



Solano County Transit

SOLTRANS BOARD OF DIRECTORS AGENDA

Regular Meeting

3:30 PM,

Thursday, March 21, 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**
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. Gov't Code § 87200.

3. APPROVAL OF AGENDA

4. OPPORTUNITY FOR PUBLIC COMMENT

5. EXECUTIVE DIRECTOR'S REPORT

6. PROCLAMATIONS & PRESENTATIONS

6.A. SolTrans Public Advisory Committee Member Longevity Recognition

Suggested Action: Informational. (PRESENTER: Chair Terry Scott, Vice Mayor, City of Benicia)

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 February 15, 2024.

Suggested Action: Approve the Board meeting minutes of February 15, 2024. (PRESENTER: Suzanne Reyes, Transit Board Administrator/ Office Manager)

[DRAFT BOD Minutes 02.15.24.pdf](#)

7.B. Public Advisory Committee (PAC) Meeting Minutes of February 28, 2024

Suggested Action: Receive and file the Public Advisory Committee (PAC) meeting minutes of February 28, 2024. (PRESENTER: Angel Anderson, Program Assistant/ Deputy Clerk)

[Draft PAC Minutes 02-28-24.pdf](#)

7.C. Proposed Public Advisory Committee (PAC) Bylaws

Suggested Action: Approve the proposed Public Advisory Committee (PAC) Bylaws, as shown in Attachment A. (PRESENTER: Suzanne Reyes, Transit Board Administrator/ Office Manager)

[RPT-PAC Bylaws.pdf](#)

[ATCH A-PAC Bylaws.pdf](#)

7.D. Amendment to the WSP Design and Engineering Contract

Suggested Action: Authorize the Executive Director to execute an amendment to the WSP Engineering Services contract for an increase of \$300,000 for construction management services, subject to legal counsel approval as to form. (PRESENTER: Patricia Carr, General Services Manager)

[RPT-WSP Contract Amendment.pdf](#)

7.E. "Call for Artists" Release

Suggested Action: 1) Authorize Staff to issue a "Call for Artists" for public art for the SolTrans electric bus; and 2) Authorize a budget of up to \$20,000 for public art on the bus. (PRESENTER: Mandi Renshaw, Planning and Marketing Manager)

[RPT-Call for Artists.pdf](#)

7.F. Approve SolTrans' Application for Low Carbon Transit Operations Program (LCTOP) Funds for Fiscal Year (FY) 2023-24

Suggested Action: Approve Board Resolution No. 2024-02 in Attachment A, authorizing the execution of the LCTOP Project Authorized Agent Form and the Certifications and Assurances as shown in Attachment B. (PRESENTER: Reilly Kent, Program Analyst II)

[RPT-LCTOP FY 2023-24.pdf](#)

[ATCH A-Reso 2024-02.pdf](#)

[ATCH B-Certs & Assurances.pdf](#)

7.G. Contract with the Center for Transportation and the Environment (CTE) for Battery-Electric Bus Deployment Project Management

Suggested Action: Authorize the Executive Director to execute a contract with CTE for project management services for battery-electric bus deployment in an amount not to exceed \$468,000, subject to legal counsel review as to form. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT-CTE Contract.pdf](#)

[ATCH A-CTE Statement of Work.pdf](#)

REGULAR CALENDAR

8. ACTION ITEMS

8.A. Financial Forecast for Fiscal Year (FY) 2024-25 through 2033-34

Suggested Action: Receive the Financial Forecast for FY 2024-25 through 2033-34. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT-10 Yr Forecast.docx](#)

[ATCH A-10Yr Financial Forecast.pdf](#)

[ATCH B-PowerPoint.docx](#)

NON-ACTION/ INFORMATIONAL

9. DISCUSSION ITEMS

9.A. Low Income Student Discounted Bus Pass Program Update

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

[RPT-Student Discounted Bus Pass.pdf](#)

9.B. Transportation Development Act (TDA) Triennial Performance Audit Phase I

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

[RPT-TDA Audit.pdf](#)

10. NON-DISCUSSION ITEMS

10.A. State Legislative Report

Suggested Action: Informational

[Cvr Memo.pdf](#)

[03-2024 State Legislative Report.pdf](#)

10.B. SolTrans 2024 Public Advisory Committee (PAC) Roster

Suggested Action: Informational.

[Cvr Memo.pdf](#)

[ATCH A-PAC Roster.pdf](#)

11. BOARD OF DIRECTORS COMMENTS

12. ADJOURNMENT