



**SOLTRANS BOARD OF DIRECTORS AGENDA**  
**Regular Meeting**  
**3:00 PM**  
**Thursday, September 18, 2025**  
**Vallejo Council Chamber**  
**555 Santa Clara Street, Vallejo, CA 94590**

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**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](mailto: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](http://www.cityofvallejo.net/publiccomment)*

#### **1. CLOSED SESSION**

*PERSONNEL MATTERS (GC § 549547): Public Employee Performance Review – SolTrans Executive Director (3:00 p.m.)*

#### **2. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

*Terry Scott, Chairperson, City of Benicia (the regular meeting will call to order directly following closed session)*

#### **3. 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.*

4. **APPROVAL OF AGENDA**

5. **OPPORTUNITY FOR PUBLIC COMMENT**

6. **EXECUTIVE DIRECTOR'S REPORT**

7. **PROCLAMATIONS & PRESENTATIONS**

**7.A Second Annual Treat Yourself Event**

**Suggested Action:** Informational. (PRESENTER: Alexandria Willingham-Garcia, Catholic Charities)

8. **CONSENT CALENDAR**

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

**8.A Board meeting minutes of July 17, 2025**

**Suggested Action:** Approve the Board meeting minutes of July 17, 2025. (PRESENTER: Suzanne Reyes, Board Administrator/ Office Manager)  
[DRAFT BOD Minutes 07-17-25.pdf](#)

**8.B Public Advisory Committee (PAC) Meeting Minutes of August 27, 2025**

**Suggested Action:** Receive and file the Public Advisory Committee (PAC) meeting minutes of August 27, 2025. (PRESENTER: Angel Anderson, Program Assistant/Deputy Clerk)  
[Draft PAC Minutes 08-27-25.pdf](#)

**8.C Approval of the Fiscal Year (FY) 2025-26 Safety Plan Updates**

**Suggested Action:** Approve the updated FY 2025-26 SolTrans Safety Plan in Attachment A including the changes as outlined in Attachment B. (PRESENTER: Milan Atkinson, General Services Manager)  
[STAFF RPT under separate cvr.pdf](#)

**8.D Revision of Funds for Low Carbon Transit Operations Program (LCTOP) for Fiscal Year (FY) 2024-2025**

**Suggested Action:** Approve Board Resolution No. 2025-08 in Attachment A authorizing the Executive Director to execute all forms required for Low Carbon Transit Operations Program (LCTOP) Projects. (PRESENTER: Karina Cervantes, Program Analyst II)  
[RPT-LCTOP FY 24-25 Revision.pdf](#)  
[ATCH A-Reso 2025-08 Authorizing LCTOP Projects.pdf](#)

**8.E Contract Transition for Bus Stop Maintenance with L.E.N Business and Language Institute**

**Suggested Action:** Authorize the Executive Director to execute an assignment agreement with Downtown Streets, Inc. and L.E.N. Business and Language Institute to provide bus stop maintenance services for the remainder of the Downtown Streets, Inc. contract term, subject to Legal Counsel approval as to form. (PRESENTER: Milan Atkinson, General Services Manager)  
[RPT-Bus Stop Maintenance Contract Transition.pdf](#)

**8.F Amendment to WSP Design and Engineering Contract**

**Suggested Action:**

Authorize the Executive Director to execute an amendment to the WSP engineering services contract for an increase of \$82,000 for construction management services, subject to Legal Counsel approval as to form. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT-WSP Contract Amendment.pdf](#)

## REGULAR CALENDAR

### 9. ACTION ITEMS

#### 9.A Systemwide Comprehensive Operational Analysis (COA) Revised Concepts

**Suggested Action:** 1) Receive the final Comprehensive Operational Analysis (COA) report; and 2) Approve the revised concepts and direct Staff to begin the service change process with implementation occurring in August 2026. (PRESENTER: Mandi Renshaw, Planning and Marketing Manager)

[RPT-Systemwide COA Revised Concepts.pdf](#)

[ATCH A-COA Final Report.pdf](#)

#### 9.B Employee Handbook Policy Revisions

**Suggested Action:** Provide feedback to staff on the proposed employee handbook revisions and approve the revisions as shown in Attachments A through C. (PRESENTER: Suzanne Reyes, Board Administrator/Office Manager)

[RPT-Handbook Revisions.pdf](#)

[ATCH A-AMDTs to Personal Leave Policy.pdf](#)

[ATCH B-AMDTs to Bereavement Leave.pdf](#)

[ATCH C-NEW Reproductive Loss Leave Policy.pdf](#)

#### 9.C Board Member Training

**Suggested Action:** Nominate two board members to attend GSRMA's pre-recorded, on demand training on Board Member's Duties and Agency Liability, as shown in Attachment A. (PRESENTER: Suzanne Reyes, Transit Board Administrator / Office Manager)

[RPT-Board Training.pdf](#)

[ATCH A-Board Webinar Flyer.pdf](#)

#### 9.D Clipper Revenue Update

**Suggested Action:** Provide feedback and direction to staff as it relates to future correspondence with the Metropolitan Transportation Commission (MTC) regarding the estimated revenue loss associated with Clipper. (PRESENTER: Bisi Ibrahim, Innovation and Technology Manager)

[RPT-Clipper Revenue Update.pdf](#)

## NON-ACTION/ INFORMATIONAL

### 10. DISCUSSION ITEMS

#### 10.A Service to Davis Cost Analysis

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

[RPT-Service to Davis Cost Analysis.pdf](#)

### 11. NON-DISCUSSION ITEMS

#### 11.A Fiscal Year (FY) 2024-25 Operating Revenue and Expenses Through June 30, 2025

**Suggested Action:** Informational. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT-FY 2024-25 Budget Update.pdf](#)

[ATCH A-FY 24-25 Operating Rev & Exp.pdf](#)

#### 11.B State Legislative Report

**Suggested Action:** Informational.

[Cvr Memo.pdf](#)

[09-2025 State Legislative Report.pdf](#)

**12. BOARD OF DIRECTORS COMMENTS**

*This is an opportunity for members of the Board of Directors to provide brief reports on meetings attended at SolTrans' expense (reports should occur at the next regular meeting of SolTrans pursuant to CA Govt Code § 53232.3(d)).*

**13. ADJOURNMENT**