



**BOARD MEETING AGENDA  
4:00 p.m., Regular Meeting  
Thursday, November 17, 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.

**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 Suzanne Fredriksen, Interim Clerk of the Board, at (707) 648-4046 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 SolTrans office, 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 [suzanne@soltransride.com](mailto:suzanne@soltransride.com).

**Supplemental Reports:** Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the SolTrans 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**

**Acting Chair**

(4:00 – 4:05 p.m.)

**II. CONFIRM QUORUM/ STATEMENT OF CONFLICT**

**Suzanne Fredriksen  
Interim Clerk of the Board**

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

**III. APPROVAL OF AGENDA**

**SOLTRANS BOARD MEMBERS**

Elizabeth Patterson	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			

#### IV. OPPORTUNITY FOR PUBLIC COMMENT

(4:05 – 4:10 p.m.)

#### V. COMMENTS FROM STAFF

(4:10 – 4:15 p.m.)

1. Report from the Executive Director
2. SolTrans Start-up Report - November

Jim McElroy

John Harris

#### 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 October 20, 2011

Recommendation:

*Approve the meeting minutes of October 20, 2011.*

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Suzanne Fredriksen,  
Interim Clerk of the Board

##### B. Fuel Supply and Delivery Award

Recommendation:

*Authorize the Interim Executive Director to enter into an agreement with Pinnacle Petroleum for supply and delivery of fuel.*

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Greg Anderson,  
Director of Administrative Services

##### C. Transfer of Assets Agreement

Recommendation:

1. *Authorize the Executive Director to execute an Asset Transfer Agreement and take such further actions as may be necessary in order to accomplish the transfer of assets from the Cities of Benicia and Vallejo;*
2. *Adopt Resolution No. 2011-06 regarding the transfer of rolling stock from the Cities of Benicia and Vallejo to SolTrans in accordance with FTA requirements.*

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Nancy Whelan,  
Interim Chief Financial Officer

#### VII. BOARD MEMBERS COMMENTS

#### VIII. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, December 15, 2011, 4:00 p.m., Vallejo Council Chambers.**



DATE: November 17, 2011  
TO: SolTrans Board Meeting  
FROM: Jim McElroy, Interim Executive Director  
RE: Report from the Executive Director

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### **Approach to Board Meeting**

At your last meeting, two Board members gave notice that they would not be available for this November 2011 meeting; and, one member could only be available for a very short time. To make a long story somewhat shorter, I determined that we had some important, but arguably non-controversial items to be presented in November. Therefore, poling of the Board by your Interim Clerk concluded that we could proceed with an agenda limited to administrative business. Therefore, the agenda before you today is very limited.

There are several core matters originally due to conclude at your December 2011 meeting, but with intermediate reports originally planned for this November 2011 meeting. Examples include the Short Range Transit Plan and the Local Preference Policy. These are examples of items that demand the full attention of the Board and will likely need significant time for Member consideration and input. Therefore, I have deferred the intermediate reports to the December 2011 meeting with anticipated adoption for the January 2012 meeting.

### **Staffing Update**

The selection process for a permanent Administrative Assistant/Clerk to the Board is nearing conclusion. I expect to make a final decision shortly. We had an extraordinary response to the job posting with many strong candidates. So, I am moving thoughtfully to select the very best possible candidate. Also in the category of “happening shortly”, I expect to post the position of Executive Director and Chief Financial Officer. Since SolTrans does not yet have the ability to hire its own employees, we will work with STA to be the Employer of Record for all the permanent new hires. With regards to the selection of the Executive Director, I expect that you will want significant involvement, if not complete control. I will be back to you with a proposed approach for the applicant review, interview, and final selection process.

### **STA 14<sup>th</sup> Annual Awards Ceremony**

Although we are a very new agency, our partner agencies and operations contractor were well represented at the November 9, 2011 STA Annual Awards Ceremony held in Fairfield, with Fairfield Mayor and SolTrans Ex-officio Board Member, Harry Price as Master of Ceremonies.

Here are some examples:

- Jackie Lane, City of Vallejo/MV Transportation – Nominated, Transit Employee of the Year
- City of Vallejo, Downtown Streetscape Project – Winner, Planning/Transportation for Livable Communities
- City of Vallejo, Vallejo Transit Center – Winner, Project of the Year

The award to the City of Vallejo was particularly fun as Vallejo Council Member and SolTrans Board Member, Erin Hannigan, was the award presenter. I can safely say that Council Member Hannigan did a remarkably fun and effective presentation recognizing the great work of the City of Vallejo.

### **Financial Performance**

We are continuing to gain good financial performance information. A full report will be provided at your December 2011 meeting.

### **Short Range Transit Plan**

This is a very important item and is therefore being deferred to the December meeting. But, we are moving to complete our process so that service changes can be implemented in July 2012. The results of our public input process, as well as a draft Operations Plan will be presented to you at the December 2012 meeting. Based upon your review in December, we hope to present a completed draft Short Range Transit Plan in January 2012.

## A. WORK THIS MONTH

### SolTrans Staffing

Final interviews are scheduled for the week of November 7<sup>th</sup> for the SolTrans Administrative Assistant position. Staff will meet at the STA the week of November 14<sup>th</sup> to develop the recruitment process for the remaining permanent SolTrans positions.

### SolTrans Marketing, Logo and Brand RFP

Status on remaining deliverables from SolTrans' marketing consultant, Page Design, involve the following:

- Bus decal designs have been approved by SolTrans staff; the final design will be presented in November
- Website “splash page” should be online mid-November
- Preliminary design for route brochures has been reviewed
- Wayfinding signage is waiting for incorporation of MTC requirements
- New agency identity implementation plan is in development
- Business cards were printed and delivered for SolTrans staff
- Letterhead and envelopes to be completed in November

### Short Range Transit Plan (SRTP) Status

At the October meeting, the SolTrans Board accepted staff's recommendation to include the ride check analysis and the demand analysis in the SRTP. The Board was also updated on the SRTP schedule and the status of public surveys and workshops. Action on an SRTP operations plan, capital improvement plan and financial plan is scheduled for the December SolTrans Board meeting. A community survey report and a summary of SolTrans community workshops will also be presented by Moore & Associates at the December meeting.

### MTC Meeting

On November 1<sup>st</sup>, STA's Executive Director Daryl Halls, SolTrans Interim Executive Director Jim McElroy, SolTrans Interim Chief Financial Officer Nancy Whelan, and SolTrans Legal Counsel Bernadette Curry met with SolTrans Board Member and MTC Commissioner Jim Sperring to develop a funding strategy with MTC for transitional (start-up) costs for SolTrans.

Financial Services/Human Resources Services Status

Final transition tasks for the finance function require the installation of credit card machines at the 3 ticket offices, loading the capital budget into the accounting system, and transitioning grants. The credit card machines have been delivered and will be installed in the next few weeks. The capital budget will be loaded when the transfer date for existing grants and grant balances is determined.

Securing SolTrans FTA Grantee Status

FTA is meeting monthly with SolTrans, WETA, and the City of Vallejo to transfer existing grants from Vallejo. FTA expects the transfer to occur within 6 months. Administrative efforts to set-up SolTrans to receive new FTA grants and receive grants transferred from the Cities of Benicia and Vallejo are underway. SolTrans is targeted to apply for grants as early as January 2012.

**B. STANDING CRITICAL PATH GOALS**

July through December 2011
<ol style="list-style-type: none"><li>1. Complete transfer of grants/ agreements/contracts/liability policies and capital assets asap</li><li>2. Complete SRTP by 12/31</li><li>3. Continue PERS actuarial process</li><li>4. Begin selection process of permanent CEO</li><li>5. Continue efforts to permanently hire Staff (4.5 FTE)</li></ol>



**SOLANO COUNTY TRANSIT**

**Draft Board Minutes for Meeting of  
October 20, 2011**

**I. CALL TO ORDER**

Chair Davis called the meeting of the SolTrans Board to order at 4:06 pm. A quorum was confirmed.

**MEMBERS**

**PRESENT:** Osby Davis, Mayor City of Vallejo, Chair  
Elizabeth Patterson, Mayor City of Benicia, Vice Chair  
Mike Ioakimedes, City of Benicia  
Councilmember

**MEMBERS** Erin Hannigan, City of Vallejo  
**ABSENT:** Councilmember  
Jim Sperring, Supervisor, MTC Representative  
County of Solano  
Harry Price, Mayor, Ex-Officio – STA Representative  
City of Fairfield

**STAFF**

**PRESENT:** *In Alphabetical Order by Last Name:*  
Greg Anderson SolTrans Director of Administrative Services  
Bernadette Curry SolTrans Legal Counsel  
Michael Eshleman Moore & Associates, Consultant  
Suzanne Fredriksen SolTrans Interim Clerk of the Board  
John Harris SolTrans Special Projects Manager, Consultant  
Jim McElroy SolTrans Interim Executive Director  
Jim Moore Moore & Associates  
Nancy Whelan SolTrans Interim Chief Financial Officer  
Jeanine Wooley SolTrans Director of Operations

**OTHERS**

**PRESENT:** *In Alphabetical Order by Last Name:*  
Richard Burnett MTC Policy Advisory Council  
Daryl Halls Solano Transportation Authority  
Jackie Lane MV Transportation  
Liz Niedziela Solano Transportation Authority  
Mike Roberts City of Benicia

**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 Ioakimedes, the SolTrans JPA Board approved the agenda.

**IV. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**V. COMMENTS FROM STAFF:**

- 1. **Report from the Interim Executive Director**
- 2. **SolTrans Start-up Report - October**

Jim McElroy  
John Harris

**VI. CONSENT CALENDAR**

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

**A. Meeting Minutes of September 15, 2011**

Recommendation:

Approve the meeting minutes of September 15, 2011.

**B. Recommendation on Transition of City of Vallejo Employees**

Recommendation:

Direct the Interim Executive Director to accept the City of Vallejo (COV) offer to retain the two current COV employees within the COV employment system at a cost of actual salary plus actual benefits until such time as SolTrans establishes its own employment capabilities and can transfer the two current COV employees to SolTrans employment.

**C. Interim Employer of Record**

Recommendation:

Authorize the Interim Executive Director to develop and enter in to an agreement with Solano Transportation Authority (STA), establishing STA as the interim “Employer of Record” for approved SolTrans staff positions including Executive Director, Chief Financial Officer, Administrative Assistant, and Customer Service Representative, with the relationship to remain in place for up to one year or until such time as SolTrans is able to assume the role of “Employer of Record”.

**D. Paratransit Vehicle Agreement from STA**

Recommendation:

Authorize the Interim Executive Director to execute a Paratransit Vehicle Agreement with the Solano Transportation Authority.

**E. Operations Report**

Recommendation:

Informational.

## VII. ADMINISTRATIVE/FINANCE

### A. Authorization to Negotiate Contract Extension with Transit Operations Provider

Jim McElroy, Interim Executive Director noted that SolTrans is currently operating under an interim contract with MV Transportation. He announced that staff had begun preliminary discussions with MV to either allow an extension or arrange for some other reasonable outcome.

#### **Public Comments:**

None presented.

#### **Board Comments:**

Board Member Ioakimedes requested background information on the one year contract length.

Burnadette Curry, Legal Counsel, cited that the one year contract length is derived from the original solicitation from the City of Vallejo upon which the contract is based.

#### Recommendation:

Authorize the Interim Executive Director to begin contract negotiations for a one year contract extension with the current transit operations provider.

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

## IX. PLANNING AND OPERATIONS

### A. SRTP Update (Deliverables, Schedule and Status)

1. SRTP Ride Check Analysis (Including Demand Response Analysis)
2. SRTP Demand Analysis
3. Updated SRTP Schedule Status
4. Public Surveys and Workshops Status
5. Alternate Service Delivery Options

John Harris, Special Projects Manager, stated that the purpose of the October Short Range Transit Plan (SRTP) Update was to obtain the Board's acceptance of the Ride Check Analysis and Demand Analysis for inclusion in the SRTP, as well as to provide an update of the SRTP schedule, public workshops, and surveys. He noted that a draft Operations Plan would be presented to the Board in November after public workshop and survey efforts have been concluded and public input has been assessed. He stated that staff will present a specific set of service recommendations in the plan, along with various other service adjustment alternatives.

Michael Eshleman, Moore & Associates, reviewed the SRTP schedule and the remaining tasks listed. He noted that the public surveys have been completed, with 425 surveys collected from Benicia, Vallejo, and visitors from surrounding areas. He reviewed alternate service delivery options for ADA (American Disabilities Act) Paratransit and General Public Dial-a-Ride, while contrasting the current service delivery method with other successful models used elsewhere in the industry.

**Public Comments:**

None presented.

**Board Comments:**

Vice Chair Patterson requested a summary of the options that will be included in the Operations Plan for further review.

Chair Davis expressed concern over the percentages of buses that are leaving early, according to the findings in the ride check analysis report. He stated that a policy should be established that prohibits this practice.

Vice Chair Patterson also conveyed her concerns with buses leaving early and encouraged SolTrans staff to begin communicating a policy immediately with the transit provider that would disallow this practice.

Vice Chair Patterson requested that staff come back to the Board as soon as possible with a recommendation to address the problems with the cost of route 22 and 21 in Benicia. She noted that certain obvious areas of service might be addressed sooner than others, resulting in significant savings.

Jim McElroy proposed that staff come back to the Board with a critical path timeline to eliminate obvious pieces of service that would have little impact upon the general public, while remaining within federal and state public notice requirements.

Board Member Ioakimedes commented on the idea that many members of the public may not be able to relate to the term “commute”, if for example, they are driving from Benicia to Vallejo. He suggested that in order to market SolTrans services more effectively to the general public, selling value (social, economic, or convenience) versus selling “commutes” should be considered.

Vice Chair Patterson complimented staff on the production of well-written ride check and demand analysis reports that serve as a fundamental basis for moving forward in future service change discussions.

Vice Chair Patterson requested that the infrastructure that the STA is building with their Taxi Program and the Senior Disabled Advisory Committee, be utilized by SolTrans in the possible development of similar service delivery options.

**Recommendation:**

Accept staff’s recommendation to include the ride check analysis and the demand analysis in the SRTP.

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

**B. Review of the Transit Component of the Benicia Intermodal Facilities Project**

Mike Roberts, Senior Civil Engineer, City of Benicia outlined the proposed Benicia Intermodal Facilities Project in response to \$3 million received in grant funding from MTC for the beautification and construction of improvements at two bus stations. He noted that the purpose of the improvement project is to increase bus ridership, reduce greenhouse gas, and decrease congestion on bridge corridors. He highlighted the proposed improvements at each bus site and the expected project timeline.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Ioakimedes commended Mike Roberts for his presentation to the SolTrans Board.

Recommendation:

Informational.

**X. INFORMATIONAL ITEMS – NO DISCUSSION**

**A. Implementation of Clipper Program**

**XI. BOARD MEMBER COMMENTS**

Chair Davis requested that in the future, the minutes indicate what time a special meeting was called to order which recessed into closed session.

Chair Davis suggested that staff refrain from including lengthy legal agreements and survey data (more than 8-10 pages) in the hard copy Board packets in order to conserve paper.

Vice Chair Patterson concurred with Chair Davis’ suggestion and also proposed that such documents be provided in electronic format via a link that is inserted into the Board packet.

Chair Davis recommended inserting information at the bottom of future staff reports indicating that legal counsel has reviewed any proposed legal agreement and finds it acceptable.

**XII. ADJOURNMENT**

The meeting was adjourned at 4:59 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, November 17, 2011, 4:00 p.m., Benicia Council Chambers.**

**Attested by:**



**Suzanne Fredriksen**  
**Interim Clerk of the Board**

**10/21/2011**

**Date**

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DATE: November 10, 2011  
TO: SolTrans Board Meeting  
FROM: Greg Anderson, Director of Administrative Services  
RE: Fuel Supply and Delivery Award

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**Background:**

On October 11, 2011, an Invitation For Bid (IFB) #09-21-11F for purchase and delivery of Diesel and Gasoline to the Bus Operations and Maintenance Facility at 1850 Broadway was issued, noticed, and sent to twenty six possible suppliers. The vendor list was developed after contacting the Cities of Benicia and Vallejo and obtaining current supplier information, as well as consulting Benicia and Vallejo Chambers of Commerce, the State of California Disadvantaged Business Enterprise Database, previous suppliers, and online industry information.

The City of Vallejo also participated in the bid for delivery of Baylink system fuel. The City will make its own determination to award a contract for delivery to the Mare Island location, and will enter into a separate contract.

Bidders were asked to submit bids based on the Oil Price Information Service (OPIS) Average price per gallon, a price that is issued daily, and serves as the economic price adjustment indicator for the contract. It is considered an industry standard, and is used for the current contract. Bidders could bid above, below, or at the OPIS rate, which represents the market price and is typical for longer term fuel contracts. The recommended base term for this contract is two years, with three one-year options available.

**Discussion:**

On November 1, 2011, seven (7) bids were received as follows (corrected for unit pricing, ordered from lowest to highest Total Annual Cost):

Bidder	Location	Total Annual Cost
Hunt and Sons Inc.	Sacramento, CA	\$1,077,868.34
Pinnacle Petroleum Inc.	Huntington Beach, CA	\$1,078,961.78
Ramos Oil	West Sacramento, CA	\$1,081,595.23
Royal Petroleum	Santa Rosa, CA	\$1,082,205.62
Mansfield Oil Company	Gainesville, GA	\$1,084,594.91
Petroleum Traders Corp.	Fort Wane, IN	\$1,085,184.63

At the time of bid opening four bidders (Hunt, Ramos, Royal, and Falcon) did not provide the \$10,000 bid security (in the form of a Bid Bond, Cashier's Check, or Certified Check) as required by the bid documents. In addition, Ramos did not provide acknowledgement of Addenda #1 on the bid worksheet, and Falcon Fuel placed conditions on its bid.

Upon later and more detailed examination of the bids, it was determined that Petroleum Trader's Corporation had not included a signed non-collusion form in the bid package, and that Hunt had utilized the wrong OPIS daily OPIS rate (the add on / deduct supplied in Hunt's bid was applied to the correct OPIS rate for the analysis above).

In consideration of the missing bid bonds, and a missing non-collusion statement, the only bids without any irregularities were the bids of Pinnacle and Mansfield, with Pinnacle providing the lower bid. After performing a reference check for Pinnacle, and consulting with the Federal Excluded Parties List System, and finding no indication of any issues with regard to responsibility, a notice of intent to award was issued on November 9, 2011, naming Pinnacle Petroleum as the apparent low responsive and responsible bidder.

SolTrans Legal Counsel was consulted throughout the solicitation and concurs with Staff's Recommendation.

**Fiscal Impact:**

The recommended award is within the SolTrans FY 2011-12 budget constraints. Utilizing Pinnacle's bid price, as well as the daily OPIS rate as of the date required by the bid documents, the financial impact of the contract is estimated at \$5,394,808.88 over the next five years (including the base term of two years plus the three one year options), or \$1,078,961.78 annually. The contract is set up to adjust to the world energy market, and has been established based on a minimum number of gallons in consideration of possible service changes and fuel economies of new buses in our fleet. The contract has flexibility to increase quantities by up to 40%.

**Recommendation:**

Authorize the Interim Executive Director to enter into an agreement with Pinnacle Petroleum for supply and delivery of fuel.

Reviewed by:



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Executive Director



DATE: November 4, 2011  
TO: SolTrans Board Meeting  
FROM: Nancy Whelan, Interim Chief Financial Officer  
RE: Transfer of Assets Agreement

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**Discussion:**

The Cities of Benicia and Vallejo entered into an Interim Transfer of Transit Operations agreement effective July 1, 2011 authorizing SolTrans to manage the operation of transit services in Benicia and Vallejo. This agreement acknowledges that the logistics for transferring assets would take several months and contemplates a separate Transfer of Assets agreement.

SolTrans and the Cities of Benicia and Vallejo are working on a draft Transfer of Assets agreement for approval by the City Councils of Benicia and Vallejo and the SolTrans Board of Directors (Attachment A) which will document the transfer of title of the respective rolling stock and personal property, assigns those contracts applicable to the bus transit services to SolTrans, and establishes the appropriate legal mechanism for the long-term use of the transit facilities. Staff and legal counsel from the respective agencies are finalizing the information to be included in the various exhibits.

As a Federal Transit Administration (FTA) grantee, SolTrans must meet FTA requirements for the transfer of assets. FTA Circular 5010.1D Subsection IV.3.1.(7) details the requirements for transferring rolling stock (vehicles) from grantee to grantee. Specifically, a written request for approval to transfer and receive vehicles and a Board resolution from the transferring and receiving agencies agreeing to the transfer must be submitted to FTA. A Rolling Stock Status Report including a listing of the vehicles being transferred, the Vehicle Identification Numbers (VIN), the remaining federal interest being transferred, mileage, and condition is required as a part of the request and is shown in Attachment B. A draft of the letter requesting FTA's approval of the transfers of rolling stock (vehicles) from the Cities of Benicia and Vallejo is shown in Attachment C.

As the recipient of the rolling stock, SolTrans must adopt a Board Resolution stating that the vehicles are needed for revenue service. This Resolution also affirms SolTrans' obligation to maintain the vehicles in accordance and compliance with FTA requirements and include the vehicles in the equipment inventory records and attaches a listing of the vehicles with the information required on the Rolling Stock Status Report. The Board Resolution regarding rolling stock transfer is included as Attachment D.

Similar letters requesting FTA approval of the transfer of rolling stock and City Council Resolutions are required from the Cities of Benicia and Vallejo. With the Board's approval of these items, SolTrans will submit its formal request for FTA approval of the transfer of rolling stock. Board and City Council approvals of the Asset Transfer agreement and the Board and City Council Resolutions regarding the transfer of rolling stock are required prior to FTA approval of SolTrans' grant application.

**Recommendation:**

1. Authorize the Executive Director to execute an Asset Transfer Agreement and take such further actions as may be necessary in order to accomplish the transfer of assets from the Cities of Benicia and Vallejo;
2. Adopt Resolution No. 2011-06 regarding the transfer of rolling stock from the Cities of Benicia and Vallejo to SolTrans in accordance with FTA requirements.

Attachments:

- A. Draft Asset Transfer Agreement by and between the City of Benicia, the City of Vallejo, and SolTrans (to be provided under separate cover)
- B. Rolling Stock Status Report (to be provided under separate cover)
- C. Draft Letter Requesting FTA Approval of Transfer of Rolling Stock
- D. Board Resolution on the Transfer of Rolling Stock

Reviewed by:



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Executive Director



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311 Sacramento Street, Suite A • Vallejo, CA 94590 • (707) 648-4046 • (707) 648-4260 Fax

November 18, 2011

Leslie Rogers  
Regional Administrator  
Federal Transit Administration, Region 9  
201 Mission Street, Suite 1650  
San Francisco, CA 94105

**RE: Rolling Stock Transfer Request**

Dear Mr. Rogers:

I am pleased to report that SolTrans continues to make progress toward establishing the agency as a new FTA grantee. We have recently approved a Transfer of Assets agreement between SolTrans and the Cities of Benicia and Vallejo. This agreement sets forth the terms and conditions for the transfer of all assets needed by SolTrans for the operation of transit service and is provided here as Attachment A. From July 1, 2011 until the effective date of this agreement SolTrans has operated the service with a use agreement for the assets owned by the two cities.

We are seeking FTA's approval of the transfer of assets from the Cities of Benicia and Vallejo to SolTrans. As required by FTA Circular 5010.1D, Attachment B lists rolling stock to be transferred from each of the cities including the year, make, model, date placed in revenue service, grant number which originally funded the vehicle, mileage, remaining useful life, and the Federal share of remaining useful life. This listing includes all of the information required for a Rolling Stock Status Report.

On November 17, 2011, the SolTrans Board adopted the attached Resolution to receive the vehicles transferred by the Cities of Benicia and Vallejo. The Cities of Benicia and Vallejo have adopted resolutions agreeing to transfer the transit rolling stock and approval of the Transfer of Assets agreement as well. These resolutions were adopted in accordance with the requirements of FTA Circular 5010.1D and are provided as Attachment C.

We understand that with FTA's approval of this transfer, we will include these vehicles in our first grant application to FTA. We are planning to submit the application in January 2012.

Thank you again for your ongoing support of the consolidation of Benicia Breeze and Vallejo Transit into our new agency, SolTrans. Please contact me at 707-648-4047 or Nancy Whelan at 415-648-4048 if you have any questions regarding this request.

Sincerely,

James McElroy  
Interim Executive Director

Attachments:   A. Transfer of Assets Agreement  
                  B. Rolling Stock Status Report  
                  C. Resolutions Regarding the Transfer of Rolling Stock

RESOLUTION NO. 2011-06

**A RESOLUTION OF THE SOLANO COUNTY TRANSIT (SOLTRANS) AUTHORIZING THE RECEIPT OF TRANSIT ROLLING STOCK FROM THE CITIES OF BENICIA AND VALLEJO.**

WHEREAS, Solano County Transit (SolTrans) was established under the Joint Powers Authority Law of the State of California pursuant to a Joint Powers Agreement dated November 30, 2010 (the "JPA Agreement") by and among the Cities of Benicia and Vallejo ("Cities") and the Solano Transportation Authority, the congestion management agency for Solano County ("STA"), for the purpose of creating a unified and efficient transit system in Solano County, and

WHEREAS, SolTrans began providing transit services in Benicia and Vallejo utilizing the Cities' transit rolling stock pursuant to an Interim Transfer of Transit Operations Agreement on July 1, 2011, and

WHEREAS, the Interim Transfer of Transit Operations Agreement allows SolTrans to use transit assets owned by the Cities for the operation of transit service and contemplated a separate Transfer of Assets Agreement which was approved by the SolTrans Board of Directors on November 17, 2011, and

WHEREAS, the Cities of Benicia and Vallejo, which are FTA grantees, have agreed that the vehicles listed on the attached Rolling Stock Status Report are no longer required by their respective cities, and

WHEREAS, on September 14, 2011 FTA agreed that SolTrans had demonstrated the financial, legal, and technical capacity to become an FTA grantee, and

WHEREAS, the transit vehicles listed on the attached Rolling Stock Status Report are needed by SolTrans for the continued operation of transit revenue service, and

WHEREAS, FTA Circular 5010.1D identifies the requirements for transferring rolling stock from grantee to grantee;

NOW, THEREFORE, BE IT RESOLVED BY the SolTrans Board of Directors that the transit vehicles listed on the Rolling Stock Status Report shall be transferred from the Cities of Benicia and Vallejo and received by SolTrans for the continued operation of transit revenue services in Benicia and Vallejo; and,

BE IT FURTHER RESOLVED that SolTrans agrees that the transit vehicles listed on the attached Rolling Stock Status Report will be maintained in accordance and in compliance with FTA requirements and that the transferred vehicles will be included in its equipment inventory records.

Passed and adopted by the SolTrans Board at its regular meeting on November 17, 2011, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

EXCUSED: \_\_\_\_\_

\_\_\_\_\_  
Acting Chair  
Solano County Transit

ATTEST:

By: \_\_\_\_\_  
Suzanne Fredriksen  
SolTrans, Clerk of the Board

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