on the Safe Routes to School Advisory Committee for 2018.
  - 2. Nominate and elect a PAC member to be a PAC alternate on the Safe Routes to School Advisory Committee for 2018.
- (7:05 – 7:10 p.m.)

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**C. 2018 PAC Work Plan** Ryan Dodge, STA

Recommendation:

Approve the 2018 Pedestrian Advisory Committee Work Plan.

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(7:10 – 7:20 p.m.)

**8. INFORMATIONAL ITEMS – DISCUSSION**

**A. None.**

**9. COMMITTEE MEMBER COMMENTS AND FUTURE AGENDA TOPICS** Chair

(7:20 – 7:30 p.m.)

**10. ADJORNMENT**

The next regular meeting of the Pedestrian Advisory Committee is scheduled to meet on **Thursday, February 1, 2018 at 6:00 p.m.** at STA.

**PAC 2018 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, February 1, 2018**

**6:00 pm, Thursday, April 5, 2018**

**6:00 pm, Thursday, June 7, 2018**

**6:00 pm, Thursday, August 2, 2018**

**6:00 pm, Thursday, October 4, 2018**

**6:00 pm, Thursday, December 6, 2018**

**Questions?** Please contact STA Associate Planner Ryan Dodge at (707) 399-3230 or [rdodge@sta.ca.gov](mailto:rdodge@sta.ca.gov)

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707-399-3239



**PEDESTRIAN ADVISORY COMMITTEE (PAC)  
Minutes for the Meeting of  
August 3, 2017**

**1. CALL TO ORDER/SELF INTRODUCTIONS**

The meeting of the STA's Pedestrian Advisory Committee (PAC) was called to order by Sandra Newell at 6:14 p.m. at the STA in Conference Room 1.

**PAC Members Present:**

Sandra Newell	City of Dixon
Tamer Totah	City of Fairfield
Sean Strickland	City of Suisun City
Marilyn Royse	City of Vacaville
Joseph Joyce	Solano County
Victor Anes	Member at Large

**PAC Members Absent:**

Kevin McNamara, Chair	City of Rio Vista
Teresa Booth, Vice – Chair	City of Vallejo
Cynthia Ripley	Bay Area Ridge Trail

**Others Present:**

Deborah Barr	City of Dixon
Nick Lozano	City of Suisun City
Randy Craig	City of Suisun City
Adam Brown	City of Vacaville

**STA Staff Present:**

Ryan Dodge	STA
Esther Wan	STA
Cory Peterson	STA
Ramil Chettfour	STA

**2. CONFIRM QUORUM**

Quorum is confirmed.

**3. APPROVAL OF THE AGENDA**

With a motion from Sean Strickland and a second from Marilyn Royse, the PAC unanimously approved the Agenda. (6 Ayes)

**4. OPPORTUNITY FOR PUBLIC COMMENT**

None.

**5. COMMENTS FROM AGENCY STAFF**

None.

**6. CONSENT CALENDAR**

Approve the following consent item in one motion.

(Note: Item under consent calendar may be removed for separate discussion.)

**A. Minutes of the STA PAC Meeting of June 1, 2017**

On a motion by Sean Strickland, seconded by Marilyn Royse, the STA PAC approved the minutes of June 1, 2017 unanimously.

(6 Ayes)

**7. ACTIONS NON-FINANCIAL**

**A. Pedestrian Priority Projects - Update**

Ryan Dodge provided an overview of the Pedestrian Priority Projects List.

Deborah Barr from the City of Dixon have prepared a short presentation on the Pond A: Path Improvements, Pond C: Path Improvements, Downtown Streetscape Project, Valley Glen/SR113 Street Light, and Chestnut Street/South First Street Traffic Signal Project. Sandra Newell noted that because of the limited funding, if we can only fund one project, which project would have the highest priority? Deborah Barr responded that after the traffic and safety analysis, Dixon can determine which project has top priority. Tamer Totah asked if Deborah Barr has any data on how many children are crossing Valley Glen Drive and if there are any injuries or fatalities. Ms. Barr currently does not have the statistics but will forward that information to the PAC once she receives them. She explained that most of the residents are located on the west side of Dixon and many students utilize Valley Glen Drive to cross over to the east side of Dixon to reach the high school. Deborah Barr added that younger students utilize Chestnut Street to get to the elementary school.

Nick Lozano provided an overview on the McCoy Creek Trail Phase II Project. Mr. Lozano highlighted that Suisun City received full funding for this project from Active Transportation Program (ATP) funds. He indicated that the funds covered most of the project except environmental. Nick Lozano plans to meet with Caltrans next month to discuss the environmental studies. As for the Lotz Way Class 1 Bikeway/Multi-Use Path Project, Mr. Lozano explained that funding was received from the One Bay Area Grant (OBAG) Cycle 2 to help fund this project.

Adam Brown stated that the Vaca Valley Parkway /I-505 Corridor Multi-Modal Improvement Project is scheduled to begin construction not until 2020-2021. As for the Elmira Road Bike Path, Mr. Brown explained that it has not been a priority project and is currently waiting for funding to begin the design process.

Nick Lozano noted that the Lotz Way Class 1 Bikeway/Multi-Use Path Project can be pushed down to Tier 2 because they will not be able to begin construction until next year, but requested to keep the McCoy Creek Trail Phase II Project in Tier 1.

PAC members agree to push the West Texas Street Gateway project from Tier 1 to Tier 2.

Deborah Barr request that either the South First Street Corridor Study – Chestnut Street / South First Street Traffic Signal project or the First Street Corridor Study – South First Street / Valley Green Drive Traffic Signal project be pushed to Tier 1. Ms. Barr indicated that these projects are noted in the Capital Improvement Program (CIP) to assist in funding.

Victor Anes asked how long have Tier 2 and Tier 3 projects have been on the Pedestrian Priority Project List and Ryan Dodge responded that we can review the past Pedestrian Priority Project Lists from previous fiscal years to see how long some of these projects have been sitting on the Pedestrian Priority List. Victor Anes also request a flowchart of all the committees involved with making the decision of finalizing the list.

PAC members agreed to change all the Tier 3 projects to Tier 2 projects. The committee agreed to have 5 Tier 1 projects and the remaining are all Tier 2 projects.

Recommendation:

Review, change, and approve the STA Pedestrian Priority Project List for FY 2017-18 using Attachment A.

On a motion by Tamer Totah, seconded by Marilyn Royse, the STA PAC Review, change, and approve the STA Pedestrian Priority Project List for FY 2017-18.  
(6 Ayes)

**B. PAC Field Trips**

Ryan Dodge reminded PAC members that a poll was sent out for the committee to decide on a date that works best for a PAC Field Trip. PAC members requested the email to be resent so they can take the poll to select a date for the field trip. Sean Strickland stated that he will not be able to attend the field trip if it takes place on a Saturday in October.

**8. INFORMATIONAL ITEMS – DISCUSSION**

**A. Funding Opportunities**

Ryan Dodge provided an update on current funding opportunities.

**9. INFORMATIONAL ITEMS-NO DISCUSSION**

**A. 2016-17 PAC Meeting Attendance Matrix and Membership Status**

No discussion.

**10. COMMITTEE MEMBER COMMENTS AND FUTURE AGENDA TOPICS**

Sandra Newell announced that she will not be able to attend the next PAC meeting because she will be out of the country. Sean Strickland stated that he may not be able to attend the next PAC meeting or the field trip because he will be out of the state. Ryan Dodge indicated that if the PAC field trip occurs in October, the PAC meeting will likely be canceled.

**11. ADJOURNMENT**

The STA PAC meeting adjourned at approximately 7:49 p.m. The next scheduled meeting of the STA PAC is **Thursday, October 5, 2017.**

**PAC 2017 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, October 5, 2017**

**6:00 pm, Thursday, December 7, 2017**

**Questions?** Please contact STA Associate Planner, Ryan Dodge at (707) 399-3230 or [rdodge@sta.ca.gov](mailto:rdodge@sta.ca.gov)



DATE: December 4, 2017  
TO: STA PAC  
FROM: Ryan Dodge, Associate Planner  
RE: Elect PAC Chair and Vice-Chair for 2018

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**Background:**

The Pedestrian Advisory Committee (PAC) includes a Chair and a Vice-chair, whom shall be nominated and elected for each calendar year.

**Discussion:**

According to the PAC bylaws (Section 2.), “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.”

Kevin McNamara, representing the City of Rio Vista, served as Chair in 2016 and 2017, therefore he is not eligible to serve as Chair until 2019. Mr. McNamara as Chair oversaw the approval of four active transportation projects for a total cost of \$336,000. Mr. McNamara also was instrumental in spearheading the PAC’s walking tour of pedestrian safety issues in Suisun City during the PAC’s August 2016 meeting. In addition to leading the PAC’s approval of pedestrian priority projects both years, he also oversaw the One Bay Area Grant (OBAG) Cycle 2 Congestion Mitigation and Air Quality (CMAQ) Pedestrian Priority Project Selection process.

Teresa Booth, representing the City of Vallejo, served as Vice-Chair in 2017.

Per the PAC bylaws:

**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.

In summary, STA staff will work with the new PAC chair to set agenda discussion items and ensure that the meetings are productive and adjourn on time.

**Fiscal Impact:**

None.

**Recommendation:**

1. Nominate and elect a PAC Chair for 2018.
2. Nominate and elect a PAC Vice-Chair for 2018.





DATE: December 1, 2017  
TO: STA PAC  
FROM: Ryan Dodge, Associate Planner  
RE: Appoint a PAC Representative and Alternate to the STA SR2S-AC

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**Background:**

The Solano Transportation Authority (STA) Safe Routes to School Advisory Committee (SR2S-AC) is composed of engineering, school, enforcement, public health, Bicycle Advisory Committee (BAC), Pedestrian Advisory Committee (PAC), and air quality representatives who live or work in the cities and County of Solano.

The SR2S-AC ensures that SR2S projects within the seven (7) cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo), the County of Solano, and School Districts countywide continue to promote the primary goal of the program to encourage walking and bicycling to and from school most days of the week; thereby reducing motor vehicle trips, reducing motor vehicle congestion, increasing carpooling, increasing safety, and improving health and air quality benefits.

The PAC representative and alternate to the SR2S-AC are currently vacant.

**Discussion:**

The SR2S-AC meetings are generally held on Wednesdays 1:30 p.m. to 3 p.m. on a quarterly basis. Meetings are held during typical working hours to accommodate the schedules of the majority of the participants.

The alternate would only attend meetings as a PAC representative when the designated representative is unable to attend.

**Fiscal Impact:**

None.

**Recommendation:**

1. Nominate and elect a PAC member to represent the PAC on the Safe Routes to School Advisory Committee for 2018.
2. Nominate and elect a PAC member to be a PAC alternate on the Safe Routes to School Advisory Committee for 2018.

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DATE: December 4, 2017  
TO: STA PAC  
FROM: Ryan Dodge, Associate Planner  
RE: 2018 Pedestrian Advisory Committee Work Plan

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**Background:**

The Solano Transportation Authority's (STA) Pedestrian Advisory Committee (PAC) acts to advise the STA Board on planning, funding and implementation of countywide significant pedestrian facilities and programs.

Each calendar year, STA staff works with the PAC to create a work plan to guide the agendas and work products of PAC meetings for the upcoming year. The PAC's primary tasks can be organized into four categories: administrative/public outreach, planning, funding, and other.

**Discussion:**

This year, STA staff is recommending an overall work plan which includes the following tasks:

- Data collection
- Update of the Countywide Pedestrian Plan, which will be combined with the Countywide Bicycle Plan into the Solano Active Transportation Plan
- Recommend projects for Transportation Development Act Article 3 (TDA-3) funding
- Development of a 'Top 10 Walks' marketing brochure
- Participation and implementation of the Solano Safe Routes to School Program
- Monitor and provide input on top priority pedestrian and Safe Routes to School implementation

The PAC will generally be asked to meet on a bi-monthly basis; however, members will be requested to meet under special circumstances on off meeting months. This may be necessary given the project or planning deadlines as they arise. As an example, one of the most immediate tasks for the PAC to assist in is the kick-off of the Solano Active Transportation Plan in early 2018.

Attached is the draft 2018 PAC work plan with tasks for the PAC to provide input (Attachment A).

**Fiscal Impact:**

None.

**Recommendation:**

Approve the 2018 Pedestrian Advisory Committee Work Plan.

**Attachments:**

A. Draft 2018 Pedestrian Advisory Committee Work Plan

## Draft 2018 Pedestrian Advisory Committee (PAC) Work Plan

The PAC’s 2018 overall work plan will address the following areas:

1. Improve data collection and analysis with respect to pedestrian counts, pedestrian collisions, and quality of service measures
2. Promote pedestrian planning and policies throughout Solano County
3. Provide input to STA staff on how pedestrian needs fit into the Solano Comprehensive Transportation Plan vision and policy strategies, including regional, state, and federal policies
4. Assist in the development of the Solano Active Transportation Plan
5. Monitor and advocate for Countywide pedestrian transportation projects
6. Develop a ‘Top 10 Walks’ marketing brochure
7. Assist in the development of the Solano Safe Routes to School Plan Update
8. Review funding opportunities for countywide pedestrian projects

AREA	ACTIVITY	TIMELINE
Administrative / Public Outreach	Approve CY 2018 PAC Overall Work Plan	December 7, 2017
	Elect 2018 Chair and Vice Chair	December 7, 2017
	Appoint 2018 representative to SR2S committee	December 7, 2017
	Develop 2019 Work Plan	December 2018
	Implement MTC Complete Streets/Routine Accommodations Policy	Continuous
	Solano ‘Top 10 Walks’ Brochure	December 2018
Funding	Prioritize pedestrian projects for funding	On-going
	Review and monitor funded priority pedestrian projects	On-going
Planning	Solano Active Transportation Plan	On-going
	Solano Safe Routes to School Plan	On-going
Other	Presentations to the PAC: <ul style="list-style-type: none"> <li>• Bay Area Metro (BAM) Active Transportation Working Group Roles and Responsibilities (Guest Speaker)</li> <li>• Caltrans District 4 Pedestrian Advisory Committee Roles and Responsibilities (Guest Speaker)</li> <li>• Solano County Priority Pedestrian Projects (various project sponsors)</li> <li>• Others (Bay Area Ridge Trail Council, Bay Trail, Vine Trail, Land Trust, etc.)</li> </ul>	On-going
	Provide feedback to STA staff on pedestrian issues: <ul style="list-style-type: none"> <li>• Review opportunities to fit pedestrian interests into STA’s existing programs (e.g. Seniors and People with Disabilities)</li> <li>• Provide resources to implement projects that address pedestrian needs (e.g. connections to organizations)</li> </ul>	On-going
	Other tasks to be determined	TBD