



**BOARD MEETING AGENDA
4:00 p.m., Regular Meeting
Thursday, August 16, 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. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
(4:00 – 4:05 p.m.)

Elizabeth Patterson, Mayor
City of Benicia

- 2. CONFIRM QUORUM/ STATEMENT OF CONFLICT**

Suzanne Fredriksen
Clerk of the Board

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

- 3. APPROVAL OF AGENDA**

SOLTRANS BOARD OF DIRECTORS

Elizabeth Patterson	Mark Hughes	Erin Hannigan	Osby Davis	Jim Spring	Harry Price
City of Benicia	City of Benicia	City of Vallejo	City of Vallejo	MTC Representative	STA Ex-Officio
Alternate Director Alan Schwartzman		Alternate Director Stephanie Gomes			

4. OPPORTUNITY FOR PUBLIC COMMENT

(4:05 – 4:10 p.m.)

5. GENERAL MANAGER’S REPORT

Mona Babauta

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(4:10 – 4:15 p.m.)

CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

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

(4:15 – 4:20 p.m.)

6a. Meeting Minutes of July 19, 2012

Suzanne Fredriksen,
Clerk of the Board

Recommendation:

Approve the meeting minutes of July 19, 2012.

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6b. Approval of Participation in the Golden State Risk Management Authority for Insurance and Risk Management Services

Bernadette Curry,
Legal Counsel

Recommendation:

1. *Authorize participation in the Golden State Risk Management Authority and authorize the Chair to execute the agreement;*
2. *Approve a Resolution authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers Compensation Liabilities program;*
3. *Delegate execution authority to SolTrans Legal Counsel for all other agreements related to insurance.*

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6c. On-Call Professional Services RFP

Greg Anderson,
Director of Administrative Services

Recommendation:

Authorize the General Manager to release the RFP for on-call professional services.

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REGULAR CALENDAR

ACTION ITEMS

7. Fiscal Year 2012-13 Service Contract Extension with MV Transportation

Mona Babauta,
General Manager

Recommendation

- 1) *Authorize the General Manager to execute a second contract extension with MV Transportation for the period of September 1, 2012 through June 30, 2013;*

- 2) *Authorize a total FY 2012-13 contract amount for MV Transportation (July 1, 2012 – June 30, 2013) in an amount not to exceed \$7,945,253, which would reflect the total sum of costs associated with the first and second contract extensions;*
- 3) *Authorize an increase in the FY 2012-13 appropriations by \$360,253, from \$7,600,000 to \$7,960,253, for the service contract with MV Transportation, which would include a \$15,000 contract contingency, and a commensurate increase in operating revenues with one-time transition funds from MTC, and;*
- 4) *Delegate authority to the General Manager to spend the appropriation and amend the contract as needed.*

(4:20 – 4:35 p.m.)

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8. Route 78 Status Update

Philip Kamhi,
Finance Officer

Recommendation:

Authorize staff to continue to analyze route data, develop a proposed schedule to improve the route's cost-efficiency and farebox recovery, gather public input on the proposal, and seek approval from the Solano Transportation Authority (STA) Intercity Transit Consortium and the Board before returning to the SolTrans Board for final approval.

(4:35 – 4:45 p.m.)

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9. Fiscal Year 2012-13 SolTrans Performance Measures

Mona Babauta,
General Manager

Recommendation:

Approve the SolTrans Performance Goals and Objectives for FY 2012-13 and require that the General Manager return to the Board in September 2012 with a further refined set of goals and objectives that include specific performance measures and/or project milestones that are quantifiable.

(4:45 – 5:05 p.m.)

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NON-ACTION/ INFORMATIONAL ITEMS

10. Fiscal Year 2011-12 Year-end Fixed Route Ridership Reports

Mona Babauta,
General Manager

Recommendation:

Informational.

(5:05 – 5:15 p.m.)

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11. Presentation on Proposed SolTrans Retirement Benefits Plan

Joy Apilado,
STA

Recommendation

Informational.

(5:15 – 5:25 p.m.)

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12. SolTrans Back-to-School Community Event

Ward Stewart,
Project Manager

Recommendation:

Informational.

(5:25 – 5:35 p.m.)

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STAFF BRIEFINGS

This time is reserved for SolTrans staff to provide a five-minute briefing to the Board on various items of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for Board consideration.

13. Bus Shelter Project Update

Greg Anderson,
Director of Administrative Services

Recommendation:

Informational.

(5:35 – 5:40 p.m.)

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14. BOARD MEMBERS COMMENTS

15. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled as one of two annual evening meetings to occur on **Thursday, September 20, 2012, 6:30 p.m., Benicia Council Chambers.**



TO: BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, GENERAL MANAGER
SUBJECT: GENERAL MANAGER'S REPORT
ACTION: INFORMATIONAL

Since the SolTrans Board meeting on July 19, 2012, the following items are provided for your information:

Financial

- It came to my attention last week that SolTrans needed to close-out the City of Vallejo's FY 2010-11 National Transit Database (NTD) Report, which is mandated by federal regulation. The Federal Transit Administration (FTA) further noted that close-out was required by August 10, 2012, to avoid being reported to Congress as non-compliant and having future federal grants potentially withheld from SolTrans. Submission of the annual NTD report is not only a condition for receiving annual allocations of federal funds, but the data it contains typically serves as a basis for calculating certain funding sources. Staff responded swiftly with the help of WETA staff (related to ferry issues), MV staff, and a consultancy firm, Solutions for Transit, and the report was submitted by Friday, August 10, 2012. Staff is already working on the FY 2011-12 report, which is due to the NTD this fall, and this will be the first year that we will be submitting as Solano County Transit (SolTrans).
- As previously reported, the federal legislation through which SolTrans receives its annual allocations of federal funding, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), was finally replaced by Moving Ahead for Progress in the 21st Century (MAP-21) on June 29, 2012 and will become effective on October 1, 2012. General highlights of the program and a quick analysis of how SolTrans may be impacted were attached to the General Manager's Report during the July 19th Board Meeting, but a couple of sections were mistakenly left in this attachment. These sections have since then been deleted for the record, as noted in the revised attachment to this report. Additional information on MAP-21 may also be found here:
http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1898/Item_4A_MAP_21_With_Attachments.pdf
- SolTrans staff continues to monitor the Metropolitan Transportation Commission's (MTC) Transit Capital Priorities (TCP) policy, given its influence on how SolTrans may use the Vallejo Urbanized Area (UA) funding. At this point, SolTrans staff has communicated to MTC its interest in: 1) maintaining eligibility in the San Francisco-Oakland (SFO) UA, at least for the future replacement of commuter express buses that are used not only by SolTrans, but also by Fairfield and Suisun Transit (FAST) and WETA for its Route 200 service; 2) restricting/limiting WETA's eligibility in the Vallejo UA given its access to

federal funding that is not accessible to SolTrans; 3) having the ability to use the Vallejo UA funding for preventive maintenance and/or operating assistance, in order to reserve and maximize SolTrans' TDA funds, which can accrue interest, unlike federal funding; 4) eliminating Western Contra Costa County Transit's (WestCat) eligibility in the Vallejo UA since the City of Crockett no longer resides in the UA, and; 5) specifically limiting the Napa Vine's eligibility in the Vallejo UA.

More information on MTC staff's proposed TCP policy revisions may be found at this link: http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1914/04b_FY13_TCP_Update_2.pdf

Information on the existing TCP policy may be found here: http://www.mtc.ca.gov/funding/FTA/downloads/RES-3908_approved.pdf

- Related to the Lifeline Program, through which SolTrans received \$556,865 in STAF Lifeline funds for reinstating some transit service in FY 2013 in low-income areas, MTC staff presented to the Commission, for their consideration, during its July 25th meeting, three proposals that would have provided, as pilot programs, deeply discounted or free passes to low income individuals/youth, who patronized the largest seven transit agencies in the region, with a particular focus on projects proposed by Alameda County, the Santa Clara Valley Transportation Authority (VTA) and the San Francisco Municipal Transportation Agency (SFMTA). Implementation of these pilots under any of the three proposals would have cost the region \$8 million. Although Option #2 in MTC staff's report was supported by several on the Commission, ultimately none of the proposals presented and introduced during the meeting were passed by a majority. The full MTC staff presentation that went to the Commission can be found at these web links:
http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1884/FundingRecommendationforLow-IncomeTransitPassPilot.pdf (Staff Report)
http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1884/Presentation_Options_for_Low_Income_Passes.pdf (PowerPoint Presentation)

Operations

- I issued a memorandum on proposed service changes to the Route 7 on July 31, 2012. It is attached to this report as Attachment B. Due to an existing staff absence and lack of access to certain survey information and public feedback, the final analysis of this route could not be completed by the date of this report. Staff will be working quickly, however, over the upcoming month to complete the final analysis, and the Board will be kept informed on proposed next steps.
- Staff continues to work on the design and engineering related to the renovation and upgrade of 1850 Broadway, where MV Transportation houses their operations and maintenance staff. This is the "heart" of the SolTrans operation. The proposed floor plan for this project may be found as Attachment C of this report. This project is funded by a combination of federal and state grant funds, and staff will return to the Board with a more comprehensive report in the upcoming months.

- Staff continues to work on the improvement and expansion of the Curtola Park and Ride Lot. A presentation on a proposed concept and budget is currently planned for your September 2012 Board meeting. This project is currently funded with RM2 (bridge toll) funds.

External Affairs

- I attended a meeting with the Vallejo Unified School District on Wednesday, August 8, 2012, with SolTrans staff, Philip Kamhi and Ward Stewart, to discuss access to/from schools. During the upcoming school year, home-to-school transportation will be significantly reduced, and SolTrans may play a larger role in transporting the children of the City of Vallejo between their homes and schools. A meeting with the Benicia Unified School District is currently being scheduled.

Attachments:

- A. REVISED MAP-21 Highlights
- B. Memorandum on Proposed Service Changes on Route 7
- C. Proposed Floor Plan for 1850 Broadway renovation/upgrade

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REVISED July 25, 2012

Moving Ahead for Progress in the 21st Century--MAP-21

General Highlights of this Federal Funding Legislation (Effective 10/12012 – 9/30/2014):

- Increases transportation funding for seniors and people with disabilities and maintains access to funds by non-profit agencies.
- MAP-21 consolidates the number of Federal programs by two-thirds, from about 90 programs down to less than 30, to focus resources on key national goals and reduce duplicative programs.
- MAP-21 eliminates discretionary programs/earmarks and is more formula and performance based than previous funding legislation.
- Emphasizes the Federal Government's interest in the establishment of performance standards for monitoring and strengthening the efficiency and effectiveness of transit systems, as well criteria or special programs for furthering key national goals (i.e. safety, air quality, innovation, etc.)
- Mandates an increase in reporting and planning requirements related to system safety and asset management.
- New funding for protecting, repairing, or replacing equipment and facilities that are in danger of suffering serious damage or have suffered serious damage as a result of an emergency.
- States and Metropolitan Planning Organizations (MPOs) have more flexibility in programming funds.

MAP-21 Funding Programs Historically Used by SolTrans--Highlights:

- Eliminated funding programs with the passage of MAP-21: Job Access Reverse Commute (JARC), New Freedom, Clean Fuels and other discretionary transit programs.
 - SolTrans may benefit from the elimination of the program, since JARC funding is now being re-directed to the Section 5307 formula funding program.
 - The elimination of the Clean Fuels Program impacts the region's ability to fund projects related to the procurement/implementation of clean fuel technology.
- Section 5307—Urbanized Area (UA) Formula Grants: This program has been enlarged to encompass the obsolete JARC program. The traditional formula program is maintained, but now “small operators” in large urbanized areas have more flexibility in using their funding for operations and capital. Historical JARC programs are still eligible under “General Authority”.
 - This is the largest pot of federal funding that SolTrans receives on an annual basis, and the agency has traditionally used it for capital purposes.
 - Historically, Vallejo Transit has been able to claim Section 5307 funding in both the San Francisco-Oakland UA , as well as our “local” UA—the Vallejo UA. (The Vallejo UA encompasses the cities of Benicia and Vallejo, and some of American Canyon.)
 - Since the Vallejo UA is a “small urbanized area” (population is between 50,000-200,000), all the 5307 funding could be used for general operations, per federal legislation (past and present). However, the Metropolitan Transportation Commission's (MTC) Transit Capital Priorities (TCP) Policy restricts SolTrans from using this funding for general operations (except

paratransit); although, SolTrans is allowed to program some funding for preventive maintenance activities on our transit vehicles in some cases.

- SolTrans has also used some of this funding for paratransit service, specifically, given MTC's "10% ADA Set-aside" policy contained in the larger TCP Policy. Most of the current ADA Set-Aside funding comes from the San Francisco-Oakland UA.
 - SolTrans has received JARC funds in the past to fund Route 5 service to the Solano Community College satellite on Columbus Parkway, and SolTrans can continue to fund these routes with 5307 funds assuming MTC will allow it.
- Section 5310—Formula grants for the Enhanced Mobility of Seniors and Individuals with Disabilities: This new program comprises the original 5310 (Elderly and Disabled) program and the obsolete New Freedom program. A higher level of funding is now available than what was available under the individual programs, and by FY 2014 this program will have grown more than 90% from FY 2012 levels. Non-profit agencies will remain eligible, and programs that exceed the minimum requirements of the Americans with Disabilities Act (ADA) can still receive funding. Project inclusion in a coordinated public transit-human services plan is a requirement.
 - The Vallejo UA will have access to 20% of the funding pot that is provided to States for UAs between 50,000-200,000 in population, and may have access to more funding, if providing service in rural areas. Overall, SolTrans may benefit more under the new program than the old.
 - This funding can be used for the Intercity Taxi Program (historically done via the New Freedom program) and for capital projects related to senior/ADA services, such as paratransit vehicle replacements and technology that aids the delivery of ADA services.
 - Section 5311—Formula grants for Rural Areas: Now includes the rural element of the JARC program. A rural area's level of public transit service and proportion of non-urban, low-income population will be factored into the grant formula.
 - SolTrans has received 5311 funding in the past for service on routes serving rural areas and will still be eligible to do so. Currently, the Solano Transportation Authority programs the County's Section 5311 funds as dictated by MTC policy.
 - Section 5309 Program—New Starts: This program now only funds New Starts-Rail and some bus rapid transit projects. It used to fund Bus and Bus Facility capital projects.
 - Non-rail transit operators, such as SolTrans, will no longer be able to compete for funding through the 5309 program for bus capital projects, which would have helped meet future bus replacement needs. This could increase the competition for Section 5307 funding in the San Francisco-Oakland UA, especially, given the significant funding shortfall that already exists. Consequently, our continued interest in maintaining eligibility in that UA could be impacted.
 - Section 5339 Program—Bus and Bus Facilities: This is supposed to make-up for the loss of eligibility in the 5309 Program for bus-related capital projects. SolTrans may be eligible for this funding, but eligibility will likely be determined by MTC's TCP Policy, given that it will flow through the Section 5307 program.

Changes to State and MPO requirements that can impact SolTrans:

- MAP-21 establishes an outcome-driven approach that tracks performance and will hold states and metropolitan planning organizations (MPOs) accountable for improving the conditions and performance of their transportation assets.

- MAP-21 changes statewide and metropolitan planning processes to incorporate a more comprehensive performance-based approach to decision making through the use of performance targets, in order to assist states and metropolitan areas in targeting limited resources on projects that will improve the condition and performance of their transportation assets.
 - The age and condition of our assets, as well as the number of revenue vehicle miles and directional miles driven may become more important as we compete for limited federal funding through MTC for capital replacement or rehabilitation projects.
 - SolTrans' system performance related to ridership, productivity (passengers/hour and passengers/trip), and efficiency (cost/hour) could become more important for competing for limited funding through MTC or the State.
 - In general, while MAP-21 is in effect, SolTrans will need to prioritize our system needs very carefully and ensure that we design and deliver our services within the constraints of the new funding programs, with particular attention to how we deliver services to the growing number of seniors and patrons with disabilities.

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DATE : July 31, 2012
TO: SolTrans Board of Directors
FROM Mona Babauta, General Manager
RE: Proposed Changes to Route 7

On May 24, 2012, the SolTrans Board of Directors approved modifications to transit services due to budgetary constraints in FY 2012-13, which would be implemented on July 1, 2012. One of the restructured transit routes included the Route 7.

The Current Route 7, implemented on July 1, 2012, operates between the Vallejo Transit Center (VTC) and the Gateway Plaza in northeast Vallejo. (Please see **Attachment 1** of this memorandum for details on the current route alignment and timetable.) Since implementation, staff has observed that this route is consistently running late, especially during peak commute hours. However, in order to maintain on-time departures from the Vallejo Transit Center (beginning of the route alignment) and to prevent “dropped trips” from occurring, additional buses have been dispatched beyond what was initially budgeted for this route on a daily basis. (“Dropped trips” are scheduled trips that are not operated due to a bus returning to the beginning of the line too late. In this case, the bus will simply sit until the next scheduled departure time.) As a result of the on-time performance challenges, added operating costs are being incurred related to 1) the extra buses being dispatched daily, and 2) the extra travel time associated with the bus running later than expected along the route. (Example: the schedule and budget show a roundtrip taking 56 minutes, when, in fact, it is closer to 70 minutes for a roundtrip.) Additionally, although bus trips may be leaving from the VTC on-time, passengers are, at times, arriving at destinations 5-10 minutes later than expected.

To fix the Route 7 on-time performance issues, operations staff is proposing to do the following:

- Remove the segment on Springs Road between Oakwood Avenue and Columbus Parkway
- Remove the segment of Columbus Parkway between Springs Road and Ascot Parkway
- Remove the segment on Ascot Parkway between Columbus Parkway and Redwood Parkway
- Remove the segment on Redwood Parkway between Oakwood Avenue and Foothill Drive
- Remove the loop around Gateway Plaza (operating along Turner Parkway, Plaza Drive, and Admiral Callaghan Lane)
- **Add** a segment from Gateway Plaza along Ascot Parkway between Turner Parkway and Redwood Parkway

Operations staff has determined that the removal of the aforementioned segments will allow the route to operate on-time. Additionally, the discontinuation of the loop around Gateway Plaza, where the heart of the current, on-time performance problem lies, and addition of the segment along Ascot Parkway will further ensure that the route remains on-time.

Staff has provided riders with the opportunity to comment on the proposed changes to Route 7 by placing “Rider Alerts” on buses through car cards and informational flyers/hand-outs (see **Attachment 2** of this memorandum). Staff has also placed the Alert on the website, and they will be including the information on the agency’s Facebook page by tomorrow, August 1, 2012. The public has been asked to provide feedback on the proposed changes by August 6, 2012, but the comment period may be extended beyond this date, depending on the feedback received.

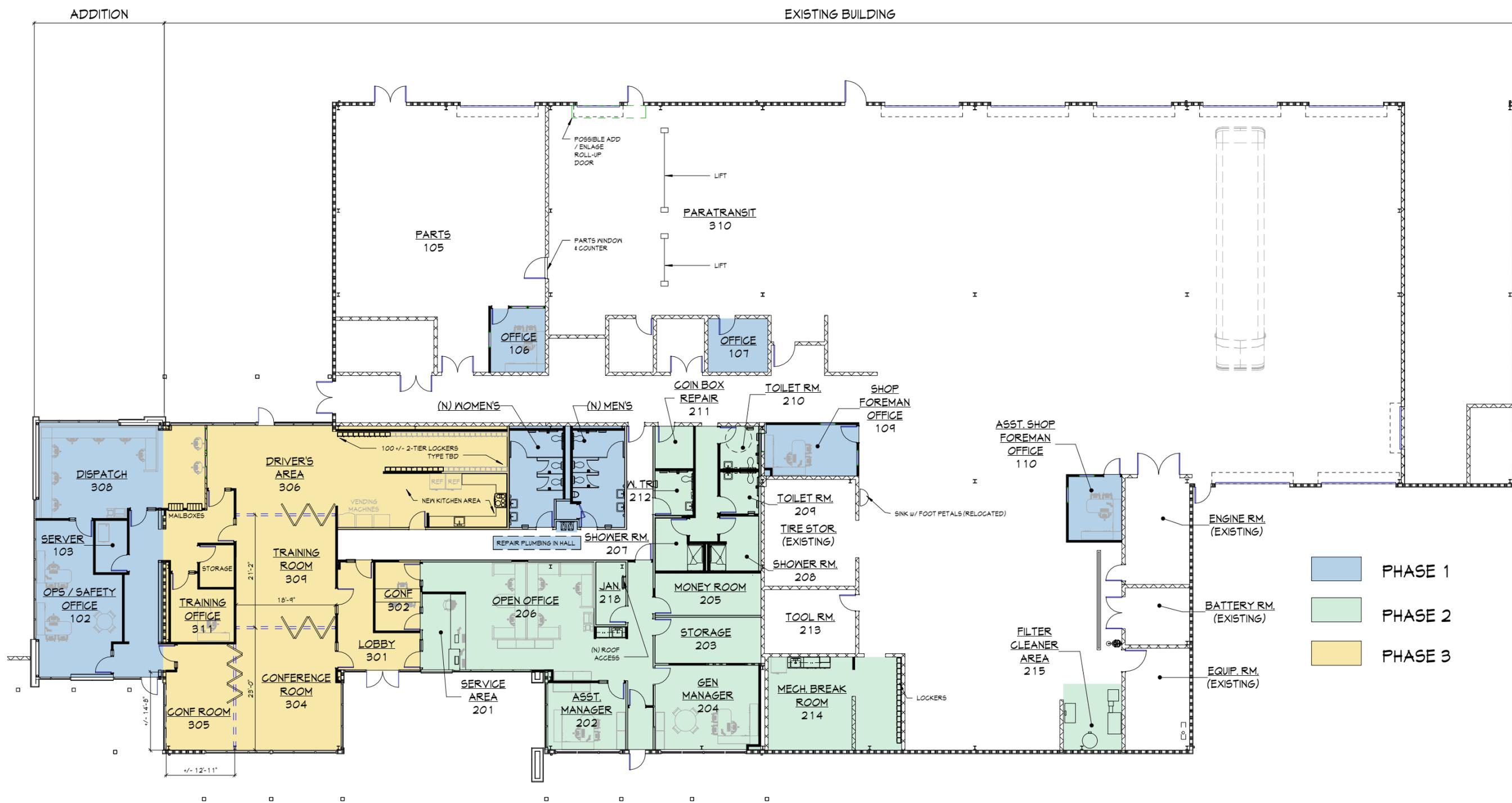
Staff is currently targeting implementation of a revised Route 7 during the second half of August 2012. Please note, however, that staff will not proceed with changing the route until such time that a final service analysis is conducted, as based on public feedback, additional route timings, and additional ridership surveys along the impacted segments of the route.

The Board will be informed well in advance of any changes being implemented.

Should you have any questions or concerns, please direct them to me via email (mona@soltransride.com) or phone (mobile: 707-654-7902 / office: 707-648-4047).

Thank you.

Cc: Jeanine Wooley, Operations Manager



OVERALL PLAN
 8/9/12

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SOLANO COUNTY TRANSIT

**DRAFT Board Minutes for Meeting of
July 19, 2012**

1. CLOSED SESSION

The special meeting was called to order at 3:40 p.m., which recessed into closed session to discuss anticipated litigation. There were no matters to report.

2. CALL TO ORDER

Chair Patterson reconvened the meeting of the SolTrans Board at 4:13 p.m. A quorum was confirmed.

MEMBERS

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

MEMBERS

ABSENT:	Mark Hughes, Councilmember	City of Benicia
	Osby Davis, Mayor	City of Vallejo

STAFF

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Greg Anderson	SolTrans Director of Administrative Services
	Mona Babauta	SolTrans General Manager
	Bernadette Curry	SolTrans Legal Counsel
	Suzanne Fredriksen	SolTrans Clerk of the Board
	Ward Stewart	SolTrans Project Manager
	Jeanine Wooley	SolTrans Director of Operations

OTHERS

PRESENT: *In Alphabetical Order by Last Name:*

Tom Bartee	SolTrans Public Advisory Committee
Cookie Gordon	
Daryl Halls	Solano Transportation Authority
Philip Kamhi	
Jackie Lane	MV Transportation
Ed Nash	Amalgamated Transit Union Local 192
Liz Niedziela	Solano Transportation Authority
Daniel Smith	SolTrans Public Advisory Committee
Dean Street	MV Transportation
Ron Williams	Amalgamated Transit Union Local 192
Yvonne Williams	Amalgamated Transit Union Local 192

4. APPROVAL OF AGENDA

On a motion by Director Spering, and a second by Vice Chair Hannigan, the SolTrans JPA Board approved the agenda, with the exception to include an amendment to the recommendation of Agenda Item 8, Fiscal Year 2013 Contract Extension with MV Transportation.

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

5. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

COMMENTS FROM STAFF

6. Report from the General Manager

CONSENT CALENDAR

On a motion by Vice Chair Hannigan, and a second by Director Spering, the SolTrans JPA Board approved Consent Calendar Items 7a through 7c.

7a. Meeting Minutes of June 21, 2012

Recommendation:

Approve the meeting minutes of June 21, 2012.

7b. Resolution to Accept FY 2011 and FY 2012 Proposition 1B CalEMA Security Grant Funds and Authorize the General Manager to Execute and Submit Grant Documents

Recommendation:

Adopt Resolution of the Solano County Transit Board of Directors Authorizing Acceptance of FY 2011 and FY 2012 Proposition 1B Grant Allocations from the California Transit Security Grant Program-California Transit Assistance Fund (CTSGP-CTAF) for Video Surveillance System Components and Authorizing the General Manager to Execute and Submit all Documents Required for Obtaining Financial Assistance from the California Emergency Management Agency.

7c. Contract for SolTrans Legal Services

Recommendation:

Authorize the General Manager to execute an agreement with Solano County Counsel for the provision of legal services for a one year period, for a not-to-exceed amount of \$55,000.

REGULAR CALENDAR

8. Fiscal Year 2013 Contract Extension with MV Transportation

Mona Babauta stated that the current contract with MV Transportation provides fixed route, paratransit and Dial-a-Ride services and that the FY 2012 contract expired on June 30th. She noted that the staff report had been revised to include recent changes to MV Transportation's original proposal, namely a significant reduction in staffing. She cited that as a result of concerns related to a proposed 50% reduction in mechanics staff, SolTrans staff requested that MV submit a third proposal which reflects the preservation of the existing maintenance positions. She noted that a third proposal brought the contract costs for FY 2013 to over \$8 million. She stated that none of the proposals are sustainable over the long-term and that staff has been unable to obtain accurate numbers from the contractor. She noted that directly following MV's submittal of the aforementioned changes to their proposal, staff revised their recommendation to the Board in the revised staff report, as follows:

Details of the revised recommendation will be provided during the Board Meeting.

- ~~1) Authorize the General Manager to execute a contract extension with MV Transportation for FY 2013 (July 1, 2012-June 30, 2013) in an amount not to exceed \$7,632,054;~~
- ~~2) Authorize an increase in the FY 2013 appropriations by \$107,054 for the service contract with MV, which would include a \$75,000 contract contingency, and a commensurate increase in operating revenues with one-time STAF-Population Based funds from MTC;~~
- ~~3) Delegate authority to the General Manager to spend the appropriation and amend the contract as needed, and;~~
- ~~4) Affirm the General Manager's authority to make a decision at the staff level to 1) initiate a solicitation process for a new service contract, or 2) negotiate a contract extension to meet SolTrans' service needs beyond FY 2013; the proposed contract generated through either process would come back to the Board for final approval in the spring of 2013.~~

After discussion, Mona Babauta provided the following details of the revised recommendation to the Board:

- 1) Approve a two month contract extension under the FY 2012 contract terms to expire on August 31, 2012;*
- 2) Direct staff to continue negotiations with MV Transportation to obtain a best and final offer by August 1, 2012 for a continued contract extension for FY 2013, in order to bring the contract extension back for Board approval by August 16, 2012;*
- 3) Direct staff to work with an appointed subcommittee to develop a potential request for proposal (RFP) for services beyond FY 2013.*

Public Comments:

Ron Williams, Business Agent for the Amalgamated Transit Union Local 192, expressed concern regarding the proposed 50% mechanic staff layoffs. He noted that warranty work on new equipment is typically performed by in-house mechanics and the work is then charged back to the bus manufacturer. Otherwise, he stated that it would be necessary to pull the bus needing repair out of service for 1-2 weeks for the manufacturer to complete the needed repairs. He noted that it is difficult at this time to obtain parts for buses because parts are not being manufactured as quickly as buses. He proposed that it would be advisable to the agency to maintain the existing, trained mechanic staff as opposed to attempting to work with a smaller staff.

Yvonne Williams, President Business Agent for the Amalgamated Transit Union 192, expressed support of the proposed MV Transportation contract, noting that the local union has had a long-standing, positive working relationship with the contractor for the past 25 years. She concurred that the contractor would be able to continue to provide the same level of service currently provided to SolTrans.

Board of Directors Comments:

Director Sperring requested additional information regarding the engine repair schedule and how the project would be impacted under the proposed contract extension.

Mona Babauta noted that the engine repair work will continue as expected under the proposed contract extension.

Vice Chair Hannigan requested additional information regarding how the proposed ratio of road supervisors per number of employees compares to the industry standard. She also expressed concern regarding the proposed customer service staff layoff at the 311 Sacramento Street ticket office.

Mona Babauta noted that the number of road supervisors that MV is proposing is comparable to the industry standard given the size of the agency. She further noted that staff has been working with MV to include the ticket office customer service staff back into their proposal.

Chair Patterson requested additional information regarding the impact, if any, of the contract extension upon the recent changes to the Dial-a-Ride (DAR) program.

Mona Babauta stated that MV has agreed to maintain the existing levels of service under the terms of the contract extension and that there should be no negative impact upon the DAR program.

Alternate Director Schwartzman expressed concern regarding item 3 under the recommendation for an RFP for services beyond FY 2013. He noted that staff has not yet received a best and final offer for FY 2013, so the RFP for services should be developed for FY 2013.

Director Sperring concurred with Alternate Director Schwartzman.

After discussion and further consideration, the SolTrans Board voted to make a second amendment to the recommendation to read as follows:

Recommendation:

- 1) Approve a two month contract extension under the FY 2012 contract terms to expire on August 31, 2012;
- 2) Direct staff to continue negotiations with MV Transportation to obtain a best and final offer by August 1, 2012 for a continued contract extension for FY 2013, in order to bring the contract extension back for Board approval by August 16, 2012;
- 3) Direct staff to work with an appointed subcommittee to develop a potential request for proposal (RFP) for services ~~beyond~~ *for FY 2013 and beyond.*

Chair Patterson offered to serve on the subcommittee and nominated Director Spering as the second representative on the subcommittee.

On a motion by Director Spering and a second by Alternate Director Schwartzman, the SolTrans JPA Board unanimously approved the subcommittee nominations and the recommendation as amended shown above in ~~strikethrough~~ *bold italics.*

INFORMATIONAL

9. FY 2013 Funding Update

Mona Babauta highlighted several available funding sources which were not included in the Board approved FY 2013 Budget due to the timing of approval by Metropolitan Transportation Commission (MTC). She stated that the total amount now available equals \$2,748,401; however \$1 million would be unavailable until the end of the fiscal year due to the transfer process between the Federal Highway Administration and Federal Transit Administration. She noted that staff plans to bring this item back to the Board in the future to amend the FY 2013 Budget in order to reflect the additional revenues.

Public Comments:

None presented.

Board of Directors Comments:

None presented.

Recommendation:

Informational.

10. Update on the FY 2013 Services Agreement with the Water Emergency Transportation Authority (WETA)

Mona Babauta announced that an agreement had been executed with WETA on June 29, 2012 which would have a positive impact upon the SolTrans budget. She noted that under the FY 2013 agreement, SolTrans should receive approximately \$200,000 from WETA in addition to the originally anticipated \$500,000 for the management of Route 200 ferry services, additional back-up services, and services to the ferry ticket booth.

Public Comments:

None presented.

Board of Directors Comments:

Chair Patterson noted that on the day of the U.S Open, when the BART shut down, that she as well as the other ridership experienced very commendable service on both the Ferry and the Route 200 coming to and from the San Francisco area.

Recommendation:

Informational.

11. Service Change Outreach Update

Ward Stewart highlighted staff's outreach efforts since the June 21st Board meeting. He noted that staff focused primarily on social media, e-newsletters, and website postings over the past several weeks. He stated that staff is currently focusing on specific target groups in order to better inform and assist them in using the bus system. He noted that staff is also working to obtain feedback from the public in order to proactively resolve any issues now that the service changes are in effect.

Jeanine Wooley provided a presentation of the Seniors Outreach Campaign to Benicia and Vallejo which staff conducted during the last week of June. She noted that car cards were handed out at all the meetings which included the date of the service changes as well as customer service contact information. She stated that attendees were instructed on each of the changes to the fixed route and Dial-a-Ride services, as well as how to make transfers, the best type of fare media to purchase for their needs, how to read the schedules, and how to use various bus accessibility features. She noted that staff assisted attendees with individual trip planning at the end of each meeting.

Ward Stewart concluded with a summary of items that staff will be completing moving forward. He noted that staff will hold promotional back-to-school activities, orientations at various universities in the area, and informational sessions at the libraries. He also announced a new monthly newsletter which staff will release in August, a Twitter feed which will be added to the SolTrans website, and the continuation of the rebranding of agency assets.

Public Comments:

Cookie Gordon expressed concern regarding the planning of the Routes as they relate to the school schedules. She noted that children traveling from South Vallejo to Hogan and Vallejo are now going to Vallejo High, and the route schedule makes them late for school. She noted that staff is working on resolving the issue; however she expressed concern that the issue was not precluded in the planning phase. She further expressed concerns with the evening hour cuts to Routes 1 and 3, noting that the cuts isolate the elderly, disabled veterans, and other members of the public who are restricted from working. She requested that the Board reinstate the original 2 hours of service in the evening, which would allow transit dependent young people the opportunity to participate in after-school functions and sports, as well as releasing restrictions that the limited hours now place upon members of the public.

Chair Patterson noted that staff and the Board are taking a look at where some minor adjustments might be feasible in the future. She requested that an update be provided at the next Board meeting regarding any potential adjustments that can be made, and that staff contact Ms. Gordon prior to that next meeting.

Board of Directors Comments:

Chair Patterson requested additional information regarding why some organizations and businesses were reluctant to post the car card and other service change information.

Ward Stewart noted that some locations had very limited space for posting and wanted to reserve that space for their information and constituent's information.

Vice Chair Hannigan commended staff for their outreach at local events and the senior centers. She requested additional information regarding average turnout during the seniors outreach campaign.

Jeanine Wooley noted that an estimated total of 50 seniors attended the outreach meetings.

Chair Patterson also expressed appreciation for staff's hard work in getting the word out to the community regarding the service changes.

Recommendation:

Informational.

INFORMATIONAL - NO DISCUSSION

12. Bus Shelter Project Update

Greg Anderson provided an update on the specific number of bus shelters as well as the plan to carry out the placement of bus shelter amenities.

Public Comments:

None provided.

Board of Directors Comments:

Director Sperring requested a map of all the current bus shelters which specifically indicates the shelters that have been recently replaced.

Jeanine Wooley noted that every bus shelter in Vallejo is being replaced by the end of August, in addition to various upgrades which are in accordance with (Americans with Disabilities) ADA requirements.

Vice Chair Hannigan requested that staff explore the possibility of adding some type of overhead shelter to areas where the regular bus shelter and bench might not fit due to space limitations. She also requested additional information regarding the maintenance of the new shelters and whether the parts are easily available.

Greg Anderson noted that every new shelter will have a bench. Jeanine Wooley noted that new shelter parts can be obtained easily, and that staff will explore the possibility of adding some type of overhead shelter to certain problematic areas where the sidewalk is extremely narrow and a regular bus shelter will not fit.

Chair Patterson requested that a telephone number be posted on the bus shelters for ridership to call in the event that the shelter lights go out. She also requested additional information regarding the process for identifying sites for new shelter placement.

Mona Babauta stated that staff would display the customer service number at all the bus shelters. Greg Anderson also noted that new bus shelter sites are identified through Operations via public requests.

13. Update on Curtola/Lemon Park and Ride Facility, Various Issues

Jeanine Wooley provided an overview of an issue with casual carpoolers being ticketed at the Curtola Park and Ride facility. She noted that staff has worked diligently with City of Vallejo (COV) staff to resolve the issue. She stated that COV staff is currently removing the red zone, placing signage, and restoring the carpool lane. She also provided an update on security services provided to the Curtola facility.

14. BOARD OF DIRECTORS COMMENTS

15. ADJOURNMENT

The meeting was adjourned at 5:00 p.m. The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, August 16, 2012, 4:00 p.m., Vallejo Council Chambers.**

Attested by:



7/20/2012

Suzanne Fredriksen
Clerk of the Board

Date



TO: SOLTRANS BOARD OF DIRECTORS
PRESENTER: BERNADETTE CURRY, LEGAL COUNSEL
SUBJECT: APPROVAL OF PARTICIPATION IN THE GOLDEN STATE RISK
MANAGEMENT AUTHORITY FOR INSURANCE AND RISK
MANAGEMENT SERVICES
ACTION: MOTION

ISSUE:

At the April SolTrans Board meeting, the Board authorized staff to procure non-transit insurance coverage, including commercial general liability, workers compensation, property/auto physical damage, and crime/bond policies. Staff is recommending such coverage be provided by participation in the Golden State Risk Management Authority (“GSRMA”). Participation requires the execution of an agreement for admission for new members and the adoption of a resolution authorizing application to the Director of Industrial Relations to self-insure workers compensation.

DISCUSSION:

Since April, staff has been working with a broker, Alliant Insurance Services, to obtain non-transit insurance coverage at the lowest price possible; however, obtaining such coverage was more difficult than anticipated due to the insurance industry’s reluctance to extend coverage to a transit agency even though the transit services are provided by a 3rd party.

Despite the delay, staff is pleased to recommend SolTrans participation in the Golden State Risk Management Authority, a joint powers authority providing not only first-dollar insurance coverage but also extensive loss prevention and safety training to its members at no cost. The benefits of membership include:

- First dollar coverage for workers compensation and general liability and low deductibles for property and automobile coverage.
- Risk management assistance including training, human resource assistance, and safety officer oversight.

Participation in GSRMA does require a minimum 3-year commitment and participation in all applicable coverage programs. With the hiring of the General Manager, workers’ compensation coverage was obtained through State Compensation Insurance Fund at an annual estimated cost to SolTrans of \$32,388. In comparison, participation in GSRMA for similar coverage would be \$9,730.

GSRMA does exclude fixed route transit services from coverage but MV currently provides such coverage through the operations agreement. Staff is working with GSRMA to receive a waiver on the exclusion to provide secondary coverage, if possible. If this is not possible, staff will continue to seek additional options for transit coverage.

In addition, staff is still exploring participation in GSRMA's Health Benefits Program which would allow SolTrans to participate in CSAC-EIA-provided health plans at extremely competitive rates. Costs for participation are not yet available and therefore, staff will return to the Board with a separate recommendation on health benefits.

FISCAL IMPACT:

Proposed costs for the insurance coverage, excluding real property coverage, are \$23,722. Staff is still working on quotes for real property coverage but anticipates such costs to be well within the FY 2012-13 budget.

RECOMMENDATION:

1. Authorize participation in the Golden State Risk Management Authority and authorize the Chair to execute the agreement;
2. Approve a Resolution authorizing application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers Compensation Liabilities program;
3. Delegate execution authority to SolTrans Legal Counsel for all other agreements related to insurance.

Attachments:

- A. Golden State Risk Management Authority Insurance and Risk Management Service Proposal
- B. Agreement for Admission of New Member to the Golden State Risk Management Authority
- C. Resolution No. 2012-08 Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities



GOLDEN STATE

RISK MANAGEMENT AUTHORITY

Innovative programs, personalized service

Insurance and Risk Management Services Proposal for: Solano County Transit (SolTrans)



Insurance / Risk Management Quote for SolTrans

August 8, 2012

Bernadette Curry, Legal Counsel
SolTrans
311 Sacramento St
Vallejo, CA 94589

Dear Bernadette,

Thank you for the opportunity to provide a quote for the Solano County Transit (SolTrans). Golden State Risk Management Authority (GSRMA) has proven to be an excellent insurance option for California public agencies. The proposed rates, based on \$100 of payroll would be \$1.80 for workers' compensation and \$2.53 for general liability coverage. Based on the estimated 2012-13 payroll information you provided, those rates would equate to annual contributions of:

General Liability	\$13,676
Workers Compensation	\$ 9,730
Property / Auto Physical Damage	\$ 280
Crime/ Bond	\$ 36

New member rates remain level for the first three years.

The GSRMA Joint Powers Agreement requires participation in all applicable coverage programs, and a three year commitment. This commitment is vital to rate stabilization in risk-sharing pools. GSRMA was formed in 1979, and has consistently provided its members with extremely competitive rates and high limits of coverage. GSRMA currently has over 220 member agencies.

The Golden State Risk Management Authority is very well funded and *Accredited with Excellence* from the California Association of Joint Power Authorities (CAJPA). The CAJPA accreditation is an extensive third-party examination of an insurance pool's structure, finances and operations. We are proud to have achieved this recognition continuously since 1992.

In addition to insurance coverage, GSRMA provides extensive loss prevention and safety training to members, most at no cost. The following pages outline the coverage and services GSRMA provides its member agencies. We would look forward to an opportunity to serve your agency. Feel free to call with any questions.

Dan Berry, Member Services Director



About GSRMA

- Golden State Risk Management Authority (GSRMA) is an excellent solution for the insurance/risk management needs of small to medium sized public entities.
- GSRMA provides first-dollar coverage for workers compensation and general liability and low deductibles for other programs.
- Large public agencies often have a staff of risk managers, legal counsel and claims specialists to administrate their programs. Smaller entities budgets do not support these positions.
- GSRMA's full-time staff provides members complete administration of their risk management programs. GSRMA is designed to provide the same level of support, knowledge and sophistication that larger districts enjoy.
- While claims, finances, underwriting and all other functions are in-house, GSRMA utilizes independent experts to maintain program integrity. These include annual financial audits and actuarial studies, bi-annual claims audits and tri-annual accreditation.
- GSRMA has been "Accredited with Excellence" from the California Association of Joint Powers Authorities (CAJPA) continuously since 1992.
- GSRMA's has a history of dividends without even the threat of assessments. This is the result of diligent management practices, and a long-term member-focused vision.
- GSRMA has consistently delivered members lower rates and higher limits of coverage than other available programs.
- GSRMA's assets belong to its members, and GSRMA exists solely for the benefit of its members. Every decision GSRMA's board of directors and staff make is with this in mind

GSRMA's Goals

- To provide members with the tools, resources and training to help protect employees and their property from harm
- To provide members the best, most comprehensive possible coverage when a loss does occur
- To provide these services in the most efficient and economical way possible



2012-13 General Liability Program Summary

\$50,000,000 Per Occurrence Limits

- First-dollar occurrence coverage - no member retention or deductible
- Self-Administration of Claims – Saves money and eliminates conflicting goals of Third-Party Administrators
- Bodily Injury & Property Damage
- Personal Injury
- Public Officials Errors & Omissions
- Automobile Liability
- Contractual Liability
- Employment Practices Liability
- Pollution Liability (\$10,000,000 Limits)
- Crime-Bond Coverage (\$10,000,000 Limits)
- Excess coverage is provided through the CSAC Excess Insurance Authority, one of the largest and most respected public entity insurance programs in the nation



2012-13 Workers' Compensation Program Summary

Statutory Limits/\$5,000,000 Employers Liability

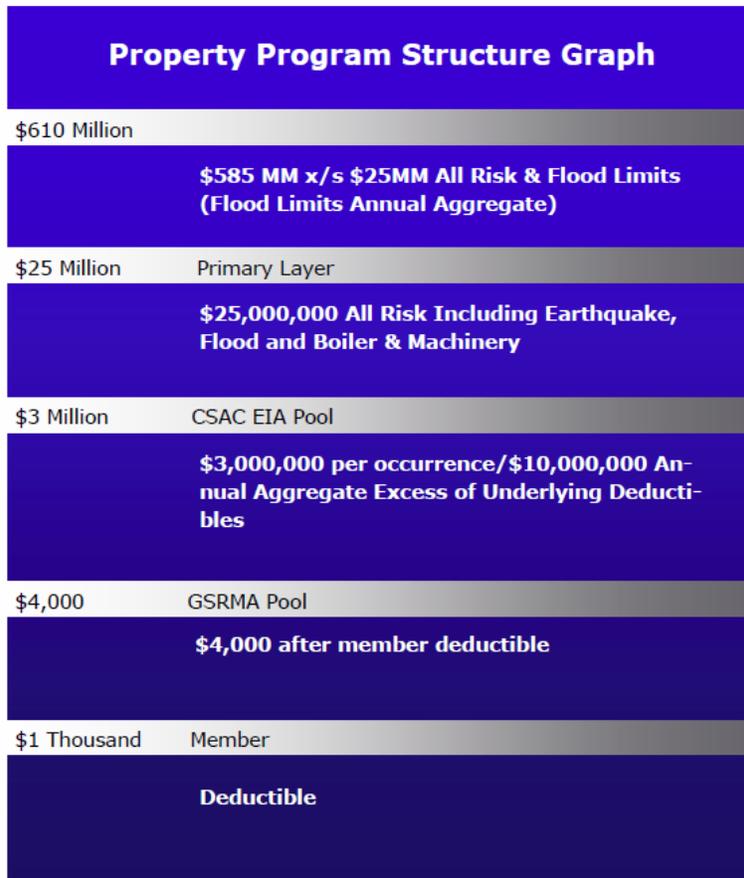
- First-dollar coverage, no retentions or deductibles
- Self-Administration of Claims – Saves money and eliminates conflicting goals of Third-Party Administrators
- GSRMA staff has 65 years of combined claims examining experience – employers and injured workers deal directly with decision makers
- Phone-In Injury Triage and Reporting
- No claim forms to retain – required documents are generated automatically at time of reporting and distributed electronically in minutes
- Customized Return-to-Work Programs
- GSRMA has gained national recognition for innovative claims management solutions

Workers' Compensation	
Statutory	Excess Insurance Layer
National Union Fire Insurance Company (a Chartis, Inc. company) Statutory excess of \$50,000,000	
\$50 Million	Excess Insurance Layer
ACE American Insurance Company \$45,000,000 excess of \$5,000,000 Pool	
\$5 Million	EIA Pool (100%)
Difference between \$1,000,000 or SIR and \$5,000,000 per occurrence. Reinsured by Wesco Insurance Co. Subject to a \$3.5M Corridor Retention	
\$1 Million	EIA Pool (20%)
CastlePoint Insurance Company (80%) Difference between SIR and \$1,000,000	
\$300 Thousand	GSRMA Pool
Covers the first \$300,000	



\$600 Million per-loss limits

- Low member deductibles
 - \$1,000 Property
 - \$250/\$500 Automobile physical damage
- All-risk, full replacement cost coverage
- Real and personal property
- Automobile, mobile equipment, boiler and machinery included
- Flood coverage included, earthquake automatic in some geographic areas
- No co-insurance clause
- Self-Administration of Claims – Saves money and eliminates conflicting goals of Third-Party Administrators
- Optional earthquake, watercraft and aviation/airport coverage



MemberLink Risk Management Program

- GSRMA members are provided with the complete *Target Safety* suite of services, not a watered-down version
- Continuing education credits for EMT, fire fighting and water industry
- No fees, even for classes that earn CE credits
- Web-based, available 24 hours per day from any internet connection
- Over 400 training classes available, including State-mandated Ethics and Sexual Harassment
- Members can create their own trainings and track any and all activities, license renewals, etc.
- *Healthy Roads* comprehensive employee wellness program is included
- Fleet Management program including DMV pull-notice system
- Reduced Losses = Lower Contributions

Connections Web-Based Member Portal

- This exclusive program will provide unmatched connectivity between GSRMA and its members agencies.
- Members will have secure access to:
 - Demographics including: payroll, property and vehicle values; contributions, safety surveys and more
 - Make changes to property and vehicle schedules, contact information and other information
 - Complete renewal questionnaires and surveys
 - Retrieve documents related to membership



Human Resources Assistance Program

- Free telephonic legal assistance for employment-related issues
- Provided by Hunt & Jeppson, LLC, a law firm that specializes in public agency and employment law
- Advice regarding hiring practices, dismissals, and any other employment topic
- Saves litigation by obtaining advice prior to making decisions
- Program also provides access to discounted legal fees, employee handbooks, policy manuals and other services

Dedicated Safety Officer Oversight & Expertise

- On-Site Cal-OSHA compliance inspections and training available at no cost
- In-person trainings include, but are not limited to:
 - Customer Service for Public Agencies
 - CPR/First Aid
 - Mandated Unlawful (Sexual) Harassment
 - Mandated Heat-Illness
 - Confined Space Awareness
 - Critical Incident Debriefing
- Grants available for trainings not offered by GSRMA
- *Loss Prevention Incentive Program* – Members can receive up to 10% credit for participation
- GSRMA assists members in building or enhancing safety programs.
- Assistance in reviewing or creation of your Injury and Illness Prevention Program (IIPP)

GSRMA Health Benefits Program

- Comprehensive medical plans for agencies with 250 employees or less.
- Plan choices include 3 Preferred Provider Organization plans (PPO), 2 HMO plans, an EPO and an HSA-compatible High-deductible PPO.
- Plans are provided by the CSAC-EIA and have been extremely competitive in terms of rates and benefits since inception
- Dental , vision, life, disability and employee assistance programs are available
- An excellent alternative to PERS health plans



**AGREEMENT FOR ADMISSION OF NEW MEMBER
TO THE GOLDEN STATE RISK MANAGEMENT AUTHORITY**

Enclosures:

- 1) Golden State Risk Management Authority Joint Exercise of Powers Agreement;
- 2) Golden State Risk Management Authority Bylaws.

RECITALS

- 1. Solano County Transit, a public agency within Solano County, State of California, has applied for membership in the Golden State Risk Management Authority.
- 2. Said membership is contingent upon the acceptance of, and agreement to abide by, the Golden State Risk Management Authority Joint Exercise of Powers Agreement (Encl. 1), and the Golden State Risk Management Authority By-Laws (Encl. 2).

AGREEMENT

Therefore, Solano County Transit a public agency, has applied for membership in the Golden State Risk Management Authority. It hereby accepts and agrees to all provisions of the Joint Exercise of Powers Agreement (Encl. 1) and the Bylaws of the Golden State Risk Management Authority (Encl. 2), and agrees to abide by and comply with all the provisions contained therein.

Upon entering this Agreement, Solano County Transit is accepted as a new member. Membership is effective as of the date of the prior conditional approval by the Board of Directors of the Golden State Risk Management Authority.

Dated: _____

President of the Board
Solano County Transit

Dated: _____

President of the Board
Golden State Risk Management Authority

Approved as to form:

Leonard G. Krup, General Counsel,
Golden State Risk Management Authority

Reviewed and Approved:

Scott Schimke, Risk Manager
Golden State Risk Management Authority

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RESOLUTION NO.: 2012-08 DATED: August 16, 2012

**A RESOLUTION AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA
FOR A CERTIFICATE OF CONSENT TO SELF INSURE
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the Board of Directors
(enter title)

of the Solano County Transit
(enter name of public agency, district)

a Joint Powers Authority organized and existing under the laws of the State of California,
(enter type of agency)

held on the 16th day of August, 192012, the following resolution was adopted:

RESOLVED, that the District Counsel
(enter position titles)

be and they are hereby severally authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities on behalf of the

Solano County Transit
(enter name of district)

and to execute any and all documents required for such application.

I, Bernadette Curry, the undersigned District Counsel
(enter name) (enter title)

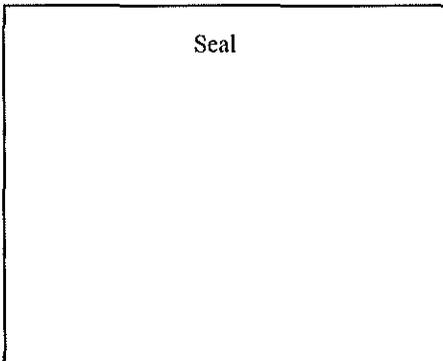
of the Board of the said Solano County Transit
(enter name of agency)

a Joint Powers Authority, hereby certify that I am the District Counsel
(enter type of agency) (enter title)

of said Joint Powers Authority, that the foregoing is a full, true and correct copy of the
(enter type of agency)

resolution duly passed by the Board at the meeting of said Board held on the day and at the place therein specified and that said resolution has never been revoked, rescinded, or set aside and is now in full force and effect.

IN WITNESS WHEREOF: I HAVE SIGNED MY NAME AND AFFIXED THE SEAL OF THIS



Joint Powers Authority,
(enter type of agency)

THIS 16th DAY OF August, ~~19~~2012

(Signature)

I certify that Resolution No. 2012-08 was passed by the Solano County Transit (SolTrans) Board on this **16th Day of August, 2012** by the following vote:

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

Elizabeth Patterson, Chair
Solano County Transit (SolTrans)

Attest: _____
Suzanne Fredriksen
Clerk of the Board



TO: SOLTRANS BOARD OF DIRECTORS
PRESENTER: GREG ANDERSON, DIRECTOR OF ADMINISTRATIVE SERVICES
SUBJECT: ON-CALL PROFESSIONAL SERVICES RFP
ACTION: MOTION

ISSUE:

Over the next three years it is anticipated that SolTrans will require a number of professional services to help deliver the kind of service our passengers expect. In order to meet these expectations, and to assist in delivering several planned capital projects, staff is planning on issuing a Request for Proposals (RFP) for On-Call Professional Services. These services would not include architectural and engineering services.

DISCUSSION:

The Scope of Work Categories that will be solicited for under the RFP are as follows:

1. Bus Construction, Inspection, and Maintenance Consulting Services
2. Transit Management Consulting Services
3. Planning Consultant Services
4. Human Resources Consulting Services and Temporary Staffing Services
5. Facilities Maintenance Consulting Services

FISCAL IMPACT:

Master contracts issued following the procurement process would be brought back to the Board for consideration of award.

RECOMMENDATION:

Authorize the General Manager to release the RFP for on-call professional services.

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TO: BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, GENERAL MANAGER
SUBJECT: FISCAL YEAR 2012-13 SERVICE CONTRACT EXTENSION WITH MV
TRANSPORTATION
ACTION: MOTION

ISSUE:

Given that the SolTrans Board of Directors approved a contract extension on July 19, 2012, with MV Transportation, only through August 31, 2012, should the Board now approve a second contract extension with MV Transportation for the provision of public transit services between September 1, 2012 and June 30, 2013; authorize additional appropriations in the FY 2012-13 operating budget and include a contract contingency, and; delegate authority to the General Manager to spend the appropriation and amend the contract as needed.

DISCUSSION:

During the October 20, 2011 SolTrans Board Meeting, staff was authorized to enter into negotiations with MV Transportation to extend the existing service contract through Fiscal Year 2012-13. The Board authorized the negotiation process with the understanding that if an operational savings of at least \$1 Million could not be achieved, staff would return to the Board with a request for authorization to conduct a solicitation for a new service contract.

On April 19, 2012, the SolTrans Board subsequently authorized the General Manager to execute a contract extension with MV Transportation for FY 2013 in the amount of approximately \$7.6 million with the understanding that the parties still needed to negotiate the fine details of the agreement. At the time, staff reported that with service level reductions to the overall system, coupled with operational changes that would achieve additional efficiencies, the parties identified nearly \$1.3 million in cost savings for FY 2013 compared to the FY 2012 contract of \$8.9 million.

Despite considerable discussions between SolTrans and MV management through mid-July 2012, the details of a \$7.6 million proposal remained unsettled. Consequently, the Board decided, during its July 19, 2012 meeting, to extend the service contract with MV, under FY 2011-12 contract terms, through August 31, 2012. The Board further directed staff to continue negotiations with MV, obtain a Best and Final Offer (BAFO) by August 1, 2012 for presentation to the Board on August 16, 2012, and work with a Board-appointed subcommittee to develop a Request for Proposals (RFP) for service beyond FY 2012-13, as well as for the remainder of FY 2013, if the BAFO was not acceptable to the Board.

As directed by the Board, staff obtained a BAFO from MV Transportation by August 1, 2012. The proposed, financial details of MV's offer for the period of September 1, 2012 through June 30, 2013 are as follows:

Service (September 1, 2012- June 30, 2013)	Hourly Rate	Estimated Service Hours for a 10-month period	Total
Fixed Route	\$41.83	7,628.7hrs X10mos = 76,287	\$3,191,085
Paratransit/Dial-a-Ride	\$32.68	1,640 hrs X 10 mos = 16,400	\$535,952
Fixed Annual Fee (\$3,318,579)		\$276,548.25 X 10 months	\$2,765,483
Estimated Totals (9/1/12 – 6/30/13)*		92,690	\$6,492,520

*Total, annual cost proposed in the BAFO for a 12-month period was \$7,791,110. Total hours on which the BAFO was based was 111,224 (91,544 fixed route hours + 19,680 paratransit hours).

As noted in the table above, the new, proposed hourly rates for fixed route and paratransit, respectively, are \$41.83 and \$32.68, and the fixed monthly fee would be \$276,548.25, effective September 1, 2012. Under the new proposal, MV will continue to provide current levels of transit service, including current levels of maintenance service and the completion of the engine replacements/rebuilds on the commuter bus fleet by early January 2013. Staffing reductions are an element of the BAFO, but the implementation of enhanced technology is being proposed to ensure that the smaller staff can continue to fulfill the existing administrative and management requirements of the contract. Attachment A of this report provides additional details on the proposed contract terms for the period of July 1, 2012 through June 30, 2013, but please note that these terms will not become effective until September 1, 2012.

For the Board's consideration, the alternative to MV's latest proposal would be to continue operating under the FY 2012 contractual terms and at the higher hourly rates. Over the course of FY 2013, the total liability to the agency under the higher hourly rates would be \$8,716,473:

Service	Hourly Rate	Service Hours	Total
Fixed Route	\$42.59	91,544	\$3,898,859
Paratransit/Dial-a-Ride	\$32.97	19,680	\$648,850
Fixed Fee		\$347,397 X 12 months	\$4,168,764
Total Cost Under FY 2012 contract terms (12 months):			\$8,716,473
Required Appropriations over \$7.6 M Budget:			\$1,116,473

FISCAL IMPACT:

Given the extension of the FY 2011-12 terms through August 31, 2012, combined with the new, proposed rates for the period of September 1, 2012 through June 30, 2013, the total, estimated cost for services provided by MV Transportation during FY 2012-13 is \$7,945,253. (Please see Attachment B of this report for a breakdown of this estimated amount.) To accommodate the estimated, total contract cost, additional appropriations of \$345,253 would be required in the FY 2012-13 operating budget.

However, please note that the \$7,945,253 amount is an estimated total, due to the fact that the billable hours for July and August 2012 have yet to be reconciled as of the date of this report. Consequently, staff is requesting that a contingency of \$15,000 be approved to accommodate any increases in the estimated billable hours during July and August 2012. An increase in total appropriations for the MV Transportation contract of \$360,253 would then be required in the FY

2012-13 operating budget, if the requested contract contingency is included. In this case, the total budget for the MV contract in FY 2012-13 would be \$7,960,253.

Additional appropriations of \$360,253, beyond the \$7.6 Million budget that was approved by the Board for MV Transportation on May 24, 2012, could be funded with one-time STAF-Population Based funds provided by the Metropolitan Transportation Commission (MTC) for SolTrans transition costs.

Choosing the alternative option, which would be to maintain the FY 2011-12 contract rates through the end of FY 2012-13, would require an increase in the FY 2012-13 operating budget of \$1,116,473, instead of the lesser amount of \$360,253, if the contract is extended per the terms of MV's BAFO with a \$15,000 contingency. This difference would be \$756,220.

RECOMMENDATION:

- 1) Authorize the General Manager to execute a second contract extension with MV Transportation for the period of September 1, 2012 through June 30, 2013;
- 2) Authorize a total FY 2012-13 contract amount for MV Transportation (July 1, 2012 – June 30, 2013) in an amount not to exceed \$7,945,253, which would reflect the total sum of costs associated with the first and second contract extensions;
- 3) Authorize an increase in the FY 2012-13 appropriations by \$360,253, from \$7,600,000 to \$7,960,253, for the service contract with MV Transportation, which would include a \$15,000 contract contingency, and a commensurate increase in operating revenues with one-time transition funds from MTC, and;
- 4) Delegate authority to the General Manager to spend the appropriation and amend the contract as needed.

Attachments:

- A. Proposed Contract Terms Effective September 1, 2012
- B. Total Estimated FY 2012-13 Contract Cost

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MV OFFER FOR AMENDMENT TO CURRENT CONTRACT WITH SOLTRANS

(Staff Reductions)

SOLTRANS

CONTRACT PERIOD	2012 - 2013		
	Fixed Cost	Variable Fixed Cost	Variable Benicia/Runabout Cost
Salaries and Wages			
Management	222,826		
Supervisors/Dispatchers	341,427		
Support Staff	237,219		
Maintenance Staff	433,013		
Drivers		2,184,552	334,922
Drivers: Training and Non-Revenue		65,211	11,951
Payroll Taxes and Fringe Benefits			
Management	77,989		
Supervisors/Dispatchers	139,499		
Support Staff	83,027		
Maintenance Staff	151,555		
Drivers		859,621	131,792
Drivers: Training and Non-Revenue		26,019	4,768
Facility Expense			
Utilities	84,000		
Phone	2,640		
Facility Maintenance	7,260		
Office Expenses			
Office equipment lease/amortization			
Office supplies	9,725		
Printing/copying	2,245		
Insurance Expense			
General liability	23,340		
Vehicle liability	381,567		
Workers Compensation	489,931		
Performance Bond			
Licenses	5,405		
Maintenance Expense			
Parts		421,354	90,582
Tires		63,254	13,598
Supplies and Materials		22,288	4,792
Vehicle Cleaning Expense			
Vehicle cleaning expense		7,800	
Equipment Purchase/Depreciation/ Monthly Fees			
Tools	2,219		
Capital DriveCam /MDT / Timepoint)	184,781		
Trapeze Lic / MDT Data / Time point Data /Monthly Fee			
Miscellaneous Expense			
Drug Screens / Physicals/ Training	26,215		
Radio fees (nextel and FR Radio)	21,720		
Uniforms	12,354		
Intrest on Working Capital	52,389		
Profit and Overhead			
Overhead	148,939	95,677	22,318
Profit	177,295	83,692	28,340
			%
			5.30%
			3.71%
Total Fixed Cost	3,318,579	3,829,469	643,063
Total Variable Cost		\$ 41.83	\$ 32.68
TOTAL PROJECT COST		7,791,110	

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ATTACHMENT B

Agenda Item #7 (FY13 MV Contract Extension)

TOTAL ESTIMATED FY 2012-13 CONTRACT COST

Contract Period: July 1, 2012 - June 30, 2013

Service (July 1, 2012 - August 31, 2012)	FY 12 Rates	Estimated Hours	Total
Fixed Route	\$ 42.59	15,257	\$ 649,809.83
Paratransit	\$ 32.97	3,280	\$ 108,141.60
		18,537	\$ 757,951.43
		months	
Fixed monthly Fee	\$ 347,397.67	2	\$ 694,795.33
Subtotal w/FY12 contract rates:			\$ 1,452,746.76

Service (September 1, 2012 - June 30, 2013)	FY 13 Rates	Estimated Hours	Total
Fixed Route	\$ 41.83	76,287	\$ 3,191,071.27
Paratransit	\$ 32.68	16,400	\$ 535,952.00
		92,687	\$ 3,727,023.27
		months	
Fixed monthly Fee	\$ 276,548.25	10	\$ 2,765,482.50
SubTotal w/FY13 contract rates:			\$ 6,492,505.77

Service (July 1, 2012 - June 30, 2013)	FY12	FY13	Total
Fixed Route	\$ 649,810	\$ 3,191,071	\$ 3,840,881
Paratransit	\$ 108,142	\$ 535,952	\$ 644,094
Fixed Fee	\$ 694,795	\$ 2,765,483	\$ 3,460,278
FY 13 Estimated, Total Contract Cost			\$ 7,945,253
Additional Appropriations Required in FY 2012-13:			\$ 345,253
Additional Appropriations Required in FY 2013 with \$15,000 Contingency Included:			\$ 360,253

Total FY 13 Service Hours (in contract & as shown above): 111,224

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TO: SOLTRANS BOARD OF DIRECTORS
PRESENTER: PHILIP KAMHI, FINANCE OFFICER
SUBJECT: ROUTE 78 STATUS UPDATE
ACTION: MOTION

ISSUE:

On June 21, 2012 the SolTrans Board approved a recommendation to authorize staff to retain the Pleasant Hill BART stop on the Solano Express Route 78 and to continue the existing schedule pending further service and financial analyses.

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. Although, the route did not achieve the 20% farebox recovery ratio requirement in FY 2012 (it achieved 19%), it was able to achieve 20% for the final quarter, showing slight improvement. In order to meet the requirement, either operating expenses must be reduced and/or passenger fares must be increased accordingly.

Staff has recently conducted onboard passenger boarding surveys that augment the study that STA completed, and staff has begun analysis of the resulting data.

This analysis includes:

- compiling and analyzing customer requests/comments,
- analyzing farebox recovery ratio by trip,
- analyzing cost per trip,
- analyzing driving distance/times between stops and accounting for traffic variations,
- evaluating importance of all stops and locations served,
- analyzing important connections and associated timetables,
- analyzing drivers schedules and assets allocated to perform current service,
- financial impact analysis of any proposed changes

Staff would like to continue the analysis and create a proposed schedule that would be taken to the public for feedback. After analyzing and responding to public comment, the proposal will be taken to the Intercity Transit Consortium and the STA Board for approval. Staff anticipates providing a recommendation to the SolTrans Board that identifies a new Route 78 schedule with service efficiencies at the October Board meeting.

FISCAL IMPACT:

Despite achieving 20% farebox recovery ratio in the final quarter of 2012, modifications to the route must be made in order to ensure that the route stays safely above the 20% minimum farebox requirement. Non-compliance with the RM2 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 continue to analyze route data, develop a proposed schedule to improve the route's cost-efficiency and farebox recovery, gather public input on the proposal, and seek approval from the Solano Transportation Authority (STA) Intercity Transit Consortium and the Board before returning to the SolTrans Board for final approval.



TO: SOLTRANS BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, GENERAL MANAGER
SUBJECT: FISCAL YEAR 2012-13 SOLTRANS PERFORMANCE MEASURES
ACTION: MOTION

ISSUE:

By the August 2012 SolTrans Board meeting, the General Manager is required to establish, in conjunction with the SolTrans Board of Directors, a set of performance measures, necessary for the effective and efficient operation of SolTrans, and by which her performance will be initially evaluated.

DISCUSSION:

The SolTrans Board of Directors approved an employment contract with the current General Manager, Mona Babauta, on May 24, 2012. Included in the contract, under Section 3 (Performance Evaluation), is the following clause: "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." In an effort to meet the contract requirement, a set of proposed goals and objectives for FY 2012-13 is provided on Attachment A of this report for the Board's consideration.

Over the course of FY 2012-13 the following four goals are proposed as the focus of the General Manager's efforts: 1) Maximize the reliability, effectiveness and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds, 2) Stabilize the financial health of SolTrans as required for providing transit services that meet the needs of the citizens of the cities of Benicia and Vallejo, 3) Enhance customer satisfaction and build community partnerships to increase transit system appeal and effectiveness, and 4) Stabilize and strengthen the SolTrans organization and team of staff for ensuring the long-term viability of the transit system. Objectives were then established for each of the goals, and strategies for meeting the proposed goals and objectives were specified.

In addition to the establishment of goals, objectives and strategies, specific performance measures and/or project milestones, which would allow the Board to quantify the General Manager's progress towards meeting their expectations, still need to be developed.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Approve the SolTrans Performance Goals and Objectives for FY 2012-13 and require that the General Manager return to the Board in September 2012 with a further refined set of goals and objectives that include specific performance measures and/or project milestones that are quantifiable.

Attachments:

- A. FY 2012-13 SolTrans Performance Goals and Objectives

Performance Goals and Objectives Preamble

The intent of the Performance Goals and Objectives for SolTrans is to guide the General Manager and her staff’s decision-making processes and to organize the agency’s activities in a meaningful manner, in order to effect positive change and improve performance as desired by the Board of Directors for carrying-out SolTrans’ mission.

The goals proposed by the General Manager are to: 1) Maximize the reliability, effectiveness, and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds; 2) Stabilize the financial health of SolTrans as required for providing transit services that meet the needs of the citizens of the cities of Benicia and Vallejo; 3) Enhance customer satisfaction and build community partnerships to increase transit system appeal and effectiveness, and; 4) Stabilize and strengthen the SolTrans organization and team of staff for ensuring the long-term viability of the transit system. In order to achieve these goals, objectives and strategies are outlined in the table below. Performance measures may also be specified for tracking the progress of a program or project in a quantifiable manner (i.e. by percent completion). However, in some cases, progress and performance may only be evaluated on the basis of pure accomplishment of milestones or a specific strategy/activity.

GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
<u>1. GOAL: MAXIMIZE THE RELIABILITY, EFFECTIVENESS AND EFFICIENCY OF TRANSIT SERVICES TO ALLOW FOR LONG-TERM SYSTEM SUSTAINABILITY AND COMPETITIVENESS FOR GRANT FUNDS.</u>				
A.	OBJECTIVE: ENSURE UNINTERRUPTED, RELIABLE DELIVERY OF FIXED ROUTE, PARATRANSIT, AND DIAL-A-RIDE SERVICES TO MAINTAIN PUBLIC TRUST.			
i.	Strategy: Negotiate contract terms with MV Transportation for FY 2012-13 to maintain current levels and quality of service (baseline: 7/1/2012).	September 2012		
ii.	Strategy: Develop and recommend, for Board approval, an operations plan to address service needs in FY 2013-14.	October 2012		
iii.	Strategy: Implement the Board-approved operations plan for FY 2013-14 service needs.	Nov 2012-July 2013		

FY 2012-13 Performance Goals and Objectives for SolTrans

SolTrans Board Meeting Date: 8/16/2012

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
B.	OBJECTIVE: ESTABLISH PROCESS FOR DEVELOPING SERVICE PLANS AND IMPLEMENTING SERVICE ENHANCEMENTS FOR IMPROVING SYSTEM PERFORMANCE			
i.	Strategy: Develop and implement a performance monitoring reporting system, to include bus operator training to better capture ridership data and the implementation of improved technology to obtain performance data (GPS, full AVL, Clipper, GFI Odyssey fareboxes)	Sep 2012-June 2013		
ii.	Strategy: Provide increasingly improved service reports to the Board of Directors on a monthly basis.	Ongoing		
iii.	Strategy: Develop clear performance standards/targets for all services (in conjunction with Solano County's Coordinated SRTP process) and obtain Board-approval/acceptance.	February 2013		
iv.	Strategy: Train staff to utilize performance reports for managing service contract(s), analyzing service effectiveness and efficiency, and developing service plans.	February 2013-Ongoing		
v.	Strategy: Continuously document strengths/weaknesses and outline solutions for addressing weaknesses.	Ongoing		
C.	OBJECTIVE: INCREASE SOLTRANS' FIXED ROUTE SYSTEM PERFORMANCE INCLUDING RIDERSHIP			
i.	Strategy: Develop menu of service improvements for potential implementation, based on documented strengths and weaknesses and Board-approved performance standards/targets, and prioritize around available resources (financial and capital).	April 2013		

FY 2012-13 Performance Goals and Objectives for SolTrans

SolTrans Board Meeting Date: 8/16/2012

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
ii.	Strategy: Implement service improvements (could be minor improvements) to improve service reliability, effectiveness and efficiency, as well as to meet SolTrans' Board-approved performance standards/targets.	August 2013		
iii.	Strategy: Implement strategies for improving customer satisfaction and community partnerships (See Goal #3 of this document below).	(See Goal #3)		
D.	OBJECTIVE: IMPROVE SYSTEM PERFORMANCE AND EFFICIENCY OF PARATRANSIT SERVICES			
i.	Strategy: Develop and implement service policies (i.e. no-show, user promptness, and reservation policies) that serve to increase system efficiency and "fairness" for all users. (Examples of issues requiring a policy: a) boarding a bus late makes others late & costs system more money; b) costs associated with no-shows could be reinvested to improve the system or expand service.)	June 2013		
ii.	Strategy: Implement a paratransit eligibility determination process that is managed by SolTrans staff or by An independent third-party contractor, which would serve to reserve paratransit services for individuals who absolutely do not have the cognitive or physical abilities to take fixed route transit service.	Fall 2013		
iii.	Strategy: Continuously work with service contractor to meet performance standards/targets established for paratransit service to minimize costs and maximize quality of service.	January 2013- Ongoing		

FY 2012-13 Performance Goals and Objectives for SolTrans

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
iv.	Strategy: Work with other transit providers in the County to expand and market the intercity taxi program, in an effort to encourage use of this premium, but less costly service (relative to traditional paratransit that typically has a higher cost/ride) and minimize costly paratransit costs.	Ongoing		
v.	Strategy: Work with other transit providers in the County and the Solano Transportation Authority (STA) on countywide and/or joint paratransit/ADA programs and projects that result in increased transit system efficiency and regional connectivity for seniors and people with disabilities. (Example of a countywide program: STA's Mobility Management Program)	Ongoing		
2. GOAL: STABILIZE THE FINANCIAL HEALTH OF SOLTRANS AS REQUIRED FOR PROVIDING TRANSIT SERVICES THAT MEET THE NEEDS OF THE CITIZENS OF THE CITIES OF BENICIA AND VALLEJO				
A. OBJECTIVE: OBTAIN FEDERAL, STATE, AND REGIONAL GRANTS FOR SOLTRANS OPERATIONS AND CAPITAL PROJECTS				
i.	Strategy: Transfer Federal Transit Administration (FTA) grants from the City of Vallejo and City of Benicia.	April 2013		
ii.	Strategy: Establish SolTrans' authority/ownership of state, regional and local transit grants previously provided to the Cities of Vallejo and Benicia	June 2013		
iii.	Strategy: Compete for grants that support sustainability of the current system and/or facilitate increased effectiveness/ ridership growth.	Ongoing		
B. OBJECTIVE: ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL FISCAL REGULATIONS/MANDATES				
i.	Strategy: Establish fiscal policies, procedures and internal controls.	Ongoing		

FY 2012-13 Performance Goals and Objectives for SolTrans

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
ii.	Strategy: Successfully close-out FY 2012 audit to obtain audited financial statements, as well as other performance and operations audits required by State law (i.e. CHP inspections, TDA performance audit, etc.)	June 2013		
iii.	Strategy: Successfully close-out FY 2011 and FY 2012 National Transit Database (NTD) Reports, which impact annual federal allocations, and meet all federal, state, regional and local reporting requirements for continued eligibility for grants.	June 2013		
C.	OBJECTIVE: STRATEGICALLY ALIGN FINANCIAL RESOURCES WITH OPERATIONAL AND CAPITAL PRIORITIES			
i.	Strategy: Develop operations and capital priorities and program federal, state, regional and local funds according to Board-approved priorities.	December 2012		
ii.	Strategy: Update the Transportation Improvement Program (TIP) to reflect SolTrans' federally-funded priorities.	March 2013		
iii.	Strategy: Complete FY 2013 Capital Budget and mid-year Operations Budget Adjustment.	December 2012		
iv.	Strategy: Create budget monitoring reports to ensure that organizational decisions and activities are aligned with Board-established priorities and with fiscal resources.	June 2013		
D.	OBJECTIVE: INFLUENCE AND SHAPE FUNDING POLICIES TO MAXIMIZE FUNDING TO SOLTRANS			
i.	Strategy: Work with MTC staff to shape the Transit Capital Priorities (TCP) policy and other programs/policies through which funding is obtained	Ongoing		

FY 2012-13 Performance Goals and Objectives for SolTrans

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
ii.	Strategy: Work with STA to reflect SolTrans' operations and capital needs in the Coordinated SRTP and identify funding sources to meet them.	June 2013		
iii.	Strategy: Work with State and Federal lobbyists to influence legislation/funding allocations (i.e. Prop1B allocations, STAF protection)	Ongoing		
E.	OBJECTIVE: ESTABLISH POSITIVE CASH FLOW AND A HEALTHY TDA FUND BALANCE			
i.	Strategy: Create, advocate for, and implement a strategic plan, as permitted by regional policy, to maximize SolTrans' TDA fund balance (most flexible funding) to meet immediate capital/operational priorities & to allow the fund balance to grow through interest accruals.	December 2012		
ii.	Strategy: Drawdown grant funds and request reimbursements as soon as expenses are incurred or as allowed by granting agencies.	Ongoing		
F.	OBJECTIVE: ESTABLISH OVERLAPPING, IN-HOUSE EXPERTISE IN FINANCIAL MANAGEMENT AND GRANTS ADMINISTRATION			
i.	Strategy: Work with Finance Officer to manage financial affairs for SolTrans to allow General Manager to focus on other agency priorities.	July 2012		
ii.	Strategy: Train all SolTrans managers on grants management and budget administration.	June 2013		
3.	GOAL: ENHANCE CUSTOMER SATISFACTION AND BUILD COMMUNITY PARTNERSHIPS TO INCREASE TRANSIT SYSTEM APPEAL AND EFFECTIVENESS			
A.	OBJECTIVE: IMPLEMENT TECHNOLOGICAL/EQUIPMENT /FACILITY ENHANCEMENTS TO ENHANCE CUSTOMER EXPERIENCE			
i.	Strategy: Purchase and install video surveillance systems on buses to increase passenger safety and security. Also required for timely use of Prop 1B CalEMA grant funds.	June 2013		

FY 2012-13 Performance Goals and Objectives for SolTrans

SolTrans Board Meeting Date: 8/16/2012

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
ii.	Strategy: Implement Clipper technology and standardize as many business policies with Napa/Solano transit partners as possible. Also required by MTC Resolution 3866-Transit Coordination Implementation Plan. Non-compliance could result in TDA, STAF & federal funds being withheld.	Fall 2013		
iii.	Strategy: Procure replacement MCI (commuter express) buses with environmentally friendly, fuel-efficient hybrid buses and complete MCI engine replacement & rebuild project. Also required for preventing old FTA grant funds from being rescinded.	June 2013		
iv.	Strategy: Include SolTrans on 511.org and on Google Transit. (Participation in 511.org is also required by MTC Resolution 3866. As of August 2012, SolTrans cannot be found on 511.org.)	June 2013		
v.	Strategy: Improve website content, features, and customer ease in accessing information on transit services. Improvement of website will include implementation of Spanish translation.	June 2013		
vi.	Strategy: Implement fare instruments, as allowed by MTC, (and not available on Clipper) that are easier and more appealing for customers to use. (Examples: day pass, potential community pass, potential family pass)	Fall 2013		
vii.	Strategy: Replace old GFI farebox equipment with sophisticated GFI Odyssey (allows use of enhanced fare instruments and tracking of greater rider data). Timely use of old FTA grant funds also involved in this project.	Fall 2013		
viii.	Strategy: Develop and implement improvements to Curtola Park & Ride Lot. This is also required for timely use of old RM2 funds.	Ongoing		

FY 2012-13 Performance Goals and Objectives for SolTrans

SolTrans Board Meeting Date: 8/16/2012

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GOALS/OBJECTIVES/STRATEGIES			PROJECTED COMPLETION	Performance Measurement	
				Standard/Milestone	Achievement/Progress
ix.	Strategy: Improve bus stops with enhanced passenger amenities.	Ongoing			
x.	Strategy: Implement a FTA-sanctioned Automatic Vehicle Locator (AVL) System and improved communications system, which will allow for real-time bus information for transit riders, among other benefits. This is also required for timely use of FTA and State funds in existing grants.	Winter 2013- Spring 2014			
B.	OBJECTIVE: WORK WITH SERVICE CONTRACTOR TO ENSURE PROVISION OF EXCELLENT CUSTOMER SERVICE BY BUS OPERATORS AND CUSTOMER SERVICE AGENTS.				
i.	Strategy: Ensure service contractor’s training program for front line employees who interact with the public regularly emphasizes excellence.	October 2012- Ongoing			
ii.	Strategy: Participate in service contractor’s monthly safety meetings and emphasize front-line staff’s important role in representing SolTrans well.	Sep 2012- Ongoing			
iii.	Strategy: Develop and constantly communicate SolTrans’ organizational values and mission to service contractor management/staff to ensure a sense of teamwork and focus on excellence.	Sep 2012- Ongoing			
C.	OBJECTIVE: CREATE OUTREACH AND MARKETING MATERIALS THAT APPEAL/SPEAK TO VARIOUS SECTORS OF THE COMMUNITY AND COMMUNICATE SOLTRANS’ SUCCESS IN PROVIDING RELIABLE, CONVENIENT, SAFE, AND AFFORDABLE TRANSIT SERVICES IN A COST-EFFECTIVE MANNER.				
i.	Strategy: Create marketing materials that communicate the benefits of transit with an emphasis on affordability, environmental stewardship, convenience, reliability, safety/security, comfort, etc.	Ongoing			
ii.	Strategy: Create marketing materials that focus on communicating services for seniors and people with disabilities.	March 2013- Ongoing			

FY 2012-13 Performance Goals and Objectives for SolTrans

SolTrans Board Meeting Date: 8/16/2012

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
iii.	Strategy: Create materials that focus on access to high ridership destinations (i.e. hospitals, schools, key centers of civic activity)	June 2013- Ongoing		
D.	OBJECTIVE: ESTABLISH PUBLIC OUTREACH PROGRAM AND ACTIVITIES THAT ARE VALUED BY THE COMMUNITY AND RESULT IN STRONG, MUTUALLY BENEFICIAL PARTNERSHIPS			
i.	Strategy: Build relationships with organizations that cater to seniors and people with disabilities and carry-out at least two joint activities.	June 2013		
ii.	Strategy: Build relationships with organizations, especially the school districts in Vallejo and Benicia, which cater to children and students and carry-out at least two joint activities.	June 2013		
iii.	Strategy: Build relationships with key community stakeholders to build SolTrans' profile and reputation as a valued public asset to the community that provides excellent services that are affordable, reliable, convenient and safe.	Ongoing		
4.	GOAL: STABILIZE AND STRENGTHEN THE SOLTRANS ORGANIZATION AND TEAM OF STAFF FOR ENSURING THE LONG-TERM VIABILITY OF THE TRANSIT SYSTEM			
A.	OBJECTIVE: ESTABLISH CLEAR ORGANIZATIONAL STRUCTURE/STAFF ROLES AND STRENGTHEN STAFF EXPERTISE AND SENSE OF OWNERSHIP			
i.	Strategy: Establish final staff/organizational structure and staff transfer process (from City of Vallejo and STA).	Dec 2012		
ii.	Strategy: Establish SolTrans administrative and personnel rules, regulations, benefits, organizational values, etc.	Dec 2012		

FY 2012-13 Performance Goals and Objectives for SolTrans

SolTrans Board Meeting Date: 8/16/2012

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GOALS/OBJECTIVES/STRATEGIES		PROJECTED COMPLETION	Performance Measurement	
			Standard/Milestone	Achievement/Progress
iii.	Strategy: Provide staff training and professional growth opportunities.	Ongoing		
iv.	Strategy: Establish clear job descriptions and necessary staff contributions for building/strengthening the organization.	Dec 2012- Ongoing		
v.	Strategy: Conduct facilitated, structured team-building/strategic planning session(s) with SolTrans staff and Board of Directors.	June 2013		
B.	OBJECTIVE: ESTABLISH SOLTRANS' PRESENCE AS A FULL-FLEDGED JPA.			
i.	Strategy: Complete transfer of assets and resources from the City of Vallejo to SolTrans.	Fall 2013		
ii.	Strategy: Continue to build SolTrans' presence in the Cities of Vallejo and Benicia, Solano County, the MTC region, and the transit industry as a whole.	Ongoing		
iii.	Strategy: Complete design and renovation of SolTrans Operations, Administration, and Maintenance facility at 1850 Broadway for improving the working conditions for operations and administrative staff. This is also required for timely use of old FTA and State Proposition 1B grant funds and prevention of any rescissions.	Late Winter 2013- Early 2014		
iv.	Strategy: Complete re-branding of transit equipment and facilities.	Fall 2013		



TO: BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, GENERAL MANAGER
SUBJECT: FISCAL YEAR 2011-12 YEAR-END FIXED ROUTE RIDERSHIP REPORTS
ACTION: INFORMATIONAL

ISSUE:

Year-end ridership data is currently being gathered by staff, in preparation for reports due to the State and the federal governments towards the end of the 2012 Calendar Year. In doing so, FY 2011-12 ridership reports on the fixed route system are being presented to the Board as an informational item.

DISCUSSION:

Tracking of unlinked passenger trips (ridership) is required by the State and Federal Transit Administration (FTA) as a condition for continued funding eligibility. During FY 2011-12, SolTrans depended entirely on bus operators to track ridership manually through two different farebox systems. Ridership reports were then produced and submitted to SolTrans staff by MV through a fairly old reporting system that has been utilized for many years. In the coming months, however, staff will be working with a consulting firm, Solutions for Transit, to create a more streamlined and accurate system of reporting. Intensive retraining of bus operators will also occur to ensure that ridership, fares and the various fare instruments are accurately captured in a more detailed manner. Increasingly accurate ridership and fare data will allow staff to analyze ridership information more thoroughly and make quicker and better-informed business decisions in the future. Additionally, Solutions for Transit will prepare an interface between the existing fareboxes and the future Clipper system to allow the data collected through both systems (from two different computer servers) to be integrated into a single report.

As you will see in the attached fixed route system reports, ridership between the local and intercity routes was practically equal during FY 2011-12. The Route 80 that operates between the Vallejo Transit Center (VTC) and the El Cerrito Del Norte BART station had the highest ridership. The former Route 1 (Downtown Vallejo-Rancho Vallejo) carried the second highest number of riders, and former Route 5 ("Vallejo Circular" service) was a close third in terms ridership.

Also attached are ridership reports by fare category. The charts on these reports give staff a sense of ridership behavior and factors behind our farebox recovery. They also give us a sense of activity levels at the point of entry on our buses. For example, on our local system, approximately ¼ of our ridership in FY 2012 consisted of monthly pass holders who enter the bus much quicker than someone who needs to stand at the farebox to insert a fare or present a

free transfer to the bus operator for entry. To some extent, the time it takes for a bus to travel along a route is impacted by the activity at the farebox and the interaction between passengers and bus operators when boarding a bus.

(Please note that FY 2011-12 data on paratransit, dial-a-ride and flex route services are still being compiled and will be provided to the Board as soon as it is available in an organized report.)

FISCAL IMPACT:

This is an informational item with no fiscal impact.

RECOMMENDATION:

Informational.

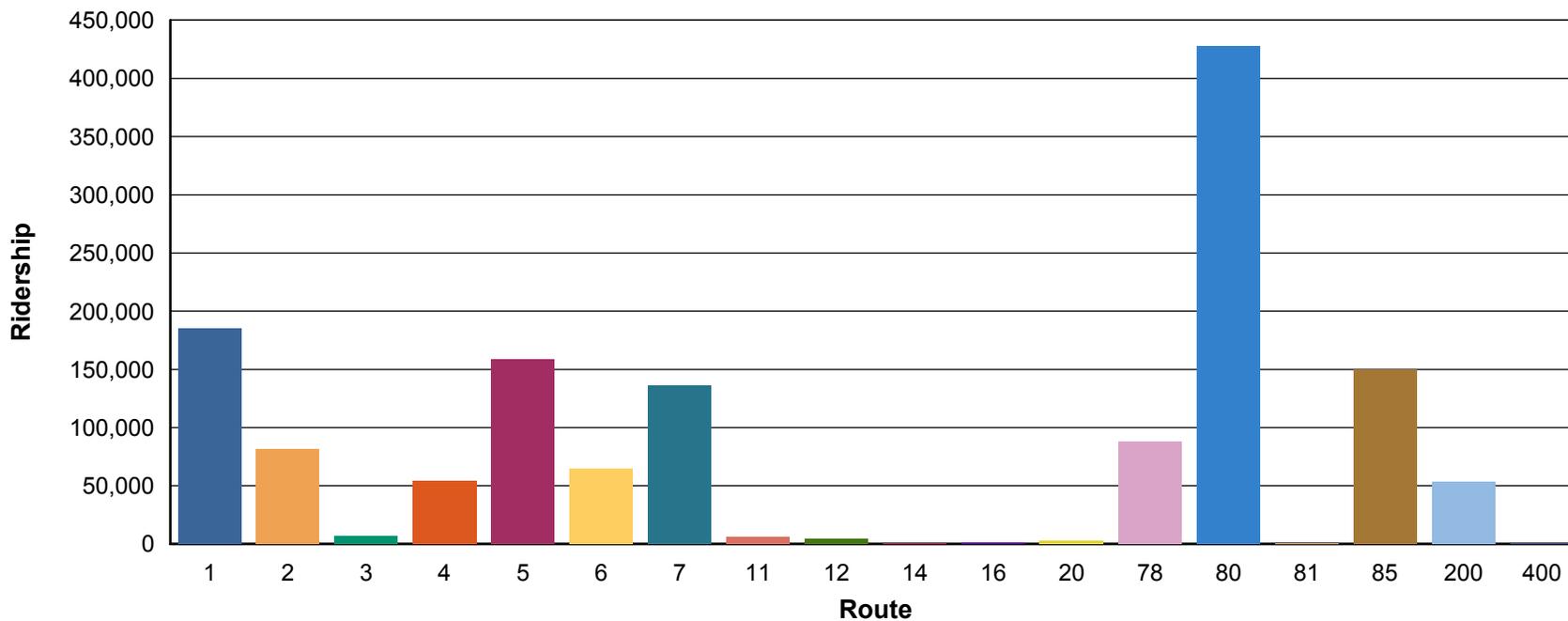
Attachments:

- A. Bar Chart of FY 2011-12 Ridership by Route
- B. Pie Chart of FY 2011-12 Ridership Percentages by Route
- C. Pie Chart of FY 2011-12 Ridership by Fare Category for Local Routes
- D. Pie Chart of FY 2011-12 Ridership by Fare Category for Intercity Routes



YTD Ridership Summary
 Fixed Routes

FY 2012



<u>Mode</u>	<u>Ridership</u>	<u>Revenue</u>	<u>Passes</u>
Local	715,625	\$590,455.74	198,135
Intercity	726,604	\$1,173,244.72	245,688
Totals	1,442,229	\$1,763,700.46	443,823





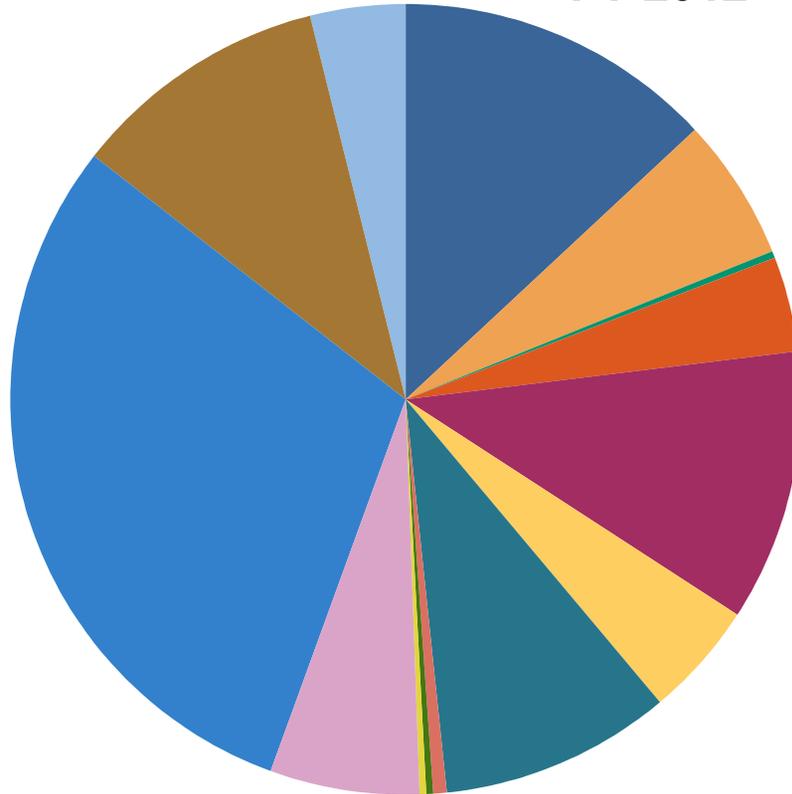
<u>Route</u>	<u>Ridership</u>	<u>Revenue</u>	<u>Passes</u>
1	188,775	181,392.96	52,324
2	82,625	68,006.67	21,273
3	6,607	3,414.42	2,905
4	56,310	33,232.13	14,996
5	161,056	131,672.11	43,186
6	65,982	49,622.84	20,457
7	138,694	113,142.45	36,868
11	5,820	2,950.77	2,584
12	4,395	2,809.60	1,605
14	693	623.59	168
16	1,055	639.35	505
20	2,882	2,721.88	927
78	88,616	141,139.58	32,190
80	431,424	768,368.36	149,789
81	642	67.60	53
85	152,012	244,934.15	28,521
200	53,910	18,735.03	35,135
400	731	226.97	337
Others	1,402	1,661.91	331
Totals	1,443,631	1,765,362.37	444,154





YTD Ridership Summary
 Fixed Routes

FY 2012



1	13.0%
2	5.7%
3	0.5%
4	3.8%
5	11.2%
6	4.6%
7	9.6%
11	0.4%
12	0.3%
14	0.0%
16	0.1%
20	0.2%
78	6.2%
80	30.0%
81	0.0%
85	10.5%
200	3.8%
400	0.1%
Total:	100.0%

<u>Mode</u>	<u>Ridership</u>
Local	49.62%
Intercity	50.38%

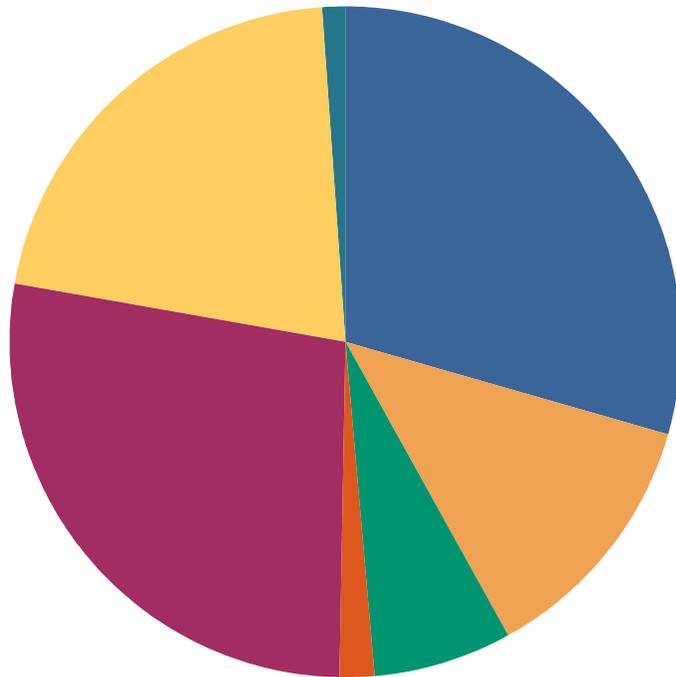


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YTD Ridership by Category Local Routes

FY 2012 Local Routes



Sum of @Adult	209,834	29.3%
Sum of @SDM	90,461	12.6%
Sum of @Students	46,594	6.5%
Sum of @Free	12,455	1.7%
Sum of @Monthly Passes	198,135	27.7%
Sum of @SolTrans Transfers	149,952	21.0%
Sum of @Other Services Transfers	8,194	1.1%
Total:	715,625	100.0%

Notes:

Local Routes include Routes 1, 2, 3, 4, 5, 6, 7, 11, 12, 14, 16, 20, and 400

Ridership for Adults, SDM and Students includes Cash, 10-Ride Passes, and Daily Passes

Free Ridership includes Children under 5, Employees, and Employee Dependents

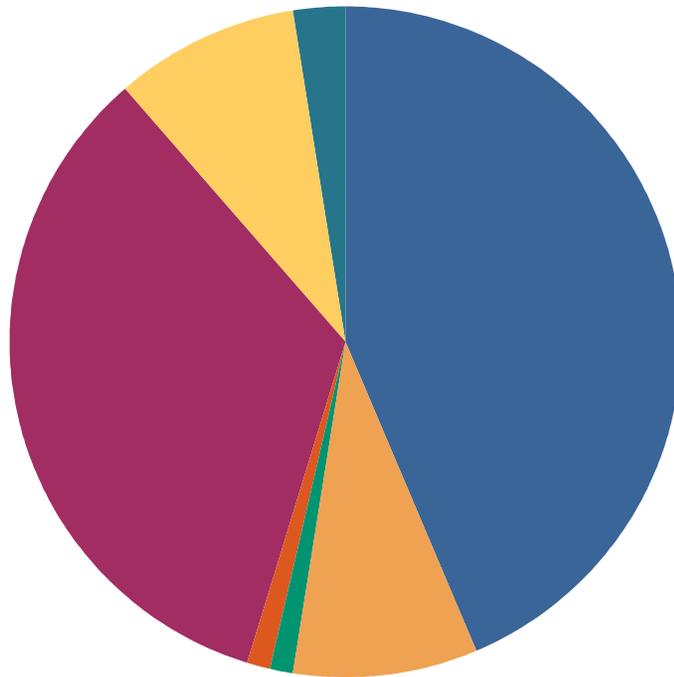


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YTD Ridership by Category Intercity Routes

FY 2012 Intercity Routes



Sum of @Adult	316,336	43.5%
Sum of @SDM	64,518	8.9%
Sum of @Students	8,738	1.2%
Sum of @Free	7,640	1.1%
Sum of @Monthly Passes	245,688	33.8%
Sum of @SolTrans Transfers	64,685	8.9%
Sum of @Other Services Transfers	18,999	2.6%
Total:	726,604	100.0%

Notes:

Intercity Routes include Routes 78, 80, 81, 85, and 200

Ridership for Adults, SDM and Students includes Cash, 10-Ride Passes, and Daily Passes

Free Ridership includes Children under 5, Employees, and Employee Dependents



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TO: SOLTRANS BOARD OF DIRECTORS
PRESENTER: JOY APILADO, HUMAN RESOURCE CONSULTANT
SUBJECT: PRESENTATION ON PROPOSED SOLTRANS RETIREMENT BENEFITS PLAN
ACTION: INFORMATIONAL

ISSUE:

In July 2011, Solano County Transit (SolTrans) submitted an application for an actuarial to contract for a retirement benefits plan under the California Public Employees Retirement System (CalPERS). As of August, 2012 CalPERS has been unresponsive to this request and the application is still pending a determination and an actuarial. With the hiring of permanent staff, the Board approved a recommendation at the April, 2012 meeting, for the Interim Executive Director to proceed with procuring an alternative program to CalPERS through the Public Agency Retirement System (PARS) in lieu of social security. Staff was directed to request an actuarial designed within the parameters previously approved by the Board in May, 2011 for an alternative retirement benefits plan. The benefit parameters include a Defined Benefit Plan for all fulltime miscellaneous employees based on 2% @ 60 full formula and at least five (5) years of Agency service, and final compensation based on the highest average consecutive thirty six (36) months (3 years) of compensation with the agency. Parameters include an employees' contribution of seven percent (7%) of compensation toward the total cost of the benefit.

DISCUSSION:

The SolTrans Board's goals for evaluating retirement benefits are: (1) consideration of investment strategies; (2) the retention of quality employees; (3) strive to maintain staff continuity; and (4) controlling financial costs.

The PARS plans offers flexibility in investment, benefit, and design choices; security in safeguarding assets; control at the agency level; savings from labor and benefit costs; service from an experienced and dedicated team; and integrity on a long term commitment to helping serve the public interest. The PARS Trust is administered by PARS using the US Bank as the Trustee. US Bank was chartered in 1863 and is the 5th largest commercial bank in the United States.

PARS currently has over 600 member agencies and over 1,200 different retirement plans under their administration and offers Defined Benefit Plans under the Internal Revenue Code (IRC) 401(a). Some of the local agencies under PARS plans include County of Solano, City of Vacaville, and the City of Fairfield. Under PARS, the ability to design a more flexible plan that meets the specific needs of the agency and its employees was possible. It also offers the agency more stability in the attraction and retention of its valuable employees and fiscal constraints

otherwise mandated under the CalPERS plan and social security. In addition, PARS would give the SolTrans staff the added diversity of retirement funds, rather than a single retirement plan option. In considering the PARS retirement alternative, staff reviewed benefit options based on Board direction and requested a full actuarial through Milliman, Inc.

An Actuarial Valuation was done by Mr. Robert Dezube of Milliman, Inc. of Vienna, Virginia who is a member of the American Academy of Actuaries. The actuarial consulting firm of Milliman, Inc. is among the world's largest independent actuarial and consulting firms. The actuarial was based on the following Board parameters:

All full-time employees of SolTrans will be eligible for a retirement benefit upon attaining age 60 and at least five (5) years of Agency service credit. Employees terminating employment with the Agency after five (5) years of service, but prior to age 60 may elect to receive a deferred retirement benefit upon attaining age 60 or a refund of the employee's contributions plus three percent (3%) per annum interest. Employees terminating employment with less than five (5) years service credit would also receive a refund of the employee's contributions. The monthly retirement benefit is equal to the PARS Age Factor (2% @ Age 60) multiplied by the Years of Service Credit multiplied by Final Pay. Final Pay is the highest average consecutive thirty six (36) months of compensation with the Agency. Other options include a pre-retirement death benefit to the employee's eligible beneficiary. This benefit plan would apply to all current and future full-time employees of SolTrans.

On August 8th, the actuarial valuation for the PARS Plan for SolTrans was completed. The recommended plan provisions are:

- a. All SolTrans full-time employees are included in the plan;
- b. Benefit service based on Agency years of service credit; purchases of additional service credit are not included;
- c. Vesting service is lapsed time of continuous service with SolTrans;
- d. Employee contribution is required equal to 7% of compensation;
- e. Final average compensation is the average of the highest thirty-six (36) months of compensation;
- f. Employee is eligible for the benefit upon meeting the minimum age of 60, completing 5 years continuous service with SolTrans;
- g. No disability benefit under this plan, other than the return of the employee contribution with 3% interest per annum;
- h. The plan provides a pre-retirement death benefit to spouses or registered domestic partners of the employees who met the age and service condition for retirement;
- i. Employees who terminate employment with SolTrans will receive a refund of their contributions with 3% interest per annum;
- j. The Plan is a life-only annuity;
- k. The Plan payment will increase by 2% annually for cost of living.

The actuarial valuation and assumption result meets the original anticipated cost and is less than the current amounts budgeted for the benefit. The following are the results of the actuarial assumptions based on the SolTrans five (5) employees' demographic information and using the FY 2012-13 annual salary budgets as of July 1, 2012:

A. Present Value of Future Benefits	\$891,449
B. Present Value of Normal Costs	<u>\$891,449</u>
• Actuarial Liability (A - B)	\$ 0
• Total FY 2012-13 SolTrans Budget Cost (11.37%)	\$ 53,208
• Total FY 2012-13 Employee Cost (7%)	<u>\$ 30,325</u>
Total PARS Contribution FY 2012-13	\$ 83,533

Although the total annual retirement budget cost to the SolTrans is reduced under the PARS Plan, the administration of the plan and the required actuarial valuation every two years is an additional cost to the plan. The PARS administrative cost annually is \$7,200, a one-time set-up fee of \$3,000 and the actuarial cost every two years is approximately \$5,500.

Should the Board want to pursue adopting the PARS Defined Contribution Plan for the Agency, then at the September 2012 meeting, the following actions would be considered:

1. Approval of a Resolution establishing the PARS Defined Contribution Plan;
2. Authorize the General Manager to execute any and all documents to establish the Defined Benefit Plan with PARS; and
3. To award contract to PARS for the administration and management of the PARS Plan Trust for a one-time set-up fee of \$3,000 and an annual amount of \$7,200;
4. Authorize the General Manager to execute actuarial every two years.

As required by the Government Code Section 7507 and recent changes made by Senate Bill 1123 (Stats. 2008, Ch. 371) effective January 1, 2009, an actuarial is required for any proposed change in retirement benefits or in Other Post Employment Benefits (OPEB).

FISCAL IMPACT:

The SolTrans contribution for FY 2012-13 to the proposed PARS Defined Contribution Plan at 11.37% is in the amount of \$53,208, the administration fee of \$7,200 per year and a one-time set-up fee of \$3,000 for a FY 2012-13 total of \$63,408.

RECOMMENDATION:

Informational.

Attachments:

- A. PARS Actuarial Valuation
- B. PARS Overview of Plans Design and Option

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1921 Gallows Road
Suite 900
Vienna, VA 22182
USA

Main +1 703 917 0143
Fax +1 703 827 9266

August 9, 2012

milliman.com

Mr. Dennis Yu, CEBS
Senior Vice President
Public Agency Retirement Services (PARS)
4350 Von Karman Avenue, Ste. 100
Newport Beach, CA 92660

Re: July 1, 2012 Contribution Rate for the Proposed SolTrans PARS Defined Benefit Plan

Dear Dennis:

As requested, we have completed our July 1, 2012 contribution rate calculations for the proposed SolTrans PARS Defined Benefit Plan based on a July 1, 2012 valuation date. The calculations were completed as follows:

1. Full-time employees of SolTrans ("Agency") will be eligible for a retirement benefit upon attaining age 60 and at least five (5) years of Agency service. Employees terminating employment with the Agency after 5 years of service but prior to age 60 will receive a deferred retirement benefit to begin as early as age 60.
2. The monthly retirement benefit is equal to the PARS Age Factor (2% at 60) multiplied by Benefit Service multiplied by Final Pay. Benefit Service is credited from date of hire as a full-time employee of the Agency until the last date of employment with the Agency. Final pay is the highest average consecutive thirty-six (36) months of compensation with the Agency.
3. Employees shall contribute seven percent (7%) of compensation each payroll period on a pre-tax basis. Employees who terminate employment prior to having five years of Agency service will receive a refund of their employee contributions with interest credited at three percent (3%) per annum.
4. The plan provides a pre-retirement death benefit to the employee's eligible beneficiary (spouse or domestic partner) payable over the lifetime of the beneficiary. If the employee dies after attaining the age of 60 and five years of Agency service, the benefit will be paid assuming retirement occurred on the date of death and the participant elected the 100% joint-and-survivor option. If the employee dies prior to

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age 60 but after attaining five years of Agency service, the benefit will be paid on the first of the month following the date the employee would have attained age 60, in an amount equal to the 100% joint-and-survivor option.

5. We have done the valuation using an interest rate assumption of 7.0% per annum. In general, the interest rate assumption should be the best estimate of the expected long-term rate of return on assets, which is largely driven by your expected asset mix.
6. We utilized actuarial assumptions for pre- and post-retirement mortality, disability, withdrawal and salary scale recommended for CalPERS actuarial valuations for public agency pension plans for Miscellaneous employees dated September 1, 2010 or later. The demographic actuarial assumptions are based on the experience study on the California Public Employees Retirement System using data from 1997 to 2007.
7. We used retirement rate assumptions recommended for CalPERS actuarial valuations for public agencies utilizing the "2.0% at 60" formula. The rates used from the "2.0% at 60" table are those for retirees with 20 years of service.

This letter-report summarizes our results and is separated into the following six sections:

1. ***Summary of Results***
2. ***Participant Data as of July 1, 2012***
3. ***Schedule of Funding Progress***
4. ***Plan Provisions***
5. ***Actuarial Assumptions***
6. ***Actuarial Methods***

In preparing this letter-report, we relied, without audit, on information supplied by PARS. This information includes, but is not limited to, plan provisions, employee data, plan assumptions, and financial information provided in your July 6, 2012 e-mail.

In our examination of these data, we have found them to be reasonably consistent and comparable with data used for other purposes. Since the contribution rate calculations are dependent on the integrity of the data supplied, the results can be expected to differ if the underlying data is incomplete or missing. It should be noted that if any data or other information is inaccurate or incomplete our calculations may need to be revised.

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices which are consistent with the actuarial standards of Practice promulgated by the Actuarial

Standards Board and applicable Guides to Professional Conduct, amplifying Opinions, and supporting Recommendations of the American Academy of Actuaries.

We further certify that all costs, liabilities, rates of interest, and other factors for the Plan have been determined on the basis of actuarial assumptions and methods which are individually reasonable, taking into account the experience of CalPERS and reasonable expectations. Nevertheless, the emerging costs will vary from those presented in this report to the extent actual experience differs from that projected by the actuarial assumptions.

Actuarial computations presented in this letter-report are for purposes of determining the recommended funding amounts for the fiscal years beginning July 1, 2012 and July 1, 2013. Actuarial computations under GASB Statements No. 25 and 27 are for purposes of fulfilling financial accounting requirements. The calculations in the enclosed report have been made on a basis consistent with our understanding of the Plan's funding goals and of the GASB Statements No. 25 and 27. Determinations for purposes other than meeting those requirements may be significantly different from the results contained in this report. Accordingly, additional determinations may be needed for other purposes.

Milliman's work product was prepared exclusively for the management of SolTrans ("Agency") and PARS for a specific and limited purpose. It is a complex, technical analysis that assumes a high level of knowledge concerning the Agency operations, and uses Agency data, which Milliman has not audited. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exception(s):

- (a) SolTrans or PARS may provide a copy of Milliman's work, in its entirety, to the Agency's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the System.
- (b) SolTrans or PARS may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

The consultants who worked on this assignment are pension actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.



Mr. Dennis Yu, CEBS
August 9, 2012
Page 4

We respectfully submit the following report, and we look forward to discussing it with you at your convenience. I, Robert S. Dezube, am a consulting actuary for Milliman, Inc. I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sincerely,

Milliman, Inc.

A handwritten signature in black ink that reads 'Laura Lyn-Kew'.

Laura Lyn-Kew
Actuarial Analyst

A handwritten signature in black ink that reads 'Lori V. Marsh'.

Lori V. Marsh, ASA, EA
Associate Actuary

A handwritten signature in black ink that reads 'Robert S. Dezube'.

Robert S. Dezube, FSA
Consulting Actuary

C: Ryan Nicasio

RSD/LLK/ST/PHA/37
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1. Summary of Results – SolTrans

	July 1, 2012*
1. Present Value of Future Benefits:	
a. Actives	\$ 891,449
b. Retirees	<u>0</u>
c. Total	\$ 891,449
2. Present Value of Future Normal Costs:	\$ 891,449
3. Actuarial Liability [(1c.) – (2.)]:	\$ 0
4. Gross Entry Age Normal Cost (Employer plus Employee):	\$ 83,533
5. Expected Employee Contributions:	\$ 30,325
6. Net Entry Age Normal Cost [(4.) – (5.)]:	\$ 53,208
7. Actuarial Value of Assets:	\$ 0
8. Unfunded Actuarial Liability (UAL): [(3.) – (7.)]	\$ 0
9. Unfunded Actuarial Liability Amortization ¹ :	\$ 0
10. Covered Payroll:	\$ 468,072
11. Fiscal Year (FY) 2012/2013 Employer Contribution % ¹:	
a. Normal Cost [(6.) / (10.)]	11.37%
b. Unfunded Actuarial Liability [(9.) / (10.)]	<u>0.00%</u>
c. Total	11.37%
12. FY 2012/2013 Employer Contribution \$ ¹:	\$ 53,208

* See page 11 for valuation assumptions; interest rate of 7.00% employed.

¹ Based on a 20-year amortization period from July 1, 2012 and amortization payments increasing 3.25% annually. Payments are assumed to be made throughout the year.

2a. Participant Data as of July 1, 2012

a. Participant Counts:*		
	Males	2
	Females	<u>3</u>
	Total	5
b. Average Ages:		
	Males	35.6
	Females	<u>41.6</u>
	Overall	39.2
c. Average Service (years) :		0.0
d. Valuation Pay:		\$468,072
e. Average Pay:		\$93,614
f. Retiree Counts:		
	Males	0
	Females	<u>0</u>
	Total	0
g. Average Annual Retiree Benefit:		N/A

**Includes 4 participants hired after 7/1/2012 treated as if hired on valuation date.*

2b. Schedule of Active Participant Data

<u>Age</u>	<u>Years of Agency Service</u>										<u>Total</u>	
	<u>Under 1</u>	<u>1 to 4</u>	<u>5 to 9</u>	<u>10 to 14</u>	<u>15 to 19</u>	<u>20 to 24</u>	<u>25 to 29</u>	<u>30 to 34</u>	<u>35 to 39</u>	<u>40 & Up</u>		
Under 25	0	0	0	0	0	0	0	0	0	0	0	0
25 to 29	0	0	0	0	0	0	0	0	0	0	0	0
30 to 34	0	0	0	0	0	0	0	0	0	0	0	0
35 to 39	4	0	0	0	0	0	0	0	0	0	0	4
40 to 44	0	0	0	0	0	0	0	0	0	0	0	0
45 to 49	0	0	0	0	0	0	0	0	0	0	0	0
50 to 54	1	0	0	0	0	0	0	0	0	0	0	1
55 to 59	0	0	0	0	0	0	0	0	0	0	0	0
60 to 64	0	0	0	0	0	0	0	0	0	0	0	0
65 to 69	0	0	0	0	0	0	0	0	0	0	0	0
70 & Up	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	0	0	0	0	0	0	0	0	0	0	5

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3. Schedule of Funding Progress¹⁾ In accordance with Statement No. 25 of the Government Accounting Standards Board

<u>Valuation Date</u>	<u>Accrued Liability</u>	<u>Value of Assets</u>	<u>Unfunded Liability (UAL)</u>	<u>Funded Ratio</u>	<u>Valuation Payroll</u>	<u>UAL as a % of Payroll</u>
07/01/2012	\$0	\$0	\$0	N/A	\$468,072	0.00%

¹⁾ Based on investment return assumption of 7.0%.

4. Plan Provisions

a. Benefit Service

Benefit service is credited for date of hire as a full-time employee of the Agency until the last date of employment with the Agency.

b. Vesting Service

Vesting service is credited from date of hire as a full-time employee of the Agency until the last date of employment with the Agency.

c. Employee Contributions

Employees shall contribute seven percent (7%) of compensation each payroll period on a pre-tax basis.

d. Final Pay

Final Pay is equal to the highest average consecutive thirty-six (36) months of compensation with the Agency.

e. Supplemental Benefit

A full-time employee retiring from active service on or after attaining age 60 and at least five (5) years of Agency service is eligible for a lifetime benefit from the defined benefit plan. The monthly benefit is the product of the following three items:

- i. Benefit Service;
- ii. Final Pay;
- iii. The following PARS "2.0% at 60" age factors:

<u>Age</u>	<u>Factor</u>
60	2.000%
61	2.134%
62	2.272%
63+	2.418%

f. Disability Retirement Benefit

There is no disability benefit under this plan.

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g. Death Benefit

If an eligible employee over the age of sixty (60) dies while employed with the Agency after attaining 5 years of service, a benefit will be paid to an eligible beneficiary (spouse or registered domestic partner) assuming that retirement occurred on the date of death and that the participant had elected the 100% joint-and-survivor option.

If an eligible employee dies while employed with the Agency prior to attaining sixty (60) years of age but having completed at least five (5) years of Agency service, the benefit will be paid to an eligible beneficiary (spouse or registered domestic partner) the first of the month following the date that the employee would have turned sixty (60) years of age. The benefit paid to the beneficiary will be equal to the 100% joint-and-survivor option.

h. Withdrawal Benefit

Employees terminating employment with the Agency after 5 years of service but prior to age 60 will receive a deferred retirement benefit to begin as early as age 60.

Employees terminating employment with the Agency prior to having five years of Agency service will receive a refund of their employee contributions with interest credited at three percent (3%) per annum.

i. Normal Form of Payment

The normal form of benefit for the Retirement Enhancement Plan is a life-only annuity.

j. Optional Forms of Payment

In lieu of a life-only annuity, a participant may elect an actuarial equivalent optional form of payment. The only optional form is a joint and survivor annuity.

k. Post-Retirement Pension Increases

Any benefit in payment status will increase by 2% per annum on the anniversary of the participant's date of retirement.

5. Actuarial Assumptions

- a. **Valuation Date:** July 1, 2012
- b. **Investment Return:** 7.0%
- c. **Inflation:** 3.0%
- d. **Salary Increases:** Increases are based on service.
Sample rates are as follows:

<u>Years of Service</u>	<u>Annual Increase</u>
0	12.65%
1	10.75%
2	9.35%
3	8.25%
4	7.35%
5	6.75%
10	4.85%
15	4.35%
20	3.95%
22 or more	3.85%

- e. **Cost of Living Adjustment:** 2.00% compounded annually.
- f. **Pre-Retirement Mortality:** Sample rates are as follows:

<u>Age</u>	<u>Male</u>	<u>Female</u>
20	0.047%	0.016%
25	0.050%	0.026%
30	0.053%	0.036%
35	0.067%	0.046%
40	0.087%	0.065%
45	0.120%	0.093%
50	0.176%	0.126%
55	0.260%	0.176%

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g. Post-Retirement Mortality: Sample rates are as follows:

<u>Age</u>	Healthy	
	<u>Male</u>	<u>Female</u>
60	0.720%	0.431%
70	1.675%	1.244%
80	5.270%	3.749%
90	16.747%	12.404%
100	34.551%	31.876%
110	100.000%	100.00%

h. Withdrawal: Sample select and ultimate rates are as follows:

<u>Hire Age</u>	Years of Service				
	<u>Under 1</u>	<u>1 to 2</u>	<u>2 to 3</u>	<u>3 to 4</u>	<u>4 to 5</u>
30	16.06%	14.09%	12.12%	10.15%	8.18%
40	14.68%	12.71%	10.74%	8.77%	6.80%
50	13.32%	11.35%	9.38%	7.41%	5.43%

<u>Hire Age</u>	Years of Service				
	<u>5 to 6</u>	<u>6 to 7</u>	<u>7 to 8</u>	<u>8 to 9</u>	<u>9 to 10</u>
30	7.11%	6.70%	6.31%	5.91%	5.48%
40	5.54%	5.14%	4.71%	4.30%	3.89%
50	0.97%	0.84%	0.72%	0.60%	0.49%

<u>Hire Age</u>	Years of Service				
	<u>10 to 11</u>	<u>11 to 12</u>	<u>12 to 13</u>	<u>13 to 14</u>	<u>14 to 15</u>
30	5.07%	4.80%	4.52%	3.97%	3.73%
40	0.71%	0.63%	0.56%	0.32%	0.27%
50	0.38%	0.31%	0.24%	0.12%	0.08%

For participants with more than thirty-five years of service:

Ages 50-84	0.010%
Ages 85+	0.000%

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i. Retirement: Rates are as follows:

<u>Age</u>	<u>Rate</u>
60	11.90%
61	15.20%
62	25.50%
63	24.40%
64	23.40%
65	33.40%
66	21.90%
67	30.70%
68	21.80%
69	22.00%
70	24.40%
71	15.90%
72	18.70%
73	10.70%
74	17.00%
75+	100.00%

j. Disability: Sample rates are as follows:

<u>Age</u>	<u>Male</u>	<u>Female</u>
30	0.021%	0.020%
40	0.145%	0.164%
50	0.331%	0.311%

k. Maximum Benefits and Salary: Not applicable.

l. Expenses: None are assumed.

m. Form of Payment: All current participants are assumed to elect a single life annuity.

n. Entry Age: Age at full-time hire with City.

o. Beneficiaries: 85% of participants are assumed to have an eligible beneficiary (spouse or registered domestic partner) of the same age.

6. **Actuarial Methods**

Funding Method

The cost method for valuation of liabilities used for this valuation is the **entry age normal** method. This is one of a family of valuation methods known as projected benefits methods. The chief characteristic of projected benefits methods is that the actuarial present value of all plan benefits is determined as of the valuation date and then allocated between the period before and after the valuation date. The present value of plan benefits earned prior to the valuation date is called the **actuarial liability**. The present value of plan benefits to be earned after the valuation date is called the **present value of future normal costs**.

Under the entry age normal actuarial cost method, an individual entry age normal cost ratio is determined for each participant by taking the value, as of his entry age in the plan, of the participant's projected future benefits (assuming the current plan benefit provisions had always been in existence), and dividing it by the value, as of the participant's entry age, of his expected future salary. This ratio for each participant is then multiplied by the present value, as of the valuation date, of the participant's future salary. The sum of these values for all active participants is the plan's present value (as of the valuation date) of future normal costs. The excess of the present value of all plan benefits over the present value of future normal costs is the actuarial liability. The difference between the actuarial liability and the value of the plan assets as of the valuation date is the **unfunded actuarial liability**.

Asset Valuation Method

The actuarial value of assets is the market value of assets as provided by Public Agency Retirement Services.



SolTrans

PARS Retirement Plan

August 2012



PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

Making retirement work for you.

PARS Overview

- PARS - Public Agency Retirement Services
- Third largest multiple employer public retirement system in California
- 600+ member agencies
- 1,200+ retirement plans under PARS administration
- Over 270,000 public employee participants
- Over \$1,000,000,000+ in trust assets
- Headquarters in Orange County, CA



Sampling of PARS Clients

Solano County Client List

- Benicia Unified School District
- City of Benicia
- City of Dixon
- City of Fairfield
- City of Vacaville
- City of Vallejo
- County of Solano
- Partnership Health Plan of California
- Solano Community College District
- Solano Transportation Authority
- Vacaville Unified School District
- Vallejo City Unified School District
- Vallejo Sanitation & Flood Control District

PARS Transit Client List

- Antelope Valley Transit Authority
- Central Contra Costa Transit Authority
- Eastern Sierra Transit Authority
- Metropolitan Transportation Commission
- Orange County Transportation Authority
- San Diego Trolley (now merged into San Diego MTS)⁸⁹

Defined Benefit Programs

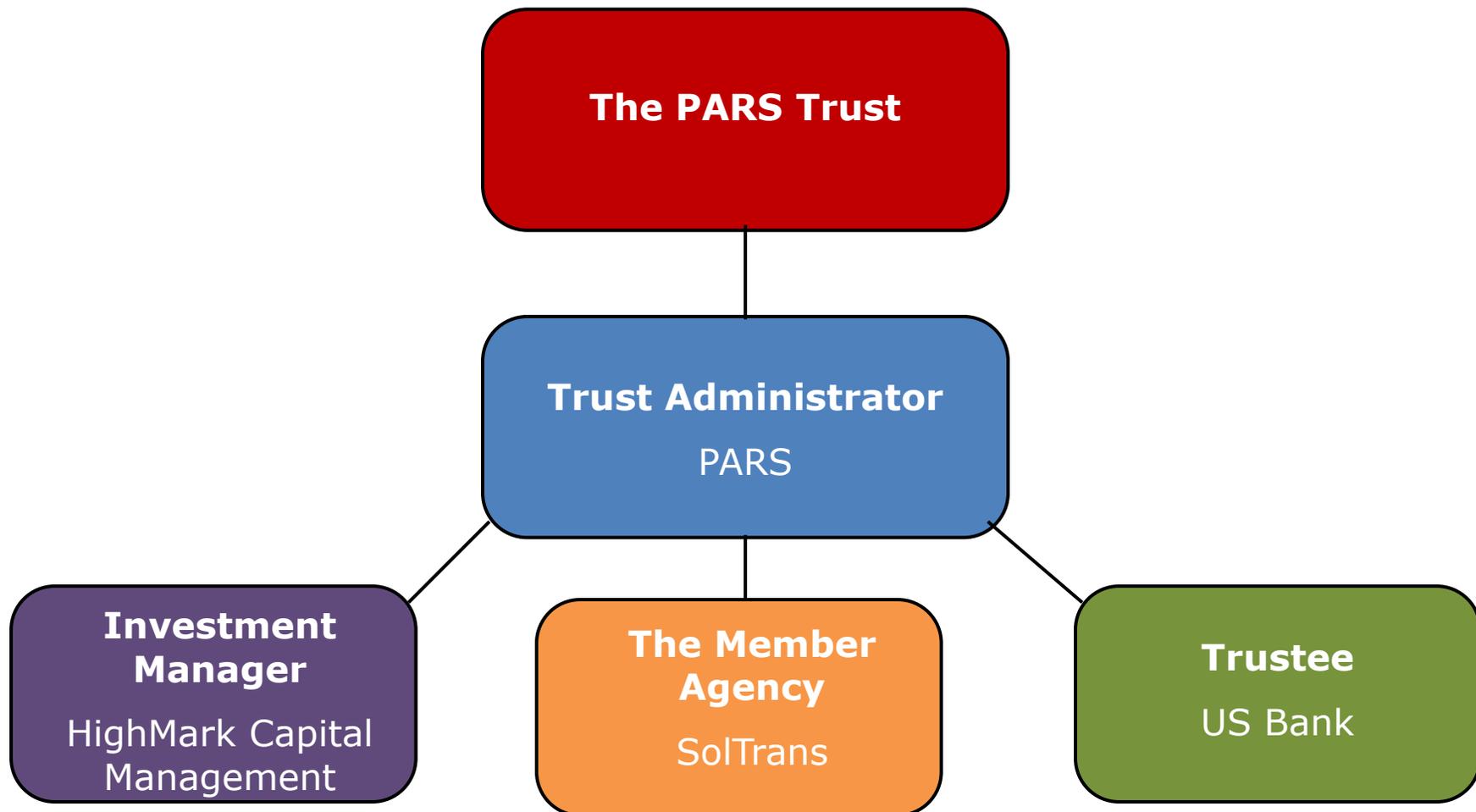
- City of Alameda
- City of Azusa
- City of Cerritos
- City of Concord
- City of El Monte
- City of El Segundo
- City of Emeryville
- City of Lakewood
- City of Lancaster
- City of Manteca
- City of Oxnard
- City of Pomona
- City of Poway
- City of Rancho Cucamonga
- City of Redding
- City of San Bernardino
- City of Simi Valley
- City of Stockton
- City of Torrance
- County of Sonoma
- Exposition Metro Line Const. Authority

What PARS Does

- Specializes exclusively in retirement plan consulting and administration for public agencies since 1983
- Assists in plan design and implementation
- Performs “turn-key” plan administration
- Partners with high quality legal counsel, actuaries and CPA’s



PARS Organizational Structure



U.S. Bank

- Fifth largest commercial bank in the nation, serving 25 states
- One hundred years in institutional trust and custody business
- One of the highest rated, financially secure banks in country
- PARS has been a business partner with U.S. Bank on another trust program since 2006 and has a strong, established relationship with the bank.
- U.S. Bank will enable PARS to accommodate continued growth and greater economies of scale for our agencies.

PROPOSED PARS PLAN

Type of Plan: **401(a) Tax-Qualified Defined Benefit**

PARS Benefit: 2% @ 60

Benefit Formula: PARS Age Factor X Benefit Service X Avg 36 Months Final Pay

Eligibility: 60 years of age with 5 years of Agency Service

Benefit Service credited from date of hire as a full-time employee of the Agency until the last date of employment with the Agency.

Employee Contributions: 7% contribution per pay period

PARS Age Factor

Age at Retirement	2% at 60
60	2.000%
61	2.134%
62	2.272%
63+	2.418%

PLAN STATISTICS

Employee Demographics

	July 1, 2012
Active Participant Count	5
Retired Participant/ Term Vested Count	0
Valuation Payroll	\$468,072
Average Age	39.2
Average Service	0.0

Employer Pension Cost

	<i>July 1, 2012</i>
Employer Normal Cost	\$53,208
Employee Normal Cost*	\$30,325
Total Annual Contribution	\$83,533
Employer Contribution as a % of Payroll	11.37%

* Employee Contribution rate set at 7% of Pay

INVESTMENTS

Investment Options

- PARS Agencies can utilize any investment deemed prudent by the Trustee for retirement plan purposes
- Most PARS Agencies utilize HighMark Capital Management, a wholly owned subsidiary of the Trustee as the Investment Manager
- HighMark Capital Management has established eight investment pools for Agencies to choose from: 4 active and 4 passive
 - Conservative Strategy
(Currently 15% equity, 80% fixed and 5% cash)
 - Moderately Conservative Strategy
(Currently 30% equity, 65% fixed and 5% cash)
 - Moderate Strategy
(Currently 50% equity, 45% fixed and 5% cash)
 - Moderately Aggressive/Balanced Strategy
(Currently 65% equity, 30% fixed and 5% cash)

PARS Plan Administration

Ongoing Administration

PARS will provide “turn-key” administrative services including:

- Coordinating the initial actuarial valuations and future legally required updates in conformance with California Government Code Sections 7507, 7504 and GASB 27 (for Defined Benefit Plans)
- Fielding Participant and Agency information requests
- Calculating benefit amounts and payment options
- Coordinating with PARS Trustee on benefit distributions
- Preparing monthly Agency and annual Participant statements

Ongoing Administration

- Coordinating annual audit of PARS Trust by independent CPA firm
- Preparing annual State Controller's Report
- Complying with all State and Federal mandates
- Advising Agency of ongoing compliance and qualification issues

Informational Item Only

- This item will appear as an action item on the September 20th, 2012 agenda

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TO: SOLTRANS BOARD OF DIRECTORS
PRESENTER: WARD STEWART, PROJECT MANAGER
SUBJECT: SOLTRANS BACK-TO-SCHOOL COMMUNITY EVENT
ACTION: INFORMATIONAL

ISSUE:

With the start of the 2012-2013 school year fast approaching, outreach to students, parents, school administrators, and various community organizations, which cater to the youth and students, is critical for ensuring that students know how to travel to and from school on the SolTrans system. To support this effort, SolTrans is organizing a “Back to School” community event on Friday, August 17th at the downtown Vallejo Transit Center (VTC), 311 Sacramento Street, to allow the community to:

- Visit SolTrans’ primary transit hub
- Familiarize themselves with the current route information
- Introduce parents and students to this school year’s specific “tripper” routes
- Meet with SolTrans staff to determine best routes to school
- Learn more about SolTrans as a partner in the community

DISCUSSION:

SolTrans service changes were implemented July 1, 2012, which fell during the traditional summer break between school years. Therefore, youth riders who normally use our routes during the school year may not be aware or have had the opportunity to familiarize themselves with the service changes. SolTrans sees this as an opportunity for staff to provide service information from a student-centric perspective and to encourage students to use transit options within our community.

The Benicia and Vallejo School Districts partner with SolTrans to provide school “tripper” routes to assist students getting to and from school. These routes run separate from the normal fixed routes at specific pick up and drop off times coordinated with the bell schedules of the schools. Staff will be providing information about our tripper routes at our event in the form of schedules, brochures and route maps. While many transit agencies do not provide school-specific routes, staff believes this modified service serves the schools and reaffirms SolTrans’ commitment to our riders and their families.

As a promotion, SolTrans will be giving out Day Passes (approximately 400) to individuals who bring school supplies for donation to the event. The collected school supplies will then be donated to community organizations that work directly with youth and assist with their preparation for the school year, through a partnership with the BEY Center. The event will also

provide the opportunity to encourage individuals to sign-up to receive electronic rider alerts and other electronic communication, as well as to follow SolTrans on Twitter. This event will be an example of what to expect from SolTrans as we continue to provide outreach to our riders, partner with local organizations, and strengthen our role in the community from a public relations perspective.

FISCAL IMPACT:

The dissemination of complimentary Day Passes could result in reduction in farebox revenue of not more than \$1,200 (\$3.00/youth day passes X 400 day passes). The cost of the bus schedules that will be provided to the public during the event is constrained by the FY 2013 Budget and funded with State transit grants.

RECOMMENDATION:

Informational.

Attachments:

- A. Back to School Event Flyer

Solano County Transit, 311 Sacramento Street, Vallejo, CA | Phone: (707) 648-4666



Back to School Fair!

Friday, August 17th from Noon to 2 pm

At the new Vallejo Transit Center
311 Sacramento Street

- ➔ Learn which bus route serves your school
- ➔ Discover how to ride the bus
- ➔ Find the best fare for your bus routes
- ➔ Meet with SolTrans Transit Planners



Scan to complete our Back to School survey and enter to win our drawing!



FREE! LOCAL YOUTH DAY PASS!*
 Donate a new, unopened, packaged school supply and receive a free SolTrans Local Youth Day Pass.
 Donated school supplies to benefit local schools through the BEY (Building Effective Youth) Development Center.
 * Student must be present to receive free pass. One Local Youth Day Pass per student, per donation.

WIN! LOCAL YOUTH MONTHLY PASS!**
 Complete our Back to School survey and be entered to win one of two Local Youth Monthly Passes.
 ** One survey entry per person. Drawing held August 31st.

Visit us at www.SolTransRide.com
 Like us on Facebook! www.facebook.com/SolTrans
 Follow us at [SolTrans1](https://twitter.com/SolTrans1) on [Twitter.com](https://twitter.com)

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TO: SOLTRANS BOARD OF DIRECTORS
PRESENTER: GREG ANDERSON, DIRECTOR OF ADMINISTRATIVE SERVICES
SUBJECT: BUS SHELTER PROJECT UPDATE
ACTION: INFORMATIONAL

ISSUE:

Work began on the bus shelter installation project at the end of July. Between two and three shelters will be replaced every working day over the next two months to complete the project, with a few exceptions where additional sidewalk and related ADA work will need to precede shelter installation. The work is scheduled for completion by the end of September.

DISCUSSION:

The installation contractor and our operations contractor have been working together to ensure that our passengers are not adversely impacted by the demolition and construction activities.

Staff is also working with our maintenance division to ensure that they have all the tools needed to properly maintain the new shelters.

At the July SolTrans Board meeting a map of the current SolTrans shelters was requested. Staff has prepared a presentation and an interactive map of the shelters will be demonstrated during the presentation and made available online following the Board preview and comment.

FISCAL IMPACT:

This is an information item.

RECOMMENDATION:

Informational.

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