



**SOLTRANS BOARD OF DIRECTORS AGENDA**  
**Regular Meeting**  
**3:30 PM**  
**Thursday, June 18, 2026**  
**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. 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 May 21, 2026**

**Suggested Action:** Approve the Board meeting minutes of May 21, 2026. (PRESENTER: Suzanne Reyes, Transit Board Administrator/Office Manager)  
[DRAFT BOD Minutes 5.21.26.pdf](#)

**7.B Amend the Contract with L.E.N. Business and Language Institute for Bus Stop Maintenance**

**Suggested Action:** Authorize the Executive Director to execute an amendment to the contract with L.E.N. Business and Language Institute for bus stop maintenance, to add \$130,000 and extend the contract term to December 31, 2026, subject to Legal Counsel approval as to form. (PRESENTER: Milan Atkinson, General Services Manager)  
[RPT-Bus Stop Maintenance Contract Amendment.pdf](#)

**REGULAR CALENDAR**

**8. ACTION ITEMS**

**8.A Organizational Structure Recommendation from the HR/Finance Subcommittee**

**Suggested Action:** At the recommendation of the HR/Finance Subcommittee, approve the addition of a new flexibly-staffed General Services Technician - Program Analyst position to SolTrans' organizational structure, effective July 1, 2026. (PRESENTER: Suzanne Reyes, Transit Board Administrator/Office Manager)  
[RPT-Org Structure.pdf](#)  
[ATCH A-Technician Job Description.pdf](#)  
[ATCH B-Analyst Job Description.pdf](#)  
[ATCH C-2024 HR Study Rpt.pdf](#)

**NON-ACTION/ INFORMATIONAL**

**9. DISCUSSION ITEMS**

**9.A Systemwide Redesign 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-System Performance Rpt.pdf](#)

**9.C Fiscal Year (FY) 2025-26 Operating Revenue and Expenses through March 31, 2026**

**Suggested Action:** Informational. (PRESENTER: Kristina Botsford, Deputy Director)  
[RPT-Op Rev & Exp through 3-31-26.pdf](#)  
[ATCH A-Op Rev & Exp through 3-31-26.pdf](#)

**10. NON-DISCUSSION ITEMS**

**10.A State Legislative Report**

**Suggested Action:** Informational.

[Cvr Memo.pdf](#)

[ATCH A-06.2026 State Leg Rpt.pdf](#)

**11. BOARD OF DIRECTORS COMMENTS**

**12. CLOSED SESSION**

*PERSONNEL MATTERS (GC § 549547): Public Employee Performance Review – SolTrans  
Executive Director*

**13. ADJOURNMENT**