

SOLTRANS

SOLANO COUNTY TRANSIT BOARD MEETING AGENDA

**4:00 p.m., Regular Meeting
Thursday, July 21, 2011
Benicia 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

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
City of Benicia

Mike Ioakimedes
City of Benicia

Osby Davis
City of Vallejo

Erin Hannigan
City of Vallejo

Jim Spering
MTC Representative

Harry Price
STA Ex-Officio

Alternate Board Member
Mark Hughes

Alternate Board Member
Stephanie Gomes

V. COMMENTS FROM STAFF

(4:10 – 4:15 p.m.)

- 1. Report from the Executive Director**
- 2. July Transitional Progress Report**
- 3. Operations Report**

Jim McElroy
John Harris
Jeanine Wooley

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 June 16, 2011

Johanna Masielat,
STA

Recommendation:

Approve the meeting minutes of June 16, 2011.

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VII. ADMINISTRATIVE/FINANCE

A. SolTrans Logo and Branding Recommendation

SolTrans Marketing
Subcommittee and
Heather Orr-Martinez
Page Design Group

Recommendation:

Approve SolTrans Marketing Subcommittee's recommendation for SolTrans logo.

(4:20 – 4:30 p.m.)

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B. Application for Insurance Services

Bernadette Curry

Recommendation:

Informational.

(4:30 – 4:40 p.m.)

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C. Planned Procurements

Greg Anderson

Recommendation:

Informational.

(4:40 – 4:50 p.m.)

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VIII. PLANNING AND OPERATIONS

A. Short Range Transit Plan (SRTP)

- 1. SRTP Status Report**
- 2. 5-Year Financial Projections**
- 3. Schedule August 2011 Board Workshop**

Jim McElroy
Nancy Whelan
Jim McElroy

Recommendation:

Accept staff report on Short Range Transit Plan and set the August 2011 regular board meeting to focus as a workshop on the Short Range Transit Plan process.

(4:50 – 5:00 p.m.)

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IX. BOARD MEMBERS COMMENTS

X. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, August 18, 2011, 4:00 p.m., Vallejo Council Chambers.**

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Solano County Transit (SolTrans)

Board Minutes for Meeting of June 16, 2011

I. 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: Osby Davis, Mayor City of Vallejo, Chair
Elizabeth Patterson, Mayor City of Benicia, Vice Chair
Erin Hannigan, Councilmember City of Vallejo
Arrived at the meeting 4:15 p.m. Jim Spering, Supervisor, MTC Representative
County of Solano
Harry Price, Mayor, Ex-Officio – STA Representative
City of Fairfield

MEMBERS

ABSENT: Mike Ioakimedes, Councilmember City of Benicia

STAFF

PRESENT: *In Alphabetical Order by Last Name:*
Greg Anderson Procurement Analyst II, City of Vallejo
Bernadette Curry SolTrans Legal Counsel
Daryl Halls STA Executive Director
Gary Leach Consultant, City of Vallejo
Johanna Masielat STA Clerk of the Board
Liz Niedziela STA Transit Program Manager
Elizabeth Richards STA Director of Transit and Rideshare Services
Nancy Whelan STA Transit Finance Consultant
Jeanine Wooley Interim Transportation Superintendent, City of Vallejo

OTHERS

PRESENT: *In Alphabetical Order by Last Name:*
Richard Burnett MTC Public Advisory Council
Derik Calhoun MV Transportation
JB Davis Patch.com
Michael Eshelman Moore & Associates
Suzanne Fredriksen STA Temp.
Lee Harrington MV Transportation
Jackie Lane MV Transportation
Jeff Stewart MV Transportation

II. CONFIRM QUORUM/STATEMENT OF CONFLICT

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

III. APPROVAL OF AGENDA

On a motion by Vice Chair Patterson, and a second by Board Member Hannigan, the SolTrans Board approved the agenda with the following exceptions:

- Agenda Item VIII.A, Approval of Contract with MV Corporation for Consolidated Transit Services Contingent Upon Receipt of FTA Grantee Status Prior to June 30, 2011 – Revised Report (Modifications made to Title and Recommendation); and
- Agenda Item IX.A, 5-Year Budget Projection – Table until the next meeting in July.

IV. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

V. COMMENTS FROM STAFF:

None presented.

VI. CONSENT CALENDAR

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

A. Meeting Minutes of May 19, 2011

Recommendation:

Approve the meeting minutes of May 19, 2011.

VII. ACTION ITEMS – ADMINISTRATIVE/FINANCE

A. FTA Compliance Requirements and Authorizing Resolution

Nancy Whelan reviewed several policies and programs the Board adopted in the past three months to meet FTA requirements to be an eligible grantee. She outlined and presented for consideration the Equal Employment Opportunity (EEO) Policy, Title VI Program, and a resolution authorizing the transit agency to apply for federal grants. She added that 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;

At this time, Bernadette Curry requested to add language on the 4th paragraph to the EEO Policy as indicated below in ***bold italics***:

“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.

Any investigation conducted as a result of a complaint will be conducted in such a manner deemed necessary to allow fair consideration of the situation. Prior to a final adverse determination against an employee for violation of this policy, the employee at his/her request shall be entitled to a hearing before a mutually agreed upon independent hearing officer.

On a motion by Vice Chair Patterson, and a second by Board Member Hannigan, the SolTrans Board approved the recommendation to include language to the 4th paragraph of the EEO Policy as shown above in ***bold italics***.

2. Adopt the Title VI Programs as set forth in Attachment B; and

Based on input, Vice Chair Patterson recommended approving the adoption of the Title VI Programs ***to include technical change to broaden the ability to provide other than onsite employee translation.***

On a motion by Vice Chair Patterson, and a second by Board Member Hannigan, the SolTrans Board approved the recommendation as amended shown above in ***bold italics***.

Supervisor Spering arrived at the meeting at 4:15 p.m.

3. Resolution No. 2011-05 authorizing the filing of applications with the Federal Transit Administration as specified in Attachment C1.

At this time, Bernadette Curry reminded the SolTrans Board of the revised and clarifying Resolution No. 2011-05 which has been included in the Board folders distributed at the meeting.

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

B. Approval of Master Transfer Agreement with Vallejo and Benicia

Bernadette Curry requested that the Chair be delegated on behalf of SolTrans to execute the master transfer agreement with Vallejo and Benicia to effectuate the intent of the JPA and the transfer of operations and assets to SolTrans.

Public Comments:

None presented.

Board Comments:

None presented.

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.

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

VIII. ACTION ITEMS – PLANNING AND OPERATIONS

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

Bernadette Curry noted that regardless of whether FTA grantee status is obtained by June 30, 2011, given that the MTC directing the TDA grant funding to SolTrans for FY 2011-12, staff is now recommending 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

Public Comments:

None presented.

Board Comments:

None presented.

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.~~

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

IX. INFORMATIONAL ITEMS

A. Short Range Transit Plan (SRTP) Update

Michael Eshleman, Moore & Associates, provided a status update on the Short Range Transit Plan (SRTP) He cited that a kick-off meeting for the SRTP was held on June 8, 2011 with Moore & Associates Project Manager and City of Vallejo Transportation staff. She cited that 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.

B. This item was tabled until the next meeting in July - Five Year Budget Projection

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT

The meeting was adjourned at 4:30 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, July 21, 2011, 4:00 p.m., Benicia Council Chambers.**

Attested by:



Johanna Masiel
Clerk of the Board

July 15, 2011

Date

**Solano County Transit
(SolTrans)**

DATE: July 14, 2011
TO: SolTrans Board
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: SolTrans Logo and Branding Recommendation

Background:

With the formation of SolTrans, both Board members and member agencies have identified the need for a new organizational logo and brand for numerous activities, including, but not limited to vehicle/fleet identification, facility and bus stop signage, schedules, letterhead, website, and marketing programs and materials. The development of themes, color schemes, designs and logos are all necessary to accomplish these goals.

At the SolTrans first board meeting on December 16, 2010, the Board authorized retaining the services of a consultant with marketing experience and expertise and that a subcommittee be formed from the SolTrans Board to assist staff in the development of a SolTrans logo and brand. The SolTrans Board action included a request to the STA to release a Request for Proposal (RFP) in an amount not-to-exceed \$40,000 to secure a consultant firm to develop a SolTrans logo and branding. Page Design Group was retained by the Solano Transportation Authority.

Discussion:

SolTrans' Boardmembers Elizabeth Patterson and Jim Spring were appointed to the subcommittee to work with the Transition Team in developing a SolTrans Logo and Branding. The SolTrans Marketing subcommittee met for the first time in January to review and comment on the scope of work for the SolTrans Marketing Logo and Branding Request for Proposal (RFP), to discuss the schedule and next steps. The Marketing Subcommittee met in June for the second time and reviewed and provided feedback on several dozen logo-related schemes presented by the Page Design Group. The Subcommittee selected five or six logo/brand concepts for further consideration. Page Design presented final concepts with different variations to the Subcommittee on July 14th. The Subcommittee is recommending to the SolTrans Board to approve a logo for SolTrans which will be presented at the July 21st Board meeting.

Once a logo is selected, the project will move into its next phases:

- Design graphics and decals for new and existing bus fleet
- Design wayfinding items
- Design administrative communication and marketing materials (including website)
- Develop implementation plan

Fiscal Impact:

This contract is \$38,465 and is funded by State Transit Assistance Funds (STAF) that has been approved by the STA to cover SolTrans transitional costs. Funding needed to implement the rebranding of the entire agency will be identified in the Implementation Plan.

Recommendation:

Approve SolTrans Marketing Subcommittee's recommendation for SolTrans logo.

**Solano County Transit
(SolTrans)**

DATE: July 14, 2011
TO: SolTrans Board
FROM: Bernadette Curry, SolTrans Legal Counsel
RE: Application for Insurance Services

Background:

As of July 1, 2011, operations for consolidated transit services successfully transferred to SolTrans pursuant to an Interim Transfer of Transit Operations Agreement with the cities of Benicia and Vallejo and a contract with MV Transportation, Inc. for the actual provision of services. With this transfer, comes the responsibility to provide insurance to cover the exposure associated with the risk of operations. With no primary insurance in its name yet in place, SolTrans' insurance coverage is currently being provided through the contract with MV as a named additional insured.

Discussion:

Although SolTrans' risk exposure arises from the transit operations provided by MV, SolTrans will eventually need its own coverage for commercial general liability, workers compensation, employer and officers' liability. In addition, it is recommended that an evaluation be done as to whether automobile liability provided through a 3rd party operator, as in the current situation, is the most cost effective while providing sufficient coverage for SolTrans' risk exposure. Options for coverage could be provided through participation in risk pool agencies such as CalTip or CSAC-EIA or 3rd party providers. In consultation with the County's Risk Manager, staff will begin the process of applying for insurance coverage. Once quotes are received, staff will return to the Board with recommendations for the next steps.

Fiscal Impact:

The current budget estimated insurance costs at approximately \$400,000. Actual costs will be presented along with a final recommendation at a future Board meeting.

Recommendation:

Informational.

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**Solano County Transit
(SolTrans)**

DATE: July 15, 2011
TO: SolTrans Board
FROM: Greg Anderson, Procurement and Grants Manager
RE: Planned Procurements

Background:

On July 1, 2011 SolTrans assumed control of transit operations in the cities of Vallejo and Benicia. As a part of that process, SolTrans will be required to issue new contracts or assume current contracts associated with operation of the system.

Discussion:

Contracts that were not in place with the transportation division, and provided by the City to the Transportation Division through City contracts or through City employees are listed below. The initial agreements that will need to be procured to provide these services include the following contracts:

Contract	Estimated Annual Value
1. Armored Car Services (fare revenue)	\$22,000
2. Janitorial Services (Vallejo Transit Center)	\$30,000
3. Facilities Maintenance Services	\$50,000
4. Audit Services	\$15,000
5. Information Technology Consulting and Services	\$30,000
6. Fuel Contract	\$1,610,000

Armored Car Services

Armored Car Services are required to transport cash and tickets between 311 Sacramento, the Ferry Terminal, the Bus Maintenance Facility at 1850 Broadway, and the bank deposit location. This service was previously provided through a Brinks Contract with the City of Vallejo.

Janitorial Services

Janitorial services are required at 311 Sacramento Street for cleaning of the Vallejo Transit Center building and facilities. This is a new service that will be required to accommodate the new facilities.

Facilities Maintenance Services

Facilities Maintenance Services have previously been provided by a combination of Vallejo Maintenance Division Staff and third party contractors. This planned procurement will provide for a broad range of facilities maintenance services, including HVAC servicing, plumbing, and environmental services

Audit Services

Audit services previously provided through City contracts will be required. These services will be required on an annual basis.

Information Technology Consulting and Services

Information technology consulting will be necessary to secure vital email, internet, networking, and data storage services that are required for efficient operations.

Bus Fuel Contract

The current Bus Fuel contract is with Redwood Coast Petroleum. This contract is expiring on December 31, 2011, and will need to be re-solicited prior to expiration of the current contract. This contract accounts for the second largest direct expenditure for operations.

Fiscal Impact:

These costs have all been accounted for in the operating budget, and there will be no material adverse impact on the budget due to the projected contract expenditures. This is an information item only, and any of the above contracts that exceed \$25,000 in value will be brought to the board for award in accordance with the board adopted procurement policy.

Recommendation:

Informational.

**Solano County Transit
(SolTrans)**

DATE: July 14, 2011
TO: SolTrans Board
FROM: Jim Mc Elroy, SolTrans Interim Executive Director
Nancy Whelan, SolTrans Chief Financial Officer
RE: Short Range Transit Plan

Background:

As you know, SolTrans has engaged a consultant to create the first Short Range Transit Plan (SRTP) for SolTrans. A SRTP is generally a five year look-ahead as to how a transit organization deploys service within expected financial boundaries. Development of SolTrans' SRTP is timely as it coincides with your Board assuming operational control over transit services. With the completion of the consolidation, we are emerging from a period of great complexity and some uncertainty. Therefore, staff would like to engage the SolTrans Board in an interactive process to guide staff and consultants in completing the SRTP process.

Discussion:

Today, we want to lay the basis for considering the financial challenges, as well as service challenges and opportunities, confronting SolTrans leadership during the life of the SRTP. Today, that begins with a three part presentation:

1. **SRTP Status Report:**

This is a brief overview of the limited completed work, mostly data collection and some data analysis by our contracted consultant, Moore and Associates;

2. **5-Year Financial Projection:**

Staff will distribute a preliminary five year financial projection to be used as the basis for planning in the SRTP process. More importantly, I have asked our interim Chief Financial Officer, Nancy Whelan, to present you with an overview of the what we believe to be immediate (2012/2013 Budget Year) financial challenges. Nancy will provide you with the savings attained by consolidating into SolTrans but will also show emerging challenges and their root causes. The report is not yet conclusive as we do not have closing financials for 2010/11 from the Cities of Benicia and Vallejo, but we are learning enough to begin to paint the upcoming financial picture; and

3. **Schedule August 2011 Board Workshop:**

Based on the above two presentations, I suggest that your August 2011 meeting be dedicated to a "Board Workshop" on the SRTP process; and, that you direct staff to develop an agenda and relevant support material to provide a thorough SolTrans background, history, and forward looking projections. The outcome of the Workshop would be direction to your staff and consultants on the focus, parameters, and outcomes from the SRTP process.

Fiscal Impact:

No new direct fiscal impact is anticipated. That is, services required for completion of the SRTP are already engaged and funds are encumbered based on previous Board action.

Recommendation:

Accept staff report on Short Range Transit Plan and set the August 2011 regular board meeting to focus as a workshop on the Short Range Transit Plan process.

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