



Solano County Transit

SOLTRANS BOARD OF DIRECTORS AGENDA

Regular Meeting

3:30 PM,

Thursday, November 16, 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. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Cristina Arriola, Chairperson, City of Vallejo (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. Gov't Code § 87200.

3. APPROVAL OF AGENDA

4. 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.*

5. EXECUTIVE DIRECTOR'S REPORT

6. PROCLAMATIONS & PRESENTATIONS

6.A. Recognition for Excellence in Emergency Response

Suggested Action: Informational. (PRESENTER: Chair Arriola, Councilmember, City of Vallejo)

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 October 19, 2023

Suggested Action: Approve the Board meeting minutes of October 19, 2023. (PRESENTER: Suzanne Reyes, Transit Board Administrator/Office Manager)

[DRAFT BOD Minutes 10.19.23.pdf](#)

7.B. Public Advisory Committee Meeting Minutes of November 6, 2023

Suggested Action: Receive and file the Public Advisory Committee meeting minutes of November 6, 2023. (PRESENTER: Angel Anderson, Program Assistant/Deputy Clerk)

[PAC Minutes 11-6-23 DRAFT.pdf](#)

7.C. Approve the 2024 SolTrans Board Meeting Calendar

Suggested Action: Adopt the Proposed 2024 SolTrans Board Meeting Calendar, as shown in Attachment A. (PRESENTER: Suzanne Reyes, Transit Board Administrator/ Office Manager)

[RPT-2024 Mtg Calendar.pdf](#)

[ATCH A-Draft 2024 Mtg Calendar.pdf](#)

7.D. Caltrans Clean California Local Grant Program Authorization

Suggested Action: Approve Resolution 2023-10 authorizing the Executive Director to execute the grant agreement for the Caltrans Clean California Local Grant Program. (PRESENTER: Reilly Kent, Program Analyst II)

[RPT-Caltrans Clean California Local Grant.pdf](#)

[ATCH-Reso 2023-10.pdf](#)

7.E. Authorize Execution of Swiftly Contract

Suggested Action: Authorize the Executive Director to execute a contract with Swiftly for the purchase of the Swiftly products for three years at a cost not to exceed \$152,000, subject to Legal Counsel approval as to form. (PRESENTER: Bisi Ibrahim, Senior Technology Analyst)

[RPT-Authorize Execution of Swiftly Contract.pdf](#)

[ATCH-Swiftly Proposal.pdf](#)

7.F. Multi-Jurisdictional Hazard Mitigation Plan Adoption Resolution

Suggested Action: Approve Resolution No. 2023-11 as shown in Attachment C, endorsing the Multi-Jurisdictional Hazard Mitigation Plan. (PRESENTER: Pat Carr, General Services Manager)

[RPT-Multi-Jurisdictional Hazard Mitigation Plan Resolution.pdf](#)

[ATCH A-2021 MTC MJHMP.pdf](#)

[ATCH B-MJHMP Appendix I.pdf](#)

[ATCH C-Reso 2023-11.pdf](#)

7.G. Execute Purchase Order with Tolar Manufacturing

Suggested Action: Authorize the Executive Director to execute a purchase order with Tolar Manufacturing for six bus shelters in an amount not to exceed \$321,857.78. (PRESENTER: Angela Jackson, Program Analyst II)

[Cvr Memo.pdf](#)

8. PUBLIC HEARING

8.A. Public Hearing for Fare Media Changes and Free Youth Fare Pilot

Suggested Action: 1) Open the public hearing. 2) Close the public hearing and the public comment period for fares and fare payment options. 3) Authorize the elimination of paper fare media effective June 30, 2024, with sales of paper fare media to stop as current supplies are exhausted or on June 1, 2024, whichever comes first; and 4) Authorize Staff to allow youth under 18 to ride free as a pilot program from April 1, 2024 through July 31, 2025. (PRESENTER: Mandi Renshaw, Senior Analyst)

[RPT-Public Hearing & Authorize Fare Changes.pdf](#)

[ATCH A-Public Comments Summary.pdf](#)

REGULAR CALENDAR

9. ACTION ITEMS

9.A. Authorize Funding Agreement with CalSTA and Award and Execution of Contactless Payment Contracts

Suggested Action: 1) Authorize the Executive Director to execute a funding agreement with CalSTA; and 2) Authorize the Executive Director to award and execute contracts with Kuba, Inc. and Littlepay for five years in an amount not to exceed \$425,000, subject to Legal Counsel approval as to form.

(PRESENTER: Bisi Ibrahim, Senior Analyst)

[Cvr Memo.pdf](#)

9.B. Resolution to Execute the Purchase Agreements for the Properties at 1872 and 1880 Broadway Street, Vallejo

Suggested Action: Adopt a resolution authorizing the Executive Director to sign and execute the purchase and sales agreement for the properties located at 1872 and 1880 Broadway Streets in Vallejo and take all other actions necessary to effectuate the purchase. (PRESENTER: Patricia Carr, General Services Manager)

[RPT-Authorize Property Purchase.pdf](#)

[ATCH A-1872 Broadway St. Agreement.pdf](#)

[ATCH B-1880 Broadway St. Agreement.pdf](#)

[ATCH C-Reso 2023-12.pdf](#)

9.C. Intercity Transit Funding and Operating Agreement

Suggested Action: Provide direction to SolTrans Staff on the draft Intercity Transit Funding and Operating Agreement, as shown in Attachment A. (PRESENTER: Beth Kranda, Executive Director)

[Cvr Memo.pdf](#)

[ATCH A-DRAFT Intercity Agreement 10-2023.pdf](#)

NON-ACTION/ INFORMATIONAL

10. DISCUSSION ITEMS

10.A. Operating Revenue and Expenses for Three Months Ended 9/30/23

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

[Cvr Memo.pdf](#)

11. NON-DISCUSSION ITEMS

11.A. Fiscal Year (FY) 2022-2023 Local Vendor Utilization Report

Suggested Action: Informational.

[RPT-FY 22-23 Local Vendor Utilization.pdf](#)

11.B. State Legislative Report

Suggested Action: Informational.

[Cvr Memo.pdf](#)

[11-2023 State Legislative Report.pdf](#)

12. BOARD OF DIRECTORS COMMENTS

13. ADJOURNMENT