



**BOARD MEETING AGENDA
4:00 p.m., Regular Meeting
Thursday, March 15, 2012
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 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.

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
(4:00 – 4:05 p.m.)

Elizabeth Patterson, Chair

II. CONFIRM QUORUM/ STATEMENT OF CONFLICT

**Suzanne Fredriksen
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	Mark Hughes	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 Alan Schwartzman			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 – March**

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 January 19, 2012

Recommendation:

Approve the meeting minutes of January 19, 2012.

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Suzanne Fredriksen,
Clerk of the Board

B. Consideration of Award of Audit Services Contract

Recommendation:

Authorize the Executive Director to enter into an agreement, once legal counsel has approved as to form, with Brown Armstrong Accountancy for SolTrans Audit Services.

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Greg Anderson,
Director of Administrative Services

VII. ADMINISTRATIVE/FINANCE

A. FY 2011-12 Budget Status Report, Mid-Year Budget Adjustment, and FY 2012-13 Budget Outlook

Recommendation:

Adopt the revised FY 2011-12 operating budget as shown on Attachment B.

(4:20 – 4:35 p.m.)

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Nancy Whelan,
Interim Chief Financial Officer

B. Executive Director Recruitment

Recommendation:

Appoint one Board member to participate in the “Phase 3 – Assessment Panel” and one Board member to participate in the “Phase 4 – Oral Board Panel”; and, further determine a process for selecting a finalist from the list of ranked qualified candidates to be determined from the preliminary selection process.

(4:35 – 4:45 p.m.)

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Jim McElroy,
Interim Executive Director

C. Appoint and Reconvene the Benefits Subcommittee

Recommendation:

Appoint one member from each member City jurisdiction to make up the reconvened Benefits Subcommittee and direct that the Benefits Subcommittee be reconvened prior to the April Board meeting so staff can provide an update on various benefits issues and seek guidance based on current information. .

(4:45 – 4:55 p.m.)

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Jim McElroy,
Interim Executive Director

VIII. PLANNING AND OPERATIONS

A. Presentation from MTC Consultant Regarding Clipper Implementation

Recommendation:

Receive the Clipper Presentation from MTC technical staff; and, affirm the intent of the SolTrans Board to participate in timely implementation of the Clipper Program.

(4:55 – 5:15 p.m.)

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Jim McElroy,
Interim Executive Director

IX. INFORMATIONAL

A. Short Range Projects

Informational

(5:20 – 5:25 p.m.)

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Jim McElroy,
Interim Executive Director

NO DISCUSSION

B. Public Outreach

Jeanine Wooley,
Director of Operations

C. SolTrans Committees Update

Suzanne Fredriksen,
Clerk of the Board

X. BOARD MEMBERS COMMENTS

XI. ADJOURNMENT

The next regular meeting of the SolTrans Board, which will also serve as our Public Hearing for upcoming service changes, is scheduled for **Thursday, April 19, 2012, 7:00 p.m., at the Florence-Douglas Senior Center, Vallejo.** *There is a closed session tentatively scheduled from 6:00 until 7:00 p.m.*

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DATE: March 7, 2012
TO: SolTrans Board Meeting
FROM: Jim McElroy, Interim Executive Director
RE: Report from the Executive Director

Short Range Transit Plan

At your last meeting, the Board accepted the remaining elements of the Short Range Transit Plan (SRTP) and therefore the document is completed. Project Manager John Harris has been told by MTC staff that they have accepted the plan. In light of the compressed development time frame, I am very pleased with the outcome – thank you to our staff and Jim Moore and his team for a job well done. We have just received the production document, making it available on our website and publicly accessible locations such as Benicia and Vallejo libraries.

Service Change Implementation

Using the framework established in the SRTP, we have begun a series of public meetings to share potential service changes for July 1, 2012 implementation. So far, the most controversial elements are elimination of Sunday Service, shortening of the service day for local service, and consolidation from two stops to one in Pleasant Hill/Walnut Creek towards the end of Route 78. There have been positive comments about the new routing and scheduling changes to gain on-time performance. At the time of this writing, we are reviewing the comments and continuing the meetings. Director of Operations, Jeanine Wooley, is leading the sessions and I have participated in several. We will provide a full report to the Board in April along with a revised implementation plan based on public input.

Maintenance Program Monitoring

As I have mentioned to you, I engaged a maintenance professional with many years of successful maintenance management experience, Wally Mellor, to provide bus maintenance oversight expertise to SolTrans. He worked closely with our contractor, MV Transportation, to validate installations of new air quality control devices in the intercity coaches, a project that languished for some time. I am pleased to report the project is completed; and, SolTrans and our contractor accepted the installations. All of the highway coaches now have the most current Air Resources Board certified “after-treatment” devices. Wally has also worked closely with our contractor to validate the maintenance program for SolTrans. Although we are in the initial stages of monitoring performance, I am pleased to report that our contractor is meeting or exceeding expectations in the core maintenance program. Wally is doing a random sampling of the buses as they go through periodic service and inspection. Our contractor’s maintenance staff has been very cooperative as we assume our oversight role on behalf of the Board.

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A. WORK THIS MONTH

SolTrans Staffing

The announcement for the Executive Director/General Manager position, as well as the Finance Manager position have been posted and applications are due on March 9, 2012.

SolTrans Marketing, Logo and Brand RFP

The SolTrans logo and branding identity has been completed by SolTrans marketing consultant firm, Paige Design. STA has dedicated funds for SolTrans to further develop the marketing and public information associated with its revamped service plan. The next step is to expand the capabilities and information available on the SolTrans website. SolTrans staff will be working with the consultant to inform the public of the services provided by SolTrans. A near term and multi-year marketing plan is targeted to be completed prior to the July 1st timeframe for revising transit service.

Short Range Transit Plan (SRTP) Status

At the January meeting, the SolTrans Board approved draft components of all the elements of SolTrans first Short Range Transit Plan (SRTP). These included the following: a revised final draft operations plan, a finalized capital and finance plan, a performance measurement report, an executive summary and a marketing recommendations chapter. SolTrans staff and Moore & Associates incorporated final edits and Board recommendations into the report and submitted the completed final report to MTC. The final bill for SRTP funding was also submitted and subsequently approved for payment by MTC. The public meeting and public hearing process is occurring in March and April with new service changes targeted for July 1, 2012.

MTC Transition Cost Status

STA is working with MTC staff to finalize a commitment of an estimated \$2.4 million to cover one time transitional/start up costs for SolTrans. This is expected to get finalized in March or April.

Financial Services/Human Resources Services Status

Financial services are under SolTrans’ management with accounting, accounts payable and banking services provided through a contract with the city of Vacaville. Human Resource services are being managed through a contract with Vacaville to provide payroll and benefits administration services when SolTrans membership in the Public Employees Retirement System (PERS) is complete. In the interim, an HR consultant is assisting SolTrans staff with its recruitment of new staff.

Securing SolTrans FTA Grantee Status

The City of Vallejo approved the transfer of fee title for the Vallejo transit facilities. The City of Benicia approved a resolution authorizing the transfer of its rolling stock on February 7. With the approval of this resolution, it appears that all outstanding near term assets transfer issues can be resolved and it is anticipated that the final version of the Transfer of Assets Agreement will be executed shortly. Once SolTrans submits the necessary documents to FTA, a quick turnaround in FTA’s approval is anticipated. An expeditious process of formally transferring the rolling stock and title to the actual facilities is expected to follow.

Insurance (Operations)

SolTrans continues to pursue separate insurance either through participation in Cal-TIP, a self-insurance program for public transit operators in California, or through third-party coverage.

B. STANDING CRITICAL PATH GOALS

January through June 2012 (asap)
<ol style="list-style-type: none">1. Complete transfer of grants/ agreements/contracts/liability policies and capital assets2. Continue PERS actuarial process3. Continue efforts to permanently hire SolTrans Staff (4.5 FTE)



SOLANO COUNTY TRANSIT

**DRAFT Board Minutes for Meeting of
January 19, 2012**

I. CLOSED SESSION

The special meeting was called to order at 4:00 p.m., which recessed into closed session to discuss real property negotiations. There were no matters to report.

II. CALL TO ORDER

Vice Chair Patterson reconvened the meeting of the SolTrans Board at 4:30 p.m. A quorum was confirmed.

MEMBERS

PRESENT:	Elizabeth Patterson, Mayor	City of Benicia, Vice Chair
	Erin Hannigan, Vice Mayor	City of Vallejo
	Mark Hughes, Councilmember	City of Benicia
	Stephanie Gomes, Councilmember	City of Vallejo, Alternate
	Jim Spering, Supervisor, County of Solano	MTC Representative

MEMBERS

ABSENT:	Osby Davis, Mayor	City of Vallejo, Chair
	Harry Price, Mayor	Ex-Officio – STA Representative

STAFF

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

OTHERS

PRESENT: *In Alphabetical Order by Last Name:*

Tom Bartee	Office of Assemblymember Michael Allen – 7 th District
Daryl Halls	Solano Transportation Authority
Shanne Hern	MV Transportation
Jackie Lane	MV Transportation
Liz Niedziela	Solano Transportation Authority
Mike Roberts	City of Benicia
Alan Schwartzman	City of Benicia
Elizabeth Stayner	MV Transportation
Denise Williams	MV Transportation
Ricky Williams	MV Transportation

III. SWEARING IN OF NEW BOARD MEMBERS & ALTERNATE & CONFIRM QUORUM/STATEMENT OF CONFLICT

1. Mark Hughes

Board Member representing the City of Benicia

2. Alan Schwartzman

Alternate Board Member representing the City of Benicia

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 Board Member Hannigan, and a second by Board Member Hughes, the SolTrans JPA Board approved the agenda, with the following exceptions:

1. Table Agenda Item VIII.B Executive Director Recruitment, until the next meeting on February 16, 2012.
2. Include a REVISED Attachment C – Finance Plan, for Agenda Item IX.A Short Range Transit Plan (Final Reports & Recommendations).

V. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

VI. COMMENTS FROM STAFF:

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

Jim McElroy
John Harris

VII. CONSENT CALENDAR

On a motion by Board Member Hughes, and a second by Board Member Sperring, the SolTrans JPA Board approved Consent Calendar Item A through C.

A. Meeting Minutes of December 15, 2011

Recommendation:

Approve the meeting minutes of December 15, 2011.

B. Technical Advisory Committee Meeting Minutes of January 4, 2012

Recommendation

Approve the meeting minutes of January 4, 2012

C. Authorization to Apply for FTA Section 5311, 5316, and 5317 Funds

Recommendation:

Adopt Resolution No. 2011-08 authorizing the Executive Director to file and execute applications, provide additional information as needed, and to seek reimbursements for FTA Section 5311, Section 5316, and Section 5317 program funds.

VIII. ADMINISTRATIVE/FINANCE

A. Selection of Officers of the SolTrans Board

Suzanne Fredriksen, Clerk of the Board, noted that the SolTrans JPA and the Bylaws set forth that the selection process for the Chair and Vice Chair should occur at the first regular meeting of each calendar year. She also stated that the office of the Chair should rotate between the cities of Benicia and Vallejo, but is not limited to the Mayors.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson commended Mayor Davis for his service in the office of Chair for 2011.

Recommendation:

Select by majority vote the following officers of the SolTrans Board:

- 1) Selection of the Chair for 2012, commencing with the SolTrans Board meeting of February 16, 2012, from one of the Benicia representatives, in accordance with the rotation process established by the SolTrans Bylaws.
- 2) Selection of the Vice Chair for 2012, commencing with the SolTrans Board meeting of February 16, 2012, from one of the remaining Board members from either Member City.

Board Member Spring nominated Vice Chair Patterson to the office of Chair for 2012, and Board Member Hughes seconded the nomination.

Vice Chair Patterson nominated Board Member Hannigan to the office of Vice Chair for 2012, and Board Member Spring seconded the nomination.

The SolTrans JPA Board unanimously approved the nominations.

B. ED Recruitment

Tabled until the next meeting on February 16, 2012.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

*Direct the Executive Director to modify the approved Executive Director Recruitment Plan by adding the following wording to Phase 4, as shown below in **bold italics**:*

On dates that Board interviews finalist candidates, hold a second interview using a panel of industry professionals selected by the Interim Executive Director and Chaired by the Interim Executive Director. Upon completion of the second panel’s interviews, the Interim Executive shall present a confidential ranked report to the Chair of the Board for the Board’s consideration in their final selection.

C. Small Business Development Program

Greg Anderson, Director of Administrative Services, stated that new rules and regulations recently published in the Federal Register relating to the Department of Transportation’s Disadvantaged Business Program (DBE) require grantees to add a small business development element into their DBE programs by February 28, 2012. He also noted that staff is proposing a Small Business Development program in an effort to meet this requirement.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the Small Business Development program.

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

D. Proposed revisions to the Solano County Transit (“SolTrans”) Joint Powers Agreement

Bernadette Curry, SolTrans Legal Counsel, noted that staff has not received a determination on SolTrans’ eligibility for participation in CalPERS and that CalPERS staff has indicated a potential concern relating to the categories of potential members that may be allowed to join SolTrans. She stated that depending upon CalPERS’ determination; potential modifications to the Joint Powers Agreement (JPA) may be discussed at a future Board meeting.

She also stated, that at this time, staff is recommending that the Board authorize the Executive Director to request of the Member Agencies action to amend the JPA to allow the non-voting Ex-Officio STA Representative to be designated as the MTC Representative’s alternate and act in the MTC Representative’s absence. She noted that currently, there is no provision in the JPA to allow for a voting alternate for the MTC Representative to act in his/her absence.

Public Comments:

None presented.

Board Comments:

Board Member Spering conveyed that SolTrans has very strong ties to the STA, and that by allowing the STA Representative to act as a voting alternate for the MTC Representative, the agency will have a strong advocate that will promote SolTrans' interest.

Board Member Hannigan concurred with Board Member Spering's comment. She also noted that if the Board were voting on something such as a route that affected Vallejo more than Benicia or vice versa, that the STA Representative would be a voice for SolTrans' interest in ensuring that one system is not disadvantaged over the other.

Vice Chair Patterson indicated her support of the recommendation.

Board Member Gomes requested clarification regarding whether there are certain items that would require an affirmative vote from each member city.

Bernadette Curry, SolTrans Legal Counsel, confirmed that the JPA requires at least one affirmative vote from each of the member cities on any given item.

Recommendation:

Authorize the Executive Director to request of the Member Agencies action to amend the Joint Powers Agreement to allow the STA Representative to serve as a Voting Alternate to the MTC Representative in his/her absence.

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

E. 2012 Meeting Calendar

Suzanne Fredriksen, Clerk of the Board, noted that this item was added to the agenda in response to a request from Vice Chair Patterson that staff explore the possibility of evening Board meetings with the intention of making the meetings more accessible to regional riders. She stated that it seemed appropriate to hold one evening meeting in April, at the time of the public hearing, in order to gain public input from a broader range of the ridership. She also stated that a second evening meeting seemed advantageous in September, in order to gather public input after the riders have had a chance to take advantage of the restructured services.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Adopt the draft 2012 Meeting Calendar as shown in Attachment A, or provide guidance to staff.

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

IX. PLANNING AND OPERATIONS

A. Short Range Transit Plan Update (Final Reports and Recommendation)

- 1. Operations Plan**
- 2. Capital Plan**
- 3. Finance Plan**
- 4. Performance Measurement System report**
- 5. Executive Summary**
- 6. Marketing Recommendations chapter**

John Harris, Special Projects Manager, noted that the purpose of the Short Range Transit Plan (SRTP) update was to present a revised final Operations Plan and finalized Capital and Finance Plan for review and approval by the SolTrans Board. He stated that staff is not recommending a fare increase at this time, however, the tables included in the original Finance Plan, Attachment C, did not reflect the current fare structure. Therefore, he noted that a REVISED Finance Plan has been provided to the Board to reflect the correct fare structure. He also stated that a draft Performance Measurement System Report was discussed at the August Board Workshop, however, it was not formally approved for acceptance into the SRTP. Therefore, he stated that staff has included the final version of this document for approval by the Board.

Jim Moore, from Moore & Associates, provided a presentation on the SRTP, highlighting key elements within the Operations Plan, the fare structure, and the Capital and Finance Plan.

Public Comments:

None presented:

Board Comments:

Vice Chair Patterson commended staff for producing a quality SRTP in such a short timeframe.

Board Member Hannigan concurred with Vice Chair Patterson's commendation, and complimented staff for their consideration of Board comments and outreach to the public. She also requested more information regarding how staff would characterize the SRTP document from a broad perspective.

Jim Moore responded that the plan clearly reflects the Board's directive of "living within your means" and sustainability. He also noted that if the Board approves the document and MTC accepts it for moving forward with implementation, that not only will service quality improve, but also transit services will be made available to a greater share of households within the service area than ever before.

Board Member Hannigan also requested additional information on the route timing measurements and their accuracy.

Jim Moore noted that a sincere, concerted effort has been made over the last several months to come up with a service plan or operating schedule that is practical, realistic, and attainable. He also stated that on-going efforts will be made with the SolTrans transit operator to ensure the service is operated in a timely and safe manner.

Vice Chair Patterson requested a few changes, including the addition of a column showing the fare change so the public can easily comprehend the modest changes, as well as ensuring the consistency of formatting for the proposed routes and the changed proposed routes headings. She also recommended that staff add language dealing with the future Route 9 in Benicia, that ties together with the Intermodal Station that is under construction, as well as the future, proposed Intermodal Station. She also suggested that SolTrans apply to the Benicia grant program with the Sustainability Commission for purposes of greenhouse gas reduction which would pay for a modest amount of the marketing in Benicia.

Board Member Hughes commended staff for their work on the fare structure and for not increasing fares at this time. He also noted that the proposed reduction in service does appear to be fair across both cities, after further discussions with staff. He recommended that SolTrans be prepared with a standby statement for the public, and a basic communication plan that includes an explanation of why status quo was not an option due to the \$3 million shortfall, the goals and objectives in putting this plan together, and the impact on some of the riders due to the specific reduction in services, as well as some of the alternative options that they can take advantage of.

Jim Moore stated that staff would provide the communications strategy to the Board on January 20, 2012.

Board Member Spring requested that one of the objectives that should be included in the plan is reliable, on-time performance.

Board Member Hannigan requested that the draft SRTP plan be placed online, and that once MTC approves it, the draft could be replaced with the final version. She also requested that links to each individual chapter be included, so that it is not necessary to scroll through the entire document in order to review a specific item.

Recommendation:

Review and accept the attached Operations Plan, Capital/Finance Plan, Performance Measurement System report, Executive Summary, and Marketing Recommendations chapters for inclusion in the final SRTP.

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

B. Service Modification and Fare Structure Implementation Timeline

Jeanine Wooley, Director of Operations, summarized the proposed service modification timeline, noting that staff will also be meeting with bus operators during the public process to gather additional information and to critique the schedules.

Public Comments:

None presented.

Board Comments:

Board Member Hughes recommended aggressive advertisement of the public meetings and public hearing.

Vice Chair Patterson noted that staff can gather some helpful information from Benicia staff about where public meetings have been held in the past with successful attendance.

Recommendation:

Authorize staff to distribute public notices and hold a series of public meetings for the proposed service reductions, system realignment, and fare schedule for public comment, as shown in Attachment A with the inclusion of tracked changes.

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

X. INFORMATIONAL – NO DISCUSSION

XI. BOARD MEMBER COMMENTS

XII. ADJOURNMENT

The meeting was adjourned at 5:37 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, February 16, 2012, 4:00 p.m., at the Vallejo Council Chambers.**

Attested by:



Suzanne Fredriksen
Interim Clerk of the Board

1/20/2012

Date



DATE: March 6, 2012
TO: SolTrans Board Meeting
FROM: Greg Anderson, Director of Administrative Services
RE: Consideration of Award of Audit Services Contract

Background:

On January 3, 2012 Request For Proposals (RFP) #01-03-11F for SolTrans Auditing Services, was issued, noticed, and sent to twenty-six potential auditors and the Chambers of Commerce within Solano County. The vendor list was developed after contacting the Cities of Benicia and Vallejo and obtaining current supplier information, as well as consulting Vallejo and Benicia chambers of commerce, the State of California Disadvantaged Business Enterprise Database, previous suppliers, and online industry information.

On January 26, 2012, two firms, Brown Armstrong Accountancy Corporation (Brown) and Vavrinek, Trine, Day and Company (Vavrinek) submitted proposals in response to the solicitation. Two other firms (Maze and Associates and Price Paige & Company) submitted letters requesting to remain on our future notice lists, and stating previous commitments were preventing them from proposing on the current contract. A total of seven firms registered as interested parties.

Discussion:

The two responding proposals were distributed to the evaluation committee and both firms were contacted to meet for in-person interviews. The evaluation committee met on February 13, 2012 to discuss the proposals and interview firms. After interviewing both firms and scoring proposals in accordance with the solicitation evaluation criteria, the evaluation committee recommends Brown Armstrong Accountancy for award of the contract.

The evaluation committee was particularly impressed with the transit experience of the Principal and the proposed on-site management team, which included the following clients:

Kern Council of Governments
San Joaquin Regional Transit Authority
Santa Cruz Metropolitan Transit
Central Contra Costa Transit
Riverside Transit Agency
Napa County Transportation and Planning Agency

The experience of the on-site team was particularly impressive.

In the interview Brown representatives demonstrated a familiarity with SolTrans' financial relationship with Vacaville and how that might impact their plan and schedule. Brown was also able to provide a detailed schedule for milestone payments, and a clear and concise approach and methodology.

Fiscal Impact:

The Contract is a Time and Materials contract with a Not-To-Exceed one year base-term amount of \$39,120. The contract contains two option years with the requirement that the hourly rates be held for the option years.

The firm's offer exceeded the original project budget of \$25,000 by \$14,120. The budget was based on FY 2009-10 audit costs experienced by similar agencies including STA and Marin Transit. The cost estimate was vetted in a peer review process conducted as a part of the SolTrans Transition Plan. In negotiations with the proposed firm, they identified several factors that may have impacted the proposed amount, including new audit standards that are being implemented during the potential engagement.

After final discussions with Brown, staff feels confident that the price offered is fair and reasonable, and recommends entering into an agreement for services at the not-to-exceed price of \$39,120 for 2012 Audit Services.

Recommendation:

Authorize the Executive Director to enter into an agreement, once legal counsel has approved as to form, with Brown Armstrong Accountancy for SolTrans Audit Services.

Reviewed by:



Executive Director



DATE: March 5, 2012
TO: SolTrans Board Meeting
FROM: Nancy Whelan, Interim Chief Financial Officer
RE: FY 2011-12 Budget Status Report, Mid-Year Budget Adjustment, and FY 2012-13 Budget Outlook

Background:

The adopted FY 2011-12 operating budget is organized by the three modes of transit provided by SolTrans: fixed route bus service, paratransit service, and the taxi scrip program. Fixed route service accounts for the majority of the budget with 86% of all expenditures attributed to this mode. Paratransit accounts for 12% and taxi scrip accounts for 2% of the budget. System wide, budgeted expenditures for all modes fall into the following four categories:

Operating Contract	67%
Fuel	17%
Administration	10%
Other (e.g., facility maintenance, utilities, security)	6%

Quarterly budget reports are planned; however, budget information for the first quarter of this fiscal year was not available until early November due to the transition of financial systems. In December 2011, the first FY 2011-12 budget status report was presented to the Board for the first four months of the fiscal year ending October 31, 2011. In this report we are comparing estimated actual expenditures and revenues through December 31, 2011 (one half of the fiscal year) to the adopted budget. Based the results of the first half of the fiscal year, we are recommending a mid-year budget adjustment. Additionally, as called for in the adopted budget policy we are presenting the FY 2012-13 budget outlook.

Discussion:

FY 2011-12 Budget Status

The first half of the fiscal year continues to provide us with a better financial understanding of SolTrans operations. Clarifying roles and responsibilities of the entities involved in operating the new agency, establishing financial operating procedures, and improved reporting has helped stabilize the financial function. However, without any history as a combined organization, we continue to learn as more financial data becomes available.

The first six months of operation has shown that revenues and expenditures are on target with the budget. A comparison of the budget to the estimated actual revenues and expenditures as of December 31, 2011 is shown in Attachment A. With 50% of the year complete, we have

received 49% of the anticipated revenue and we have spent 46% of the anticipated expenditures. Our cash position at the end of the second quarter shows that revenues less expenditures is \$350,410. Highlights of the key budget to actual findings are as follows:

Revenues

- **Fare revenue** for fixed route and paratransit is higher than anticipated. We are cautiously optimistic about this result, as there are certain pass-through revenues that may be recorded as fares that would be more appropriately classified elsewhere.
- **TDA** funds are expected to be approximately \$50,000 less than budgeted.
- **STAF** funds have been received as anticipated.
- **RM-2** funds were advanced for the first quarter and invoices detailing actual expenditures and advances are in process. All RM-2 funds are anticipated to be received as budgeted.
- **Federal Section 5307** funds are anticipated with our first FTA grant scheduled to be filed in March with approval prior to June 30, 2012. ADA paratransit set-aside funds are expected to be about \$42,000 less than budgeted.
- **Federal Section 5311 and 5316** funds are in process. The final amounts available in FY 2011-12 are expected to be approximately as budgeted.
- **Intercity Funding Agreement** funds will be approximately \$514,000 greater than budgeted. Our FY 2011-12 budget was adopted prior to the Intercity Funding Agreement being finalized and our estimate was conservative based on prior year City of Vallejo experience.
- **Other Revenues** consist of interest earnings, advertising and leases. Income from these sources can be better assessed with the final transfer of assets from the City of Vallejo to SolTrans. At this time we estimate that these revenues will be about \$16,000 less than budgeted.

Expenditures

- **Operating contract** expenditures for fixed route are slightly higher than anticipated. However, we believe they will be close to the budgeted amount at year end. Operating contract expenditures for paratransit services are slightly lower than budgeted. Combined, the contract fixed route and paratransit services are expected to be on target with the annual budget.
- **Fuel** costs are less than budgeted for fixed route and more than budgeted for paratransit. In total, we are within our fuel budget. The differences are attributable in part to the replacement of three diesel fueled paratransit vans with three gasoline fueled paratransit vans. The average cost per gallon of diesel fuel for the fiscal year to date is \$3.45. The average cost per gallon of gasoline is \$3.40. Overall, prices are lower than budgeted and fixed route fuel usage is slightly less than the quantities budgeted. It appears that we underestimated fuel usage for paratransit service. Further analysis of this variance will be provided at the Board meeting. The fuel budget is monitored weekly.
- **Insurance** costs are expected to be about \$25,000 higher than budgeted due largely to higher premiums and interest costs to allow for quarterly payments.
- **Security** costs are higher than anticipated due to increased needs at the transit center and at the Curtola Park and Ride facility. We have made adjustments to meet our security needs and continue to monitor security requirements. We anticipate total security costs to exceed the annual budgeted amount by approximately \$130,000.

- **Administration** costs are expected to be slightly less than budgeted. This category includes salaries, professional services, consulting services, bank service charges, landscape maintenance, and facility maintenance. Salary and benefits were budgeted for 5.5 full time equivalent employees. Currently, SolTrans has one full time employee, 2 employees are contracted for service with City of Vallejo, 2 part time temporary employees are contract with temporary service agencies, and 2 positions are filled with part time consultants. The two consultant positions, legal counsel, and other transition consulting services are being paid for by STA. Due to the STA contribution, and the time frame for hiring permanent staff, we anticipate salary savings for the year. However, other administrative expenditures may be higher than anticipated.
 - Consulting costs are expected to be significantly higher than budgeted due to City of Vallejo expenditures for transition assistance of approximately \$50,000 - \$100,000. Additionally, the \$18,000 local match required for the SRTP was not encumbered by the City of Vallejo when the consulting contract was awarded, leaving SolTrans responsible for that expense.
 - Landscape maintenance, audit fees and bank service charges are expected to be higher than budgeted.
 - Facility maintenance, travel and dues are expected to be less than budgeted.
 This category is the most difficult to predict a year end outcome as there are many relatively low cost line items, and little history to rely upon for projections. In all, it is very likely that there will be adequate budget for administrative expenditures.

Overall, the estimated actual revenues and expenditures are within the range of what is expected for this period. The mid-year budget adjustment will address budget categories for which trends indicate that budgeted amounts will not be achieved.

Mid-Year Budget Adjustment

The budget policy requires a budget amendment for expenditures or revenues in excess of 10% of the budget category. Based on the results of the second quarter comparison of budget to estimated actual expenditures and revenues, we recommend a mid-year budget adjustment to reflect changes in projections. Attachment B shows the adopted budget, the proposed change to the budget, and the resulting revised budget. The basis for the adjustments is described above.

Further adjustments may be required as the end of the year approaches. Additionally, we are expecting City of Vallejo to provide information on FY 2010-11 end of year balances for Vallejo Transit that may impact SolTrans' FY 2011-12 budget.

FY 2012-13 Budget Outlook

Financial information from the first year of consolidated transit operations provides a foundation for next year's budget. We are continuing to gain a better understanding of the operating expenditures and revenues, and we know that there are significant financial challenges in the year ahead. The Short Range Transit Plan and proposed service modifications to be implemented next fiscal year are intended to ensure that we "live within our means". The budget will be based on the multi-year forecast presented to the Board in August 2011 and the ten year financial plan included in the Short Range Transit Plan.

The FY 2012-13 budget will reflect:

- A new transit operations service contract for paratransit and fixed route operations.

- Full staffing of the agency, without financial support from STA.
- Continuation of most federal and regional grant programs such as Section 5311, Section 5316, and Regional Measure 2.
- Annual TDA revenue is projected to be slightly less than in previous years and the TDA reserves will have been exhausted.
- Potential for one-time transition funding from MTC to prevent further restructuring and contraction of service and to address certain one-time transition costs.
- Service improvements in the areas of on-time performance and reliability.

A draft FY 2012-13 operating budget will be presented in April and the final budget will be presented for adoption in May. The budget will be presented in the context of the ten year forecast and the Board's direction to create a sustainable transit service while improving performance.

Recommendation:

Adopt the revised FY 2011-12 operating budget as shown on Attachment B.

Attachments:

- A. FY 2011-12 Budget Status Report as of December 31, 2012
- B. FY 2011-12 Mid-Year Budget Adjustment

Reviewed by:



Executive Director

SolTrans FY 2011-12 Budget Status

March 5, 2012

Operating Revenue by Mode

Attachment A

Page 1 of 2

	FY 2011/12 Adopted	FY 2011/12 Estimated Actual As of December 31, 2011	% Complete
Bus Revenues			
Fares	\$3,093,000	\$1,748,967	57%
FTA Section 5307 Operating Assistance	-	-	-
FTA Section 5307 Preventive Maintenance	250,000	-	0%
FTA ARRA Preventive Maintenance	-	-	-
FTA Section 5303	-	-	-
FTA Section 5311 Non-Urbanized Area	42,503	-	0%
FTA Section 5316 JARC	200,000	-	0%
FTA Section 5317 NF	-	-	-
STAF Operating Assistance - Vallejo Rev Base	609,616	609,616	100%
STAF Operating Assistance - Vallejo Prop 42	-	-	-
STAF Operating Assistance - Benicia Rev Base	-	-	-
STAF Operating Assistance - Benicia Prop 42	-	-	-
STAF Operating Assistance - Solano County Pop Base	-	-	-
STAF Lifeline	-	-	-
Regional Measure 2 (RM-2)	1,223,840	407,937	33%
Transportation Development Act (TDA)	5,676,841	2,999,326	53%
Intercity Funding Agreement	95,000	-	0%
Bridge Toll AB 664 PM	-	-	-
Other revenues	21,100	638	3%
Bus Revenues Subtotal	11,211,900	5,766,483	51%
Paratransit Revenues			
Fares - Existing	71,000	55,831	79%
FTA Section 5307 10% ADA set-aside	667,000	-	0%
STAF Operating Assistance	-	-	-
Transportation Development Act (TDA)	770,300	406,983	53%
Paratransit Revenues Subtotal	1,508,300	462,815	31%
Taxi Scrip Revenues			
Taxi Coupon Sales - Local	112,000	54,649	49%
Taxi Coupon Sales - Regional	15,000	2,763	18%
Transportation Development Act (TDA)	152,815	80,739	53%
Taxi Scrip Revenues Subtotal	279,815	138,151	49%
FAREBOX REVENUES	3,276,000	1,859,447	57%
FUNDING SOURCE REVENUES	9,724,015	4,508,002	46%
Total, Revenues	\$13,000,015	\$6,367,449	49%

SoITrans FY 2011-12 Budget Status

Attachment A

March 5, 2012

Page 2 of 2

Detailed Operating Expenditure by Mode

	FY 2011/12 Adopted	FY 2011/12 Estimated Actual As of December 31, 2011	% Complete
Bus Expenses			
Operating Contract	7,728,000	4,023,408	52%
Fuel	2,096,000	691,645	33%
Insurance costs	400,000	161,234	40%
Security	116,600	95,548	82%
Bus Facility Maintenance	63,900	25,999	41%
Bus Maintenance	19,000	7,123	37%
Utilities	33,000	10,050	30%
Printing	13,400	10,500	78%
Professional Services	50,000	48,645	97%
Route 200: Transfer costs to WETA	(296,000)		0%
Ferry Ticket Office Transfer to Ferry	(182,000)		0%
General Administration	1,170,000	186,428	16%
Bus Expenses Subtotal	11,211,900	5,260,580	47%
Paratransit Expenses			
Operating Contract - Existing	1,219,000	550,327	45%
Fuel	66,000	51,996	79%
Maintenance	44,000	3,143	7%
Printing	9,300	235	3%
General Administration	170,000	70,909	42%
Paratransit Expenses Subtotal	1,508,300	676,610	45%
Taxi Scrip Expenses			
Scrips Payments - Local	236,815	68,398	29%
Scrips Payments - Regional	15,000		0%
General Administration	28,000	11,450	41%
Taxi Scrip Expenses Subtotal	279,815	79,848	29%
Total, Expenses	\$13,000,015	\$6,017,039	46%
Revenues Less Expenses	\$0	\$350,410	

SoITrans FY 2011-12 Mid Year Budget Adjustment

Attachment B

March 5, 2012

Page 1 of 2

Operating Revenue by Mode

	FY 2011/12	FY 2011/12	FY 2011/12
	Adopted	Proposed Revision	Proposed Revised Budget
Bus Revenues			
Fares	\$3,093,000	\$0	\$3,093,000
FTA Section 5307 Operating Assistance	-	-	-
FTA Section 5307 Preventive Maintenance	250,000	\$0	250,000
FTA ARRA Preventive Maintenance	-	-	-
FTA Section 5303	-	-	-
FTA Section 5311 Non-Urbanized Area	42,503	\$0	42,503
FTA Section 5316 JARC	200,000	\$0	200,000
FTA Section 5317 NF	-	-	-
STAF Operating Assistance - Revenue Base	609,616	\$0	609,616
STAF Operating Assistance - Solano County Pop Base	-	-	-
STAF Lifeline	-	-	-
Regional Measure 2 (RM-2)	1,223,840	\$0	1,223,840
Transportation Development Act (TDA)	5,676,841	(\$190,000)	5,486,841
Intercity Funding Agreement	95,000	\$513,973	608,973
Bridge Toll AB 664 PM	-	-	-
Other revenues	21,100	(\$16,100)	5,000
Bus Revenues Subtotal	\$11,211,900	\$307,873	\$11,519,773
Paratransit Revenues			
Fares - Existing	71,000	-	71,000
FTA Section 5307 10% ADA set-aside	667,000	(42,186)	624,814
STAF Operating Assistance	-	-	-
Transportation Development Act (TDA)	770,300	140,000	910,300
Paratransit Revenues Subtotal	\$1,508,300	\$97,814	\$1,606,114
Taxi Scrip Revenues			
Taxi Coupon Sales - Local	112,000	\$0	112,000
Taxi Coupon Sales - Regional	15,000	\$0	15,000
Transportation Development Act (TDA)	152,815	\$0	152,815
Taxi Scrip Revenues Subtotal	\$279,815	\$0	\$279,815
FAREBOX REVENUES	3,276,000	-	3,276,000
FUNDING SOURCE REVENUES	9,724,015	405,687	10,129,702
Total, Revenues	\$13,000,015	\$405,687	13,405,702

SolTrans FY 2011-12 Mid Year Budget Adjustment

Attachment B

March 5, 2012

Page 2 of 2

Detailed Operating Expenditure by Mode

	FY 2011/12 <u>Adopted</u>	FY 2011/12 <u>Proposed Revision</u>	FY 2011/12 <u>Proposed Revised Budget</u>
Bus Expenses			
Operating Contract	7,728,000	-	7,728,000
Fuel	2,096,000	-	2,096,000
Insurance costs	400,000	25,000	425,000
Security	116,600	133,400	250,000
Bus Facility Maintenance	63,900	-	63,900
Bus Maintenance	19,000	-	19,000
Utilities	33,000	-	33,000
Printing	13,400	-	13,400
Professional Services	50,000	-	50,000
Route 200: Transfer costs to WETA	(296,000)	-	(296,000)
Ferry Ticket Office Transfer to Ferry	(182,000)	-	(182,000)
General Administration	1,170,000	-	1,170,000
Bus Expenses Subtotal	11,211,900	158,400	11,370,300
Paratransit Expenses			
Operating Contract - Existing	1,219,000	-	1,219,000
Fuel	66,000	94,000	160,000
Maintenance	44,000	-	44,000
Printing	9,300	-	9,300
General Administration	170,000	-	170,000
Paratransit Expenses Subtotal	1,508,300	94,000	1,602,300
Taxi Scrip Expenses			
Scrip Payments - Local	236,815		236,815
Scrip Payments - Regional	15,000		15,000
General Administration	28,000		28,000
Taxi Scrip Expenses Subtotal	279,815	-	279,815
Total, Expenses	\$13,000,015	\$252,400	\$13,252,415
Revenues Less Expenses	\$0		\$153,287



DATE: March 7, 2012
TO: SolTrans Board Meeting
FROM: Jim McElroy, Interim Executive Director
RE: Executive Director Recruitment

Background:

At your December 2011 meeting, you reviewed, amended, and approved a proposed recruitment plan. This agenda item is to provide an update on the solicitation and refine some open details of the selection process.

Discussion:

The recruitment brochure was completed and broadly distributed. Applications are being accepted through March 9, 2012 and will be processed through STA's Human Resources procedures under the leadership of our STA's Human Resources Consultant, Joy Apilado, on assignment to SolTrans.

Here is the basic structure of the selection process:

Phase 1 - Screening Committee (Week of March 12th) - Initial review of the applications/resumes. Depending on the number of applicants, we would narrow the field to 8 or 10 possible candidates. This will be a staff driven element.

Phase 2 - Pre-Screen Telephone Interview (Week of March 12th) - Phone interview with candidates and determine the top candidates to proceed forward in the process. This phase would include panel members familiar with transit systems and services as well as overall knowledge of operations and funding. In this Phase, the field of candidates would be narrowed to the top 6 or 8 candidates.

Phase 3 - Assessment Panel (Tentatively March 27, 2012) - The assessment exercise is intended to be the opening component of the interview process on March 27th. This panel will consist of members who are familiar with public forums that can evaluate the candidates based on the presentation styles and interaction with board members. It is here that we would also include a member of the public or advisory committee, as well as an existing member or members of the SolTrans Board of Directors.

Phase 4 - Oral Board Panel (Tentatively March 27, 2012) - This phase immediately follows Phase 3 of the process. Panel members will be selected from other transit agencies, including MTC. Panel members from Phase 3 and 4 would meet together after the interviews for a debriefing, to assess and compare the results of the two phases. The panels would collectively determine the recommendations of the top 2 or possibly 3 candidates for presentation to the Board of Directors.

The confidential certified ranked list of candidates would be available to the Board as early as March 28th.

Issues for Board Consideration

Issue 1: Phase 3 and Phase 4 occur on the same day with panels operating in tandem and conferring together at the end of the day. This means that no more than two SolTrans Board Members can participate on the date of the interview panels for Phases 3 and 4. Therefore, the Board should appoint up to two total members for the interviews to be held in tandem on March 27, 2012.

Issue 2: At the end of the screening process described above, and assuming the process is successful, the Board will be presented with a list of qualified candidates. This could occur as early as March 28, 2012. SolTrans Legal Counsel has advised me that interviewing candidates may occur in closed session with the participation of any or all Board members. Therefore, your discussion today should determine a process for selecting your top candidate(s) from the list of qualified candidates. To assist in the discussion, here are a couple of possible scenarios:

Option 1: The Board could choose a two member subcommittee to review the qualified candidate list and further refine the list to a single candidate for interview by the entire Board in closed session.

Option 2: The Board could go directly to interviewing the top one, two or three candidates in closed session.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Appoint one Board member to participate in the “Phase 3 – Assessment Panel” and one Board member to participate in the “Phase 4 – Oral Board Panel”; and, further determine a process for selecting a finalist from the list of ranked qualified candidates to be determined from the preliminary selection process.



DATE: March 7, 2012
TO: SolTrans Board Meeting
FROM: Jim McElroy, Interim Executive Director
RE: Appoint and Reconvene the Benefits Subcommittee

Background:

The Benefits Subcommittee of your Board last met in the summer of 2011. Based on subsequent Board direction, SolTrans applied to CalPERS for membership. Your staff has made inquiries to CalPERS regarding the status of the application without yet receiving a response. Until the application is processed, SolTrans does not have access to the normally accepted core retirement program for California public employees. Therefore, SolTrans is contracting with STA to serve as the Employer of Record.

Discussion:

The uncertainty of our CalPERS application and the need to develop a permanent SolTrans staff implies a variety of potential actions. I would like to meet with the Benefits Subcommittee to provide an update on relevant issues, including the application to CalPERS, and to seek advice.

As of its last meeting, the Benefits Subcommittee consisted of Members Hannigan and Ioakimedes. Board Member Ioakimedes has since vacated the seat on the Board and was replaced by Board Member Mark Hughes.

Fiscal Impact:

None

Recommendation:

Appoint one member from each member City jurisdiction to make up the reconvened Benefits Subcommittee and direct that the Benefits Subcommittee be reconvened prior to the April Board meeting so staff can provide an update on various benefits issues and seek guidance based on current information.

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DATE: March 7, 2012
TO: SolTrans Board Meeting
FROM: Jim McElroy, Interim Executive Director
RE: Presentation from MTC Consultant Regarding Clipper Implementation

Background:

Metropolitan Transportation Commission (MTC) staff would like to roll-out Clipper card to Solano County operators in early 2013 as part of the next phase (Phase 3) of implementation. Your staff is working closely with MTC staff and consultants to encourage a timely implementation.

Discussion:

Today, we have an opportunity for a briefing from Edward Meng, Clipper Technical Program Consultant, providing an overview of the planned implementation.

The Clipper program fits within several of the guiding principles of the SolTrans implementation. Therefore, I have worked with the assumption that the Board is in favor of rapid implementation of the Clipper program. This agenda item would be a good opportunity for the Board to affirm its intent to participate in the Clipper Program.

Fiscal Impact:

Fiscal impact not yet assessed.

Recommendation:

Receive the Clipper Presentation from MTC technical staff; and, affirm the intent of the SolTrans Board to participate in timely implementation of the Clipper Program.

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DATE: March 7, 2012
TO: SolTrans Board Meeting
FROM: Jim McElroy, Interim Executive Director
RE: Short Range Projects

Background:

I have accumulated a list of important short range projects which I am implementing through various methods based on authority you have granted to the Executive Director.

Discussion:

Attached is a draft list of short range projects with brief descriptions. I am proceeding to complete these projects using existing staff and various short term agreements. Although I would prefer to use existing staff in all cases to save money, we are in a transition period with very limited staff. Therefore, I am securing outside resources where necessary, using budget capacity from unfilled staff positions. Although this is an information item, I would welcome comments on the projects and planned implementation. I will return to the Board, as appropriate, to secure approvals for implementation as each project rolls forward.

Fiscal Impact:

Although not an action item, all described projects are to be completed within approved budget capacity.

Recommendation:

Informational.

Attachments:

- A. Draft Project List - SolTrans

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Draft Project List - Soltrans

Project 12-01: Resolve Fare Collection System Inconsistencies

Background: Soltrans consolidated three operating divisions into a single bus division, including consolidated the practices and fleets. There are at least three different methods, hardware and practices, for handling cash fares on vehicles. Concerns to be resolved:

1. Inventory, analyze, and document existing fare collection practices and policies.
2. Develop a plan to transition to a reasonable, accountable, and best practices approach to fare collection and processing.
3. Execute the plan.

Project 12-02: Alternative Service Delivery Planning and Implementation

Background: The service delivery framework adopted for the Benicia service area is an interim approach. The SRTP directs that we consider an alternative delivery model for the service area. This assumes a model (or a variation of the model) that has been implemented by a growing number of agencies. The model utilizes a form of taxi-like operators mixed with the latest communication and computer technologies to provide a taxi-like service for ADA mandated services. The concept for the Benicia service area would be to examine various combinations of approaches to gain significant financial and service improvements.

Project 12-03: Parking Lot Management

Background: Soltrans has acquired two parking facilities, (1) Curtola Park and Ride and (2) 311 Sacramento Street. The facilities have use characteristics with pricing policy impacts on each other and surrounding neighborhoods and parking facilities. This project addresses maintenance cost reimbursement and parking space use management.

1. Identify facility maintenance costs, including grounds maintenance, annual repairs, capital replacement, costs, and overhead; and, develop multiyear financial and parking operations plan.
2. Develop funding plan that separates parking operations funding and capital financing from transit operations funding sources. This likely involves evaluating various fee for parking approaches and technologies
3. Develop a final financially constrained operations plan.

Project 12-04: Project Management – Curtola Park and Ride Improvements

Background: Soltrans is assuming project funding and oversight roles for expansion of the Curtola Park and Ride Facility. The idea behind the project is to improve facilities for transit and other shared-ride

users through various potential elements such as parking structures and general enhancements. The project is challenging from funding and development perspectives and there has already been substantial planning and preliminary engineering activity. This work is to act on behalf of Soltrans to analyze all elements of the project and guide the planning, funding, and execution of the project.

Project 12-05: Oversee Marketing – aka Soltrans [Marketing/Image] Implementation Plan

Background: Through a contract held by Solano Transportation Authority, Soltrans has been supplied with a comprehensive marketing and image implementation plan prepared by a third party consultant, Page Design Group. Therefore, the role of this engagement is to implement the elements of the Soltrans Implementation Plan and to act as the Soltrans contact for ongoing plan development with STA and the plan contractor.

Project 12-06: Community Relations for Service Change Implementation

Background: Soltrans is at the beginning of an accelerated process to implement significant route changes of fare structure changes for July 2012. Public meetings and notifications have already been set in motion. This project is to participate in the public review process to ensure thorough and effective public involvement; and, then to oversee the public outreach and marketing of the approved changes for the July implementation. The ideal outcome is a documented marketing and public outreach plan for the service change implementation to be reviewed by our Board of Directors. The anticipated interaction includes presentations to elected officials as well as City Councils & other public bodies.

Project 12-07: Special Services Development

Background: The City of Benicia has occasional special events that draw large crowds to the core area of the City. Traditionally, many attendees access the events by driving and trying to park as close as possible to the venue. This may be an opportunity for Soltrans to impact citizens that might not otherwise use public transit. This project is to work with City of Benicia leaders to develop an initial framework to provide special event scheduled bus service. The vision is to provide some form of fixed route service from certain residential areas and remote parking areas to access the core area. Once implemented, the program would begin as a limited experiment to be expanded as Soltrans gains experience and knowledge of how best to serve the community. Key to success is working with traffic control elements to gain priority for buses to access the core area quickly and frequently, giving a competitive advantage to transit riders, pedestrians, and bicycles over automobiles.

Project 12-08: Capital Improvement Plan Development

A capital plan is included in the recently completed Short Range Transit Plan (SRTP). The objective of this project is to produce the next version of the Capital Plan initially presented in the SRTP, to be called the CIP (Capital Improvement Program). The plan presented in the SRTP was produced rapidly to meet deadlines. This next CIP will build on the SRTP document, through in depth review and vetting.

Other Projects to be developed:

Project 12-09: Oversight of purchase and installation of bus shelters

Project 12-10: Replacement of operations communication system

Project 12-11: Implementation of advanced passenger and operations information system

Project 12-12: Create asset management system

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DATE: March 07, 2012
TO: SolTrans Board Meeting
FROM: Jeanine Wooley, Director of Operations
RE: Public Outreach

Discussion:

Six public outreach meetings throughout Benicia and Vallejo were scheduled during the first two weeks of March in order to obtain public comment on the proposed service reductions. Two meetings were held in Vallejo on March 6, 2012.

Thirty-two riders attended the two meetings held at South Vallejo Community Center and the Vallejo City Council Chamber. Some of the proposed changes were welcomed such as restoration of service to Glen Cove and increasing schedule frequency during peak hours. Possible loss of Sunday service and reduction of service span were of great concern and thus far drawing the most comments.

Staff is compiling all feedback, and the draft service proposal will be assessed and revised where feasible based upon public input and presented to the Board at its April meeting.

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DATE: March 7, 2012
TO: SolTrans Board Meeting
FROM: Suzanne Fredriksen, Clerk of the Board
RE: SolTrans Committees Update

Background:

The SolTrans Joint Powers Agreement sets forth three standing committees: the Technical Advisory Committee (TAC), the Public Advisory Committee (PAC), and the Executive Management Committee. The purpose of this staff report is to provide an update on each committee.

Discussion:

Technical Advisory Committee

At the December 15, 2011 meeting, the list of appointed SolTrans TAC members was provided to the Board. The first meeting of the TAC was held on January 4, 2012 to provide the committee with an informational overview of the agency and to forward a recommendation to the SolTrans Board to distribute the proposed service modification implementation timeline for public comment.

The staff representatives appointed to the TAC have been tasked with coordinating with Agency staff on funding and service issues. The Board approved Operating Budget Timeline and Service Modification Implementation Timeline list the Board approval date for the operating budget and service changes as occurring on May 17, 2012. In order to harmonize with this timeline, the next TAC meeting is tentatively slated for the first week of May, so that the committee can provide recommendation to the Board on these items.

Public Advisory Committee

At the September meeting, an update regarding the PAC was provided to the Board. It was noted at that time that member appointments to the PAC had been completed by Solano Transportation Authority (STA) and were still in process for both the City of Benicia and City of Vallejo.

The PAC is of particular importance as we seek to gain public input regarding proposed service changes. One of the roles that the JPA sets forth for this committee is to review and comment to the Board regarding such changes. Appointments to the PAC were made by the City Council of Vallejo in January 2012, and one appointment was made by the City Council of Benicia on March 6, 2012. With the hope of gaining additional Benicia applicants in the near future, the notice of two available openings will remain posted until such openings are filled. A current list of PAC member appointments is included in Attachment A.

The first meeting of the PAC is scheduled for April 5, 2012, in order to provide members with an overview of SolTrans, the operating budget, the Short Range Transit Plan, and the Service Modification Timeline. A second meeting of the PAC will be scheduled close to the first week of May 2012 to give the committee an opportunity to provide recommendation to the Board regarding proposed service changes and the proposed operating budget.

Executive Management Committee

The Executive Management Committee meets on an as-needed basis, primarily regarding fare changes and/or budgetary issues. Meetings are initiated by Jim McElroy, SolTrans Interim Executive Director or Daryl Halls, STA Executive Director. Jim McElroy has requested that the next meeting be scheduled prior to the April 19th Board meeting in order to provide the committee members with an update regarding proposed service changes and financial matters.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Informational.

Attachments:

- A. Public Advisory Committee Member Appointments

Reviewed by:



Executive Director

PUBLIC ADVISORY COMMITTEE MEMBER APPOINTMENTS

Public Advisory Committee. Each Member Agency will appoint three members of the public with demonstrated expertise or special interest in, transit issues and who reside within the boundaries of the agencies that they represent to serve on a Public Advisory Committee (PAC). This will include representatives selected by each Member Agency. The PAC will serve as an advisory committee to the SolTrans Board and will review and comment to the SolTrans Board on the following matters:

- i. Service and fare adjustments,*
- ii. Development of Short Range Transit Plans, and*
- iii. Review SolTrans' annual work plan. (SolTrans JPA, pg. 6)*

STA Appointed Members	
Member 1:	Tom Bartee
Member 2:	David Jones
Member 3:	Cori LaBrado
City of Vallejo Appointed Members	
Member 1:	Matthew Conley
Member 2:	Richard Burnett
Member 3:	Marigene Nicoloff
City of Benicia Appointed Members	
Member 1:	James Cook
Member 2:	
Member 3:	

