

SolTrans

SOLANO COUNTY TRANSIT BOARD MEETING AGENDA

4:00 p.m., Regular Meeting
Thursday, February 17, 2011
Vallejo City Hall Council Chambers
Vallejo

Public Comment: Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency.

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Staff Reports: Staff reports are available for inspection at the STA Offices, One Harbor Center, Suite 130, Suisun City during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at jmasiclat@sta-snci.com. **Supplemental Reports:** Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the STA Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

ITEM

BOARD/STAFF PERSON

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
(4:00 – 4:05 p.m.)

Osby Davis, Mayor
City of Vallejo

- II. CONFIRM QUORUM/ STATEMENT OF CONFLICT**

Johanna Masiclat
Clerk of the Board for the STA

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.

- III. APPROVAL OF AGENDA**

SOLTRANS BOARD MEMBERS

Elizabeth Patterson City of Benicia	Mike Ioakimedes City of Benicia	Osby Davis City of Vallejo	Erin Hannigan City of Vallejo	Jim Spering MTC Representative	Harry Price STA Ex-Officio
Alternate Board Member Mark Hughes (Pending)		Alternate Board Member Stephanie Gomes (Pending)			

IV. OPPORTUNITY FOR PUBLIC COMMENT

(4:05 – 4:10 p.m.)

V. SWEARING IN OF NEW SOLTRANS BOARD MEMBERS

Johanna Masiclat,
STA

1. Stephanie Gomes

Alternate Board Member Representing the City of Vallejo

2. Mark Hughes

Alternate Board Member Representing the City of Benicia

VI. COMMENTS FROM STAFF

(4:10 – 4:15 p.m.)

- Presentation: California Transit Association

Josh Shaw,
Shaw Yoder, Inc.

VII. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

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

(4:15 - 4:20 p.m.)

A. Meeting Minutes of December 15, 2010

Johanna Masiclat, STA

Recommendation:

Approve the meeting minutes of December 15, 2010.

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B. Resolution Adopting SolTrans Conflict of Interest Code

Bernadette Curry,
Legal Counsel

Recommendation:

Approve Resolution No. 2011-01 adopting the SolTrans Conflict of Interest Code as specified in Attachment A.

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VIII. ACTION ITEMS – ADMINISTRATIVE/FINANCE

A. Delegation of Authority for Transit Operating Contract Negotiations

Bernadette Curry,
Legal Counsel

Recommendation:

Authorize staff to send a request for the delegation of authority to negotiate contract amendments on behalf of the cities of Benicia and Vallejo to the City Councils of Benicia and Vallejo.

(4:15 – 4:20 p.m.)

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B. Proposed SolTrans Employee Benefits/CEO Salary Range

John Harris,
STA Consultant

Recommendation:

Approve the following:

1. *The salary and benefits recommendations as shown on Attachments A and B which includes 2% at 55 for PERS;*
2. *Authorize recruitment of the Executive Director be initiated.*

(4:20 – 4:30 p.m.)

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IX. ACTION ITEMS – PLANNING AND OPERATIONS

A. None presented.

X. INFORMATIONAL

- A. Discussion of SolTrans Bylaws** Bernadette Curry,
Legal Counsel
Informational
(4:30 – 4:40 p.m.)
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- B. SolTrans Budget Update** Nancy Whelan,
STA Consultant
Informational
(4:40 – 4:50 p.m.)
Pg. 31
- C. Status of Transition Plan Implementation** John Harris,
STA Consultant
Informational
(4:50 – 5:00 p.m.)
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XI. BOARD MEMBERS COMMENTS

XII. ADJOURNMENT

The next regular meeting of the SolTrans Board is tentatively scheduled for **Thursday, March 17, 2011, 4:00 p.m., Benicia City Hall Council Chambers.**

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SOLTRANS

**SOLANO COUNTY TRANSIT (SOLTRANS)
Draft Board Minutes for Meeting of
December 16, 2010**

I. CALL TO ORDER

Mayor Patterson called the first meeting of the SolTrans Board to order at 4:00 p.m. A quorum was confirmed.

MEMBERS

PRESENT: Elizabeth Patterson, Mayor City of Benicia
Mike Ioakimedes, City of Benicia
Councilmember
Osby Davis, Mayor City of Vallejo
Erin Hannigan, Councilmember City of Vallejo
Jim Spering, Supervisor, MTC Representative
County of Solano
Harry Price, Mayor, Ex-Officio – STA Representative
City of Fairfield

STAFF

PRESENT: *In Alphabetical Order by Last Name:*

Joy Apilado	STA HR Consultant
Bernadette Curry	SolTrans Legal Counsel
Daryl Halls	STA Executive Director
John Harris	STA Project Manager - Consultant
Gary Leach	Public Works Director, City of Vallejo
Johanna Masielat	STA Clerk of the Board
Liz Niedziela	STA Transit Program Manager
Elizabeth Richards	STA Director of Transit and Rideshare Svcs.
Rob Sousa	Financial Director, City of Benicia
Nancy Whelan	STA Transit Finance Consultant

OTHERS

PRESENT: *In Alphabetical Order by Last Name:*

Richard Burnett	MTC Advisory Council
Derik Calhoun	MV Transit/Vallejo
Lee Harrington	MV Transit/Vallejo
Jackie Lane	MV Transit/Vallejo
Phil McGuire	Innovative Paradigm, Inc.
Mike Setty	Transportation Innovators
Jeff Stewart	MV Transit/Vallejo
Donna Beth Weilenman	Benicia Herald
Denise Williams	MV Transit/Vallejo

II. CONFIRM QUORUM/STATEMENT OF CONFLICT

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

III. APPROVAL OF AGENDA

On a motion by Board Member Davis, and a second by Board Member Spering, the SolTrans Board approved the agenda.

IV. OPPORTUNITY FOR PUBLIC COMMENT

Mike Setty thanked the Cities of Benicia and Vallejo for their efforts in working together to consolidate their transit services.

V. SWEARING IN OF NEW SOLTRANS BOARD MEMBERS

1. Elizabeth Patterson - City of Benicia
2. Mike Ioakimedes - City of Benicia
3. Osby Davis - City of Vallejo
4. Erin Hannigan - City of Vallejo
5. Jim Spering – MTC Representative
6. Harry Price – STA Ex-Officio

VI. SELECTION OF 2011 SOLTRANS CHAIR AND VICE-CHAIR

Recommendation:

Approve the following:

1. Selection of the Soltrans Chair for 2011
2. Selection of the Soltrans Vice Chair for 2011

On a motion by Board Member Spering, and a second by Board Member Hannigan, the SolTrans Board unanimously approved the selection of Osby Davis (City of Vallejo) as Chair and Elizabeth Patterson (City of Benicia) as Vice-Chair.

VII. COMMENTS FROM STAFF:

None presented.

VIII. CONSENT CALENDAR

On a motion by Board Member Spering, and a second by Board Member Hannigan, the SolTrans JPA Board approved Consent Calendar Item A.

A. Appointment of Solano County Transit (SolTrans) Legal Counsel

Recommendation:

Appoint Bernadette Curry as SolTrans Legal Counsel.

IX. ACTION ITEMS – ADMINISTRATIVE/FINANCE

A. Solano County Transit (SolTrans) Joint Powers Agreement (JPA) Transition Team

Daryl Halls cited that with the formation of the SolTrans JPA, significant work remains to be completed to create a fully functioning organization. He noted that staff proposes that a Transition Team, rather than an Interim Executive Director, implement the Transition Plan.

He stated that the Transition Team would consist of consultants currently involved with the project and executive staff from STA, Benicia, and Vallejo for financial and personnel services. He reviewed the implementation schedule for the Transition Plan with a goal to complete the major tasks of consolidation by July 1, 2011 which coincides with the transition of the Baylink Ferry from the City of Vallejo to the Water Emergency Transportation Authority (WETA).

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the following:

1. SolTrans Transition Team Project Manager John Harris and Transition Team of consultants and member agency staff as identified on Attachment A;
2. Authorize the Chair to enter into an agreement with Solano Transportation Authority to provide transitional services as outlined on Attachment B in an amount not to exceed \$130,000;and
3. Approve an updated Transition Plan Implementation Schedule as shown on Attachment C.

On a motion by Board Member Hannigan, and a second by Board Member Sperring, the SolTrans JPA Board unanimously approved the recommendation.

B. Recruitment of Executive Director

Joy Apilado reviewed the selection and recruitment process for the SolTrans Executive Director. She indicated there are two primary recruitment processes that can be considered: 1.) conducting a recruitment using existing in-house staff and consultants with an estimated cost of \$5,500 (\$2,500 is part of the transitional budget); or 2.) contracting with an executive recruiting firm. She also stated that the executive recruiting firm contract is estimated to cost \$10,000 to \$15,000. She recommended conducting the recruitment using the existing in-house staff and consultants.

Public Comments:

None presented.

Board Comments:

After discussion, the SolTrans JPA Board reviewed both options and recommended to conduct the recruitment process of the Executive Director using the existing in-house staff/transitional team and include a Board appointed subcommittee to oversee the process.

Recommendation:

Review options and select process for recruitment of Executive Director.

On a motion by Board Member Hannigan, and a second by Board Member Ioakimedes, the SolTrans JPA Board approved to conduct the recruitment process of the Executive Director using the existing in-house staff/transitional team and include a Board subcommittee to oversee the process.

Board Member Spering proposed that Board Member Hannigan and Board Member Ioakimedes serve on the recruitment Board subcommittee.

On a motion by Board Member Spering, and a second by Board Member Hannigan, the SolTrans Board unanimously approved the selection of Board Member Hannigan and Board Member Ioakimedes to serve on the recruitment Board subcommittee.

C. SolTrans Budget Update and Review of Benicia Breeze and Vallejo Transit Financial Reports

Nancy Whelan, STA Consultant, stated that staff recommends that the budget be updated and a process developed to begin monitoring the actual costs incurred by Benicia Breeze and Vallejo Transit on a monthly basis. She noted that with the FY 2010-11 underway, actual costs and revenues are recommended to be tracked by SolTrans in preparation for FY 2011-12. She indicated that the Transition Team seeks direction from the SolTrans Board to work with the Cities of Benicia and Vallejo finance staffs to obtain a copy of their FY 2009-10 audits, FY 2010-11 transit budgets and year-to-date expenditures and revenues in order to begin drafting a FY 2011-12 SolTrans budget for SolTrans Board to review.

Public Comments:

None presented.

Board Comments:

Chair Davis asked if recommendations will be made to the Board on how to deal with the deficit projected in a few years.

Nancy Whelan responded that the collection of data between both entities will provide a good indication of the JPA's financial future over the next ten years and the transition team can begin presenting options on how to address it.

Recommendation:

Direct the Transition Team to work with City of Benicia and City of Vallejo finance staffs to:

1. Obtain a copy of FY 2009-10 year-end audits for Benicia Breeze and Vallejo Transit as well as expenditures and revenues detail;
2. Obtain a copy of FY 2010-11 transit budgets and year-to-date expenditures and revenues for Benicia Breeze and Vallejo Transit; and
3. Report back to the SolTrans Board on preliminary FY 2011-12 budget at next SolTrans Board meeting.

On a motion by Board Member Spering, and a second by Board Member Hannigan, the SolTrans JPA Board unanimously approved the recommendations.

D. SolTrans Logo and Branding

John Harris, STA Project Manager, recommended that a consultant with experience and expertise be retained and that a subcommittee be formed from the SolTrans Board to assist staff in the development of a SolTrans logo and brand. He added that SolTrans subcommittee participation with the consultants in the development of final products is also recommended.

Public Comments:

None presented.

Board Comments:

Chair Davis asked how consultants would be informed of the upcoming RFP opportunity and wanted to ensure local companies were made aware. Board Member Ioakimedes and Board Member Hannigan expressed interest in outreaching to schools during the process.

After discussion, Chair Davis recommended to appoint Vice Chair Patterson and Board Member Spring to serve on a Board Subcommittee that will work with the Transition Team in developing a SolTrans Logo and Branding.

Recommendation:

Approve the following:

1. Appoint a Board subcommittee to work with the Transition Team in developing a SolTrans Logo and Branding; and
2. Request the STA to release a Request for Proposal (RFP) in an amount not-to-exceed \$40,000 to secure a consultant firm to develop a SolTrans logo and branding.

On a motion by Board Member Hannigan, and a second by Board Member Ioakimedes, the SolTrans JPA Board unanimously approved the recommendation to include the appointments of Vice Chair Patterson and Board Member Spring to serve on the Board Subcommittee that will work with the Transition Team in developing a SolTrans Logo and Branding.

X. ACTION ITEMS – PLANNING AND OPERATIONS

A. AMENDED Joint Short Range Transit Plan (SRTP) Work Program/Scope of Work

Elizabeth Richards, STA, reviewed the development of a Joint Benicia/Vallejo SRTP Work Program and a draft Scope of Work. She noted that Vallejo and the Transition team is recommending that a request be made to MTC to extend the term of the agreement until December 2011 allowing more time for a consultant to be retained to complete the SRTP. She added that the majority of the work will be completed by October, but a few additional months will allow room for more public participation and Board involvement as well as allowing the new Executive Director to participate more fully in the SRTP process.

Public Comments:

None presented.

Board Comment:

Board Member Ioakimedes asked if pushing back the plan’s schedule would affect the securing of grant status.

Elizabeth Richards responded it would not. She stated that the financial analysis and documents that need to be prepared to secure grantee status can still be completed in a timely manner.

Recommendation:

Approve the following:

1. The Joint SRTP Scope of Work as shown on Attachment A;
2. The Joint SRTP Steering Committee as shown on Attachment B;
3. The Joint SRTP Schedule on Attachment C; and
4. Transition Team supporting Vallejo staff to prepare for the release for the Request for Proposals in an amount not-to-exceed \$140,000.

On a motion by Board Member Spering, and a second by Board Hannigan, the SolTrans JPA Board unanimously approved the recommendation as amended.

XI. INFORMATIONAL ITEMS

A. Adoption of SolTrans Bylaws

Bernadette Curry, SolTrans Legal Counsel, reviewed the process of adopting Bylaws which would establish the rules and conduct of SolTrans Board of Director meetings. She indicated that the draft bylaws were presented as a discussion item in order to receive feedback for a final version that will be presented at a future meeting.

Board Comments:

The Board discussed the need for a Chair Pro Tem and collectively, agreed that such an office was not necessary and that in the case of the absence of both the Chair and the Vice Chair, those members present could decide who would chair the meeting. The draft bylaws suggest that at a minimum, the Board will meet quarterly on the 3rd Thursday but that doesn’t preclude more frequent meetings as the JPA gets started.

The Board discussed the fact that the MTC Representative does not have an alternate and that maybe that alternate should be the STA Rep. Ms. Curry stated that such a change could not be addressed in the Bylaws, but would require an amendment to the JPA itself. It was noted that alternates from both Benicia and Vallejo need to be appointed by those jurisdictions.

Board Member Spering stated that he would like to see a placeholder for having standing committees. He also stated that he didn’t think that the office of Chair and Vice Chair should be limited to the two mayors, but the council members should be able to serve as well.

Vice Chair Patterson suggested that there be a standing Bylaws committee created to work on these issues. She also questioned the use of Robert's Rules of Order as the default parliamentary procedures and suggested that something more user friendly be used.

Board Member Ioakimedes suggested that the voting language from the JPA be included in the Bylaws. Board Member Spering discussed the motion procedures and wanted the bylaws to be clear regarding when the question is called and what happens when there is no second on a motion.

Chair Davis suggested that the Board members direct any further suggestions to Ms. Curry who will red-line the changes and bring back for Board review.

B. SolTrans Employee Retirement Benefits Status

Joy Apilado, STA HR Consultant, reviewed the retirement contract process of the California Public Retirement System (CalPERS). She noted that the process for contracting as a new agency includes the submittal of a questionnaire along with the JPA documents of origin. She cited that the SolTrans Board would need to define benefit formulas along with "prior service credit" options and optional benefit choices for the agency employees. She indicated that the contract process could take a minimum of 6 months to complete and up to one year to finalize.

Board Comments:

At this time, the SolTrans JPA Board engaged in a discussion on other options regarding the SolTrans Employee Retirement Benefits. Joy Apilado stated that considering other options aside from CalPERS would be higher risk, but it could be explored.

She also suggested beginning the recruitment process with the employee retirement contract to be in a pending status.

C. Securing Federal Grantee Status for SolTrans

There was no discussion on this item.

XI. SOLTRANS BOARD MEMBER COMMENTS

Introductions of the SolTrans JPA Board and Transitional Team took place at this time.

XII. ADJOURNMENT

The SolTrans JPA Board meeting was adjourned at 5:10 p.m. The next regular meeting of the SolTrans JPA Board is scheduled for **Thursday, January 20, 2011, 4:00 p.m., Vallejo City Council Chambers.**

Attested by:



Johanna Masiclat
Clerk of the Board

Date

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**Solano County Transit
(SolTrans)**

DATE: February 10, 2011
TO: SolTrans Board
FROM: Bernadette Curry, Legal Counsel
RE: Resolution Adopting SolTrans Conflict of Interest Code

Discussion:

As required by the California Political Reform Act (“CPRA”), state and local government agencies are required to adopt and promulgate a conflict of interest code. The Conflict of Interest Code request that designated positions for which annual Statements of Economic Interests, also known as Form 700s, are required to be filed. Once approved by the SolTrans Board, the Conflict of Interest Code will be forwarded to the Solano County Elections Office for approval by the Solano County Board of Supervisors. Under the CPRA, no conflict of interest code shall be effective until it has been approved by the code reviewing body which in the case of SolTrans is the Solano County Board of Supervisors. Attached is a draft Conflict of Interest Code designating the positions that are required to file the Form 700.

Fiscal Impact:

There is no fiscal impact associated with the adoption of a Conflict of Interest Code.

Recommendation:

Approve Resolution No. 2011-01 adopting the SolTrans Conflict of Interest Code as specified in Attachment A.

Attachment:

- A. SolTrans Resolution No. 2011-01
- B. Proposed Conflict of Interest Code

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RESOLUTION No. 2011-01

**RESOLUTION OF SOLANO COUNTY TRANSIT (“SOLTRANS”)
ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, Solano County Transit has recently been formed as a new Joint Powers Agency known as SolTrans; and

WHEREAS, the California Political Reform Act (“Act”), located at Government Code section 81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, SolTrans desires to adopt a conflict of interest code to establish the designated positions and disclosure categories for which annual financial interest filings are required under the Act.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of SolTrans approves and adopts the attached Conflict of Interest Code for SolTrans along with the Designated Positions and Disclosure Categories set forth in Exhibit A.

FURTHER RESOLVED, a copy of this resolution and the Conflict of Interest Code shall be transmitted to the Solano County Board of Supervisors as the code reviewing body for SolTrans.

Passed by the Solano County Transit (SolTrans) Board on this **17th Day of February, 2011** by the following vote:

Ayes: _____
Noes: _____
Absent: _____
Abstain: _____

Osby Davis, Chair
Solano County Transit (SolTrans)

Attest: _____
Johanna Masielat
Clerk of the Board

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**CONFLICT OF INTEREST CODE
FOR THE
SOLANO COUNTY TRANSIT (“SolTrans”)**

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated by reference and, along with the attached Exhibit A in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the agency named above.

Designated employees, board members and officers shall file statements of economic interests with the Agency Clerk, the Agency’s filing officer, who will make the statements available for public inspection and reproduction (pursuant to Government Code section 81008). Upon receipt of the statements of those positions designated in Government Code section 87200, the Agency Clerk shall make and retain a copy and forward the original of these statements to the Solano County Elections Department, Attention: Statement of Economic Interests Filing Officer. Statements for all other designated employees will be retained by the agency.

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SOLTRANS CONFLICT OF INTEREST CODE

EXHIBIT "A"

DESIGNATED POSITIONS

<i>Position</i>	<i>Disclosure Category</i>
Agency Board <ul style="list-style-type: none">• Board Members• Alternate Board Members	1 through 4
Chief Executive Officer	1 through 4
Legal Counsel	1 through 4
Clerk of the Board/Office Manager	1 through 4
Finance Manager	1 through 4
Purchasing Manager/Grants Analyst	1 through 4
Operations Manager	1 through 4
Consultants**	1 through 4

**Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

DISCLOSURE CATEGORIES

- Category 1: Interests in real property located within Solano County that would otherwise be required to be disclosed on the FPPC's Statement of Economic Interests, Form 700.
- Category 2: Income, including loans and gifts, aggregating \$250 or more in value during the reporting period, received from any source located or doing

business within the jurisdiction or expecting to do business within the jurisdictions that would otherwise be required to be disclosed on the FPPC's Statement of Economic Interests, Form 700

Category 3: Investments, business positions and sources of income, including gifts, loans and travel payments, from sources that manufactures or sells services and/or supplies of the type annually purchased or utilized by SolTrans and of which the annual purchases by SolTrans exceeds \$1,000.

Category 4: Investments in business entities and sources of income of the type which, within the past two years, have contracted with either of the cities of Benicia or Vallejo to provide services, supplies, materials, or equipment of the type to be utilized by SolTrans.

**Solano County Transit
(SolTrans)**

DATE: February 10, 2011
TO: SolTrans Board
FROM: Bernadette Curry, Legal Counsel
RE: Delegation of Authority for Transit Operating Contract Negotiations

Discussion:

As was discussed in the SolTrans Transition Plan, existing transit services are currently provided pursuant to three different contracts with MV Transportation (“MV”). The City of Vallejo has two contracts: one providing fixed route services, the other providing RunAbout paratransit service. The City of Benicia has one contract covering all of its services.

On February 8, 2011, the Vallejo City Council approved an extension to its fixed route contract in order to align the expiration date of all three of the operating contracts to June 30, 2011. Assignment of the contracts was anticipated at the time of the formation of SolTrans once the SolTrans staff had been hired to oversee the contracts, but due to the timing of formation, has not yet been done.

One of the Guiding Principles driving the formation of SolTrans was that “the Benicia Breeze and Vallejo Transit services shall be consolidated to streamline, simplify and improve access for transit riders through enhanced service coverage.” A key component of this consolidation is the coordination between the three separate contracts. Since the contracts have not yet been assigned, staff is requesting that the respective City Councils authorize SolTrans and its Transition Team to negotiate on behalf of the respective cities necessary amendments to the current contracts. Upon the conclusion of successful negotiations with MV, the Transition Team would then work with the respective cities to prepare and execute the appropriate amendments required for each of the three contracts.

In order to avoid any interruptions in service if the contracts were to expire on June 30, 2011, the Transition Team is recommending proceeding forward with the request to the respective City Councils at this time even though the SolTrans Chief Executive Officer has not yet been selected. If significant adjustments to the contracts, and consequently, the total operating cost cannot be achieved in negotiations with MV, the Transition Team would bring a recommendation back to the SolTrans Board and the respective cities that all the services be combined into a single Request for Proposal (RFP) and a new solicitation be conducted in anticipation of the contract expiration dates of June 30, 2011. Due to the short negotiation window, a recommendation as to proceed with either the current provider or with the preparation of a new RFP must be developed no later than this Board’s March meeting.

Fiscal Impact:

There is no fiscal impact associated with requesting the delegation of authority for contract negotiations.

Recommendation:

Authorize SolTrans Legal Counsel to send a request for the delegation of authority to negotiate contract amendments on behalf of the cities of Benicia and Vallejo to the City Councils of Benicia and Vallejo.

**Solano County Transit
(SolTrans)**

DATE: February 14, 2011
TO: SolTrans Board
FROM: John Harris, STA Consultant
RE: Proposed SolTrans Employee Benefits/CEO Salary Range

Discussion:

The process for recruitment of the SolTrans Chief Executive Officer (CEO) was discussed at the December 16, 2010 SolTrans Board meeting. The Board elected to instruct the Transition Team to initiate the recruitment process. The Board also appointed a Subcommittee consisting of Erin Hannigan and Mike Ioakimedes to assist the Transition Team with CEO recruitment.

In order to formally post the CEO position, decisions on a salary scale and specific employee benefits are needed. A significant hurdle in hiring a CEO will be the time needed for Public Employees' Retirement System (PERS) to finalize a contract once a PERS retirement option is chosen by the SolTrans Board. The PERS contract process is estimated to take six to nine months once the initial paperwork is filed.

The Recruitment Subcommittee and the Management Committee have met several times to review this issue. The Subcommittee requested comparative CEO salary and organizational benefits packages from the Team for guidance in developing recommendations. Attached is a matrix of comparable agency CEO/GM salaries and PERS retirement options (Attachment A). With the input from the Recruitment Committee, the Management Committee is currently recommending a CEO salary range of \$10,500 to \$12,500 monthly and a retirement plan of 2% at 55 with PERS. Attachment B displays a full comparison of retirement, health and welfare, and leave benefits for Benicia and Vallejo and a listing of proposed SolTrans benefits.

Fiscal Impact:

The costs of the salary and benefits recommendations are below the Transition Plan budget projections for FY 2011-12 due to the projected lower aggregated benefits costs.

Recommendation:

Approve the following:

1. The salary and benefits recommendations as shown on Attachments A and B which includes 2% at 55 for PERS; and
2. Authorize recruitment of the Executive Director be initiated.

Attachments:

- A. Matrix of Comparable Agency CEO/GM Salaries and PERS Retirement Options
- B. Full Comparison of Retirement, Health and Welfare, and Leave Benefits for Benicia and Vallejo and a Listing of Proposed SolTrans Benefits

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CEO Salary Comparison and Recommendation

	Job Title Comparison	Top Salary	Retirement
Napa County Transp. Planning Auth. (The Vine)	Executive Director	\$12,083	PERS 2.5% @ 55 Same as Napa County
Central Contra Costa Transit Auth. (CCCTA)	General Manager *5% Performance	\$15,071	PERS 2% at 60
Santa Rosa Transit (City of SR)	Director of Transit	\$12,830	PERS 3% @ 60
Western Contra Costa Transit Auth. (West Cat)	General Manager	\$11,316	PERS 2% at 55 ER pays both EE and ER parts
Livermore Amador Valley Transit Auth. (LAVTA)	Executive Director	\$13,072	PERS 2% at 55 ER pays both EE and ER parts
YoloBus	Executive Director	\$9,583	PERS 2.5% @ 55
Solano Transportation Authority	Executive Director	\$13,514	PERS 2%@55

Abbreviations Key:

EE = Employee
ER = Employer
DEP = Dependents
YOS = Years of Service

MONTHLY	
Average Salary	\$ 12,496
Median Salary	\$ 12,830
SolTrans Budget Salary	\$ 10,333

Recommendation	Proposed Salary \$10,500 - \$12,500/mo	Proposed Retirement 2% @ 55
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Below shows budgeted % for PERS and Social Security Benefits

Benicia	N/A	n/a	PERS 2.7% @55 ER pays 7% EE pays 1%
Vallejo	Transportation Superintendent	\$ 9,264	PERS 2.7%@55 EE pays 9% SS

Benefits Comparison and Recommendations

Revised February 2011

	Benicia	Vallejo	SolTrans (<i>Proposed</i>)
Retirement			
PERS			
Formula	2.7% @ 55	2.7% @ 55	2% @ 55
Employee Portion of PERS:			
<i>Employer Pays</i>	7%	0%	0%
<i>Employee Pays</i>	1%	9%	8 - 9% Estimated
Social Security	No	Yes	No (Startup Only)
Deferred Compensation Plans			
401a	Yes (Managers Only)	No	Alternative plan until PERS is contracted
457k Employee Optional	Yes	Yes	Yes
Health and Welfare Items			
Health Insurance	Kaiser/Health Net	PERS	PERS
<i>Employer Pays</i>	100% Kaiser Rate	100% Kaiser Rate*	75% Kaiser Rate
<i>Employee Pays</i>	Difference for Health Net	Difference all other plans	25% Kaiser Rate + additional
Retirees Pay	100%	Same as active*	As mandated by PERS
		*80/20 Flex plan eff 1/10	Cap Retirees \$280
		\$581 in lieu of health	
Dental Insurance	Ameritas (PPO)	Delta Dental	Delta Dental
<i>Employer Pays</i>	70% Premium	100%	75% employee - 75% family
<i>Employee Pays</i>	30% Premium	0%	25% employee - 25% family
	or United (HMO)	\$2,000 per year max	\$2,000 per year max
Vision Insurance	Vision Service Plan	Vision Service Plan	Vision Service Plan
<i>Employer Pays</i>	100%	100%	75%
	Lenses/Frames	Lenses/Frames	Exams every year
	Every 12 mos.	Every 12 mos.	Lenses/Frames every 24 mos.
Life Insurance	AIG	Lincoln National	Lincoln National
<i>Employer Pays</i>	50,000	40,000	40,000
	100%	\$40,000 (ADD)	Additional @ Employee Option
		100%	100% Basic Only
Long-Term Disability	None	Employer Paid	None
Leaves			
Vacation	10 days/year 20 days/year 320 hours(40 days) max	10 days/yr 28 days@26 yr	1-5 years - 10 days 6-10 years - 15 days 11+years - 20 days 320 hours(40 days) maximum
Sick Leave	12 days/year	12 days/year	12 days/year Add Incentive Program

*Considerations - Grandfather current employees utilizing Supplemental Retirement Plan

Current budget includes 24.621% for retirement options (18.421% employer paid PERS contribution and 6.2% employer paid social security)

Cost Assumptions for 2% @ 55 in the 10 - 20% range

Cost Assumptions for 2% @ 60 in the 7 - 15% range

**Solano County Transit
(SolTrans)**

DATE: February 10, 2011
TO: SolTrans Board
FROM: Bernadette Curry, Legal Counsel
RE: Discussion of SolTrans Bylaws

Discussion:

At the initial SolTrans Board Meeting, a draft set of bylaws was presented for discussion. Attached is an updated draft of those bylaws indicating the mark ups that were discussed. Staff is seeking additional comments on the proposed changes. Adoption of the SolTrans Bylaws is scheduled for the March Board meeting.

Fiscal Impact:

There is no fiscal impact associated with the adoption of bylaws.

Recommendation:

Informational.

Attachment:

- A. Draft Bylaws

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**BYLAWS
of
SOLANO COUNTY TRANSIT (“SolTrans”)**

BOARD OF DIRECTORS

ARTICLE 1. DEFINITIONS

The definitions of terms used in these Bylaws shall be the same as are contained in the Joint Powers Agreement creating Solano County Transit or “SolTrans”, hereinafter called the Agreement, unless otherwise expressly provided.

ARTICLE II. OFFICES

SolTrans's principal office for the transaction of business is located at 311 Sacramento St., Vallejo, California. The Board of Directors may change the location of the principal office from time to time.

The Board may establish one or more subordinate offices at any place or places where SolTrans is qualified to do business.

ARTICLE III. MEETINGS OF THE BOARD OF DIRECTORS

1. Regular Meetings

a. Time Held

The Board of Directors shall hold a minimum of four meetings per year. These meetings should, if at all possible, be scheduled at least one calendar year in advance. Unless otherwise changed by a majority vote of the Voting Directors at a regular meeting, these meetings shall be held at 4:00 p.m. on the 3rd Thursday of each quarter; however, when closed session items are scheduled, the meetings shall start at 3:30 p.m. Should any of these days fall upon a legal holiday, the meeting of the Board shall be held on the same day of the following week.

b. Business to be Transacted

At the Spring regular meeting, the Board shall review, modify if necessary, and adopt the annual operating budget.

At the first yearly regular meeting, the Board shall elect officers as required by the Agreement and these Bylaws.

At any meeting, the Board may transact any other business within its powers, and receive reports of the operations and affairs of SolTrans.

c. Notice

Written notice of each regular meeting of the Board shall be delivered to each director and/or alternate director at least five (5) days in advance of the meeting. The notice shall specify:

- i. The place, date and hour of the meeting.
- ii. Those matters which are intended to be presented for action by the Board.
- iii. The general nature of any proposal for action by the Board concerning a change in the Agreement or these Bylaws, a change in the membership of SolTrans, or any other matter substantially affecting the rights and obligations of the members.

2. Special Meetings

A special meeting of the Board of Director may be called at any time by the Chair of the Board, or by a majority of the members of the Board subject to the requirement for 24-hour written notice to the members and to requesting representatives of the media provided in Section 54956 of the California Government Code. The notice of a special meeting shall specify the time and place of the meeting and the business to be transacted. No other business shall be considered at the meeting.

3. Place of Meeting

All meetings shall be open sessions alternating in location between the Benicia and Vallejo Council Chambers, except such closed sessions that the law permits. The Board may also, from time to time, schedule special meetings as necessary to conduct its business.

4. Adjourned Meetings

Any meeting of the Board may be adjourned to any date and time when necessary for the transaction of business, whether or not a quorum has been established. If a quorum is not established, no business other than adjournment may be transacted.

ARTICLE IV. NOMINATION AND SELECTION OF BOARD OFFICERS

1. Officers

The officers of the Board are the Chair, the Vice Chair, ~~the Chair Pro Tem~~, and the Secretary.

2. Selection

At the first regular meeting of the calendar year, the Chair and the Vice Chair, ~~and the Chair Pro Tem~~ shall be elected by majority vote of the Voting Directors present. The selection of Chair shall rotate between each of the Member Cities but shall not be limited to the Mayors.

3. Term of Office

The Chair, Vice Chair and Chair Pro Tem shall be selected for a period of one year or until such time as a successor has been selected by the Board pursuant to these Rules. In the event of a vacancy, the Board shall fill the vacancy within 30 days from the date of such vacancy.

4. Absence of Chair

During the absence of the Chair, the Vice Chair shall preside. In the event that both the Chair and Vice Chair are absent, the ~~Chair Pro Tem will preside~~ remaining members will select someone to temporarily preside.

5. Removal and Vacancies

The Board of Directors may remove an officer at any time upon a majority vote of the Voting Directors. In the event that the office of Chair or Vice Chair, ~~or Chair Pro Tem~~ becomes vacant, the Board, within 30 days from the date of such vacancy, will select one of its Voting Directors to fill that office.

6. Secretary

The Executive Director or designated representative shall serve as Secretary to the Board of Directors.

ARTICLE V. MOTIONS DURING MEETINGS

1. Actions by Motion

Action of the Board shall be taken by motion and shall require the affirmative vote of a majority of the Voting Directors, which must include at least one affirmative vote of a Director representing each Voting Member Agency. Any action of the Board may be proposed by the motion of any Member. Such a motion, if seconded by any Member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, and the Chair shall so declare.

2. Withdrawal of Motions

A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chair unless seconded by another Member.

3. Debate of Motion

a) After a motion has been seconded, any Member may discuss the subject of the motion. When no Member wishes to discuss the motion further, the Chair shall call for a vote on the motion. At any time after a motion has been seconded, any Member who has the floor may call for the question. The Chair may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.

b) If a motion with a second contains two or more separable propositions, the Chair may, and on request of a Member shall, divide the motion.

- c) When an "original motion" or question is under debate, no motion shall be received unless:
- (1) To adjourn;
 - (2) To lay on the table;
 - (3) To consider the previous question;
 - (4) To postpone to a certain date;
 - (5) To refer to committee;
 - (6) To amend;
 - (7) To postpone indefinitely.

These motions shall have preference in the above order.

d) A motion to adjourn or a motion to fix time of adjournment shall be decided with debate.

e) At any time after a motion has been seconded, any Member may move to table the motion. If the motion to table is seconded, the Chair shall forthwith call for a vote on such motion. A motion to table shall include all amendments to the original motion. A motion to table an item is not debatable and no further discussion or debate shall be permitted on either the original motion or the motion to table. If the motion to table does not pass, consideration of the original motion will continue. If the motion to table does pass, the original motion will remain on the floor but may not again be considered at that meeting unless a motion to remove the original motion from the table is passed. The original motion may then be considered and voted upon at the next regular meeting of the Board unless again tabled. If not considered at such meeting, it will be deemed lost. For the purposes of this subsection, an adjourned meeting shall be considered a separate meeting.

f) A motion to consider the previous question shall preclude all amendment from debate to the main question and shall be put in the form "shall the main question be put to a vote."

g) A motion to refer to committee shall specify the purpose of the committee, the length of time the committee shall serve, and the times and methods by which the committee shall report to the Board.

4. Amendment of Motions

A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted and, thereafter, the original motion, as amended, will be voted upon.

5. Motion to Reconsider

A motion to reconsider any action taken by the Board, whether acting in a legislative or quasi-judicial capacity, may be made at the same meeting, at a recessed or adjourned session of that meeting, or at the next subsequent meeting; provided, however, that the Board may only reconsider a resolution or motion authorizing or relating to the approval of a contract before the actual execution of the contract. Only a Member who voted with the prevailing side may make the motion. After a vote on the motion, there shall be no other motion to reconsider the same question without the unanimous consent of the Board within that calendar year.

ARTICLE VI. FISCAL YEAR

The fiscal year of SolTrans shall be from July 1 to June 30.

ARTICLE VII. ADVISORY COMMITTEES

1. Power to Create

The Board may create and appoint advisory committees when deemed necessary for the proper conduct of the Board's business. The Board shall direct the committees to perform acts or study matters that are within the Board's authority to perform or resolve and that are legally delegated. The Board shall not assign nor delegate to the committees to any action or undertaking which state law or the Agreement identifies as a duty or function of a district administrative or executive officer.

2. Standing Committees

At the time of approval of these bylaws, standing committees include the following:

a. Bylaws Committee. This committee is responsible for periodically reviewing these Bylaws and recommending any necessary revisions to the Board.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any time by a majority vote of the Voting Directors. Following adoption of amendments, the Chief Executive Officer shall prepare and distribute a revision of the Bylaws to all members.

ARTICLE IX. PARLIMENTARY PROCEDURE

These Bylaws shall govern the proceedings of the Board. In all situations not covered by these Bylaws or any provision of law, the proceedings shall be determined by a majority Vote of the Voting Directors. authority shall be Robert's Rules of Order, Newly Revised.

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Solano County Transit (SolTrans)

DATE: February 10, 2011
TO: SolTrans Board
FROM: Nancy Whelan
RE: Budget Status Update

Background/Discussion:

In May 2010 the SolTrans Steering Committee approved a FY 2010-11 operating budget for the combined SolTrans agency. For this fiscal year Benicia Breeze and Vallejo Transit are responsible for financial reporting for each of their operations independently. Financial reports were requested and provided from both agencies. The period covered by these reports is July 1, 2010 through November 30, 2010, or five months of the fiscal year.

In the future, quarterly financial reports will be provided to the SolTrans Board. The FY 2011-12 budget will be developed using the most current FY 2010-11 information available this spring.

Budget Status

Attached is a comparison of the adopted FY 2010-11 budget to the actual revenues and expenditures reported through November 30, 2010. The five months period represents approximately 42% of the fiscal year, and provides a benchmark by which to measure the pace of revenues and expenditures. Because some financial information is reported much later than transactions occur (e.g., invoices that may be received late) and because some expenditures and revenues are not incurred evenly throughout the year, actual expenditures and revenues do not equal 42% of the budgeted amounts.

Highlights from the FY 2010-11 budget vs. actual report include:

- Overall, spending is below the budgeted amounts, with 28% of the budget spent through November 30, 2010.
- Building maintenance expenses for Baylink ferry appears to be somewhat high. It is possible that these expenses have not been properly coded in the financial reports, and that some of the expense is shared with other modes.
- Actual revenues are 15% of the budgeted amount. TDA, the largest source of non-fare revenue has not been reported. Additionally, no federal grant funds have been reported. It is common for many grant revenues to lag, depending on their source and drawdown requirements.

- For all modes combined, actual fare revenues are only 21% of the amount budgeted. Fare revenues will be closely monitored to see if projected annual budget amounts will be achieved and to make any mid-year budget corrections.

The budget vs. actual report provides a snapshot of revenues and expenditures at one point in time and will serve as input into the next year's budget process. As additional monthly financial reports are provided by Benicia and Vallejo, they will be compiled into the SolTrans budget status report. The FY 2010-11 operating budget and actual data will provide a starting point for developing the FY 2011-12 budget.

Recommendation:

Informational.

Attachment:

- A. FY 2010-11 SolTrans Combined Budget vs. Actual Through November 30, 2010

**FY 2010-11 Combined SolTrans Budget
Budget vs Actual, As of November 30, 2010
Revenues**

	FY 2010-11		
	Budget	Actual as of 11/30/10	Actual % of Budget
Bus Revenues			
Fares	\$3,071,000	\$545,130	18%
FTA Section 5307 Operating Assistance	-	-	0%
FTA Section 5307 Preventive Maintenance	-	-	0%
FTA ARRA Preventive Maintenance	1,339,813	-	0%
FTA Section 5311 Non-Urbanized Area	180,000	-	0%
FTA Section 5316 JARC	400,000	-	0%
FTA Section 5317 NF	-	-	0%
STAF Operating Assistance - Vallejo Rev Base	-	-	0%
STAF Operating Assistance - Vallejo Prop 42	-	-	0%
STAF Operating Assistance - Benicia Rev Base	18,245	-	0%
STAF Operating Assistance - Benicia Prop 42	-	-	0%
STAF Operating Assistance - Solano County Pop Base	-	-	0%
STAF Lifeline	200,000	-	0%
Regional Measure 2 (RM-2)	1,223,840	1,507,400	123%
Transportation Development Act (TDA)	3,695,262	-	0%
Intercity Funding Agreement	334,340	-	0%
Bridge Toll AB 664 PM	-	-	0%
Other revenues	30,500	19,903	65%
Bus Revenues Subtotal	10,493,000	2,072,432	20%
Ferry Revenues			
Fares	6,320,000	1,308,572	21%
FTA Section 5307 Preventive Maintenance	1,000,000	-	0%
Bridge Toll 2% Revenue Program	400,000	407,947	102%
Bridge Toll 5% Unrestricted State Funds	1,300,000	-	0%
Regional Measure 2 (RM-2)	2,740,500	-	0%
One-time Solano County	-	-	0%
Supplemental Regional Measure 2 (WETA) for Contingency	2,174,500	-	0%
Transportation Development Act (TDA)	-	-	0%
Transportation Development Act (TDA) One time	-	-	0%
State Transit Assistance - One time	-	-	0%
Terminal Leases	19,000	6,291	33%
Transfer In, General Fund	-	-	0%
Labor Day Weekend Service (BATA)	-	-	0%
Other revenues	2,000	889	44%
Ferry Revenues Subtotal	13,956,000	1,723,699	12%
Paratransit Revenues			
Fares - Existing	131,000	16,891	13%
FTA Section 5307 10% ADA set-aside	667,000	-	0%
STAF Operating Assistance	-	-	0%
Transportation Development Act (TDA)	763,000	-	0%
Paratransit Revenues Subtotal	1,561,000	16,891	1%
Taxi Scrip Revenues			
Taxi Coupon Sales - Local	141,735	36,739	26%
Taxi Coupon Sales - Regional	15,000	-	0%
Transportation Development Act (TDA)	115,265	-	0%
Taxi Scrip Revenues Subtotal	272,000	36,739	14%
FAREBOX REVENUES	9,678,735	1,907,332	20%
FUNDING SOURCE REVENUES	16,603,265	1,942,430	12%
Total, Revenues	\$26,282,000	\$3,849,761	15%

Five months of FY complete 42%

**FY 2010-11 Combined SolTrans Budget
Budget vs Actual, As of November 30, 2010
Expenditures**

	FY 2010-11		
	Budget	Actual as of 11/30/10	Actual % of Budget
Bus Expenses			
Operating Contract	8,892,000	2,817,726	32%
Fuel	1,834,000	479,877	26%
Insurance costs	400,000	87,872	22%
Security	136,000	36,069	27%
Bus Facility Maintenance	62,000	5,523	9%
Bus Maintenance	19,000	4,982	26%
Utilities	32,000	-	0%
Printing	13,000	-	0%
Professional Services	6,000	493	8%
Route 200: Transfer costs to WETA	(1,481,000)	-	0%
Ferry Ticket Office Transfer to Ferry	(177,000)	-	0%
General Administration - Ferry Absorb	-	-	0%
General Administration - Bus	757,000	136,859	18%
Bus Expenses Subtotal	10,493,000	3,569,400	34%
Ferry Expenses			
Operating Contract	6,408,000	1,893,692	30%
Professional Services	128,000	584	0%
Fuel	4,518,000	1,316,272	29%
Dry Docking	180,000	-	0%
Security	68,000	18,141	27%
Space Rental & Lease Dockage Fees	74,000	20,680	28%
Building Maintenance	74,000	66,507	90%
Utilities	106,000	23,829	22%
Printing	14,000	1,894	14%
Route 200 Costs	1,481,000	-	0%
Ferry Ticket Office from Bus	177,000	-	0%
General Administration	728,000	110,000	15%
Ferry Expenses Subtotal	13,956,000	3,451,599	25%
Paratransit Expenses			
Operating Contract - Existing	1,352,000	340,302	25%
Fuel	44,000	722	2%
Maintenace	45,000	20,079	45%
Printing	9,000	-	0%
General Administration	111,000	23,307	21%
Paratransit Expenses Subtotal	1,561,000	384,410	25%
Taxi Scrip Expenses			
Scrips Payments - Local	241,000	46,443	19%
Scrips Payments - Regional	15,000	-	0%
General Administration	16,000	3,000	19%
Taxi Scrip Expenses Subtotal	272,000	49,443	18%
Total, Expenses	\$26,282,000	\$7,454,852	28%
Five months of FY complete			42%

**Solano County Transit
(SolTrans)**

DATE: February 10, 2011
TO: SolTrans Board
FROM: John Harris, STA Consultant
RE: Status of Transition Plan Implementation

Discussion:

The Implementation Schedule included in the Transition Plan has been updated and is attached (Attachment A). Recent important developments in the process of transit consolidation include:

- Vallejo released an RFP for the SolTrans SRTP (short-range transit plan) in January. Proposals were due on February 11, 2011.
- The SolTrans Marketing subcommittee met in January. The RFP for the marketing/logo/ brand contract was released on February 1, 2011. Proposals are due February 28, 2011.
- The Transition Team is scheduled to release the RFP for Financial and Human Resources Services during the week of February 14, 2011.
- A letter was sent to the FTA on February 3, 2011 to notify the FTA of the consolidation of Benicia Breeze and Vallejo Transit, and that the new entity, SolTrans, will be requesting FTA grantee status.

Fiscal Impact:

There is no fiscal impact associated with the review of the implementation plan or status of individual actions.

Recommendation:

Informational.

Attachments:

- A. Implementation Schedule

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IMPLEMENTATION SCHEDULE

Solano County Transit (SolTrans)

Action	Revised 10/15/10	Revised 12/09/10	Revised 2/17/11
Final Agreement Prepared	Completed	Completed	Completed
Select Interim Executive Director for MOU/JPA	Completed	Completed; Replace with Proposed Transition Team	Replaced with Proposed Transition Team
Draft Transition Plan: per MOU (Draft JPA agreement, By-laws, etc.)	Completed	Transition Plan Updated	Transition Plan Updated
JPA Agreement and Transition Plan Reviewed by Jurisdictions (Council Briefings)	July - September	Completed	Completed
JPA Agreement and Transition Plan <i>Revised</i> and recommended for Approval by Coordinating Committee	October/November	Completed	Completed
JPA Agreement and Transition Plan Adopted by Jurisdictions	October	Completed	Completed
Interim Service Adjustments Implemented by City of Vallejo (reviewed by Coordinating Committee)	FY2010-11	No longer Planned	No longer Planned
JPA Board Meets for First Time Board members sworn in; Transition Team approved	December 2010/ January 2011	December	December
Recruitment of JPA Executive Director	January 2011 – April 2011	January 2011 – April 2011	March 2011- June 2011
JPA Board enters into agreements (accounting, HR, legal, etc.)	January 2011 – March 2011	January 2011 – March 2011	February 2011- April 2011
Develop joint Short Range Transit Plan (SRTP) and Capital Improvement Plan (CIP) – released by City of Vallejo on behalf of SolTrans	November 2010 – June 2011	November 2010 – December 2011	November 2010- December 2011
Obtain FTA Grantee Status	January – May 2011	January – May 2011	January-June 2011
Contract with PERS for employee pension benefits.		July 2011	July 2011- September 2011
Transition of Staff to JPA Employment	June 1, 2011	July 2011	July 2011

Transition of Service Contracts to JPA	July 2011	July 2011	July 2011
Development of Access or Use Agreements, Transfer of Assets	June 2011- October 2011	June 2011- October 2011	June 2011- October 2011
Transfer of Grants, contingent upon approval of Grantee Status	June 2011- September 2011	June 2011- September 2011	June 2011- September 2011
Adopt SRTP, CIP	June/July 2011	December 2011	December 2011
Service Changes Implemented by JPA	July – June 2012	July 2011 – June 2012	December 2011- July 2012
Transfer of Assets Completed	One year after execution of JPA	One year after execution of JPA	One year after Execution of JPA