



SOLTRANS BOARD OF DIRECTORS AGENDA
Regular Meeting
2:30 PM
Thursday, January 16, 2025
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@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*

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Terry Scott, Chairperson, City of Benicia

2. SWEARING IN CEREMONY

Rebecca DeMatteo, Deputy Board Clerk, will welcome and swear in any new SolTrans Board member(s) pending appointments by the City of Vallejo and City of Benicia

3. CLOSED SESSION

PERSONNEL MATTERS (GC § 549547): Public Employee Performance Review – SolTrans Executive Director (the regular meeting will reconvene directly following closed session)

4. 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. Code § 87200.

5. APPROVAL OF AGENDA

6. OPPORTUNITY FOR PUBLIC COMMENT

7. EXECUTIVE DIRECTOR'S REPORT

8. PROCLAMATIONS & PRESENTATIONS

8.A Proclamations Presented to Cristina Arriola and Commissioner Jim Spering

Suggested Action: Informational. (PRESENTER: Terry Scott, Chairperson, City of Benicia)

9. CONSENT CALENDAR

Recommendation: Approve the following consent items in one motion. Note: Items under consent calendar may be removed for separate discussion.

9.A Board Meeting Minutes of November 21, 2024

Suggested Action: Approve the Board meeting minutes of November 21, 2024.

(PRESENTER: Angel Anderson, Program Assistant/Deputy Clerk)

[DRAFT BOD Minutes 11.21.24.pdf](#)

9.B Public Advisory Committee (PAC) Meeting Minutes of November 20, 2024

Suggested Action: Receive and file the Public Advisory Committee (PAC) meeting minutes of November 20, 2024. (PRESENTER: Angel Anderson, Program Assistant/Deputy Clerk)

[DRAFT PAC Minutes 11.20.24.pdf](#)

9.C Approval of SolTrans' Federal Title VI Program

Suggested Action: Approve SolTrans' Title VI Program, effective April 1, 2025, as reflected in Attachment A. (PRESENTER: Rebecca DeMatteo, Program Analyst I/Deputy Board Clerk)

[RPT-Approval of SolTrans Title VI Program.pdf](#)

[ATCH A-2025 Title VI Program.pdf](#)

9.D Authorize Application for FTA Formula Program Funding for Capital Projects and Operations

Suggested Action: Approve Resolution 2025-01 authorizing the Executive Director or designee to submit applications for FTA formula funds for operations and capital projects.

(PRESENTER: Kristina Botsford, Deputy Director)

[RPT-Authorize application for FTA funding.pdf](#)

[ATCH A-Resolution 2025-01.pdf](#)

REGULAR CALENDAR

10. ACTION ITEMS

10.A PARS Retirement Plan Valuation Report

Suggested Action: Receive the Actuarial Valuation Report, as of June 30, 2024, for the Solano County Transit PARS Retirement Plan. (PRESENTER: Dave Dougherty, Island Actuaries, and Kristina Botsford, Deputy Director)

[RPT-PARS Retirement Plan Valuation Report.pdf](#)

[ATCH A-SolTrans Actuarial Valuation 6.30.24.pdf](#)

10.B Fiscal Year (FY) 2023-24 Annual Financial Audit and Letter from the Auditors

Suggested Action: Receive SolTrans' FY 2023-24 Annual Financial Audit and Letter to the Board of Directors. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT-FY 2023-24 Annual Financial Audit & Letter.pdf](#)

[ATCH A-FY 2023-24 Audited Financial Statements.pdf](#)
[ATCH B-Letter from the Auditors.pdf](#)

10.C Award for Energy and Yard Management System Contract to MOEV Inc.

Suggested Action: Authorize the Executive Director to award and execute a contract with MOEV Inc. for Energy Management and Yard Management Systems to be provided over the next five years in an amount not to exceed \$465,281, subject to legal counsel approval as to form. (PRESENTER: Bisi Ibrahim, Innovation and Technology Manager)

[RPT-Award for Energy & Yard Management System Contract.pdf](#)
[ATCH A-Zero Emission Rollout Plan June 2023.pdf](#)

10.D Proposed Revision to Fiscal Year (FY) 2024-25 Capital Budget

Suggested Action: Approve the FY 2024-25 revised capital budget, as presented in Attachment A. (PRESENTER: Kristina Botsford, Deputy Director)

[RPT-Proposed Revision to FY 24-25 Capital Budget.pdf](#)
[ATCH A-Revised Capital Budget FY 24-25.pdf](#)

10.E 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: Bernadette Curry, SolTrans Legal Counsel and Beth Kranda, Executive Director)

[Cvr Memo.pdf](#)
[ATCH A-DRAFT Intercity Transit Funding Agreement.pdf](#)

NON-ACTION/ INFORMATIONAL

11. DISCUSSION ITEMS

11.A

Systemwide Comprehensive Operational Analysis (COA) Update

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

[RPT-COA Update.pdf](#)
[ATCH A-COA Scope of Work.pdf](#)
[ATCH B-Existing Conditions Report.pdf](#)
[ATCH C-Existing Conditions Executive Summary.pdf](#)

11.B System Performance Report

Suggested Action: Informational. (PRESENTER: Ronald Freeman, Operations Manager)
[Staff RPT under separate cvr.pdf](#)

12. NON-DISCUSSION ITEMS

12.A State Legislative Report

Suggested Action: Informational.
[Cvr Memo.pdf](#)
[01-2025 State Legislative Report.pdf](#)

13. BOARD OF DIRECTORS COMMENTS

14. ADJOURNMENT