



**BOARD MEETING AGENDA  
4:00 p.m., Regular Meeting  
Thursday, May 24, 2012  
Benicia Council Chambers**

**Public Comment:** Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency.

**Americans with Disabilities Act (ADA):** This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Suzanne Fredriksen, Interim Clerk of the Board, at (707) 648-4046 during regular business hours at least 24 hours prior to the time of the meeting.

**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](mailto: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. CALL TO ORDER/PLEDGE OF ALLEGIANCE**  
(4:00 – 4:05 p.m.)

**Elizabeth Patterson, Mayor**  
**City of Benicia**

- 2. CONFIRM QUORUM/ STATEMENT OF CONFLICT**

**Suzanne Fredriksen**  
**Clerk of the Board**

*An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.*

- 3. APPROVAL OF AGENDA**

**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			

**4. OPPORTUNITY FOR PUBLIC COMMENT**

(4:05 – 4:10 p.m.)

**COMMENTS FROM STAFF**

(4:10 – 4:15 p.m.)

**5. Report from the Executive Director**

Jim McElroy

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**CONSENT CALENDAR**

Recommendation:

*Approve the following consent items in one motion.*

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

(4:15 – 4:20 p.m.)

**6a. Meeting Minutes of April 19, 2012**

Suzanne Fredriksen,  
Clerk of the Board

Recommendation:

*Approve the meeting minutes of April 19, 2012.*

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**6b. Public Advisory Committee Meeting Minutes of May 2, 2012**

Suzanne Fredriksen,  
Clerk of the Board

Recommendation:

*Approve the meeting minutes of May 2, 2012.*

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**6c. Technical Advisory Committee Meeting Minutes of May 3, 2012**

Suzanne Fredriksen,  
Clerk of the Board

Recommendation:

*Approve the meeting minutes of May 3, 2012.*

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**6d. Authorization to Submit a Request to the Metropolitan Transportation Commission for Lifeline Transportation Program Funding**

Nancy Whelan,  
Interim Chief Financial Officer

Recommendation:

*Adopt Resolution No. 2012-02 authorizing a request from SolTrans to the Metropolitan Transportation Commission for Lifeline Program Funding.*

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**6e. Transportation Development Act (TDA), State Transit Assistance Funds (STAF) and Regional Measure 2 (RM2) Claims**

Nancy Whelan,  
Interim Chief Financial Officer

Recommendation:

1. Authorize SolTrans Executive Director or his/her designee to submit SolTrans FY 2012-13 allocation request for TDA funds in the amount of \$4,711,866; and STAF in the amount of \$576,842.
2. Authorize SolTrans Executive Director or his/her designee to submit SolTrans FY 2012-13 allocation request for RM2 funds in the amount of \$1,223,840.

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**6f. Fuel Budget and Contracting Methods**

Greg Anderson,  
Director of Administrative  
Services

Recommendation:

*Continue practice of low bid procurements for fuel.*

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**REGULAR CALENDAR**

**7. Service Modifications/Fare Restructure Proposal**

Jeanine Wooley,  
Director of Operations

Recommendation:

Authorize staff to implement 17,000 annual hours in service cuts with the following modifications to the plan presented at the May 2012 Board meeting:

- a. Restoration of the Walnut Creek BART stop on the Route 78
- b. Elimination of the Pleasant Hill BART stop on the Route 78
- c. Retain limited service to Diablo Valley College by modification to selected trips on Route 78, as determined by staff
- d. Restoration of limited Sunday service through limited reductions in selected off-peak weekday service, as determined by staff

Further, authorize restoration of approximately 1,456 hours of selected early morning and evening trips, as determined by staff, pending receipt of expected one-time grant funds specifically dedicated for said purposes, therefore revising total reductions from 17,000 annual hours to about 15,544 annual hours for purpose of connecting to jobs as directed by previous Board action.

Finally, authorize staff to implement said modifications on about July 1, 2012, but with actual date to be determined by staff based on operating and customer considerations.

(4:20 – 4:50 p.m.)

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**8. Adopt Base 2012/2013 Fare Structure with Modified Unified Monthly Regional Pass Rate**

Jim McElroy,  
Interim Executive Director

Recommendation:

*Adopt base 2012/2013 fare structure as proposed at the Board meeting of April 19, 2012, modified to increase the proposed unified regional pass rate from \$100/month to \$114/month.*

(4:50 – 5:05 p.m.)

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**9. FY 2012-13 Operating Budget**

Nancy Whelan,  
Interim Chief Financial Officer

Recommendation:

*A. Approve the FY 2012-13 operating budget in the amount of \$11,504,997, reflecting service restructuring and fare harmonization.*

*B. Direct staff to return to the Board to consider a budget amendment for one-time transition costs when the impacts of service and fare restructuring are fully assessed.*

(5:05 – 5:20 p.m.)

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**10. Consider approval of Employment Agreement for SolTrans General Manager**

Bernadette Curry,  
Legal Counsel

Recommendation:

*Appoint Mona Babauta to be the new SolTrans General Manager and authorize the Chair to execute a General Manager Employment Agreement for this position.*

(5:20 – 5:30 p.m.)

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**11. Update on Curtola/Lemon Park & Ride Expansion and Authorize Direct Cost Agreement with COV for Project Management**

Jim McElroy,  
Interim Executive Director

Recommendation:

*Authorize the Executive Director to sign a direct cost agreement, as drafted by Soltrans Legal Counsel, with the City of Vallejo to continue project management of the Curtola Park and Ride Facility expansion.*

(5:30 – 5:40 p.m.)

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**INFORMATIONAL –NO DISCUSSION**

**12. Bus Industry Request for Information**

Greg Anderson,  
Director of Administrative Services

**13. Security at Curtola/Lemon Park & Ride Facility**

Jim McElroy,  
Interim Executive Director

**14. Service Change Marketing and Outreach**

Ward Stewart,  
Project Manager, Consultant

**15. BOARD MEMBERS COMMENTS**

**16. ADJOURNMENT**

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, June 21, 2012, 4:00 p.m., Vallejo Council Chambers.**

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DATE: May 17, 2012  
TO: SolTrans Board  
FROM: Jim McElroy, Interim Executive Director  
RE: Executive Director's Report

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### **Summary of Operations**

Operations for the past month have been normal.

### **Programming and Allocations Committee – MTC**

STA Executive Director Daryl Halls and I attended this month's Metropolitan Transportation Commission (MTC) Programming and Allocations Committee. SolTrans Board Member and MTC Commissioner Jim Sperring is a member the Committee. Commissioner Sperring presented our important agenda item, "Framework for Providing Funding to Support SolTrans Transition". Attachment A to this report is a copy of the agenda item and it received unanimous approval, setting the framework for \$2.465 million in one-time transition cost funding. The funding is particularly critical to funding the transition and helping to provide a reserve since none would otherwise exist.

### **Logo Update**

Interim SolTrans logos were added to the smaller demand responsive vehicles. I expect interim logos on the intercity highway fleet within the next two weeks.

### **Benefits Program Update**

With help from STA's Human Resources Consultant, and based on your direction, we are negotiating with the PARS organization to handle interim, and possibly long term, commitments to a defined benefit program.

### **Transition**

Your Board has let me know that you are close to agreement with a permanent Executive Director. As I have said, I have enjoyed my time serving as your Executive Director, but I am even more pleased to see this exciting new organization gain the stability and commitment of a permanent leader. I stand ready to assist with the transition.

### **Attachments:**

- A. MTC Programming & Allocations Committee Agenda Item 3a - SolTrans Transition Funding Framework

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## Metropolitan Transportation Commission Programming and Allocations Committee

May 9, 2012

Item Number 3a

### SolTrans Transition Funding Framework

**Subject:** Framework for Providing Funding to Support SolTrans Transition

**Background:** The Solano Transportation Authority (STA) has been providing financial and staff support to SolTrans during its initial year of operations, as it transitions functions from the cities of Vallejo and Benicia to a consolidated transit service. During this year, there have been some unanticipated challenges, and SolTrans and the STA are requesting that MTC support an additional \$2.4 million for the transition. The funding would be used to pay for one time transition and startup expenses and to strengthen the financial footing of the newly consolidated transit system. It is expected that in the long run, the formation of SolTrans will result in savings through consolidation of service contracts, staffing, and improved service efficiencies.

Staff is recommending financial support for SolTrans, consistent with the Transit Sustainability Project policy framework, which calls for MTC to support agencies and monitor their progress through the consolidation process. The summary of funding is listed below. Note that specific programming and allocation actions from these fund sources will be considered separately over several Committee meetings.

<b>Proposed Funding Source</b>	<b>Proposed Amount</b>	<b>Proposed Use</b>	<b>Proposed Allocation Program and MTC Committee</b>
Lifeline Transportation Program, Prop 1B PTMISEA (Solano County Share)	\$1,000,000	Funding exchange to provide operations funding	Lifeline Transportation Program Prop 1B, Item 3c at 5/9/12 Programming & Allocations Committee
Lifeline Transportation Program, State Transit Assistance Funds (Solano County Share)	\$200,000	Operations funding	Lifeline Transportation Program, Anticipated for 6/13/12 Programming & Allocations Committee.
Regional Measure 2 Marketing Program	\$260,000	Marketing and outreach for SolTrans and related services	RM2 Operating Program, Item 3b at 5/9/12 Programming & Allocations Committee.
STP Cycle 2 Transit	\$1,000,000	Preventive Maintenance	One Bay Area Grant Program, Anticipated for 5/11/12 Planning Committee
<b>Total</b>	<b>\$2,460,000</b>		

The use of Proposition 1B funds, for which only capital projects are eligible, will necessitate a funding exchange. The Prop 1B funds will be programmed to a bus procurement that would otherwise have been paid for with State Transit Assistance funds; and instead, the State funds will go to support SolTrans operations.

The STA Board has approved the Lifeline Transportation Program Proposition 1B program for Solano County including the bus procurement project, and is expected to consider the program for the remaining Lifeline Transportation Program funds (State Transit Assistance) and the RM2 Marketing request at their May 9, 2012 meeting.

**Issues:**

1. A number of funding programs are involved, and approval of the actual allocations would occur when the Commission considers those various programs. This item is for Committee consideration of the overall funding framework. Should the Committee request changes to the proposed framework, commensurate changes would be made with the affected programs (Lifeline Transportation Program, Regional Measure 2, and STP/One Bay Area Grant).

2. The STA Board will consider the Lifeline Transportation Program funds (State Transit Assistance) and the RM2 Marketing request at their May 9 meeting. Should they not approve the requests, staff recommends that those funding allocations be removed from Commission consideration.

**Recommendation:** Committee approval of the overall funding framework.

**Attachments:** None



**SOLANO COUNTY TRANSIT**

**Draft Board Minutes for Meeting of  
April 19, 2012**

**1. CLOSED SESSION**

The special meeting was called to order at 4:30 p.m., which recessed into closed session to discuss personnel matters. There were no matters to report.

**2. CALL TO ORDER**

Chair Patterson reconvened the meeting of the SolTrans Board at 7:10 p.m. A quorum was confirmed.

**MEMBERS**

<b>PRESENT:</b>	Elizabeth Patterson, Mayor	City of Benicia, Chair
	Erin Hannigan, Vice Mayor	City of Vallejo, Vice Chair
	Mark Hughes, Councilmember	City of Benicia
	Osby Davis, Mayor	City of Vallejo
	Jim Spering, Supervisor, County of Solano	MTC Representative
	Harry Price, Mayor	City of Vallejo, Chair Ex-Officio – STA Representative

**MEMBERS  
ABSENT:** None.

**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
	Jim McElroy	SolTrans Interim Executive Director
	Nancy Whelan	SolTrans Interim Chief Financial Officer
	Jeanine Wooley	SolTrans Director of Operations

**OTHERS**

**PRESENT:**

*In Alphabetical Order by Last Name:*

Tom Bartee	ASM District 7
Michelle Berd	
Richard Burnett	MTC Policy Advisory Council
T. Cunningham	
George Gong	
Jackie Lane	MV Transportation
Bob Lichty	
George McClain	
Fergie Owens	
Scott Rovanner	City of Benicia
Ward Stewart	Vallejo City Unified School District
Novae Vue	City of Benicia
Kathy Walsh	
Denise Williams	MV Transportation
Joyce Williams	
Ricky Williams	MV Transportation

**3. APPROVAL OF AGENDA**

On a motion by Vice Chair Hannigan, and a second by Board Member Hughes, the SolTrans JPA Board approved the agenda.

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

**4. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**5. EXECUTIVE DIRECTOR’S MESSAGE ON SERVICE CHANGES**

Jim McElroy noted that the current plan to achieve significant cost savings is comprised of three parts. The plan incorporates reductions in operating costs through savings with SolTrans’ transit operator, proposed reductions in service, and one time revenues with Metropolitan Transportation Commission (MTC) and through Solano Transportation Authority (STA). He stated that the public hearing was being held to target the proposed reductions in service.

**PUBLIC HEARING**

**6a. Receive Staff Report on Service Change Implementation**

Jeanine Wooley outlined the Short Range Transit Plan (SRTP), highlighting key elements in the Operations Plan, fare structure, Financial Plan, and Capital Plan. She presented a summary of the goals and objectives of the SRTP including the various service reduction options considered. She also highlighted the public comments and concerns received through the public outreach process related to the proposed service changes and fare restructure.

**6b. Hold Public Hearing on Service Change Implementation**

**Public Comments:**

Tracy expressed concern that the service cuts will negatively affect ridership, particularly low income riders and the working class who cannot afford taxis. She suggested cutting services of certain routes during off peak hours in order to keep the existing local service operating until 7:30 p.m.

Fergie Owens also expressed concern that the proposed reduction of local service span will negatively affect riders who depend on transit to get home from work, and cannot make it to the bus station until 6:30 p.m. just as the last bus is leaving. She noted that if those evening hours are cut, many people will not be able to connect to the Route 78.

Pat noted that as a resident of Contra Costa County, the elimination of Route 80 Sunday service will greatly impact her ability to attend events. She also expressed concern as a representative of the blind community and as a worker at the Department of Rehabilitation, that certain disabled members of the community will be unable to make it to work on Sundays due to the cuts. She proposed offering some service on Sundays at certain times of the day. She also commended the bus drivers on Route 80 for their level of excellence in customer service.

David indicated concerns regarding the economic impact of discontinuing Sunday service for those who work on Sundays. He also noted that there would be further economic impact upon the Arts and Entertainment District in Downtown Vallejo. He highlighted one example, noting that attendees of the Dance Unlimited events on Sunday afternoon will no longer be able to utilize the bus to get to their destination.

Michelle Baron noted that the fare restructure proposes to reduce the monthly pass fare on the regional routes from \$118 to \$100 for Vallejo residents. She proposed keeping the current rate of \$118 if it would assist in the effort of preventing elimination of service.

Kathy Walsh noted that as a bus rider on Route 78 for the past two years, the headcounts she has noticed from Walnut Creek are significantly larger than headcounts from Pleasant Hill. She noted that many people depend on public transit and she expressed concern that Walnut Creek riders would disproportionately suffer over Pleasant Hill riders.

**Staff Comments:**

Jeanine Wooley responded to the concern regarding the decrease in the monthly pass fare for regional routes. She noted that there was a disparity in the monthly pass rates in Benicia and Vallejo, and the proposed fare is the result of marrying the two fares. She stated that the monthly fare decreased slightly in Vallejo, and increased slightly in Benicia in order to achieve the proposed \$100 rate system wide.

**6c. Provide Direction to Staff on Service Change Implementation****Board Comments:**

Board member Davis noted that prior to the consolidation of Benicia Breeze and Vallejo Transit, the decision was made to increase fares for Vallejo Transit due to a financial deficit. He stated that the resulting loss of riders was never recovered and the City rapidly lost more revenue.

Board Member Spering expressed concern regarding harmonizing the monthly pass fare at the expense of people who desperately need the service. He requested that staff return to the Board with numbers showing how much money was lost with the \$18 adjustment.

Chair Patterson suggested that staff include the \$118 monthly pass rate as an option for the Board to consider in the final service plan which will be presented in May.

Board Member Hughes suggested that staff consider whether there is an opportunity to maintain some level of service on Route 76 and some level of Sunday service in order to keep the most popular hours instead of cutting those services entirely.

Jim McElroy noted that staff is considering this and will bring a consideration back to the Board for restoring some level of service on Route 76.

Board Member Davis suggested that staff consider taking an hour or more from another route or a few hours from various routes in order to reinstate some level of Sunday service.

Jim McElroy noted that staff has currently proposed to cut service back to peak hours only. He stated that in order to restore some level of Sunday service, staff may be faced with complete elimination of service on certain routes during certain times of the day.

Vice Chair Hannigan stated that the Walnut Creek stop on route 78 should be reconsidered from a ridership perspective in addition to the consideration of distance and fuel. She suggested that if there are more riders on the Walnut Creek stop that staff should add back in the Walnut Creek stop and pass by Pleasant Hill.

Chair Patterson concurred with Vice Chair Hannigan that ridership is a main concern in eliminating the Walnut Creek stop on route 78. She also requested that staff consider partnerships with other organizations with regards to providing Sunday service. Chair Patterson expressed concern with the elimination of Route 76, in particular for persons with disabilities who cannot ride Paratransit.

Board Member Hughes requested a complete inventory of transit alternatives for each service that is being eliminated.

Chair Patterson requested that staff include strategies for improving the Dial-a-Ride service in the final service plan.

Board Member Spering expressed concern over cutting service during the week, which could disproportionately affect the working public in order to reinstate Sunday service for leisure travel. He did concur, however, that staff should consider if there are ways to mix and match the service hours without negative impact upon riders who are using the services to get to and from work.

Chair Patterson commended the public for their level of input during the public process.

Recommendation:

After holding public hearing, direct staff to develop a final service plan ~~including the proposed reductions~~ for Board adoption at the May meeting. *Prior to finalizing the service plan, staff shall address the following issues:*

- *Reconsider the proposed unified \$100 monthly pass rate for regional routes, retaining current monthly pass rates with the goal of retaining revenue to support service that would otherwise be eliminated.*
- *Regards Route 78, review passenger counts and consider maintaining the Walnut Creek stop and eliminating the Pleasant Hill stop.*
- *Regards Sunday service, consider options for shifting service hours from various lower productivity routes to maintain limited Sunday service.*

Provide staff with direction on priorities for restoration of service should additional funding become available.

On a motion by Board Member Spring and a second by Vice Chair Hannigan, the SolTrans JPA Board unanimously approved the recommendation as amended shown above in ~~striketrough~~ ***bold italics***, and directed staff to include the following priorities for restoration of service should additional funding become available:

1. Retain Monday through Friday service in early morning and evening to support travel to and from jobs.
2. Retain limited service to and from DVC currently served by Route 76.
3. Retain limited Sunday service

**COMMENTS FROM STAFF**

**7. Report from the Executive Director**

**CONSENT CALENDAR**

On a motion by Board Member Spring, and a second by Vice Chair Hannigan, the SolTrans JPA Board approved Consent Calendar Item 8a through 8b.

**8a. Meeting Minutes of March 15, 2012**

Recommendation:

Approve the meeting minutes of March 15, 2012.

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

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.

## REGULAR CALENDAR

### 9. Update on Benefits Subcommittee

Jim McElroy noted that the Benefits Subcommittee met on two occasions since the last Board meeting. He addressed the need for SolTrans to hire permanent staff. He also noted that staff has been encouraged to consider PARS as an alternative to CalPERS and that the Benefits Subcommittee and STA have spoken positively of PARS.

#### **Public Comments:**

None presented.

#### **Board Comments:**

Board Member Price noted that CalPERS has been unresponsive, while PARS has been very responsive.

Board Member Hannigan noted that there is a lot of flexibility to the PARS plan and it can be adjusted to the needs of the agency. She stated that pursuing benefits with PARS is a good opportunity as a new agency.

Board Member Davis expressed his support in considering an alternative to CalPERS.

#### Recommendation:

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

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

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

Bernadette Curry noted that the Metropolitan Transportation Commission (MTC) requested a minor change to the Joint Powers Agreement (JPA) in include clarified language which authorizes the claiming of Transportation Development Act (TDA) funds.

#### **Public Comments:**

None presented.

#### **Board Comments:**

None presented.

#### 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.

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

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

Jim McElroy stated that staff has been negotiating with MV Transportation with the goal of obtaining a cost per hour that is closer to the average. He noted that the negotiating team has succeeded in moving from roughly \$105/per hour to \$101/per hour. He stated that SolTrans needs to obtain \$95/per hour over the long term in order to be sustainable, however staff has a contract that will get the agency through the Fiscal Year 2012-13.

**Public Comments:**

None presented.

**Board Comments:**

Board Member Spering indicated that if MV Transportation is unwilling to meet the challenges of the agency over the long term, then staff should put a bid process in place for the next budget cycle.

Recommendation:

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

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

**12. Application for Insurance Services**

Bernadette Curry described the insurance coverage for Vallejo Transit and Benicia Breeze prior to the consolidation of transit services into what is now SolTrans. She noted that due to delays in the application approval process of insurance through CalTIP, staff is recommending maintaining insurance coverage through the transit operator's insurance provider.

**Public Comments:**

None presented.

**Board Comments:**

None presented.

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.

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

**INFORMATIONAL – NO DISCUSSION**

**13. FY 2013 Draft Budget**

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

**15. BOARD MEMBERS COMMENTS**

Board Member Price expressed appreciation for the public comments and the realistic suggestions that members of the community provided during the public hearing.

Board Member Davis concurred and noted that the public hearing was remarkably pleasant because the public came to offer solutions to the issues at hand.

Board Member Spering also commended the public and expressed appreciation for their patience and understanding as difficult decisions are made with regards to a very delicate transit system.

**16. ADJOURNMENT**

The meeting was adjourned at 8:42 p.m. The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, May 17, 2012, 4:00 p.m., Benicia Council Chambers.**

**Attested by:**



**4/23/2012**

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**Suzanne Fredriksen**  
**Clerk of the Board**

**Date**



**SOLANO COUNTY TRANSIT**  
**Public Advisory Committee (PAC) Meeting Minutes**  
**May 2, 2012**

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**1. CALL TO ORDER**

Jeanine Wooley called the meeting of the PAC to order at 10:10 am. A quorum was confirmed by the Clerk of the Board.

**PAC MEMBERS PRESENT:**

James Cook	City of Benicia
Daniel Smith	City of Benicia
Tom Bartee	Solano Transportation Authority
Cori LaBrado	Solano Transportation Authority
Richard Burnett	City of Vallejo
Marigen Nicoloff	City of Vallejo

**PAC MEMBERS ABSENT:** David Jones Solano Transportation Authority

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

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

**OTHERS PRESENT:**

Judy Leaks	Solano Transportation Authority
Phyllis Harrison	
Erica Lindsay	

**2. APPROVAL OF THE AGENDA**

**ORGANIZATION OF COMMITTEE**

**3. Chair Responsibilities, Term, and Selection**

Suzanne Fredriksen, Clerk of the Board, highlighted some recommended committee chair responsibilities and roles for discussion. She also provided the committee with a recommendation of a 2 year term for the Chair and Vice Chair.

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.

After discussion, the SolTrans PAC made the following modifications to the recommended list of Chair roles and responsibilities:

- Call the meeting to order and ~~ensure that~~ ***confirm whether*** 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.

Tom Bartee nominated Richard Burnett to the office of Chair with a term expiration of 2 years, and Daniel Smith seconded the nomination.

James Cook nominated Daniel Smith to the office of Vice Chair with a term expiration of 2 years, and Tom Bartee seconded the nomination.

On a motion by Tom Bartee and a second by Cori LaBrado, the SolTrans PAC unanimously approved the nominations as well as the recommendation to include the amendments to the list of Chair roles and responsibilities shown above in ~~strikethrough~~ ***bold italics***.

#### **4. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

#### **5. Recommendation to SolTrans Board on Service Changes**

Jeanine Wooley, Director of Operations, presented background information related to the service change implementation process, including the public outreach in March and public hearing in April. She outlined the primary concerns received during the public input process, which included the elimination of Sunday service, elimination of Route 76 to Diablo Valley College, and elimination of the Walnut Creek stop along Route 78. She also highlighted the SolTrans Board directives to staff at the April 19, 2012 meeting/public hearing for staff's submittal of a final service plan, as well as priorities for restoration of service should additional funding become available. She noted that the final service plan will address the following issues as directed by the SolTrans Board at the April 19, 2012 meeting:

- Reconsider the proposed unified \$100 monthly pass rate for regional routes, retaining current monthly pass rates with the goal of retaining revenue to support service that would otherwise be eliminated.
- Regards Route 78, review passenger counts and consider maintaining the Walnut Creek stop and eliminating the Pleasant Hill stop.
- Regards Sunday service, consider options for shifting service hours from various lower productivity routes to maintain limited Sunday service.

After discussion, the SolTrans PAC made the following modifications to the final service plan consideration regarding Sunday service:

- Regards Sunday service, consider options for shifting service hours from various lower productivity routes to maintain limited Sunday service *to include both Benicia and Vallejo.*

Recommendation:

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

On a motion by Daniel Smith and a second by Tom Barte, the SolTrans PAC unanimously approved the recommendation to include the modifications to final service plan considerations shown above in *bold italics*.

**INFORMATIONAL**

- 6. Discuss Process for Considering Route Changes**
- 7. NEXT MEETING**
- 8. ADJOURNMENT**

The regular meeting of the PAC was adjourned at 11:45 a.m. The SolTrans PAC meets quarterly and on an as-needed basis. The next PAC meeting is to be announced.

**Attested by:**




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**Suzanne Fredriksen**  
Clerk of the Board

**5/3/2012**

**Date**

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**SOLANO COUNTY TRANSIT**

**Technical Advisory Committee (TAC) Meeting Minutes  
May 3, 2012**

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**1. CALL TO ORDER**

The regular meeting of the TAC was called to order at approximately 2:12 p.m. in the Solano County Transit (SolTrans) Conference Room.

**TAC MEMBERS PRESENT:**

Bill Zenoni	City of Benicia
Melissa Morton	City of Benicia
Liz Niedziela	Solano Transportation Authority
Judy Leaks	Solano Transportation Authority
Nancy Whelan	SolTrans
Jeanine Wooley	SolTrans
David Kleinschmidt	City of Vallejo

**TAC MEMBERS ABSENT:** John Cerini City of Vallejo

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

Suzanne Fredriksen	SolTrans
Jim McElroy	SolTrans

**OTHERS PRESENT:** None

**2. APPROVAL OF THE AGENDA**

On a motion by Jeanine Wooley, and a second by Melissa Morton, the SolTrans TAC unanimously approved the agenda.

**3. SELECTION OF CHAIR**

David Kleinschmidt nominated Liz Niedziela to the office of Chair, and Nancy Whelan seconded the nomination.

The SolTrans TAC unanimously approved the nomination.

**4. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**5. Recommendation to SolTrans Board on Service Changes**

Jeanine Wooley presented background information related to the service change implementation process, including the public outreach in March and public hearing in April. She outlined the primary concerns received during the public input process, which included the elimination of Sunday service, elimination of Route 76 to Diablo Valley College, and elimination of the Walnut Creek stop along Route 78. She also highlighted the SolTrans Board directives to staff at the April 19, 2012 meeting/public hearing for staff's submittal of a final service plan, as well as priorities for restoration of service should additional funding become available. She noted that the final service plan will address the following issues as directed by the SolTrans Board at the April 19, 2012 meeting:

- Reconsider the proposed unified \$100 monthly pass rate for regional routes, retaining current monthly pass rates with the goal of retaining revenue to support service that would otherwise be eliminated.
- Regards Route 78, review passenger counts and consider maintaining the Walnut Creek stop and eliminating the Pleasant Hill stop.
- Regards Sunday service, consider options for shifting service hours from various lower productivity routes to maintain limited Sunday service.

Recommendation:

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

On a motion by David Kleinschmidt and a second by Melissa Morton, the SolTrans TAC unanimously approved the recommendation.

**6. Recommendation to SolTrans Board on 2012-13 Budget**

Nancy Whelan provided background information related to projected operating shortfalls in FY 2012-13 and FY 2012-14. She summarized SolTrans' strategy for financial sustainability and highlighted key elements in the FY 2012-13 operating budget. She also noted several outstanding issues to be addressed and which will likely be included in the final recommendation to the SolTrans Board.

Recommendation:

Adopt the FY 2012-13 Operating Budget.

On a motion by Bill Zenoni and a second by David Kleinschmidt, the SolTrans TAC unanimously approved the recommendation.

**INFORMATIONAL**

**7. Discuss Process for Considering Route Changes**

**8. NEXT MEETING**

**9. ADJOURNMENT**

The meeting was adjourned at 3:20 p.m. The SolTrans TAC meets annually to review the budget and on an as-needed basis to review service changes. The next TAC meeting is to be announced.

**Attested by:**



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**Suzanne Fredriksen**  
**Clerk of the Board**

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**5/3/2012**  
**Date**

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DATE: May 15, 2012  
 TO: SolTrans Board  
 FROM: Nancy Whelan, Interim Chief Financial Officer  
 RE: Authorization to Submit a Request to the Metropolitan Transportation  
 Commission for Lifeline Transportation Program Funding

**Background:**

The Metropolitan Transportation Commission’s (MTC) Lifeline Transportation Program supports projects that address mobility and accessibility needs in low-income communities throughout the region. These needs and solutions are identified in Community Based Transportation Plans. The Lifeline program is funded by a combination of federal and state operating and capital funding sources, including the Federal Transit Administration’s Jobs Access and Reverse Commute Program, and state Proposition 1B Transit Capital and State Transit Assistance programs. To build upon local collaboration and coordination efforts in identifying community transportation needs and advancing solutions, the Lifeline Transportation Program is administered at the county level by Solano Transportation Authority (STA), the county congestion management agency, which also oversees MTC's Community Based Transportation Planning Program.

**Discussion:**

STA released a call for projects for the Lifeline Program in January 2012. Applications for State Transit Assistance Funds (STAF) and Surface Transportation Program (STP) funds were due to STA by April 4, 2012. SolTrans submitted the following applications for Cycle 3 Lifeline Program funding for the two year period:

<b>SolTrans Project</b>	<b>Two Year Amount Requested</b>
<b>Maintain service on Lifeline Route 1</b> <i>This service has been funded with Lifeline in prior years</i>	\$500,000
<b>Maintain service on Lifeline Route 85</b> <i>This service has been funded with Lifeline in prior years</i>	\$250,000
<b>Retain span of service on local routes serving jobs and retaining Sunday service</b> <i>This is a new request for Lifeline funding</i>	\$1,000,000

<b>Swap STA funds programmed for Intercity Bus Replacement with Prop 1B funds</b>	\$1,000,000
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A Lifeline Advisory Committee was appointed by the STA Board to evaluate and prioritize the Lifeline projects applications submitted in Solano County. SolTrans staff presented the funding request and answered questions from the Committee. The committee ranked SolTrans Rt. 1 and SolTrans Rt. 85 as top priorities for continued Lifeline Funding. For SolTrans continuation of service span and Sunday service, the Lifeline Committee recommended funding for retaining as much of the service span as possible, but did not recommend funding for Sunday service. The Lifeline Committee expressed concerns that the Vallejo and Benicia commuters would not have early morning and evening service needed on local routes to connect to intercity routes for their work trips if the proposed reductions in span of service were implemented.

On May 9, 2012, the STA Board approved funding for all four project applications submitted by SolTrans. Only the request for \$1,000,000 for retaining the span of service and Sunday service was not fully funded. The funding amounts awarded by project are shown in Attachment A to the Board Resolution.

To receive Lifeline Program funds, each project sponsor must submit a resolution of local support to MTC indicating that the projects are eligible for funding and agreeing to comply with the funding requirements. Attached are the resolution and attachment A to the resolution describing the projects and funding.

SolTrans Legal Counsel has reviewed the Resolution and has approved it as to form.

**Recommendation:**

1. Adopt Resolution No. 2012-02 authorizing a request from SolTrans to the Metropolitan Transportation Commission for Lifeline Program Funding

Attachments:

- A. Board Resolution Authorizing A Request from SolTrans to the Metropolitan Transportation Commission for Lifeline Program Funding

Reviewed by:




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Executive Director

**SOLANO COUNTY TRANSIT  
RESOLUTION 2012- 02**

**RESOLUTION AUTHORIZING A REQUEST FROM SOLTRANS TO THE  
METROPOLITAN TRANSPORTATION COMMISSION FOR LIFELINE  
TRANSPORTATION PROGRAM FUNDING**

**WHEREAS**, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

**WHEREAS**, MTC has adopted principles, pursuant to MTC Resolution No. 4033, to guide implementation of the Lifeline Transportation Program for the three year period from Fiscal Year 2010-11 through Fiscal Year 2012-13, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine bay area counties to help with recommending project selections and project administration; and

**WHEREAS**, Solano Transportation Authority has been designated by MTC to assist with the Lifeline Transportation Program in Solano County on behalf of MTC; and

**WHEREAS**, Solano Transportation Authority conducted a competitive call for projects for the Lifeline Transportation Program in Solano County; and

**WHEREAS**, Solano County Transit (SolTrans) submitted projects in response to the competitive call for projects; and

**WHEREAS**, Solano Transportation Authority has confirmed that SolTrans' proposed projects, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, is consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4033; and

**WHEREAS**, Solano Transportation Authority, after review, recommends SolTrans' proposed projects, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, be funded in part under the Lifeline Transportation Program; and

**WHEREAS**, SolTrans agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4033; and

**WHEREAS**, SolTrans certifies that the projects and purposes for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

**WHEREAS**, there is no legal impediment to SolTrans making the funding request; and

**WHEREAS**, there is no pending or threatened litigation which might in any way adversely affect the ability of SolTrans to deliver the proposed projects for which funds are being requested;

**NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Solano County Transit (SolTrans)** that SolTrans requests that MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which SolTrans is eligible, for the projects described in Attachment A of this Resolution.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that staff of SolTrans shall forward a copy of this Resolution, and such other information as may be required, to MTC, Solano Transportation Authority, and such other agencies as may be appropriate.

Passed by the Solano Transportation Authority (SolTrans) Board on this 24<sup>th</sup> day of May 2012 by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

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Elizabeth Patterson, Chair  
Solano County Transit (SolTrans)

Attest: \_\_\_\_\_  
Suzanne Fredriksen  
Clerk of the Board

**ATTACHMENT A**  
**Lifeline Transportation Program Cycle 3 Projects**

Project Name	Project Description	Lifeline Transportation Program Funding Amounts					Local Match Amount	Total Project Cost
		1B	STA	JARC	STP	Total Lifeline Funding		
Sustaining Rt. 1	Maintain service on Lifeline route in Vallejo	\$	\$500,000	\$	\$	\$500,000	\$125,000	\$625,000
Sustaining Rt. 85	Maintain service on Lifeline route in Vallejo	\$	\$250,000	\$	\$	\$250,000	\$62,500	\$312,500
Sustain Span of Service	Retain span of service on local routes serving jobs	\$	\$278,445	\$	\$	\$278,445	\$69,611	\$348,056
Intercity Bus Replacement	Swap STA funds programmed for Intercity Bus Replacement with Prop 1B funds	\$1,000,000				\$1,000,000	\$250,000	\$1,250,000
Total		\$1,000,000	\$1,028,445	\$	\$	\$2,028,445	\$507,111	\$2,535,556

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DATE: May 18, 2012  
TO: SolTrans Board  
FROM: Nancy Whelan, Interim Chief Financial Officer  
RE: Transportation Development Act (TDA), State Transit Assistance Funds (STAF)  
and Regional Measure 2 (RM2) Claims

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**Background:**

The Metropolitan Transportation Commission (MTC) administers and allocates the Transportation Development Act (TDA), State Transit Assistance Funds (STAF), and Regional Measure 2 (RM2) that provide operating and capital assistance for transit operations in the Bay Area.

TDA funds are one quarter percent sales tax collected by the state and allocated by MTC for transit operations and programs. SolTrans claims TDA funds for local and intercity bus services, paratransit, and the taxi scrip program. Through the Intercity Transit Funding Agreement, SolTrans claims TDA funds from participating jurisdictions for the operation of Routes 78, 80, and 85.

STAF provides funding for transit operations and capital projects. SolTrans claims revenue share STAF funding for the operation of transit services.

RM2 passed by voters on March 2, 2004 increased the toll on the seven state-owned toll bridges in the San Francisco Bay Area by \$1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors. Specifically, RM2 established the Regional Traffic Plan, in addition to capital investments.

The Regional Traffic Relief Plan dedicates up to 38% of total annual RM2 funds to providing operating funds for commuter rail, express and enhanced bus and ferry service. In Solano County, these funds have been used by SolTrans for Routes 78, 80, and 90 and by Fairfield and Suisun Transit for Routes 40 and 90.

**Discussion:**

This claim represents approximately 57% of SolTrans' operating revenues for FY 2012-13. The estimated amounts to be claimed by source are:

Transportation Development Act (TDA)	\$ 4,711,866
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State Transit Authority Funds (STAF)	576,842
Regional Measure 2 (RM2)	<u>1,223,840</u>
<b>Total</b>	<b>\$6,512,548</b>

**Recommendation**

1. Authorize SolTrans Executive Director or his/her designee to submit SolTrans FY 2012-13 allocation request for TDA funds in the amount of \$4,711,866; and STAF in the amount of \$576,842.
2. Authorize SolTrans Executive Director or his/her designee to submit SolTrans FY 2012-13 allocation request for RM2 funds in the amount of \$1,223,840.

Attachments:

- A. Resolution for TDA
- B. Resolution for RM2

**RESOLUTION NO. 2012-03**

**RESOLUTION OF SOLANO COUNTY TRANSIT AUTHORIZING THE FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FOR FY 2012-13**

**WHEREAS**, the Transportation Development Act (TDA), (Pub. Util. Code Section 99200 et seq.), provides for the disbursement of funds from the Local Transportation Fund of the County of Solano for use by eligible claimants for the purpose of transit operations, planning, and administration; and

**WHEREAS**, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations there under (21 Cal. Admin. Code Section 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Metropolitan Transportation Commission; and

**WHEREAS**, TDA funds from the Local Transportation Fund of Solano County will be required by claimant in Fiscal Year 2012-13 for the purposes of operations and maintenance, planning and administrative services; and

**WHEREAS**, the Solano County Transit is an eligible claimant for TDA pursuant to Public Utilities Code Sections 99400, 99402, and 99313 as attested by the opinion of Solano County Transit Counsel.

**NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Solano County Transit (SolTrans)** that the SolTrans Executive Director or his/her designee is authorized to execute and file an appropriate TDA claim together with all necessary supporting documents, with the Metropolitan Transportation Commission for an allocation of TDA monies in Fiscal Year 2012-13.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim; and the Metropolitan Transportation Commission be requested to grant the allocation of funds as specified herein.

Passed by the Solano Transportation Authority (SolTrans) Board on this 24<sup>th</sup> day of May 2012 by the following vote:

Ayes: \_\_\_\_\_  
Nos: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_

\_\_\_\_\_  
Elizabeth Patterson, Chair  
Solano County Transit

Attest: \_\_\_\_\_  
Suzanne Fredriksen  
Clerk of the Board

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**RESOLUTION NO. 2012-04**

**RESOLUTION OF SOLANO COUNTY TRANSIT (SOLTRANS) AUTHORIZING THE FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF REGIONAL MEASURE 2 FUNDS FOR FY 2012-13 FOR ROUTE 78, 80, AND 85.**

**WHEREAS**, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

**WHEREAS**, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

**WHEREAS**, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

**WHEREAS**, SolTrans is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

**WHEREAS**, Route 78, 80 and 85 are eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

**WHEREAS**, the Regional Measure 2 allocation request, attached hereto in the Operating Assistance Proposal and incorporated herein as though set forth at length, demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which SolTrans is requesting that MTC allocate Regional Measure 2 funds; and

**WHEREAS**, Part 2 of the project application, attached hereto and incorporated herein as though set forth at length, includes the certification by SolTrans of assurances required for the allocation of funds by MTC; now, therefore, be it

**NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Solano County Transit (SolTrans)** that SolTrans and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that SolTrans certifies that the project is consistent with the Regional Transportation Plan (RTP).

**BE IT FURTHER RESOLVED**, that SolTrans approves the updated Operating Assistance Proposal, attached to this resolution; and be it further

**RESOLVED**, that SolTrans approves the certification of assurances, attached to this resolution; and be it further

**RESOLVED**, that SolTrans is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(d); and be it further

**RESOLVED**, that SolTrans is authorized to submit an application for Regional Measure 2 funds for Route 78, 80 and 85 in accordance with California Streets and Highways Code 30914(d); and be it further

**RESOLVED**, that SolTrans certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and, if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

**RESOLVED**, that there is no legal impediment to SolTrans making allocation requests for Regional Measure 2 funds; and be it further

**RESOLVED**, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of SolTrans to deliver such project; and be it further

**RESOLVED**, that SolTrans indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of SolTrans, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages.

**BE IT FURTHER RESOLVED**, that SolTrans shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

**RESOLVED**, that SolTrans authorizes its Executive Director or his/her designee to execute and submit an allocation request for operating or planning costs for Fiscal Year 2011-12 with MTC for Regional Measure 2 funds in the amount of **\$1,223,840** for the project, purposes and amounts included in the project application attached to this resolution; and be it further

**RESOLVED**, that the Executive Director or his/her designee is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate.

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the SolTrans application referenced herein.

**BE IT FURTHER RESOLVED** that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim; and the Metropolitan Transportation Commission be requested to grant the allocation of funds as specified herein.

Passed by the Solano Transportation Authority (SolTrans) Board on this 24<sup>th</sup> day of May 2012 by the following vote:

Ayes: \_\_\_\_\_  
Nos: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_

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Elizabeth Patterson, Chair  
Solano County Transit

Attest: \_\_\_\_\_  
Suzanne Fredriksen  
Clerk of the Board

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DATE: May 10, 2012  
TO: SolTrans Board  
FROM: Greg Anderson, Director of Administrative Services  
RE: Fuel Budget and Contracting Methods

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**Background:**

At the March SolTrans Board meeting during the budget presentation, SolTrans' current fuel contract was discussed. Staff was asked to analyze our current fuel contract and explore other purchasing / contracting methods, including consolidation with other agencies, to determine if these methods could be used to achieve better market pricing.

In order to examine our current contract, it is useful to examine the previous fuel supply contract held by the City of Vallejo, and utilized by SolTrans to supply fuel until it expired on December 31, 2012.

**2007-2012 – RTCC Consortium Bid**

The City of Vallejo entered into a contract with Redwood Coast Petroleum on November 28, 2006. This contract was competed as part of a larger consortium procurement. The Regional Transit Coordinating Council (RTCC) Consortium included Caltrain, Golden Gate Transit, Santa Clara VTA, Santa Cruz Metro, Central Contra Costa Transit, the City of Elk Grove, Fairfield Suisun Transit, Monterey Salinas Transit, San Mateo County Transit, San Joaquin Regional TD, and Sonoma County Transit. Vendors were asked to bid on each agency contract separately. The combined advertising and volumes were used to attempt to attract a larger pool of competitive bids. Each agency was responsible for entering into its own contract, independently awarded, and not tied to contracting decisions of other agencies.

The contract between the City of Vallejo and Redwood Coast Petroleum was a fixed price contract with an economic price adjustment. The fixed rate was set at the time of bid for the then current San Francisco Oil Price Information Service<sup>1</sup> (OPIS) Average Rack Rate. Vendors offered a proposed price either below or above the OPIS wholesale price per gallon rack rate. The discount or markup off of the OPIS rate remained the same, while the OPIS wholesale rate changed every week. The discount and weekly published OPIS rate combined to create the current contract price.

Seven vendors bid to supply Vallejo Transit's bus fuel needs. Redwood Coast was the only vendor to offer a bid below (-\$.005) the OPIS Average Rack Rate – the same discount was offered for gasoline and diesel.

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<sup>1</sup> The Oil Price Information Service (OPIS) is a wholesale price monitoring service. Most Federal Government fuel contracts use the service to set the market rate.

Redwood Coast was the successful bidder for both the bus and ferry diesel supply because it offered the low, responsive, responsible bid. The 2006 Consortium ferry fuel contract was at a considerable savings (\$.15 per gallon) over the next low (and only other) bid in the procurement. It is assumed that the lack of competition was due in part to special requirements associated with special ferry system fueling requirements.

Most members of the RTCC consortium ended their contracts after the base term. Golden Gate Transit and the City of Vallejo exercised all three option years available under the 2006 Consortium bid, mainly because of the above mentioned bids results for the ferry systems.

### **2012-14 SolTrans Independent Bid and Contract**

Due to the City of Vallejo decision to exercise its options with Redwood Coast, the contract completion date did not correspond to the new RTCC consortium bid schedule. Because of this contract timing issue, SolTrans did not participate in the Consortium this year. SolTrans independently advertised and solicited bids from suppliers to meet its fuel needs. The current consortium bid contract utilizes the same contracting mechanism as the SolTrans contract with Pinnacle Petroleum. Under the current contract SolTrans pays \$0.0194 per gallon<sup>2</sup> over the OPIS wholesale rate for diesel, and \$0.0962 over the OPIS rate for gasoline.

### **Discussion:**

Staff was asked to examine the advantages of joining with other local agencies to pool requirements in order to take advantage of greater quantities to provide better market pricing. As previously discussed, the RTCC is the only known regional fuel consortium, and it does not pool its requirements in such a way that one bidder gets all the entire consortium's combined quantities. The main advantages to the RTCC Consortium bid are the increased advertising and decreased procurement costs because one agency leads the procurement process.

On March 16, 2012 the RTCC Fuel Consortium bids were opened. At the time of the writing of this staff report, only CCCTA's bid is known. It is anticipated that CCCTA will award its diesel fuel contract to Boyett Petroleum for \$0.0082 over the OPIS market rate. CCCTA's annual fuel quantities are approximately double that of SolTrans. If SolTrans had participated in the RTCC Fuel Consortium bid process and if SolTrans had achieved the same pricing as CCCTA, SolTrans would have realized an annual fuel budget savings of approximately \$3,600 this fiscal year.

Another alternative for aggregation of quantities would be to reach out to both of the member Cities, as well as Solano County, to determine interest from those governments in creating another consortium that could pool the fuel requirements for as many public agencies in Solano County as possible. Part of the reason that RTCC does not pool their requirements for a single contract is due to geographical separation. That drawback could be mitigated with the two member Cities and/or other interested government agencies in southern Solano County.

Pending interest of the Board and of member Cities or other governments in pursuing a local fuel cooperative, SolTrans is an active member of the RTCC, and it is recommended that the fuel

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<sup>2</sup> Estimated usage of 325,000 gallons of diesel annually

contracts and purchasing cycle be synchronized so that SolTrans can participate in the next Consortium bid to reduce procurement costs and increase the pool of possible fuel suppliers. The RTCC fuel bid contract will be not be rebid for at least two years, and the Member's current fuel contracts also have options available on their contracts.

SolTrans currently uses the type of contract that is government standard and considered best practice for fuel contracts – one that responds directly to market conditions. Other fuel management options are available and summarized below.

### Other Fuel Management Options

During the course of the fuel budget discussion, other fuel strategies were discussed. Most fuel management options fall into one of the following broad fuel strategy categories:

1. Spot Purchases – getting multiple quotes for each delivery
2. Futures Contracts – purchase and sell fuel without ever intending to take delivery
3. Financial Hedges – purchase of a financial instrument from a Bank that sets pricing
4. Bulk Purchasing - purchasing and storing fuel in volume
5. Physical Supplier at Fixed Price – supplier guarantees delivered fuel at a set price for a set time

Some of these strategies can be complex and may involve more risk than previous and current fuel contracting methods. If it is the Boards desire to more fully analyze the opportunities and risks these alternative strategies might offer, the services of an expert could be engaged.

### **Fiscal Impact:**

Not determined.

### **Recommendation:**

Continue practice of low bid procurements for fuel.

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DATE: May 14, 2012  
TO: SolTrans Board  
FROM: Jeanine Wooley, Director of Operations  
RE: Service Modifications/Fare Restructure Proposal

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**Background:**

In February, a proposed service plan and revised fare structure was released for public comment. A series of public outreach events were held followed by a formal Public Hearing held at the April 19 Board meeting.

On April 19, upon conclusion of the Public Hearing, the Board established priorities for revising the draft service and fare restructure proposal. Staff was directed to consider the following:

- Reconsider the proposed monthly pass fare for regional routes, and keep the current fare (\$118) if the money saved could result in the reinstatement of service that would otherwise be cut.
- Consider reinstating the Walnut Creek stop on Route 78 and eliminating the Pleasant Hill stop instead, based upon ridership numbers.
- Consider options for shifting service hours from various routes in order to reinstate some level of Sunday service.

Additionally, the Board established priorities for service restoration should additional funding become available. Those priorities include:

- Extension of hours during the work week in order to get people to and from jobs.
- Reinstatement of some level of service on Route 76.

**Discussion:**

Subsequent to the April Board meeting, with clear direction on priorities, staff immediately began reviewing options to the proposed service plan. Staff collected supplemental data to assess services originally proposed for elimination, and routes that could potentially be impacted as a result of shifting service to restore other services. Analysis included review of the following:

- Ridership patterns
- Trip specific passenger boarding and alighting's
- Assessment of minor route realignments to address public comment
- Review of prior and recent ridership studies
- Review of performance measures established through the S RTP

## **Route 78**

In the case of Route 78 during the public outreach, riders claimed the Walnut Creek stop was heavily used versus Pleasant Hill, noting that it included connections to many other services. Staff began collecting data during the public comment period regarding this concern. Per direction of the Board, staff pursued continued analysis which included passenger boarding's and alighting's by trip as well as passenger travel patterns. The Solano Transportation Authority significantly assisted with this effort providing data obtained during a 2009 Intercity Ridership Study as well as data relative to an Intercity Ridership Study conducted March of this year. Data analysis showed two morning trips with adequate ridership into the Pleasant Hill station however, you would assume the same numbers would return during evening commute. This was not the case. For the remainder of the service day, for the most part, all trips were single digits while Walnut Creek reflected higher passenger volume. Thus, staff is proposing to retain the Walnut Creek BART stop and eliminate Pleasant Hill.

## **Route 76**

Staff proposes to serve Diablo Valley College (DVC) via Route 78. Three trips would be added to the schedule consistent with passenger times of need received during the public comment period.

## **Sunday Service**

As directed by the Board, staff evaluated the feasibility of removing hours from other routes in order to restore some level of Sunday service. It was also suggested by the Board, riders and subsequently the Public Advisory Committee, that staff consider operating the Route 78 versus Route 80 to allow for improved travel across the service area. During the public outreach process, staff collected times crucial to the ridership. Concessions were made that included reducing the peak period, thereby expanding midday hourly service, changing the Route 2 to operate on a 45-minute headway, and elimination of 30-minute morning headways on Route 85. Although the peak period was reduced, the modification maintained thirty-minute headways during the system's highest ridership periods. Consequently, staff proposes to restore minimal intercity service via Route 78 consisting of three round trips in the morning and three evening trips. Moreover, local service consisting of two routes that mirror intercity hours of service are proposed allowing connections to express bus and points throughout the service area.

## **Span of Service**

Regarding span of service, staff proposes to expand shoulder service on local routes consistent with performance measures adopted in the SRTP.

## **Schedule Adjustment**

Utilizing existing resources staff proposes to realign Route 85 to provide continued coverage of Discovery Kingdom.

## Fare Schedule

Finally, the Board requested staff revisit the fare structure related to the cost of the regional monthly pass, which is addressed under a separate agenda item.

## Revised Summary of Proposed Reductions

<b>Proposed Reduction</b>	<b>Description</b>	<b>Proposed Annual Hours</b>	<b>Revised</b>
Span of Local Service (Service Area 1)	SolTrans was awarded Lifeline funds to restore span of service.	<b>5,146</b>	<b>5,146 (Less) 1500  3646</b>
Elimination of one BART stops along the Concord corridor.	The plan proposed to eliminate the Walnut Creek BART stop. Staff performed field checks and collected ridership data to further analyze elimination of the BART stop and select an option that maximizes ridership along this corridor.	<b>3,523</b>	<b>3,523</b>
Elimination of Route 76	Route 76 currently provides five (5) trips Monday - Friday between Benicia and Diablo Valley College in Contra Costa County. Three trips to DVC were restored through deviation of the Rt. 78 all of which were cost neutral.	<b>1,639</b>	<b>1,639</b>
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. Limited Sunday service restored.	<b>3,499</b>	<b>2,043</b>
Other Miscellaneous Reductions	Scheduling and efficiency improvements	<b>3,193</b>	<b>3,193</b>
		<b>17,000</b>	<b>15,544</b>

**Fiscal Impact:**

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

**Recommendation:**

Authorize staff to implement 17,000 annual hours in service cuts with the following modifications to the plan presented at the May 2012 Board meeting:

- a. Restoration of the Walnut Creek BART stop on the Route 78
- b. Elimination of the Pleasant Hill BART stop on the Route 78
- c. Retain limited service to Diablo Valley College by modification to selected trips on Route 78, as determined by staff
- d. Restoration of limited Sunday service through limited reductions in selected off-peak weekday service, as determined by staff

Further, authorize restoration of approximately 1,456 hours of selected early morning and evening trips, as determined by staff, pending receipt of expected one-time grant funds specifically dedicated for said purposes, therefore revising total reductions from 17,000 annual hours to about 15,544 annual hours for purpose of connecting to jobs as directed by previous Board action.

Finally, authorize staff to implement said modifications on about July 1, 2012, but with actual date to be determined by staff based on operating and customer considerations.



DATE: May 18, 2012  
TO: SolTrans Board  
FROM: Jim McElroy, Interim Executive Director  
RE: Adopt Base 2012/2013 Fare Structure with Modified Unified Monthly Regional  
Pass Rate

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**Background:**

At your April 19, 2012 meeting, your Board, as part of a larger action, directed staff to “Reconsider the proposed unified \$100 monthly pass rate for regional routes, retaining current monthly pass rates with the goal of retaining revenue to support service that would otherwise be eliminated.” This agenda item is to review my approach to setting the fare rates, request that you reconsider using the fare structure as a method of securing supporting service that would otherwise be eliminated, and to suggest a revised proposed rate for the monthly pass rate for regional routes.

**Discussion Section 1 – Target Fare Structure at Revenue Neutral:**

The Board and staff inherited an accelerated process to cut approximately \$2.4 million to attain an approximately \$11 million expenditure target for 2012/2013. The primary sources of savings targeted by the Board are (1) savings in operating costs through negotiations with our private contractor and (2) reductions in service. Your Board is considering the final list of recommended cuts as well as a list of priorities for returning cut service should funds become available. Staff has diligently worked (particularly with STA) to find additional funds and I am guardedly optimistic that we will attain some successes.

Fares pay roughly 25% of the operating costs so it is understandable that your Board would consider adjusting fares to make up some of the deficit and try to retain some service that would otherwise be cut. I am arguing that the fare strategy to recover costs should be delayed until 2013/2014.

The goal for 2012/2013 should be to simplify and harmonize the fare structure. We are consolidating fare structures from two systems. Both of the individual fare structures were very complex. Therefore, it is a significant challenge to consolidate the fares and simplify the overall fare structure let alone try to enhance revenues from fares.

To add an additional goal of tweaking fare rates for a secure cash flow stream to retain service is a risky exercise, at best. We are already shocking the system with over 13% in cuts along with major restructuring. I would argue that the best approach is to try to be revenue-neutral in your approach to fare rate setting, deferring a revenue-positive approach to fare setting for the 2013/2014 budget cycle. Your adopted Short Range Transit Plan (SRTP) supports this approach and states “...we recommend following this adjustment [the 2012/2013 fare consolidation and

simplification] with fare increases across the system beginning in FY2013/2014 in order to sustain the SolTrans system.”

That being said, your staff has diligently reconsidered the proposed unified \$100 pass rate and has determined that the rate is likely too low to attain even the planned budget target for 2012-2013. In the absence of a solid framework on which to base fare change elasticity on demand, staff is left to make extremely broad assumptions. We now recommend adjusting the unified monthly pass rate from \$100 to \$114 to reduce the risk of not attaining the planned fare revenue budget target for 2012-2013. Please keep in mind there is not currently a unified pass rate and regional passes range anywhere in cost from \$90 to \$118.

### **Discussion Section 2 – Target Fare Structure to Attain Revenue Increase:**

I would be failing to carry out your direction by not providing an analysis of an outcome with the 2012/2013 pass rate set at the current top rate of \$118 per month. As mentioned earlier in this report, projecting outcomes with risk adverse precision is impossible. Our CFO estimates, using a linear analysis, that setting the monthly pass rate at the originally proposed \$100 would place us at risk for a potential loss of \$79,000. Setting the rate at \$118 calculates to a projected income increase over the proposed \$100 rate of \$103,000 with a realized increase over our originally planned fare income line item for 2012/2013 of \$23,660. This analysis does not consider any increase or decrease in sales as a result of the massive changes planned for the system for 2012/2013.

### **Summary Discussion:**

With regards to setting the unified pass rate I would present the following conclusions:

- Given the uncertainty of impacts on ridership from the massive cuts and alterations to service planned for 2012/2013, staff continues to recommend a revenue neutral approach to fare revenues.
- Given the current complexity of the two fare structures inherited by SolTrans, staff continues to recommend a strategy of consolidating and simplifying the fare structure.
- Given the acknowledged need to increase fare revenues, staff recommends consideration of a fare increase in all categories for 2013/2014.
- Given a more refined analysis of the originally proposed fare structure for 2012/2013, staff recommends increasing the originally proposed unified monthly pass rate from \$100 to \$114.

### **Financial Impact:**

Impacts of adjustment to the fare structure for 2012/2013 are highly speculative given the complexities of the service restructuring and service reductions. The best estimate is that adopting the modified proposed fare structure, with the monthly unified regional pass set at \$114 will allow SolTrans to attain planned budget targets for 2012/2013.

### **Recommendation:**

Adopt base 2012/2013 fare structure as proposed at the Board meeting of April 19, 2012, modified to increase the proposed unified regional pass rate from \$100/month to \$114/month.



DATE: May 15, 2012  
TO: SolTrans Board  
FROM: Nancy Whelan, Interim Chief Financial Officer  
RE: FY 2012-2013 Operating Budget

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**Background:**

In August 2011 we presented a multi-year operating budget and forecast that showed that without significant changes to the operation, SolTrans would face a structural deficit beginning in the upcoming fiscal year, FY 2012-13. We proposed to address the structural deficit with a three pronged strategy:

1. Cut service to reduce costs.
2. Secure contract savings to reduce costs.
3. Secure one time contributions to provide a reserve and make up any remaining deficit.

Over the past year we have made progress on each element of the strategy, and we are proposing a balanced budget for FY 2012-13.

The proposed FY 2012-13 annual operating budget is based on nearly one year of operating as an independent agency. In the first year of operation, FY 2011-12, we have:

- Operated within a balanced budget based on reduced revenues,
- Benefitted from the consolidation of operating contracts, at a savings of \$1.25 million,
- Become a grantee of MTC, Caltrans, and FTA,
- Established a financial accounting, budgeting, and reporting system, and
- Finalized the transition of operations and assets from our predecessor agencies.

We have learned a great deal about the financial needs of the agency and will continue to strive for a sustainable and effective transit service as we move into our second year of operation.

**Discussion:**

In April 2012 we reported that there were several outstanding issues to be resolved by early May that would help inform the budget. Key issues related to pending grant applications, analysis of service restructuring impacts, and operating contract negotiations have either been resolved or progress has been made that gives us greater certainty in developing the budget.

The operating budget is organized by the three modes of transit provided by SolTrans: fixed route bus service, paratransit service, and the taxi scrip program. Fixed route service accounts for the majority of the budget with 84% of all expenditures attributed to this mode. Paratransit accounts for 14% and taxi scrip accounts for 2% of the budget. System wide, budgeted expenditures for all modes fall into the following four categories:

Operating Contract (including insurance)	63%
Fuel	18%
Administration	13%
Other (e.g., facility maintenance, security, taxi scrip program)	6%

The proposed FY 2012-13 annual operating budget is provided in Attachment A. Administrative costs are shown in Attachment B. Administrative costs are allocated to each mode based on proportionate expenditures.

Key features of the budget as they relate to achieving a sustainable service are described below.

### Service Levels

This budget reflects the proposed service changes originating from the Short Range Transit Plan which have been presented to our riders, other stakeholders, and the Board over the past few months. The service represents a reduction in service hours as follows:

<b>Vehicle Service Hours</b>		
<b>Mode</b>	<b>FY 2011-12</b>	<b>FY 2012-13 (Proposed)</b>
Fixed Route	111,680	93,671
Paratransit	16,382	17,553
Total, both modes	128,062	111,224

### Service Contract Savings

At the April 19, 2012 Board meeting, the Executive Director was authorized to execute a one year contract extension with MV Corporation at an estimated cost of \$7.6 million. The contract is nearly final and will result in a reduction in the cost per vehicle service hour as follows:

<b>Total Cost per Vehicle Service Hour</b>		
<b>Mode</b>	<b>FY 2011-12</b>	<b>FY 2012-13 (Proposed)</b>
Fixed Route	\$104.67	\$102.82
Paratransit	\$92.07	\$90.51
Total, both modes	\$103.06	\$100.87

### Fares and Fare Revenue

Fare revenue is assumed to remain stable with the proposed service changes and fare harmonization. We have assumed that ridership remains at the current levels and that certain fares can be reduced while others are increased to result in total fixed route fare revenue that is the same as FY 2011-12. Essentially, we are assuming that any ridership losses due to service and fare restructuring will be offset by ridership gains due to improved service and fares. This is

an aggressive and perhaps optimistic assumption that warrants careful monitoring. Staff's analysis of the proposed fares and fare revenue is presented in a separate report.

### **One Time Transition**

The Solano Transportation Authority and the Metropolitan Transportation Commission have identified one-time funding to address transition costs and short term operating deficits that may occur in the next couple of years. \$2.2 million is being made available from Lifeline Prop 1B, Lifeline STAF, and STP Cycle 2 funding. Of this amount \$1.0 million is for preventive maintenance and \$1.2 million is for operating assistance.

Staff recommends that the uses of these one-time funds be determined when the impacts of the service and fare changes are fully assessed. As these funds are needed for preventive maintenance, operating assistance, to make up for ridership and resulting fare revenue loss, or to transfer funds from operations to meet capital match requirements, the budget will be amended. Budget amendments greater than ten percent of the budget category require Board approval.

### **Key Assumptions - Revenues**

- **Fare revenue** is based on the proposed fare structure that streamlines and harmonizes fares systemwide. We assume that ridership will remain constant at the current levels with the proposed service and fare changes. Fare revenues will need to be carefully monitored as service and fare changes are implemented to validate this assumption.
- **TDA** funds are projected by MTC in the FY 2012-13 Fund Estimate. The Benicia and Vallejo TDA amounts are expected to grow by approximately 7% over FY 2011-12 estimates. The gross amount available to SolTrans is reduced by deductions for the intercity taxi scrip program, the intercity transit agreement, STA planning, and a \$150,000 set aside for capital match. The TDA available for fixed route, paratransit, and the local taxi scrip program is \$4,551,313. A TDA balance of approximately \$52,000 is projected to remain in FY 2012-13.
- **STAF** revenue share funds will decrease by about \$35,000 from FY 2012-13 amounts, based on MTC's Fund Estimate.
- **RM-2** funds are anticipated to remain the same as previous years at about \$1.2 million.
- **Federal Section 5307** funds will increase in FY 2012-13 due to the availability of a fuel allocation award allowing capital funds to be used for preventive maintenance. ADA paratransit set-aside funds are expected to be about \$30,000 less than estimated for FY 2011-12.
- **Federal Section 5311 and 5316** funds will increase over the previous year. Combined, these sources are estimated to be about \$165,000 more than estimated for FY 2011-12.
- **Intercity Funding Agreement** funds will be less than budgeted in FY 2011-12. These amounts have been reviewed by the Intercity Funding Working Group and will be considered for approval by the Solano Express Consortium and STA Board in May.
- **Other Revenues** consist of interest earnings, advertising and leases. The majority of these revenues were collected by the City of Vallejo on behalf of SolTrans in FY 2011-12. We expect a small amount of income from these sources.

## Expenditures

- **Operating contract** expenditures for fixed route and paratransit are significantly lower than the amounts budgeted for FY 2011-12 due to the reduced service levels and the lower cost per hour negotiated with MV Transit. The contract cost includes insurance for transit and paratransit operations. In FY 2011-12 insurance costs were budgeted as “other” costs within the fixed route budget.
- **Fuel** costs are expected to be lower than budgeted for FY 2011-12 due to the reduced service levels. We are continuing to budget fuel at \$4.25 per gallon, although the average cost per gallon in FY 2011-12 is approximately \$3.45 per gallon. We recommend a conservative approach to budgeting for fuel.
- **Security** costs are expected to remain at the FY 2011-12 modified budget levels.
- **Administration** costs are expected to be higher than budgeted in FY 2011-12. This category includes salaries, professional services, consulting services, bank service charges, landscape maintenance, and facility maintenance. Salary and benefits are budgeted for 5.5 full time equivalent employees. Full staffing of the agency, without financial support from STA is planned for FY 2012-13. Utilities that were previously budgeted as a direct expense to fixed route bus service on a separate line item have been included in Administration costs and allocated to the modes. This shift causes the Administration costs to increase, although it is not a new cost to the system. Increased costs for temporary services, consulting and professional services, and printing reflect the current year trend and expected need for these services in the next fiscal year. A detailed listing of FY 2012-13 Administration budgeted expenditures is shown in Attachment B.

As proposed, the FY 2012-13 budget helps to create a sustainable transit service for the future. The service restructuring and reductions and the reduced operating contract costs proposed for the fiscal year set a new financial basis for SolTrans to build a balanced multi-year budget.

### **Recommendation:**

- A. Approve the FY 2012-13 operating budget in the amount of \$11,504,997, reflecting service restructuring and fare harmonization.
- B. Direct staff to return to the Board to consider a budget amendment for one-time transition costs when the impacts of service and fare restructuring are fully assessed.

Attachments:

- A. Proposed FY 2012-13 SolTrans Operating Budget
- B. Proposed FY 2012-13 General and Administrative Expenses Detail

Reviewed by:



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Executive Director

**SolTrans FY 2012-13 Proposed Budget**

May 15, 2012

**Operating Revenue by Mode**

**Attachment A**

**Page 1 of 2**

	<b>FY 2011/12</b>	<b>FY 2012/13</b>
	<b>Revised Budget</b>	<b>Proposed Budget</b>
<b>Bus Revenues</b>		
Fares	\$3,093,000	\$3,093,000
FTA Section 5307 Operating Assistance	-	-
FTA Section 5307 Preventive Maintenance	250,000	320,606
FTA ARRA Preventive Maintenance	-	-
FTA Section 5303	-	-
FTA Section 5311 Non-Urbanized Area	42,503	107,300
FTA Section 5316 JARC	200,000	300,000
FTA Section 5317 NF	-	-
STAF Operating Assistance - Revenue Base	609,616	576,842
STAF Operating Assistance - Solano County Pop Base	-	-
STAF Lifeline	-	375,000
Regional Measure 2 (RM-2)	1,223,840	1,223,840
Transportation Development Act (TDA)	5,486,841	3,416,674
Intercity Funding Agreement	608,973	212,801
Bridge Toll AB 664 PM	-	-
Other revenues	5,000	5,000
<b>Bus Revenues Subtotal</b>	<b>\$11,519,773</b>	<b>\$9,631,063</b>
<b>Paratransit Revenues</b>		
Fares - Existing	71,000	71,000
FTA Section 5307 10% ADA set-aside	624,814	593,543
STAF Operating Assistance	-	-
Transportation Development Act (TDA)	910,300	924,102
<b>Paratransit Revenues Subtotal</b>	<b>\$1,606,114</b>	<b>\$1,588,645</b>
<b>Taxi Scrip Revenues</b>		
Taxi Coupon Sales - Local	112,000	112,000
Taxi Coupon Sales - Regional	15,000	15,000
Transportation Development Act (TDA)	152,815	158,289
<b>Taxi Scrip Revenues Subtotal</b>	<b>\$279,815</b>	<b>\$285,289</b>
FAREBOX REVENUES	3,276,000	3,276,000
FUNDING SOURCE REVENUES	10,129,702	8,228,997
<b>Total, Revenues</b>	<b>13,405,702</b>	<b>11,504,997</b>

**SoITrans FY 2012-13 Proposed Budget**

**Attachment A**

May 15, 2012

Page 2 of 2

**Detailed Operating Expenditure by Mode**

	<b>FY 2011/12</b>	<b>FY 2012/13</b>
	<b>Revised Budget</b>	<b>Proposed Budget</b>
<b>Bus Expenses</b>		
Operating Contract	7,728,000	6,399,200
Fuel	2,096,000	1,915,475
Insurance costs	425,000	-
Security	250,000	250,000
Bus Facility Maintenance	63,900	45,000
Bus Maintenance	19,000	20,000
Utilities	33,000	-
Printing	13,400	24,000
Professional Services	50,000	75,000
Route 200: Transfer costs to WETA	(296,000)	(350,000)
Ferry Ticket Office Transfer to Ferry	(182,000)	(187,000)
General Administration	1,170,000	1,439,388
<b>Bus Expenses Subtotal</b>	<b>11,370,300</b>	<b>9,631,063</b>
<b>Paratransit Expenses</b>		
Operating Contract	1,219,000	1,200,800
Fuel	160,000	157,000
Maintenance	44,000	25,000
Printing	9,300	5,000
General Administration	170,000	200,845
<b>Paratransit Expenses Subtotal</b>	<b>1,602,300</b>	<b>1,588,645</b>
<b>Taxi Scrip Expenses</b>		
Scrip Payments - Local	236,815	236,815
Scrip Payments - Regional	15,000	15,000
General Administration	28,000	33,474
<b>Taxi Scrip Expenses Subtotal</b>	<b>279,815</b>	<b>285,289</b>
<b>Total, Expenses</b>	<b>\$13,252,415</b>	<b>\$11,504,997</b>
<b>Revenues Less Expenses</b>	<b>\$153,287</b>	<b>\$0</b>

Notes:

1 Insurance coverage for vehicles included in operating contract.

Other insurance included in shared administrative costs.

2 Utilities and some professional services included in shared administrative costs.

# SolTrans FY 2012-13 Proposed Budget

Attachment B

May 15, 2012

## General Administrative Expenses

Full Time Employee Salaries	\$	540,560
Full Time Employee Benefits	\$	286,497
<b>Total, Staff Salaries and Fringe Benefits</b>	<b>\$</b>	<b>827,057</b>

Temporary Services	\$	89,000
Stipends	\$	7,500
Post Retirement Benefits	\$	49,000
Legal Services	\$	55,000
Audit Services	\$	40,000
Other Professional Services	\$	127,000
Accounting Services	\$	85,200
Consulting Services	\$	78,200
Utility - Telephone	\$	15,000
Other Repair and Maintenance	\$	10,950
Insurance Claims/Premiums	\$	30,000
Advertising	\$	10,000
Printing and Binding	\$	7,450
Travel, Training, and Meals	\$	10,000
Mailing Services	\$	500
Professional Memberships (Dues and Publications)	\$	15,000
General Supplies	\$	15,000
Cleaning/Custodial Supplies	\$	4,000
Postage	\$	250
Utility - Natural Gas	\$	10,000
Utility - Electricity	\$	26,000
Interest Expense & Other Contingency	\$	20,000
Bank Fees (including armored car service)	\$	35,000
Facility Maintenance	\$	61,600
Information Technology	\$	45,000
<b>Total, General Administration</b>	<b>\$</b>	<b>1,673,707</b>

<b>Administrative Costs Allocated by Mode</b>	<b>% Share</b>	
Bus Share	86%	\$ 1,439,388
Paratransit Share	12%	\$ 200,845
Taxi Share	2%	\$ 33,474

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DATE: May 15, 2012  
TO: SolTrans Board  
FROM: Bernadette Curry, SolTrans Legal Counsel  
RE: Consider approval of Employment Agreement for SolTrans General Manager

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**Background:**

At the Board's December 15, 2011 meeting, the Board authorized the beginning of the recruitment process for the first, official SolTrans General Manager. The process started with a nationwide publication of the application announcement, an initial screening of applications and a development of a candidate list, screening interviews by a panel of industry professionals, culminating in closed session interviews with the Board and the top ranked candidates at the Board's April 19, 2012 Board meeting.

**Discussion:**

At the conclusion of the recruitment process, the SolTrans Board has selected Mona Babauta to be the first General Manager of SolTrans. She is currently the General Manager of Fairfield and Suisun Transit (FAST) and previously worked with the City of Santa Rosa. The attached General Manager Employment Agreement was negotiated under the direction and leadership of the Personnel Subcommittee. Ms. Babauta's proposed start date with SolTrans will be June 11, 2012 but due to a pre-existing commitment, Ms. Babauta is scheduled to be out of the office the first part of July. Jim McElroy has agreed to provide transition assistance to SolTrans in Ms. Babauta's absence and, based on the incredible service he has provided to SolTrans in its inaugural year of operation, has also agreed to serve as a valuable resource for her as she assumes the responsibility for this organization.

**Recommendation:**

Appoint Mona Babauta to be the new SolTrans General Manager and authorize the Chair to execute a General Manager Employment Agreement for this position.

Attachments:

- A. General Manager Employment Agreement

Reviewed by:

A handwritten signature in black ink, appearing to read "James A. McElroy".

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Executive Director

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SOLANO COUNTY TRANSIT ("SOLTRANS")  
GENERAL MANAGER EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made on May 24, 2012 between Solano County Transit ("SolTrans"), a joint powers agency consisting of the Solano Transportation Authority and the cities of Benicia and Vallejo, and Mona Babauta ("General Manager").

1. SCOPE OF SERVICES

Commencing June 11, 2012, Mona Babauta will serve as the General Manager and perform such services as set forth in State law, the job description for the position, the administrative and other regulations of SolTrans, the annual work plan for SolTrans, and such other matters expressly delegated to her by the SolTrans Board of Directors ("Board"). General Manager agrees to give full attention to General Manager's duties and will not engage in any outside employment or business activities which might conflict with these duties. This limitation shall not include occasional teaching, writing, or consulting performed during the General Manager's vacation or other time off. Any other exceptions must be requested and approved in writing by the Board in advance.

2. COMPENSATION AND BENEFIT

A. Salary

The General Manager will receive an initial base salary of \$11,000 per month and paid on the SolTrans' normal pay periods. This salary, along with any other adjustments which may be authorized in the future by the SolTrans Board or under this Agreement, constitutes General Manager's base salary.

B. Benefits

i. Retirement

The parties acknowledge that SolTrans has a pending application with the Public Employees Retirement System ("PERS"). It is SolTrans' intent to establish a defined benefit plan equivalent to 2% @ 60 based upon General Manager's final three years of compensation ("Retirement Plan") whether through PERS or the Public Agency Retirement System ("PARS"). Regardless of whether such plan is with PERS, PARS or an equivalent, SolTrans agrees to establish a Retirement Plan and fully fund such Retirement Plan for General Manager as of the date General Manager's services commence under this Agreement. General Manager would pay seven percent (7%) of the employee contribution towards the cost of a retirement plan. SolTrans shall also establish a 457k Deferred Compensation Plan as an option for the General Manager to elect to make voluntary contributions into the plan.

ii. Social Security/Medicare

SolTrans does not participate in Social Security, however, upon hiring as an employee, the SolTrans and General Manager shall contribute the mandatory Medicare contributions of 1.45% each as required.

ii. Health and Welfare

SolTrans agrees to pay those costs of medical, dental, vision, and life insurance for General Manager and General Manager's spouse and dependents in accordance with the plans provided by the SolTrans. General Manager's contribution shall be not less than that contribution made for other SolTrans employees, as such contribution may be modified from time to time. In the alternative, General Manager may elect to waive SolTrans' provided medical insurance and, upon submission of proof of separate medical coverage, receive \$350 per month in lieu of receipt of SolTrans provided medical insurance. General Manager shall be reimbursed 75% of the cost of the COBRA premium paid for insurance coverage provided under previous employment until such time as SolTrans insurance coverage is established. Such reimbursements shall be in an amount not to exceed the total amounts established in SolTrans' health and welfare benefit plan.

C. Leave

i. Vacation

In addition to paid holidays provided to all SolTrans employees, the General Manager will receive vacation benefits in accordance to the following schedule for full time employees:

<b>Years of Service</b>	<b>Annual Entitlement</b>	<b>Annual Vacation Hours</b>	<b>Maximum Balance</b>
0 through 5 years	10 working days	80	240
5+ through 10	15 working days	120	240
11+	20 working days	160	240

In addition to the ability to accrue leave as stated above which shall begin to accrue from the end of the first pay period, General Manager will receive 80 hours of vacation leave immediately upon commencement of services. General Manager will be entitled to receive the hourly equivalent of her salary for each hour of earned vacation upon termination of employment with SolTrans.

ii. Sick Leave

Sick leave is accrued semi-monthly. General Managers shall accrue 12 days sick leave per year. Sick leave may be accrued up to a maximum of ninety (90) working days or 720 hours. The minimum sick leave taken at any one time shall

not be less than one (1) hour. General Manager may be required to provide a doctor's note for absences more than three days in length, more than five days in any 30-day period, or on a day adjacent to a holiday weekend. Termination of employment with SolTrans shall cancel all sick leave accrued to the time of termination and no payment shall be made to the General Manager for any unused sick leave accumulated at the time of termination.

iii. Bereavement

General Manager is entitled to a maximum of three (3) consecutive days in California or five (5) consecutive days outside California to attend funeral of General Manager's spouse, child, parent, brother, sister, grandparent, mother or father-in-law, or household dependent or relative.

iv. Administrative

The General Managers shall be credited with a maximum of forty (40) hours of administrative leave each July 1 to be used within the fiscal year (not later than June 30<sup>th</sup>) at the General Manager's discretion. Unused leave does not accrue.

3. PERFORMANCE EVALUATION

To ensure effective communication about expectations and performance, within three months from the date of execution of this Agreement, General Manager and Board will establish performance measures by which General Manager's performance will be initially evaluated. The Board will review General Manager's performance within six months of the establishing of performance measures. Thereafter, the Board will conduct and complete a performance evaluation during April of each year. The annual performance evaluation will incorporate the parties' mutually determined specific goals and performance objectives that are necessary for the effective and efficient operation of SolTrans and for the attainment of the Board's objectives, and the parties will further establish a relative priority among those goals and performance objectives and address any merit increases to General Manager's base salary as warranted by such performance review. Upon mutual agreement by the parties, the Board and the General Manager may use an outside facilitator paid by SolTrans to assist in conducting and setting policy objectives, goals and performance objectives and in establishing their relative priority.

4. TERM AND SEPARATION

A. Term

The position of General Manager is an at-will employment and the incumbent serves at the pleasure of the SolTrans Board. The SolTrans Board may provide the General Manager, in writing, notice to terminate this Agreement. Termination of the Agreement by the STA Board may not occur earlier than one (1) month from the date of such notice.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the General Manager to resign at any time from General Manager's position or to retire from public service. In the event that General Manager voluntarily resigns the position, or retires from public service, General Manager shall give the SolTrans Board not less than two (2) months prior written notice, unless the parties otherwise agree, in writing, to a different period.

B. Severance Pay

In the event the General Manager is terminated by the Board while General Manager is still willing and able to perform the duties of General Manager and is not otherwise in default under the terms of this Agreement, SolTrans agrees to pay the General Manager 3 months' salary, and beginning on the one year anniversary date of this Agreement, the General Manager will accrue and be entitled to an additional month of severance pay for each calendar year served, up to a maximum of 12 months. A severance payment will serve to release SolTrans from any further obligations under this Agreement. In the event that General Manager voluntarily resigns her position for willful misconduct, dishonesty in office, conviction of a felony or misdemeanor involving moral turpitude, or leaves the employ of SolTrans, no severance will be paid to General Manager.

5. EXPENSES

A. Auto or Transit Reimbursement

The General Manager's duties require unrestricted use of an automobile and she will receive an automobile allowance in the amount of \$300 per month for local travel, and will receive reimbursement at the prevailing Internal Revenue Service ("IRS") rate for out of County travel in the course of business. General Manager shall receive a transit incentive of \$75 per month when utilizing a commute alternative limited to: trains, buses, vanpool, and ferry. General Manager must provide proof of her monthly commute cost for the transit incentive.

B. Meetings and Conferences

SolTrans recognizes the responsibility of the General Manager to participate in professional national, regional, state, and local associations, organizations, and continuing educational programs for the maintenance of General Manager's professional growth and the direct benefit to SolTrans. SolTrans therefore agrees to budget and to pay for General Manager's expenses while attending such meetings or programs to the extent such meetings and programs are included in the proposed annual budget.

C. Other Business Expenses

SolTrans will also compensate the General Manager for all actual and necessary business expenses incurred in the course of performing her duties as the General Manager upon the submission of appropriate documentation.

6. BEST EFFORTS

The General Manager agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talent perform all the duties that may be required of or from her under the express and implicit terms of this Agreement and applicable law.

7. INDEMNIFICATION

SolTrans shall defend, hold harmless, and indemnify the General Manager against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the General Manager's duties. SolTrans will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom.

8. CHANGES IN TERMS AND CONDITIONS

SolTrans may amend this Agreement and fix such other terms and conditions of employment as it deems appropriate and timely, provided that said terms and conditions are not inconsistent or in conflict with the provisions of this Agreement.

9. ENTIRE AGREEMENT

This Agreement embodies the whole agreement between the parties and there are no other inducements, promises terms, conditions or obligations made or entered into by the SolTrans and the General Manager other than those recited in this Agreement.

SOLTRANS

GENERAL MANAGER

\_\_\_\_\_  
Elizabeth Patterson, Chair  
Solano County Transit

  
\_\_\_\_\_  
Mona Babauta

Approved as to form by:

  
\_\_\_\_\_  
Bernadette Curry  
SolTrans Legal Counsel

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DATE: May 18, 2012  
TO: SolTrans Board  
FROM: Jim McElroy, Interim Executive Director  
RE: Update on Curtola/Lemon Park & Ride Expansion and Authorize Direct Cost Agreement with COV for Project Management

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**Background:**

SolTrans recently signed an agreement with the City of Vallejo (COV) to transfer certain real property including the Curtola/Lemon Park and Ride Facility (Curtola Facility). The Curtola Facility is arguably South Solano County's most important alternative transportation hub, serving multiple forms of commuter choices, including regional bus transit to multiple BART stations, van pools, park & ride, casual carpoolers, and connecting local bus transit. Demand for parking is exceeding capacity and the aging facility needs safety, security, and circulation improvements. COV anticipated the need for improvements as far back as 2007 when, according to the City's consulting architect, \$11.75 million was allocated to the project and preliminary scoping and designing commenced. In about January of 2012, COV staff determined the project was underfunded and directed their consultant to consider options to reconfigure the project scope to fit within funding constraints. COV has continued some project planning, including environmental review. Your SolTrans staff recently met with COV staff, Solano Transportation Authority (STA) staff, and COV'S project consultant to consider next steps. This agenda item considers a collaborative process to move forward with the project within financial constraints.

**Discussion:**

In 2008, COV's consultant (Stantec) completed a "Site Analysis and Conceptual Design Report". The report is somewhat dated, especially with regards to designs, but it provides a good contextual overview. I have made the entire document available at <http://www.SolTransride.com/about.html>. Attachment A, excerpted from the Report, describes three phases for build-out in 2025. Phase 1 provides 420 new parking stalls, transit improvements, and circulation improvements. Attachment B is a February 6, 2012 letter from Stantec to COV with an update on "Project Scope and Options". The letter summarizes a large shortfall to complete even Phase 1 with \$7.6 million available against total Phase 1 costs exceeding \$15 million.

On May 8, 2012, SolTrans staff convened the meeting with COV, STA, and Stantec representatives to consider options to move the project forward. Attendees included:

- SolTrans: Interim Executive Director Jim McElroy/Operations Manager Jeanine Wooley
- COV: Assistant PW Director Jill Mercurio /Project Engineer David Espinoza/Senior Civil Engineer Alan Panganiban

- STA: Executive Director Daryl Halls/Deputy Executive Director Janet Adams
- Stantec: Project Manager Robert Shurell

The group informally agreed on the following:

- Phase 1 components essential to funding commitments include adding parking spaces and making the transit improvements.
- The current design proposals do not deliver the key components within available financial resources nor can we anticipate funding sufficient to complete Phase 1 as currently scoped.

The Stantec letter suggests moving forward with Phase 1 transit and circulation improvements and holding back on building the Phase 1 parking structure. The theory is that funding is not available to complete the parking structure, even when separated from the rest of the Phase 1 project; therefore, one could argue that we proceed with a portion of the project that is within funding available. STA staff pointed out that funding was secured based on expanding parking and completing the transit elements. The planning so far does not include an option meeting the criteria without construction of the parking structure.

The participants discussed interim and long term options for increasing parking within financial constraints. One such option was participation in some form of “public-private partnership”, sometimes called “P3”. STA is engaging in a study to consider P3 opportunities for projects such as the Curtola expansion. Subsequent to the Curtola meeting, Assistant Public Works Director Jill Mercurio and I met as part of the STA P3 Steering Committee and reiterated the Curtola expansion as a good opportunity for P3. I don’t see evidence that there is a firm positive outcome through a P3 but, unless directed otherwise, SolTrans will pursue P3 opportunities parallel with a funding and timeline-constrained outcome.

The participants in the Curtola meeting concluded that the project needs ongoing oversight by a leadership group of stakeholders and experts. Daryl Halls suggested use of a “project development team” (PDT) as an approach that has succeeded for STA in delivering projects. As an interim measure and with the permission of the participants, I am scheduling a second meeting of this group as the Curtola Expansion PDT at a date subsequent to your Board meeting. Further, to the degree I now control approving funds encumbered for the project, I am approving actions necessary to update parking capacity information to determine if an increase in parking spaces can be attained without building the proposed Phase 1 parking structure. This exploration extends to include strategies using parking options that may not be within the existing facilities footprint.

Finally, I recommend that you authorize me to enter into a direct cost agreement, drafted by your Legal Counsel, with COV to continue the existing project management but under direction from SolTrans management.

**Fiscal Impact:**

No adverse financial impacts. The agenda item is intended to demonstrate efforts to execute an existing project within available financial resources.

**Recommendation:**

Authorize the Executive Director to sign a direct cost agreement, as drafted by SolTrans Legal Counsel, with the City of Vallejo to continue project management of the Curtola Park and Ride Facility expansion.

Attachments:

- A. Phases for Build-out in 2025
- B. 02-06-12 Stantec Letter Re: Vallejo Transit Center at Curtola Parkway and Lemon Street Project Scope Options and Costs

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## Phase 1:

- Four story parking structure with 420 car spaces on the West end of the site.
- Plaza area located to the East of phase 1 parking structure with canopies separated out for cost.
- Circulation Improvements which include:
  - A. Extension to Carlson St. to the west to connect with Curtola Pkwy.
  - B. East bound bus lane on Curtola Parkway.
  - C. Curtola Parkway widening, Eastbound.
  - D. Curtola Parkway median Turn-ins (x3).
  - E. Lemon Street widening at Carlson Street intersection.
- Phase 1 open lot improvements/ upgrades.
- Plaza Canopies

## Phase 2:

- Four story parking structure with 420 car spaces to the East of Plaza.
- Phase 2 open lot:
  - Alterations/ upgrades to the corner lot at Curtola & Lemon Street.
  - Relocation of the existing Modular Greyhound Building to the lot on the East side of Lemon Street.
- Alternate option to Building new Modular Greyhound Building (extra cost to relocation provided).

## Phase 3:

- Four story parking structure with 420 car spaces to the east of Plaza.
- Phase 3 open lot, located to the East of Lemon Street.

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**Stantec**

**Stantec Architecture Inc.**  
 901 Market Street  
 San Francisco CA 94103  
 Tel: (415) 882-9500  
 Fax: (415) 882-9523

February 06, 2012  
 File: 183810195

David Espinoza, P.E.  
 City of Vallejo  
 Department of Public Works  
 555 Santa Clara Street  
 Vallejo, CA 94590

**Reference: Vallejo Transit Center at Curtola Parkway and Lemon Street  
 Project Scope Options and Costs**

Dear David,

As we discussed in our recent review meeting with Public Works staff, the project is underfunded. There were two actions discussed to address the current funding shortfall. One action is to pursue the additional funding required. Previously the City was to request the additional funding through the Solano Transportation Authority (STA) and the Metropolitan Transportation Commission (MTC). The City is now transferring this responsibility to Solano Transit (Soltrans) to obtain the additional funding to complete the project. Soltrans is the newly formed joint powers authority that is now operating the Vallejo and Benicia bus systems.

The City was originally allocated \$11.75M for the project in 2007. At the Site Development stage (Schematic Design), the construction cost was estimated in October 2011 to be approximately \$19,130,000. Assuming an additional 30% for soft costs, the total project cost is estimated to be approximately \$25M. At this point in the project Soltrans, through STA and MTC, will be investigating the potential for additional funding, and the City is working on developing a more accurate estimate of soft costs, based upon experience with other recent transportation projects in the City.

In addition, the second action discussed is for Stantec to consider what could be accomplished with the available funds remaining from the City's original allocation. Of the original \$11.75M, there is approximately \$10.5M remaining, less 30% for soft costs, leaves approximately \$7.6M available for construction. As the Phase I Parking Structure is estimated to cost approximately \$12M, it is obviously not feasible to consider constructing it. Other options to consider:

- A. Construct the first two levels of the Phase I Parking Structure; This option would build the first two parking levels with capacity for future expansion of levels three and four. This is not a practical option however. The lowest parking levels are the most expensive due to foundation costs, inefficiency of the first floor ramp, and the costs of support functions; security office, restrooms and equipment rooms. Construction of the first approximate 200 spaces would therefore cost more than half the \$12M and would only net approximately 60 new parking spaces as the partial garage would displace 140 spaces within the garage footprint and the west end of Carlson Street. Spending more than half

# Stantec

February 7, 2012  
David Espinoza  
Page 2 of 3

**Reference: Vallejo Transit Center at Curtola Parkway and Lemon Street**

the \$12M garage cost would also use most or all of the remaining funds and leave little if any for construction of transit and roadway improvements.

B. Complete the transit center and circulation improvements plus provide temporary parking to meet as much as possible of the current parking demand (without the parking structure). The following costs are from the October 2011 estimate:

1) Carpool and pick-up/drop-off with plaza	\$1,652,177
2) Bus Bays and circulation incl. off-site roadways	1,677,885
3) Surface lot upgrades (including Ph I PS footprint)	631,270
4) Plaza canopies (reduced with no PS)	879,000
5) Sitework (PS Pad)	<u>1,898,621</u>
6) Subtotal	<u>\$6,738,953</u>

Leaves approximately \$800,000 to secure temporary parking

Considering these two options, it seems the best use of remaining funds is to focus on the site: transit facilities, circulation improvements and temporary parking. Construction of only a portion of a parking structure is not cost effective. Securing temporary parking is key to the project overall and in the short term, could possibly enable the City to provide more parking than currently exists on site.

Three possible sites for temporary parking are identified in the Draft EIR and have the advantage of being in relatively close proximity to the site. However, there would be costs incurred to purchase or lease as well as improve these sites.

Alternatively, the new Vallejo Station Garage and adjacent surface parking lots will likely have excess parking capacity for the near future and could possibly accommodate displaced parking as well as meet additional parking demand from the Curtola and Lemon site. Also, as these downtown parking areas are City owned, available funds could go toward transit and circulation improvements rather than leasing or improving other properties. Bus service could be temporarily relocated or shuttle service provided. Since the plan is for the Vallejo Station Garage to provide paid parking, any Curtola-Lemon associated parking provided in this area would also have to be paid parking.

Option B above in connection with temporary parking appears to offer an opportunity to use the current funds available to meet the needs for improved transit operations and additional parking while setting the stage for the construction of the parking structure(s) as future funds become available.

I would like to meet with you to discuss these options and to see if there is an approach worth pursuing further. In the meantime, please give me a call with any questions or comments.

**Stantec**

February 7, 2012  
David Espinoza  
Page 3 of 3

**Reference: Vallejo Transit Center at Curtola Parkway and Lemon Street**

Sincerely,

**STANTEC ARCHITECTURE INC.**

A handwritten signature in black ink, appearing to read "Geoff Adams", with a stylized flourish at the end.

**Geoff Adams, AIA, LEED AP**  
**Transportation and Parking Sector Leader**  
Tel: (415) 281-5416  
Fax: (415) 882-9523  
geoff.adams@stantec.com

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DATE: May 11, 2012  
TO: SolTrans Board  
FROM: Greg Anderson, Director of Administrative Services  
RE: Bus Industry Request for Information

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**Background:**

SolTrans' express bus service fleet of forty-five foot inter-city buses will begin reaching the end of their useful lives in fiscal year 2013-14. Three buses will need to be replaced in that fiscal year, followed two years later by the remainder of the fleet. Grant funding has been secured to replace some of these vehicles with alternative fuel vehicles.

**Discussion:**

In order to plan for this upcoming bus procurement, staff is preparing a Request for Information (RFI) to distribute to known high capacity bus manufacturers. Their responses will be used to develop the best purchasing methodology, and determine what features are available in the marketplace to be used later in the specification development phase of the procurement process.

The Request for Information has three main goals:

1. Determine which manufacturers can both provide suitable high-capacity bus replacements for our current fleet of MCI buses and meet grant requirements.
2. Determine if and / or which alternative fuel power packages will be available and certified by the California Air Resources Board during the procurement period.
3. Obtain information that will help develop the procurement schedule and specifications.

Staff is exploring diesel / electric alternative fuel power packages at this time. This RFI will help ensure that staff has the most up-to-date industry information to plan for the purchase.

**Fiscal Impact:**

This is an information item.

**Recommendation:**

This is an information item.

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DATE: May 17, 2012  
TO: SolTrans Board  
FROM: Jim McElroy, Interim Executive Director  
RE: Security at Curtola/Lemon Park & Ride Facility

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**Background:**

From time to time Board members have queried your staff about security at our Curtola facility. This agenda item discusses the current status of security at the Curtola Park and Ride Facility.

**Discussion:**

SolTrans assumed operations and maintenance of Curtola on July 1, 2011. At that time, we continued the existing security. In August 2011, staff became aware that “smash and grab” break-ins were growing in number. Presumably, the thieves would monitor the patrols and determine when they left the facility or moved to a different part of the sprawling lot, using that as an opportunity to quickly break into parked cars. At that time, we increased patrols and the incidents decreased. Patrols are very costly, so we worked with a local non-profit to install motion detection cameras on a temporary basis. At the same time, staff secured grant funding from CalEMA and has recently procured and installed our own camera system, largely based on knowledge gained from the first installation. The new system records images and responds verbally to motion. Oddly, there was a brief transition period when cameras were not on-site and anecdotal information indicates there was a bump in break-ins. The new cameras produce images that are stored and downloaded as needed. Although information is largely anecdotal, the current strategy of a combination of video and patrols appears to provide the most cost effective strategy. Staff will continue to monitor reports and modify security procedures to respond.

For the longer term, the Board and staff are engaged in a process to redesign the Curtola Facility. Another item on today’s agenda takes steps to assume control of the project. The project includes security upgrades as a key component. Staff will continue to emphasis security throughout the design process.

In the future, your Board and staff may want to consider strategies for increased security. So far, based on our experience with full-time security at the Vallejo Transit Center, an officer on foot is an exceptional deterrent. But, in today’s world of limited funding for service, the trade of transit service for support services such as security has to be carefully weighed.

**Recommendation:**

Informational.

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DATE: May 18, 2012  
TO: SolTrans Board  
FROM: Ward Stewart, Project Manager  
RE: Service Change Marketing and Outreach

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**Background:**

In January 2012, SolTrans received Moore & Associates' Final Short Range Transit Plan (SRTP) to assist with proposed service changes due to on-going budget shortfalls and funding uncertainties. The SRTP is comprised of data analysis, capital, financial, and operations plans with the goal of identifying strategies for improving operations and identifying growth opportunities. One of the key elements to implementing effective operational changes is through a focused, coordinated marketing and community outreach strategy. Based on direction from your Executive Director, I have assumed responsibility for the strategy. This item is to provide a brief overview of our approach to service change outreach.

**Discussion:**

**Service Change Goals and Objectives**

With Board approval of the proposed service changes, it is imperative for existing ridership to be knowledgeable and prepared for the modifications to existing service routes prior to their implementation. To that end, short-term marketing and outreach must function in an efficient and effective manner. It can be anticipated that there will be a portion of existing riders who will hold a negative view of the service changes. Thus, the goal will be to minimize confusion and the potential for other negative effects of the large-scale service change on our riders.

**Approach**

In order to assure that the public understands what has been modified from their existing transit routine, staff will be focusing on a few specific tools to provide the necessary outreach by the July 1<sup>st</sup> implementation date. The tools staff will be utilizing over the next month include the following: 1) a visual presence at large-scale community events and social service locations; 2) utilization of exterior advertisement space on buses; 3) print media; 4) online resources; and 5) audio/visual media.

Well attended community events such as Pista Sa Nasyon (Filipino Cultural Festival), African American Family Day (formerly Juneteenth), and Farmers' Markets will be great opportunities to display the updated SolTrans rebranding, updated route maps and schedules, talk with riders one-on-one, distribute informational cards and other promotional items. In addition, posting information at government and social service locations throughout the community will build

awareness for those who rely on public transit options. This type of outreach can also be effective at smaller-scale sites and events such as schools and service clubs activities.

SolTrans buses are effectively traveling billboards with the ability to advertise the service change date along with resources for seeking additional service change information. If implemented, this method will visually reach both existing and potential ridership at transit centers, bus stops, in-traffic and pedestrians.

Print media such as timely press releases, print ads in local publications, community newsletters, and other hard copy postings at strategic high density locations in the community can provide focused information and ways to contact staff or other resources for further service change education.

Online resources including the SolTrans website, Facebook page, and other Bay Area transit related web resources will be another cost-effective method of keeping the public informed about service changes in a format that can be updated in real-time.

Finally, there is potential to reach riders through advertisements on local radio stations such as Ozcat Radio, on television though VCAT, and Government Access.

### **Service Information**

Service information will be made easily accessible at strategic display locations, with accurate, easy to understand media that is welcoming to existing and new ridership. Marketing media effectively begins with accurate, accessible information presented with a positive customer service approach. SolTrans will be preparing route specific informational service brochures with timetables, route maps, weekday and weekend service schedules and fare schedules. Brochures will be stocked on all vehicles and at high traffic locations within the community including transit stations, senior centers, libraries, community centers, city/county government buildings, farmers markets, community events and schools.

This short-term approach to marketing the SolTrans service changes will be vital to raising awareness and providing the framework for future ridership growth. A comprehensive long-range marketing and outreach plan will be developed after the initial service change period.

### **Fiscal Impact:**

There is an existing balance of approximately \$15,000 remaining from the original advertising budget allocation for fiscal year 2011-2012.

### **Recommendation:**

Informational.

