



**BOARD MEETING AGENDA
4:00 p.m., Regular Meeting
Thursday, June 21, 2012
Vallejo 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.

Supplemental Reports: Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the SolTrans Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

ITEM

BOARD/STAFF PERSON

- 1. **CLOSED SESSION:**
 - A. **ANTICIPATED LITIGATION- one case**
 - B. **CONFERENCE WITH LABOR NEGOTIATOR: Agency Negotiator: Mona Babauta; Employee Organization: Unrepresented Employee- Finance Officer (3:30 – 4:00 p.m.)**

- 2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE (4:00 – 4:05 p.m.)** **Elizabeth Patterson, Mayor
City of Benicia**

- 3. **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.

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. APPROVAL OF AGENDA

5. OPPORTUNITY FOR PUBLIC COMMENT

(4:05 – 4:10 p.m.)

COMMENTS FROM STAFF

(4:10 – 4:15 p.m.)

6. Report from the General Manager

Mona Babauta

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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.)

7a. Meeting Minutes of May 24, 2012

Suzanne Fredriksen,

Recommendation:

Clerk of the Board

Approve the meeting minutes of May 24, 2012.

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7b. MCI Bus Procurement Negotiation

Greg Anderson,

Recommendation:

Director of Administrative Services

Authorize the General Manager to enter into sole source negotiations with Motor Coach Industries for purchase of three commuter coaches, with options to purchase an additional thirty-three coaches within the next five years to replace the entire Intercity bus fleet.

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7c. Adoption of the SolTrans Investment Policy

Nancy Whelan,

Recommendation:

Interim Chief Financial Officer

Adopt Resolution No. 2012-05 approving the attached SolTrans Investment Policy which delegates the SolTrans Finance Officer or General Manager as having authority over investment decisions until the Board rescinds this delegation.

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7d. Authorization to File Applications with the Federal Transit Administration

Nancy Whelan,

Recommendation:

Interim Chief Financial Officer

Adopt a resolution authorizing the General Manager to file and execute applications to the Federal Transit Administration and any other related documents required for obtaining financial assistance.

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7e. Approval of Agreement with Water Emergency Transportation Authority for Route 200 Service

Bernadette Curry,
Legal Counsel

Recommendation:

Authorize the SolTrans General Manager to execute an agreement with WETA for the provision of Route 200 and back-up bus service beginning July 1, 2012 through June 30, 2013, as well as for the management of the Ferry Terminal ticket booth.

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REGULAR CALENDAR

8. Approval of Continuation of Financial and Human Resources Services Agreement with the City of Vacaville

Nancy Whelan,
Interim Chief Financial Officer

Recommendation:

Authorize the General Manager to approve the Agreement for Continuation of Services with the City of Vacaville for an amount not to exceed \$75,600 for financial services and human resources services for the period from July 1, 2012 through June 30, 2013, as shown in Attachment A.

(4:20 – 4:30 p.m.)

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9. Route 78

Jeanine Wooley,
Director of Operations

Recommendation:

Authorize staff to maintain the existing Route 78 schedule pending further service and financial analyses.

(4:30 – 4:50 p.m.)

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INFORMATIONAL

10. Service Change Marketing and Outreach Update

Ward Stewart,
Project Manager, Consultant

Recommendation:

Informational.

(4:50 – 4:55 p.m.)

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11. Dial-A-Ride Implementation

Jeanine Wooley,
Director of Operations

Recommendation:

Informational.

(4:55 – 5:00 p.m.)

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NO DISCUSSION

12. Bus Shelter Installation Project

Ward Stewart,
Project Manager, Consultant

13. BOARD MEMBERS COMMENTS

14. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, July 19, 2012, 4:00 p.m., Benicia Council Chambers.**



DATE: June 13, 2012
TO: SolTrans Board of Directors
FROM: Mona Babauta
RE: General Manager's Report

Since the SolTrans Board meeting on May 24, 2012, the following items are provided for your information:

General Information

I officially began my tenure with SolTrans on June 11, 2012, and I am looking forward to working with the Board and our agency's staff to continue to build upon the good work, which has already been done to move this new agency forward.

Financial

- Interim Chief Financial Officer, Nancy Whelan, will end her service with SolTrans on June 30, 2012. Through her efforts in securing needed operating funds, establishing the agency's financial and accounting structures, and developing a balanced budget, the agency is now on stable financial footing. Her leadership and guidance have been appreciated and will be sorely missed.
- The Solano Transportation Authority's (STA) Paratransit Coordinating Council (PCC) approved SolTrans' FY 2013 Transportation Development Act (TDA) claim of \$4,711,865 on June 14, 2012, as required by the Metropolitan Transportation Commission (MTC). The claim should go before the STA Board for approval in July 2012, prior to being forwarded to the MTC for final approval by September 2012. This funding will be used for FY 2013 operations.

Operations

- The service changes adopted by the Board on May 24, 2012 will be implemented in two phases. All adopted changes, with the exception of those related to the Route 78, will be implemented on July 1, 2012. Staff will return to the Board for further action on the Route 78 by August 2012, after completing additional service and ridership analyses.

Further discussion on the Route 78 will be provided under Item 9 of this meeting agenda. The reason for postponing changes to the Route 78 is due to concerns expressed by certain passengers and the STA during its June 13, 2012 Board meeting. The STA, in particular, expressed concerns about a potential loss in ridership and fare revenue, if the Pleasant Hill BART station stop is eliminated. Any reduction in fare revenue could further impact the Route's eligibility for Regional Measure 2 (RM2) bridge toll funds. For FY 2013, the route's operation will be subsidized by approximately \$500,000 in RM2 funds. To retain this

subsidy, the route must achieve a 20% farebox recovery ratio, and currently, it does not meet this threshold.

- SolTrans staff met with STA marketing and outreach staff on June 1, 2012 to develop an outreach plan for the service changes. STA staff designed “car cards” and passenger flyers and posted information on their websites related to the changes. MV Transportation staff helped disseminate these materials to passengers. SolTrans staff continues to reach out to the communities of Benicia and Vallejo through appearances at public events, posting flyers/posters at high traffic locations, and through other means which will be detailed in Item 10 of this meeting agenda.
- With the help of Jim McElroy, who is still assisting the agency on a limited basis, on-site security service for the late afternoon and evening hours is being implemented at the Curtola Park and Ride Lot. This supplements security services currently provided in the morning, as well as recently added motion-activated cameras. Finally, we are moving on obtaining short term recommendations from the Curtola expansion consultant to add spaces and further improve security.

External Affairs

- On June 14, 2012, SolTrans staff assisted Bay Area Transit Operators in the San Francisco-Oakland area, including WETA, by providing additional bus service to address significant transit passenger loads when BART suspended train service for most of the day in the west Oakland area after a large fire broke-out. It is our understanding that MTC has agreed to reimburse operators who helped with this effort.
- I presented at the STA Board meeting on June 13, 2012 on the challenges and opportunities of public transit in Solano County. A copy of my presentation is appended to this Report as Attachment A.
- SolTrans staff attended the annual Pista Sa Nasyon (Filipino Cultural Festival) on the Vallejo Waterfront, on Saturday, June 2, 2012, to disseminate information on SolTrans and the upcoming service changes. In addition to our dedicated SolTrans employees, Jeanine Wooley, Angel Anderson, and Ward Stewart, many thanks go out to MV Transportation for staffing the event as well.



- The Executive Committee of the California Transit Association (CTA), of which your Executive Director is an elected member, supported the following legislative efforts during its meeting on May 23, 2012 in Sacramento:
 - Entering in a coalition with other State organizations related to the Cap-and-Trade Program to advocate for an investment strategy that supports concepts that are detailed in Attachment B of this report. Additional information on the efforts of the Association may also be found in Attachment C of this report.

Continued advocacy/sponsorship of AB1706 (Eng): Essentially, State law (Vehicle Code Section 35554, last amended in 1975) currently mandates that the weight on any single

axle of a transit bus may not exceed 20,500 lbs. However, due to numerous state and federal mandates, including ADA requirements and mandated emissions reduction equipment, some transit buses often exceed that weight, especially when carrying full passenger loads. Some transit systems have been cited recently by local police for violation of the Vehicle Code. Merely relying on the current procedures in state law for overweight vehicles--paying fines resulting from citations or paying fees and administering thousands of annual permits on a city-by-city basis--will prove costly and time consuming for agencies statewide. Moreover, such an approach would continue to ignore the underlying problem: the Vehicle Code limit was created more than 35 years ago, and it does not consider today's operating environments or legal and regulatory requirements. Information on AB1706 may be found here:

http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1701_1750/ab_1706_bill_20120525_amended_asm_v96.pdf

- On May 22, 2012, I gave opening remarks at the California Transit Association's Small Operators Committee Workshop, which kicks-off the Association's annual, Spring Legislative Conference. I am the current Chairperson of this committee, which represents the interests of dozens of small transit operators around the State (with operating budgets under \$25 Million) on legislative issues that impact their operations and financial viability. The Workshop focused primarily on funding issues at the State and Federal levels, and the agenda for the Workshop may be found at: <http://caltransit.org/springlegconference>. You will also find at this website, a great video by the Association's Executive Committee Chairperson and CEO of San Diego MTS, Paul Jablonski, about the overall conference and the legislative work being done by the Association.

Attachments:

- A- PowerPoint Presentation to STA Board 06-13-12
- B- Cap and Trade Letter to California Air Resources Board (CARB) 06-07-12
- C- Pages 6-7 of CTA Executive Committee Agenda 05-24-12

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PUBLIC TRANSIT IN SOLANO COUNTY: CHALLENGES & OPPORTUNITIES

Presented to: The Solano Transportation
Authority Board of Directors
on June 13, 2012
By: Mona Babauta



OVERVIEW OF TRANSIT SERVICES

- ▶ Five locally operated transit systems



- ▶ Solano Express/Regional Commuter Bus Service
- ▶ Complimentary ADA Paratransit
- ▶ Locally Subsidized taxi service for seniors
- ▶ Intercity taxi program (reserved for paratransit-eligible patrons)
- ▶ Volunteer Driver Programs (in partnership with local non-profits)



WHO DO WE SERVE?

- ▶ Seniors
- ▶ People with Disabilities
- ▶ Professionals, students and other commuters traveling to/from BART Stations in the Bay Area, UC Davis, and downtown Sacramento
- ▶ Children and students (traveling locally)
- ▶ Families and individuals of various income ranges
- ▶ Other Discretionary Riders
 - ▶ Environmentally-conscious individuals
 - ▶ Budget-conscious individuals



TRANSIT CHALLENGES: INCREASING SERVICE DEMANDS

- ▶ Growing demand for accessible services for seniors and people with disabilities
 - ▶ Especially as baby-boomers age and lose driving abilities
- ▶ Increasing need for commuter services
 - ▶ Higher fuel and parking costs
 - ▶ Construction of additional regional transit facilities to accommodate future growth—service will be required at these locations
 - ▶ Need for increased connectivity between regional buses/trains with local service
- ▶ Increasing focus on local transit service
 - ▶ Growing local populations
 - ▶ Greater Emphasis on Priority Development Areas/Transit Oriented Development



TRANSIT CHALLENGES: FUNDING INSTABILITY

- ▶ State Budget Crisis
 - ▶ State Transit Assistance Fund (STAF) Funds could be significantly impacted (approximately ½ of revenues are unprotected by Prop 22 and *could be* subject to State raids)
 - ▶ Potential, new funding sources (i.e. Cap-and-Trade) could be diverted to the GF
- ▶ Successor to SAFETEA-LU unknown in terms of timing and content
 - ▶ Existing programs important to small/suburban/rural operators could be significantly impacted (5311, 5307 (small UZA \$), JARC, NF)
- ▶ Existing and future funding may become more competitive
 - ▶ Existing and future funding could be tied to system performance
- ▶ Compliance with regional requirements becoming more important
 - ▶ (Examples: MTC Resolutions 4060 (TSP), 3866 (Coordination), OBAG Program requiring ties to PDAs/TOD/Complete Streets, etc.)
- ▶ Unfunded mandates impact can impact financial stability (i.e. CARB mandates, SB 375/AB 32)

TRANSIT CHALLENGES: SLUGGISH ECONOMY

- ▶ Transportation Development Act (TDA) Revenues are not as robust as needed
 - ▶ Revenues are not keeping pace with increasing service demands, maintenance of existing transportation infrastructure (i.e. roads, bike paths/lanes, pedestrian paths), maintenance of existing transit equipment/facilities
- ▶ Difficult to obtain local revenue measures or fees to make Solano a Self-Help County
 - ▶ Some funding not accessible to Solano due to lack of locally generated revenues (Example: Proposition 1B State and Local Partnership Program (SLPP) funds)

TRANSIT OPPORTUNITIES: FUNDING

- ▶ Support creation of a self-help county to attract additional revenues
- ▶ Create opportunities for public-private (P3s) /public-non-profit partnerships
 - ▶ Partner with local businesses or non-profits for specific transit services
 - ▶ Partner with private entities for management of transit facilities
- ▶ Support healthy transit levels to increase farebox revenues, revenue based funds (Prop 1B & STA revenue based funds), performance based funds (FTA STIC)
 - ▶ ENSURE THAT CAPITAL INVESTMENTS DO NOT RESULT IN SLASHING TRANSIT SERVICE
 - ▶ A HEALTHY, ROBUST TRANSIT SYSTEM CAN BE THE KEY TO INCREASING FUNDING TO THE COUNTY
- ▶ Tie local investment and development decisions to regional interests and priorities to maximize access to funding for transit, roads, bicycle/pedestrian modes.

TRANSIT OPPORTUNITIES: CONTINUED COORDINATION AMONG OPERATORS



- ▶ Maximize opportunities to create greater operational efficiencies
 - ▶ Mobility Management Program: Implement programs/processes that match individuals to the “right” mobility option / transit service in an effort to stretch resources and maximize returns to the community
 - ▶ Engage in joint activities/programs for achieving economies of scale (Example: joint procurements of equipment and services such advertising, security, ADA eligibility, etc.)
- ▶ Explore and/or Implement joint programs that result in increased customer satisfaction
 - ▶ Examples: coordinated service planning, universal fare media/structure (Clipper helping this along), marketing, and outreach programs such as travel training
 - ▶ Increased customer satisfaction could result in increased ridership = more transit funding

A HEALTHY, SYNERGISTIC TRANSPORTATION NETWORK—TRANSIT'S ROLE

- ▶ Transit should help create funding opportunities for other elements of our County's Transportation System
 - ▶ Help attract federal, state and regional funding for city and county roads
 - ▶ Help attract funding for bicycle and pedestrian facilities/amenities (All transit riders are, at some point in their trip, either a pedestrian or bicyclist.)
 - ▶ Help attract funding for regional transportation facilities (i.e. park-n-ride lots that also support carpoolers, vanpoolers and provide support facilities for bicyclists)
 - ▶ Help attract funding for transit oriented development
- ▶ Each element of our Transportation Network cannot stand alone
 - ▶ Each element is important for a balanced and healthy system as a whole
 - ▶ A healthy transportation network is important for maximizing funding competitiveness and meeting Green House Gas (GHG) reduction goals.



BENEFITS OF A HEALTHY, SYNERGISTIC TRANSPORTATION NETWORK

▶ Enhanced mobility options and facilities

- ▶ For Seniors
- ▶ For People with Disabilities
- ▶ For Commuters to/from employment centers in the Bay Area/Sacramento
- ▶ For Children and Students
- ▶ For Families
- ▶ For Individuals who care about the environment and their budgets

▶ Increased funding competitiveness

- ▶ For City roads
- ▶ For Transportation Facilities that are key to regional connectivity
- ▶ For Capital Improvements such as new buses, improved bus stop amenities, etc.

▶ Increased Sustainability



Thank you!



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**CALIFORNIA
TRANSIT
ASSOCIATION**



June 7, 2012

Mary D. Nichols, Chairman
California Air Resources Board
1001 "I" Street
Sacramento, CA 95812

Re: Coalition Comments on Cap and Trade Auction Revenues; May 24th Hearing Follow Up

Dear Chairman Nichols,

The California Alliance for Jobs, Transportation California, California Transit Association, and more recently local and regional government associations have been exploring ways to invest cap and trade revenue to address both the greenhouse gas reduction goals of AB 32 and critical transportation system maintenance and operation needs identified in the California Transportation Commission's Statewide Transportation Needs Assessment over the next ten years.

Our uniting principle is that auction revenues derived from vehicle fuels should be used to fund transportation system needs in a way that achieves AB 32 objectives and builds on the framework of SB 375 and other GHG reduction strategies. We believe that by integrating investments in new mobility, new infrastructure, and new jobs we can create healthy communities and better quality of life for all – while measurably reducing greenhouse gas emissions consistent with AB 32 and legal requirements for spending allocation revenues.

By targeting revenues and incentives toward local governments in support of regional planning goals we can leverage a cost effective investment portfolio across both transportation infrastructure and efficiency measures to yield the greatest GHG reductions associated with the transportation sector. Allocating funding to promote combining strategies will maximize GHG reduction while reinforcing SB 375, regional blueprints, other regional plans and local innovation.

Implementing SB 375 and other GHG-reducing regional plans outside of metropolitan planning organizations (MPOs) requires rebuilding aging infrastructure within urban infill and rural areas targeted for more intense development. This includes the maintenance and operation needs of local roads and transit systems, as well as active transportation infrastructure for walking and bicycling. By investing in an integrated transportation system, cost effective GHG reductions can also be achieved from approaches like rural resource infrastructure, intercity rail, and roadway management strategies. All of these transportation investments can yield even greater GHG reductions when combined with supporting land use strategies.

All of these investments are consistent with AB 32 and with meeting California's transportation infrastructure needs. These investments will create jobs, improve the movement of goods and enhance the economic performance of the state. Overall, we think this program should:

- Create cost-effective greenhouse gas reduction investments
- Leverage infrastructure investments across transportation and related land use strategies
- Foster collaboration and performance measurement
- Promote innovation in GHG reduction beyond AB 32 regulations
- Invest in existing communities by offsetting the high cost of infill development
- Support co-benefits/goals related to health, equity, energy, jobs, water, and agriculture

We want to work with CARB to craft an effective strategy to achieve maximum GHG reductions and long term co-benefits under AB 32 by investing a major portion of revenues related to fuels in integrated transportation and land use strategies consistent with the SB 375, the California Regional Blueprint plans and other regional planning processes. As a starting point, we want to suggest a few concepts for consideration in the development of your investment strategy:

1. ***Dedicate the allocation revenues related to fuels to transportation investments.***
This is consistent with the longstanding policy of the state to dedicate revenues related to motor vehicle fuels to transportation. It also assures a political and legal nexus between the costs and benefits of the program.
2. ***Invest a major portion of revenues in a way that is consistent with AB 32, SB 375 and other regional plans to reduce GHGs.*** Dedicate revenues directly into transit and road operations and maintenance, as well as transit and complete streets infrastructure within existing urban infill and rural communities. These funds must be invested in a way that is consistent with AB 32, SB 375 where applicable (including sub-regional allocations in Southern California) and other legal tests applied for this revenue. In regions not within an MPO where SB 375 does not apply, other measurable greenhouse gas reduction strategies can be developed within regional transportation plans.
3. ***Structure the investments to favor integrated transportation and land use strategies.***
An approach could be to allocate investments regionally by population, recognizing that different strategies are needed to achieve GHG reductions in different areas of the state. To maximize cost effective GHG reduction, additional incentives for regions with Sustainable Community Strategies that exceed GHG reduction targets, or equivalent Blueprint Plans or other regional plans,
4. ***Improve modeling and verification systems to evaluate GHG potential and co-benefits.***
Funding should be allocated to the development of performance measurement tools for local and regional actions.
5. ***Allow flexibility at the regional and local level to develop the most cost effective ways to meet both transportation and GHG reduction goals.***
6. ***Provide the incentives and assistance that local governments need to make SB 375 work.***
7. ***Project-funding determinations should be done at the regional level under established statewide criteria to encourage local innovation and flexibility.***

We hope you will give us the opportunity to work with you to refine these concepts and take advantage of this opportunity to make AB 32 a key component of California's transportation investment program.

Sincerely,

**California Alliance for Jobs
California Transit Association
Transportation California
California State Association of Counties**

cc: Senator Fran Pavley, Assemblymember Richard Gordon, Daniel Sperling, Ken Yeager, Dorene D'Adamo, Dr. John Balmes, Sandra Berg, Hector De La Torre, Mrs. Barbara Riordan, Ron Roberts, Dr. Alexander Sherriffs, Ronald O. Loveridge

**California Transit Association
Executive Committee Agenda Item 5(b)**

**Contract for Analysis of Cap-and-Trade:
Advocating for Transit's Share of Revenue**

In October 2010 the California Air Resources Board (CARB) adopted the Cap and Trade regulation, which is expected to help California achieve the goals of AB 32 (the Global Warming Solutions Act of 2006) – lower statewide greenhouse gas (GHG) emissions to the equivalent of the 1990-level, by 2020. The Cap and Trade program will set a limit on the total GHG emissions that can be emitted by specific sources within the state; those emitters that plan to emit more than they hold “allowances” for must purchase more allowances through this market-based system (i.e. if they cannot otherwise reduce their actual emissions).

CARB reports that the regulation will cover 360 businesses representing 600 facilities and is divided into two phases: the first, beginning in 2013, will include all major industrial sources along with electricity utilities; the second, starting in 2015, brings in distributors of transportation fuels, natural gas and other fuels.

CARB will provide the majority of allowances to all industrial sources during the initial period (2013-2014), using a calculation that rewards the most efficient companies. Those that need additional allowances to cover their emissions can purchase them at regular quarterly auctions ARB will conduct, or buy them on the market. The first auctions of allowances (for 2013 allowances) are slated for November 2012. As the emissions cap declines each year, the total number of allowances issued in the state drops, requiring companies to find the most cost-effective and efficient approaches to reducing their emissions. The first compliance year when covered sources will have to turn in allowances is 2013.

New Revenues for Transit?

According to the Legislative Analyst's Office, the revenues expected from the Cap and Trade system may range anywhere from \$650 million to \$3 billion for 2012-13. Estimates are that annual revenues in subsequent years could reach as high as \$12 to \$14 billion annually. The program is authorized to run until 2020.

The Governor's January budget requests \$1 billion in Cap and Trade revenues for 2012-13, and calls for allocation of about half these revenues to provide General Fund relief in the short term, with the remainder going to four kinds of GHG reduction programs. At least two of these categories seem particularly relevant to our quest to secure new sources of public transit funding, as highlighted below:

- **Clean and Efficient Energy:** Funding to reduce emissions through energy efficiency, clean and renewable distributed energy generation, and other related actions, including at public universities, state and local public buildings, and industrial and manufacturing facilities.

- **Low-Carbon Transportation:** Funding to reduce emissions through the development of state-of-the-art systems to move goods and freight, deploy advanced technology vehicles and vehicle infrastructure, advanced biofuels, and low-carbon and efficient public transportation.
- **Natural Resource Protection:** Funding to reduce emissions associated with water use and supply, land and natural resource conservation and management, and sustainable agriculture.
- **Sustainable Infrastructure Development:** Funding to reduce emissions through strategic planning and development of major infrastructure including transportation and housing.

Under the AB 32 framework, and consistent with the Governor’s budget, the legislature must now craft the legislation determining the specific investments, and allocation methodologies, for any revenues generated under the Cap and Trade program. Thus, we have an opportunity to influence the outcome of that legislation and future appropriations of these funds.

For instance, Assembly Speaker John Pérez (D-Los Angeles) has introduced AB 1532, which establishes a fund for collecting the revenues and provides direction for using those revenues for AB 32 purposes. Senator Fran Pavley (D-Agoura Hills) has introduced a similar measure, SB 1572, which also establishes a fund for collecting the revenues and calls for an investment plan in order to best determine future allocations of the revenues to meet AB 32 goals. While both bills are still fairly general at this time, the Speaker’s measure does reference the SB 375 planning process.

Association staff continues to meet with key decision makers and stakeholders in this process, including the staff of Senator Pavley and Senate President pro Tem Darrel Steinberg (D-Sacramento), the Speaker’s staff, other legislators and staff, environmental, housing and transportation stakeholders, and the Chair and staff of the California Air Resources Board.

CARB will be conducting a public participation workshop on May 24 to gather stakeholder input on the development of a Cap and Trade revenue investment plan. Association staff plans to attend this workshop, and describe our policy principles.

Advocating for an Allocation of Cap and Trade Revenues to Transit

On March 30th the Executive Committee adopted in concept a set of principles to guide our advocacy efforts in obtaining the appropriate allocation of these revenues for transit projects and programs (see **Attachment 1**). That action included direction to join with other interest groups in the transit and transportation community, to make a unified request for an allocation of Cap and Trade revenues for broader transportation purposes, *including* public transportation. We have since been working internally (with our members policy advisors) as well as with other transportation stakeholders to develop specific recommendations for consideration by legislative leadership, the Administration, the CARB and other decision makers.



SOLANO COUNTY TRANSIT

**Draft Board Minutes for Meeting of
May 24, 2012**

1. CALL TO ORDER

Chair Patterson called the meeting of the SolTrans Board to order at 4:05 pm. A quorum was confirmed.

MEMBERS

| | | |
|-----------------|--|---|
| PRESENT: | 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

| | | |
|-----------------|--|--|
| PRESENT: | <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: | <i>In Alphabetical Order by Last Name:</i> | |
| | Mona Babauta | Fairfield and Suisun Transit (FAST) |
| | Dafni Bangad | MV Transportation |
| | Richard Burnett | MTC Policy Advisory Committee |
| | James Cook | SolTrans Public Advisory Committee |
| | Linda Durham | |
| | Daryl Halls | Solano Transportation Authority |
| | Jackie Lane | MV Transportation |

Ed Nash
Liz Niedziela
Dan Smith
Joyce Williams
Ricky Williams
Yvonne Williams

Solano Transportation Authority

MV Transportation
Amalgamated Transit Union

3. APPROVAL OF AGENDA

On a motion by Board Member Hughes, and a second by Board Member Spering, 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.

COMMENTS FROM STAFF

5. Report from the Executive Director

CONSENT CALENDAR

On a motion by Board Member Spering, and a second by Board Member Hughes, the SolTrans JPA Board approved Consent Calendar Items 6a through 6f, with the exception to pull the following for discussion:

- Item 6d. Authorization to Submit a Request to the Metropolitan Transportation Commission for Lifeline Transportation Program Funding
- Item 6e. Transportation Development Act (TDA), State Transit Assistance Funds (STAF), and Regional Measures 2 (RM2) Claims

6a. Meeting Minutes of April 19, 2012

Recommendation:

Approve the meeting minutes of April 19, 2012.

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

Recommendation:

Approve the meeting minutes of May 2, 2012.

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

Recommendation:

Approve the meeting minutes of May 3, 2012.

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

Recommendation:

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

Staff Comments:

Nancy Whelan noted that Attachment A to the Resolution had been revised to include additional funding through STA for sustaining span of service.

On a motion by Board Member Spering and a second by Board Member Hughes, the SolTrans JPA Board unanimously approved the recommendation to include the revisions to Attachment A.

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

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~~ ***\$1,133,707***.
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.

Staff Comments:

Nancy Whelan noted that the recommendation had been revised to include additional STAF funds.

On a motion by Board Member Davis and a second by Board Member Hughes, the SolTrans JPA Board unanimously approved the recommendation to include the revisions, shown above in ~~strikethrough~~ ***bold italics***.

6f. Fuel Budget and Contracting Methods

Recommendation:

Continue practice of low bid procurements for fuel.

REGULAR CALENDAR

7. Service Modifications/Fare Restructure Proposal

Jeanine Wooley provided a summary of supplemental data which staff collected and analyzed in response to Board direction at the April 19th Board meeting to reconsider the proposed monthly pass rate, consider reinstating the Walnut Creek stop on Route 78 while eliminating the Pleasant Hill stop, and to consider options for reinstating some level of Sunday service. She noted that staff assessed services originally proposed for elimination, as well as routes that could potentially be impacted as a result of shifting service to restore other services.

Public Comments:

Carter Cruise expressed concern regarding Benicia subscription service, bus service to and from Contra Costa County and Vallejo, and the bus service to Fairfield from Vallejo.

Daryl Halls, Executive Director of Solano Transportation Authority (STA), commended staff for a job well done under extremely difficult circumstances. He indicated that Route 78 should be monitored approximately 6 months after the changes are implemented due to the fact that the Route is not currently meeting the 20% fairbox recovery. He noted that if the implemented changes do not result in an increase in ridership, the Route's performance challenges could jeopardize funding.

Ed Nash requested additional information regarding the degree to which the service changes would affect employees of SolTrans.

Jim McElroy, SolTrans Interim Executive Director, noted that SolTrans staff has been working closely with its transit operator in anticipation of the changes. He noted that it appears that the transit operator has held back in hiring additional employees in order to minimize impact upon employees.

Fergie Owens requested additional information regarding the span of service in the evening hours. She also requested better communication with riders in the future.

Jeanine Wooley, SolTrans Director of Operations, noted that the span of service was increased on the routes most utilized by riders to connect to commuter buses. She further stated that increased communication with the riders would be implemented in the coming weeks.

James Cook described a supplemental Route 75 which he believes would represent Benicia riders in a positive way.

Jim McElroy expressed appreciation for James Cook's exceptional work. He noted that the proposed route had been added into staff's planning process for evaluating new routes and services for cost effectiveness, performance, and potential success, and that Route 75 would be the first test case.

Board Comments:

Vice Chair Hannigan commended Jeanine Wooley and her team for a robust public outreach process which included multiple meetings in various locations and at different times of the day. She noted that staff's revised recommendation was representative of a balanced approach within the constraints of limited resources. She requested an on-time performance review to be added to staff's recommendation for implementation.

Board Member Hughes expressed appreciation to staff for taking Board member and public comments to heart, particularly the addition of 3 trips to Diablo Valley College (DVC).

Board Member Davis commended the public for their input at the April Board meeting and concurred with Board Member Hughes' commendation of staff's efforts.

Chair Patterson concurred with Board Member Davis' appreciation of the public hearing and noted the fairness of the solutions that staff subsequently provided. She proposed amendments to staff's recommendation to include the planned implementation campaign from Agenda Item 14 in the Board approval; as well as a quarterly assessment of ridership statistics, which specifies on-time performance measures and a review of Route 78 performance measures.

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 *with direction to return quarterly to the Board with a report assessing system-wide on-time performance as well as a performance evaluation of Route 78. The implementation plan shall include an aggressive campaign for communicating the service changes to the public as outlined in Agenda Item 14 – Service Change Marketing and Outreach.*

On a motion by Board Member Hughes and a second by Vice Chair Hannigan, the SolTrans JPA Board unanimously approved the recommendation as amended, shown above in *bold italics*.

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

Jim McElroy reviewed the revenue neutral fare structure approach for 2012/2013 as supported by the Board adopted Short Range Transit Plan (SRTP). He stated that the goal for 2012/2013 should be to simplify and harmonize the fare structure, which was very complex under the previous systems, and to defer a revenue-positive approach to fare setting for the 2013/2014 budget cycle. He provided an analysis of projected outcomes, including potential loss if the monthly pass rate were set to \$100 and a potential income increase if the monthly pass rate were set to \$118. He noted that a more refined analysis of the originally proposed fare structure for 2012/2013 led staff to recommend increasing the originally proposed unified monthly pass rate from \$100 to \$114.

Public Comments:

Daryl Halls concurred with staff's recommendation regarding the fare structure, and noted that staff is working on strategies for incentives in order to attract additional riders.

Board Comments:

Vice Chair Hannigan expressed concern that the agency may lose ridership if the fare is \$114 versus \$100. She requested additional information regarding the percentages of riders who currently pay \$90 as opposed to \$118.

Jim McElroy noted that current financial data shows that roughly 90% of riders pay \$118.

Vice Chair Hannigan noted that she would support staff's recommendation.

Board Member Spering concurred and indicated that he would not be in support of lowering the fare to \$100 in favor of providing better service.

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.

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

9. FY 2012-13 Operating Budget

Nancy Whelan provided an overview of the operating budget, noting its key organizational components: fixed route bus service, paratransit service, and the taxi scrip program. She described key features of the budget as they relate to achieving a sustainable service, including a proposed reduction in service hours, service contract savings, fares and fare revenue, and one time transition costs. She highlighted key assumptions which are expected to affect revenues and expenditures in 2012-13.

Public Comments:

Yvonne Williams noted that the Administrative costs appeared to have increased. She requested additional information regarding whether staff had considered cutting Administrative costs.

Nancy Whelan, Interim Chief Financial Officer, stated that utilities and professional services were included in the General Administrative costs, whereas previously they were budgeted under a different category. She noted that this change in how the two items are budgeted caused the increase that is shown in the General Administrative costs.

Daryl Halls explained the status of marketing funds and recommended that a communication plan item be added to the June Board agenda.

Board Comments:

Chair Patterson requested that the General Administrative costs be broken down by category for the next Budget Report so that it is easier for people to understand.

Board Member Hughes requested additional information regarding a contingency plan in the event that the service changes do not produce the optimistic results reflected in the budget.

Nancy Whelan noted that the one-time transition costs will provide for a contingency plan, if necessary.

Board Member Spering proposed that footnotes be added to Attachment B - General Administrative Expenses, to reflect the utilities and professional services included in the shared administrative costs.

Chair Patterson noted that while staff is committed to closely monitoring the system throughout the implementation, the budget approach is also a conservative one in that it doesn't take into consideration the current trends in the transit world towards increased ridership.

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.

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

10. Consider approval of Employment Agreement for SolTrans General Manager

Bernadette Curry summarized the SolTrans General Manager recruitment process, noting that the Board had selected Mona Babauta to be the first General Manager of SolTrans. She stated that the proposed Employment Agreement was negotiated under the direction and leadership of the Personnel Subcommittee.

Public Comments:

Mona Babauta congratulated SolTrans staff for successfully placing the agency on level ground.

Board Comments:

Chair Patterson commended Mona Babauta for her graciousness during the hiring process.

Board Member Price concurred and applauded Mona Babauta for her work with Fairfield and Suisun Transit (FAST) in establishing ridership confidence in public transit.

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.

After discussion, the SolTrans JPA Board amended the General Manager Employment Agreement, clause 3 - Performance Evaluation as follows:

“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~~ *in March of each year, the General Manager will place her performance evaluation on the Board’s agenda, which the Board will complete in April.* 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.” (page 3)

On a motion by Board Member Spering and a second by Board Member Hughes, the SolTrans JPA Board unanimously approved the recommendation to include the amendment to the General Manager Employment Agreement, shown above in ~~strikethrough~~ ***bold italics***.

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

Jim McElroy provided background information regarding the Curtola/Lemon Park & Ride Expansion project, noting that SolTrans recently signed an agreement with the City of Vallejo (COV) to transfer certain real property including the Curtola Facility. He highlighted key outcomes of a recent meeting between COV, SolTrans, Solano Transportation Authority (STA), and COV consultant, Stantec. He stated that the group informally agreed that the current design proposals do not deliver the key components essential to funding commitments within available or anticipated financial resources. He noted that STA is engaging in a study to consider Public-Private Partnership (P3) opportunities for projects such as the Curtola expansion.

Public Comments:

None presented.

Board Member Comments:

Chair Patterson suggested that staff examine opportunities for funding through the Cap-and-Trade Auction Program.

Daryl Halls noted that Cap-and-Trade could be a potential funding source; however whether or not transit can take part in it has yet to be determined. He stated that the primary goal currently is to get the project shelf-ready.

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.

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

INFORMATIONAL – NO DISCUSSION

12. Bus Industry Request for Information

13. Security at Curtola/Lemon Park & Ride Facility

14. Service Change Marketing and Outreach

15. BOARD MEMBERS COMMENTS

Chair Patterson commended Jim McElroy for his leadership and guidance during SolTrans' inaugural first year and presented him with a Proclamation, noting significant milestones that the agency achieved under his direction.

16. ADJOURNMENT

The meeting was adjourned at 5:48 p.m. The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, June 21, 2012, 4:00 p.m., Vallejo Council Chambers.**

Attested by:



5/25/2012

Suzanne Fredriksen
Clerk of the Board

Date

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DATE: June 14, 2012
TO: SolTrans Board
FROM: Greg Anderson, Director of Administrative Services
RE: MCI Bus Procurement Negotiation

Background:

SolTrans' commuter 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 three of these vehicles with alternative fuel vehicles.

Discussion:

At the May 24th SolTrans Board meeting an information item was presented to the Board regarding a Request for Information (RFI) that was being sent out to the known manufacturers of high capacity diesel buses. The results of the RFI showed that Motor Coach Industries (MCI) was the only manufacturer of large capacity buses currently able to meet our capacity and grant requirements (in particular FTA's "Buy America" requirement). It became apparent, particularly in the follow up calls to the eight manufacturers who were sent the RFI, that it is well known in the manufacturing industry that MCI is the only supplier of high capacity buses that meet Buy America.

As provided for in the SolTrans procurement manual, and in Federal regulations, when one vendor demonstrates a unique capability (in this case, the ability to meet our seating capacity and grant requirements) not available from another source, it is necessary to pursue a negotiated sole source contract with the vendor.

MCI, in its response, confirmed their ability to provide a California Air Resources Board compliant diesel-electric hybrid power package, which would meet earmark grant requirements for an alternative fuel vehicle. The initial three vehicles to be purchased pursuant to this contract with earmarked grants will be diesel-electric hybrid units to meet grant specific alternative fuel requirements. The contract with MCI will be structured so that diesel, as well as other alternative fuel power configurations are available as options for purchase of future vehicles.

Staff will return at a subsequent meeting following negotiations with the vendor to present a contract for consideration for sole source award by the Board.

Fiscal Impact:

Funding is available for this project through \$1,260,000 in FTA earmarked grants and \$1,000,000 in Prop 1B Lifeline Transportation funds, provided with the assistance of the Solano Transportation Authority. The balance of required funding will be obtained through CalTrans Prop 1B funds.

Recommendation:

Authorize the General Manager to enter into sole source negotiations with Motor Coach Industries for purchase of three commuter coaches, with options to purchase an additional thirty-three coaches within the next five years to replace the entire Intercity bus fleet.

Reviewed by:

A handwritten signature in blue ink, appearing to read "M. P. R.", is written over a horizontal line.

General Manager



DATE: June 12, 2012
TO: SolTrans Board
FROM: Nancy Whelan, Interim Chief Financial Officer
RE: Adoption of the SolTrans Investment Policy

Discussion:

The SolTrans Internal Control Policy states that the Board of Directors has authority over setting an investment policy, but SolTrans has not adopted a formal investment policy. An investment policy sets the parameters for investing available funds and objectives in so doing. SolTrans must observe the “Prudent Investor Standard” as stated in California Government Code 53600.3 and investments may be made in accordance with California Government Code Section 53601.

SolTrans accounting and cash management is handled by the City of Vacaville at SolTrans’ direction. Currently, any excess cash of SolTrans is swept into a pooled investment fund held by the City of Vacaville and interest on SolTrans cash balance is apportioned to SolTrans’ accounts. The City of Vacaville has adopted an investment policy which observes the same standards as the proposed SolTrans Investment Policy.

The attached investment policy is modeled after the investment policy adopted by the Solano Transportation Authority and does not conflict with the investment policy adopted by the City of Vacaville.

Legal counsel has reviewed the attached Resolution No. 2012-05 and the SolTrans Investment Policy and has approved the documents as to form.

Recommendation:

Adopt Resolution No. 2012-05 approving the attached SolTrans Investment Policy which delegates the SolTrans Finance Officer or General Manager as having authority over investment decisions until the Board rescinds this delegation.

Attachment:

- A. Board Resolution to Adopt the SolTrans Investment Policy

Reviewed by:

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General Manager

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RESOLUTION NO. 2012-05

**RESOLUTION OF SOLANO COUNTY TRANSIT (“SOLTRANS”)
ADOPTING THE SOLTRANS INVESTMENT POLICY**

WHEREAS, SolTrans desires to adopt an investment policy to comply with California Government Code section 53600.3; and,

WHEREAS, it is the policy of SolTrans to invest available funds in a manner which will preserve capital, meet the daily cash flow demands of SolTrans, and to provide investment return; and

WHEREAS, the SolTrans Board desires to delegate investment authority to the SolTrans Finance Officer and General Manager,

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Solano County Transit (SolTrans) that SolTrans approves and adopts the attached Investment Policy for SolTrans set forth in Exhibit A.

Passed by the Solano County Transit (SolTrans) Board on this **21st Day of June, 2012** by the following vote:

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

Elizabeth Patterson, Chair
Solano County Transit (SolTrans)

Attest: _____
Suzanne Fredriksen
Clerk of the Board

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SolTrans

Investment Policy

June 12, 2012

It is the policy of SolTrans to invest available funds in a manner which will preserve capital, meet the daily cash flow demands of SolTrans, and to provide investment return.

The investments program shall be operated in conformance with federal, state, and other legal requirements. This policy applies to the investment of all funds, excluding the investment of bond funds, if any.

Objectives

1. **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. SolTrans will not maintain any cash or money market balances in excess of insured limits in any one account.
2. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all cash flow requirements that may be reasonably anticipated.
3. **Return on Investment** – The investment portfolio shall be designed with the objective of attaining a market rate of return based on the current economic cycle, taking into account the investment risk constraints and liquidity needs.

Standard of Prudence

In managing its overall portfolio, SolTrans shall observe the “Prudent Investor Standard” as stated in California Government Code section 53600.3. Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of SolTrans, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of SolTrans.

Delegation of Authority

Management’s responsibility for the investment program is derived from the SolTrans Board of Directors (the Board) and is delegated to the SolTrans Finance Officer or General Manager. The Board may rescind the delegation pursuant to this section.

The General Manager and the Finance Officer are authorized to sign investment documents and/or execute cash transfers and make investments of SolTrans’ funds. All investment documents and cash transfer authorization forms shall be approved by two signature authorities.

If the General Manager or Finance Officer is unavailable for signature, then a member of the Board will sign as the second signature.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process will not engage in personal business activities that could conflict with the proper and lawful execution and management of the investment program, or that could impair their ability to make impartial decisions. Pursuant to the SolTrans Conflict of Interest Policy, employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the SolTrans Investment portfolio.

Financial Institutions and Investment Instruments

The SolTrans Finance Officer or General Manager shall establish and maintain a list of financial institutions and other financial services providers authorized to provide investment services.

SolTrans may invest in insured savings accounts or money market accounts in a qualified public depository as established by state law. Other investments may be made in accordance with California Government Code section 53601.

Reporting Requirements

Whenever SolTrans has investments, the SolTrans Finance Officer or General Manager shall submit a list of investment transactions and an investment report to the Board on a quarterly basis. The report will include, at a minimum, Investment types, issuer, maturity, dollar amount invested, and market value as of the date of the report.

In addition, the investment report shall state compliance of the portfolio with the statement of investment policy and a statement noting the ability of SolTrans to meet expenditure requirements for the next 6 months.

Investment Policy Review

SolTrans' investment policy shall be adopted by resolution of the Board. Any modifications to the policy must be approved by resolution of the Board.

Approved by:

Date



DATE: June 11, 2012
TO: SolTrans Board
FROM: Nancy Whelan, Interim Chief Financial Officer
RE: Authorization to File Applications with the Federal Transit Administration

Discussion:

FTA Circular 9030.1C provides guidelines for the preparation of grant applications to obtain Federal assistance for transit projects under the Urbanized Area Formula Program. Grant applicants must submit a resolution authorizing designated officials to submit FTA grant applications, annual certifications and assurances, and to execute grant and cooperative agreements.

On June 16, 2011 the SolTrans Board adopted an authorizing resolution for this purpose. Since then, a new General Manager has been appointed and the resolution needs to be updated to reflect this change. Attached is an updated resolution delegating the authority to the SolTrans General Manager to submit and execute FTA grant applications and any other supporting documents for obtaining financial assistance.

Legal counsel has reviewed the attached resolution and has approved as to form.

Recommendation:

Adopt a resolution authorizing the General Manager to file and execute applications to the Federal Transit Administration and any other related documents required for obtaining financial assistance.

Attachments:

- A. Resolution Authorizing the Filing of Applications with the Federal Transit Administration

Reviewed by:

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General Manager

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Resolution NO. 2012-06

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION FOR THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal Financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED by the Solano County Transit Board of Directors

1. The General Manager or his/her designee is authorized to execute and file application for Federal assistance on behalf of Solano County Transit with the Federal Transit Administration for Federal Assistance authorized by 49.U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. Solano County Transit received authority from the Metropolitan Transportation Commission to apply Urbanized Area Formula Program assistance on June 22, 2011.
2. The General Manager or his/her designee is authorized to execute and file with its application the annual certification and assurances and other document the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. The General Manager or his/her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Solano County Transit.

Passed and adopted by the Solano County Transit (SolTrans) Board on this **21st Day of June, 2012** by the following vote:

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

 Elizabeth Patterson, Chair
 Solano County Transit

Attest: _____
 Suzanne Fredriksen, Clerk of the Board

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DATE: June 13, 2012
TO: SolTrans Board
FROM: Bernadette Curry, SolTrans Legal Counsel
RE: Approval of Agreement with Water Emergency Transportation Authority for Route 200 Service

Background:

In 2007, the California State Legislature approved SB 976 that directed that the Vallejo Baylink Ferry be one of two existing Bay Area ferry services transferred to the Water Emergency Transportation Authority (WETA). With clarifying direction approved in 2008 pursuant to SB 1093, the City of Vallejo and WETA have been working on the transition of services which is anticipated to finally occur on July 1, 2012.

As a complement to the Baylink Ferry Service, SolTrans operates Route 200 (Rt. 200) bus service serving the two ferry terminals (Vallejo and San Francisco). Rt. 200 has also provided back-up bus service when the ferry ridership is over capacity or when trips are cancelled, usually for mechanical reasons.

Discussion:

With the anticipated transition of ferry operations to WETA, SolTrans staff has been negotiating with WETA for the continued operations of Rt. 200 and the drafting of an agreement to provide for SolTrans' full cost recovery of such service. Staff is proposing an initial one-year term to allow for the transition of services to WETA and to evaluate the continued operation of Rt. 200 by SolTrans under the current arrangement.

Staff is recommending that the Board authorize the General Manager to execute an agreement with WETA once the final document has been reviewed and approved as to form by SolTrans Legal Counsel.

Fiscal Impact:

The adopted FY 2012-13 SolTrans operating budget includes \$350,000 for Route 200 Ferry Services to be reimbursed by WETA and \$187,000 for Ferry Ticket Office operations to be reimbursed by WETA. Actual amounts may differ based on the number of vehicle service hours operated on Route 200 and any additional back up bus service provided to WETA under the agreement. Actual costs for the service will be recovered from WETA.

Recommendation:

Authorize the SolTrans General Manager to execute an agreement with WETA for the provision of Route 200 and back-up bus service beginning July 1, 2012 through June 30, 2013, as well as for the management of the Ferry Terminal ticket booth.

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DATE: June 11, 2012
TO: SolTrans Board
FROM: Nancy Whelan, Interim Chief Financial Officer
RE: Approval of Continuation of Financial and Human Resources Services Agreement
with the City of Vacaville

Background:

More than a year ago, the transition team recommended that SolTrans seek a contractor to provide accounting services and human resource services for the new agency. Interest was solicited from cities in Solano County and from the County of Solano, and only the City of Vacaville expressed interest in providing these services. As a part of the transition, STA entered into a contract with the City of Vacaville on June 22, 2011 on behalf of the newly forming agency. The agreement allows for the original agreement to be assigned to SolTrans, which STA has done.

The City of Vacaville has provided financial services to SolTrans for the past year. They have been integral to establishing financial independence for SolTrans. The City of Vacaville was particularly helpful in assisting SolTrans in establishing a bank account, processing credit and debit card transactions, and depositing fare revenues on a regular basis. They process accounts payable and accounts receivable in a timely manner, maintain the general ledger, and provide reports as requested.

Discussion:

At this time, SolTrans and the City of Vacaville wish to extend the agreement for a one year term from July 1, 2012 through June 30, 2013. Payroll processing and benefits management services were included in the FY 11-12 agreement, but those services were not utilized until the recent hiring of the General Manager. Payroll processing, benefits management, and a limited amount of human resources support is included in the agreement in anticipation of SolTrans utilizing those services more extensively FY 12-13.

The cost of financial services under this agreement is \$65,600, a \$5,600 increase over the cost of these services under the previous agreement with City of Vacaville. Human resources services are \$10,000 for FY 12-13, the same amount as charged in the previous agreement. The cost of this agreement is included in the adopted FY 2012-13 operating budget.

Legal counsel has reviewed the Agreement for Continuation of Services with the City of Vacaville and has approved as to form.

Recommendation:

Authorize the General Manager to approve the Agreement for Continuation of Services with the City of Vacaville for an amount not to exceed \$75,600 for financial services and human resources services for the period from July 1, 2012 through June 30, 2013, as shown in Attachment A.

Attachments:

A. Agreement for Continuation of Services

Reviewed by:

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General Manager

Board of Directors
 Solano County Transit (Soltrans)
 311 Sacramento Street
 Vallejo, California

AGREEMENT FOR CONTINUATION OF SERVICES

The City of Vacaville (the City) finance staff has developed this agreement for continuation of provision of financial and benefits management services to Solano County Transit (“Soltrans”) for fiscal year 2012/13. In fiscal year 2011/12, the City and Solano Transportation Authority (“STA”) (on behalf of the recently formed Soltrans JPA) entered into a contract dated June 22, 2011 (“Original Agreement”), pursuant to which the City has been providing financial management and human resources/benefit management services to the newly formed Soltrans. The Original Agreement allowed for the assignment of the Original Agreement and all of its rights and obligations to Soltrans. STA has since assigned the Original Agreement to Soltrans and has, and by entering into the Continuation of Services, does agree to assume all of the rights and obligations of both STA and Soltrans under the Original Agreement.

Based on the above, the City and Soltrans desire to extend the Original Agreement for a one year term, from July 1, 2012 through June 30, 2013 and as amended herein to include a revised scope of services and revised compensation.

Outlined below are the services to be provided by the City on behalf of Soltrans, along with the related compensation

The City serves only as a processing entity for Soltrans’ financial transactions. The proposed fee reflects this in the service levels. Limited assistance may be provided in the interpretation of financial records, review of financial activity, and assistance with the year-end audit at an hourly rate of \$100, but only if resources are available.

With respect to accounting services provided pursuant to this Continuation of Services Agreement, the City’s primary responsibility is for processing accounting and payroll transactions and providing standard accounting reports to Soltrans. (See listing of standard monthly financial reports below.) Soltrans management maintains complete responsibility for establishing, maintaining and enforcing the internal accounting controls over the accounting and payroll transactions submitted by Soltrans to the City. Unless expressly agreed to in writing, the City will not be responsible for maintaining or enforcing Soltrans’ accounting and payroll related policies, procedures and controls.

Financial Processing Services

Soltrans agrees to pay the City \$65,600 in compensation for the financial services set forth below for fiscal year 2012/13.

- Payroll Services: Payroll checks (direct deposits preferred) are prepared semi-monthly. Paid on the 15th (if 15th falls on the weekend will be paid the Friday before) and the last day of the month (if falls on weekend will be paid the Friday before). The City is not responsible for enforcement of Soltrans’ employee policies and procedures or accuracy of timesheet account coding provided by Soltrans.
 - ✚ Timesheets will either be sent to the City via e-mail or done through the City’s HR website if determined applicable. This must be done no later than three (3) days after close of the pay period.
 - ✚ Payroll entry and processing takes place two (2) days prior to payday.

- ✚ Special checks can be processed on dates specified on a separate calendar.
 - ✚ Pick up of paychecks is done day on payday by an authorized Soltrans employee.
 - ✚ PERS and deferred compensation reporting are done after pay period is finalized.
 - ✚ Payroll taxes are sent after pay period is finalized.
 - ✚ Claims processing for deductions, reconciliations of payroll liabilities, electronic transmittals and bank reporting requirements will be done after payroll is finalized.
 - ✚ Reports available for pickup include payroll register; benefit and deduction reports; leave balance reports; deferred compensation reports; and PERS reports.
 - ✚ Quarterly payroll services include: (1) De9, De9c and (2) 941 and 941b. Copies of these reports will be available 15 days after filing
 - ✚ Yearly payroll reporting include: W2
 - ✚ Copies of quarterly payroll tax reports and supporting documents for De9 and IRS form 941 will be provided to Soltrans within 15 days of filing. Copies of the annual reports for payroll taxes, such as W2 and De9c, will be provided to Soltrans within 15 days of filing electronically. Copies of the annual fiscal year-end report for retirement will be provided to Soltrans within 30 days of year-end.
- Accounts Receivable Services: Processing of invoices and maintaining of payments and collections. Invoices will be printed as City of Vacaville.
- ✚ Invoices processed weekly on a schedule to be determined.
 - ✚ Payments collected and recorded.
 - ✚ Reports available are: Billing history, aging, register, edit, post, and customer history.
- Accounts Payable Services: Processing of invoices to be paid by Soltrans
- ✚ Invoices received by e-mail to be processed weekly on a schedule to be determined
 - ✚ Reports available are: Invoice posting report, check register copies for each Soltrans check run.
 - ✚ End of year 1099 reporting, Franchise Tax Board requirements
 - ✚ Bank reporting requirements.
- Management of Soltrans' cash, coin and check deposits consistent with the investment policies and practices of the City.
- With Soltrans access to Citrix provided, Soltrans will run the financial reports they feel necessary from the City's accounting system. Soltrans will need to contract directly with Eden if customized reports are necessary.
- General Ledger:
- ✚ Processing journal entries, including budget entries, as provided by Soltrans, on a daily basis for deposits and a monthly basis for all other journal entries.
 - ✚ Journal entries must be submitted in prescribed format as defined by City.
 - ✚ All back-up documentation for the journal entries will be the sole responsibility of Soltrans and will be maintained by Soltrans.
 - ✚ All journal entries required for a particular month-end close shall be submitted by the 5th of the month following the month being closed. Any journal entry requests that are incomplete will be returned to Soltrans for clarification and shall include in writing the

reason for which it is being returned. The City will not be responsible for identifying any year-end entries (i.e. accounts payable and receivable accruals, compensated absences calculation, capitalized assets and depreciation). Any such entries should be included as a journal entry request from Soltrans and any subsequent reversals should also be requested by Soltrans.

✚ If Citrix access is not available, the City will provide assistance running routine reports until the services is available.

- As noted above, if any services are requested outside of the scope of the items mentioned above, including Citrix access and IT technical support, Soltrans will be billed an additional fee at the hourly rate of \$100, City resources permitting.
- Any services that require special handling and/or accelerated timetables may result in additional fees as well. The rate quoted in this document is based on routine handling of day-to-day accounting activities. Any Accounts Payable special check request outside of the previously published check run schedule will result in a special check fee, currently \$50 per check. Also, any requests for financial services including payroll and accounts payable check processing as well as purchasing requests will be provided to the City with a sufficient lead time to be processed within pre-established schedules whenever possible. Any special handling will need to be communicated in writing or e-mail to City staff and may result in additional fees to Soltrans.

All reconciliations (other than cash and payroll related liabilities), monthly reviews and reporting will be the responsibility of Soltrans. All year-end work papers (i.e. fixed assets, compensated absences) are the responsibility of Soltrans. Journal entry requests may be submitted on a daily or monthly basis directly to the City in a prescribed format. In the event Soltrans needs access to original accounting records (i.e. timesheets, original invoices, journal entries), Soltrans will notify the designated City contact and send a Soltrans employee to photocopy those records.

Benefit Management

Soltrans agrees to pay the City \$10,000 in compensation for the City's Human Resource Department's services to provide routine salary and benefit administration, and occasional advice and guidance on general human resource matters for the fiscal year 2012/13 as follows:

1. Personnel transaction processing – including salary range and position set-up upon initial hire, and implementation of pro-active pay adjustments such as changes in salary step, promotions, reclassifications, demotions, and separations. The City agrees to process three (3) retro-active pay adjustments per fiscal year at no charge. *Additional retro-active pay adjustments will be charged separately as described below.*
2. Retirement enrollments, payment reconciliations and terminations
3. Health insurance payment reconciliation (if and when a health insurance plan is established by Soltrans)
4. City dental and vision plan enrollment and administration
5. Life and Long-Term Disability (LTD) insurance administration, including any benefit plan updates
6. Deferred compensation (401a and/or 457 plans) payroll deduction and payment reconciliation
7. Unemployment insurance payment reconciliation

8. Workers Compensation insurance payment reconciliation
9. Any changes to employee benefit rates (when changed by the City) during the term of this agreement will be communicated in writing to Soltrans' Executive Director or his/her designee
10. Access to Mandated Sexual Harassment supervisory training

On an occasional basis, not to exceed a total of 6 hours per fiscal year, Soltrans staff may discuss personnel matters with City Human Resources staff to obtain assistance and guidance on issues such as recruitment, hiring, accommodation, performance, discipline, and other personnel matters.

In addition to any other services not specifically set forth above, the following services are beyond the scope of this agreement and will be charged separately at \$100 per hour:

- ✚ Retro-active salary adjustments beyond the three (3) per fiscal year provided for under normal payroll processing.
- ✚ Development of special reports and/or research requested by Soltrans with less than 48 hours turn-around time. Requests must be in writing or e-mail from Soltrans and agreed to by the City. Upon request, the City will provide Soltrans with an estimate of the cost to provide such report(s) and/or research.

Expansion Services

If Soltrans expands its functions or acquires additional grants or other revenue sources which necessitate additional service by the City, renegotiation of fees, including set-up fees, may be necessary, and shall be initiated upon written request of City.

Except as specifically set forth herein, all of the terms and conditions of the Original Agreement remain in full force and effect.

SIGNATURE PAGES FOLLOW:

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the last date set forth below.

SOLANO COUNTY TRANSIT
“Soltrans”

By: _____

Date: _____

Mona Babauta
General Manager
Solano County Transit

“Approved as to Form”

By: _____

Date: _____

Bernadette Curry
Legal Counsel
Solano County Transit

CITY OF VACAVILLE
“City”

By: _____

Date: _____

Jeremy T. Craig
Director of Finance and Information Technology
City of Vacaville

“Approved as to Form”

By: _____

Date: _____

Melinda C. H. Stewart
Assistant City Attorney
City of Vacaville

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DATE: June 11, 2012
TO: SolTrans Board
FROM: Jeanine Wooley, Director of Operations
RE: Route 78 Status Update

Background:

On May 24, 2012 the SolTrans Board adopted a Service Plan that included the elimination of the Pleasant Hill BART station stop on the Solano Express Route 78, which currently provides commuter service generally along the Interstate 680 Corridor between the Vallejo Transit Center (VTC) and the Walnut Creek BART station. Following that meeting on June 8, 2012, Solano Transportation Authority (STA) staff rode Route 78 to become more familiar with it. STA staff took the trip departing from the VTC at 7:05 a.m. Noting that the Pleasant Hill BART stop was more heavily used on this trip, STA expressed concerns that ridership may be significantly impacted with its elimination.

Discussion:

During FY 2013, Route 78 will receive approximately \$500,000 in Regional Measure 2 (RM2) bridge toll funding. In order to maintain eligibility for this funding, the route must achieve a 20% farebox recovery ratio, meaning that 20% of the route's operating expenses must be recovered through passenger fares. Currently, the Route 78 does not meet this farebox recovery requirement and is at risk of losing the RM2 subsidy. To meet the requirement, either operating expenses must be reduced and/or passenger fares must be increased accordingly.

Additionally, Route 78 is one of seven (7) Solano Express routes, which is funded by cities in the County through the Intercity Funding Agreement. Per the Intercity Funding Agreement, changes to Solano Express routes must be presented to the Solano Express Intercity Transit Consortium, and this occurred on May 30, 2012. Given concerns about farebox recovery and route efficiency, the Consortium forwarded a recommendation to the STA Board to approve the service modifications, contingent upon the completion of a performance evaluation within six months after implementation. The Consortium then requested that the results of this evaluation be reported back to the group for further discussion.

The STA Board approved adoption of SolTrans' service modifications on June 13, 2012. However, the Board further authorized the Executive Director to forward a letter to SolTrans with the recommendation to consider retaining the Pleasant Hill BART stop, in an effort to retain existing ridership and address concerns regarding the potential loss of RM2 funds.

In light of the STA Board action and concerns expressed by STA staff and some bus patrons, SolTrans staff is recommending suspension of any changes to the existing Route 78, at this time, as not to disrupt the service and ridership while further financial and service analyses are conducted. Staff will return to the Board with a follow-up recommendation by its August 2012 meeting.

Staff, however, will proceed with implementing the three, daily trips to Diablo Valley College on July 1, 2012, separate from the existing Route 78 schedule, as already communicated throughout the outreach process. Sunday service between Vallejo and Walnut Creek, serving Benicia in between, will also be implemented on July 1, 2012, but will be identified as Route 80S. Furthermore, aggressive outreach efforts will continue to ensure that existing Route 78 passengers are aware that the Pleasant Hill BART station stop will be maintained as currently scheduled for now.

Fiscal Impact:

Suspending modifications to Route 78 is estimated to increase the monthly operating expenditure by approximately \$30,000 when compared to the cost of the route at the reduced service levels approved by the Board in May 2012. On the other hand, the approved modifications to the route, which include the elimination of the stop at the Pleasant Hill BART station, could result in a decrease in ridership and farebox revenues that would further exacerbate the agency's ability to comply with the RM2 farebox recovery ratio requirement. Non-compliance with the requirement could result in a loss of over \$500,000 in annual RM2 funds for this route. The potential loss of the RM2 subsidy would outweigh the increase in operating expenses.

Recommendation:

Authorize staff to maintain the existing Route 78 schedule pending further service and financial analyses.

Attachments:

- A. STA Board Report on Route 78 Service Changes presented on June 13, 2012



DATE: June 4, 2012
 TO: STA Board
 FROM: Liz Niedziela, Transit Program Manager/Analyst
 RE: Proposed SolanoExpress Route 78 Service Changes

Background:

Prior to 2005, the funding for Solano County's intercity routes, collectively called Solano Express, was shared among local jurisdictions through various understandings and internal agreements. In Fiscal Year (FY) 2005-06, at the request of Vallejo Transit and Fairfield and Suisun Transit, the STA coordinated with the transit operators to create a standard cost-sharing method that would provide stability for the operators of the intercity services and the funding partners. A working group was formed, the Intercity Transit Funding (ITF) Working Group, and was comprised of representatives from STA, Solano County, and each city in Solano County. The first countywide Intercity Transit Funding Agreement was established for FY 2006-07.

Key components of the agreement are the Intercity Cost Sharing Formula, primarily based upon two factors: ridership by residence and population. This shared funding is for the cost of these routes after farebox and other non-local revenue are taken into account. Another key element of the agreement is that these routes be regularly monitored so that all the funding partners are aware of these routes' performances. This data guides future funding, service planning and marketing decisions.

Discussion:

SolanoExpress Route 78 provides service along the I-780 corridor between Baylink Ferry and Pleasant Hill and Walnut Creek BART station. Route 78 is the only one of seven SolanoExpress initiated after the first funding agreement was developed. Route 78 is managed by Solano Transportation Authority and operated by SolTrans and is one of the seven routes in the ITF agreement that funding partners pay into. Route 78 is one of the five routes funded by Regional Measure 2 (RM 2) bridge toll funds. In efforts to build a sustainable transit system, SolTrans staff was directed by the SolTrans Board to eliminate approximately 17,000 service hours from their overall transit system.

Route 78 serves Vallejo, Benicia, Pheasant Hill and Walnut Creek BART and Baylink Ferry. Route 78 changes are as follows (Attachment A):

- Eliminate the Pheasant Hill BART station
- Add Sunday Service in place of Route 80 Sunday service
- Add Diablo Community College stop to the route
- Fare Increase to unify intercity fare structure

Per the Intercity Funding Agreement, STA staff requested SolTrans provide the Consortium and STA staff with a presentation of the proposed services changes to Route 78.

SolTrans staff is still working on developing the changes to Route 78. The Route 80 may be modified to run the Sunday service between Vallejo, Benicia and BART instead of Route 78. The Diablo Community College run may be provided by another alternative and is still be evaluated by SolTrans staff. The main concern of the changes to Route 78 was to maintain RM 2 eligibility.

At its meeting of May 30th, the Solano Express Intercity Transit Consortium (Consortium) approved to forward the recommended changes to Route 78 with the service to be evaluated after six months with (Five Ayes Rio Vista abstaining).

On June 7th, STA's transit and SNCI staff toured Route 78 and has analyzed the service changes to Route 78 and recommends SolTrans consider restoring service to Pleasant Hill BART to avoid a potential loss of ridership and to address concerns about the potential loss of RM 2 funds.

Recommendation:

Approve the following to SolanoExpress Route 78 as recommended by SolTrans:

1. Service Modifications; and
2. Authorize the Executive Director to forward a letter to SolTrans with comments as specified.

Attachment:

- A. SolTrans Board Report on Service Changes
- B. SolTrans Power Point



DATE: June 13, 2012
TO: SolTrans Board
FROM: Ward Stewart, Project Manager
RE: Service Change Marketing and Outreach Update

Background:

At the May 24, 2012 SolTrans Board Meeting, staff presented the Board with a short-term marketing and outreach plan focused primarily on the service changes proposed for implementation July 1, 2012. During that meeting, the Board emphasized the necessity for effective marketing and community outreach and placed a priority upon customer service leading up to the initiation of service changes. To that end, staff has adopted an “all hands on deck” approach, with contributions coming from Solano Transportation Authority (STA), MV Transportation and SolTrans. This item is to provide a brief overview of our approach to service change outreach thus far.

Discussion:

In order to ensure that the public receives the information needed to make informed decisions about their use of the system after July 1st, staff has focused on a few specific tools to provide the necessary outreach. The focus from staff has been, and will continue to be on the following:

Community Events

On June 2nd, SolTrans and MV staff had an informational booth at the annual Pista Sa Nayan (Filipino Cultural Festival) at the Vallejo Waterfront. The event was well attended and provided a great opportunity to distribute informational materials such as updated route maps, hand-out promotional items, and talk with riders about how changes may affect them. SolTrans staff will be present at African American Family Day (formerly Juneteenth) on June 16th. Staff plans to attend the “Gospel by the Bay” event on the Vallejo Waterfront on June 23rd.

Bus Posting

Staff has produced and installed “car cards” on all of SolTrans’ fleet. This approach visually reaches patrons as they enter and exit buses. In addition, informational “seat drops” and driver hand-outs will provide riders with information as they use the system.

Site Posting and Distribution

Staff is in the process of posting information at high foot traffic locations throughout the community such as government, social service, transit centers, grocery stores and recreational

facilities. Staff will also be present periodically at transit centers and peak hour stops to provide information and answer questions.

Print Media

SolTrans has contacted Times Herald staff and will be printing both public notice style information and a formal article promoting the service changes as we approach the implementation date. Other forms of print media such as press releases, and notices in community newsletters will be implemented.

Online Resources

STA staff has assisted in providing service change information on the SolTrans website and Facebook page, the STA website, Commuterinfo.net and other Bay Area transit related web resources.

Audio/Visual Media

SolTrans has contacted Vallejo Community Access Television (VCAT) and Ozcat Radio to provide service change information through a public service announcement methodology.

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.

Attachments:

- A. Marketing Outreach Implementation Plan Matrix



(last updated 06/15/12)

| Work Plan for Public Outreach | | | | | |
|-------------------------------|--|------------|---------------------------------|--|----------------|
| Item No | Task | Start Date | Target Completion date & Status | Comments | Lead |
| 1. Community Events | | | | | |
| 1.1 | Informational Notice Preparation | 6/1/12 | Completed | Service change, fare restructure, route 78, complete translation | Jeanine |
| 1.2 | Event Planning | | As Needed | Pista Sa Nayon 6/2, Juneteenth 6/16, Gospel by the Bay 6/23, Farmers Markets | Ward |
| 2. Bus Posting | | | | | |
| 2.1 | Car Cards | 6/1/12 | Completed | Full fleet | Jayne, Jeanine |
| 2.2 | Maps | 6/1/12 | Completed | Bus stops (additional locations will be added) | Jeanine, Angel |
| 2.3 | Schedule Distribution | 6/4/12 | ASAP | Currently printing schedules, distribution to occur ASAP | Angel, Don |
| 3. Site Posting | | | | | |
| 3.1 | Public Notice | 6/1/12 | Completed | Distributed at events, buses and stops | Jeanine |
| 3.2 | Translation | 6/1/12 | 6/15/12 | Translation received and posted on soltransride.com; in process of posting at various public locations | Via Inc. |
| 4. Print Media | | | | | |
| 4.1 | Public Notice | 6/9/12 | 6/15/12 | Ongoing, Senior Center Newsletters, Chamber of Commerce | Jeanine |
| 4.2 | Spanish Translation | | ASAP | Car Cards, seat drops have been distributed to the public | Via Inc. |
| 4.3 | Press Release, Formal Article | | ASAP | In process with Times Herald for every Sunday and Wednesday, Benicia Herald | Ward |
| 5. Online Resources | | | | | |
| 5.1 | Website (SolTrans, STA, SNCI, Facebook) | | Completed | | Jeanine, Jayne |
| 5.2 | Website (511) | | ASAP | In process | Jeanine, MV |
| 5.3 | Web versions of print materials | | ASAP | Currently completing with STA staff | Jeanine, Angel |
| 5.4 | Other websites coordination | 6/1/12 | ASAP | In process with VCUSD, additional plans to work with BUSD, Solano CC, DVC | Ward |
| 6. Audio/Visual Media | | | | | |
| 6.1 | VCAT (Vallejo Community Access Television) | | 6/15/12 | In process, plans to implement by 6/25 | Ward |
| 6.2 | OZCAT Radio | | 6/15/12 | In process, plans to implement by 6/25 | Ward |
| 7. Other | | | | | |
| 7.1 | Specific Route Outreach | | 6/25/12 | Staff riding system | Jeanine |
| 7.2 | Transit Center/Bus Stop hand out Q&A | | | | SolTrans/MV |
| 7.3 | MV Staffing for Implementation/Briefing | | | | Jeanine, Russ |
| 8. Marketing/PR | | | | | |
| 8.1 | Senior Outreach | 6/5/12 | | Three meetings confirmed as of 6/14 | Jeanine |
| 8.2 | Route 78 Passenger Outreach | 6/5/12 | | Ongoing | Jeanine |
| 9. Electronic Signs | | | | | |
| 9.1 | Reprogram Bus Header Signs | 6/4/12 | 6/30/12 | | Jeanine, MV |

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DATE: June 12, 2012
TO: SolTrans Board Meeting
FROM: Jeanine Wooley, Director of Operations
RE: Dial-A-Ride Implementation

Background:

General Public Dial-A-Ride (DAR) provides curb-to-curb transportation to the residents of Benicia. The Short Range Transit Plan and the subsequent Service Plan adopted by the Board allocated additional resources and established performance measures specific to General Public Dial-A-Ride service.

Currently, local Benicia service is comprised of two flex routes that operate a combined total of eight hours a day (Monday – Friday), General Public Dial-A-Ride and ADA Paratransit. The adopted service plan eliminates both flex routes and ADA Paratransit. ADA requires complimentary paratransit within a 3/4 mile corridor of fixed route service. However, paratransit is not required when General Public Dial-A-Ride is available. These services emulate each other given that each provides origin to destination or curb-to-curb service.

Presently, Benicia’s DAR operates with limited resources and preference is given to paratransit-eligible individuals over the general public, making it difficult for the general public to utilize the system. Improvements were developed for July 1st implementation to improve performance and meet overall demand.

Discussion:

SolTrans Dial-A-Ride will be available to the general public Monday through Saturday within the city limits of Benicia. Limited Sunday service will operate parallel to the fixed route schedule. Trips may be scheduled up to three days in advance. Same day reservations will be accommodated with a minimum of two hours advance notice.

On the Dial-A-Ride Service:

- Reservations up to 3 days in advance
- Reservationists available between 6:30 a.m. – 5:30 p.m. 7 days a week
- Cancellation Policy – Requires minimum of 30-minutes before the scheduled pick-up time.

- No-Show Policy – No-shows are different from cancellations and service can be suspended for a pattern or practice of missing scheduled trips. Allowances will be made for missed trips that are beyond the control of the passenger.
- Service outside Benicia city limits will be provided to all ADA certified residents via traditional paratransit.

ADA certified Paratransit riders in Benicia were mailed a letter informing them that traditional ADA paratransit will be replaced with General Public Dial-A-Ride effective July 1st. Staff will work with the ridership to ensure a smooth transition as they become familiar with the changes.

Fiscal Impact:

No impact. Operating costs will be constrained by the established FY 2013 budget for this service.

Recommendation:

Informational



DATE: June 13, 2012
TO: SolTrans Board
FROM: Ward Stewart, Project Manager
RE: Bus Shelter Installation Project

Background:

At the December 20, 2011 regular Vallejo City Council meeting, the Council authorized the City Manager to issue a purchase order to Tolar Manufacturing for 43 bus shelters. These requested shelters are proposed to replace existing shelters throughout the City of Vallejo which have exceeded their useful life and are in need of replacement. New shelters were purchased through the California Association for Coordinated Transportation (Cal ACT) Cooperative Bus Shelter Purchase Contract in the amount of \$223,154.

On May 3, 2012, the City of Vallejo Clerk's office reviewed three bids for the installation project and on May 18, 2012 issued a Notice of Intent to Award the project to N.D. Electrical Construction, who submitted a bid to install the shelters in the amount of \$191,161.60. The installation contract will go before the City Council for approval on a future agenda.

Discussion:

The project scope includes installation of the new bus shelters and repair, reconstruction or rehabilitation of sidewalks, curb, gutter, and asphalt pavement adjacent to and incorporated with each stop. Bus shelters intended for removal will have their materials recycled. Construction is planned to commence in mid July 2012, with a 40 working day contract. The construction phase is scheduled to be completed by September 2012.

In order to minimize any inconvenience to the public, localized traffic control and pedestrian barriers will be implemented. In addition, the contractor will notify bus riders and other affected parties through construction signs and door knob hangers of their activities a minimum of three days prior to construction. Streets within the limits of work will remain open during construction with a minimum of one lane open at all times. Bus stops will be temporarily relocated nearby during the installation of the bus shelters.

A separate bus shelter project to replace and renovate stops within Benicia is in the pre-construction engineering phase and will be brought before the Board as a future agenda item.

Fiscal Impact:

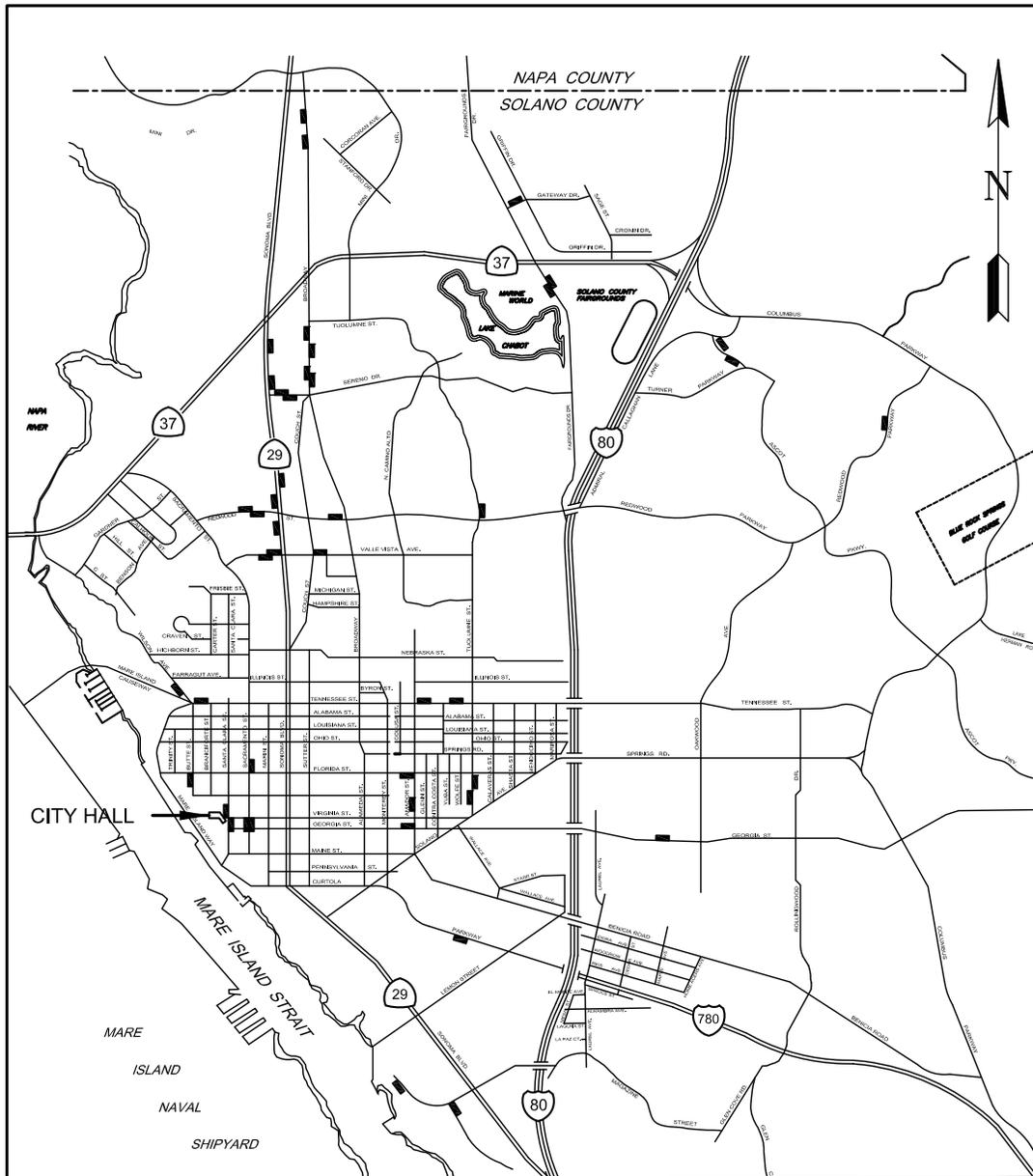
No impact. The project is fully funded through FTA and State Proposition 1B grants currently held by the City of Vallejo.

Recommendation:

Informational.

Attachments:

- A. Bus Shelter Location Map
- B. Bus Shelter Photos



PROJECT LOCATION MAP

LEGEND

■ NEW BUS SHELTER

INDEX OF DRAWINGS

| DESCRIPTION | SHT. NO. |
|--------------------------|----------|
| TITLE SHEET | TS-1 1 |
| GENERAL NOTES | GN-1 2 |
| GENERAL NOTES & DETAILS | DT-1 3 |
| BUS SHELTER LOCATION MAP | LM 4-45 |

CITY OF VALLEJO, CALIFORNIA

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

| | |
|----------------------|-----------------------------|
| DWG. NO. <u>TS-1</u> | SHEET <u>1</u> OF <u>45</u> |
| DRAWN BY <u>SM</u> | FILE NO. <u>PW9826</u> |
| DATE <u>04/06/12</u> | REF. <u>-</u> |
| CHECKED <u>AAP</u> | SCALE <u>NO SCALE</u> |

BUS SHELTERS INSTALLATION PROJECT

TITLE SHEET

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City Hall (present)



Curtola & Lemon



1375 Florida St.



New Proposed