



Solano County Transit

SOLTRANS BOARD OF DIRECTORS AGENDA

Regular Meeting

3:00 PM,

Thursday, October 19, 2023

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. CLOSED SESSION

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

2. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Cristina Arriola, Chairperson, City of Vallejo (the regular meeting will commence 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. Cal. Gov't Code § 87200.

4. APPROVAL OF AGENDA

5. OPPORTUNITY FOR PUBLIC COMMENT

*This is the opportunity to address the Board on any matter not listed on the Agenda; however, items must be within the subject matter jurisdiction of the Board. If attending in person, please register at the kiosk located at the entrance of the Council Chamber before the first speaker is called. Public attending via Zoom may click the "raise hand" icon to request to speak, or press *9 if dialing in by phone. Please limit your comments to three minutes. Items from the public will be taken under consideration without discussion by the Board and may be referred to Staff.*

6. EXECUTIVE DIRECTOR'S REPORT

7. PROCLAMATIONS & PRESENTATIONS

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 September 21, 2023

Suggested Action: Approve the Board meeting minutes of September 21, 2023. (PRESENTER: Suzanne Reyes, Transit Board Administrator/ Office Manager)
[DRAFT BOD Minutes 09.21.23.pdf](#)

8.B. Approval of FY 2023-24 Safety Plan Updates

Suggested Action: Approve the proposed revisions to the SolTrans Safety Plan. (PRESENTER: Patricia Carr, General Services Manager)
[8.B RPT-Safety Plan.pdf](#)
[8.B ATCH A-SolTrans Safety Plan.pdf](#)
[8.B ATCH B-Safety Plan Revision Record.pdf](#)

8.C. Authorize a Reclassification of the Administrative Clerk Position to Program Assistant/Deputy Clerk

Suggested Action: Approve the reclassification of the Administrative Clerk position to Program Assistant/Deputy Clerk to better align with current agency needs and goals. (PRESENTER: Suzanne Reyes, Transit Board Administrator/ Office Manager)
[8.C RPT-Job Reclassification.pdf](#)
[8.C ATCH A-Org Chart_rev 07-10-23.pdf](#)

- 8.D. Authorize Budget Amendment and Purchase of Three New Paratransit Vehicles**
Suggested Action: Amend the FY 2023-24 capital budget to add \$410,000 for the purchase of three paratransit vehicles and authorize the Executive Director to purchase two (2) type B cutaways and one (1) type V passenger van from A-Z Bus Sales, Inc. (PRESENTER: John Sanderson, Transit Services Manager)
[8.D RPT-Paratransit Purchase.pdf](#)

REGULAR CALENDAR

9. ACTION ITEMS

- 9.A. Systemwide Comprehensive Operational Analysis**
Suggested Action: 1) Provide feedback and approve the scope of work for a Systemwide Comprehensive Operational Analysis; and 2) Authorize Staff to release an RFP and return to the Board upon completion with a request to execute a contract. (PRESENTER: Mandi Renshaw, Senior Analyst)
[9.A RPT - COA.pdf](#)
[9.A ATCH A - COA Scope of Work.pdf](#)

NON-ACTION/ INFORMATIONAL

10. DISCUSSION ITEMS

- 10.A. Updated Operating Forecast and Reserves**
Suggested Action: Informational. (PRESENTER: Kristina Botsford, Deputy Director)
[10.A RPT-Updated Forecast.pdf](#)
- 10.B. Public Outreach Plan for Fare Media Changes and Free Youth Fare Pilot**
Suggested Action: Informational. (PRESENTER: Mandi Renshaw, Senior Analyst)
[10.B RPT - Public Outreach for Fare Changes.pdf](#)
- 10.C. Update on the Clipper Institutional Pass Pilot (BayPass)**
Suggested Action: Informational. (PRESENTER: Mandi Renshaw, Senior Analyst)
[10.C RPT - Clipper BayPass.pdf](#)
- 10.D. System Performance Report**
Suggested Action: Informational. (PRESENTER: John Sanderson, Transit Services Manager)
[10.D - Cvr Memo.pdf](#)

11. NON-DISCUSSION ITEMS

- 11.A. State Legislative Report**
Suggested Action: Informational.
[11.A Cvr Memo.pdf](#)
[11.A ATCH A - State Leg.pdf](#)

12. BOARD OF DIRECTORS COMMENTS

13. ADJOURNMENT