



**SOLANO COUNTY TRANSIT**  
**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**

<b>PRESENT:</b>	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**

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

**STAFF**

<b>PRESENT:</b>	<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	ASM Michael Allen
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:**

- |  |             |
|--|-------------|
| <b>1. Report from the Executive Director</b> | Jim McElroy |
| <b>2. SolTrans Start-up Report - January</b> | John Harris |

**VII. CONSENT CALENDAR**

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

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

Recommendation:

Approve the meeting minutes of November 17, 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 Spring, 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 this Short Range Transit Plan (SRTP) report 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 the Operations Plan, fare structure, and 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 tips 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**