



Solano County Transit

SOLTRANS BOARD OF DIRECTORS AGENDA

Board of Directors

3:30 PM,

Thursday, January 18, 2024

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

5. EXECUTIVE DIRECTOR'S REPORT

6. PROCLAMATIONS & PRESENTATIONS

6.A. Streets Team Enterprises Presentation

Suggested Action: Informational. (PRESENTER: Ricky Ramos, Director of Programs, Streets Team Enterprises)

[Cvr_Memo.pdf](#)

[ATCH A-Streets Team Enterprises PowerPoint.pdf](#)

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 November 16, 2023

Suggested Action: Approve the Board meeting minutes of November 16, 2023. (PRESENTER: Suzanne Reyes, Transit Board Administrator/ Office Manager)

[DRAFT BOD Minutes 11.16.23.pdf](#)

7.B. Fiscal Year (FY) 2022-23 Annual Financial Audit and Letter from the Auditors

Suggested Action: Receive SolTrans' FY 2022-23 Annual Financial Audit and Letter to the Board of Directors. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT - FY 2022-23 Annual Audit.pdf](#)

[ATCH A-Financial Statements.pdf](#)

[ATCH B-Auditors Letter.pdf](#)

7.C. Contract Award for Comprehensive Operational Analysis (COA)

Suggested Action: 1) Award a contract for a Systemwide Comprehensive Operational Analysis to Jarrett Walker and Associates, LLC; and authorize the Executive Director to execute a contract with the awardee for a not-to-exceed amount of \$346,000, subject to Legal Counsel Approval as to form. 2) Forward a recommendation to Solano Transportation Authority to allocate State Transit Assistance Fund (STAF) population-based funds to SolTrans for the Systemwide Comprehensive Operational Analysis project. (PRESENTER: Mandi Renshaw, Planning and Marketing Manager)

[RPT - Contract Award for COA.pdf](#)

7.D. Lease Agreement for Office Space at 237 Georgia Street

Suggested Action: Authorize the Executive Director to enter into a lease agreement with Paul L. Beeman, Owner, for office space plus utilities to begin on February 1, 2024, for a five-year period, subject to Legal Counsel approval as to form. (PRESENTER: Patricia Carr, General Services Manager)
[RPT - 237 Georgia St Lease.pdf](#)
[ATCH A-Lease Agreement.pdf](#)

7.E. Connexionz (CNX) Contract Amendment

Suggested Action: Authorize the Executive Director to amend the contract with CNX to adjust the contract term to 2030 and increase the contract amount by \$154,396. (PRESENTER: Bisi Ibrahim, Innovation and Technology Manager)
[RPT - CNX Contract Amendment.pdf](#)

7.F. Open Loop Resolution

Suggested Action: Approve Resolution 2024-01 as shown in Attachment A, authorizing funding of the open loop project through State Rail Assistance funds as distributed by California State Transportation Agency (CalSTA). (PRESENTER: Bisi Ibrahim, Innovation and Technology Manager)
[RPT - Open Loop Resolution.pdf](#)
[ATCH A - Resolution No. 2024-01 Authorizing CalSTA SRA Funds.pdf](#)

REGULAR CALENDAR

8. ACTION ITEMS

8.A. Selection of the 2024 Officers of the SolTrans Board

Suggested Action: Select by majority vote the following officers of the SolTrans Board: 1) The 2024 Chairperson, commencing with the SolTrans Board meeting of February 15, 2024, from one of the Benicia representatives, in accordance with the rotation process established by the SolTrans Bylaws; and 2) The 2024 Vice Chairperson, commencing with the SolTrans Board meeting of February 15, 2024, from one of the remaining Board of Directors from either Member City. (PRESENTER: Suzanne Reyes, Transit Board Administrator/ Office Manager)
[RPT-Board Officers.pdf](#)

8.B. Proposed Amendment to the Fiscal Year (FY) 2023-24 Operating Budget

Suggested Action: Approve the proposed amendment to the Operating Revenue and Expense Budget for Fiscal Year (FY) 2023-24, as shown in Attachment A. (PRESENTER: Kristina Botsford, Deputy Director)
[RPT - Proposed Amendment to FY 2022-23 Operating Budget.pdf](#)
[ATCH A -FY 23-24 Amended Operating Budget.pdf](#)

NON-ACTION/ INFORMATIONAL

9. DISCUSSION ITEMS

9.A. Public Outreach Plan for Fare Media Changes and Free Youth Fare Pilot

Suggested Action: Informational. (PRESENTER: Mandi Renshaw, Planning and Marketing Manager)
[RPT-Marketing Plan.pdf](#)
[ATCH A-Under separate cvr.pdf](#)

9.B. System Performance Report

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

[Cvr Memo.pdf](#)

[ATCH A - Under Seperate Cvr.pdf](#)

10. NON-DISCUSSION ITEMS

10.A. State Legislative Report

Suggested Action: Informational.

[Cvr Memo.pdf](#)

[ATCH A - 01-2024 State Legislative Report.pdf](#)

11. BOARD OF DIRECTORS COMMENTS

12. ADJOURNMENT