



**BOARD MEETING AGENDA
7:00 p.m., Regular Meeting
Thursday, April 19, 2012
Florence-Douglas Senior Center, Vallejo**

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

1. CLOSED SESSION:

- a. Public Employee Appointment: Executive Director**

(4:30 – 7:00 p.m.)

The meeting will be convened at 4:30pm in the conference room at the Florence Douglas Senior Center, Vallejo and then recess into closed session until 7pm. The public meeting will reconvene at 7pm in the multipurpose room.

2. CALL TO ORDER/PLEDGE OF ALLEGIANCE

(7:00 – 7:05 p.m.)

**Elizabeth Patterson, Mayor
City of Benicia**

SOLTRANS BOARD MEMBERS

Elizabeth Patterson	Mark Hughes	Erin Hannigan	Osby Davis	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			

3. APPROVAL OF AGENDA

4. OPPORTUNITY FOR PUBLIC COMMENT

5. EXECUTIVE DIRECTOR'S MESSAGE ON SERVICE CHANGES
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PUBLIC HEARING

6a. Receive Staff Report on Service Change Implementation
Pg. 3

Jeanine Wooley,
Director of Operations

6b. Hold Public Hearing on Service Change Implementation

6c. Provide Direction to Staff on Service Change Implementation

Recommendation:

After holding public hearing, direct staff to develop a final service plan including the proposed reductions, for Board adoption at the May meeting. Provide staff with direction on priorities for restoration of service should additional funding become available.

COMMENTS FROM STAFF

7. Report from the Executive Director
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Jim McElroy

CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(7:40 – 7:45 p.m.)

8a. Meeting Minutes of March 15, 2012

Recommendation:

Approve the meeting minutes of March 15, 2012.

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Suzanne Fredriksen,
Clerk of the Board

8b. Authorization for the Execution of Certifications and Assurances for the Public Transportation Modernization, Improvement, and Service Enhancement Account Bond Program

Nancy Whelan,
Interim Chief Financial Officer

Recommendation:

Adopt Resolution No. 2012-01 authorizing the Executive Director to execute certifications and assurances and all required documents of the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) program, including any amendments, with the California Department of Transportation.

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REGULAR CALENDAR

9. Update on Benefits Subcommittee

Recommendation:

Possible direction to staff to proceed with procuring an alternative to CalPERS for the SolTrans employee retirement benefits program.
(7:45 – 7:55 p.m.)

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Jim McElroy,
Interim Executive Director

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

Bernadette Curry,
Legal Counsel

Recommendation:

Authorize the Executive Director to request of the Member Agencies action to amend the Joint Powers Agreement to amend the language to specifically allow SolTrans to claim TDA funds.
(7:55 – 8:05 p.m.)

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11. Approval of Contract Extension with MV Corporation for Consolidated Transit Services for Fiscal Year 2012-13

Jim McElroy,
Interim Executive Director

Recommendation:

Authorize the Executive Director to execute a one-year contract extension with MV Corporation for FY 2012-13.
(8:05 – 8:15 p.m.)

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12. Application for Insurance Services

Bernadette Curry,
Legal Counsel

Recommendation:

Authorize SolTrans Executive Director to procure non-transit insurance coverage through Alliant Insurance Services and return with a recommendation on transit coverage for FY 2013-14.
(8:15 – 8:25 p.m.)

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INFORMATIONAL – NO DISCUSSION

13. FY 2013 Draft Budget

Nancy Whelan,
Interim Chief Financial Officer

**14. Public Advisory Committee Informal Meeting Notes of
April 5, 2012**

Suzanne Fredriksen,
Clerk of the Board

15. BOARD MEMBERS COMMENTS

16. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, May 17, 2012, 4:00 p.m., Benicia Council Chambers.**



DATE: April 12, 2012
TO: SolTrans Board
FROM: Jim McElroy, Interim Executive Director
RE: Executive Director's Message on Service Changes

Near the start of the fiscal year, I learned of the difficult financial challenges ahead for SolTrans. None of the challenges resulted from the consolidation. SolTrans inherited two systems that were facing serious financial deficits. System performance had deteriorated significantly in the years prior to assumption of responsibilities by SolTrans. The consolidation created about \$1M in savings. Unfortunately, the combined operating deficits without modifications still totaled about \$3M, beginning in the 2012-2013 year. To some degree, the five years leading up to assumption of services by SolTrans was an uncomfortable period of little strategic planning and questionable choices. I am making the point that SolTrans inherited the problems and is working through choices to be sustainable for the future against a challenged history.

Here is a summary of the causes of the poor financial condition:

- Termination of limited timeframe ARRA and Lifeline funding. This sustained the Vallejo system for several years allowing Vallejo Transit to avoid major restructuring. The annual contribution during the life of these programs was over \$2M.
- Transfer of \$2.8M of TDA funds to the City of Vallejo to reimburse the general fund for public transit expenditures in prior years. The City appealed successfully to MTC for the transfer and essentially eliminated any operating reserve for SolTrans.
- Deficit spending to support the Benicia system totaling roughly \$.5M annually.

So, the net results heading into the 2012/2013 fiscal year, assuming failure to act quickly would have been:

- For Vallejo, at least a \$2.5M structural deficit on roughly a \$13M budget.
- For Benicia, at least a \$.5M structural deficit on roughly a \$1.5M budget.
- Neither system would hold any transit funding reserves with which to deal with unexpected costs. It is clear neither City wishes to burden their General Fund with transit costs.

At July 1, 2011, your Board, staff, and consultants quickly engaged to determine the details of the problem and develop solutions, largely driven by the Short Range Transit Plan (SRTP) development. The SRTP was completed in January 2012, a remarkable accomplishment.

We are now focused on a multilevel effort to stabilize the financial structure and the system performance. These are the elements of the strategy:

1. Cut service to reduce costs: We are pursuing a painful plan that includes service reductions and modifications.
2. Secure contract savings to reduce costs: We are negotiating with our contractor to bring down the operating cost per hour.
3. Secure onetime contributions to provide a reserve and make up any remaining short term deficit: STA, the Board, and your staff are working with MTC to provide one time funding for transition costs. In addition, STA has provided transition funding and technical support.

Today, you will be considering the element of cutting services to reduce costs. In the staff report, you will see the extensive public outreach as well as a thoughtful consideration of options. Regardless, we are left with little choice but to cut services that have value to users. I am hopeful that the future will allow us to return some of these services as we gain knowledge, gain new sources of revenue, and adjust services through thoughtful review and planning.



DATE: April 11, 2012
TO: SolTrans Board Meeting
FROM: Jeanine Wooley, Director of Operations
RE: Service Change Implementation

Background:

SolTrans retained Moore & Associates in early 2011 to prepare a Short Range Transit Plan. This document is a ten-year plan comprised of data analysis, capital plan, financial plan, operations plan and development of system performance standards. Public Workshops were held and riders were surveyed to engage the community and gather comments that would assist in the development of the Operations Plan. The Operations Plan was completed in November 2011.

SolTrans faces a \$3.0M structural deficit beginning FY13 which will be addressed through a combination of contract negotiations with our operations and maintenance contractor, and service reductions. The proposed plan recommends service reductions and realignment of the service area thus creating a sustainable, reliable and productive system. The plan also recommends a new streamlined fare structure. SolTrans currently operates about 128,000 fixed route and demand response Vehicle Service Hours (VSH) annually. The proposal eliminates about 17,000 VSH thus reducing the annual operating hours to about 111,000.

Staff presented a draft service modification timeline at the December Board meeting. Revisions were made to allow for a public hearing in April prior to seeking Board approval. In February, the proposed service plan and revised fare structure were released for public comment.

For service changes of this magnitude Federal regulations require a public hearing. Therefore this staff report asks the Board to execute the required public hearing and provide direction to staff regards next steps of implementation.

Discussion:

Summary of Public Outreach

In order to educate the public about SolTrans' financial condition and receive comments and feedback about the proposed service reductions and fare restructure, staff pursued a comprehensive public outreach campaign. Public outreach included the following:

- Six public outreach meetings were held throughout Benicia and Vallejo during the first two weeks of March.
- Two meetings were held with the private contractor's bus operators.

- Notices for the public meetings and the public hearing were placed in the *Vallejo Times Herald* and *Benicia Herald*.
- Flyers were developed and distributed on all transit vehicles and posted on the SolTrans website and various locations throughout the service area.
- Staff presented information and received feedback regarding the proposed transit service reductions and fare changes at all public meetings.
- The meetings were well attended by both the public and transit employees. The public meetings averaged approximately twenty attendees at each meeting. Many proposed changes were welcomed such as the restoration of service to Glen Cove, increasing schedule frequency during peak, and route realignment in Vallejo.

Overview of Public Comments

At the close of the public meetings on March 20, 2012 all comments were compiled and reviewed by staff.

Of all comments received, the realignment to Service Area 1 was well received, as well as the streamlined fare structure and improved frequencies. The majority of the attendees expressed opposition to elimination of Sunday service in Service Area 1, elimination of Route 76, elimination of one BART stop along the Concord corridor and reducing span of local service in Service Area 1. Comments were also received regarding elimination of Routes 21 & 22 in Service Area 2. Once staff explained that these flex routes which operate at limited times of the day would be supplanted with Dial-A-Ride, only one comment was recorded in opposition. Finally, several comments were recorded unrelated to the proposal.

Attachment A provides a summary of these comments, aggregated by main topic that includes comments received not related to the proposal.

Summary of Proposed Reductions

Proposed Reduction	Description	Annual Hours
Span of Local Service (Service Area 1)	Reduce span of service on all local routes to 6:30 a.m. - 6:30 pm. Current service span varies by route.	5,146
Elimination of one BART stop along the Concord corridor.	The plan proposed to eliminate the Walnut Creek BART stop. Staff would like to further analyze elimination of the BART stop to select an option that maximizes ridership along this corridor.	3,523
Elimination of Route 76	Route 76 currently provides five (5) trips Monday - Friday between Benicia and Diablo Valley College in Contra Costa County. The ride check analysis indicates this route carries 4.5 passengers per Vehicle Service Hour (VSH), below productivity forecasts and standards for SolTran's fixed route service.	1,639
Elimination of Sunday Service (Service Area 1)	Existing Sunday service includes one (1) local route that covers the eastern and western portions of Service Area 1 and express bus along the I-80 corridor serving El Cerrito del Norte BART and Fairfield.	3,499
Other Miscellaneous Reductions	Scheduling and efficiency improvements	3,193
		17,000

Fiscal Impact:

The proposed plan if implemented accomplishes \$1M in needed savings to the operating budget as outlined in the financial plan beginning FY12/13.

Recommendation:

1. Hold Public Hearing on Service Change Implementation.
2. After holding public hearing, direct staff to develop a final service plan including the proposed reductions, for Board adoption at the May meeting. Provide staff with direction on priorities for restoration of service should additional funding become available.

Attachments:

- A. Summary of Public Comment



PUBLIC COMMENTS SUMMARY

Six public meetings regarding the Proposed Bus Service Reductions and Fare Restructure were attended by 79 people:

Tuesday, March 6 th , South Vallejo Community Center	7 attendees
Tuesday, March 6 th , Vallejo City Council Chambers	22 attendees
Wednesday, March 7 th , North Vallejo Community Center	4 attendees
Thursday, March 8 th , Florence Douglas Senior Center, Vallejo	15 attendees
Wednesday, March 14 th , Benicia City Council Chambers	12 attendees
Tuesday, March 20 th , Benicia Senior Center	19 attendees

Two additional meetings with SolTrans bus operators and staff occurred on March 13th. Approximately 40 transit employees were in attendance.

In addition to the 179 recorded comments spoken at these meetings, approximately 40 comments were received via telephone, email, comment cards, Facebook and in person. Some comments addressed more than one area of concern. Furthermore, 15 comment forms addressing 20 areas of concern were completed at the meetings.

The majority of concerns regarding the proposed service reductions addressed keeping Sunday Service, the Route 78 leg to Walnut Creek, maintaining some Route 76 and not reducing the Span of Service.

Comments Received Related to the Proposed Service Reductions

- 1. Sunday Service 38 comments

Concerns about connecting to jobs and attending church both locally and regionally were expressed. Suggestions included keeping minimal service, such as morning and evening, increasing the fare, decreasing frequency, creating a part-time shuttle or dial-a-ride. Service to Discovery Kingdom and shopping as a major Sunday destination was mentioned.

- 2. Span of Service 36 comments

Passengers are concerned about the loss of local connections to regional transportation with the majority addressing getting to and from work and school. Four suggestions included offering a shuttle to connect to Napa, the Curtola Park-n-ride, Discovery Kingdom and using Benicia’s dial-a-ride bus to serve commuters during the early and late hours. Specific routes utilized for passenger connections that were mentioned included Routes 1, 2, 5/7, 78, 80, and 85.

3. Route 78 to Walnut Creek BART 34 comments

Passengers presented surveys of ridership at both BART stations during different times of day indicating a larger number of passengers at Walnut Creek during certain times of day. Many respondents are employed at Bishop Ranch and use the Walnut Creek station to transfer to bus routes.

4. Route 76 21 comments

Participants requested keeping Route 76 to DVC and the Sun Valley Mall. Suggestions include altering the route and limiting the service. The 76 currently serves a number of disabled students traveling to DVC who will not be able to participate in a vanpool or carpool. The Sun Valley Mall was mentioned as a transit hub for Contra Costa County. Participants suggested providing a modified mid-day Route that would serve stops currently served separately by Routes 76 and 78.

5. Fares 14 comments

Route 78 users complained that the Route is being shortened but the cost of the fare is increasing. Concern about losing transfers was expressed, and increasing the fare on the Route 78 to keep the service was also suggested. Two suggestions were regarding fare media, including one that pointed out the proposed regional pass offers no benefit over paying the cash fare to youth, seniors, persons with disabilities and Medicare cardholders.

6. Benicia Flex Routes 21 and 22 1 comment

The commenter would like to keep flex Routes 21 and 22.

7. Frequency 14 comments

Suggestions included decreasing frequency mid-day to keep local span of service and Sunday service, others requested keeping mid-day service. Comments were for both local and regional routes.

8. Shuttle: 11 comments

A shuttle or modified dial-a-ride was suggested to provide a replacement for reduced local span of service and lost Sunday service, as well as to extend service during summer months. Suggestions included talking with shop owners to provide a shopping shuttle, modified dial-a-ride to extend service in summer months, and create a shuttle to major destinations from Benicia such as Solano Community College Vallejo campus, Discovery Kingdom and Gateway Plaza shopping in Vallejo.

Comments Received Unrelated to the Proposed Reductions

1. Schedule 31 comments

Comments indicated late bus routes, early bus routes and lack of connections. The majority indicated local routes, though some addressed scheduling regional routes with BART. Two mentioned not enough time is allowed on local routes for drivers to load wheelchairs. Four comments requested the Route 85 or 80 stop at Discovery Kingdom, particularly during summer months and weekends as students and visitors are more frequent during those times. Some would like service to American Canyon and Walmart. Additionally suggested was a new Route 75 that included a detailed schedule.

2. Bus stops 18 comments

Comments addressed proximity of bus stops serving both sides of the same street, needed ADA stops at care homes and Kaiser Hospital, new stops added, and several addressed needed improvements at existing stops. Vehicles' parking in front of bus stops was also addressed and a suggestion for a flex option to Sutter hospital on Route 4.

3. Marketing 17 comments

The majority of comments requested posting bus schedules and maps on buses, shelters and stops, including time points affecting specific stops, and dispatch phone numbers as well as requests from both bus operators and passengers to place better information in buses such as "have fare ready", "exact change", etc. Other suggestions included advertising School Trippers, and publishing bus routes at popular destinations.

4. Benicia Dial-A-Ride: 15 comments

Riders comments included: Dial-a-ride is unreliable, doesn't accommodate enough trips, serves only one person per trip, is booked the previous day by paratransit users, maintains excessive wait times and is booked by 6:30 in the morning.

5. Connections 11 comments

Concerns varied between the amount of time needing to be increased between connecting routes, the scheduling of connecting routes and a request to connect local routes to Discovery Kingdom. Routes mentioned were 6, 78, 80, 85 and the Ferry.

6. Transit Amenities 5 comments

Comments requested on-demand bike lockers, bicycle racks on MCI buses, and trash cans at Sereno Transit Center. One comment mentioned that jobs are dependent on bus service.

7. Service reliability 5 comments

Passengers commented on late buses and missed connections, and made suggestions to alter existing routes to correct these issues.

8. Customer Service 3 comments

Comments included a route 78 driver compliment, a general complaint about driver courtesy and a request for an Ambassador program.

9. Fare Box 3 comments

SolTrans operators expressed that fare boxes, including the new ones and the auxiliary boxes often jam and increase the time it takes to travel their routes.



DATE: April 12, 2012
TO: SolTrans Board
FROM: Jim McElroy, Interim Executive Director
RE: Report from the Executive Director

Summary of Operations

Operations for the past month have been normal. Outside of regular services, SolTrans provided two buses to evacuate people from the site of a chemical leak at the request of public safety authorities. You should be aware that the system occasionally responds to emergencies in the communities that we serve.

Committees

I am pleased to report that all of your Board committees have met, including the Public Advisory Committee, the Executive Management Committee, and the Technical Advisory Committee. The Public Advisory Committee, at its first meeting, was not able to establish a quorum but met informally without taking action. The next meeting is set for May 2012 and I expect we will attain a quorum.

SRTP Posted in Public Libraries

The recently completed SolTrans Short Range Transit Plan (SRTP) has been available on line at www.soltransride.com for some time. Additionally, the SRTP is now available in both the John F. Kennedy library and the Benicia Public Library.

Status of Interim Executive Director

I am completing my tenth month of service as your interim Executive Director. This has been a challenging and rewarding engagement – thank you. I am excited that we have been able to deliver to the Board a list of qualified candidates for consideration as your permanent Executive Director. With that in mind, I am setting plans to step down as interim consistent with the expected arrival of a new permanent Executive Director.

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SOLANO COUNTY TRANSIT

**DRAFT Board Minutes for Meeting of
March 15, 2012**

I. CALL TO ORDER

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

MEMBERS

PRESENT: Erin Hannigan, City of Vallejo, Vice Chair
Vice Mayor
Osby Davis, City of Vallejo
Mayor
Alan Schwartzman, City of Benicia, Alternate
Councilmember
Jim Spering, Supervisor, MTC Representative
County of Solano
Harry Price, Mayor, Ex-Officio – STA Representative
City of Fairfield

MEMBERS

ABSENT: Elizabeth Patterson, Mayor City of Benicia, Chair
Mark Hughes, City of Benicia
Councilmember

STAFF

PRESENT: *In Alphabetical Order by Last Name:*
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
Nancy Whelan SolTrans Interim Chief Financial Officer
Jeanine Wooley SolTrans Director of Operations

OTHERS

PRESENT: *In Alphabetical Order by Last Name:*
Joy Apilado STA, Consultant
Tom Bartee ASM Michael Allen
Daryl Halls Solano Transportation Authority

Edward Meng
Marigene Nicoloff
Ward Stewart
Lynn Valdivia

MTC
SolTrans Public Advisory Committee
Vallejo City Unified School District
MTC

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 Board Member Spering and a second by Board Member Davis, the SolTrans JPA Board approved the agenda.

IV. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

V. COMMENTS FROM STAFF:

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

Jim McElroy
John Harris

VI. CONSENT CALENDAR

On a motion by Board Member Davis, and a second by Alternate Member Schwartzman, the SolTrans JPA Board approved Consent Calendar Items A through B.

A. Meeting Minutes of January 19, 2012

Recommendation:

Approve the meeting minutes of January 19, 2012.

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.

VII. ADMINISTRATIVE/FINANCE

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

Nancy Whelan, Interim Chief Finance Officer noted that FY 2011-12 budgeted amounts are compared to estimated actuals through December 31, 2012. She stated that an FY 2011-12 mid-year budget adjustment is recommended and presented a summary of revenue and expenditure categories. She also provided an FY 2012-13 budget outlook.

Public Comments:

None presented.

Board Comments:

Board Member Spering requested that staff explore opportunities to consolidate fuel purchases with other agencies with the goal of achieving costs that are lower than market rate.

Board Member Price highlighted the importance of a combination of lighting, cameras, and physical security presence in the early morning for commuters. He also noted that interactive cameras are a very effective deterrent and have been highly successful in Fairfield. He suggested that staff explore security money that is available for lighting as well as small, very sophisticated cameras.

Board Member Davis recommended increased security at Curtola Park-and-Ride during the early morning hours of 6 until 8 a.m. and the evening commute hours of 6 until 8 p.m. He suggested a combination of physical security presence and lighting.

Recommendation:

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

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

B. Executive Director Recruitment

Nancy Whelan summarized the different phases of the Executive Director recruitment process.

Public Comments:

None presented.

Board Comments:

Vice Chair Hannigan noted that Chair Patterson had expressed an interest in being on the Oral Board Panel and recommended Board Member Hughes for the Assessment Panel.

Board Member Davis expressed concern regarding Board involvement in both the Oral Board Panel and Assessment Panel. He recommended that staff conduct both panels, narrow the candidates down to approximately 2-3 people, and then allow the entire Board to interview those finalists.

Board Member Spering concurred with Board Member Davis' suggestion and requested that staff only present 3 finalists for the final interview by the Board.

Vice Chair Hannigan proposed 30 minute interviews for each finalist with pre-determined questions by the Board, preferably on the next scheduled board meeting day to ensure quorum. She requested that staff prepare some recommended questions for the Board to review.

Board Member Davis suggested holding the interviews at 4:00 p.m. before the April 19th meeting in order to allow sufficient time with each candidate.

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.

On a motion by Board Member Davis and a second by Board Member Spring, the SolTrans JPA Board approved the recommendation with 3 ayes and 1 no to include the following amendments:

- Remove Board member involvement from the Assessment Panel and Oral Board Panel.
- Allow staff to conduct both panels narrowing the list of qualified candidates down to a maximum of 3 finalists.
- Board member interviews of the top 2-3 finalists will occur at 4:00 p.m. on April 19, 2012.

C. Appoint and Reconvene the Benefits Subcommittee

Nancy Whelan summarized the application process for CalPERS membership, noting that the uncertainty of the CalPERS application and the need to develop a permanent SolTrans staff implies a variety of potential actions.

Public Comments:

None presented.

Board Comments:

Vice Chair Hannigan and Board Member Price expressed interest in serving on the 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.

Board Member Davis nominated Vice Chair Hannigan and Board Member Price to serve on the Benefits Subcommittee, and Board Member Spring seconded the nominations.

The SolTrans JPA Board unanimously approved the nominations.

VIII. PLANNING AND OPERATIONS

A. Presentation from MTC Consultant Regarding Clipper Implementation

Lynn Valdivia from Metropolitan Transportation Commission (MTC) presented background information on Clipper and SolTrans’ implementation. She highlighted the equipment and infrastructure that will be utilized in conjunction with Clipper. She also summarized the projected timeline and next steps for SolTrans.

Public Comments:

None presented:

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DATE: April 11, 2012
TO: SolTrans Board
FROM: Nancy Whelan, Interim Chief Financial Officer
RE: Authorization for the Execution of Certifications and Assurances for the Public Transportation Modernization, Improvement, and Service Enhancement Account Bond Program

Discussion:

The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion available to Transportation, \$3.6 billion dollars was allocated to PTMISEA to be available to transit operators over a ten-year period. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement. Funds in this account are appropriated annually by the Legislature to the State Controller's Office (SCO) for allocation in accordance with Public Utilities Code formula distributions: 50% allocated to Local Operators based on fare-box revenue and 50% to Regional Entities based on population.

The Solano Transportation Authority has worked with the Metropolitan Transportation Commission to identify sources of funds that can be used to assist SolTrans in transitioning to a consolidated transit service in the Cities of Benicia and Vallejo. The need to fund certain one-time transition costs was identified in the Transition Plan and the need for operating funds to avoid further service reductions have been discussed among STA, MTC, and SolTrans. As a part of the overall funding strategy under discussion, MTC has proposed that STA claim Prop 1B PTMISEA funds to replace State Transit Assistance Funds programmed for the replacement of intercity buses. This claim would make STAF funds available for transition purposes and more specifically for operating needs while the bus replacement is funded with Prop 1B capital funds.

STA is preparing the Prop 1B application on SolTrans' behalf. The application process requires the applicant to provide a Board adopted resolution authorizing the execution of certifications and assurances for the PTMISEA funds. Authority to execute the documents and agreement to comply with applicable statutes, regulations and guidelines for PTMISEA funded projects must be included in the resolution. The attached resolution, approved as to form by SolTrans Legal Counsel, delegates that authority to the Executive Director.

Recommendation:

1. Adopt Resolution No. 2012-01 authorizing the Executive Director to execute certifications and assurances and all required documents of the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) program, including any amendments, with the California Department of Transportation.

Attachments:

- A. Board Resolution Authorizing the Executive Director to Execute Certifications and Assurances for the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA)

Reviewed by:



Executive Director

**SOLANO COUNTY TRANSIT
RESOLUTION 2012- 01**

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND
SERVICE ENHANCEMENT ACCOUNT BOND PROGRAM**

WHEREAS, Solano County Transit (SolTrans) is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing PTMISEA funds to eligible project sponsors (local agencies); and

WHEREAS, Solano County Transit (SolTrans) wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Solano County Transit (SolTrans) that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director be authorized to execute all required documents of the PTMISEA program and any Amendments thereto with the California Department of Transportation.

Ayes: _____
Noes: _____
Absent: _____
Abstain: _____

Elizabeth Patterson, Chair
Solano County Transit (SolTrans)

Attest: _____
Suzanne Fredriksen
Clerk of the Board

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DATE: April 12, 2012
TO: SolTrans Board
FROM: Jim McElroy, Interim Executive Director
RE: Update on Benefits Subcommittee

Background:

SolTrans is an independent government entity executing certain management and administrative functions requiring certain staffing levels as approved annually by the Board through the budgeting process. As an employer, SolTrans is expected to provide reasonable benefits to attract and retain qualified employees. Most California public agencies provide retirement benefits through the public pension fund known as CalPERS. Based on Board direction, SolTrans made application to “join” CalPERS in about July 2011. So far, and despite repeated attempts to get a response, CalPERS has not acted on our application. SolTrans is hiring several key positions yet does not have a retirement program normally expected for otherwise employed candidates to consider moving to SolTrans employment. Additionally, those knowledgeable of retirement benefit programs for public employees have suggested that SolTrans might be better served by securing an alternative to CalPERS. At your March Board meeting, the Benefits Subcommittee was activated by the Board to provide guidance to staff.

Discussion:

The Benefits Subcommittee met on April 3, 2012 and is scheduled to hold a follow up meeting on April 17, 2012. At the April 3, 2012 meeting, the Benefits Subcommittee reviewed the status of our application to CalPERS and entertained an informal discussion around retirement benefits programs that are alternatives to CalPERS. Staff has found that California public agencies seeking supplemental and alternative retirement programs are migrating to a privately held company called Public Agency Retirement Services (PARS). The Benefits Subcommittee asked staff to further research the PARS alternative to CalPERS and to return to the Benefits Subcommittee with more in depth information including a possible informational presentation to the Benefits Subcommittee by a PARS representative. As of this writing, staff is preparing for the Benefits Subcommittee meeting to be held on April 17, 2012 and we will have a verbal status report from the April 17th Benefits Subcommittee meeting for this Board meeting.

The Benefits Subcommittee members advised staff to continue efforts to gain a response to our CalPERS application and advised staff on additional approaches, including personal involvement from Benefits Subcommittee members. The sense of the Benefits Subcommittee was to continue pursuing both the CalPERS application and an alternative so ultimately the Board could choose from whichever program best served the Board and its employees.

Your Board appointed Executive Committee (Executive Director Halls, and City Managers Keen and Kilger) met on April 10, 2012 and received an informational report from staff similar to that received by the Benefits Subcommittee on April 3, 2012. Feedback from the Executive Committee members encouraged staff to continue exploring the alternative option in parallel with the application to CalPERS. Committee members opined that the SolTrans small organization new-start status may be a good environment to implement an alternative that is more responsive and more cost effective for SolTrans and its employees.

As a side note, I am pleased to report that Vallejo City Manager Keen has tentatively consented for City of Vallejo (COV) to continue to act as “employer of record” for our two employees transferring from COV while SolTrans develops its program to hire and manage employees.

Fiscal Impact:

Costs for the retirement program previously directed by the Board are included in the current budget. This agenda item does not anticipate a change in benefit programs costs as previously approved by the Board.

Recommendation:

Possible direction to staff to proceed with procuring an alternative to CalPERS for the SolTrans employee retirement benefits program.



DATE: April 11, 2012
TO: SolTrans Board
FROM: Bernadette Curry, SolTrans Legal Counsel
RE: Proposed revisions to the Solano County Transit ("SolTrans") Joint Powers Agreement

Background:

In November 2010, the Solano County Transit Joint Powers Agreement ("JPA") was approved by the City Councils of Benicia and Vallejo and the Solano Transportation Authority ("STA") Board. In January, your Board approved a modification to the JPA that would provide for a voting alternate to the Metropolitan Transportation Commission ("MTC") Representative to act in his absence.

Recently, staff has been contacted by the MTC Office of the General Counsel informing us of their concern regarding SolTrans' JPA. Specifically, the Office of the General Counsel is concerned that the SolTrans JPA does not provide the authority necessary for MTC to allocate funding pursuant to the Transportation Development Act ("TDA").

Discussion:

Staff has addressed MTC's concerns in the attached letter to the Office of General Counsel but in an abundance of caution, MTC is still requesting that SolTrans amend its JPA to specifically authorize SolTrans to claim TDA funds. MTC is recommending the following edit to the JPA, as indicated with the added underlined words below:

Section 9. Powers

- m. Claim transit funds on its behalf and that of its member agencies from regional, state, and federal sources, including, but not limited to Transportation Development Act funds;

Any amendment to the JPA would require approval by the City Councils of Benicia and Vallejo as well as the STA Board.

Fiscal Impact:

There is no fiscal impact with this modification.

Recommendation:

Authorize the Executive Director to request of the Member Agencies action to amend the Joint Powers Agreement to amend the language to specifically allow SolTrans to claim TDA funds.

Attachment:

- A. Letter to MTC Office of the General Counsel

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OFFICE OF
COUNTY COUNSEL

SOLANO COUNTY GOVERNMENT CENTER
 675 TEXAS STREET, SUITE 6600
 FAIRFIELD, CALIFORNIA 94533
 (707) 784-6140
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 CARRIE KEEFE SCARLATA
 DANIEL M. WOLK
 KIMBERLY ALEXANDER YARBOR
 DEPUTY COUNTY COUNSELS

April 12, 2012

Metropolitan Transportation Commission
 101 8th Street
 Oakland, CA 94607-4700

RE: Solano County Transit and the ability to claim Transportation
 Development Act funds

Dear Ladies and Gentlemen:

You have asked for a legal opinion whether Solano County Transit (“SolTrans”), a joint powers authority, created pursuant to Chapter 5, Division 7, Title 1 of the Cal. Government Code (commencing with section 6500), is legally entitled to claim funds under the Mills-Alquist/Deddeh Act, also known as the Transportation Development Act (“TDA” or “Act”). The purpose of this letter is to provide the legal basis for the Metropolitan Transportation Commission to allocate Transportation Development Act funds to SolTrans.

In order to understand the issue, it is first necessary to understand the background behind the formation of SolTrans and why two cities chose to form a new legal entity and transfer their transit operations to it.

History of SolTrans

In 2005, the Solano Transportation Authority (STA), a joint powers authority and the congestion management agency for Solano County as defined under Chapter 2.6, sections 65088 to 65089.4, of the California Government Code, began the process of evaluating the manner in which transit service was being provided given the serious fiscal constraints faced by all Solano County transit operators. At the time, transit service was being operated by six cities within Solano County.

In 2009, after much public outreach and evaluation, a recommendation to consolidate the cities of Benicia and Vallejo transit systems was made due to the significant funding shortfalls facing each agency. On November 30, 2010, a joint powers agreement was executed between the STA and the cities of Benicia and Vallejo creating Solano County Transit also known as SolTrans. On July 1, 2011, the two transit systems

previously operated by the two cities were successfully consolidated and operations were officially transferred to SolTrans.

Joint Power Authorities as authorized pursuant to California law

The Joint Exercise of Powers Act provides that two or more public agencies by agreement may jointly exercise any power common to the contracting parties. (Gov. Code § 6502). Government Code section 6509 states that “Such power is subject to the restrictions upon the manner of exercising the power of one of the contracting parties, which party shall be designated by the agreement.” The agreement may create a public agency that is separate and independent from the parties to the agreement, which agency is known as a joint powers agency. (Gov. Code § 6503.5; *Rider v. City of San Diego* (1998) 18 Cal. 4th 1035, 1050.) Courts have determined that section 6503.5 grants no new power to municipalities but merely sets up a new procedure for the exercise of existing powers. (See *City of Oakland v. Williams* (1940) 15 Cal.2d 542.)

Joint power agencies, also known as joint powers authorities or JPAs, are generally limited by the terms of the authorizing agreement; however, the California Attorney General has opined that public entities may enter into joint power agreements to exercise implied as well as express powers but the implied powers must be necessary to carry out the powers expressly granted. (33 Cal. Ops. Att’y Gen. 156 (1959).)

Therefore, the executed joint powers agreement is the enabling document for the new public entity, and together with the Joint Exercise of Powers Act and all other applicable statutes, establishing its powers and limitations for operations.

SolTrans Joint Powers Agreement

Section 7 of SolTrans Joint Powers Agreement (“Agreement”) states “For purposes of California Government Code Section 6509, the powers of SolTrans shall be exercised subject to the restrictions upon the manner of exercising such powers as are imposed upon the City of Benicia, a general law city. Should Benicia withdraw as a Member, then the powers of SolTrans shall be exercised subject to the restrictions upon the manner of exercising such powers as are imposed upon any other general law city which is then a Member and, if there be none, as are imposed upon STA.” Accordingly, with regards to the STA, the cities of Benicia and Vallejo, the originating members of SolTrans specifically intended to provide SolTrans with those powers imposed upon a general law city, which includes, but is not limited to, the authority to claim transit funds as a newly formed municipal operator, as defined pursuant to Public Utilities Code (PUC) section 99209.

The Agreement is quite clear as to over-arching goal of SolTrans. For example, Section 3 of the Agreement provides that the purpose of SolTrans is to be “the agency created by the merger of the presently existing transit services in Benicia and Vallejo”. In other words, SolTrans is, and was intended to be, the successor in interest to the transit

systems previously operated by Benicia and Vallejo, respectively. Furthermore, Section 8 establishes the Guiding Principles of the newly formed agency to specifically include “the consolidated transit service shall maximize opportunities for regional funding.” Section 9(m) states that SolTrans has the power to: “Claim transit funds from state and federal sources”. The Agreement also states in Section 9(n) that “These powers will be exercised in the manner provided by applicable law and as expressly set forth in this Agreement or reasonably inferred therefrom.” Therefore, even though SolTrans has not been expressly authorized to claim any specific type of transit funding, specifically Transportation Development Act funds, there is nothing in the language of the Agreement to indicate that its member entities intended to exclude from its authority the ability to “claim transit from state and federal sources” that would otherwise be claimed on behalf of the previously operated transit systems. In fact the opposite is true; the Agreement’s clear intent is that SolTrans be empowered to claim any and all available transit funds.

Transportation Development Act

The Mills-Alquist/Deddeh Act, also known as the Transportation Development Act (“TDA” or “Act”), establishes the eligibility to claim regional transportation fund funds and specifically authorizes cities and counties, among others, such as a consolidated transportation service agency, transit district, transportation planning agency, and transit development board, to file claims on behalf of the particular service area. (See Public Utilities Code §§ 99204, 99205, 99204.5, 99213, 99214 and 99215.)

Even though JPAs are not specifically included in Article 1 (General Provisions and Definitions) of the TDA, the Act does contemplate the participation of JPAs. In fact, dissolution of joint powers authorities is specifically provided for pursuant to PUC section 99268.6. Section 99268.6(b) states “Except a city or a county filing a claim pursuant to Section 99260.7, no public agency providing public transportation services, after withdrawing from, or while remaining in, a joint powers entity providing public transportation services, shall be eligible for funding under this article, unless it conforms to Section 99268.1, 99268.2, 99268.3, 99268.4, or 99268.9, as the case may be, **that the joint powers entity is required to conform with in order to be eligible for such funding at the time the public agency commences its public transportation services.** The public agency is an operator and shall be subject to Section 99268.9.”

"It is 'a cardinal rule of statutory construction that statutes relating to the same subject matter are to be read together and reconciled whenever possible to avoid nullification of one statute by another.'" (*Brown v. West Covina Toyota* (1994) 26 Cal. App. 4th 555, 565-566.) "We interpret a statute in context, examining other legislation on the same subject, to determine the Legislature's probable intent. [Citations.]" (*California Teachers Assn. v. Governing Bd. Of Rialto Unified School Dist.* (1997) 14 Cal. 4th 627, 642.)

Clearly, given that the TDA anticipates situations in which JPAs will no longer be operating or when members will withdraw from participation in a JPA and seek eligibility for funding separately, as a result, we are of the opinion that the definition of municipal operator includes JPAs as an "other legal entity wholly owned or controlled by the city or county". (See Public Utilities Code § 99209.) Furthermore, since the Joint Exercise of Powers Act specifically provides for the new legal entity to assume any power common to the contracting parties, we are of the opinion that the definition of 'city' in PUC section 99204 also includes those JPAs that have been created to exercise transit functions that would otherwise be performed by the city itself.

In addition, pursuant to PUC section 99231, "all operators and city or county governments with responsibility for providing municipal services to a given area collectively may file claims for only those moneys that represent that area's apportionment." As stated above, the cities of Benicia and Vallejo recognized the cost efficiencies to be achieved by consolidating their respective transit systems and choose to form a new legal entity with the combined responsibility for providing transit services within the respective jurisdictions. As required by its formation Agreement, the SolTrans Board is comprised of two voting directors from each of the cities plus the Solano County representative to the Metropolitan Transportation Commission. Pursuant to Section 10.b. of the Agreement, all actions of SolTrans must be approved by a majority vote, which must include at least one affirmative vote by a director from each of the member cities. Accordingly, SolTrans is a "municipal operator" as that term is defined in PUC section 99209, such that it is an "other legal entity wholly owned or controlled by the city or county, which operates a public transportation system."

Accordingly, we are of the opinion that SolTrans is a lawfully formed joint powers agency that is inherently entitled to claim TDA funds in accordance with its formation agreement to "claim transit funds from state and federal sources" as well as the Joint Exercise of Powers Act itself. Given the mandatory participation of its member agencies, SolTrans is a "municipal operator", as defined in Public Utilities Code section 99209, such that SolTrans is an "other legal entity wholly owned or controlled by the city or county".

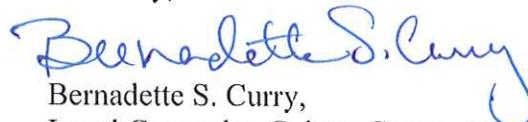
With the specific powers and restrictions as would otherwise be imposed upon a general law city, SolTrans, as the successor entity in operations for both the city of Benicia and Vallejo, has the inherent powers as provided for under the TDA as would otherwise apply to a city, as defined under Section 99204.

For the reasons stated above, we are of the opinion that SolTrans is eligible to claim TDA funds. Not only did the participating cities that formed SolTrans, who were otherwise eligible to claim TDA funds, intend that SolTrans be allowed to claim TDA funds on their behalf to sustain the new transit system, but the TDA statutes themselves anticipate that JPAs were authorized to claim TDA funds given that the Legislature established a process for the dissolution of JPAs who had previously been allowed to claim TDA funds. Therefore, despite the lack of specific language in the SolTrans

Agreement that would allow for the claiming of TDA funds, it is clear that the parties to SolTrans intended that SolTrans would claim, on behalf of its successor entities, TDA funds and there is nothing in either the TDA or the Joint Exercise of Powers Act that would either specifically exclude nor otherwise imply that SolTrans did not have the authority to claim TDA funds.

Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,


Bernadette S. Curry,
Legal Counsel to Solano County Transit

Cc: Jim McElroy, Interim Executive Director, SolTrans
Daryl Halls, Executive Director, STA

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DATE: April 11, 2012
TO: SolTrans Board
FROM: Jim McElroy, Interim Executive Director
RE: Approval of Contract Extension with MV Corporation for Consolidated Transit Services for Fiscal Year 2012-13

Background:

At your Board's October 20, 2011 meeting, staff recommended that your Board authorize the Executive Director to begin contract negotiations for a one year contract extension with the current transit operations provider, MV Transportation with the understanding that if significant operating savings could not be achieved, staff would have brought a recommendation back to this Board to request authorization to conduct a solicitation for a new operations provider.

Discussion:

Since that time, staff has continued the negotiations with MV Transportation for a one year contract extension. With the service level reductions to the overall system as a result of the Board's recently adopted Short Range Transit Plan ("SRTP") coupled with operational changes that will achieve additional efficiencies, the parties have identified nearly \$1.3 million in savings for Fiscal Year (FY) 2012-13 compared to the current contract of \$8.9 million. Staff is recommending that the Board authorize the Executive Director to execute a contract amendment to extend the fixed route and paratransit services provided by MV Transportation for one additional year.

By extending the current contract for one year, this will allow for a continuity of staffing as the SRTP is implemented and will allow for the new Executive Director to participate in the recommendation on a transit service provider for FY 2013-14.

SolTrans Legal Counsel has drafted the contract extension and has approved it as to form.

Fiscal Impact:

The estimated annual cost of the contract is approximately \$7.6 million to be paid from Transportation Development Act ("TDA") funding. Staff is still refining the final details and will present a full summary at your Board's meeting on April 19, 2012.

Recommendation:

Authorize the Executive Director to execute a one-year contract extension with MV Corporation for FY 2012-13.

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DATE: April 11, 2012
TO: SolTrans Board
FROM: Bernadette Curry, SolTrans Legal Counsel
RE: Application for Insurance Services

Background:

As of July 1, 2011, operations for consolidated transit services successfully transferred to SolTrans pursuant to an Interim Transfer of Transit Operations Agreement with the cities of Benicia and Vallejo and a contract with MV Transportation, Inc. for the actual provision of services. Transit operations are currently insured through the contract with MV.

Discussion:

Staff has been exploring the most cost effective means for insuring both the transit operations as well as coverage for commercial general liability, workers compensation, employer and officers' liability in anticipation of the actual transfer of assets and the official hiring of its own employees.

Insurance coverage for the transit operations was previously provided in two different formats in the prior MV contracts. For example, under the City of Vallejo contracts, since Vallejo was a member of CalTip, a transit insurance joint powers authority, primary insurance coverage was provided by CalTip with MV being contractually responsible for the first \$25,000 of each loss. Pursuant to the contract with the city of Benicia, MV contractually agreed to provide insurance coverage for its transit operations and the city of Benicia carried no separate coverage for the transit operations.

Since last July, Staff had been pursuing membership in CalTip in SolTrans' own name. However, in conversations with the broker for CalTip, it has become evident that given SolTrans' lack of loss run data on which to evaluate its risk, CalTip was using the previous operations data which was ultimately leading to an unfavorable rating. Through contract negotiations with MV, staff determined that significant savings could be achieved by continuing to require MV to provide insurance coverage for the transit operations and not proceed with membership in CalTip at this time. Staff is recommending that such membership be considered in the future after SolTrans' has established a loss run history in its own name.

Staff is proposing to procure the other forms of insurance coverage through Alliant Insurance Services which will include property liability, automotive coverage for the three non-transit vehicles, workers' compensation and master crime/employer's liability coverage.

Fiscal Impact:

Costs for insuring the transit operations will be included in the Fiscal Year (FY) 2012-13 contract with MV. Combined costs for the other areas of coverage will be included in FY 2012-13 budget and are estimated at approximately \$30,000.

Recommendation:

Authorize SolTrans Executive Director to procure non-transit insurance coverage through Alliant Insurance Services and return with a recommendation on transit coverage for FY 2013-14.

Agenda Item 13
April 19, 2012

FY 2013 Draft Budget
(To be provided under separate cover.)

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**Public Advisory Committee (PAC) Informal Meeting Notes
April 5, 2012**

I. CALL TO ORDER

The regular meeting of the PAC was not called to order due to a lack of quorum. The members present agreed to remain and hold an informal information session in the Solano County Transit (SolTrans) Conference Room.

PAC MEMBERS PRESENT:

James Cook	City of Benicia
Tom Bartee	Solano Transportation Authority
Richard Burnett	City of Vallejo

PAC MEMBERS ABSENT:

Daniel Smith	City of Benicia
David Jones	Solano Transportation Authority
Cori LaBrado	Solano Transportation Authority
Marigen Nicoloff	City of Vallejo

SOLTRANS STAFF PRESENT: *(In Alphabetical Order by Last Name)*

Suzanne Fredriksen	SolTrans
Jim McElroy	SolTrans
Nancy Whelan	SolTrans
Jeanine Wooley	SolTrans

OTHERS PRESENT:

Cookie Gordon	
Liz Niedziela	Solano Transportation Authority

II. APPROVAL OF THE AGENDA

III. ORGANIZATION OF COMMITTEE

A. Chair Responsibilities, Term, and Selection

Recommendation:

- 1) Approve the recommended list of Chair roles and responsibilities.
- 2) Determine the term of the Chair and Vice Chair.
- 3) Select a Chair by majority vote.
- 4) Select a Vice Chair by majority vote, to assume the duties and responsibilities of the Chair in the event that the Chair is unable to attend a scheduled meeting.

No action was taken at this time.

IV. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

V. INTRODUCTION

Jim McElroy,
Interim Executive Director

A. Discussion of the Role of Public Transit in the Community

B. SolTrans Overview

C. Roles and Responsibilities of the Committee

VI. FINANCE ISSUES – OPERATIONS

A. Budget Overview

Nancy Whelan, Interim Chief Finance Officer noted that FY 2011-12 budgeted amounts are compared to estimated actuals through December 31, 2012. She stated that an FY 2011-12 mid-year budget adjustment is recommended and presented a summary of revenue and expenditure categories. She also provided an FY 2012-13 budget outlook.

Public Comments:

None presented.

PAC Member Comments:

Tom Bartee suggested that staff continue to explore contract pricing for fuel by combining purchasing power with other agencies in Solano County.

Tom Bartee noted that there may be potential to reduce overhead costs by embracing partnerships and collaborations, particularly with regards to security in the area. He stated that the combined security budgets of SolTrans, Central Core Restoration Corporation (CCRC), and 201 Main Street is roughly ½ million dollars which could be utilized to hire police officers. He also noted that this idea has been presented to the City Manager of Vallejo, as well as the CCRC, and that a meeting of the interested parties may be beneficial.

Recommendation:

Informational.

VII. OPERATIONS

A. Short Range Transit Plan Overview

Jeanine Wooley, Director of Operations, presented an overview of the Short Range Transit Plan (SRTP), highlighting key elements included in the Operations Plan, Fare Structure, and Capital and Finance Plan. She summarized the goals and objectives of the SRTP, and outlined the process of containing costs while seeking to minimize service cuts, increase productivity, and optimize service coverage.

Public Comments:

None presented.

PAC Member Comments:

None presented.

Recommendation:

Informational.

B. Service and Fare Restructuring

Jeanine Wooley provided a summary of the positive feedback from the series of public meetings held in March. She noted that a majority of the public seemed pleased with the proposed route realignment, streamlined fare structure, and improved frequencies. She also summarized the main items of concern, which included the span of service, elimination of Sunday service, the number of stops in Contra Costa (BART Stations), and the elimination of Route 76. She noted that staff is taking into consideration all the public comments received in a revised proposal that will be presented to the PAC in May so the committee can provide a recommendation to the SolTrans Board.

Public Comments:

Cookie Gordon noted that there has been concern among senior citizens with the proposed 40 cent increase on the local monthly pass and that this should be reconsidered. She also expressed appreciation for the public outreach process and how the SolTrans staff is taking all the public comments into consideration for the final proposal to the Board.

PAC Member Comments:

None presented.

Recommendation:

Informational.

VIII. NEXT MEETING

IX. ADJOURNMENT

The informal information meeting was adjourned at 11:30 a.m. The SolTrans PAC meets quarterly and on an as-needed basis. The next PAC meeting is scheduled for **May 2, 2012, 10:00 a.m., in the SolTrans Conference Room, 311 Sacramento Street, Vallejo.**

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