

# SOLTRANS

## SOLANO COUNTY TRANSIT BOARD MEETING AGENDA

**4:30 p.m., Regular Meeting  
Thursday, April 21, 2011  
Vallejo Council Chambers**

**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.

**Americans with Disabilities Act (ADA):** This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Johanna Masiclat, Clerk of the Board, at (707) 424-6008 during regular business hours at least 24 hours prior to the time of the meeting.

**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](mailto: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**

**Osby Davis, Mayor**

(4:30 – 4:35 p.m.).....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**

#### **IV. OPPORTUNITY FOR PUBLIC COMMENT**

(4:35 – 4:40 p.m.)

#### SOLTRANS BOARD MEMBERS

Elizabeth Patterson

Mike Ioakimedes

Osby Davis

Erin Hannigan

Jim Spering

Harry Price

City of Benicia

City of Benicia

City of Vallejo

City of Vallejo

MTC Representative

STA Ex-Officio

Alternate Board Member  
Mark Hughes

Alternate Board Member  
Stephanie Gomes

**V. APPROVAL OF AGENDA**

**VI. OPPORTUNITY FOR PUBLIC COMMENT**

(4:40 – 4:45 p.m.)

**VII. COMMENTS FROM STAFF**

(4:45 – 4:50 p.m.)

- Update on Contract Negotiations

Bernadette Curry,  
Legal Counsel

**VIII. CONSENT CALENDAR**

Recommendation:

*Approve the following consent items in one motion.*

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

(4:50 - 4:55 p.m.)

**A. Meeting Minutes of March 24, 2011**

Johanna Masiclat, STA

Recommendation:

*Approve the meeting minutes of March 24, 2011.*

**Pg. 1**

**IX. ACTION ITEMS – ADMINISTRATIVE/FINANCE**

**A. FTA Compliance Requirements: DBE Policy and Goals and Adoption of SolTrans Bylaws**

Recommendation:

*Approve the SolTrans Bylaws and establish a Bylaws Standing Committee.*

(4:55 – 5:05 p.m.)

**Pg. 5**

Nancy Whelan,  
Finance Consultant  
Bernadette Curry,  
Legal Counsel

**B. Proposed SolTrans Staff Benefits and Salary Recommendations**

Recommendation:

*Approve SolTrans Salary and Benefit Schedules as proposed and recommended by the SolTrans Board Subcommittee as specified in Attachments B and C.*

(5:05 – 5:15 p.m.)

**Pg. 13**

Joy Apilado,  
HR Consultant

**X. ACTION ITEMS – PLANNING AND OPERATIONS**

**A. None presented.**

**XI. INFORMATIONAL**

- A. Draft FY 2012 Budget**  
*Informational*  
(5:15 – 5:30 p.m.)  
**Pg. 19**

Nancy Whelan,  
Finance Consultant

**XII. BOARD MEMBERS COMMENTS**

**XIII. ADJOURNMENT**

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, May 19, 2011, 4:00 p.m., Benicia Council Chambers.**

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# SOLTRANS

**SOLANO COUNTY TRANSIT (SOLTRANS)  
Draft Board Minutes for Meeting of  
March 24, 2011**

## I. CLOSED SESSION

There were no matters to report.

## II. CALL TO ORDER

Chair Davis called the meeting of the SolTrans Board to order at 4:05 p.m. A quorum was confirmed.

### MEMBERS

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

### 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
Rob Sousa	Financial Director, City of Benicia
Nancy Whelan	STA Transit Finance Consultant
Jeanine Wooley	Interim Transportation Superintendent, City of Vallejo

### OTHERS

**PRESENT:** *In Alphabetical Order by Last Name:*

Greg Anderson	Vallejo Transit
Derik Calhoun	MV Transit
Stephanie Gomes	Councilmember, City of Vallejo and new SolTrans Alternate Board Member
Lee Harrington	MV Transit
Charlie Knox	Planning Director, City of Benicia
Nathan Salant	Examiner.com

**III. 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.

**IV. APPROVAL OF AGENDA**

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the SolTrans Board approved the agenda.

**V. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**VI. SWEARING IN OF NEW SOLTRANS BOARD MEMBERS**

- Stephanie Gomes, Alternate Board Member. City of Vallejo

**VII. COMMENTS FROM STAFF:**

Daryl Halls summarized the critical path issues to be addressed by SolTrans on a master transition plan.

**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 and C with the exception to pull for discussion Item B, Adoption of SolTrans Budget Policy.

**A. Meeting Minutes of February 17, 2011**

Recommendation:

Approve the meeting minutes of February 17, 2011.

**C. Resolution Adopting SolTrans Purchasing Policy**

Recommendation:

Adopt the attached resolution adopting the SolTrans Purchasing Policy.

**PULLED FOR DISCUSSION**

**B. Adoption of SolTrans Budget Policy**

Recommendation:

Approve the attached SolTrans Budget Policy.

**Board Comments:**

Vice Chair Patterson suggested the following changes to the Budget Policy:

- Indicate a reserve policy;
- Accrual process for the purposes of analysis;
- Performance measures for the purpose of analysis;
- Prequalification process similar to STA’s recently adopted Local Preference Policy; and
- Making provision for intergovernmental operations

Staff responded to the suggestions raised and discussed how the upcoming policies will address the items listed above.

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the SolTrans JPA Board unanimously approved the recommendation.

## **IX. ACTION ITEMS – ADMINISTRATIVE/FINANCE**

### **A. Proposed Adoption of SolTrans Bylaws**

Bernadette Curry reviewed the coordination process of negotiations between the three different contracts with MV Transportation between the City of Benicia and the City of Vallejo. She cited that 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 for delegated authority to the respective City Councils even though the SolTrans' General Manager has not yet been selected. She added that 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 May meeting.

#### **Public Comments:**

None presented.

#### **Board Comments:**

After discussion, the following modifications were requested by the SolTrans Board:

- Add the ability for the Board to change meeting dates, location and the agenda in accordance with the Brown Act; and
- Add references to the Brown Act and include opportunity for Public Comment. Legal Counsel Curry noted the current draft shows the addition of a Bylaws standing committee to work with Legal Counsel as necessary to revise the bylaws as needed.

At this time, the SolTrans Board agreed to table this item until the next meeting in April.

## **X. ACTION ITEMS – PLANNING AND OPERATIONS**

### **A. None presented.**

## **XI. INFORMATIONAL ITEMS**

### **A. Proposed SolTrans FY 2012 Budget Schedule, Assumptions, and Process**

Nancy Whelan noted that the Transition Team is preparing for the transition of financials from the two cities to the SolTrans JPA effective July 1, 2011. She indicated the Fiscal Year (FY) 2012 budget process begins with a review of FY 2010 audited actual and FY 2011 estimated actual and development of budget assumption. She identified the key assumptions guiding the FY 2012 budget development. She outlined the process and procedures for development of the budget.



**Solano County Transit  
(SolTrans)**

DATE: April 13, 2011  
TO: SolTrans Board  
FROM: Nancy Whelan, Transition Team Transit Finance Consultant  
Bernadette Curry, Legal Counsel  
RE: FTA Compliance Requirements: DBE Policy and Goals and Adoption of  
SolTrans Bylaws

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**Discussion:**

SolTrans is in the process of securing federal grantee status with the Federal Transit Administration (FTA) to access the funds of federal operating and capital grants. The steps to securing grantee status were outlined in the Transition Plan. One of the key steps is demonstrating technical capacity which involves the development of multiple policies. One of key policies (procurement) was approved at the March SolTrans Board meeting. Two other key policies are Disadvantaged Business Enterprise (DBE) and bylaws. The DBE Policy and Goals development status will be presented at the SolTrans Board meeting.

The attached bylaws incorporate the accumulated direction given by this Board at your past three Board meetings. Comments have been incorporated but given the level of interest in the bylaws, staff is recommending that the Board adopt the bylaws as attached, or with any requested changes, and establish a Bylaws Standing Committee to work with staff to review and revise the bylaws as necessary. There is no limit to how often bylaws can be amended once adopted.

**Fiscal Impact:**

There are no fiscal impacts associated with the adoption of a DBE Policy or SolTrans bylaws.

**Recommendation:**

Approve the SolTrans Bylaws and establish a Bylaws Standing Committee.

Attachment:

- A. Proposed SolTrans 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 3<sup>rd</sup> Thursday of each quarter or at any other time as set by the Chair of the Board, or by a majority of the members of the Board as necessary. 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 its Spring regular meeting or as soon as may be convenient, the Board shall review, modify if necessary, and adopt the annual operating budget.

At the first yearly regular meeting or as soon as may be convenient, 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 in accordance with the Brown Act.

**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. In accordance with the Brown Act, 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.

Items not included in the noticed agenda may be added in accordance with Section 54954.2 of the California Government Code if the Board determines by a 4/5ths vote of the Board (or a unanimous vote if less than 4/5ths are present) that there is a need to take action immediately and that need for action arose after the agenda was posted.

## **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**

Meetings shall be held in alternating locations between the Benicia and Vallejo Council Chambers, or at some other location as determined by the Board. All meetings shall be open to the public, except such closed sessions as permitted by law and shall be properly noticed in accordance with the Brown Act.

## **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, and the Secretary.

## **2. Selection**

At the first regular meeting of the calendar year, the Chair and the Vice Chair 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 and Vice Chair 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 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 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. PUBLIC PARTICIPATION**

**1. Policy**

The policy of the Board is to permit public participation in Board meetings. The Chair may expand or limit the time for addressing any agenda item, including comments during the Items from the Public portion of the agenda. All persons who wish to speak on any agenda item should fill out a Speaker Card and deliver it to the Clerk before the Board considers the particular item unless invited to speak by the Chair or a Director. Persons making comments shall first be recognized by the Chair and give their names for the record.

**2. Time Limit**

As a general policy, each speaker shall be limited to a three (3) minute comment, unless the agenda notes a different time limit for an item. The speaker's comments should be directed to the Chair and the Board as a whole and not to any particular Director or staff member.

**3. Opportunity for Public Comment**

At each regular meeting, the Board will hear public comments, designated as "Items from the Public", on any subject matter within the jurisdiction of the Board and which is not an item on the agenda. The public will be offered an opportunity to speak on all items on the agenda.

## 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.

Adopted:

**Solano County Transit  
(SolTrans)**

DATE: April 19, 2011  
TO: SolTrans Board  
FROM: Joy Apilado, Human Resources Consultant  
Human Resources Subcommittee  
RE: Proposed Salary and Benefit Recommendations

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**Discussion:**

The attached exhibits are the SolTrans Board's subcommittee proposals and recommendations for SolTrans staff. It includes an organizational chart, salary schedule and benefits for all SolTrans employees. These recommendations were developed using comparative agencies and in some cases incorporating existing levels of salary and benefits that are offered within the cities of Benicia and Vallejo. In order to attract and retain qualified employees, the subcommittee considered the budget constraints and recognized the need for flexibility to make additional changes in the future.

The proposed salary schedule includes a range that allows for merit increases based on actual performance rather than merit steps. This will require development of personnel policies within the agency to ensure fair and equitable methods for evaluations. The benefits proposals under exhibit C include a comprehensive package for all employees while allowing the agency the flexibility to develop criteria and parameters when contracting for the level of benefits.

**Fiscal Impact:**

Final cost to be determined upon receiving actuarials and bids from contracting agencies and providers.

**Recommendation:**

Approve SolTrans Salary and Benefit Schedules as proposed and recommended by the SolTrans Board Subcommittee as specified in Attachments B and C.

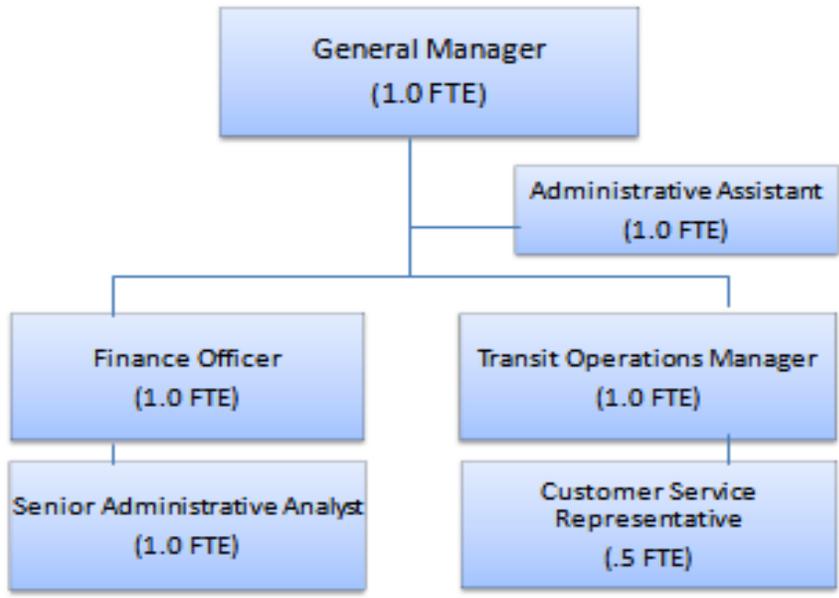
Attachments:

- A. SolTrans Organizational Chart
- B. SolTrans Salary Schedule 2011-12
- C. SolTrans Benefits Comparison and Recommendations

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Exhibit A

# SolTrans Organizational Chart



**Proposed Salary Schedule 2011-12**  
**SolTrans**  
**Human Resources Subcommittee**

Exhibit B

	<i>Bottom of Range</i>	-	<i>Top of Range</i>
<b>General Manager</b>			
<i>Monthly</i>	\$ 10,500.00		\$ 12,500.00
<i>Annual</i>	\$ 126,000.00		\$ 150,000.00
<b>Transit Operations Manager</b>			
<i>Monthly</i>	\$ 6,948.12		\$ 8,445.49
<i>Annual</i>	\$ 83,377.44		\$ 101,345.88
<b>Finance Officer</b>			
<i>Monthly</i>	\$ 6,948.12		\$ 8,445.49
<i>Annual</i>	\$ 83,377.44		\$ 101,345.88
<b>Senior Administrative Analyst</b>			
<i>Monthly</i>	\$ 6,294.03		\$ 7,650.44
<i>Annual</i>	\$ 75,528.36		\$ 91,805.28
<b>Administrative Assistant</b>			
<i>Monthly</i>	\$ 3,918.76		\$ 4,763.27
<i>Annual</i>	\$ 47,025.12		\$ 57,159.24
<b>Customer Services Representative</b>			
<i>Hourly</i>	\$ 14.00		\$ 20.00

**Range only**

Elimination of Steps allows more flexibility for granting merit increases based on actual performance Guidelines for granting Merit increases will be developed and included in the Human Resources Policies and Procedures, and will include criteria to ensure fair and efficient methods for recruitment and retention of employees

**Benefits Comparison and Recommendations  
Human Resources Subcommittee**

Revised April 19, 2011

	<b>Benicia</b>	<b>Vallejo</b>	<b>SolTrans (Proposed)</b>
<b>Retirement</b>			
<b>PERS</b>			
Formula	2.7% @ 55	2.7% @ 55	2% @ 60 * <sup>1</sup>
% Employer Pays EE Contribution	7%	0%	0%
% Employee Pays EE Contribution	1%	9%	8 - 9% Estimated 36 months Salary
<b>PARS (Supplemental)</b>			Formula (TBD based on costs)
<b>Social Security</b>	No	Yes	No
<b>Deferred Compensation Plans</b>			
401a (ER Contribution Mandatory)	Yes (Managers Only)	No	No* <sup>2</sup>
457k (No ER Cost - Employee Optional)	Yes	Yes	Yes
<b>Health and Welfare Items</b>			Options * <sup>3</sup>
<b>Health Insurance</b>	<b>Kaiser/Health Net</b>	<b>PERS</b>	<b>Kaiser plus Independent</b>
Employer Pays	100% Kaiser Rate	100% Kaiser Rate*	75% Kaiser Rate
Employee Pays	Difference for Health Net	Difference all other plans	25% Kaiser Rate
Retirees Pay	100%	Same as active*	Future Development
		*80/20 Flex plan eff 1/10 \$581 in lieu of health	
<b>Dental Insurance</b>	<b>Ameritas (PPO)</b>	<b>Delta Dental</b>	<b>Delta Dental*<sup>4</sup></b>
Employer Pays	70% Premium	100%	100%
Employee Pays	30% Premium	0%	0%
Benefit Allowance per year	or United (HMO)	\$2,000 per participant	\$2,000 per participant
<b>Vision Insurance</b>	<b>Vision Service Plan</b>	<b>Vision Service Plan</b>	<b>Vision Service Plan*<sup>4</sup></b>
Employer Pays	100%	100%	100%
	Lenses/Frames Every 12 mos.	Lenses/Frames Every 12 mos.	Exams every year Lenses/Frames every 24 mos.
<b>Life Insurance</b>	<b>AIG</b>	<b>Lincoln National</b>	<b>Lincoln National*<sup>5</sup></b>
	50,000	40,000	50,000
Employer Pays	100%	\$40,000 (ADD) 100%	100% Basic Only
<b>Long-Term Disability</b>	None	Employer Paid	None - Future Consideration
<b>Leaves</b>			
<b>Vacation</b>	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 240 hours(30 days) maximum
<b>Sick Leave</b>	12 days/year	12 days/year	12 days/year 720 hours (90 days)

**SUBCOMMITTEE CONSIDERATIONS AND RECOMMENDATIONS**

\*<sup>1</sup> Research costs for Supplemental Retirement Plan for employees equivalent to 2.7%@55 formula with agency vesting and retirement parameters  
Current budget includes 24.621% for retirement options (18.421% employer paid PERS contribution and 6.2% employer paid social security)  
Cost Assumptions for PERS retirement 2% @ 60 in the 7 - 15% range

\*<sup>2</sup> 401a plan would be used as interim retirement until PERS and/or PARS is adopted for employees in lieu of Social Security

\*<sup>3</sup> PERS options too prohibitive-Bound by law, pool prices, little control over changes - Elect Independent for control, ability to renegotiate and set parameters.  
Retiree Health to be researched and options to be determined at a later date

\*<sup>4</sup> Dental/Vision under City of Vacaville self insured plan

\*<sup>5</sup> Life insurance plan under under Vacaville cost \$7.50 - currently out for RFP so vendor and amounts may change

Management Benefit Incentive - Vallejo 120 hours X hourly rate = \$5k annual - options rolled into salary and delete as benefit

Management Performance Measures - Parameters and Goals to be considered and developed at a later date

<b>Information Only - Estimated Costs for Health and Welfare Items</b>	<b>PERS Health Costs (Kaiser)</b>	<b>Ind Costs (Avg Kaiser/HealthNet)</b>	<b>Dental Costs (Vacaville)</b>	<b>Vision Costs (Vacaville)</b>
Employee Only	568.99	541.85 - 683.39	53.57	5.39
Employee+1	1137.98	1082.69 - 1362.53	91.07	10.78
Employee+2	1479.67	1439.98 - 1627.15 <sup>7</sup>	139.29	17.35

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**Solano County Transit  
(SolTrans)**

DATE: April 18, 2011  
TO: SolTrans Board  
FROM: Nancy Whelan, Transition Team Consultant  
RE: Draft FY 2012 SolTrans Budget

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**Background:**

The SolTrans Steering Committee approved a FY 2011 operating budget for the consolidated transit agency in May 2010. The budget included a ten year projection that reflected status quo costs and revenues. Most transit agencies throughout the region have faced significant near term and longer term deficits over the past few years, and projections for Vallejo Transit and Benicia Breeze were no exception. STA analysis as part of the proposed consolidation showed that the individual transit agencies would face deficits in one to three years, and that the consolidated agency, SolTrans, could be in a deficit position in FY 2013 if no changes in costs and revenues were made.

With the infusion of federal economic stimulus funds (American Recovery and Reinvestment Act) in FY 2009, deficits were avoided for the past three years, annual budgets were balanced, transit operations were maintained, and limited TDA funds were held in reserve. ARRA funds will be exhausted in FY 2012. In the ten year projection developed last year, the TDA reserve of about \$4 million was projected to help balance the SolTrans budget through FY 2013.

On April 13, 2011, the Metropolitan Transportation Commission's Programming and Allocation Committee approved a staff recommendation to authorize the City of Vallejo to use \$2,752,000 from TDA reserves to repay a previous loan from the City's General Fund to Vallejo Transit. The use of TDA reserve funds for this purpose was anticipated, but the full amount was not fully incorporated into our budget projections. Additionally, fuel prices have risen more than expected a year ago. These two factors will require SolTrans to implement cost cutting measures to balance the FY 2012 SolTrans budget.

**Discussion:**

At the March 24, 2011 SolTrans Board meeting, the availability of TDA reserves and the projected fuel prices were identified as key issues to be addressed in the FY 2012 SolTrans budget. With the recent approval by MTC of the City of Vallejo's request to repay the General Fund Loan with the TDA reserve funds, and the current estimates of fuel prices, SolTrans will need to cut costs by about \$1,250,000 to balance the FY 2012 budget.

In the Transition Plan for the transit consolidation, opportunities were identified for cost savings through consolidating the three contracts for service operations of the two agencies. Contract negotiations are underway with the service provider, MV Transit. A contract extension of three months has been approved, allowing for continued negotiations that will impact the FY 12 costs. The negotiating team has identified annual contract savings through consolidation of more than \$1 million are achievable. For purposes of the FY 2012 SolTrans budget, the transition team is estimating that contract savings of \$1,250,000 will be achieved. The proposed Draft FY 2012 SolTrans Budget is provided in Attachment A. Assumptions for each line item are provided in Attachment B.

Key assumptions are discussed below.

- Baylink Ferry service will transfer to WETA by July 1, 2011.
- New Transit Center in Vallejo will be the administrative headquarters for SolTrans. Costs for operating and maintaining the new facility are included in the General Administration line item of the budget.
- STAF – Revenue Based Share is available for SolTrans to claim from Vallejo revenue generations. Given the volatility of this revenue source when the original SolTrans budget was developed, no STAF revenue based share was assumed to be available in the FY 2011 budget or forecasted in the ten year budget.
- TDA fund estimates are provided by MTC. The amount estimated to be available for FY 2012 is based on the estimated TDA balance to be carried forward from FY 2011 and the new apportionments for FY 2012. A more detailed estimate of TDA funds available and claimed for FY 2011 and FY 2012 is shown in Attachment C.
- Other Revenue consists of lease, advertising and investment income. No investment income is budgeted in FY 2012, although approximately \$90,000 in investment income is projected for FY 2011.
- Operating Contract expenditures reflect cost savings anticipated from contract negotiations and service reductions for Route 200. Route 200 is included in the SolTrans service contract and is reimbursed by WETA. Cost savings of approximately \$1.25 million are anticipated for FY 2012.
- Fuel prices have reached record highs and are expected to remain at current levels for FY 2012. Diesel fuel is estimated at \$4.25 per gallon. Fuel consumption is expected to be reduced due to the reduction of service on Route 200 and due to greater fuel economy with diesel electric hybrid buses being acquired in FY 2011. The new hybrid buses will comprise approximately 20 percent of the bus fleet and these buses are estimated to consume 50 percent less diesel fuel than standard diesel buses. The greater fuel economy will reduce consumption by about 56,600 gallons or ten percent in FY 2012. In the aggregate, projected fuel costs have been increased by \$259,164.
- Route 200 provides bus service between the ferry terminals in Vallejo and San Francisco. The service is included in the operating contract between Vallejo and MV Transit. The contract will be transferred to SolTrans in FY 2012 and costs for Route 200 will be reimbursed by WETA. WETA plans to significantly reduce Route 200 service.

The draft budget will be modified as more up to date estimates become available over the next few weeks. A final budget will be presented for adoption at the SolTrans Board meeting in May.

### **Recommendation**

Informational.

Attachments:

- A. Draft FY 2012 SolTrans Budget
- B. FY 2012 Budget Assumptions
- C. TDA Fund Availability

**SolTrans DRAFT FY 2011-12 Budget**

April 21, 2011

**Detailed Operating Revenue by Mode**

**Attachment A**

**Page 1 of 2**

	<u>FY 2010/11 Adopted</u>	<u>FY 2010/11 Revised</u>	<u>FY 2011/12 Proposed</u>
<b>Bus Revenues</b>			
Fares	\$3,071,000	\$3,093,000	\$3,093,000
FTA Section 5307 Operating Assistance	-	-	-
FTA Section 5307 Preventive Maintenance	-	-	250,000
FTA ARRA Preventive Maintenance	1,339,813	1,216,378	-
FTA Section 5303	-	90,000	-
FTA Section 5311 Non-Urbanized Area	180,000	179,628	42,503
FTA Section 5316 JARC	400,000	523,435	200,000
FTA Section 5317 NF	-	-	-
STAF Operating Assistance - Vallejo Rev Base	-	-	609,616
STAF Operating Assistance - Vallejo Prop 42	-	-	-
STAF Operating Assistance - Benicia Rev Base	18,245	11,660	-
STAF Operating Assistance - Benicia Prop 42	-	-	-
STAF Operating Assistance - Solano County Pop Base	-	-	-
STAF Lifeline	200,000	325,000	-
Regional Measure 2 (RM-2)	1,223,840	1,223,840	1,223,840
Transportation Development Act (TDA)	3,695,262	3,096,161	5,676,841
Intercity Funding Agreement	334,340	91,996	95,000
Bridge Toll AB 664 PM	-	-	-
Other revenues	30,500	143,000	21,100
<b>Bus Revenues Subtotal</b>	<b><u>10,493,000</u></b>	<b><u>9,994,098</u></b>	<b><u>11,211,900</u></b>
<b>Ferry Revenues</b>			
Fares	6,320,000	6,489,000	-
FTA Section 5307 Preventive Maintenance	1,000,000	1,000,000	-
Bridge Toll 2% Revenue Program	400,000	-	-
Bridge Toll 5% Unrestricted State Funds	1,300,000	1,256,800	-
Regional Measure 2 (RM-2)	2,740,500	2,740,500	-
One-time Solano County	-	-	-
Supplemental Regional Measure 2 (WETA) for Contingency	2,174,500	2,514,771	-
Transportation Development Act (TDA)	-	-	-
Transportation Development Act (TDA) One time	-	-	-
State Transit Assistance - One time	-	-	-
Terminal Leases	19,000	19,000	-
Transfer In, General Fund	-	-	-
Labor Day Weekend Service (BATA)	-	-	-
Other revenues	2,000	2,000	-
<b>Ferry Revenues Subtotal</b>	<b><u>13,956,000</u></b>	<b><u>14,022,071</u></b>	<b><u>-</u></b>
<b>Paratransit Revenues</b>			
Fares - Existing	131,000	70,509	71,000
FTA Section 5307 10% ADA set-aside	667,000	612,433	667,000
STAF Operating Assistance	-	-	-
Transportation Development Act (TDA)	763,000	859,467	770,300
<b>Paratransit Revenues Subtotal</b>	<b><u>1,561,000</u></b>	<b><u>1,542,409</u></b>	<b><u>1,508,300</u></b>
<b>Taxi Scrip Revenues</b>			
Taxi Coupon Sales - Local	141,735	111,599	112,000
Taxi Coupon Sales - Regional	15,000	-	15,000
Transportation Development Act (TDA)	115,265	154,000	152,815
<b>Taxi Scrip Revenues Subtotal</b>	<b><u>272,000</u></b>	<b><u>265,599</u></b>	<b><u>279,815</u></b>
FAREBOX REVENUES	9,678,735	9,764,108	3,276,000
FUNDING SOURCE REVENUES	16,603,265	16,060,069	9,724,015
<b>Total, Revenues</b>	<b><u>\$26,282,000</u></b>	<b><u>\$25,824,177</u></b>	<b><u>\$13,000,015</u></b>

**SoITrans DRAFT FY 2011-12 Budget**

**Attachment A**

April 21, 2011

Page 2 of 2

**Detailed Operating Expenditure by Mode**

	<b>FY2010-11</b> Adopted	<b>FY2010-11</b> Revised	<b>FY2011/12</b> Projected
<b>Bus Expenses</b>			
Operating Contract	8,892,000	8,540,959	7,728,000
Fuel	1,834,000	1,836,836	2,096,000
Insurance costs	400,000	317,258	400,000
Security	136,000	136,000	116,600
Bus Facility Maintenance	62,000	62,000	63,900
Bus Maintenance	19,000	18,850	19,000
Utilities	32,000	32,000	33,000
Printing	13,000	13,000	13,400
Professional Services	6,000	-	50,000
Route 200: Transfer costs to WETA	(1,481,000)	(1,466,000)	(296,000)
Ferry Ticket Office Transfer to Ferry	(177,000)	(177,000)	(182,000)
General Administration	757,000	738,660	1,170,000
<b>Bus Expenses Subtotal</b>	<b>10,493,000</b>	<b>10,052,563</b>	<b>11,211,900</b>
<b>Ferry Expenses</b>			
Operating Contract	6,408,000	6,568,316	-
Professional Services	128,000	128,000	-
Fuel	4,518,000	4,438,755	-
Dry Docking	180,000	180,000	-
Security	68,000	68,000	-
Space Rental & Lease Dockage Fees	74,000	74,000	-
Building Maintenance	74,000	74,000	-
Utilities	106,000	106,000	-
Printing	14,000	14,000	-
Route 200 Costs	1,481,000	1,466,000	-
Ferry Ticket Office from Bus	177,000	177,000	-
General Administration	728,000	728,000	-
<b>Ferry Expenses Subtotal</b>	<b>13,956,000</b>	<b>14,022,071</b>	<b>-</b>
<b>Paratransit Expenses</b>			
Operating Contract - Existing	1,352,000	1,291,764	1,219,000
Fuel	44,000	48,500	66,000
Maintenance	45,000	42,841	44,000
Printing	9,000	9,000	9,300
General Administration	111,000	81,023	170,000
<b>Paratransit Expenses Subtotal</b>	<b>1,561,000</b>	<b>1,473,128</b>	<b>1,508,300</b>
<b>Taxi Scrip Expenses</b>			
Scrips Payments - Local	241,000	236,815	236,815
Scrips Payments - Regional	15,000	15,000	15,000
General Administration	16,000	13,000	28,000
<b>Taxi Scrip Expenses Subtotal</b>	<b>272,000</b>	<b>264,815</b>	<b>279,815</b>
OPERATING CONTRACT		9,832,723	
OTHER EXPENSES		1,957,783	
<b>Total, Expenses</b>	<b>\$26,282,000</b>	<b>\$25,812,577</b>	<b>\$13,000,015</b>
<b>Revenues Less Expenses</b>	<b>\$0</b>	<b>\$11,600</b>	<b>\$0</b>

**Assumptions**

<b>Revenues</b>	
<b>Fares</b>	Remain flat. Assumes no fare increase and no change in ridership.
<b>FTA Section 5307 Preventive Maintenance</b>	Per MTC estimates.
<b>FTA ARRA Preventive Maintenance</b>	ARRA funds were exhausted in FY 2010-11.
<b>FTA Section 5303</b>	Planning funds for SRTP were allocated in FY 2010-11 and will not be available in FY 2011-12.
<b>FTA Section 5311 Non-Urbanized Area</b>	Based on Regional Apportionment
<b>FTA Section 5316 JARC</b>	Per grant award.
<b>STAF Operating Assistance - Revenue Based</b>	Includes FY 2010-11 carryover and MTC estimates of FY 2011-12 available based on the Governor's budget proposal.
<b>STAF Lifeline</b>	No indication that these funds will continue to be available.
<b>Regional Measure 2 (RM-2)</b>	Per MTC estimates.
<b>Transportation Development Act (TDA)</b>	Per MTC estimates. See detailed description in staff report.
<b>Intercity Funding Agreement</b>	Estimate of net revenues from Intercity Transit Funding Agreement.
<b>Other revenues</b>	Includes lease, advertising, and interest income.

<b>Expenditures</b>	
<b>Operating Contract</b>	Assumes a reduction in bus contract costs due to consolidation efficiencies and re-negotiation of rates in contract extension or lower overall cost if service is competitively bid.
<b>Fuel</b>	Increased to reflect current pricing. See detailed description in staff report.
<b>Insurance costs</b>	Remains flat.
<b>Security</b>	Based on new contract rates and hours.
<b>Bus Facility Maintenance</b>	Includes a 3% increase.
<b>Bus Maintenance</b>	Includes a 3% increase.
<b>Utilities</b>	Includes a 3% increase.
<b>Printing</b>	Includes a 3% increase.
<b>Professional Services</b>	Remain flat.
<b>Route 200: Transfer costs to WETA</b>	Reduced this cost offset to reflect reduction in Rt. 200 service hours.
<b>Ferry Ticket Office Transfer to Ferry</b>	Includes a 3% increase.
<b>General Administration</b>	General administration costs are allocated to each mode based on the pro-rated share of the total budget. All general administration costs are assumed to increase by 3% unless otherwise noted. Salaries and benefits are based on the compensation review completed by the HR consultant. 5.5 full time equivalent positions are assumed.

## FY 2011 and FY 2012 TDA for Vallejo, Benicia, and SolTrans

	Vallejo	Benicia	SolTrans
<b>FY 2011 TDA Available</b>			
Balance remaining at Vallejo as of June 30, 2010	\$ 3,983,277	\$ -	
Balance remaining at MTC as of June 30, 2010	\$ 1,171,137	\$ 3,939	
FY 2011 Estimated Apportionment	\$ 3,580,574	\$ 827,515	
<b>Total Available</b>	<b>\$ 8,734,988</b>	<b>\$ 831,454</b>	
<b>FY 2011 TDA Claim/Application</b>			
Vallejo GF Loan Repayment	\$ 2,752,000	\$ -	
Operating Assistance - Bus/FR	\$ 2,804,481	\$ 291,680	
Operating Assistance - Paratransit	\$ 459,567	\$ 400,000	
Operating Assistance - Taxi	\$ 154,000	\$ -	
Capital - Ferry Terminal Rehab	\$ 200,000	\$ -	
STA - Countywide Planning	\$ 103,222	\$ -	
Intercity Taxi Scrip Program	\$ 42,500	\$ -	
<b>Subtotal, Claim</b>	<b>\$ 6,515,770</b>	<b>\$ 691,680</b>	
<b>Estimate of balance remaining as of June 30, 2011</b>	<b>\$ 2,219,218</b>	<b>\$ 139,774</b>	
<b>FY 2012 Estimated TDA Available</b>			
Balance remaining at Benicia as of June 30, 2011		\$ 11,600	
Balance remaining at MTC as of June 30, 2011	\$ 2,219,218	\$ 139,774	
FY 2012 Estimated Apportionment	\$ 3,582,546	\$ 828,856	
<b>Total Available</b>	<b>\$ 5,801,764</b>	<b>\$ 968,630</b>	<b>\$ 6,770,394</b>
<b>FY 2012 TDA Claim/Application</b>			
SolTrans Operating Assistance - Bus/FR		\$ 5,676,841	
SolTrans Operating Assistance - Paratransit		\$ 770,300	
SolTrans Operating Assistance - Taxi		\$ 152,815	
STA - Countywide Planning		\$ 130,881	
<b>Subtotal, Claim</b>		<b>\$ 6,730,837</b>	
<b>Estimate of balance remaining as of June 30, 2012</b>		<b>\$ 39,557</b>	