



PUBLIC ADVISORY COMMITTEE (PAC) AGENDA
10:00 a.m. Wednesday, May 2, 2012
Public Works Conference Room, 4th Floor
City Hall, Vallejo

ITEM

STAFF PERSON

1. CALL TO ORDER

Jeanine Wooley,
Director of Operations

2. APPROVAL OF AGENDA

ORGANIZATION OF COMMITTEE

3. Chair Responsibilities, Term, and Selection

Suzanne Fredriksen,
Clerk of the Board

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.

(10:05 – 10:15 a.m.)

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4. OPPORTUNITY FOR PUBLIC COMMENT

(10:15 – 10:20 p.m.)

SOLTRANS PUBLIC ADVISORY COMMITTEE MEMBERS

James Cook	Tom Bartee	Richard Burnett
City of Benicia	STA	City of Vallejo
Daniel Smith	David Jones	Marigen Nicoloff
City of Benicia	STA	City of Vallejo
vacant	Cori LaBrado	vacant
City of Benicia	STA	City of Vallejo

5. Recommendation to SolTrans Board on Service Changes

Recommendation:

Forward a recommendation to the SolTrans Board of Directors to adopt the final service plan.

(10:20 – 11:10 a.m.)

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Jeanine Wooley,
Director of Operations

INFORMATIONAL

6. Discuss Process for Considering Route Changes

Jim McElroy,
Interim Executive Director

7. NEXT MEETING

8. ADJOURNMENT



DATE: April 17, 2012
TO: SolTrans Public Advisory Committee
FROM: Suzanne Fredriksen, Clerk of the Board
RE: Chair Responsibilities, Term, and Selection

Background:

This agenda item was initially added to the April Public Advisory Committee (PAC) Meeting Agenda. Due to a lack of quorum, the April meeting was not called to order. The members present agreed to stay and hold an informal information session in the SolTrans Conference Room., however no action was taken at the meeting. We are hopeful that the committee will have quorum at the May meeting, and will be able to consider staff's recommendation at that time.

The PAC will meet quarterly and on an as-needed basis to review and comment to the SolTrans Board on service and fare adjustments, development of Short Range Transit Plans, and SolTrans' annual work plan. In order to ensure that PAC meetings run smoothly staff is recommending that the committee select a Chair. The purpose of this staff report is three-part: 1) to provide you with some recommended chair responsibilities and roles for discussion and approval, 2) to provide you with a recommendation regarding the term of the Chair and Vice Chair, and 3) to prompt your selection of a Chair and Vice Chair.

Discussion:

The Chair is typically responsible for conducting meetings and ensuring that they run well. Your input into the roles and responsibilities of the PAC Chair will determine how much or how little involvement and/or control the Chair has over meetings. Below is a list of recommended roles and responsibilities; however you may choose to amend or edit the list prior to approval:

- Call the meeting to order and ensure that a quorum is established. For purposes of this committee, a quorum would consist of no less than 5 appointed members.
- Moderate the public comment section of the agenda by opening the floor for members of the public to speak, ensuring each speaker stays within reasonable time limits, and closing the public comment section when complete. Moderate the meeting by introducing each agenda item and then closing each item after staff presentation and committee discussion/recommendation has occurred.

- Ensure that the meeting is conducted in such a way that the business for which it was convened is properly attended to. This includes preserving order and ensuring that the meeting discussion stays on task; while simultaneously ensuring that all those entitled to do so may express their views and that the decisions taken by the committee adequately reflect the views of the entire body.
- Adjourn the meeting at its designated closing time.

In the event that the Chair is unable to attend a scheduled meeting, the committee may wish to establish a process whereby another appointed member would fill that role. Staff is recommending that the committee select a Vice Chair to whom the roles and responsibilities of the Chair would automatically fall in such situations.

The term for the Public Advisory Committee Chair and Vice Chair is not currently specified in the SolTrans Bylaws. The SolTrans Interim Executive Director suggests a two year term.

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.

Agenda Item 5
May 2, 2012

Recommendation to SolTrans Board on Service Changes
(To be provided under separate cover.)