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SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 ♦ Telephone (707) 424-6075 / Fax (707) 424-6074
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SR2S-AC

SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
MEETING AGENDA

Wednesday, May 17, 2017

1:30 p.m. – 3:00 p.m.

Solano Transportation Authority

Conference Room 1

One Harbor Center, Suite 130

Suisun City, CA 94585-2473



- ITEM STAFF PERSON
1. CALL TO ORDER Jim Antone, Chair
2. INTRODUCTIONS
3. APPROVAL OF AGENDA (1:30 – 1:35 p.m.) SR2S-AC Members
4. OPPORTUNITY FOR PUBLIC COMMENT (1:35 – 1:40 p.m.)
5. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES
Introduce Lieutenant Damiean Sylvester, Benicia Police Department who will be replacing Lt. Mike Greene on the SR2S Advisory Committee. (1:40 – 1:45 p.m.)
6. CONSENT CALENDAR Sheila Ernst, STA
Recommendation: Approve the following consent item. (1:45 – 1:50 p.m.)
A. Minutes of the SR2S-AC Meeting of February 17, 2017.
Recommendation: Approve SR2S-AC minutes of February 17, 2017. Pg. 5

Table with 5 columns: Name, Title, SR2S-AC MEMBERS, Name, Title. Rows include Mitchell Romao, Jim Antone, Mike Segala, Garland Wong, Lisette Estrell-Henderson, Andrew White, Lt. Damiean Sylvester, Kevin McNamara, Gwen Owens, Robin Cox.

7. ACTION ITEMS –NON-FINANCIAL

- A. None. Jim Antone, STA

8. ACTION ITEMS – FINANCIAL

- A. **Local Motion - Bay Area Bike Mobile Contract** Lloyd Nadal, STA

Recommendation:

Continue contract with Bay Area Bike Mobile for up to 20 Bike Mobile events per year in 2017-2018. Bike Mobile events cost \$1400/per event and the maximum funding amount allocated for these activities is \$28,000.

(1:50 – 1:55 p.m.)

Pg. ;

- B. **Solano Safe Routes to School Assessment, Evaluation and Plan Update** Lloyd Nadal, STA

Recommendations:

Forward a recommendation to the TAC and STA Board to authorize the Executive Director to:

1. Release a Request for Qualification (RFQ) for the following Safe Routes activities:
 - a. Countywide Walkability Assessments and Audits across various schools
 - b. Safe Routes to School Program Evaluation
 - c. 2018 Safe Routes to School Plan Update
2. Enter into a contract with the selected firm(s) in an amount not to-exceed \$500,000.

(1:55 – 2:00 p.m.)

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9. INFORMATIONAL ITEMS – DISCUSSION

- A. **Solano SR2S Program 2017 Update**

1. National Bike to School Day
2. 3rd Annual Countywide Poster Contest
3. Data Collection
4. Youth Engagement Pilot Program

(2:00 – 2:15 p.m.)

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Betsy Beavers, STA
April Wells, STA
Tiffany Gephart, STA
Lloyd Nadal, STA

- B. **One Bay Area Grant (OBAG) Update**

(2:15 – 2:20p.m.)

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Anthony Adams, STA
Lloyd Nadal, STA

- C. **ATP 2 Project Update in Benicia and Vallejo**

(2:20 – 2:25 p.m.)

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Anthony Adams, STA
Lloyd Nadal, STA

- D. Enforcement Grant Update from Suisun City** (2:25 – 2:30 p.m.) **Pg. 43** Commander Andrew White,
Suisun City Police Department
- E. Walking School Bus Pilot Program - Fairfield/Suisun City Unified School District** (2:30 – 2:35 p.m.) **Pg. 45** Lloyd Nadal, STA
- F. SR2S Planning Update for School Year 2017-2018**
1. Brief Updates (by City): Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo – SR2S Staff Lloyd Nadal, STA
 2. Advisory Committee Member Q/A Feedback Session Jim Antone, Chair
- (2:35 – 2:55 p.m.) **Pg. 49**
- G. Solano County Public Health Update** (2:55 – 3:00 p.m.) Tracy Nachand,
Solano County Public Health

10. INFORMATIONAL ITEMS – NO DISCUSSION

- A. 2016 SR2S-AC Meeting Schedule & Attendance Matrix** Sheila Ernst, STA
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11. FUTURE AGENDA ITEMS AND MEMBER COMMENTS

Group

- Bike Mobile Contract
- Enforcement Grant Update
- 2-Year Budget Update

12. ADJOURNMENT

The next regular meeting of the SR2S-AC will be at **1:30 p.m., Wednesday, August 16, 2017 at the Solano Transportation Authority in Conference Room 1, located at One Harbor Center, Suite 130, Suisun City, CA 94585.**

For questions regarding this agenda:

Please contact Lloyd Nadal at (707) 399-3219 or lnadal@sta.ca.gov

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**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
Draft Minutes of February 15, 2017**

1. CALL TO ORDER

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 1:35 p.m. in the STA Main Conference Room.

SR2S-AC Members

Present:

Jim Antone	Yolo-Solano Air Quality Management District
Robin Cox	Solano County Public Health
Gwen Owens	City of Vacaville, Public Works Department
Mitchell Romao	Vallejo City Unified School District
Lisette Estrella-Henderson	Solano County Office of Education <i>(Arrived at the meeting at 1:45p.m.)</i>
Andrew White	City of Suisun City Police Department
Garland Wong	City of Fairfield, Traffic Engineering

SR2S-AC Members

Absent:

Lt. Mike Greene	City of Benicia Police Department
Kevin McNamara	Pedestrian Advisory Committee Representative
Mike Segala	Bicycle Advisory Committee

STA Staff Present:

Anthony Adams	STA
Betsy Beavers	STA
Sheila Ernst	STA
Tiffany Gephart	STA
Daryl Halls	STA
Judy Leaks	STA
Lloyd Nadal	STA
April Wells	

Others Present:

Erik Watkins	Fairfield Resident
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2. INTRODUCTIONS

A quorum was confirmed.

3. APPROVAL OF AGENDA: February 15, 2017

With a motion from Robin Cox and a second from Gwen Owens the SR2S-AC unanimously approved the agenda.
(7 Ayes, 3 Absent)

4. OPPORTUNITY FOR PUBLIC COMMENT

None.

5. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES

Anthony Adams stated that interviews were held for a Systemic Safety Analysis Report Program (SSARP) Grant that was awarded to the STA to track vehicle and pedestrian collisions around schools.

6. CONSENT CALENDAR - APPROVAL OF MEETING MINUTES

Recommendation: Approve the SR2S-AC minutes of November 16, 2016.

On a motion from Andrew White and a second from Mitch Romao the SR2S-AC approved the November 16, 2016 meeting minutes. (7 Ayes, 3 Absent)

7. ACTION ITEMS – NON-FINANCIAL

A. 2017 SR2S Chair and Vice-Chair Officer Election

Jim Antone stated that he is interested in serving a 2nd term as the SR2S-AC Chair. He added that Andrew White is also interested in serving a 2nd term as the SR2S-AC Vice-Chair. He stated that he and Andrew White are eligible for another term although no officer can serve more than a two consecutive terms in a given office.

Recommendations:

1. Select the SR2S-AC Chair for 2017. Currently Jim Antone is the Chair and is eligible for a 2nd Term.
2. Select the SR2S-AC Vice-Chair for 2017. Currently Andrew White is the Vice-Chair and is eligible for a 2nd Term.

With a motion from Robin Cox and a second from Mitch Romao the SR2S-AC unanimously approved the recommendations. (7 Ayes, 3 Absent)

8. ACTION ITEMS – FINANCIAL

A. Youth Engagement Middle/High School Pilot Program

Lloyd Nadal stated that seven youth/school groups applied to be a part of the Youth Engagement Pilot Program. He stated that each group will consist of 4-6 middle and high school youth and at least 1 adult leader who will be asked to engage in a YPAR (Youth-Led Participatory Action Research) or PhotoVoice Project that focuses on elements of improving transportation and safety, reducing carbon emissions and/or addressing SR2S goals such as increasing walking, biking and physical activity.

Recommendation:

Recommend the Solano Safe Routes to School Program award \$1000 for programmatic support to each youth group/pilot site who engages in our Youth Engagement Pilot Program in 2017.

With a motion from Andrew White and a second from Garland Wong the SR2S-AC unanimously approved the recommendation. (7 Ayes, 3 Absent)

9. INFORMATIONAL ITEMS – DISCUSSION

A. Solano SR2S Program 2017 Update

1. Current Funding & Budget
2. Goals and Objectives
3. Discussion – Advisory Committee

Lloyd Nadal shared the current funding and budget of the SR2S Program and the Program's goals and objectives over the next 3-5 years. He included an update on the 5-Year Workplan and a Strategic Communications Plan that was developed by the SR2S Program Administrator. Mr. Nadal concluded that these plans will be used in helping to guide the direction of the program and future outreach strategies.

The group discussed crash data, core funding and the key lessons learned from the County's Tax Measure last July 2016.

Erik Watkins commented that the SR2S-AC work closely with the Bicycle and Pedestrian Advisory Committees to ensure that infrastructure projects relate to all ability levels and all ages in order to create more safety while bicycling and walking. He suggested to hold social events to obtain feedback and ideas to reach more parents and students. He added that increased task forcing and schools charging to park would be an all sides approach to having a successful program in and around schools to get students to walk and bike more.

B. One Bay Area Grant (OBAG) 2 & ATP 2 Engineering Projects Update

Anthony Adams stated that Solano County jurisdictions submitted a total of 13 projects during the OBAG Cycle 2 CMAQ Call for Projects and that the Safe Routes to School Program was awarded a grant for \$3.067 million by MTC under the 2015 regional allocation of the Active Transportation Program (ATP) Cycle 2. He added that Project sponsors were asked to present their projects at the STA Board Meeting on February 8, 2017 and that a final decision will be made in March 2017 on the projects and amounts awarded.

The group discussed the East Grange School and East Tabor Gap Closure projects.

Vice-Chair White recommended that the committee discuss non-infrastructure projects at the next meeting as those projects are just as important as infrastructure projects.

Robin Cox recommended to agendize a task force meeting discussion on themes such as safety, citing, closures etc. for cities to eventually discuss with their community.

Ms. Cox also suggested simplifying the OBAG 2 projects and breaking them down along with the pros and consequences of each project.

Lloyd Nadal will put a package together that explains and simplifies each OBAG 2 project by breaking them down and including the pros and consequences and impacts of each project.

C. Safe Routes to School (SR2S) Community Task Force Updates

Tiffany Gephart The Solano SR2S Program is preparing to re-engage with each City/School District's SR2S Community Task Force in 2017 to review initial improvements from the existing 2013 SR2S Plan, discuss any new schools or areas within each jurisdiction for future safety infrastructure projects and prioritize existing or new projects and programs to include in the updated SR2S Plan for 2018.

D. ATP-1 and SR2S Program Coordinators Update

Betsy Beavers provided a brief update on ATP-1 and SR2S Program Coordinators. She explained that currently, nine schools in the county are participating in either the Walking School Bus or a Walking program (Walking Wednesdays, Fit Fridays) and that Staff is working with four other schools to start a program. She discussed the Walk or Wheel (WOW) program.

April Wells stated that SR2S is sponsoring a countywide poster contest for students in grades Transitional Kindergarten through 8th grade. She explained that students are being asked to design a poster telling their classmates “Why it’s good to walk, bike or ride a scooter to school.” Ms. Wells invited the SR2S-AC Members to be judges on Thursday, April 6th at 11:00am at the STA office where lunch would be provided.

Rob Cox volunteered to be a Poster Judge again this year.

E. Solano County Public Health Narrative Report

Robin Cox provided a brief update on the Solano County Public Health Narrative Report. She explained the Safe Routes to School (SR2S) Program, Education and Encouragement Components for October - December 2016.

10. FUTURE AGENDA ITEMS AND MEMBER COMMENTS

- Bike Mobile Contract
- Enforcement Grant Update
- 2-Year Budget Update
- Task Force Theme Meeting Discussion Item
- Non-Infrastructure Projects Discussion Item

11. INFORMATIONAL ITEMS – NO DISCUSSION

- A. 2016 SR2S-AC Meeting Schedule**
- B. Attendance Matrix**

12. ADJOURNMENT

The meeting was adjourned at 3:25 p.m. The next regularly scheduled meeting of the SR2S-AC will be May 17, 2017 at 1:30 p.m. in the STA Conference Room.



DATE: May 17, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, SR2S Program Administrator
RE: Local Motion – Bay Area Bike Mobile Contract

Background:

Local Motion operates the Bay Area Bike Mobile which launched in March 2014 with the help of a \$480,000 grant from the Spare the Air Youth program, which is funded by the Metropolitan Transportation Commission (MTC) with funds from the federal Congestion Mitigation and Air Quality Improvement (CMAQ) Program. The Bay Area Bike Mobile is a bicycle repair shop on wheels dedicated to tuning up bikes free of charge, helping youths repair their bikes and keep them in good repair and teaching the mechanics of a bicycle. The events have been hugely successful in the schools and community helping to fix youth bikes across the county.

Discussion:

Since October 2014, Bay Area Bike Mobile has completed thirty-seven (37) successful events in Solano County with one pending. The events hosted at various schools and locations across the county has accounted for 763 bikes repaired and 1,213 people engaged.

Fiscal Impact:

Initially, MTC provided STA funding for up to 10 matching visits but that ended in June 2015. STA now covers the entire cost of the event which equals \$1400/per event.

Recommendation:

Continue contract with Bay Area Bike Mobile for up to 20 Bike Mobile events per year in 2017-2018. Bike Mobile events cost \$1400/per event and the maximum funding amount allocated for these activities is \$28,000.

Attachment:

- A. Bike Mobile Event Data

	Name of School or Site	City	Date	Bikes Repaired	People Engaged
1	Civic Center Pond - Earth Day Festival	Fairfield	4/26/2014	18	43
2	Crescent Elementary	Suisun City	5/20/2014	30	50
3	Main St, 3rd Thursday Event	Rio Vista	6/19/2014	30	65
4	Dixon Library	Dixon	8/7/2014	29	44
5	Fairfield Civic Center Library	Fairfield	8/9/2014	16	22
6	Suisun City Library	Suisun City	8/21/2014	32	47
7	Vacaville Public Library-Cultural Center Branch	Vacaville	9/3/2014	20	34
8	Rio Vista PD	Rio Vista	9/6/2014	22	42
9	Vallejo Celebrates Youth event at Children's Wonderland Park	Vallejo	9/13/2014	25	55
10	Vacaville Kidfest-SR2S booth	Vacaville	10/4/2014	14	20
11	David Weir K-8 Preparatory Academy	Fairfield	11/21/2014	15	25
12	Main St, 3rd Thursday Event	Rio Vista	2/19/2015	23	48
13	John F. Kennedy Library (Solano County Library)	Vallejo	3/14/2015	18	31
14	Grace Patterson Elementary	Vallejo	3/17/2015	20	32
15	Vacaville Public Library-Cultural Center	Vacaville	3/24/2015	26	46
16	Bejamin Franklin Middle School	Vallejo	4/14/2015	15	22
17	Mary Farmar Elementary School	Benicia	4/17/2015	22	26
18	Crescent	Suisun City	4/23/2015	23	34
19	Grace Patterson Elementary School	Vallejo	4/24/2015	17	22
20	Walmart Neighborhood Market	Vallejo	5/8/2015	26	27
21	Cooper Elementary School	Vallejo	6/5/2015	22	19
22	Fairfield Civic Center Library	Fairfield	8/1/2015	23	25
23	Emmanuel Temple Apostolic Church	Vallejo	8/4/2015	32	47
24	Main St, 3rd Thursday Event	Rio Vista	8/20/2015	22	45
25	Vallejo Police Department	Vallejo	9/12/2015	18	44
26	Grace Patterson Elementary	Vallejo	9/29/2015	11	24
27	Grace Patterson Elementary	Vallejo	3/15/2016	17	27
28	Dixon Public Library	Dixon	3/19/2016	20	31
29	Mary Farmar	Benicia	4/8/2016	35	46
30	Beverly Hills	Vallejo	5/19/2016	23	29
31	Robert Semple Elementary	Benicia	5/27/2016	19	26
32	Rio Vista PD	Rio Vista	6/16/2016	10	21
33	Fairfield Civic Center Library	Fairfield	6/18/2016	15	26
34	JFK Library	Vallejo	8/25/2016	29	37
35	Rio Vista PD	Rio Vista	9/24/2016	26	31
36	Crescent Elementary	Vallejo	4/3/2017		
37	JFK Library	Vallejo	4/12/2017		
38	Franklin Middle School	Vallejo	5/11/2017		
39					
40					
			TOTAL	763	1213

NOTES:

First Contract - 26 Events from 4/2014-12/2016 (MTC Provided Match)

Second Contract - 11 Events from 3/2016-6/2017 (No MTC Match)



DATE: May 17, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, SR2S Program Administrator
RE: Solano Safe Routes to School Assessment, Evaluation and Plan Update

Background:

The Solano Safe Routes to School (SR2S) Program works to increase the number of students walking and bicycling to school by helping to make the journey safe, fun and healthy. Using a comprehensive approach, the program includes 6 “E’s”: education, encouragement, enforcement, engineering, engagement and evaluation. The program is available to all schools countywide and focuses on activities and programs that educate students on safety, health awareness and identifying improvements within communities countywide to enhance active student travel safety.

In 2008, the STA Board adopted Solano's first Safe Routes to School Plan (Plan) and authorized STA staff to create a Safe Routes to School Program in Solano County. This Plan provided the direction for the SR2S Program through 2012 when the STA and the various SR2S Advisory Committees began the process of updating the 2008 Plan. The updated Plan was adopted by the STA Board in October 2013 and the SR2S Program has continued to grow increasing participation of schools each year. STA Staff is currently engaging the Community Task Forces in each city in preparation for the Plan update in 2018 and the Program’s 5-year vision includes working more with the middle and high schools and increasing physical activity and travel safety among students in Solano County.

Discussion:

The Solano SR2S Program is preparing to re-engage with each City/School District’s SR2S Community Task Force in 2017 to review initial improvements from the existing 2013 SR2S Plan, discuss any new schools or areas within each jurisdiction for future safety infrastructure projects and perform walkability assessments and audits at these locations and prioritize existing or new projects and programs to include in the updated SR2S Plan for 2018. SR2S Staff is also researching best methods for evaluating the program’s overall effectiveness especially in relation to how it ties into our Safe Routes to School infrastructure projects. With evaluation as part of both our ATP-2 grant and OBAG-2 priority project at Grange Middle School, the program will seek to hire a consultant to help advise and develop several evaluation and assessment components in preparation for our 2018 Plan Update.

The SR2S Program is asking the SR2S Advisory Committee to forward a recommendation to the Technical Advisory Committee (TAC) and the STA Board to authorize the STA Executive Director to release a Request for Qualification (RFQ) and enter into a contract with the selected firm(s) in an amount not to-exceed \$500,000. The Safe Routes to School activities include the following:

- 1) Update or perform countywide walkability assessments and audits in areas around schools countywide to determine future infrastructure projects;

- 2) Evaluate the SR2S program feasibility and develop effective measurement tools particularly those that can measure the effectiveness of the SR2S program overtime;
- 3) Update and develop the 2018 SR2S Plan integrating new elements as determined by the Community Task Forces and aligned with the program's 5-year vision

Fiscal Impact:

None.

Recommendations:

Forward a recommendation to the TAC and STA Board to authorize the Executive Director to:

1. Release a Request for Qualification (RFQ) for the following Safe Routes activities:
 - a. Countywide Walkability Assessments and Audits across various schools
 - b. Safe Routes to School Program Evaluation
 - c. 2018 Safe Routes to School Plan Update
2. Enter into a contract with the selected firm(s) in an amount not to-exceed \$500,000.



DATE: May 17, 2017
TO: Safe Routes to School Advisory Committee
FROM: Betsy Beavers, Tiffany Gephart, April Wells -SR2S Program Coordinators
RE: Solano SR2S Program 2017 Update

A. National Bike to School Day

National Bike to School Day took place on Wed May 10th at a record 39 schools across the county! Last year, 26 elementary and middle schools throughout Solano County participated and all students who rode their bike to school received a prize and certificate for their participation. Several schools highlighted the event with Mayors and Supervisors visiting to promote the day with the students.

B. 3rd Annual Safe Routes to School Poster Contest 2017

Solano SR2S hosted our 3rd Annual countywide poster contest for students in grades TK - 8th. Students were asked to design a poster telling their classmates “Why it’s good to walk, bike or ride a scooter to school.” Contest information was sent or hand-delivered to all county K-8 schools and public libraries and we received 117 entries this year! The judging was done by members of the Safe Routes to School Advisory Committee and the STA Board of Directors who determined first, second and third place in each of the following grade categories: TK - 2nd, 3rd - 5th, and 6th – 8th.

C. Data Collection Update

Solano SR2S is currently compiling all of the hand tally data from 2008 till present and looking more deeply at potential trends. We are recommending a request to release an RFQ to hire a consultant who can help us further with our program evaluation efforts.

D. Youth Engagement Pilot Update

The Youth Engagement Pilot Program has 7 youth/school groups who are working on projects to: 1) increase middle and high school youth leadership and involvement in Safe Routes to School activities countywide and; 2) engage in youth-led projects that can lead to sustainable solutions in transportation and that can increase walking, biking and overall physical activity amongst Solano County youth. Here are the pilot sites and projects youth are working on:

- Fairfield High School Leadership Team – Physical Activity Survey - Surveying their high peers to see who walks and bikes to school, engages in regular physical activity and where physical activity takes place (i.e. park, gym, etc).
- Fighting Back Partnership @ Jesse Bethel High School – Walkability Safety Survey – Surveying their high school peers to see who is walking and/or biking to school and if there are any safety concerns.

- Fighting Back Partnership @ John Finney High School – Walkability and Safety Survey –Surveying their high school peers to see who is walking and/or biking to school and if there are any safety concerns.
- Jesse Bethel High School Leadership Team – Student Travel Survey – Youth at Jesse Bethel High School are surveying how students get to school, particularly those who use transit.
- Armijo High School Leadership Team – The youth team is creating a PSA to promote and increase skateboarding and bicycling to school
- REACH Coalition – Vacaville – The REACH Youth team are surveying people who use Rocky Hills Trail and looking to add amenities to increase usage along the trail.
- Dixon Cadet Program – The Dixon Cadets supported Bike Rodeos at two Dixon elementary schools to promote bike education and safety.

E. SR2S Countywide Events

From February-May 2017, the Solano SR2S program held educational and safety presentations at the following schools:

School Events	Date	City
Bike Rodeo at Crescent Elementary	Mon., April 3	Suisun City
Bike Rodeo at Padan Elementary	Wed., April 5	Vacaville
Bike Rodeo at Neighborhood Christian School	Tues., April 11	Dixon
Bike Rodeo at Anderson Elementary	Wed., April 12	Dixon
Bike Rodeo at Mary Farmar Elementary	Fri., April 21	Benicia
Bike Rodeo at Fairmont Charter School	Thurs., May 11	Vacaville

From February-May 2017, SR2S attended or hosted the following community events:
*Upcoming

Community Events	Date	City
Children’s, Youth & Family Forum	Sat., March 11	Suisun City
Bike Mobile – JFK Library	Mon., April 17	Vallejo
Earth Day	Sat, April 22	Fairfield
Youth Employment Resource Fair	Sat., May 6	Fairfield
Bike to School Day	Wed., May 10	Countywide
Bike Mobile – Fairfield Civic Library*	Sat., June 3	Fairfield

F. Walking School Bus (WSB)/Walking Wednesday Update

Presently, ten schools in the county are participating in either the Walking School Bus or a Walking program (Walking Wednesdays, Fit Fridays).

City	District	School	Update/Events
Benicia	BUSD	Mary Farmer	Weekly Wednesday WSB led by principal and staff
Benicia	BUSD	Matthew Turner	Monthly Walking Wednesdays
Vallejo	VCUSD	Everest Academy	Weekly walking program
Vallejo	VCUSD	Beverly Hills	Weekly Fit Fridays
Vallejo	VCUSD	Steffan Manor	Walking School Bus Tuesday/Thursday/Friday
Vallejo	VCUSD	Elsa Widenmann	Weekly Walking Wednesdays
Vallejo	VCUSD	Pennycook Elementary	Walking School Bus Monday/Wednesday Weekly Fit Fridays
Vacaville	VUSD	Browns Valley	One daily WSB route led by school staff
Vacaville	VUSD	Callison	Three daily WSB's led by school staff
Vacaville	VUSD	Padan	Staff-led weekly WOW Wednesday

Fiscal Impact:

None.

Recommendation:

Informational.

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DATE: May 9, 2017
TO: SR2S Advisory Committee
FROM: Anthony Adams, Project Manager
RE: One Bay Area Grant (OBAG) Update

Background:

As the Congestion Management Agency for Solano County, the Solano Transportation Authority (STA) coordinates obligations and allocations of state and federal funds between local project sponsors, Caltrans, and the Metropolitan Transportation Commission (MTC). Every 4-5 years the federal government provides metropolitan planning organizations (MPOs), such as MTC, with federal cycle funds to disperse to CMAs, such as the STA. The previous federal cycle funds were referred to as One Bay Area Grant (OBAG) Cycle 1 funds, the new federal cycle funds are to be referred to as OBAG Cycle 2 funds.

One of the MTC OBAG 2 funding requirements is that the CMAs issue a unified Call for Projects. Due to the significantly reduced State Transportation Improvement Program (STIP) which provides funding for programming and project delivery and MTC's action to eliminate regional funds for ridesharing and Safe Routes to Schools, and based on the STA Board's direction to sustain these STA led efforts, \$6.86 million in Surface Transportation Program (STP) and \$2.75 million in Congestion Mitigation and Air Quality (CMAQ) is recommended to sustain these efforts over the five years of OBAG 2.

After allocations programmed to sustain STA programs, a remainder of \$5,897,027 in STP funds is available for disbursement local jurisdictions on a formula basis. A total of \$4,606,003 in CMAQ funds is available for the open Call for Projects. The Call for Projects was issued on September 15th and the Safe Routes to School Advisory Committee (sponsored by the City of Fairfield) submitted a Safe Routes to School Infrastructure/Non-Infrastructure Project at Grange Middle School.

Discussion:

A total of \$438,547 of the \$4.6M open call for projects is required to be dispersed to Solano SR2S program to meet the minimum county SR2S disbursement. Therefore, the Safe Routes to School Project at Grange Middle School was recommended for funding for \$438,547 with \$260,000 going to the City of Fairfield to enhance two high visibility crosswalks. The remaining \$178,000 will be allocated to the SR2S Program to support program and evaluation support of the project working directly with the schools and the communities involved.

Tier 2 Projects Funding Strategy

STA staff is also supportive of attempting to fund a number of the remaining OBAG 2 submitted projects over the timeframe of OBAG 2 funding. A number of Tier 2 projects and one of the Tier 1 projects not recommended for CMAQ funding through the OBAG Cycle 2 program are

being recommended for funding or as priorities for grants from other funding sources such as Yolo-Solano Air Quality Management District (YSAQMD), Transportation Development Act Article 3 (TDA3), Bay Area Air Quality Management District (BAAQMD), and Active Transportation Program (ATP). STA staff is recommending a multi-year funding strategy, utilizing these alternative funding sources, be developed in collaboration with the Bicycle Advisory Committee (BAC) and individual project sponsors.

Fiscal Impact:

None.

Recommendation:

Informational.



DATE: May 9, 2017
TO: SR2S Advisory Committee
FROM: Anthony Adams, Project Manager
RE: ATP 2 Project Update in Benicia and Vallejo

Background:

The Solano Safe Routes to School Program was awarded a grant for \$3.067 million by MTC under the 2015 regional allocation of the Active Transportation Program (ATP) Cycle 2. Solano SR2S received funding for a combined infrastructure and non-infrastructure SR2S project, providing infrastructure improvements at 7 Benicia and Vallejo schools, while providing education and outreach to 26 schools throughout the Cities of Benicia, Rio Vista and Vallejo.

Discussion:

Initial meetings were held with the City of Vallejo to finalize infrastructure changes at Cooper Elementary and Lincoln Elementary. Pedestrian counts were performed at Mary Farmer Elementary and Benicia Middle School and all schools in Benicia were finalized. All of these infrastructure improvements are priority projects identified in the STA's Safe Routes to School Plan completed in 2013 and the design and engineering for these projects will take place in FY 2016-17, with construction to start in FY 2017-18.

Project is currently seeking environmental clearance. Design funds are expected to be obligated in Summer of 2017, with Construction expected during the Summer of 2018.

Fiscal Impact:

None.

Recommendation:

Informational.

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DATE: May 17, 2017
TO: Safe Routes to School Advisory Committee
FROM: Lloyd Nadal, Program Administrator
RE: Enforcement Grant Update from Suisun City

Background:

The Public Safety Enforcement Grant -Round 3 (2016-2018) with Suisun City and Rio Vista Police Departments is entering its second year. The goals and objectives for the Enforcement Grant is to reduce traffic at school sites, increase awareness of traffic safety, increase proper driver behavior at school sites during heavy traffic times, increase safety for students walking and biking to school. Both Police departments have work plans that include elements of the following:

- Organize and facilitate **public safety educational opportunities** for parents and students to identify successful self-enforcement strategies and messaging.
- **Support** SR2S staff and parents with identifying and solving enforcement issues **at schools** in the SR2S Program.
- **Implement strategies** to measure effectiveness of enforcement program (e.g., pre/post surveys, and traffic counts, ticket data, speed data, etc.).
- **Attend and encourage SR2S events** (Walking School Bus, Walking Day, Bike Rodeos, etc.)
- **Identify** activities and programs for agency involvement on the Grant Activities Checklist

Discussion:

The Rio Vista Police Department continued to engage in education and encouragement activities which includes hosting a Community Safety Fair, school day events, rallies and participating in stakeholder meetings, PTA Groups, etc. They also have been doing direct enforcement during school drop off and pick up hours at various schools in Rio Vista.

Suisun City Police Department's School Safety Traffic Officer (SSTO) has been attending, hosting and supporting SR2S events like Walk/Bike to School Days, Bike Rodeos and Assemblies, addressing traffic safety at schools in Suisun City and leading and implementing a bicycle safety helmet program, including a diversion program for students cited for not wearing a helmet. The SSTO presence at Crescent Elementary has helped the school manage traffic considerably. A new program called the Transportation Challenge has been piloted there with the goal of encouraging the students to walk or bike to school to reduce traffic congestions. Classes receive points based on good driving, bicycling and walking behaviors demonstrated at drop-off and pick-up times. The Transportation Challenge also focuses on distracted drivers around the schools by giving extra points to parents who follow the rules of the road. The main idea is to make traffic flow in a fast and safe manner by getting parents and students involved prioritizing student's safety in and around the schools.

We are currently researching the overall effectiveness of the SSTO model and exploring ways to emulate at other schools in Suisun City and potentially across the county in future years.

Fiscal Impact:

None.

Recommendation:

Informational.



DATE: May 17, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, SR2S Program Administrator
RE: Walking School Bus Pilot Program-Fairfield/Suisun City Unified School District

Background:

Through support of our ATP Cycle 1 grant, the Safe Routes to School (SR2S) Program of the Solano Transportation Authority (STA) in collaboration with the Solano County Department of Public Health has been working on a two-pronged approach to pilot walking and biking programs that will be ingrained in school culture and sustainable within 15 selected schools in Solano County. Since 2013, the Walking School Bus (WSB) Program has been operating in 18 Solano County schools and the goal of this grant was to work with at least 15 more schools to develop ongoing walking and biking programs by 2018. These 15 schools selected by the ATP Subcommittee of the Safe Routes to School Advisory Committee were chosen based on a variety of criteria, including past or current participation in the Walking School Bus program, location in or near a disadvantaged community or Community of Concern, percentage of students participating in the federal Free and Reduced Price School Meals program, collision data, and either have implemented or will implement infrastructure improvements as identified in the SR2S Plan.

STA and Solano County Public Health staff have been working with these 15 schools and other schools to: train school staff/volunteers to lead the walking school bus route, educate parents and identify and support parent champions/super volunteers, set individual targets for schools to increase active transportation based on current walking/rolling status and award schools with special distinction as long as the school continues to work on promoting walking and rolling to school. Despite being at different levels of implementation, all 15 schools have been engaged and participated in at least 1 SR2S event and all recently participated in International Walk to School Day in 2016. Also, SR2S Staff has been working with other interested schools across the county to implement walking or biking programs as part of our ongoing goal and effort to increase the number of students who walk or bike to school.

The other SR2S Program component was to allocate funding towards a school position to lead a Walking School Bus Route on a daily basis from a marked location which would reduce traffic and congestion around the school. The original plan was to get into contract with 7 school districts and create a WSB staff position within each district which has come with many challenges. First of all, there has been a high rate of turnover amongst principals and school staff that was not anticipated which has made it hard to get every school on board. Also since volunteers can't be paid through federal funding, it's been difficult to find the right mechanism to make this work since each school district has its own administrative challenges and operates a bit differently. Finally, to execute a Walking School Bus at each school is not easy (even with money that can be allocated) given the nature of what is being asked. What we've learned is the program requires developing a system where someone is available every single day during the school year and finding the appropriate staff that may already be performing other tasks at the

school. Also, liability concerns have been discussed as well given the routes are off school campus. Even so, the SR2S Program has been having continued discussions with the schools and school districts to find solutions to meet the goals regardless.

Discussion:

The Solano SR2S Program staff is proposing to contract with Fairfield-Suisun School District (FSUSD) to pilot implementation of a Walking School Bus or a WOW Program in 6 schools within the district administered by 1 individual school on-site Part-Time staff. The 6 schools are: Anna Kyle, Cleo Gordon, David Weir, Laurel Creek, B. Gale Wilson and Suisun Elementary. This staff member must be available to allocate up to 5 hours per week to administer SR2S activities such as leading a WOW Program during school or a Walking School Bus after school throughout the year. The contract will be for one school year (2017-2018) with the potential to add additional years. The exact number of schools and hours of each school staff will be decided upon by STA and FSUSD. The SR2S Program will allocate funding to FSUSD for support of these additional hours to perform these duties and for FSUSD staff time towards program implementation, administration and piloting this model for sustainability.

FSUSD and Solano SR2S are still working out the details and have a meeting schedule with Human Resources, Fiscal Accounts Payable, School Facilities and potentially Education Services. The plan is still to begin implementation at the 2017-2018 school year.

Fiscal Impact:

The Solano SR2S Program has budgeted an amount not-to exceed \$100,000 to be allocated to FSUSD and other school districts interested in the pilot (inquiries have been made to both Vallejo and Vacaville School Districts).

Recommendation:

Informational.

Attachment:

- A. Walking School Bus/WOW Program Implementation Write-up - FSUSD



Walking School Bus or Walk or Wheel (WOW) Program – Pilot Implementation with FSUSD DRAFT updated 3/20/17

Background

The Solano Safe Routes to School (SR2S) Program was launched in 2008 by the Solano Transportation Authority in partnership with Solano County Public Health in response to the asthma and childhood obesity rates in Solano County, and air quality concerns around schools during drop off and pick up times. The SR2S Program's goal is to encourage students to walk and bike to school, utilizing engineering projects and encouragement and educational events to meet this goal. Two of the Safe Routes to School's encouragement programs are the Walking School Bus and WOW (Walk or Wheel) Days. A Walking School Bus is a group of students walking to or from school with a trained adult leader or school staff member. These adults meet the students at a specific location and time and supervise them along the route. A WOW Day or Week encourages students to walk or bike to school and increase their physical activity. Adult school staff, teachers or principals lead these activities at least 1 day/week and can use incentives to encourage students to participate (provided by SR2S).

Proposed Scope of Work

The Solano SR2S Program staff is proposing to contract with Fairfield-Suisun School District (FSUSD) to pilot implementation of a Walking School Bus or WOW Program in 6 schools within the district administered by 1 individual school on-site Part-Time staff. The 6 schools are: Anna Kyle, Cleo Gordon, David Weir, Laurel Creek, B. Gale Wilson and Suisun Elementary.

This staff member must be available to allocate up to 5 hours per week to administer SR2S activities such as leading a WOW Program during school or a Walking School Bus after school throughout the year. The contract will be for one school year (2017-2018) with the potential to add additional years. The exact number of schools and hours of each school staff will be decided upon by STA and FSUSD. The SR2S Program will allocate funding to FSUSD for support of these additional hours to perform these duties and for FSUSD staff time towards program implementation, administration and piloting this model for sustainability.

Possible Funding Scenarios:

The Solano SR2S Program and FSUSD will work together to coordinate based on Part-Time staff interest and their current hourly rate. Clerical salary starts at \$11.48, Support staff at \$11.25, Noon duty staff at \$10.25 and Crossing Guards at \$10.75 (with yearly increases depending on the lane and step they are in).

If a Part-Time staff at each of the 6 schools were interested in the max of 5 additional hours/week, here's the estimated total cost based on 3 different hourly rates:

5 hours/week x 4 weeks = 20 additional hours @ \$12/hour = \$240 x 10 months = \$2400 x 6 schools = \$14,400/year
@ \$15/hour = \$300 x 10 months = \$3000 x 6 schools = \$18,000/year
@ \$20/hour = \$400 x 10 months = \$4000 x 6 schools = \$24,000/year

NOTE: There is potential to add funding for administrative support for the district and misc./indirect costs as well. The SR2S Program has up to \$50,000/year to fund this pilot and we would like to continue to provide support for at least 3 years (and beyond).



Walking School Bus or WOW School Program Coordination Position – PART-TIME STAFF ONLY

Specific Duties:

The Part-Time staff will:

- Have to option to work up to 5 hours a week to organize and lead a Walking School Bus (WSB) or a WOW Program at their school (number of specific hours will be determined by STA and your school staff);
- Attend Walking School Bus/WOW Program training and meet with SR2S Program Staff for monthly check-ins, updates and follow up;
- Distribute designated WSB Route Information using the SR2S Google Map Tool;
- Promote student and parent participation by using school communication channels to inform of SR2S events and activities such as International Walk to School Day, Bike to School Day, Walking School Bus, Walk and Roll Wednesdays and Bike Rodeos.
- Coordinate with the Site Administrator/Principal for approval of these additional hours and duties.

The Part-Time staff will **NOT**:

- Use the additional hours to supplant current part-time work already in place;
- Work more than 5 additional hours per week;
- Engage in activities outside of the specific duties; All Part-Time staff will be trained on how to lead these programs by SR2S Staff.

Required Qualifications:

- Be able to devote up to 5 hours per week to the SR2S program at the school site for the entire school year;
- Be an employee of the school district.

Desired Qualifications:

- Be a champion for walking, biking and physical activity especially for students;
- Have an established rapport with school staff, parents and students;
- Have knowledge of school traffic concerns for pedestrians, cyclists and drivers around the school.

Program Evaluation Activities:

- For Walking School Bus (WSB): keep track of adult leaders and registered student participants by keeping an up-to-date WSB participation binder;
- For WOW Programs, keep track of students participating in weekly or daily Walk or Bike activities;
- For International Walk to School Day/Bike to School Day, Bike Rodeos, and Walk and Roll Wednesday events: track number of participants and report to SR2S Program Staff;
- Assist SR2S and School staff with management delivery of bi-annual (October and May) student arrival/departure tally data collection at designated site.



DATE: May 17, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, SR2S Program Administrator
RE: SR2S Planning Update for School Year 2017-2018

Background:

The Solano SR2S Program is currently re-engaging with each City/School District's SR2S Community Task Force in 2017 to review initial improvements from the existing 2013 SR2S Plan, discuss any new schools or areas within each jurisdiction for future safety infrastructure projects and prioritize existing or new projects and programs to include in the updated SR2S Plan for 2018.

Discussion:

The Solano SR2S Program is seeking input from the Advisory Committee members on education, engagement, engineering and/or evaluation ideas or suggestions for the program in general or things that can be done in each city. Here is a quick update of SR2S activities happening by city (as of May 2017) to help support the feedback session:

Benicia

- All four elementary schools in Benicia participated in International Walk to School Day and continue to participate in ongoing SR2S Activities.
- All six eligible schools participated in our Fall Student Travel Surveys which includes Mary Farmar, Matthew Turner, Joe Henderson and Robert Semple, St. Dominic's and Benicia Middle School.
- Mary Farmar Elementary continues to do a weekly "Walking School Bus on Wednesdays led by the Principal and staff.
- Matthew Turner Elementary continues to do a monthly Walking Wednesday Program.
- Through ATP-2 funding, Infrastructure projects to improve sidewalks and crossings will begin at Mary Farmar, Robert Semple and Joe Henderson in 2018.

Dixon

- All three Dixon elementary schools participated in International Walk to School Day.
- The Dixon Cadet Program of the Dixon Police Department is one of eight pilot sites for our 2017 High School Youth Engagement Program. The Dixon Cadets will work with Dixon elementary school youth to promote Safe Routes to School at upcoming activities and events.
- Neighborhood Christian School will host a Bike Rodeo event on Tues, April 11th supported by the Dixon Cadets and the Dixon Police Department.
- Anderson Elementary will host a Bike Rodeo event on Wed. April 12th supported by the Dixon Cadets and the Dixon Police Department.

Fairfield

- Thirteen Fairfield schools participated in International Walk to School Day and ten schools participated in our Fall Student Travel Surveys in October 2016.
- B. Gale Wilson held a Bike Rodeo on November 15, 2016 and is starting a Walking School Bus Program this year.
- Through ATP-1 funding, SR2S has been working with FSUSD to pay part-time staff to lead Walking School Buses or Walking Programs during the 2017-2018 school year with the following Fairfield schools: Anna Kyle, Cleo Gordon, David A. Weir, Laurel Creek, and B. Gale Wilson.
- Through the support of the SR2S Advisory Committee, Grange Middle School was recommended and selected as a SR2S infrastructure project to be funded by OBAG-2.
- The City of Fairfield also received ATP-3 funding to support a SR2S infrastructure safety project at Tolenas Elementary School along the East Tabor Avenue corridor (east of Grange Middle School).
- Two youth groups from Armijo High School and Fairfield High School are pilot sites for our High School Youth Engagement Program.
- SR2S Staff participated in the following Fairfield events:
 - Tomato Festival - August 20-21, 2016
 - Training for FSUSD Physical Education Teachers – March 15, 2017
 - Earth Day – April 22, 2017
 - Bike Mobile – Fairfield Civic Library – June 3, 2017

Rio Vista

- D.H. White Elementary and Riverview Middle School both participated in International Walk to School Day and in our Fall Travel Surveys in October 2016.
- Through our Public Safety Education and Enforcement Grant, the Rio Vista Police Department hosted a Safety Fair on September 24, 2016.
- Since the SR2S Highway 12 and Gardiner Way Crosswalk Project was completed, approximately 70 students twice a day use the crosswalk going to all the schools which comes out to 25,000 crossings in a nine month school year.
- The Rio Vista Police Department is currently implementing enforcement strategies and a pedestrian decoy operation after the Highway 12 and Gardiner Way Crosswalk Improvement Project was complete to provide a before and after comparison.

Suisun City

- Four Suisun City Schools participated in International Walk to School Day and in our Fall Travel Surveys in October 2016: Crescent Elementary, Dan O. Root Elementary, Suisun Elementary and Crystal Middle School.
- A Bike Rodeo is scheduled for Crescent Elementary on April 3, 2017.
- Through our Public Safety Education and Enforcement Grant, Suisun City Police Department has hired a School Safety Traffic Officer (SSTO) providing education, encouragement and enforcement activities at Suisun Elementary and Crescent Elementary.
- The Suisun Police Department also developed a helmet diversion program for youth cited

for not wearing a helmet while bicycling. Under the program, first time offenders are offered the option of attending a bicycle helmet safety class in lieu of appearing in juvenile court.

- SR2S Staff participated and tabled at the 4th Annual Children's Youth and Family Forum held at the Kroc Center in Suisun City.

Vacaville

- Nine Vacaville schools participated in International Walk to School Day and in our Fall Travel Surveys in October 2016.
- Browns Valley Elementary continues to do a daily Walking School Bus led by school staff. Browns Valley school staff member Chris McCoulf was honored as the first Safe Routes to School Champion of the Month!
- Callison Elementary continues to do three daily Walking School Buses led by school staff.
- Padan Elementary just launched a Weekly WOW Wednesday in February 2017.
- The REACH Youth Coalition are a pilot site for our High School Youth Engagement Program. They recently were honored for their work developing the Rocky Hills Trail which STA helped to sponsor as well.
- An article and photo to promote National Bike to School Day 2017 will be published in the April 18th issue of Around Town.
- For the third year in a row, SR2S is supporting the Vacaville Reporter Campus Star student publication, by sponsoring the Design-an-Ad competition. Students will design an ad for the SR2S Program which will be published in May 2017.
- There were several SR2S activities and events held in Vacaville this year:
 - Safety Assembly at Markham Elementary – Sept. 20, 2016
 - Vacaville KidFest – October 8, 2016
 - Helmet Fitting Event at Markham Elementary – Dec 6, 2016
 - Bike Rodeo at Padan Elementary – April, 5, 2017

Vallejo

- Nineteen Vallejo schools (including all K-5 elementary schools) participated in International Walk to School Day and ten schools in our Fall Travel Survey in October 2016.
- The Vallejo SR2S Community Task Force Meeting was held on November 28, 2016 to discuss upcoming SR2S Program plans and projects.
- SR2S Staff participated in ten Fall Family Nights in 2016 and plan to attend many of the Parent Nights happening between March-April 2017.
- Two Bike Mobile events occurred/will occur at the JFK Library in downtown Vallejo in September 2016 and April 2017.
- Through ATP-2 funding, Cooper and Lincoln Elementary were selected for SR2S infrastructure projects with improvements such as traffic bulb outs which will make it safer to walk to and from school. Construction is set to begin in Fall 2018.
- Five Vallejo Schools began Walking School Buses or WOW Programs this year. Carolyn Logan, a parent volunteer at Elsa Widenmann Elementary was chosen as the 2nd SR2S Champion of the Month. Here are a list of the schools:
 - Beverly Hills – Weekly Fit Fridays

- Elsa Widenmann – Weekly Walking Wednesdays
- Everest Academy – Walking Wednesdays
- Pennycook – Walking School Bus Monday/Wednesday; Weekly Fit Fridays
- Steffan Manor – Walking School Bus Tuesday/Thursday/Friday
- Three Vallejo youth groups (Jesse Bethel High School, John Finney High School and Fighting Back Partnership @ Jesse Bethel in Vallejo) are pilot sites for our High School Youth Engagement Program this year.

Fiscal Impact:

None.

Recommendation:

Informational.



DATE: May 9, 2017
 TO: Safe Routes to School Advisory Committee (SR2S-AC)
 FROM: Sheila Ernst, Administrative Assistant II/SR2S-AC Clerk
 RE: 2017 SR2S Meeting Schedule & Attendance Matrix

Wednesday, February 15, 2017, 1:30 – 3:00 p.m.

**Solano Transportation Authority
 Conference Room 1
 One Harbor Center, Ste. 130
 Suisun City, CA 94585**

Wednesday, May 17, 2017, 1:30 – 3:00 p.m.

Wednesday, August 16, 2017, 1:30 – 3:00 p.m.

**Wednesday, November 15, 2017
 11:30 – 1:00 p.m. (earlier time)**

Member	Position	Feb 2017	May 2017	Aug 2017	Sept 2017	Nov 2017
Mike Greene/James Laughter	Law Enforcement representative, Benicia	CA				
Garland Wong	STA TAC Appointee	X				
Lisette Estrella- Henderson	School representative	X				
Jim Antone	Air District Representative	X				
Mitch Romao	School Representative	X				
Kevin McNamara	STA PAC Appointee	UA				
Mike Segala	STA BAC Appointee	CA				
Gwen Owens	STA TAC Appointee	X				
Robin Cox	Public Health Representative	X				
Andrew White	Law Enforcement Representative, Suisun City	X				

X = Present CA = Contacted Absence UA = Uncontacted Absence

SR2S-AC Bylaws state that “Members of the SR2S-AC 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’ which may have their position declared vacant by the STA Board. 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 SR2S-AC 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 SR2S-AC, the position may be declared vacant by the STA Board.

Recommendation:
 Informational.