



SOLTRANS BOARD OF DIRECTORS AGENDA
Regular Meeting
3:30 PM
Wednesday, March 4, 2026
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@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 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. Cal. 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 January 15, 2026

Suggested Action: Approve the Board meeting minutes of January 15, 2026. (PRESENTER: Suzanne Reyes, Board Administrator/ Office Manager)
[DRAFT BOD Minutes 1.15.26.pdf](#)

7.B Public Advisory Committee (PAC) Meeting Minutes of January 29, 2026

Suggested Action: Receive and file. (PRESENTER: Angel Anderson, Program Assistant/ Deputy Clerk)
[Draft PAC Minutes 01-29-26.pdf](#)

7.C Fiscal Year (FY) 2024-25 Annual Financial Audit and Letter from the Auditors

Suggested Action: Receive SolTrans' FY 2024-25 Annual Financial Audit and Letter to the Board of Directors. (PRESENTER: Kristina Botsford, Deputy Director)
[RPT-FY 2024-25 Financial Audit & Letter.pdf](#)
[ATCH A-Financial Statements.pdf](#)
[ATCH B-Ltr from Auditors.pdf](#)

7.D Information Technology (IT) Policy Manual Update

Suggested Action: Approve the addition of the Financial System Integrity Policy to the IT Policy Manual and the Internal Control Policy, pending Legal Counsel approval as to form. (PRESENTER: Bisi Ibrahim, Innovation and Technology Manager)
[RPT-IT Policy Manual Update.pdf](#)
[ATCH A-Financial System Integrity Policy.pdf](#)

7.E Contract Award for Enterprise Asset Management System

Suggested Action: Authorize the Executive Director to award and execute a contract with PSD Citywide, Inc. for an Enterprise Asset Management system in an amount not to exceed \$228,681, subject to legal counsel approval as to form. (PRESENTER: Milan Atkinson, General Services Manager)
[RPT-Award for Enterprise Asset Management Software_rev 2.17.26.pdf](#)

7.F Fiscal Year (FY) 2025-26 Transportation Development Act (TDA) Funds requested by City of Benicia

Suggested Action: Adopt the Board resolution as shown in Attachment A. (PRESENTER: Kristina Botsford, Deputy Director)
[RPT-TDA Reso for Benicia.pdf](#)
[ATCH A-Reso No. 2026-02.pdf](#)
[ATCH B-TDA Request Ltr.pdf](#)

REGULAR CALENDAR

8. ACTION ITEMS

8.A SolTrans ADA Paratransit No-Show Policy Proposed Revision Public Hearing

Suggested Action: 1) Open the public hearing; 2) Close the public hearing and the public comment period for the SolTrans ADA Paratransit No-Show Policy Proposed Revision; and 3) Authorize staff to adopt the revised ADA Paratransit No-Show Policy. (PRESENTER: Angel Anderson, Program Assistant/Deputy Clerk)

[RPT-Paratransit No-Show Policy Public Hearing.pdf](#)
[ATCH A-Revised No Show Policy.pdf](#)
[ATCH B-Summary.pdf](#)
[ATCH C-All Public Comments.pdf](#)

NON-ACTION/ INFORMATIONAL

9. DISCUSSION ITEMS

9.A Fiscal Year (FY) 2025-26 Operating Revenue and Expenses through December 31, 2025

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

[RPT-Op Rev & Exp through 12-31-25.pdf](#)

[ATCH A-Op Rev & Exp 7-1-25 to 12-31-2025.pdf](#)

9.B Revenue Forecast

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

[Cvr Memo.pdf](#)

9.C System Performance Report

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

[Cvr Memo.pdf](#)

[ATCH A-System Performance Rpt.pdf](#)

10. NON-DISCUSSION ITEMS

10.A State Legislative Report

Suggested Action: Informational.

[Cvr Memo.pdf](#)

[02-2026 State Legislative Report.pdf](#)

11. BOARD OF DIRECTORS COMMENTS

12. ADJOURNMENT