

SolTrans

SOLANO COUNTY TRANSIT BOARD MEETING AGENDA (REVISED AS OF JUNE 13, 2011)

4:00 p.m., Regular Meeting
Thursday, June 16, 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.

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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

IV. OPPORTUNITY FOR PUBLIC COMMENT
(4:05 – 4:10 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. COMMENTS FROM STAFF

(4:10 – 4:15 p.m.)

VI. 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 May 19, 2011

Recommendation:

Approve the meeting minutes of May 19, 2011.

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Johanna Masiclat,
STA

VII. ACTION ITEMS – ADMINISTRATIVE/FINANCE

A. FTA Compliance Requirements and Authorizing Resolution

Recommendation:

Approve the following:

- 1. Adopt the SolTrans Equal Employment Opportunity Policy as set forth in Attachment A;*
- 2. Adopt the Title VI Programs as set forth in Attachment B; and*
- 3. Resolution No. 2011-05 authorizing the filing of applications with the Federal Transit Administration as specified in Attachment C1.*

(4:20 – 4:30 p.m.)

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Nancy Whelan,
Finance Consultant

B. Approval of Master Transfer Agreement with Vallejo and Benicia

Recommendation:

Authorize the Chair to execute all documents and take such further action as may be necessary in order to facilitate the transfer of operations and assets from the City of Benicia and City of Vallejo to SolTrans.

(4:30 – 4:40 p.m.)

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Bernadette Curry,
Legal Counsel

VIII. ACTION ITEMS – PLANNING AND OPERATIONS

A. Approval of Contract with MV Corporation for Consolidated Transit Services Contingent Upon Receipt of FTA Grantee Status Prior to June 30, 2011

Recommendation:

Authorize the Chair to execute a new operating agreement with MV Corporation for consolidated transit services contingent upon approval of FTA Grantee status prior to June 30, 2011.

(4:40 – 4:45 p.m.)

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Bernadette Curry,
Legal Counsel

IX. INFORMATIONAL

- A. Short Range Transit Plan (SRTP) Update**
(4:45 – 4:50 p.m.)
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Jeanine Wooley,
City of Vallejo and
Moore & Associates

- B. Five Year Budget Projection**
(4:50 – 4:55 p.m.)
Pg. 37

Nancy Whelan,
Finance Consultant

X. BOARD MEMBERS COMMENTS

XI. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, July 21, 2011, 4:00 p.m., Benicia Council Chambers.**

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SOLTRANS

**SOLANO COUNTY TRANSIT (SOLTRANS)
Draft Board Minutes for Meeting of
May 19, 2011**

I. CLOSED SESSION

Chair Davis called the Closed Session meeting of the SolTrans Board to order at 3:30 p.m. at Benicia City Hall.

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, Councilmember | City of Benicia |
| | Osby Davis, Mayor | City of Vallejo, Chair |
| | Erin Hannigan, Councilmember | City of Vallejo |
| | Jim Spering, Supervisor, County of Solano | MTC Representative |
| | Harry Price, Mayor, City of Fairfield | Ex-Officio – STA Representative |

MEMBERS None.

ABSENT:

STAFF

| | | |
|-----------------|--|---|
| PRESENT: | <i>In Alphabetical Order by Last Name:</i> | |
| | Greg Anderson | City of Vallejo |
| | Joy Apilado | STA HR Consultant |
| | Bernadette Curry | SolTrans Legal Counsel |
| | Daryl Halls | STA Executive Director |
| | John Harris | STA Project Manager - Consultant |
| | Johanna Masiclat | STA Clerk of the Board |
| | Elizabeth Richards | STA Director of Transit and Rideshare Services |
| | Rob Sousa | City of Benicia |
| | Nancy Whelan | STA Transit Finance Consultant |
| | Jeanine Wooley | City of Vallejo |

OTHERS

| | | |
|-----------------|--|---------------------|
| PRESENT: | <i>In Alphabetical Order by Last Name:</i> | |
| | Tom Barte | SolTrans PAC Member |
| | Mona Babauta | City of Fairfield |
| | Derik Calhoun | MV Transportation |
| | JB Davis | Patch.com |

Michael Eshleman
Jackie Lane
Jim McElroy
Brian McLean
Paul Page

Moore & Associates
MV Transportation
Proposed Interim Executive Director
City of Vacaville
Page Design

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 Hannigan, the SolTrans Board approved the agenda.

V. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

VI. COMMENTS FROM STAFF:

A. Vallejo Transit Center Status presented by Jeanine Wooley

B. Consultant Introductions by John Harris

- Moore & Associates - Short Range Transit Plan (SRTP)
- Page Design Group –Branding and Marketing Contract

VII. CONSENT CALENDAR

On a motion by Board Member Spering, and a second by Vice Chair Patterson, the SolTrans JPA Board approved Consent Calendar Items A and B.

A. Meeting Minutes of April 21, 2011

Recommendation:

Approve the meeting minutes of April 21, 2011.

B. Transportation Development Act (TDA), State Transit Assistance Funds (STAF) and Regional Measure 2 (RM2) Claims

Recommendation:

Adopt the following:

1. Resolution No. 2011-03 for SolTrans FY 2011-12 allocation request for TDA funds and STAF; and
2. Resolution No. 2011-04 for SolTrans FY 2011-12 allocation request for RM2 funds for operating.

VIII. ACTION ITEMS – ADMINISTRATIVE/FINANCE

A. Updated Proposed SolTrans Staff Benefits and Salary Recommendations

Joy Apilado presented the Human Resources Subcommittee recommendations for Salary and Benefit Plans. She identified the goals for evaluating salary and benefit options, proposed staff, retirement options to be considered, and the subcommittee’s recommendation for retirement benefits.

Public Comments:

None presented.

Board Comments:

After discussion and careful consideration, the SolTrans Board approved the SolTrans Salary and Benefits (CalPERS Retirement of 2.0% at age 60 at the highest consecutive 36 months of salary) as proposed and recommended by the Human Resources Subcommittee.

Recommendation:

Approve SolTrans Salary and Benefits as proposed and recommended by the Human Resources Subcommittee.

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

B. Interim Executive Director for Solano County Transit JPA

At this time, Daryl Halls introduced Jim McElroy, proposed Interim Executive Director, who would take the lead in guiding the new organization so that it can prepare the organization for hiring employees, holding administrative and service contracts, and performing its financial duties in accordance with local, regional, State and Federal guidelines.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Request the STA to enter into a contract with Jim McElroy to serve as the Interim Executive Director for SolTrans as defined by the Scope of Services shown in Attachment B.

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

C. FTA Compliance Requirements and Status

Nancy Whelan reviewed several policies and programs that will be in place to meet FTA requirements to be an eligible grantee. She outlined and recommended adoption of the DBE Policy and Goals, Public Participation Process for Fare and Service Changes and Drug Free Workplace Policy.

Public Comments:

None presented.

Board Comments:

Under the Policy Statement for the SolTrans DBE Program, Vice Chair Patterson requested to add under Section 26.45, Overall Goals, the Benicia Times Herald for publication of the notice of the proposed overall goals.

Recommendation:

Approve the following

1. Adopt the SolTrans DBE policy and program as set forth in Attachment A;
2. Authorize publication of the overall Disadvantaged Business Enterprise goals for FY 2011 as set forth in Attachment A;
3. Adopt the SolTrans Public Participation Policy for Fare and Service Changes as set forth in Attachment B; and
4. Adopt the SolTrans Drug Free Workplace Policy as set forth in Attachment C.

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

D. FY 2011-12 SolTrans Operating Budget

Nancy Whelan identified the availability of TDA reserves and the projected fuel prices as issues to be addressed in the FY 2012 SolTrans Budget. She cited that the contract negotiating team is underway and has identified an annual contract savings ranging between \$1 million to \$1.5 million. She added that the transition team is estimating that contract savings of \$1,250,000 will be achieved.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson and Board Member Spring commented on fuel contracts and reducing measures on fuel costs.

Recommendation:

Approve the FY 2012 SolTrans annual operating budget in the amount of \$13,000,015, as specified in Attachment A.

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

IX. ACTION ITEMS – PLANNING AND OPERATIONS

A. Approve Recommendation for Approval of Contract between Cities of Benicia and Vallejo and MV Transportation

Bernadette Curry reviewed the negotiating process with representatives from MV Transportation and a revised agreement will be presented to the respective City Councils in either late May or early June. She added that staff has negotiated a comprehensive maintenance plan which will be incorporated into the new contract addressing responsibility for key functions related to vehicle and facility servicing.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Authorize SolTrans Legal Counsel to send a recommendation of support to the City Councils of Benicia and Vallejo for the approval of a new operating agreement between the cities of Benicia and Vallejo and MV Transportation.

On a motion by Board Member Spring, and a second by Board Member Hannigan, the SolTrans Board approved the recommendation.

X. INFORMATIONAL ITEMS

A. None presented.

XI. BOARD MEMBER COMMENTS

XII. ADJOURNMENT

The meeting was adjourned at 5:15 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, June 16, 2011, 4:00 p.m., Vallejo Council Chambers.**

Attested by:



Johanna Masielat **6/13/2011**
Clerk of the Board **Date**

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**Solano County Transit
(SolTrans)**

DATE: June 9, 2011
TO: SolTrans Board
FROM: Nancy Whelan, Financial Consultant
RE: FTA Compliance Requirements and Authorizing Resolution

Discussion:

To become a Federal Transit Administration (FTA) grantee, SolTrans must demonstrate technical, legal, and financial capacity to manage the transit system. Additionally, SolTrans will be required to provide Certifications and Assurances for FTA Assistance Programs to be able to draw on FTA grant funds.

Over the past three months the Board has adopted several policies and programs to meet FTA requirements to be an eligible grantee. The following policies and programs are presented for consideration at the June 16th SolTrans Board meeting.

- Equal Employment Opportunity Policy
- Title VI Program

In addition, FTA requires the governing Board to approve a resolution authorizing the transit agency to apply for federal grants.

Equal Employment Opportunity Policy

Grantees must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. A formal EEO program is required of any grantee that both employed 50 or more transit-related employees and received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous Federal fiscal year. SolTrans is not required to have a formal EEO program, as it does not meet the threshold requirement. However, an EEO policy provides a statement to employees, stakeholders, and the public that SolTrans does not discriminate in employment.

The EEO policy statement is included in Attachment A. It states that SolTrans will not discriminate with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. It also provides a process for EEO complaints to be filed and resolved with the agency.

Title VI Report

Every three years grantees must submit a Title VI program that documents their compliance with FTA Circular 4702.1A. The objectives outlined in the Circular are:

- a. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- b. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- c. Promote the full and fair participation of all affected populations in transportation decision making;
- d. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- e. Ensure meaningful access to programs and activities by persons with limited English proficiency.

On June 8, 2010, Vallejo Transit submitted its Title VI report to FTA. It is included as Attachment B. The report addresses public outreach and involvement activities, a plan for providing language assistance for persons with limited English proficiency, and the process used to investigate and track Title VI complaints. The Title VI program submitted by Vallejo Transit is valid through 2013. By adopting the Title VI program as its own, SolTrans will be responsible for the implementation of the plans and procedures contained in the attached report. Updates to the program may be required with changes to the SolTrans service or at the request of FTA.

Authorizing Resolution

FTA Circular 9030.1C provides guidelines for the preparation of grant applications to obtain Federal assistance for transit projects under the Urbanized Area Formula Program. First time grant applicants must submit an authorizing resolution and an opinion of counsel.

The authorizing resolution (Attachment C1) is being presented for approval at the June 16, 2011 SolTrans Board meeting. The Authorizing Resolution requires the applicant, SolTrans, to have received authority from the Metropolitan Transportation Commission (MTC) to apply for Urbanized Area Formula Program assistance. MTC's Programming and Allocations Committee recommended approval of that authority on June 8, 2011. The Metropolitan Transportation Commission is scheduled to consider final approval authorizing SolTrans to apply for Urbanized Area Formula Program assistance on June 22, 2011.

The Opinion of Counsel is attached (Attachment C2) as information and will be executed by Legal Counsel upon approval of the EEO policy and Title VI report and MTC's final authorization. The executed Opinion of Counsel will be submitted to FTA with the Authorizing Resolution.

With the adoption of these policies, approval of the authorizing resolution, MTC's authorization for SolTrans to apply for federal funds, and the executed Opinion of Counsel, SolTrans will have met the minimum requirements to become an eligible FTA grantee.

Recommendation:

Approve the following:

1. Adopt the SolTrans Equal Employment Opportunity policy as set forth in Attachment A;
2. Adopt the Title VI program as set forth in Attachment B; and
3. Resolution 2011-05 authorizing the filing of applications with the Federal Transit Administration as specified in Attachment C1.

Attachments:

- A. SolTrans Equal Employment Opportunity Policy
- B. Title VI Program
- C3. Resolution 2011-05 Authorizing the filing of applications with the Federal Transit Administration

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SolTrans

EQUAL EMPLOYMENT OPPORTUNITY POLICY

SolTrans policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

SolTrans is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in SolTrans operations and prohibits unlawful discrimination by any employee of SolTrans, including supervisors and coworkers. SolTrans considers the attainment of equal employment a major objective and is committed to providing equal employment opportunities to all qualified persons.

SolTrans will not discriminate with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. SolTrans is an EEO employer and makes employment decisions on the basis of merit. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, SolTrans-sponsored training, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory manner. All employment decisions shall be consistent with the principle of EEO.

An employee who believes that they have been subject to any form of unlawful discrimination shall provide a verbal or written complaint to the Executive Director. The complaint must be specific and must include the names of the individuals involved and the names of any witnesses. SolTrans will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the complaint is against the Executive Director, the employee shall make the complaint to the Chair of the SolTrans Board or the SolTrans Legal Counsel.

If SolTrans determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. SolTrans will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

Approved:

Executive Director

Date



CITY OF VALLEJO

DEPARTMENT OF PUBLIC WORKS
Transportation Division

555 SANTA CLARA STREET • P.O. BOX 3068 • VALLEJO • CALIFORNIA • 94590-5934 • (707) 648-4315
FAX (707) 648-4691

June 8, 2010

Mr. Derrin Jourdan
Civil Rights Officer Region IX
Federal Transit Administration
201 Mission Street, Suite 2210
San Francisco, California 94105

SUBJECT: Title VI General Information Report

Dear Mr. Jourdan:

This letter transmits the City of Vallejo's Reporting Requirements under FTA C 4702.1A. Pursuant to the Federal Transit Administration Circular 4702.1A following Attachments to this letter are submitted:

Attachment 1: A summary of public outreach and involvement activities undertaken since the last submission and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities.

Attachment 2: A copy of the agency's plan for providing language assistance for persons with limited English proficiency that was based on the DOT LEP Guidance or a copy of the agency's alternative framework for providing language assistance.

Attachment 3: A copy of the agency procedures for tracking and investigating Title VI complaints and a copy of the agency's notice to the public that it complies with Title VI and instructions to the public on how to file a discrimination complaint.

No Title VI investigations, complaints, or lawsuits have been filed with the agency since the time of the last submission.

Please contact me at (707) 648-5241 if you require additional information.

Sincerely,

Jeanine Wooley
Transportation Superintendent

Attachment

CC: Gary Leach, Public Works Director
Title VI file

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Attachment 1 – Outreach Summary

Summary Matrix of Public Meetings

JUNE 2007 BUS SERVICE REDUCTIONS

Public Meetings

| Location | Date | Time |
|--|------------------------|--------------------|
| Florence Douglas Senior Center, 333 Amador Street | Monday, May 7th | 2:00 pm - 3:30 pm |
| Norman C. King Community Ctr, 545 Magazine Street | Wednesday, May 9th | 9:00 am - 11:00 am |
| | Monday, May 14th | 6:00 pm - 8:00 pm |
| North Vallejo Community Ctr, Whitney & Fairgrounds Drive | Friday, May 11th | 6:00 pm - 8:00 pm |
| JFK Library - Joseph Room, 505 Santa Clara Street | Saturday, May 12th | 1:30 pm - 3:30 pm |
| Glen Cove Elementary School, 501 Glen Cove Parkway | Thursday, May 24, 2007 | 7:00 pm - 9:00 pm |
| City of Vallejo Council Chambers, 555 Santa Clara Street | Thursday, May 30, 2007 | 7:00 pm - 9:00 pm |

Public Hearing

| | | |
|------------------------------------|-----------------------|---------|
| Vallejo City Hall, 555 Santa Clara | Tuesday, June 5, 2007 | 7:00pm. |
|------------------------------------|-----------------------|---------|

MAY 2008 FERRY FARE INCREASE AND FUEL SURCHARGE

Public Meetings

| | | |
|---|------------------------|-------------------|
| Ferry Terminal Building, Mare Island Way | Thursday, May 1, 2008 | 4:00 pm - 7:00 pm |
| | Wednesday, May 7, 2008 | 6:00 am - 9:00 am |
| Vallejo City Hall, Council Chambers, 555 Santa Clara Street | Thursday May 8, 2008 | 6:30 pm - 8:00 pm |

Public Hearing

| | | |
|--|-----------------------|---------|
| Tuesday, May 13, 2008, 7:00 p.m. at 555 Santa Clara Street Vallejo City Hall | Tuesday, May 13, 2009 | 7:00 PM |
|--|-----------------------|---------|

VALLEJO BUS TRANSIT CENTER PROJECT¹

Public Meetings

| | | |
|--|-----------------------------|-----------------------|
| City of Vallejo Council Chambers, 555 Santa Clara Street | Thursday, February 21, 2008 | 6:30 p.m. – 8:00 p.m. |
| Florence Douglas Senior Center, 333 Amador Street | Thursday, November 15, 2007 | 6:30 p.m. – 8:00 p.m. |

All of the above meetings were noticed in the City's newspaper of public record, the Vallejo Times Herald. For the Service Reduction meetings there were also seat drops in all buses, and notices posted on buses, with similar treatment for the increase to Ferry fares.

In addition to advertising the meetings, the meetings were held in different parts of the City, in particular in the minority and low income areas, as well as areas scheduled for proposed service reductions, regardless of income or minority status. Meetings were held in different locations and during different times of day to allow better availability for everyone.

¹ The Vallejo Station Project, which included this facility, had a previous extensive environmental process completed in October, 2005.

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Attachment 2 – LEP Plan

PLAN IS COMPRISED OF THE PAGES FOLLWING

City of Vallejo Language Bridging Plan

Developed to comply with 49 CFR 21.5(b) and the DOT LEP Guidelines

BACKGROUND

On August 11, 2000, President Clinton issued Executive Order (EO) 13166 directing Federal agencies to ensure that their program and activities are accessible to persons with Limited English Proficiency (LEP). The EO requires each Federal agency (and subrecipients of agency funds) to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each agency must prepare a plan to improve access to its Federally conducted programs and activities (i.e., the services it provides directly to the public) by eligible LEP persons.

In accordance with the EO, the U.S. Department of Transportation (DOT) published revised LEP guidelines concerning service and policies by recipients of Federal financial assistance in the Federal Register (70 FR 74087) on December 14, 2005 (see attached). This guidance supersedes existing guidance on the same subject originally published in the 66 FR 6733 (January 22, 2001). The purpose of the LEP policy guidance is to clarify the responsibilities of recipients of Federal financial assistance from the USDOT recipients and assist them in fulfilling their responsibilities to LEP persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. The guidance applies to all DOT funding recipients, which include State departments of transportation, State motor vehicle administrations, airport operators, metropolitan planning organizations (MPO), and regional, State, and local transit operators, among many others.

CITY OF VALLEJO LANGUAGE BRIDGING IMPLEMENTATION PLAN

The intent of this plan is to ensure that LEP persons have meaningful access to their programs and activities by developing and carrying out recommendations in Section VII of the DOT LEP Guidance found in Federal Register Notice, 70 FR 74087, (Notice) issued December 14, 2005.

After establishing the authority and providing definitions, the notice went on to provide guidance to recipients regarding how to determine the extent of its obligation to provide LEP services. The guidance suggests, and the City will use, the following four factors to analyze the extent of its obligation:

1. The Number or Proportion of LEP Persons Served or Encountered in the Eligible Service Population
2. The Frequency With Which LEP Individuals Come in Contact With the Program, Activity, or Service

Vallejo LEP Plan

3. The Nature and Importance of the Program, Activity, or Service Provided by the Program
4. The Resources Available to the Recipient and Costs

Following the determination of extent of obligation, grantees are directed to select language assistance services (oral and written) that best meet the obligation.

This plan will first determine the extent of LEP obligation and then define and provide the policy and framework for implementation of the oral and written services required to meet the obligation.

EXTENT OF LEP OBLIGATION

(1) The Number or Proportion of LEP Persons Served or Encountered in the Eligible Service Population

Eligible Service Population

The City's eligible service population is hereby designated as the population falling within the boundaries of the Vallejo Urbanized Area. The City of Vallejo receives its funding based on its Urbanized Area population and density, and the urbanized area also represents the vast majority of the ridership that utilizes the system.

The Vallejo Urbanized Area has two large language minority populations, Hispanic or Latino (19.26% of the total population) and Asian (21.21% of the total population).¹ Other language minority populations were not identified in the data and are assumed not significant for the purposes of determining the LEP outreach plan.

Within the City of Vallejo data was able to be obtained that further broke "Asian" down into specific language populations the following results were found:

| | | % of Total Population |
|--------------|--------|-----------------------|
| Asian | 29,543 | 25.25% |
| Asian Indian | 2,579 | 2.20% |
| Chinese | 1,317 | 1.13% |
| Filipino | 22,843 | 19.52% |
| Japanese | 368 | 0.31% |
| Korean | 301 | 0.26% |
| Vietnamese | 1,090 | 0.93% |
| Other Asian | 1,045 | 0.89% |

While this data is not at the same level (City vs. Urbanized Area) it can be stated with an acceptable degree of accuracy that the largest minority language populations are Hispanic

¹ 2006 American Community Survey (Vallejo Urban Area)

Vallejo LEP Plan

/ Latin and Filipino, with both populations making up approximately 20% of the total population.

Percentage of Limited English Proficient Present in the Population

The best survey data identified for determining English proficiency, following an extensive internet based search, is available from 2000 Census demographic surveys. While this data is somewhat stale, it also offers in-depth information regarding the ability of respondents to speak English that was not available in other data sets.

Respondents were asked to categorize ability to speak English as either (a) “very well” (b) “well” (c) “not well” or (d) “not at all”. Guidance regarding what individuals should be classified as having Limited English Proficiency is not so specific that it identifies people that respond to the question “not well” as having LEP. As the response leaves a great deal up to the discretion of the respondent, that sort of guidance would have limited use in determining someone’s true language barrier limitation. It is clear that a response of “not at all” would indicate that a barrier does exist, while a response of “not well” could indicate a range of abilities that could include both a person who may have problems navigating a bus system that did not have vital information in their own language and a person who might, for instance, read English well but not speak it well, or vice versa.

According to the data, the number of Spanish speaking individuals who spoke English either “not well” (2,850) or “not at all” (1,054) was estimated at 3,904 (Vallejo Urbanized Area).

Unfortunately the number of Filipino’s that have language barriers is not as easy to determine. The Census’ English proficiency question classified individuals according to their self identification as “Asian” and did not break the data down into true language categories. Of those classified as “Asian” 2,065 responded that they spoke English “not well” while 239 responded “not at all”. We do know that in the 2006 ACS survey Filipinos represented approximately 77% of Asians in the Urbanized Area.

Limited English Proficient Persons Encountered in the Population

An informal survey of transit staff who interact with the public (drivers, dispatcher, ticket staff, and supervisors) indicated that Spanish was the language that was spoken most often by those who had trouble interacting with the system.

The 2006 American Community Survey data strengthened the information found in this informal survey by indicating that of those in the Vallejo Urbanized Area who used public transportation to get to work 1.8% spoke Spanish and spoke English “less than very well” while none spoke other languages and spoke English “less than very well”. While the ACS survey margins of error were high, due to the small sample size, this indicates that out of all those surveyed those who spoke Spanish and could not speak

English were encountered, while those who spoke other languages and could not speak English “very well” were not encountered.

(2) The Frequency With Which LEP Individuals Come in Contact With the Program, Activity, or Service

In the informal survey of transit staff, of the 24 responses, 11 (the modal response) said that they encountered someone with limited English proficiency “once per week”. Of those staff that responded that they encountered someone with LEP once per week, nine said that the language they encountered most often was Spanish, one said Filipino (Tagalog), and another said Chinese. Eight responders said that they encountered LEP individuals either once per month or once per year, while five responded that they encountered LEP individuals on a daily basis. Of those who said that they encountered LEP individuals on a daily basis, all responded that they most often encountered Spanish only speakers in their contact with individuals who encounter language barriers.

These results are backed up by the previously mentioned ACS data and indicate that the language barrier is most commonly experienced in the population by Spanish speakers.

(3) The Nature and Importance of the Program, Activity, or Service Provided by the Program

Vallejo Transit provides transportation to and from work, school, and entertainment activities for the entire Vallejo Urbanized Area. For many, especially those who don’t have the means to purchase a car or other forms of transportation, without this service they would not be able to live where they live and support a family. This is especially true in a commute to work situation.

Another important aspect of public transportation is how it can react in emergency situations, especially in providing the ability to move mass numbers of people efficiently and effectively.

(4) The Resources Available to the Recipient and Costs

The City of Vallejo’s approach to providing LEP access will always look first of all to need, and then to the resources available and cost. In consideration of the three previous factors as outlined above, the City has determined that there is a reasonable need to provide Spanish translations of vital documents to fulfill the Title VI LEP requirements.

The only other language that was considered for translation of documents was Tagalog. Several factors weighed into the decision not to provide vital documents translated into Tagalog. The following two factors were key:

1. Section 7 of the 1987 Constitution of the Philippines recognizes Tagalog and English as official languages of the Country.

Vallejo LEP Plan

2. Census data and our own informal survey that do not indicate any substantial LEP population within the urbanized area Filipino population.

The first factor indicates that English is a widely utilized language in the country of origin for the last 20 years. The second factor indicates that the Filipino population in the urbanized area has integrated into the culture to such an extent that the LEP individuals present in the population is so small that the LEP populations of many other LEP language groups (such as Chinese) probably approach the same relative number of people.

As the City considers the resources available, there is recognition that supplying written translation material for every LEP individual in the urbanized area would tax resources beyond reason considering the sheer number of languages and dialects present (Per the Census Data).

Resources available to the Transportation Division include:

- Bi-lingual staff and line personnel (especially Tagalog)
- Access to Federal, State, and regional funding and support
- Upcoming redesign of route maps and schedules
- Relatively inexpensive translation services available through telephone services

In particular the telephone translation services provide a broad base of languages available at a reasonable price.

In recognition of the resources available and the cost involved, the City proposes the following plan for implementation.

PLAN FOR IMPLEMENTING ORAL AND WRITTEN LEP SERVICES

1. Oral Language Services

Assessment of Current Services

Interpretation is the act of listening to something in one language (source language) and orally translating it into another language (target language).

Currently, when an LEP Vallejo Transit user attempts to access the system, the VCTC representative, if they are unable to understand the user, contacts dispatch or customer service to try and access staff there that speak the language. Interviews with the VCTC operations manager and customer service manager revealed that there were no sufficient operating procedures or protocols in place. There was no objective testing for fluency, and no standard procedures to follow when LEP individuals were encountered.

When individuals were encountered VCTC representatives were able to “get by” with gestures, maps, and time tables that are universally understood. Additionally, there are a large number of Filipino staff members at VCTC who understand Tagalog and can piece together some Spanish due to the similarities in the languages.

Policy Directives to Meet LEP Requirements

VCTC provided Attachment A – Limited English Proficiency (LEP) Policy of VCTC in response to the City’s request to address the gap in oral services. It provides for a safeguard of utilizing AT&T in language services and providing training and oversight to the staff regarding use of the services.

The availability of mobile telephone technology makes this strategy for providing service attractive from a usability and cost effectiveness standpoint.

2. Written Language Services

Assessment of Current Services

Vallejo Transit currently provides no written communication in languages other than English.

Policy Directives to Meet LEP Requirements

Staff has identified the following documents as “vital” and will provide bi-lingual or equivalent documents as they are made available to the public:

- Ride Guide
- Standard Rider Policies and Procedures
- System Map
- Route Maps, Fare Structures, and Safety Sensitive information

The City will review this list on a biannual basis to determine its adequacy. By May 1, 2009, the City will be able to provide the above information in Spanish. This will be accomplished either in the same document, or a separate document that is a translation of the English document. Translated documents will be displayed along with the English versions.

**LIMITED ENGLISH PROFICIENCY (LEP) POLICY
OF
VCTC**

PROLOGUE

VCTC's short-term goal is to train all staff in the use of AT & T In-language Services and in working with interpreters. VCTC accomplished this by the end of 2008. With respect to the LEP policy, VCTC relied on studies performed by the City of Vallejo.

A. Policy

1. VCTC is committed to delivering high quality customer services to clients regardless of language or cultural background. Language barriers prevent meaningful communication, thereby inhibiting the quality of service delivery to such clients.
2. VCTC recognizes that many persons who seek its services are not proficient in the English language. Many are "limited English proficient" (LEP) in that they are unable to speak, read, write or understand the English language at a level that permits them to interact effectively with VCTC staff, drivers and other consumers, as well as individuals who are hearing or visually impaired.
3. It is the policy of VCTC to ensure that all VCTC customers who are hearing and/or visually impaired are provided free access to competent employee communications with VCTC.
4. VCTC will make a concerted effort to hire individuals who are fluent in the primary language of our client communities other than English.

B. Use of Interpreters

1. VCTC is committed to providing trained and competent interpreters at each stage of representation where oral communication is needed, through the connection with AT & T USADirect.
2. It is the general policy of VCTC not to rely on family members or friends to Interpret for clients for several reasons: (a) this undermines the confidentiality and privacy required of all representations; (b) they generally are not trained in interpreting; (c) they may not understand technical or legal terms; (d) there is a risk of bias in the interpretation process through intentional or inadvertent selective filtering; (e) and the presence of a family member or a friend may inhibit the open flow of information between the customer and VCTC staff, due to discomfort or embarrassment on the part of the customer.

3. It is the policy of VCTC to use its bi-lingual staff whenever possible. Bilingual staff members understand the confidentiality requirements of interpreting matters and other ethical considerations. **However, when bilingual staff is not readily available, other staff should make every effort to serve the customers by using AT & T USADirect, so that VCTC can determine quickly what the customer needs and so that the customer need not wait an undue amount of time until bilingual staff is available.**
4. When an interpreter is needed for a telephone communication with an LEP individual, VCTC will use AT & T USADirect In-Language services.

C. Staff Training

1. All staff will be trained in the use of interpreters, translators and AT & T USADirect In-Language services.
2. Newly hired staff and drivers will be trained in the use of interpreters, translators and AT & T USADirect In-Language services during orientation.
3. Refresher training will be periodically conducted.
4. All staff will receive this LEP Plan, and staff will be trained in the policies of VCTC concerning assisting LEP customers.
5. All staff will be trained in the program resources available to serve LEP Populations.
6. Additional information about interpreting may be provided to staff throughout the year.

D. Oversight

1. The Administrative Manager will oversee the LEP Plan. Questions concerning the need for or use of interpreters should be directed to her.
2. Any changes or updates to the LEP Plan will be sent to all staff. Any recommendations for changes in the LEP Plan should be directed to the Administrative Manager.
3. If a staff member discovers that an interpreter or a translator is not fluent in English or the second language, that the interpreter is not interpreting accurately, or believes that an interpreter is having side conversations with the customer, such person should be reported immediately to the Administrative Manager for follow-up.
4. Periodic assessments of the LEP plan and policies will be conducted as needed.

COMPLAINT PROCEDURES AND NOTICE FOLLOWING

Posted:

1. On City's Transportation Division Website
2. At Ferry Terminal
3. Bus Transfer Center²
4. 1850 Broadway – Bus Operations and Maintenance Building

² The Bus Transit Center was recently relocated to the Ferry Terminal location – Procedures are posted there.

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CITY OF VALLEJO

TITLE VI COMPLAINT PROCEDURE

The City of Vallejo has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter IX of the Federal Transit Administration Circular 4702.1A, effective May 14, 2007.

The complaint procedure has five steps, outlined below:

1. **Submission of Complaint:** Any person who feels that he or she, individually, or as a member of any class of persons, on the basis of race, color, national origin, age, sex, disability, religion, or low-income status has been excluded from or denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance through the City of Vallejo may file a written complaint with the City of Vallejo Transportation Superintendent. Such complaint must be filed within 60 calendar days after the date the person believes the discrimination occurred.
2. **Referral to Review Officer:** Upon receipt of the Complaint the Transportation Superintendent shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the Complaint, in consultation with the City of Vallejo General Counsel. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the City of Vallejo received the Complaint. If more time is required, the Transportation Superintendent shall notify the Complainant of the estimated time-frame for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the Complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the City of Vallejo's processes relative to Title VI and environmental justice, as appropriate. The staff review officer(s) shall forward their recommendations to the Transportation Superintendent, for concurrence. If the Transportation Superintendent concurs, he or she shall issue the City of Vallejo's written response to the Complainant.
3. **Request for Reconsideration:** If the Complainant disagrees with the Transportation Superintendent's response, he or she may request reconsideration by submitting the request, in writing, to the City Manager or City Manager's Designee within 10 calendar days after receipt of the Transportation Superintendent's response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Transportation Superintendent. The City Manager or City Manager's Designee will notify the Complainant of the decision either to accept or reject the request for reconsideration within 10 calendar days. In cases where the City Manager or City Manager's Designee agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2, above.

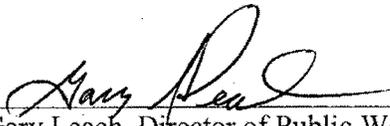
4. **Appeal:** If the request for reconsideration is denied, the Complainant may also submit a complaint to the Department of Transportation for investigation at FTA's Region IX headquarters:

Attn: Civil Rights Officer
201 Mission Street
Suite 1650
San Francisco, CA 94105-1839

Telephone: (415) 744-3133
Fax: (415) 744-2726

In accordance with Chapter IX, Title VI Discrimination Complaints, of FTA Circular 4702.1A, such a complaint must be submitted within 180 calendar days after the date of the alleged discrimination. Chapter IX of the FTA Circular 4702.1A, which outlines the complaint process to the Department of Transportation, may be obtained by requesting a copy from the City of Vallejo Transportation Division (707)648-5288.

5. **For more information via the internet go to:**
http://www.fta.dot.gov/civilrights/civil_rights_5088.html .



Gary Leach, Director of Public Works

6-4-07

Date

RESOLUTION No. 2011-05

RESOLUTION AUTHORIZING THE FILING APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION FOR THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the Solano County Transit (SolTrans) Board of Directors

1. That the Operations and Planning Manager is authorized to execute and file an application for Federal assistance on behalf of Solano County Transit with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. This authorization is contingent upon the Metropolitan Transportation Commission’s authorization for Solano County Transit to apply for Urbanized Area Formula Program assistance.
2. That Operations and Planning Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.

That Operations and Planning Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Solano County Transit.

3. That Operations and Planning Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Solano County Transit.

Passed and adopted by the Solano County Transit (SolTrans) Board at its regular meeting on June 16, 2011, by the following vote:

AYES: _____
 NOES: _____
 EXCUSED: _____

 Osby Davis, Chair
 Solano County Transit

ATTEST:

By: _____

The undersigned duly qualified Clerk of the Board, acting on behalf of Solano County Transit, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of Solano County Transit held on June 16, 2011.

Johanna Masiclat

SolTrans, Clerk of the Board

(Date)

OPINION OF COUNSEL

Solano County Transit (SolTrans)
311 Sacramento Street
Vallejo, CA 94590

Dear Chairman Davis:

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with the application of Solano County Transit (SolTrans) for Federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code; and other Federal statutes authorizing activities administered by the Federal Transit Administration.

Solano County Transit has received authority from the Designated Recipient to apply for and receive Urbanized Area Formula Program assistance.

Citations to laws, regulations, etc. establishing the legal authority of Solano County Transit to carry out transportation projects for which Federal assistance is sought is set forth below:

1. Solano County Transit, pursuant to the Solano County Transit Joint Powers Agreement entered into between the City of Benicia, the City of Vallejo and the Solano Transportation Authority pursuant to Government Code sections 6500 et seq, is the agency created to merge the presently existing transit services in Benicia and Vallejo and expand the provision of such transit services to include, but not be limited to, normal and customary intra-city bus transit, intercity transit, paratransit services, dial-a-ride, and connecting transit to other transportation providers, such as BART and/or the Capitol Corridor commuter train.
2. The authority of Solano County Transit to provide funds for the local share of the project is set forth in the annual budget and resolutions approved by the Solano County Transit Board of Directors to apply for funding to be used as the local share for the project.
3. I have reviewed the pertinent Federal, State, and local laws, and I have concluded that there is no legal impediment to your filing an application for the project for which Solano County Transit seeks assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation of other action which might in any way adversely affect to proposed project or the capability of Solano County Transit to carry out the project.

Sincerely,

Bernadette Curry
Legal Counsel

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**Solano County Transit
(SolTrans)**

DATE: June 13, 2011
TO: SolTrans Board
FROM: Bernadette Curry, SolTrans Legal Counsel
RE: Approval of Master Transfer Agreement with Vallejo and Benicia

Discussion:

The language in the Joint Powers Agreement (JPA) that formed SolTrans required each City to continue operating its transit system until such time as SolTrans received approval of its status as a qualified grantee by necessary grantors, including the Federal Transit Administration (FTA) and the Metropolitan Transportation Commission (MTC). Once such grantee status is obtained, each City would transfer designated transit related assets, personal property, rolling stock and equipment to SolTrans unless the property cannot be transferred due to a lien or leasehold interest that cannot be released.

With the scheduled approval by the Metropolitan Transportation Commission (MTC) at its June 22, 2011 meeting of SolTrans' Transportation Development Act (TDA) claim, SolTrans will be the recipient of TDA, State Transit Assistance, and Regional Measure 2 funds. This action will result in operating revenue of \$6.6 million being made available to SolTrans, with the first allocation being made in July 2011. Additionally, MTC's June 22, 2011 approval of SolTrans as an authorized recipient of federal transit formula funds is one of the two remaining approvals required for FTA grantee status. The transition team and respective staffs from the Cities have been working to determine which operations and assets need to be transferred for the transition of operations to SolTrans and the appropriate mechanism to document such transfer of responsibility.

Both Benicia and Vallejo delegated authority to the respective City Managers to execute all documents and take such further action necessary to accomplish the goals contemplated by the SolTrans JPA, including but not limited to, transferring the grant funds and designated personal and real property assets subject to obtaining the requisite grantee status and no asset will be transferred that is subject to a lien. Staff had originally anticipated that SolTrans would not become an eligible FTA grantee until sometime in July of 2011. With the approval by the Metropolitan Transportation Commission (MTC) at its June 22, 2011 meeting, staff now anticipates that FTA grantee eligibility will be granted before June 30, 2011. When that milestone is achieved, the actual transfer of operations and the majority of assets will need to be transferred to SolTrans.

If that milestone is not achieved, a transfer of operations to SolTrans will still need to occur with actual title to the assets transferring when FTA grantee status is achieved.

Staff is requesting that the Chair also be delegated on behalf of SolTrans to execute any such document between either or both of the Cities necessary to effectuate the intent of the JPA and the transfer of operations and assets to SolTrans.

Fiscal Impact:

The estimated costs of the transfer of operations and assets are included in SolTrans' budget for FY 2011-12.

Recommendation:

Authorize the Chair to execute all documents and take such further action as may be necessary in order to facilitate the transfer of operations and assets from the City of Benicia and the City of Vallejo to SolTrans.

**Solano County Transit
(SolTrans)**

DATE: June 13, 2011
TO: SolTrans Board
FROM: Bernadette Curry, SolTrans Legal Counsel
RE: Approval of Contract with MV Corporation for Consolidated Transit Services
Contingent Upon Receipt of FTA Grantee Status Prior to June 30, 2011

Background:

At your Board's last meeting, staff recommended that your Board authorize SolTrans Legal Counsel to send a recommendation of support to the City Councils of Benicia and Vallejo for the approval of a new operating agreement between the cities of Benicia and Vallejo and MV Transportation.

Key changes to the proposed contract are the cost savings attributable to the consolidation achieved through staffing reductions at all levels and reduction in lease payments for the Bennett Street property. In addition, staff has negotiated a comprehensive maintenance plan which will be incorporated into the new contract addressing responsibility for key functions related to vehicle and facility servicing.

Discussion:

Since that time, staff has continued the negotiations with MV Corporation to finalize the details of the consolidated service (MV contract). Becoming an eligible FTA grantee is a requirement of the JPA before the MV contract could be assigned to SolTrans. Staff had originally anticipated that SolTrans would not become an eligible FTA grantee until sometime in July of 2011 at which point, the MV contract would have been assigned to SolTrans. With the approval by the Metropolitan Transportation Commission (MTC) authorizing SolTrans to apply for Urbanized Area Formula Program assistance at its June 22, 2011 meeting, staff now anticipates that FTA grantee eligibility will be granted before June 30, 2011.

Given the timing of the approval of the contract by the respective Councils of the cities of Benicia and Vallejo in proximity to when staff anticipates becoming an eligible FTA grantee, staff is now recommending that should the FTA grantee status be determined prior to June 30, 2011, that SolTrans, as opposed to the cities of Benicia and Vallejo, execute the contract with MV Corporation which would relieve both Cities of its contractual responsibility and alleviate the need to assign the contract to SolTrans at a later date.

In the unlikely event that SolTrans does not become an eligible FTA grantee prior to June 30, 2011, the cities of Benicia and Vallejo will be requested to execute the new agreement and assign the contract as soon as feasible.

Fiscal Impact:

The estimated annual cost of the contract is approximately \$8.8 million to be paid from Transportation Development Act ("TDA") funding. Staff is still refining the last issues and will present a full summary at your Board's meeting on June 16, 2011.

Recommendation:

Authorize the Chair to execute a new operating agreement with MV Corporation for consolidated transit services contingent upon approval of FTA Grantee status prior to June 30, 2011.

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**Solano County Transit
(SolTrans)**

DATE: June 16, 2011
TO: SolTrans Board
FROM: Jeanine Wooley, City of Vallejo
RE: Short Range Transit Plan (SRTP) Status

Discussion:

The contract with Moore & Associates included conducting a Mandatory National Transit Database (NTD) passenger sampling as required by the Federal Transit Administration (FTA). It was necessary to complete this task prior to the end of the school year to ensure passenger data represented typical annual ridership. This task was completed June 1, 2011. Subsequently, a kick off meeting for the SRTP was held on June 8, 2011 with Moore & Associates Project Manager and City of Vallejo Transportation staff. Operational data including the service realignment previously completed by Vallejo staff has been requested by Moore & Associates to begin the service analysis phase of the SRTP.

As of the above date this project is on schedule.

Fiscal Impact:

MTC has entered into an agreement with the City of Vallejo to complete the SRTP on behalf of SolTrans. FTA section 5303 funds represent MTC's funding source.

Recommendation:

Informational.

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**Solano County Transit
(SolTrans)**

DATE: June 13, 2011
TO: SolTrans Board
FROM: Nancy Whelan, Finance Consultant
RE: Five Year Budget Projection

This report will be provided under separate cover.

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