



SOLANO COUNTY TRANSIT
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:

Board Comments:

Board Member Spering requested additional information with regards to how customer service is handled.

Lynn Valdivia noted that the back of the Clipper card lists a phone number and website where customer service issues may be submitted. Edward Meng, MTC also stated that agency staff will have access to weekly reports.

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.

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

IX. INFORMATIONAL

A. Short Range Projects

NO DISCUSSION

B. Public Outreach

C. SolTrans Committees Update

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT

The meeting was adjourned at 5:25 p.m. The next regular meeting of the SolTrans Board, which will also serve as the 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 4:30 until 7:00 p.m.*

Attested by:



Suzanne Fredriksen
Clerk of the Board

3/16/2012

Date