



SOLTRANS BOARD OF DIRECTORS AGENDA
Regular Meeting
3:30 PM
Thursday, July 17, 2025
Vallejo Council Chamber
555 Santa Clara Street, Vallejo, CA 94590

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 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 Reyes, Transit Board Administrator/Office Manager, at (707) 736-6993 during regular business hours at least 72 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 Transit Board Administrator/Office Manager via email at Suzanne@soltranside.com.

Supplemental Reports: Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the SolTrans Transit Board Administrator/Office Manager 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.

PUBLIC PARTICIPATION NOTICE

*The SolTrans Board meeting will be conducted in person and may be accessed by the Zoom option below. The in-person SolTrans Board meeting will continue and not recess if there are technological issues in Zoom. To join remotely: <https://ZoomRegular.CityofVallejo.net> Option to join by phone: Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Press *9 to digitally raise your hand from the phone For additional instructions on how to speak during public comment, please visit: www.cityofvallejo.net/publiccomment*

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Terry Scott, Chairperson, City of Benicia (3:30 p.m.)

2. CONFIRM QUORUM/STATEMENT OF CONFLICT

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. CA Government Code Section 87200.

3. APPROVAL OF AGENDA

4. OPPORTUNITY FOR PUBLIC COMMENT

5. EXECUTIVE DIRECTOR'S REPORT

6. PROCLAMATIONS & PRESENTATIONS

7. CONSENT CALENDAR

Recommendation: Approve the following consent items in one motion. Note: Items under consent calendar may be removed for separate discussion.

7.A Board meeting minutes of June 12, 2025.

Suggested Action: Approve the Board meeting minutes of June 12, 2025. (PRESENTER: Suzanne Reyes, Board Administrator/ Office Manager)

[DRAFT BOD Minutes 06-12-25.pdf](#)

7.B Federal Transit Administration (FTA) Section 5310 Grant Application

Suggested Action: 1) Authorize the Executive Director or Deputy Director to submit an application for FTA Section 5310 for the replacement of three paratransit vehicles; and 2) Approve Board Resolution No. 2025-07 as shown in Attachment A. (PRESENTER: Karina Cervantes, Program Analyst II)

[RPT-FTA 5310 Application.pdf](#)

[ATCH A-Reso No. 2025-07 Authorizing 5310 Program.pdf](#)

7.C Contract for Landscape Maintenance Services

Suggested Action: Authorize the Executive Director to award and execute a contract with Solano Diversified Services to provide Landscape Maintenance Services over a three-year period with two, one-year options to extend, in an amount not to exceed \$322,350, subject to Legal Counsel approval as to form. (PRESENTER: Milan Atkinson, General Services Manager)

[RPT-Contract for Landscape Maintenance Svcs.pdf](#)

7.D Information Technology (IT) Policy update

Suggested Action: Approve an update to add the Cybersecurity Incident Response Plan to the IT Policy Manual (as shown in Attachment A), pending Legal Counsel approval as to form. (PRESENTER: Bisi Ibrahim, Innovation and Technology Manager)

[RPT-IT Policy Update.pdf](#)

[ATCH A-Cybersecurity Incident Response Plan_Redacted.pdf](#)

REGULAR CALENDAR

8. ACTION ITEMS

8.A Proposed Revision to Fiscal Year (FY) 2025-26 Capital Budget

Suggested Action:

Approve the FY 2025-26 revised capital budget, as presented in Attachment A. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT-FY25-26 Revised Capital Budget.pdf](#)

[ATCH A-Rev FY26 Capital Budget.pdf](#)

NON-ACTION/ INFORMATIONAL

9. DISCUSSION ITEMS

9.A Comprehensive Operational Analysis Update

Suggested Action: Informational. (PRESENTER: Mandi Renshaw, Planning and Marketing Manager)

[Cvr Memo.pdf](#)

9.B System Performance Report

Suggested Action: Informational. (PRESENTER: Ronald Freeman, Operations Manager)

[Cvr Memo.pdf](#)

[ATCH A-under separate cvr.pdf](#)

10. NON-DISCUSSION ITEMS

10.A State Legislative Report

Suggested Action: Informational.

[Cvr Memo.pdf](#)

[07-2025 State Legislative Report.pdf](#)

11. BOARD OF DIRECTORS COMMENTS

12. ADJOURNMENT