



SOLANO COUNTY TRANSIT

SOLTRANS BOARD OF DIRECTORS AGENDA

Board of Directors

4:00 PM,

Thursday, May 18, 2017

Benicia Council Chamber

250 East L St., Benicia, CA 94510

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 (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency.

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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 Clerk of the Board 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 Clerk of the Board 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.

1. CALL TO ORDER/PLEDGE OF ALLEGIENCE

Bob Sampayan, Chairperson, City of Vallejo (4:00 - 4:05 p.m.)

Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

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

(4:05 - 4:10 p.m.)

5. EXECUTIVE DIRECTOR'S REPORT

(4:10 - 4:15 p.m.)

5.A. Executive Director's Report

Suggested Action: Informational. (PRESENTER: Michael Scanlon, Interim Executive Director)

[Staff Report - Executive Directors Report May 2017.pdf](#)

[Attachment A - SolTrans Acronyms List.pdf](#)

6. PROCLAMATIONS & PRESENTATIONS

7. CONSENT CALENDAR

Recommendation: Approve the following consent items in one motion. Note: Items under consent calendar may be removed for separate discussion. (4:15 – 4:20 p.m.)

7.A. Meeting Minutes of April 20, 2017

Suggested Action: Approve the meeting minutes of April 20, 2017. (PRESENTER: Suzanne Fredriksen, Board Clerk)

[Board Meeting Minutes of 04-20-17.pdf](#)

7.B. Authorize the Interim Executive Director to Award and Execute a Contract to the Most Responsible and Responsive Proposer for the Supply and Installation of a Bus Wash System, not to Exceed \$350,000.

Suggested Action: Authorize the Interim Executive Director to award and execute a contract to the most responsive and responsible proposer for the supply and installation of a Bus Wash System, not to exceed \$350,000. (PRESENTER: Pat Carr, General Services Manager)

[Staff Report - Authorize ED to Award Bus Wash Replacement Contract.docx](#)

7.C. Approve Resolution Amending the Solano County Transit Conflict of Interest Code

Suggested Action: Approve Resolution 2017-05 amending the Solano County Transit (SolTrans) Conflict of Interest Code. (PRESENTER: Suzanne Fredriksen, Board Clerk)

[Staff Report - Approve Resolution Amending SolTrans Conflict of Interest Code.docx](#)

[Attachment A - Reso No. 2017-05 Amending the COI Code.pdf](#)

7.D. Approve the Procurement of Two Body-on-Chassis Paratransit Buses Through a Cooperative Purchase

Suggested Action: 1) Authorize the Interim Executive Director to execute an Assignment Agreement with CalACT as well as any other contractual documents related to the procurement, subject to Legal Counsel approval as to form; and, 2) Authorize the execution of a Purchase Order with A-Z Bus Sales (through the CalACT/MBTA master contract) for the procurement of 2 GMC/Arboc 28-foot paratransit buses in an amount not to exceed \$408,000. (PRESENTER: Michael Abegg, Planning and Operations Manager)

[Staff Report - Purchase of Two Small Buses.pdf](#)

- 7.E. Proposed Fiscal Year (FY) 2017-18 SolTrans Performance Goals and Measures**
Suggested Action: 1) Approve the revised agency Mission Statement, as shown on page one of Attachment A; and 2) Approve the proposed FY 2017-18 Performance Goals and Measures, as shown on Attachment A. (PRESENTERS: Michael Scanlon, Interim Executive Director and Michael Abegg, Planning and Operations Manager)
[Staff Report - Proposed FY 2017-18 Performance Goals and Measures.docx](#)
[Attachment A - Proposed Performance Goals and Measures.pdf](#)
- 7.F. Transportation Development Act (TDA), State Transit Assistance Funds (STAF) and Regional Measure 2 (RM2) Claims**
Suggested Action: 1) Approve the resolutions as shown in Attachments A and B. 2) Authorize the Interim Executive Director to execute and submit required documents for claiming SolTrans' FY 2017-18 Allocation Requests for TDA and STAF Funds as needed. 3) Authorize the Interim Executive Director to execute and submit required documents for claiming SolTrans' FY 2017-18 Allocation Request for RM2 Funds in the amount of \$1,541,441. (PRESENTER: Dennis Ybarra, Program Analyst II)
[Staff Report - TDA STAF and RM2 Claims.docx](#)
[Attachment A - Reso for MTC Claims for TDA Funds.docx](#)
[Attachment B - Reso for RM2 Claims.docx](#)
- 7.G. Approve Amendment No. 1 to the Transit Operation Services Contract with National Express Transit Corporation dated July 1, 2013.**
Suggested Action: Authorize the Interim Executive Director to execute Amendment No. 1 to the Transit Operation Services Contract with National Express Transit Corporation dated July 1, 2013, subject to Legal Counsel approval as to form. (PRESENTER: Michael Abegg, Planning and Operations Manager)
[Staff Report - Amendment to NEXT Contract.docx](#)
[Attachment A - First Amendment to Transit Services Operations Contract.docx](#)
- 7.H. Receive the Actuarial Valuation Report on the PARS Retirement Plan as of June 30, 2016**
Suggested Action: Receive the actuarial valuation report for the Solano County Transit PARS Retirement Plan. (PRESENTER: Kristina Botsford, Finance and Administration Manager)
[Staff Report - SolTrans PARS Retirement Plan Actuarial Valuation as of 6-30-16.docx](#)
[Attachment - Actuarial Valuation as of June 30 2016.pdf](#)
- 7.I. Ticket and Passes Distribution Policy**
Suggested Action: Approve the Resolution establishing a Ticket and Distribution Policy as shown in Attachments A and B. (PRESENTER: Bernadette Curry, Legal Counsel)
[Staff Report - FPPC Ticket and Passes Distribution Policy.docx](#)
[Attachment A - Reso No 2017-08 Adopting a Tickets & Passes Distribution Policy.doc](#)
[Attachment B - Tickets and Passes Distribution Policy.docx](#)
[Attachment C - Form-802.pdf](#)

7.J.

Authorization to Open Bank Accounts and Transfer Funds to New Accounts

Suggested Action: 1) Approve the Resolution as shown in Attachment A; 2) Authorize the Executive Director and the Finance and Administration Manager to transfer funds from the current checking account to the new account to establish an account balance. (PRESENTER: Kristina Botsford, Finance and Administration Manager)

[Staff Report - Open Bank Accounts and Transfer Funds.docx](#)

[Attachment A - Resolution 2017-09.docx](#)

REGULAR CALENDAR

8. ACTION ITEMS

8.A. 2017 American Public Transportation Association (APTA) Transit Board Members and Board Support Seminar

Suggested Action: Identify up to two SolTrans Board Members to attend the 2017 APTA Transit Board Members and Board Support Seminar in Chicago, IL, from July 22 through 25. (PRESENTER: Suzanne Fredriksen, Board Clerk)

[Staff Report - 2017 APTA Transit Board Members & Board Support Seminar.docx](#)

8.B. Fiscal Year (FY) 2017-18 Operating and Capital Budget

Suggested Action: Approve the FY 2017-2018 Operating Budget and Capital Budget New Requests, as presented on Attachments A and B, and carryover of unspent FY 2016-2017 approved capital budget amounts. (PRESENTER: Kristina Botsford, Finance and Administration Manager)

[Staff Report - FY 2017-18 Final Operating and Capital Budget.docx](#)

[Attachment A - FY 2017-18 Proposed Operating Revenue and Expense by Mode.pdf](#)

[Attachment B - Proposed Capital Budget.pdf](#)

[FY 17-18 Operating & Capital Budget_PowerPoint.pdf](#)

8.C. Authorize the Interim Executive Director to Execute an Amendment to the PARS Retirement Plan

Suggested Action: As recommended by the Benefits Subcommittee, authorize the Interim Executive Director to execute an amendment to the PARS Retirement Plan, subject to Legal Counsel approval as to form (Attachment A). (PRESENTER: Kristina Botsford, Finance and Administration Manager)

[Staff Report - Amendment to PARS Retirement Plan.docx](#)

[Attachment A - Draft Amendment to SolTrans PARS Retirement Plan.pdf](#)

[PARS amendment_PowerPoint.pdf](#)

8.D. Route 9 Mare Island Service Status

Suggested Action: 1) Authorize the Executive Director to complete funding agreements with Mare Island project partners to include but not be limited to Touro University, Vallejo Unified School District, United States Forest Service, United States Veterans' Administration, Lennar

Mare Island (and/or related entities), and Global Center for Success, to provide support for the operation of the Route 9 Mare Island demonstration through a tentative date of November 18, 2017. 2) Direct Staff to continue Route 9 Mare Island, with adjustments including elimination of all Saturday service, elimination of up to four low-ridership weekday trips and modification to routing and schedules as needed to maintain and improve responsiveness of the route to partner needs. 3) Direct Staff to prepare changes to the FY 2017-18 Operating Budget to reflect the additional cost of service and the subsidy to be received from project partners. 4) Authorize the Route 9 Mare Island route to operate as a free fare for the remainder of the demonstration period.

(PRESENTER: Michael Abegg, Planning and Operations Manager)

[Staff Report - Mare Island Promotional Service.docx](#)

[Attachment A - February 16, 2017 Board report including attachments.pdf](#)

[Mare Island Service_PowerPoint.pdf](#)

8.E. SolTrans' Compensation Philosophy

Suggested Action: As recommended by the Benefits Subcommittee, approve the Proposed SolTrans Compensation Philosophy as shown in Attachment A. (PRESENTER: Kristina Botsford, Finance and Administration Manager)

[Staff Report - Compensation Philosophy.docx](#)

[Attachment A - Compensation Philosophy.pdf](#)

NON-ACTION/ INFORMATIONAL

9. DISCUSSION ITEMS

9.A. Solano Transportation Authority Express Corridor Study Update and Implementation Plan Review

Suggested Action: Informational. (PRESENTERS: Michael Abegg, Planning and Operations Manager; and Jim McElroy, Consultant to STA)

[Staff Report - STA Corridor Study Update.docx](#)

[Attachment A - 2-16-17 Board Report and Attachments.pdf](#)

[Express Corridor Study_PowerPoint.pdf](#)

9.B. Public Outreach Report for May 2017

Suggested Action: Informational. (PRESENTER: Mandi Renshaw, Program Analyst I)

[Staff Report - Public Outreach Report.docx](#)

[Marketing and Outreach Update_PowerPoint.pdf](#)

9.C. Acquiring Accounting Software and Transferring Accounting Processing In-House

Suggested Action: Informational. (PRESENTER: Kristina Botsford, Finance & Administration Manager)

[Staff Report - Acquiring Software and Transferring Accounting Processing.docx](#)

9.D. System Performance Report

Suggested Action: Informational. (PRESENTER: Dennis Ybarra, Program Analyst II)

[Staff Report - System Performance Report.docx](#)

[Attachment A - System Performance Report.pdf](#)

9.E. Federal and State Legislative Update

Suggested Action: Informational. (PRESENTER: Michael Scanlon, Interim Executive Director; Josh Shaw, Shaw Yoder Antwhi)

[Staff Report - Federal and State Legislative Update.docx](#)

[Attachment A - State Legislative Report.pdf](#)

[Attachment B - Federal Legislative Report.docx](#)

[The Road Repair and Accountability Act of 2017 _PowerPoint.pdf](#)

10. NON-DISCUSSION ITEMS

10.A. Construction Projects Update

Suggested Action: Informational. (PRESENTER: Patricia Carr, General Services Manager)

[Staff Report - Construction Projects Update.docx](#)

[Attachment A - CNG Photos Week of 5-5.pdf](#)

11. STAFF BRIEFINGS

12. BOARD OF DIRECTORS COMMENTS

13. ADJOURNMENT

MEETING MINUTES

Meeting Minutes of May 18, 2017

Suggested Action: Informational.

[Board Meeting Minutes of 05-18-17.pdf](#)



TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL SCANLON, INTERIM EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR'S REPORT
ACTION: INFORMATIONAL

Following are brief highlights on a number of issues since the April 20, 2017 Board meeting:

FINANCE AND ADMINISTRATION:

- **SolTrans Executive Director Search:** The executive search firm, KL2 Connects, continues to actively collect resumes and screen candidates for the permanent Executive Director. The process remains on schedule and preliminary work is being accomplished as expected.
- **Competitive Grants:** Over the next two months, Staff will be submitting three different competitive grants: FTA 5339 funding set aside for rural operators for paratransit bus replacements; FTA 5339 LoNo funding for zero-emission buses and infrastructure; and Environmental Protection Agency (EPA) clean diesel funding assistance program grant to fund engine replacements for our diesel/hybrids. We will keep the Board apprised of any awards.

GENERAL SERVICES:

- **Sereno Transit Center:** Sereno Transit Center received a new paint job of all the shelters, concrete was cleaned and graffiti removed. Benches in the shelters were removed temporarily to discourage use of the shelters for camping.
- **Vallejo Transit Center:** Vallejo Transit Center is in the process of having the bus shelters and canopies painted and etched glass replaced. The concrete areas were scrubbed and bathrooms received a quarterly deep clean.
- **Bus Shelters and Stops:** On May 12, the bus shelters and stops in Benicia were assessed for condition and a maintenance/repair schedule was created.
- **CNG Fueling Facility Ribbon-Cutting:** The SolTrans CNG Fueling Facility Ribbon-Cutting is scheduled for Friday, September 22, 2017 from 11:00 a.m. until 1:00 p.m. at the Operations and Maintenance Facility located at 1850 Broadway Street, Vallejo.

EXTERNAL AFFAIRS:

- **Board Trip to Sacramento:** We were unable to find dates in May that would work for Board members and legislative representatives. We plan to try for a date in June once we determine it will not conflict with the Executive Director candidate interviews.
- **Local, Regional, State and National Committee Meetings:**
 - **Zero Emission Bus Resource Alliance (ZEBRA):** SolTrans continues to be an active member of the Zero Emission Bus Resource Alliance (ZEBRA), an industry association that was formed to allow transit agencies to inform, educate and discuss regulatory, funding and performance topics connected to Zero Emission Bus (ZEB) deployments.
 - **Metropolitan Transportation Commission (MTC):** Staff is serving on the planning team for the MTC Regional Emergency Functional Exercise which will occur this autumn and also attended the most recent Transportation Response Planning Committee meeting which coordinates transit management of emergency situations. In light of recent events including an Amtrak service shutdown and the Benicia refinery accident, Staff continues to build its capabilities in emergency management.
 - **American Public Transit Association (APTA) and California Transit Association (CTA):** Staff attended the APTA Bus and Paratransit Conference in Reno, Nevada and the CTA Spring Legislative Conference in Sacramento.
 - **Visit Vallejo and Vallejo Chamber of Commerce:** Staff attended the Visit Vallejo 26th Annual Tourism Luncheon and the Vallejo Chamber of Commerce's Winemaker's Dinner.

Attachment:

- A. List of Acronyms

SOLTRANS ACRONYMS LIST OF TRANSPORTATION TERMS

Last Updated: December 6, 2016

A			
ADA	Americans with Disabilities Act	MPO	Metropolitan Planning Organization
APC	Automatic Passenger Counter	MTC	Metropolitan Transportation Commission
AVL	Automated Vehicle Location System	N, O, & P	
AVO	Average Vehicle Occupancy	NTD	National Transit Database
B		OBAG	One Bay Area Grant
BAFO	Best and Final Offer	PAC	Public Advisory Committee
BART	Bay Area Rapid Transit	PCC	Paratransit Coordinating Council
C		PDT	Project Development Team
CalEMA	California Emergency Management Agency	PDWG	Project Development Working Group
CALTRANS	California Department of Transportation	PNR	Park & Ride
CAM	Cost Allocation Model	PPP (3P)	Public Private Partnership
CARB	California Air Resources Board	PTAC	Partnership Technical Advisory Committee
CBA	Collective Bargaining Agreement	R & S	
CCC	Contra Costa County Connections	RFP	Request for Proposals
CHP	California Highway Patrol	RM2	Regional Measure 2 Funds
CMAQ	Congestion Mitigation & Air Quality Program	RVH	Revenue Vehicle Hours
COV	City of Vallejo	RVM	Revenue Vehicle Miles
CTC	California Transportation Commission	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
CTSGP	California Transit Security Grant Program	SNCI	Solano Napa Commuter Information
CTAF	California Transit Assistance Fund	SR2T	Safe Routes to Transit
D		SRTP	Short Range Transit Plan
DAR	Dial-a-Ride	STA	Solano Transportation Authority
DBE	Disadvantaged Business Enterprise	STAF	State Transit Assistance Fund
DOT	Department of Transportation	STIP	State Transportation Improvement Program
E & F		STP	Surface Transportation Program
FAST	Fairfield and Suisun Transit	T	
FHWA	Federal Highway Administration	TAC	Technical Advisory Committee
FTA	Federal Transit Administration	TCP	Transit Capital Priorities
FY	Fiscal Year	TDA	Transportation Development Act
G, H, I, & J		TIF	Transportation Investment Fund
GFI	Gen-fare Industries Farebox	TIP	Transportation Improvement Program
GP	General Public (as in GP Dial-a-Ride)	TLC	Transportation for Livable Communities
GPS	Global Positioning System	TMA	Transportation Management Association
HOV	High Occupancy Vehicle	TMP	Transportation Management Plan
IFB	Invitation for Bid	TMS	Transportation Management System
IPR	Initial Project Report	U, V, W, Y	
ITF	Intercity Transit Funding	UA	Urbanized Area
JARC	Job Access Reverse Commute	VMT	Vehicle Miles Traveled
JPA	Joint Powers Authority	VTC	Vallejo Transit Center
L & M		WETA	Water Emergency Transportation Authority
MAP-21	Century Moving Ahead for Progress in the 21st Century	YTD	Year to Date
MCI	Motor Coach Industries		
MOU	Memorandum of Understanding		
MOV	Multiple Occupant Vehicle		



SOLANO COUNTY TRANSIT

**DRAFT Board Minutes for Meeting of
April 20, 2017**

1. CLOSED SESSION

The special meeting was called to order at 3:00 p.m.

Due to the absence of the Chair and Vice Chair, on a motion by Director Spering and a second by Director Malgapo, the SolTrans JPA Board unanimously appointed Director Patterson as Acting Chairperson for the special meeting/closed session as well as the regular Board meeting.
(4 Ayes, 1 Absent)

The meeting recessed into closed session to discuss personnel matters. There were no matters to report.

2. CALL TO ORDER

Acting Chairperson Patterson called the regular meeting of the SolTrans Board to order at 3:40 p.m.

A quorum was confirmed by the Clerk of the Board, Suzanne Fredriksen. There was no Statement of Conflict declared at this time.

MEMBERS

PRESENT:

Jess Malgapo, Councilmember	City of Vallejo
Elizabeth Patterson, Mayor	City of Benicia
Pippin Dew-Costa, Councilmember	City of Vallejo, Alternate
Jim Spering, Supervisor, County of Solano	MTC Representative
Pete Sanchez, Mayor	Ex-Officio – STA Representative

MEMBERS

ABSENT:

Bob Sampayan, Mayor	City of Vallejo, Chairperson
Tom Campbell, Councilmember	City of Benicia, Vice Chairperson

STAFF

PRESENT:

In Alphabetical Order by Last Name:

Michael Abegg	SolTrans Planning & Operations Manager
Kristina Botsford	SolTrans Finance & Administration Manager
Patricia Carr	SolTrans General Services Manager
Bernadette Curry	SolTrans Legal Counsel
Suzanne Fredriksen	SolTrans Board Clerk
Mandi Renshaw	SolTrans Program Analyst I
Michael Scanlon	SolTrans Interim Executive Director
Dennis Ybarra	SolTrans Program Analyst II

OTHERS**PRESENT:** *In Alphabetical Order by Last Name:*

Cathy Campos	National Express Transit
Damon Dash	National Express Transit
Brandon Thomson	Solano Transportation Authority
Sam Tolley	National Express Transit
Tiffany Turner	National Express Transit

4. APPROVAL OF AGENDA

On a motion by Director Spering and a second by Alternate Director Dew-Costa, the SolTrans JPA Board unanimously approved the Agenda. (4 Ayes, 1 Absent)

5. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

6. EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director, Michael Scanlon announced that SolTrans has hired a Community and External Affairs Officer, Ariel Mercado who will begin working on May 22nd.

7. PROCLAMATIONS & PRESENTATIONS**CONSENT CALENDAR**

On a motion by Director Spering and a second by Director Malgapo, the SolTrans JPA Board unanimously approved Consent Calendar Items 8A through 8H. (4 Ayes, 1 Absent)

8A. Meeting Minutes of February 16, 2017Recommendation:

Approve the meeting minutes of February 16, 2017.

8B. Technical Advisory Committee (TAC) Meeting Minutes of March 27, 2017Recommendation:

Approve the TAC meeting minutes of March 27, 2017.

8C. Public Advisory Committee (PAC) Meeting Minutes of March 27, 2017Recommendation:

Approve the PAC meeting minutes of March 27, 2017.

8D. Progress update on Fiscal Year (FY) 2016-17 SolTrans Performance Goals and MeasuresRecommendation:

Receive the progress update on the FY 2016-17 SolTrans Performance Goals and Measures.

8E. Approve SolTrans' Application for Low Carbon Transit Operations Program (LCTOP) Funds for Fiscal Year (FY) 2016-17 in the Amount of \$155,480Recommendation:

- 1) Approve the Board Resolution in Attachment A that authorizes the execution of the LCTOP Project, and
- 2) Approve the Board Resolution in Attachment B that authorizes the LCTOP Certifications and Assurances.

8F. Authorize Application for Federal Grants**Recommendation:**

Approve the Board Resolution in Attachment A to authorize the filing of federal grant applications and the execution of the required certifications and assurances.

8G. Approve Reduced Fare Program for Americans with Disabilities Act (ADA) Paratransit Certified and Personal Care Attendants on Local Fixed Route System**Recommendation:**

Authorize Staff to extend the reduced fare pilot until October 31, 2017 to allow additional time for further analysis. Staff will return to the Board after the end of the fiscal year with a recommendation whether the fare should be made permanent, adjusted or discontinued.

8H. Authorize the Application and Execution of Federal Grants**Recommendation:**

Approve the Board Resolution in Attachment A to submit the filing of federal grant applications, annual certifications and assurances, and to execute grant and cooperative agreements.

REGULAR CALENDAR**9. ACTION ITEMS****9A. Draft Fiscal Year (FY) 2017-18 SolTrans Performance Measures**

Michael Abegg provided a presentation on the proposed FY 2017-18 Performance Measures, including proposed revisions to the mission statement, revisions to the document structure, and the proposed agency values and goals.

Public Comments:

None presented.

Board Comments:

Members of the SolTrans Board expressed the following comments and concerns for consideration and discussion:

- Concerns were expressed regarding including the word “convenient” in the mission statement, as it is a subjective word and public transportation may or may not be able to meet the standard of what could generally be viewed as convenient.
- A suggestion was made to consider replacing the word “convenient” with “accessible”. It was also requested that “accessibility” be added to list of agency values.
- A reference was made to increasing ridership, and it was clarified that this is not simply a desirable outcome, but rather one of the Guiding Principles which the Board adopted when SolTrans was formed.
- Staff was asked to include a list of reports, when they are due and who is responsible for such reports.
- A request was made to ensure the structure of the organization, under Goal 4, is flexible and agile, both horizontally and vertically where employees have the ability to perform cross-over work within different departments.
- A request was made to replace aspirational statements with metrics that clearly outline what changes and outcomes are expected.
- It was suggested that Staff clarify what “inadequate bus stops” means under Goal 1, Objective A, Strategy ii.

- Staff was cautioned to ensure that the term “audit” is not being used for “assessments”.
- A reference was made to the performance measure related to energy conservation, and Staff was encouraged to explore whether the agency may be able to apply for Community Choice Aggregation funding, similar to the Marin clean energy.

Recommendation:

- 1) Provide feedback to Staff regarding the proposed changes to the agency’s mission statement, as shown on page 1 of Attachment A; and
- 2) Direct the Interim Executive Director to finalize the FY 2017-18 Performance Goals and Measures, per feedback from the SolTrans Board and Technical and Public Advisory Committees, and to present a final document to the Board in May 2017 for approval.

With no further feedback from the SolTrans Board, Acting Chairperson Patterson closed the agenda item.

9B. Budget Outlook Through Fiscal Year (FY) 2026-27

Kristina Botsford presented an overview of the budget outlook through FY 2026-27 and a summary of the results, noting that there are no funds for major capital projects outside of bus replacements, and a 10 year shortfall of \$11-13 million is projected for bus replacements. She provided the projected outcomes for operations expenses and revenue, as well as capital expenditures. She highlighted issues of concern as well as potential opportunities.

Public Comments:

None presented.

Board Comments:

The following comments and concerns were expressed by Board Members:

- Appreciation was expressed for the conservative approach towards small, incremental fare increases noting that sudden, large increases can be detrimental to riders.
- Concern was expressed that there is no mention of potential RM3 or SB1 funding opportunities, and Staff was encouraged to be proactive in pursuing these potential sources. A suggestion was made for the Board to put together a small group as soon as possible to carry the agency’s message to the state legislators.
- It was suggested that the Board may wish to consider holding a work session to further discuss various funding concerns and opportunities.
- Clarification was requested regarding when the Board may need to consider adjusting the timing and percentages of fare increases should ridership continue to decline.
- Concern was expressed regarding infrastructure expansion getting ahead of the agency’s ability to utilize the investment and Staff was encouraged to ensure the projected timeline is synchronized accordingly.
- A request was made for Staff to confirm where violation fine money would go once parking enforcement begins at the SolTrans Curtola Park and Ride Hub.

Staff provided the following points of clarification:

- Staff will poll the Board members as well as the Alternates to obtain availability for a group to visit and speak with the Representatives.

- Staff will put together an analysis of various scenarios for the Board to consider regarding adjustments which may be needed to the timing and percentages of fare increases should ridership continue to decline.
- Staff has not yet established an agreement with the City of Vallejo to outline the process for parking enforcement; however, that should be in place soon and will contain more information about where violation fine money will be deposited.

Recommendation:

Provide feedback on the Budget Outlook through FY 2026-27.

With no further comments from the SolTrans Board, Acting Chairperson Patterson closed the agenda item.

9C. Fiscal Year (FY) 2017-18 Proposed Operating and Capital Budget

Kristina Botsford provided a presentation of the operating budget framework, key elements of the proposed FY 2017-18 operating budget versus the current year, an overview of the proposed operating budget, the FY 2016-17 capital projects to be carried over to FY 2017-18, new capital requests, as well as the proposed capital funding for new requests.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Provide feedback on the FY 2017-18 Proposed Operating and Capital Budget Assumptions and Framework.

With no further comments from the SolTrans Board, Acting Chairperson Patterson closed the agenda item.

NON-ACTION/ INFORMATIONAL

10. DISCUSSION ITEMS

10A. System Performance Report

Dennis Ybarra provided a presentation of SolTrans' farebox recovery ratio, monthly ridership statistics, as well as a year-to-year ridership comparison.

Public Comments:

None presented.

Board Comments:

A request was made for Staff to consider using big data approaches in the assessment of ridership trends, noting that data analysis may reveal whether ridership declines are primarily occurring among choice riders or transit dependent riders.

Staff noted that ridership data through MTC's recent survey should be available in the coming weeks, which will also help answer some of the questions about ridership decline.

Recommendation:

Informational.

10B. Public Outreach Report for April 2017

Mandi Renshaw provided a presentation of public outreach events for March and April, as well as upcoming outreach efforts.

Public Comments:

None presented.

Board Member Comments:

A request was made for Staff to consider providing transit service for the Travis Air Expo on May 6th and 7th.

Concern was expressed regarding some confusion last year regarding how far the Benicia Memorial Day shuttle service would travel, and Staff was asked to clarify with the transit operator this year to ensure the drivers are clear.

Councilmember Dew-Costa noted that SolTrans is partnering to provide shuttle service to a camp that she is coordinating in June. She noted that is a soccer and healthy eating camp for young girls from Benicia and Vallejo.

Recommendation:

Informational.

11. NON-DISCUSSION ITEMS

11A. Federal and State Legislative Update

Recommendation:

Informational.

11B. April 2017 Construction Projects Update

Recommendation:

Informational.

12. STAFF BRIEFINGS

Michael Abegg provided an update on Mare Island service, noting that the service is continuing at a modest level and that Staff will bring additional discussion before the Board in May.

He also stated that Staff is conducting a review on an issue which arose at the February Board meeting related to driver certification and training, and a full summary of the review will be provided to the Board in the near future, or as a supplemental handout in May.

13. BOARD OF DIRECTORS COMMENTS

A request was made for the Interim Executive Director to explore and provide feedback to the Board regarding whether or not an expansion of the Board composition should be considered in the future. It was noted that a fresher perspective, with more diversity of opinions and energy could be beneficial. A request was also made for Staff to consider including members of the public, as well as exploring the possibility of adding additional Joint Powers Authority (JPA) members.

14. ADJOURNMENT

The meeting was adjourned at 5:00 p.m. The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, May 18, 2017, 4:00 p.m.**, in the **Benicia Council Chamber**, located at 555 Santa Clara Street, Vallejo.

Attested by:



04/21/2017

Suzanne Fredriksen
Clerk of the Board

Date

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TO: BOARD OF DIRECTORS
PRESENTER: PATRICIA CARR, GENERAL SERVICES MANAGER
SUBJECT: AUTHORIZE THE INTERIM EXECUTIVE DIRECTOR TO AWARD AND EXECUTE A CONTRACT TO THE MOST RESPONSIBLE AND RESPONSIVE PROPOSER FOR THE SUPPLY AND INSTALLATION OF A BUS WASH SYSTEM, NOT TO EXCEED \$350,000
ACTION: MOTION

ISSUE:

Proposals for the SolTrans Bus Wash Replacement Project will be received on May 25, 2017. The Board is being asked to authorize the Executive Director to award a contract to the most responsible and responsive proposer to furnish and install an automatic bus wash system to expedite this important project.

DISCUSSION:

The Board authorized the issuance of a Request for Proposal (RFP) for the purchase and installation of a new automatic bus wash system at the October 2016 Board meeting.

RFP, 2017-RFP-01, for the SolTrans Bus Wash Replacement project was issued to the public on April 26, 2017. After the due date of May 25, 2017, all proposals will be evaluated and ranked according the criteria outlined in the RFP and reviewed to verify responsibility and responsiveness to the proposal requirements by Staff and Legal Counsel. Upon final determination, Staff will issue a notice of intent to award to the most responsive and responsible proposer, with Legal Counsel concurrence. The dismantling of the existing bus wash system and installation of the new system is planned to take place in June 2017. Staff requests the Board authorize the Interim Executive Director to execute a contract with the apparent responsive and responsible proposer, subject to Legal Counsel approval as to form.

FISCAL IMPACT:

An independent cost estimate (ICE) was conducted prior to the issuance of the RFP. Based on costs of bus wash systems awarded by transit agencies in 2016, and price estimates from NS Wash and Interclean, Staff estimates the cost for the dismantling and disposal of the existing bus wash system and furnishing and installing one automatic drive-through bus wash system should not exceed \$350,000. Of this estimated cost, \$300,000 was included in the current approved capital budget for FY 2016-17. An additional \$50,000 has been included in the FY 2017-18 capital budget which is shown in Agenda Item 9B, Attachment B.

PERFORMANCE GOAL:

Goal 1 - Maximize safety, reliability and efficiency of transit operations. **Objective A** - Implement technologies and infrastructure/equipment improvements for enhancing and monitoring system performance.

RECOMMENDATION:

Authorize the Interim Executive Director to award and execute a contract to the most responsive and responsible proposer for the supply and installation of a Bus Wash System, not to exceed \$350,000.



TO: BOARD OF DIRECTORS
PRESENTER: SUZANNE FREDRIKSEN, BOARD CLERK
SUBJECT: APPROVE RESOLUTION AMENDING THE SOLANO COUNTY TRANSIT CONFLICT OF INTEREST CODE
ACTION: RESOLUTION

ISSUE:

The expansion of the SolTrans organizational structure requires an amended Conflict of Interest Code (COI) to be adopted by the Board.

DISCUSSION:

As required by the California Political Reform Act (“CPRA”), state and local government agencies are required to adopt and promulgate a COI code. The COI code designates positions for which annual Statements of Economic Interests, also known as Form 700s, are required to be filed. Under the CPRA, no COI code shall be effective until it has been approved by the code reviewing body which, in the case of SolTrans, is the Solano County Board of Supervisors.

In July of 2016, the SolTrans Board approved the last revised version of the COI code, which was then forwarded to the Solano County Elections Office, to be reviewed by the Solano County Board of Supervisors. This amendment was to include the General Services Manager position, which was added to SolTrans’ organizational structure in February 2016.

The organizational structure was revised again and approved by the Board on December 15, 2016, to include the Community and External Affairs Officer position. The COI code must therefore, be amended to reflect the new position. The attached code reflects the proposed amendment with an underline to indicate the added position. Once approved, the revised COI code will be presented to the Solano County Board of Supervisors for approval.

FISCAL IMPACT:

There is no fiscal impact associated with amending the COI code.

PERFORMANCE GOAL:

Goal 4 – Develop an efficient and effective team of employees for ensuring long-term organizational viability. **Objective A** - Establish a clear organizational structure and staff roles and strengthen staff expertise and sense of ownership.

RECOMMENDATION:

Approve Resolution 2017-05 amending the Solano County Transit (SolTrans) Conflict of Interest Code.

Attachment:

- A. Resolution 2017-05

SOLANO COUNTY TRANSIT
RESOLUTION 2017-05

**A RESOLUTION OF SOLANO COUNTY TRANSIT AMENDING
THE CONFLICT OF INTEREST CODE**

WHEREAS, the California Political Reform Act ('Act'), located at Government Code section 81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Solano County Transit ("SolTrans") Board of Directors by Resolution No. 2011-01 adopted a Conflict of Interest Code on February 17, 2011; and

WHEREAS, the SolTrans Board by Resolution No. 2013-12 amended the Conflict of Interest Code on November 21, 2013 to revise positions resulting from an organizational restructuring; and

WHEREAS, the SolTrans Board by Resolution No. 2016-07 amended the Conflict of Interest Code on July 21, 2016 to add a General Services Manager position; and

WHEREAS, the SolTrans Board approved an amendment to the employee organizational structure on December 15, 2016 to include a Community and External Affairs Officer position, which requires an amendment to the Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED that the Solano County Transit Board of Directors approves and adopts the attached Conflict of Interest Code for SolTrans along with the Designated Positions and Disclosure Categories set forth in Exhibit A.

BE IT FURTHER RESOLVED that a copy of this resolution and the Conflict of Interest Code shall be transmitted to the Solano County Board of Supervisors as the code reviewing body for SolTrans.

Passed by the Solano County Transit (SolTrans) Board on this 18th day of May 2017 by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Attest: _____

Suzanne Fredriksen
Clerk of the Board

Bob Sampayan, Chair
Solano County Transit (SolTrans)

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**CONFLICT OF INTEREST CODE
FOR THE
SOLANO COUNTY TRANSIT (“SolTrans”)**

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated by reference and, along with the attached Exhibit A in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the agency named above.

Designated employees, board members and officers shall file statements of economic interests with the Agency Clerk, the Agency’s filing officer, who will make the statements available for public inspection and reproduction (pursuant to Government Code section 81008). Upon receipt of the statements of those positions designated in Government Code section 87200, the Agency Clerk shall make and retain a copy and forward the original of these statements to the Solano County Elections Department, Attention: Statement of Economic Interests Filing Officer. Statements for all other designated employees will be retained by the agency.

Adopted: February 17, 2011
Amended: November 21, 2013
Amended: July 21, 2016
Amended: May 18, 2017

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SOLTRANS CONFLICT OF INTEREST CODE

EXHIBIT "A"

DESIGNATED POSITIONS

<i>Position</i>	<i>Disclosure Category</i>
Agency Board	1 through 4
• Board Members	
• Alternate Board Members	
Executive Director	1 through 4
Legal Counsel	1 through 4
Clerk of the Board	1 through 4
<u>Community and External Affairs Officer</u>	<u>1 through 4</u>
Program Manager – Finance & Administration	1 through 4
Program Manager – Planning & Operations	1 through 4
Program Manager – General Services	1 through 4
Program Analyst	1 through 4
Program Assistant	1 through 4
Accountant	1 through 4
Consultants**	1 through 4

**Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

- *The Community and External Affairs Officer position has been added.*

DISCLOSURE CATEGORIES

- Category 1: Interests in real property located within Solano County that would otherwise be required to be disclosed on the FPPC's Statement of Economic Interests, Form 700.
- Category 2: Income, including loans and gifts, aggregating \$250 or more in value during the reporting period, received from any source located or doing business within the jurisdiction or expecting to do business within the jurisdictions that would otherwise be required to be disclosed on the FPPC's Statement of Economic Interests, Form 700
- Category 3: Investments, business positions and sources of income, including gifts, loans and travel payments, from sources that manufactures or sells services and/or supplies of the type annually purchased or utilized by SolTrans and of which the annual purchases by SolTrans exceeds \$1,000.
- Category 4: Investments in business entities and sources of income of the type which, within the past two years, have contracted with either of the cities of Benicia or Vallejo to provide services, supplies, materials, or equipment of the type to be utilized by SolTrans.



TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL ABEGG, PLANNING AND OPERATIONS MANAGER
SUBJECT: APPROVE THE PROCUREMENT OF TWO BODY-ON-CHASSIS PARATRANSIT BUSES THROUGH A COOPERATIVE PURCHASE
ACTION: MOTION

ISSUE:

The Board is being asked to approve a purchase from A-Z Bus Sales of two body-on-chassis “cutaway” buses for paratransit service through the California Association for Coordinated Transportation (CalACT) purchasing cooperative contract.

DISCUSSION:

The purchase of two paratransit buses is included in the Fiscal Year 2016-17 approved capital budget. It is prudent as part of a long-term strategy to regularly renew the SolTrans fleet to purchase these buses to replace older vehicles that have reached or exceeded the end of their useful service life. The cost of each bus is approximately \$204,000, with an estimated total cost of \$408,000.

Staff proposes to make this purchase through the CalACT Cooperative Purchase Contract. The vendor would be A-Z Bus Sales of Sacramento for the acquisition of two 28-foot Arboc buses built on a low-floor GMC natural gas-fueled chassis. As a member of CalACT, SolTrans has the ability to purchase a variety of transit vehicles from the CalACT/Morongo Basin Transit Authority (MBTA) purchasing cooperative, which is compliant with California State and Federal Transit Administration (FTA) grant requirements. In 2014 and 2015, SolTrans used this method to procure road supervisor vans and paratransit buses from Creative Bus Sales with satisfactory results.

The cost per bus of this purchase is \$75,000 higher than the previous paratransit bus purchase in 2015, which was \$138,000 per vehicle. There are three principal reasons for this:

- Manufacturer price increases – the same bus as in 2015, purchased today, would cost approximately \$10,000 more;
- SolTrans’ fuel Roadmap requires the purchase of Compressed Natural Gas-powered buses. The choice of fuels adds more than \$30,000 to the purchase price of each bus. This includes the fuel system, plus the need to purchase a larger vehicle to provide the same customer capacity due to increased storage space required for natural gas compared with gasoline;
- The choice of the low-floor bus platform, which also adds \$30,000 per bus. Staff strongly recommends the adoption of the low-floor bus as the standard style for paratransit service. Approximately one-half of riders on paratransit buses are unable to easily climb

steps on a traditional “high-floor” cutaway and many require the deployment of the wheelchair lift: a process which is time-consuming. By contrast, the low-floor design will allow many more customers to simply walk onto the bus; and for the remainder, a simple fold-out ramp (similar to that on the Gillig and BYD transit buses) will expedite and simplify boarding while increasing the independence of SolTrans’ most vulnerable customers.

Purchasing these higher-cost buses will have a long-term impact on SolTrans’ capital budget. However, our experience with these buses will provide important experience both with the low-floor design and the CNG fuel system, to determine whether either or both warrant the additional investment and have a long-term place in the SolTrans fleet.

FISCAL IMPACT:

The fiscal impact to SolTrans would be \$408,000 for the purchase of two vehicles, which will be funded with State Transportation Development Act (TDA) funds. The FY 2016-17 Capital Budget for vehicles, which will be carried over to FY 2017-18, includes \$480,000 for paratransit vehicle replacement that was originally intended to fund three to four vehicles.

PERFORMANCE GOAL:

Goal 3- Enhance customer satisfaction and build community partnerships to increase transit system appeal and effectiveness; **Objective A** – Implement technological/equipment/facility enhancements to enhance customer experience.

RECOMMENDATION:

- 1) Authorize the Interim Executive Director to execute an Assignment Agreement with CalACT as well as any other contractual documents related to the procurement, subject to Legal Counsel approval as to form; and,
- 2) Authorize the execution of a Purchase Order with A-Z Bus Sales (through the CalACT/MBTA master contract) for the procurement of 2 GMC/Arboc 28-foot paratransit buses in an amount not to exceed \$408,000.



TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL SCANLON, INTERIM EXECUTIVE DIRECTOR
MICHAEL ABEGG, PLANNING AND OPERATIONS MANAGER
SUBJECT: PROPOSED FISCAL YEAR (FY) 2017-18 SOLTRANS PERFORMANCE GOALS AND MEASURES
ACTION: MOTION

ISSUE:

The Board is being asked to approve SolTrans' FY 2017-18 Performance Goals and Measures, as shown in Attachment A. This document has traditionally guided Staff efforts in pursuing and implementing the Agency's mission, and setting priorities in doing so.

DISCUSSION:

Unlike recent years which represented mostly incremental updates, the proposed FY 2017-18 Performance Goals and Measures take a new direction with a small but significant revision to the agency Mission Statement and substantial revisions to the organization and statement of Agency Goals, while maintaining the basic structure of Goals, Objectives, Strategies, Activities, and Measures that have been in place. Staff brought the draft FY 2017-18 Performance Goals and Measures to the SolTrans Public Advisory Committee (PAC) and Technical Advisory Committee (TAC) on March 27, 2017 prior to the first review by the Board in April. The committees did not request any major changes to the document, although some minor modifications, additions, and subtractions were made.

The Board reviewed and provided feedback on the draft FY 2017-18 Performance Goals and Measures on April 20, 2017. One significant line of discussion was to reword the proposed Mission Statement to include "Accessible" in place of "Convenient" as a better way to describe the importance of having transit services available widely throughout SolTrans' communities. During the meeting, additional comments and suggestions were received by Staff from several Board members. Changes since the draft was submitted to the Board on April 20th are shown below:

- The word "accessible" replaced "convenient" in the proposed mission statement
- Added "We make the community ACCESSIBLE" to the values
- Changed the verbiage under Goal 5 to emphasize an organizational structure that is flexible, agile and provides cross-departmental training and development opportunities
- Added metrics to those strategies that needed a clear outcome defined
- Changed wording under Goal 1; strategy ii, to clarify intent of bus stop and shelter assessments
- Reviewed the document to ensure the words "assessment" and "audit" are used as intended

The Board also requested that Staff list all reports with deadlines. Major report deadlines are incorporated in this document (NTD reporting, annual audit, etc.); however, since Staff manages a multitude of reports annually, it is not practical to include a full list in this document. Each department maintains a comprehensive calendar of report deadlines, which is continually updated and can be viewed by anyone in the agency.

As noted last month, with the substantial effort Staff made to refine the Goals and Objectives elements of the plan, there will be a continuing need to refine Activities and the Measurement elements (Standards/Milestones and Achievements/Progress).

FISCAL IMPACT:

No fiscal impact is associated with this action.

PERFORMANCE GOAL:

Goal 4 – Develop an efficient and effective team of employees for ensuring long-term organizational viability; **Objective A** – Establish a clear organizational structure and staff roles and strengthen staff expertise and sense of ownership; **Strategy iv** – Complete Annual Goals and Performance Measures for the following fiscal year.

RECOMMENDATION:

- 1) Approve the revised agency Mission Statement, as shown on page one of Attachment A; and
- 2) Approve the proposed FY 2017-18 Performance Goals and Measures, as shown on Attachment A.

Attachment:

- A. Proposed FY 2017-18 Performance Goals and Measures



Mission, Values and Goals

MISSION STATEMENT:

Current: "We deliver safe, reliable, and efficient transportation services that effectively link people, jobs, and communities."

Proposed: "We provide safe, reliable, courteous, efficient, and accessible transportation services that effectively link people, jobs, and communities."

VALUES:

- We never compromise SAFETY
- We prioritize our CUSTOMERS
- We make the community ACCESSIBLE
- We continuously seek IMPROVEMENT
- We envision the FUTURE when we make decisions today
- We exercise fiscal DISCIPLINE
- We are responsible for the ENVIRONMENT
- We are TRUSTEES of the community's transit system
- We COLLABORATE to exceed our own abilities
- We seek JUSTICE - social, economic, and environmental

GOALS:

1. Service
2. Infrastructure
3. Funding and Compliance
4. Community Trust and Value
5. Team Development
6. Business Practices

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Approved:
Last Updated:

FY 2017-18 Solano County Transit (SolTrans) Performance Goals and Measures

The intent of the Performance Goals and Objectives for SolTrans is to guide Staff's decision-making processes and to organize the Agency's activities in a meaningful manner, in order to effect positive change and improve performance, as desired by the Board of Directors for carrying-out SolTrans' mission: "We provide safe, reliable, courteous, efficient, and accessible transportation services that effectively link people, jobs, and communities."

The following goals provide a framework for pursuing our mission: 1) Deliver transit services which meet the needs of SolTrans' customers; 2) ensure vehicles and buildings are maintained in a state of good repair; 3) optimize fiscal health and sustainability; 4) build and maintain community trust and value in the transit system; 5) develop an efficient and effective team of employees for ensuring long-term organizational viability; and 6) establish and maintain effective business practices which support operational efficiency, legal compliance and best practices. In order to achieve these goals, objectives and strategies are outlined in the table below. Performance on each is then tracked according to progress made on a specified standard or milestone or pure accomplishment of a specific strategy or activity. Also, in some cases, performance in a particular area is ongoing, and in this case, Staff will keep the Board informed on notable progress made.

GOALS/OBJECTIVES/STRATEGIES		Performance Measurement	
		Standard/Milestone	Achievement/Progress
1. GOAL: Deliver transit services which meet the needs of SolTrans' customers.			
A.	OBJECTIVE: Deliver safe services.		
	i.	Strategy: Maintain and improve operating contractor's safety and training practices	
		Activity 1: Audit operating contractor's personnel records.	Annually
		Activity 2: Perform site visit to substance abuse collection site(s). (Share with Objective F)	Annually

Approved:

Last Updated:

GOALS/OBJECTIVES/STRATEGIES				Performance Measurement	
				Standard/Milestone	Achievement/Progress
		Activity 3:	Report safety data and show improvement in safety climate.	Monthly	
	ii.	Strategy: Assess bus stops and shelter locations for improvements to safety, accessibility, and appropriate amenities, and implement improvements as funding and other constraints permit (Share with Goal 2)			
		Activity 1:	Perform stop location assessments on a regular basis.	20 each quarter, starting in July 2017	
		Activity 2:	Respond to all customer requests for review of stop safety.	100% of requests reviewed and responded to	
	iii.	Strategy: Audit operational practices and policies for potentially unsafe situations.			
		Activity 1:	Conduct formal safety review with operating contractor staff.	Quarterly	
		Activity 3:	Maintain “suggestion box” policy for contractor staff to identify safety concerns.	Ongoing	
		Activity 4:	Attend contractor’s safety meetings.	Quarterly	
B.	OBJECTIVE: Deliver reliable services.				
	i.	Strategy: Improve on-time performance of fixed route service.			

Approved:

Last Updated:

GOALS/OBJECTIVES/STRATEGIES				Performance Measurement	
				Standard/Milestone	Achievement/Progress
		Activity 1:	Report on-time performance to the Board, partners, and public.	Monthly	
		Activity 2:	Revise schedules to improve on-time performance.	Up to 3 times per year	
		Activity 3:	Conduct formal service delivery performance reviews with contractor staff.	Quarterly	
		Activity 4:	Advocate to Caltrans and other agencies for transit advantages that deliver speed and reliability.	Ongoing, as needed	
	ii.	Strategy: Monitor reliability of demand-response services and identify necessary adjustments.			
		Activity 1:	Implement MyRide for Paratransit customer information system.	Complete by December 2017	
		Activity 2:	Work with operating contractor to improve call center and scheduling practices.	Ongoing	
	iii.	Strategy: Improve customer access to real-time information.			
		Activity 1:	Identify additional locations for dynamic signage.	Identify top five locations by December 2017; determine funding parameters/availability by June 2018	
		Activity 2:	Partner with MTC/511 and others to increase access to real-time information across systems platforms.	Real-time info in 511 by December 2017	

Approved:

Last Updated:

GOALS/OBJECTIVES/STRATEGIES				Performance Measurement	
				Standard/Milestone	Achievement/Progress
		Activity 3:	Use social media to provide service delivery updates.	Ongoing; strategy defined by September 2017	
C.		OBJECTIVE: Deliver courteous service.			
	i.	Strategy: Monitor operating contractor's customer service training programs.			
		Activity 1:	Audit customer service training records.	Annually	
		Activity 2:	Identify opportunities for training partnerships.	Identify one new opportunity every six months	
	ii.	Strategy: Respond effectively to customer concerns and complaints.			
		Activity 1:	Establish thresholds and report on progress against thresholds for customer contact responses.	Thresholds established by September 2017; begin reporting in December 2017	
		Activity 2:	Review contact data to identify patterns of customer complaints and translate to actions.	Quarterly with annual summary	
		Activity 3:	Continue to implement enhanced customer service management tools.	Ongoing	
	iii.	Strategy: Reward courteous service.			
		Activity 1:	Encourage participation in APTA and other customer service challenges.	Ongoing	

Approved:
Last Updated:

GOALS/OBJECTIVES/STRATEGIES				Performance Measurement	
				Standard/Milestone	Achievement/Progress
		Activity 2:	Improve reward structure for front-line personnel surpassing expectations.	June 2018	
	iv.	Strategy: Provide customer materials that inform rider choices.			
		Activity 1:	Partner with Solano Mobility Call Center to better route callers to appropriate services.	Finalize by September 2017	
		Activity 2:	Revise publication program to provide consistent information paths.	December 2017	
	v.	Strategy: Monitor ADA Eligibility Program to ensure justice in service availability.			
		Activity 1:	Review certification and recertification standards.	Annually	
		Activity 2:	Conduct independent customer satisfaction survey to identify opportunities for improvement.	March 2018	
		Activity 3:	Identify additional outreach opportunities for potential eligible customers.	June 2018	
D.	OBJECTIVE: Deliver efficient services.				
	i.	Strategy: Report performance of individual routes and other service groupings.			
		Activity 1:	Implement routine reporting of performance from CAD system.	September 2017, reporting daily, monthly and annually	
		Activity 2:	Use performance reports to identify poorly-utilized service elements.	Ongoing	

Approved:

Last Updated:

GOALS/OBJECTIVES/STRATEGIES			Performance Measurement	
			Standard/Milestone	Achievement/Progress
	ii.	Strategy: Seek out new service models where existing services are inefficient.		
		Activity 1: Define plan for local Mobility-on-Demand-based service initiatives.	December 2017 for inclusion in the FY 18-19 budget	
		Activity 2: Work with Solano Transportation Authority to advance Express Corridor Plan Implementation.	Timeline is driven by STA; SolTrans to actively partner with STA to drive toward implementation	
		Activity 3: Coordinate with partners to implement revisions to intercity paratransit programs.	Ongoing	
		Activity 4: Define appropriate service type and levels for Mare Island.	Complete by September 2017	
	iii.	Strategy: Procure transportation services for period starting July 1, 2018		
		Activity 1: Review option terms in existing service contract and evaluate cost and benefit of exercising option year(s).	August 2017	
		Activity 2: Release Request for Proposals, including industry best-practices and specific needs identified by SolTrans Staff.	October 2017	
		Activity 3: Award contract for services or exercise options(s).	March 2018	
E.	OBJECTIVE: Deliver accessible services.			
	i.	Strategy: Identify unserved and underserved trip-making needs.		

Approved:

Last Updated:

GOALS/OBJECTIVES/STRATEGIES				Performance Measurement	
				Standard/Milestone	Achievement/Progress
		Activity 1:	Utilize planning and data tools to define needy populations.	Ongoing	
		Activity 2:	Craft and implement improved service plan for South Vallejo neighborhood.	April 2018	
ii.		Strategy: Review and revise routings, stop locations, and schedules to improve immediate accessibility of existing services.			
		Activity 1:	Identify route extensions, frequency improvements, and span increases most likely to attract additional riders.	Ongoing	
		Activity 2:	Participate in City/County/Caltrans reviews of roadway improvements to identify transit opportunities.	Ongoing	
iii.		Strategy: Improve justice in fare payment policies and procedures.			
		Activity 1:	Identify and address barriers to increased Clipper participation and reduce the use of magnetic passes and tickets.	December 2017	
		Activity 2:	Identify and reduce/eliminate inequities and inefficiencies in fare levels and policies.	September 2017	
		Activity 3:	Seek opportunities for streamlining the range of reduced fare programs.	September 2017	
iv.		Strategy: Improve customer access to service information. (Share with Goal 4, Objective A, Strategy i.)			

Approved:

Last Updated:

GOALS/OBJECTIVES/STRATEGIES			Performance Measurement	
			Standard/Milestone	Achievement/Progress
		Activity 1:	Identify and implement improvements to availability and display of Route and Schedule information in shelters and other public locations.	December 2017
		Activity 2:	Improve delivery of real-time service information through multiple channels (see Objective B, Strategy 3).	Ongoing
		Activity 3:	Identify modifications to printed customer information materials and roll-out consolidated program of materials.	June 2018
F.	OBJECTIVE: Comply with laws and regulations			
i.	Strategy: Perform required oversight activities of contractors.			
	Activity 1:	Perform contractor records audit.		Annually
	Activity 2:	Perform substance abuse site visit.		Annually
ii.	Strategy: Maintain standards necessary for FTA Triennial Review compliance.			
	Activity 1:	Update publications based on reportable items from 2015.		September 2017
	Activity 2:	Review reporting procedures for service-based statistical data.		December 2017

Approved:

Last Updated:

2. GOAL: Ensure vehicles and buildings are maintained in a state of good repair.					
A.	OBJECTIVE: Provide transit operations with maintained and safe vehicles.				
i.	Strategy: Provide tools to vendor to plan and monitor vehicle maintenance activities.				
	Activity 1:	Implement maintenance management system that schedules, tracks and documents vehicle maintenance activities.		August 2017	
	Activity 2:	Set goals and targets with vendors that define SolTrans State of Good Repair.		July 2017	
	Activity 3:	Implement a daily dashboard that tracks PMI compliance, safety checks and the percentage of vehicles in operation.		September 2017	
ii.	Strategy: Provide oversight of vendor maintenance activities.				
	Activity 1:	Audit vendor's maintenance training records.		Ensure training is made available to maintenance personnel whenever there is a change in vehicle type, components or systems. Vendor to report training compliance to GS quarterly.	
	Activity 2:	Audit PMI compliance documentation.		A minimum of monthly.	
iii.	Strategy: Maintain the appearance of SolTrans vehicles.				
	Activity 1:	Issue the RFP for a new bus wash and complete construction.		Construction completed by July 2017	

Approved:

Last Updated:

		Activity 2:	Perform weekly inspections of 20% of the fleet, focusing on appearance and safety.	Ongoing	
		Activity 3:	Track expiration of wrap advertising and have it removed within 48 hours.	Ongoing	
B.	OBJECTIVE: Obtain vehicles and facilities that are aligned with our values of fuel efficiency and environmental responsibility.				
	i.	Strategy: Engage in continuous education on the latest fleet technology and practices in fuel efficiency.			
		Activity 1:	Participate in industry workshops, webinars and publications.	Quarterly	
		Activity 2:	Collaborate with other transit agencies to gain knowledge and implement best practices.	Quarterly	
		Activity 3:	Provide reports to the Board on best practices and industry standards.	Twice per fiscal year	
		Activity 4:	Acquire a fuel management system to track and report our usage of CNG, electric, diesel and unleaded fuel sources.	June 2017	
	ii.	Strategy: Renew bus fleet UBL utilizing low- or zero- emission vehicles.			
		Activity 1:	Ongoing replacements of small buses.	As per the capital plan approved by the Board	
		Activity 2:	Complete replacement of high floor diesel buses.	As per the capital plan approved by the Board	
		Activity 3:	Continue staged replacement of express/commuter fleet.	Order two by December 2017; secure funding for three by October 2017.	
	iii.	Strategy: Partner with energy providers and transit agencies to gain knowledge on green building construction and maintenance.			

Approved:

Last Updated:

		Activity 1:	Get a PG&E energy assessment of SolTrans buildings and set energy usage goals.	March 2018	
		Activity 2:	Lower energy usage of buildings through monitoring of heating, cooling and lighting during off-peak hours. Reduce water usage of landscapes by replacing sprinklers with drip systems when applicable.	2% reduction in electricity usage and 10% reduction in water usage over the fiscal year	
		Activity 3:	Seek opportunities for SolTrans to get funding for energy conservation efforts.	January 2018	
		Activity 4:	Explore and make recommendations to the Board on purchasing and installing solar panels at the O&M facility.	Updates to be delivered January 2017	
C.	OBJECTIVE: Ensure the Agency maintains attractive, safe and welcoming facilities.				
	i.	Strategy: Create a facilities maintenance plan using the O&M specifications.			
		Activity 1:	Set up scheduling calendar with vendors for ongoing maintenance inspections of building components.	Ongoing	
	ii.	Strategy: Create a reporting tool for employees, vendors and the public to report facility irregularities.		September 2017	
		Activity 1:	Define scope of work and timetable for inspection, maintenance and repair of bus shelters and bus stops.	July 2017	
D.	OBJECTIVE: Deliver capital projects on time and within budget.				
	i.	Strategy: Utilize planning resources that incorporate timeline and expense reporting.		Operational expenses and capital spending to be reviewed with finance monthly.	
E.	OBJECTIVE: Comply with laws and regulations.				

Approved:

Last Updated:

	i.	Strategy: Work in conjunction with MTC to create a Transit Asset Management plan as required by the FTA.	August 2018	
		Activity 1: Establish target SGR to meet requirements from the FTA.	100% completion by June 2017	
		Activity 2: Serve on the MTC panel to select a consultant for the regional TAM plan	May 2017	
	ii.	Strategy: Refresh the Agency Safety Plan.		
		Activity 1: Collaborate and confer with Staff, the vendor and the Executive Director to define and document their roles and responsibilities as it pertains to the safety plan	July 2017	
		Activity 2: Conduct a hazard and risk analysis	September 2017	
		Activity3: Establish a safety and performance monitoring and measurement.	Safety performance published monthly	
		Activity 4 Document safety communication, promotion and training.	Safety message published monthly and 6 safety training sessions held annually.	

Approved:

Last Updated:

3. GOAL: Optimize fiscal health and sustainability.					
A.	OBJECTIVE: Maximize revenue from federal, state and regional grants.				
	i.	Strategy: Pursue competitive grants.			
		Activity 1:	Maintain connections with funding and vendor partners to ensure project readiness (shovel-ready).	Ongoing.	
		Activity 2:	Obtain at least one competitive grant per fiscal year.	Ongoing as opportunities become available.	
	ii.	Strategy: Monitor operational data to maximize performance based funding.			
		Activity 1:	Develop dashboard report in Avail to track key data points.	Completion by December 2017	
		Activity 2:	Dedicate one analyst to monitor performance ratios and alert management to opportunities for maximizing funding.	Process started April 2017 and fully implemented by September 2017	
	iii.	Strategy: Maximize funding from all appropriate/allocated funding sources (federal, state and local).			
		Activity 1:	Program federal funding in a manner that maximizes regional funding.	Update TIP December 2017	
		Activity 2:	Pursue State Transit Assistance Lifeline Funds to the fullest amounts available.	Pending Call for Projects expected FY 2017-18	
		Activity 3:	File required performance reports on-time to maintain eligibility.	On-going	
B.	OBJECTIVE: Ensure compliance with federal, state and local fiscal regulations and reporting.				

Approved:

Last Updated:

	i.	Strategy: Successfully manage the federal and TDA triennial review processes (July 2014–June 2017).		
		Activity 1: Ensure all Staff is trained on the process.	Complete by July 2017	
		Activity 2: Complete the reviewer's information request on-time.	Pending request expected Fall 2017	
		Activity 3: Prepare for the onsite review based on the reviewers' focus areas.	Pending date of onsite review expected early 2018	
	ii.	Strategy: Maintain accounting records to successfully complete the financial audit and report to the State Controller.		
		Activity 1: Close the fiscal year timely and prepare for the audit.	Complete by September 2017	
		Activity 2: Manage the annual audit process, draft financial statements, and ensure audit issued timely.	Complete by December 2017	
		Activity 3: Prepare the State Controller's Report and file on-time.	Complete by December 2017	
	iii.	Strategy: Comply with NTD reporting requirements to ensure eligibility for grants.		
		Activity 1: Dedicate one analyst to data reporting and analysis and complete all submissions on-time.	Analyst assigned. Reporting is monthly and annually by October 31.	
	iv.	Strategy: Maintain compliance with FTA regulations and internal policies.		
		Activity 1: Ensure procurement procedures and contract management systems are in place.	Complete by September 2017	
		Activity 2: Ensure compliance with DBE and Civil Rights policies.	Ongoing.	
C.	OBJECTIVE: Ensure financial resources are aligned with Agency goals/values.			

Approved:

Last Updated:

	i.	Strategy: Annually complete the 10-year budget outlook for operations and capital.			
		Activity 1:	Determine the need to increase fare revenue over the next 10 years, per our Board-approved Fare Policy.	Recommendation completed by July 2017	
		Activity 2:	Determine the maximum operating expenses that allow us to maintain farebox recovery.	Complete annually as part of 10-year Outlook by April 2018	
		Activity 3:	Determine capital priorities based on Board-approved goals and priorities within our funding constraints.	Complete annually as part of 10-year Outlook by April 2018	
	ii.	Strategy: Prepare annual operating and capital budgets that align with the 10-year budget outlook.			
		Activity 1:	Monitor spending versus the budget and provide updates to the Board.	Quarterly	
		Activity 2:	Bring budget adjustments to the Board.	As needed	
	iii.	Strategy: Maintain appropriate operating and capital reserves.			
		Activity 1:	Prepare detailed analysis to determine reserves needed to maintain operations based on funding risk factors.	Complete by February 2018	
		Activity 2:	Determine capital reserve needed to maintain assets in a state of good repair.	Complete by April 2018	
D.	OBJECTIVE: Influence and shape legislative policies that affect our fiscal health.				
	i.	Strategy: Maintain relationships with federal and state representatives.		Will be completed by new CEAO and Executive Director	

Approved:

Last Updated:

	ii.	Strategy: Actively participate in CTA and APTA to ensure our priorities are communicated.		
	iii.	Develop legislative priorities with our federal and state lobbyists.		
	iv.	Maintain relationships with STA and our peer agencies to influence legislation.		

4. GOAL: Build and maintain community trust and value in the transit system.

A.	OBJECTIVE: Foster active community marketing and outreach programs.			
	i.	Strategy: Identify pairings of mission elements and community segments and choose appropriate methods for communicating those matches. (Shared with Goal 1, Objective E, Strategy iv.)		
		Activity 1: Redefine advertising strategies, including print, radio, television, and advanced media.		
		Activity 2: Define online and social media practices to meet expectations of customers and broader community.		
		Activity 3: Consolidate and streamline written publications to provide effectively segmented information to existing, new and potential riders.		
	ii.	Strategy: Increase knowledge and understanding of rider and potential rider markets.		
		Activity 1: Perform outreach activities that include extensive intake of information.		
		Activity 2: Increase transparency of Staff thought process during all stages of service development.		

Approved:

Last Updated:

B.	OBJECTIVE: Build community partnerships.		
	i.	Strategy: Seek out local artists and craftsmen to enhance the beauty and vibrancy of SolTrans' place in the community.	
	ii.	Strategy: Maintain contact with local vendors to provide goods and services when prudent.	
	iii.	Strategy: Identify and partner with governmental entities, NGO's, and for-profit organizations that can deliver specific services better than SolTrans.	
	iv.	Strategy: Continue to implement service promotions to enhance participation in community activities.	
C.	OBJECTIVE: Explore opportunities in underserved and disadvantaged parts of the community.		
	i.	Strategy: Develop data tools to identify communities of concern and communicate findings.	
	ii.	Strategy: Identify potential partners in communities of concern (may include operating partners, resource identification partners, outreach partners, etc.)	
D.	OBJECTIVE: Partner with community on emergency response.		
	i.	Strategy: Review existing community emergency response plans and identify enhanced SolTrans' role.	December 2017
	ii.	Strategy: Publish SolTrans community emergency action plan.	June 2018
	iii.	Strategy: Participate in regional transit/transportation emergency plan activities.	Ongoing

Approved:
Last Updated:

5. GOAL: Develop an efficient and effective team of employees for ensuring long-term organizational viability.				
A.	OBJECTIVE: Establish a clear organizational structure and Staff roles, and strengthen Staff expertise and sense of ownership.			
	i.	Strategy: Provide Staff training and professional growth opportunities.	Managers to create annual work plans that outline professional development.	
	ii.	Strategy: Establish Staff contributions for building/strengthening the organization, based upon performance measurements and annual and bi-annual reviews.	Establish goals and objectives for each Agency position, per the performance management program.	
	iii.	Strategy: Conduct facilitated, structured team-building/strategic planning session(s) with SolTrans Staff and Board of Directors.	Organize Strategic Planning Sessions.	
	iv.	Strategy: Complete Annual Goals and Performance Measures for the following fiscal year.	Obtain Board approval by June of each fiscal year.	
	v.	Strategy: Conduct an Organizational Assessment through the American Public Transit Association, in an effort to strengthen the Agency.	Complete by June 2018.	
	vi.	Strategy: Revise organizational structure as necessary to meet Agency priorities, any potential recommendations from the FTA Triennial Review, and/or any recommendations that come out of the APTA peer review.	The Board will be kept informed as revisions are considered.	
	vii.	Strategy: Conduct salary and benefits surveys per SolTrans' Performance Management Program, and adjust compensation packages as needed to recruit and retain valued employees.	Conduct surveys every 5 years (following 2015), as shown on the "Pay for Performance" calendar.	
	viii.	Strategy: Provide opportunities for Staff to engage in cross-departmental training and development.	Each department to hold a minimum of one cross-departmental training/development initiative annually.	
B.	OBJECTIVE: Increase SolTrans presence among Staff and within the county, region and state.			
	i.	Strategy: Continue to build SolTrans presence in the Cities of Vallejo and Benicia, Solano County, the MTC region, and the transit industry as a whole.	Participation in local, regional, state and national committees. Provide regular updates in	

Approved:

Last Updated:

			monthly Executive Director's Report included in Board meeting packets.	
	ii.	Strategy: Create and disseminate regular newsletters for the public and the Board on Agency developments/updates.	Produce at least 2 newsletters per year.	
	iii.	Strategy: In the event of a local, county, or regional emergency or need, provide operational or administrative support to other transit agencies or organizations, as long as such help does not compromise organizational stability or fiscal health. (Example: Provide augmented transit service to/from San Francisco in the event of a BART strike, if funding is provided by MTC, and sufficient Staff/equipment is available.)	Provide assistance as appropriate, and provide regular updates to the Board.	
	iv.	Strategy: In order to help Staff raise public awareness of SolTrans, complete re-branding of transit equipment/assets.	Rebrand local fixed route fleet by June 2017, and rebrand other SolTrans vehicles as they are replaced.	
C.	OBJECTIVE: Emphasize the value of employee contributions to the organization and strengthen their sense of teamwork.			
	i.	Strategy: Establish and maintain employee appreciation and recognition programs.		
		Activity: Continue the annual awards ceremony for employees that celebrate safety, customer service, and other operational achievements.	Hold an event by December of each year.	

Approved:

Last Updated:

6. GOAL: Establish and maintain effective business practices which support operational efficiency, legal compliance and best practices				
A.	OBJECTIVE: Ensure Agency compliance with laws governing local agency transparency, including the Ralph M. Brown Act, the CA Public Records Act (PRA), and the CA Fair Political Practices Commission (FPPC) regulations			
	i.	Strategy: Board Clerk to attend annual League of Cities City Clerks New Law Seminar to stay current on changes in legislation.	100% completion of New Law Seminar by Dec. 2017; internal compliance auditing is ongoing	
	ii.	Strategy: Establish a Records Retention Schedule in order to comply with regulations and best practices for records and information management.	100% completion by June 2018	
B.	OBJECTIVE: Ensure agency compliance with federal and state employment laws			
	i.	Strategy: Board Clerk to attend a minimum of two training sessions annually as the HR point of contact for the Agency, to stay current on changes in employment legislation, and to update employee handbooks (as needed).	100% completion June 2018	



TO: BOARD OF DIRECTORS
PRESENTER: DENNIS YBARRA, PROGRAM ANALYST II
SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA), STATE TRANSIT ASSISTANCE FUNDS (STAF) AND REGIONAL MEASURE 2 (RM2) CLAIMS
ACTION: RESOLUTION

ISSUE:

Board resolutions are required for authorizing the Executive Director to file claims for TDA, STAF and RM2 funds from the Metropolitan Transportation Commission (MTC).

DISCUSSION:

Each year, SolTrans must claim its approved allocation of TDA, STAF and RM2 funds in order to receive the funds. Claiming these funds is critical for meeting the Agency's operating and capital needs. Claims are submitted to MTC in May or June for approval.

FISCAL IMPACT:

Claiming these funds will allow SolTrans to fund its operating and capital budgets for Fiscal Year (FY) 2017-18.

PERFORMANCE GOAL:

Goal 2 – Optimize fiscal health and long-term sustainability; **Objective C** – Strategically align financial resources with operational and capital priorities.

RECOMMENDATION:

- 1) Approve the Resolutions as shown in Attachments A and B.
- 2) Authorize the Interim Executive Director to execute and submit required documents for claiming SolTrans' FY 2017-18 Allocation Requests for TDA and STAF Funds as needed.
- 3) Authorize the Interim Executive Director to execute and submit required documents for claiming SolTrans' FY 2017-18 Allocation Request for RM2 Funds in the amount of \$1,541,441.

Attachments:

- A. Resolution No. 2017- 06 authorizing the filing of a claim for TDA and STAF Funds, made available through the TDA
- B. Resolution No. 2017- 07 authorizing the filing of a claim for RM2 Funds

RESOLUTION NO. 2017-06

**RESOLUTION OF SOLANO COUNTY TRANSIT (SOLTRANS) AUTHORIZING THE
FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION
COMMISSION (MTC) FOR ALLOCATION OF TRANSPORTATION
DEVELOPMENT ACT (TDA) FUNDS FOR FISCAL YEAR (FY) 2017-18**

WHEREAS, the TDA (Pub. Util. Code section 99200 *et seq.*) provides for the disbursement of funds from the Local Transportation Fund of the County of Solano for use by eligible claimants for the purpose of transit operations, planning, and administration; and

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Code of Regs. section 6600 *et seq.*), a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the MTC; and

WHEREAS, TDA funds from the Local Transportation Fund of Solano County will be required by claimant in FY 2017-18 for the purposes of operations and maintenance, planning and administrative services, and for certain capital projects; and

WHEREAS, SolTrans is an eligible claimant for TDA pursuant to Public Utilities Code sections 99400, 99402, and 99313, as attested by the opinion of SolTrans' Legal Counsel.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SolTrans that the SolTrans Interim Executive Director or his/her designee is authorized to execute and file an appropriate TDA claim, together with all necessary supporting documents, with the MTC for an allocation of TDA monies in FY 2017-18.

BE IT FURTHER RESOLVED, that a copy of this Resolution be transmitted to the MTC in conjunction with the filing of the claim, and the MTC be requested to grant the allocation of funds as specified herein.

Passed by the SolTrans Board on this 18th day of May 2017 by the following vote:

Ayes: _____
Noes: _____
Absent: _____
Abstain: _____

Bob Sampayan, Chair
Solano County Transit (SolTrans)

Attest: _____

Suzanne Fredriksen
Clerk of the Board

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RESOLUTION NO. 2017-07

**RESOLUTION OF SOLANO COUNTY TRANSIT (SOLTRANS)
AUTHORIZING THE FILING OF A CLAIM WITH THE METROPOLITAN
TRANSPORTATION COMMISSION (MTC) FOR ALLOCATION OF
REGIONAL MEASURE 2 (RM2) FUNDS FOR FISCAL YEAR (FY) 2017-18
FOR ROUTES 78, 80, AND 85.**

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred to as RM2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, the MTC is responsible for funding projects eligible for RM2 funds, pursuant to Streets and Highways Code section 30914(c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for RM2 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in RM2 Policy and Procedures; and

WHEREAS, SolTrans is an eligible sponsor of transportation project(s) in RM2, Regional Traffic Relief Plan funds; and

WHEREAS, Routes 78, 80 and 85 are eligible for consideration in the Regional Traffic Relief Plan of RM2, as identified in California Streets and Highways Code section 30914(c) or (d); and

WHEREAS, the RM2 allocation request incorporated hereby reference as though set forth at length, demonstrates a fully-funded operating plan that is consistent with the adopted performance measures, as applicable, for which SolTrans is requesting that MTC allocate RM2 funds; and

WHEREAS, Part 2 of the project application, incorporated here by reference as though set forth at length, includes the certification by SolTrans of assurances required for the allocation of funds by MTC;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SolTrans that SolTrans and its agents shall comply with the provisions of the MTC's RM2 Policy Guidance (MTC Resolution No. 3636); and

BE IT FURTHER RESOLVED that SolTrans certifies that the project is consistent with the Regional Transportation Plan (RTP); and be it further

RESOLVED, that SolTrans approves the updated Operating Assistance Proposal; and be it further

RESOLVED, that SolTrans approves the certification of assurances; and be it further

RESOLVED, that SolTrans is an eligible sponsor of projects in the RM2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(d) and, as a result, is authorized to submit an application for RM2 funds for Routes 78, 80 and 85; and be it further

RESOLVED, that SolTrans certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code section 21000 *et seq.*), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations section 15000 *et seq.*) and, if relevant, the National Environmental Policy Act (NEPA), 42 USC section 4-1 *et. seq.* and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to SolTrans' making allocation requests for RM2 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of SolTrans to deliver such project; and be it further

RESOLVED, that SolTrans indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of SolTrans, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages.

BE IT FURTHER RESOLVED, that SolTrans shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the MTC is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED, that SolTrans authorizes its Interim Executive Director or his/her designee to execute and submit an allocation request for operating or planning costs for FY 2017-18 with MTC for RM2 funds in the amount of \$1,541,441 for the project, purposes and amounts included in the project application; and be it further

RESOLVED, that the Interim Executive Director or his/her designee is delegated the authority to make non-substantive changes or minor amendments to the Initial Project Report ("IPR") as he/she deems appropriate.

BE IT FURTHER RESOLVED that a copy of this Resolution be transmitted to MTC in conjunction with the filing of the claim; and MTC be requested to grant the allocation of funds as specified herein.

Passed by the SolTrans Board on this 18th day of May 2017 by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Bob Sampayan, Chair
Solano County Transit (SolTrans)

Attest: _____

Suzanne Fredriksen
Clerk of the Board

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TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL ABEGG, PLANNING & OPERATIONS MANAGER
SUBJECT: APPROVE AMENDMENT NO. 1 TO THE TRANSIT OPERATION SERVICES CONTRACT WITH NATIONAL EXPRESS TRANSIT CORPORATION DATED JULY 1, 2013
ACTION: MOTION

ISSUE:

National Express Transit Corporation (NEXT) has operated SolTrans' transit service and performed related duties under a contract that was established July 1, 2013. While the contract has allowed for periodic adjustment of certain duties and compensation during the term of the contract, an Amendment is required at this time to address SolTrans' Route 82 service at the Transbay Temporary Terminal.

DISCUSSION:

As part of the establishment of Route 82 service, SolTrans and the Alameda-Contra Costa Transit District (AC Transit) have established an agreement in principle and are proceeding to adopt a final agreement between the agencies. This agreement allows SolTrans to operate at the facility that AC Transit leases from the Transbay Terminal Joint Powers Agency, the actual facility owner.

As part of discussions to establish the operating agreement, it was determined by SolTrans and NEXT staff, in consultation with legal authorities, that an amendment would be needed to the SolTrans-NEXT operating agreement to comply with NEXT's insurer's requirements. This is because NEXT would be operating at a facility leased by a third party for the benefit of its contracting agency (SolTrans).

This is distinct from the situation at Fairfield Transportation Center and the three BART stations that SolTrans routes serve, as these facilities are not occupied under a contractual agreement but simply as a part of the normal course of operating transit in the Bay Area. (Transbay Terminal is unique or at least unusual, primarily because of the potential future need for operators to fund the operation of the facility should the direct TDA funding currently used be eliminated.)

The proposed amendment simply serves to explicitly include NEXT in SolTrans' operations at the Transbay Terminal and allows NEXT to indemnify all other parties as needed.

FISCAL IMPACT:

There are no fiscal impacts to this amendment, as it is simply a matter of operating and insurance permissions.

PERFORMANCE GOAL:

Goal 3 - Enhance customer satisfaction and build community support for public transportation;
Objective C - Establish a public outreach program that is valued by the community and result in strong, mutually beneficial partnerships; **Strategy i** - Build relationships with key community stakeholders and local organizations to build SolTrans' profile and reputation as a valued public asset to the community that provides excellent services that are affordable, reliable, convenient and safe.

RECOMMENDATION:

Authorize the Interim Executive Director to execute Amendment No. 1 to the Transit Operation Services Contract with National Express Transit Corporation dated July 1, 2013, subject to Legal Counsel approval as to form.

Attachment:

- A. Proposed Amendment as submitted by Legal Counsel

FIRST AMENDMENT TO TRANSIT SERVICES OPERATIONS CONTRACT

This First Amendment (First Amendment) to the Transit Services Operations Contract is entered into as of _____, 2017 between SOLANO COUNTY TRANSIT, a California joint powers authority existing pursuant to Government Code section 6500, et seq. ("SolTrans") and National Express ("Contractor"), (collectively, the "Parties" and individually as a "Party").

RECITALS

- A. The Parties entered into Transit Services Operations Contract ("Contract") in which Contractor agreed to provide consolidated transit services to SolTrans.
- B. The Parties desire to amend the Contract to add the responsibilities associated with adding a new transit stop in San Francisco.
- C. The Parties agree to amend the Contract as set forth below.

AGREEMENT

1. Section 6.2.1.E is amended in part to add the following:

- E. Other Insurance Provisions
- (4) Contractor shall name the Alameda-Contra Costa Transit District (ACTransit) as additional insured for all policies and coverages provided under this Contract. Such policies shall provide for Notice of Cancellation to ACTransit.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

SOLANO COUNTY TRANSIT

NATIONAL EXPRESS TRANSIT CORPORATION

By _____
Michael Scanlon
Interim Executive Director

By _____
Judith Crawford
CEO-Transit

APPROVED AS TO FORM

By _____
SolTrans Legal Counsel

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TO: BOARD OF DIRECTORS
PRESENTER: KRISTINA BOTSFORD, FINANCE & ADMINISTRATION MANAGER
SUBJECT: RECEIVE THE ACTUARIAL VALUATION REPORT ON THE PARS
RETIREMENT PLAN AS OF JUNE 30, 2016
ACTION: MOTION

ISSUE:

SolTrans is required to have prepared an actuarial valuation of the Solano County Transit PARS Retirement Plan every 2 years. The last valuation as of June 30, 2016 was completed on November 16, 2016.

DISCUSSION:

SolTrans' Retirement Plan is required to have prepared an actuarial valuation for three purposes: (1) to provide financial reporting and disclosure under Governmental Accounting Standards Board (GASB) Statements 67 & 68, (2) to calculate an actuarial determined employer contribution rate for funding purposes, and (3) to determine employee contributions for employees in Tier II (employees hired after January 1, 2013), who are required to pay half of the required contribution. SolTrans hired David Dougherty, LLC to complete the valuation.

The following are the results of the valuation as of June 30, 2016:

- The plan is fully funded at 103%
- There are eight active participants and six inactive participants who are entitled to a refund of their contributions
- The total value of assets in the Plan is \$362,458
- The employer contribution rate beginning July 1, 2017 is 8.06%, down approximately 1% from previous years
- The employee contribution rate beginning July 1, 2017 is 8.0%, up 1% from what employees have been contributing.

FISCAL IMPACT:

No fiscal impact will result from the recommended action.

PERFORMANCE GOAL:

Goal 2 - Optimize the financial health of SolTrans as required for providing services that meet the needs of the citizens of the Cities of Benicia and Vallejo; **Objective B:** Ensure Compliance with Federal, State and Local Fiscal Regulations/Mandates; **Strategy iii:** Successfully close annual accounting records to ensure independent auditors can issue our audited financial statements timely, thereby allowing us to file required reports to various agencies without extensions.

RECOMMENDATION:

Receive the Actuarial Valuation Report for the Solano County Transit PARS Retirement Plan.

Attachment:

- A. Actuarial Valuation as of June 30, 2016

The Solano County Transit PARS Retirement Plan

Actuarial Valuation as of June 30, 2016

Governmental Accounting Standards Board
Nos. 67 and 68 Financial Reporting

Actuarially Determined Employer and Tier II
Employee Contribution Requirements

Prepared by David Dougherty, LLC
David M. Dougherty, F.S.A., M.A.A.A.
2121 SW 16th Avenue
Portland, OR 97201-2304
(503) 227-1004

November 16, 2016

Actuarial Disclosures and Certification

Solano County Transit
311 Sacramento Street
Vallejo, CA 94590

I have completed an actuarial valuation of the Solano County Transit Public Agency Retirement System Retirement Plan (“the Plan”) as of June 30, 2016, for purposes of financial reporting and disclosure under the Government Accounting Standards Board (“GASB”), and for determining employer and Tier II employee funding amounts. The primary purposes of the valuation are to:

- Provide the Plan’s required financial statements and disclosures under GASB Statement No. 67 (“GASB 67”) for the fiscal year ended June 30, 2016.
- Provide the employer’s financial statement disclosures for the Plan under GASB Statement No. 68 (“GASB 68”) for the fiscal year ended June 30, 2016.
- Calculate an Actuarially Determined Employer Contribution rate for funding purposes.
- Calculate the Tier II Employee Normal Cost rate.

Actuarial computations under GASB 67 and GASB 68 are for purposes of fulfilling the financial accounting requirements of State and local government employers. The calculations reported herein have been made on a basis consistent with my understanding of these statements. Other actuarial computations in this report are for purposes of fulfilling employer and employee funding requirements. Determinations for purposes other than meeting these requirements may be significantly different from the results reported herein. Accordingly, additional determinations are needed for other purposes, such as judging benefit security at termination.

I have relied on participant and financial data supplied by Solano County Transit, and the Plan in effect as of June 30, 2016. I did not audit the participant or financial data, but it appeared to be sufficient for purposes of this valuation.

The nature of my relationship with Solano County Transit is as a provider of actuarial consulting services. To the best of my knowledge, there is nothing with respect to my relationship with the plan or the plan sponsor that would impair, or appear to impair, the objectivity of my work.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law. Due to the limited scope of my assignment, I did not perform an analysis of the potential range of such future measurements.

Actuarial Disclosures and Certification (continued)

On the basis of the foregoing, I hereby certify that, to the best of my knowledge, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices consistent with the applicable Actuarial Standards of Practice of the American Academy of Actuaries. I am a member of the American Academy of Actuaries and satisfy its qualification standards to render the actuarial opinions in this report.

If there are any questions, I may be contacted by phone at (503) 227-1004, or by email to dmdough@comcast.net.



David M. Dougherty, F.S.A., M.A.A.A., E.A.
Consulting Actuary

November 16, 2016

Dated

The Solano County Transit PARS Retirement Plan

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The Solano County Transit PARS Retirement Plan

Executive Summary

	As of June 30, 2015 ¹	As of June 30, 2016
Participants (Beginning of Year)		
Active	5	8
Vested Inactive	0	0
Non-vested Inactive entitled to Refund	3	6
Disabled	0	0
Retired	0	0
Total Participants	<u>8</u>	<u>14</u>
Key Assumptions		
Long-Term Expected Rate of Return (GASB)	7.00%	7.00%
Discount Rate (GASB)	7.00%	7.00%
Interest Rate (Funding)	7.00%	7.00%
Average Salary Increases	4.90%	4.90%
Net Pension Liability		
Total Pension Liability (TPL)	\$ 158,255	\$ 351,692
Plan Fiduciary Net Position	<u>227,335</u>	<u>362,458</u>
Net Pension Liability (Asset)	(69,080)	(10,766)
Plan Fiduciary Net Position / TPL	144%	103%

	Fiscal Year Ended June 30, 2015	Fiscal Year Ended June 30, 2016
Pension Expense	\$ 21,721	\$ 17,283
Employer Contributions	63,357	68,404
Employee Contributions	46,575	65,092
Benefit Distributions	5,376	3,730

¹ Measurements as of June 30, 2015, were derived from a roll-forward of the June 30, 2014 actuarial valuation results, using standard actuarial procedures.

The Solano County Transit PARS Retirement Plan

GASB 67 and GASB 68 Overview

GASB 67: Accounting for the Plan

The Governmental Accounting Standards Board Statement No. 67 (“GASB 67”) covers financial reporting for pension plans sponsored by state and local governments that are administered through certain trusts. GASB 67 establishes standards of financial reporting for separately issued financial reports and specifies a standard approach to measuring pension liability.

GASB 67 requires defined benefit plans to present a statement of fiduciary net position, and a statement of changes in fiduciary net position. The Statement also requires notes to financial statements of defined benefit plans that include descriptive information about the plan’s members, benefits, and investments. The Statement also mandates required supplementary information for each of the 10 most recent fiscal years.

GASB 67 was effective for fiscal years beginning after June 15, 2013. It replaced the requirements of GASB Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, and Statement No. 50, *Pension Disclosures*.

GASB 68: Accounting for the Employer

The Governmental Accounting Standards Board Statement No. 68 (“GASB 68”) covers accounting and financial reporting by state and local governments for the pensions provided to their employees.

GASB 68 requires the recognition of a liability equal to the net pension liability. Most changes in net pension liability are required to be included in pension expense in the period of the change. Certain other changes in net pension liability are required to be included in pension expense over the current and future periods. Changes in net pension liability not included in pension expense are required to be reported as deferred outflows or deferred inflows of resources related to pension.

GASB 68 was effective for fiscal years beginning after June 15, 2014. It replaced the requirements of GASB Statement No. 27, *Accounting for Pension by State and Local Governmental Employers*, and Statement No. 50, *Pension Disclosures*.

Many of the measurement and disclosure requirements of GASB 67 and GASB 68 are the same or closely related. This report presents similar measurements and disclosures only once, to avoid unnecessary duplication.

The Solano County Transit PARS Retirement Plan

GASB 67 Statement of Fiduciary Net Position

	6/30/15	6/30/16
Cash and Cash Equivalents	\$ 0	\$ 0
Highmark Balanced Index Plus Fund	227,235	362,458
Total Market Value of Assets	\$ 227,235	\$ 362,458
Contributions Receivable	0	0
Accrued Income	0	0
Liabilities	0	0
Other	0	0
Net Position Restricted for Pensions	\$ 227,335	\$ 362,458

GASB 67 Statement of Changes in Fiduciary Net Position

	FY 2014-15	FY 2015-16
(1) Market Value of Assets, beginning of period	\$ 120,424	\$ 227,335
(2) Employer Contributions	63,357	68,404
(3) Employee Contributions	46,575	65,092
(4) Net Investment Income	3,332	6,862
(5) Total Additions (2) + (3) + (4)	\$ 113,264	\$ 140,358
(6) Distributions	5,376	3,730
(7) Administrative Expenses	977	1,505
(8) Total Deductions (6) + (7)	\$ 6,353	\$ 5,235
(9) Net Increase (or Decrease) in Net Position (5) - (8)	106,911	135,123
(10) Market Value of Assets, end of period (1) + (9)	\$ 227,335	\$ 362,458

The Solano County Transit PARS Retirement Plan

GASB 67 Notes to Financial Position

Plan Description

The Solano County Transit Public Agency Retirement System (PARS) Retirement Plan (the “Plan”) is a single-employer pension plan sponsored by Solano County Transit for the benefit of its employees. The benefit terms and key elements of the pension formulas are described in the Outline of Plan Provisions section beginning on page 14 of this report. There were no changes in benefit terms since the prior fiscal year-end.

At June 30, 2016, plan membership consisted of the following:

Retirees and Beneficiaries currently receiving benefits	0
Vested Inactives entitled to deferred benefits	0
Non-vested Inactives entitled to a refund of contributions	6
Actives	8
Total	14

Tier I employees contribute 7.0% of their compensation to the Plan. Tier II employees contribute a percentage of their compensation equal to at least one-half of the actuarially determined normal cost of the Plan, rounded to the nearest 0.25%. For Tier II participants, compensation is limited to 120% of the maximum taxable Social Security wage as of 2012, adjusted annually by changes in the CPI-U. The Tier II contribution rate for the fiscal year ended June 30, 2016, was 7.00%.

Employer contributions to the Plan are actuarially determined using the Entry-Age Normal Actuarial Cost Method (level % of Pay). Under this method, any unfunded liability is amortized on an open basis in level dollar installments over 15 years beginning on July 1, 2013. The employer contribution rate for the fiscal year ended June 30, 2016, was 7.02% of eligible payroll.

Pension Plan Investments

Plan assets as of June 30, 2016, were fully invested in the Balanced / Moderately Aggressive Index Plus Fund managed by Highmark Capital Management, Inc. This investment was reported at fair market value. The asset classes and policy allocations are as follows:

Asset Class	Allocation
Equity	60%
Fixed Income	35%
Cash	5%

For the year ended June 30, 2016, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 2.35%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested. This calculation was made assuming cash flows occurred on average in the middle of the year.

The Solano County Transit PARS Retirement Plan

GASB 67 Notes to Financial Position (continued)

Net Pension Liability

The components of net pension liability as of June 30, 2016, were as follows:

Total Pension Liability	\$ 351,692
Plan Fiduciary Net Position	362,458
Net Pension Liability (Asset)	(10,766)
Plan Fiduciary Net Position / Total Pension Liability	103.06%

The total pension liability was determined by an actuarial valuation as of June 30, 2016, using the following actuarial assumptions:

Long-Term Expected Rate of Return:	7.00%, net of investment expense
Discount Rate:	7.00%
Salary Increases:	4.90% average, including inflation
Pre-Retirement Mortality	None.
Post-Retirement Mortality:	Rates from the 2014 CALPERS Experience Study - Service Retiree and Beneficiary Mortality

The long-term expected rate of return on pension plan investments was determined using best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The assumed asset allocation and best estimates of arithmetic real rates of return for each major asset class included in the Plan's asset allocation as of June 30, 2016 are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Equity	60%	6.0%
Fixed Income	35%	1.5
Cash	5%	(1.5)

The discount rate used to measure the total pension liability was 7.00 percent, and was unchanged from the prior fiscal year-end. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The Solano County Transit PARS Retirement Plan

GASB 67 Notes to Financial Position (continued)

Net Pension Liability (continued)

The following presents the net pension liability of the Plan, calculated using the discount rate of 7.0 percent, as well as the net pension liability calculated using a discount rate that is 1.0 percentage point lower (6.0%), and 1.0 percentage point higher (8.0%) than the current rate:

	1% Decrease 6.00%	Current Rate 7.0%	1% Increase 8.0%
Net Pension Liability/(Asset)	\$ 60,439	\$ (10,766)	\$ (67,602)

Total pension liability was based on an actuarial valuation as of June 30, 2016.

The Solano County Transit PARS Retirement Plan

Schedules of Required Supplementary Information

Schedule of Changes in Net Pension Liability

	FY 2014-15	FY 2015-16
Total Pension Liability, beginning of period	\$ 87,374	\$158,255
Service Cost	70,569	70,517
Interest on Total Pension Liability	5,688	10,950
Changes of Benefit Terms	0	0
Difference between Expected and Actual Experience	0	115,700
Changes in Assumptions	0	0
Benefit Payments	(5,376)	(3,730)
Net Change in Total Pension Liability	70,881	193,437
Total Pension Liability, end of period	\$ 158,255	\$ 351,692
Plan Fiduciary Net Position, beginning of period	\$ 120,424	\$ 227,335
Employer Contributions	63,357	68,404
Employee Contributions	46,575	65,092
Net Investment Income	3,332	6,862
Distributions	(5,376)	(3,730)
Expenses	(977)	(1,509)
Other	0	4
Net Change in Plan Fiduciary Net Position	106,911	135,123
Plan Fiduciary Net Position, end of period	\$ 227,335	\$ 362,458
Net Pension Liability/(Asset), end of year	\$ (69,080)	\$ (10,766)
Plan Fiduciary Net Position / Total Pension Liability	143.65%	103.06%
Covered-Employee Payroll	690,771	907,662
Net Pension Liability / Covered-Employee Payroll	(10.00)%	(1.19)%

The Solano County Transit PARS Retirement Plan

Schedules of Required Supplementary Information (continued)

Schedule of Contributions

	FY 2014-15	FY 2015-16
Actuarially Determined Contribution	\$ 48,492	\$63,718
Actual Contributions Recognized During the Period	\$ 63,357	\$68,404
Contribution Deficiency / (Excess)	\$ (14,865)	\$ (4,686)
Covered-Employee Payroll	690,771	907,662
Contributions as a Percentage of Covered-Employee Payroll	9.17%	7.54%

GASB 67 Schedule of Investment Returns

	FY 2014-15	FY 2015-16
Annual Money-Weighted Rate of Return, net of Investment Expenses	1.93%	2.35%

Notes to the Required Schedules

Significant Methods and Assumptions for Actuarially Determined Contributions

Actuarial Cost Method: Entry Age Normal (% of Pay)

Asset Valuation Method: Market Value

Amortization Method and Period: Open, level dollar, 15 years starting 7/1/13

Investment Rate of Return: 7.0%

Salary Scale: 4.90% average

Pre-Retirement Mortality: None

Post-Retirement Mortality: Rates from the 2014 CALPERS Experience Study

Changes in Benefit Terms since the Last Fiscal Year-End

None.

Changes in Assumptions since the Last Fiscal Year-End

None.

The Solano County Transit PARS Retirement Plan

GASB 68 Pension Expense

	FY 2014-15	FY 2015-16
(1) Service Cost	\$ 70,569	\$ 70,517
(2) Interest on Total Pension Liability	5,688	10,950
(3) Changes in Plan Provisions	0	0
(4) Employee Contributions	46,575	65,092
(5) Projected Earnings on Pension Plan Investments	10,340	20,327
(6) Pension Plan Administrative Expense	977	1,505
(7) Other Changes in Fiduciary Net Position	0	0
Recognition of Deferred (Inflows)/Outflows of Resources		
(8) Economic/Demographic (Gains)/Losses	0	15,635
(9) Assumption Changes	0	0
(10) Investment (Gains)/Losses	1,402	4,095
(11) Total Pension Expense (1) + (2) + (3) - (4) - (5) + (6) + (7) + (8) + (9) + (10)	<hr/> \$ 21,721	<hr/> \$ 17,283

The Solano County Transit PARS Retirement Plan

GASB 68 Schedule of Deferred Outflows and Inflows of Resources

Date Established	Original Amount	Original Years to Amortize	Amount Recognized in Expense for FY 2015-16	Balance of Deferred Outflows as of 7/1/16	Balance of Deferred Inflows as of 7/1/16
Investment (Gains) and Losses					
06/30/2015	\$ 7,008	5.0	\$ 1,402	\$ 4,204	\$ 0
06/30/2016	13,465	5.0	2,693	10,772	
Total				\$ 14,976	\$ 0
Economic/Demographic (Gains) and Losses					
06/30/2015					
06/30/2016	\$ 115,700	7.4	\$ 15,635	\$ 100,065	\$ 0
Total				\$ 100,065	\$ 0
Assumption Changes					
06/30/2015					
06/30/2016					
Total				\$ 0	\$ 0

The Solano County Transit PARS Retirement Plan

GASB 68 Deferred Outflows and Deferred Inflows of Resources

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 100,065	\$ 0
Changes of assumptions	0	0
Net difference between projected and actual earnings on pension plan investments	14,976	0
Total	\$ 115,041	\$ 0

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

Fiscal Year	Amount
2016-17	\$ 19,730
2017-18	19,730
2018-19	19,728
2019-20	18,328
2020-21	15,635
Thereafter	21,890

The Solano County Transit PARS Retirement Plan

Actuarially Determined Employer Contribution

	FY 2016-17
(1) Actuarial Liability	\$ 351,692
(2) Actuarial Value of Assets	362,458
(3) Unfunded Actuarial Liability/(Surplus), (1) – (2)	(10,766)
(4) Amortization of Unfunded Actuarial (Surplus)	(1,267)
 (5) Gross Normal Cost	 114,188
(6) Expected Employee Contributions	55,920
(7) Administrative Expenses	1,812
(8) Employer Normal Cost, (5) – (6) + (7)	60,080
 (9) Employer Normal Cost, (8)	 60,080
(10) Amortization of Unfunded Actuarial Liability/(Surplus), (4)	(1,267)
(11) Interest to Mid-Year at 7.0%	2,024
(12) Employer Contribution, (9) + (10) + (11)	60,837
(13) Valuation Payroll	754,690
(14) Employer Contribution as a % of Valuation Payroll, (12) ÷ (13)	8.06%

Tier II Employee Normal Cost Rate

	FY 2016-17
(1) Gross Normal Cost (Tier II Participants)	\$ 77,099
(2) Interest to Mid-Year at 7.0%	2,653
(3) Gross Normal Cost adjusted to Mid-Year, (1) + (2)	79,752
(4) Valuation Payroll (Tier II Participants)	501,543
(5) Gross Normal Cost Rate, (3) ÷ (4)	15.90%
(6) 50% of Gross Normal Cost Rate, (5) ÷ 2, rounded to nearest 0.25%	8.00%

The normal cost rate for Tier II employees was calculated to comply with section 7522.30(d) of the California Government Code.

The Solano County Transit PARS Retirement Plan

Sources of Information and Participant Data

I have relied on participant data and plan provisions provided by Solano County Transit. I reviewed all participant data for reasonableness; however, I did not audit the data. The accuracy of the results presented in this report is dependent upon the accuracy and completeness of this information.

Active Participants

Number	% Male	Average Age on 6/30/16	Average Service on 6/30/16	Average Projected 2016-17 Compensation
8	13%	48.0	2.3	\$94,336

Separated Vested Participants

Gender	Birth Date	Hire Date	Term Date	Plan Year Hours Worked	Monthly Accrued Benefit
None					

Separated Non-Vested Participants

Number	% Male	Average Age on 6/30/16	Employee Contributions w/ Interest (Total) as of 6/30/16
6	67%	44.5	\$41,886

Retired Participants and Beneficiaries

Gender	Birth Date	Spouse Birth Date	Benefit Start Date	Annual Benefit	Form of Benefit
None					

The Solano County Transit PARS Retirement Plan

Outline of Plan Provisions

Definitions

Benefit Service: Full and partial years of full-time service credited from date of hire through separation of employment, treating each month as one-twelfth (1/12th) of a year.

Compensation: All compensation paid in the plan year for personal services. Amounts in excess of the 401(a)(17) limit are disregarded. For Tier II participants, Compensation shall not exceed 120% of the Social Security Maximum Taxable Earnings as of 2012 (adjusted annually by CPI - All Urban Consumers) and shall be based on the normal monthly rate of pay or base pay of the Employee paid in cash to similarly situated employees of the same group or class.

Effective Date: July 1, 2012.

Employer: Solano County Transit.

Final Pay: The highest average annual Compensation paid to an employee during any thirty-six (36) consecutive months of employment with the Employer.

Normal Retirement Age: 62.

Plan Year: 12-month period beginning on July 1, and ending on June 30.

Retirement Benefit Eligibility

Retirement benefits are payable to full-time employees retiring from active service on or after attaining age 60 and completion of at least five (5) years of Employer service.

Tier I: A full-time employee on or after July 1, 2012, and hired on or before December 31, 2012.

Tier II: A full-time employee hired on or after January 1, 2013.

Retirement Benefit

A full-time employee retiring from active service on or after attaining age 60 and completion of at least five (5) years of full-time continuous service is eligible for a lifetime benefit equal to: Benefit Service times Final Pay times the PARS Age Factor.

Age	Tier I PARS Age Factor	Tier II PARS Age Factor
60	2.000%	1.800%
61	2.134%	1.900%
62	2.272%	2.000%
63 +	2.418%	2.100%

The Solano County Transit PARS Retirement Plan

Outline of Plan Provisions (continued)

Post-Retirement Benefit Increases

Any benefit in payment status will increase 2.0% per annum on the anniversary of the participant's date of retirement.

Form of Benefit

The normal form of benefit is a single life annuity. A participant may elect a joint and survivor annuity which is the actuarial equivalent of the normal form of benefit.

Withdrawal Benefit

Employees terminating employment with the Employer after five (5) years of service but prior to age 60 will receive a deferred retirement benefit commencing as early as age 60,

Employees terminating employment with the Employer prior to having five (5) years of Employer service will receive a refund of their employee contributions with interest credited at three percent (3.0%) per annum.

Death Benefits

If an eligible employee dies prior to attaining age sixty (60) with at least five (5) years of Employer service, a death benefit will be paid to an eligible beneficiary (spouse or registered domestic partner) commencing on the first of the month following the date the employee would have turned age sixty (60). The amount of the benefit will be equal to the 100% joint and survivor option.

If an eligible employee over the age of sixty (60) dies while employed with the Employer after attaining at least five (5) years of Employer service, a death benefit will be paid to an eligible beneficiary (spouse or registered domestic partner) assuming that retirement occurred in the date of death and that the participant had elected the 100% joint and survivor option.

Disability Retirement Benefit

None provided.

Employee Contributions

Employees will contribute seven percent (7.0%) of Compensation. Future adjustments to the contribution rate for Tier II employees may be made to comply with section 7522.30(d) of the California Government Code.

The Solano County Transit PARS Retirement Plan

Actuarial Methods and Assumptions

The following is a description of the methods and assumptions used in the valuation of plan liabilities and assets. The methods and assumptions used for GASB and funding purposes are the same, unless indicated below:

Actuarial Cost Method	Entry Age Normal (% of Pay) Under this method, the actuarial present value of the projected benefits of each individual included in the valuation is allocated on a level basis over the earnings of the individual between entry age and assumed exit age. The portion of the actuarial present value allocated to the valuation year is called the normal cost. The portion of the actuarial present value not provided for at a valuation date by the actuarial present value of future normal costs is called the actuarial accrued liability.
Recognition of Changes in Net Pension Liability	Under GASB 68, changes in total pension liability due to changes in economic and demographic assumptions, and differences between expected and actual experience are required to be included in pension expense over a closed period equal to the average of the expected remaining service lives of all benefitting employees (active and inactive), beginning with the current period. The effect on the net pension liability of differences between the projected earnings on pension plan investments and actual earnings is required to be included in pension expense over a closed period of five years, beginning with the current period.
Amortization of Unfunded Actuarial Liability	For funding purposes, any unfunded actuarial liability as of the valuation date is amortized on an open basis in level dollar installments over 15 years beginning on July 1, 2013.
Asset Valuation Method	Market Value

Actuarial Assumptions

Valuation Date	June 30, 2016
Measurement Date	June 30, 2016
GASB 67/68 Long-term Expected Rate of Return	7.00% per year
GASB 67/68 Discount Rate	7.00% per year
Funding Interest Rate	7.00% per year
Administrative Expenses	0.5% of plan assets.
Non-Vested Inactives	Assumed to receive their employee contributions with interest in the year following the valuation date.

The Solano County Transit PARS Retirement Plan

Actuarial Methods and Assumptions (continued)

Actuarial Assumptions (continued)

Salary Increases Rates from the 2014 CALPERS Experience Study
Public Agency Miscellaneous, Entry Age 30
3.0% Wage Inflation added to the following Rates:

Service	Rate
0	8.6%
3	4.2%
5	3.0%
10	1.3%
15	1.0%
20	0.8%
25	0.6%
30	0.4%

Retirement Age Rates from the 2014 CALPERS Experience Study
Service Retirement, Public Agency Miscellaneous -
2% @ 60 (20 Years of Service):

Age	Rate
60	10.5%
61	13.4%
62	22.4%
63	23.4%
64	21.8%
65	28.7%
66	21.7%
67	27.0%
68	19.6%
69	20.9%
70	22.2%
71	18.8%
72	20.6%
73	15.7%
74	17.7%
75+	100.00%

Disability None assumed.

Pre-retirement Mortality None assumed.

The Solano County Transit PARS Retirement Plan

Actuarial Methods and Assumptions (continued)

Actuarial Assumptions (continued)

Post-retirement Mortality Rates from the 2014 CALPERS Experience Study
Service Retiree and Beneficiary Mortality:

Age	Female	Male
20	0.00017	0.00025
25	0.00021	0.00029
30	0.00028	0.00039
35	0.00046	0.00060
40	0.00091	0.00110
45	0.00200	0.00227
50	0.00466	0.00501
55	0.00416	0.00599
60	0.00436	0.00710
65	0.00588	0.00829
70	0.00993	0.01305
75	0.01722	0.02205
80	0.02902	0.03899
85	0.05243	0.06969
90	0.09887	0.12974
95	0.18489	0.22444
100	0.30017	0.32536
105	0.56093	0.58527
110	1.00000	1.00000

Turnover Rates from the 2007 CALPERS Experience Study
Public Agency Miscellaneous
Termination with Refund + Termination with Vested Benefits:

Service	Hire Age				
	20	25	30	35	40
0	0.1742	0.1674	0.1606	0.1537	0.1468
1	0.1545	0.1477	0.1409	0.1339	0.1271
2	0.1348	0.1280	0.1212	0.1142	0.1074
3	0.1151	0.1083	0.1015	0.0945	0.0877
4	0.0954	0.0886	0.0818	0.0748	0.0680
5	0.0868	0.0790	0.0711	0.0632	0.0554
6	0.0829	0.0751	0.0670	0.0592	0.0514
7	0.0790	0.0710	0.0631	0.0552	0.0471
8	0.0749	0.0670	0.0591	0.0510	0.0430
9	0.0710	0.0629	0.0548	0.0469	0.0389
10	0.0668	0.0587	0.0507	0.0427	0.0071
15	0.0503	0.0424	0.0347	0.0032	0.0023
20	0.0370	0.0290	0.0021	0.0013	0.0005
25	0.0229	0.0011	0.0005	0.0001	0.0001
30	0.0005	0.0001	0.0001	0.0001	0.0001
35	0.0001	0.0001	0.0001	0.0001	0.0001



TO: BOARD OF DIRECTORS
PRESENTER: BERNNADETTE CURRY, LEGAL COUNSEL
SUBJECT: TICKET AND PASSES DISTRIBUTION POLICY
ACTION: RESOLUTION

ISSUE:

The Fair Political Practices Commission (FPPC) requires the adoption of a ticket and passes distribution policy in conformance with the California Code of Regulations section 18944.1.

DISCUSSION:

The FPPC has adopted regulations set forth in Title 2 of the California Code of Regulations section 18944.1 relating to the distribution of complimentary tickets and passes to a facility, event, show or performance for entertainment, amusement, recreation or similar purpose distributed to public officials by their agency.

Typically, a public official would treat free tickets received by the public agency as income on their Form 700. However, under Section 18944.1, if the public official receives tickets or passes under a public purpose exception, then he or she is not required to report the tickets as either a gift or income provided the local agency has adopted a policy that establishes the public purposes to be accomplished by the distribution of event passes or tickets. In such cases, the receipt of those tickets would be disclosed on FPPC Form 802 (as shown in Attachment C).

It is recommended that the Board approve the attached Ticket and Passes Distribution Policy (Attachment B), and adopt the Resolution (Attachment A) in compliance with FPPC regulations.

FISCAL IMPACT:

There is no fiscal impact to this policy.

PERFORMANCE GOAL:

N/A

RECOMMENDATION:

Approve the Resolution establishing a Ticket and Distribution Policy as shown in Attachments A and B.

Attachments:

- A. Resolution No. 2017-08 adopting a policy for the receipt and distribution of tickets and passes to SolTrans officials
- B. SolTrans Tickets and Passes Distribution Policy
- C. FPPC Form 802

RESOLUTION NO. 2017-08

**RESOLUTION OF SOLANO COUNTY TRANSIT (SOLTRANS)
ADOPTING A POLICY FOR THE RECEIPT AND DISTRIBUTION OF
PASSES AND TICKETS BY SOLTRANS OFFICIALS**

WHEREAS, the Fair Political Practices Commission has promulgated regulations (2 Cal. Code of Regulations sec. 18944.1) to define circumstances when tickets and passes will not be treated as gifts to public officials pursuant to the California Political Reform Act (“PRA”); and

WHEREAS, section 18944.1 provides that the distribution of tickets and passes by SolTrans to SolTrans officials or to others at the request of SolTrans officials will not constitute a gift to the SolTrans official pursuant to the PRA if the tickets are distributed in accordance with a SolTrans - approved policy; and

WHEREAS, section 19844.1 mandates that specific provisions be included in a policy regarding the receipt and distribution of certain passes and tickets by and to SolTrans officials in order for tickets and passes not be considered gifts; and

WHEREAS, the proposed policy, attached as Exhibit A, includes the required provisions regarding the distribution and receipt of tickets and passes by SolTrans officials and sets forth the public purposes to be accomplished by the distribution of tickets and passes by the SolTrans,

NOW, THEREFORE, BE IT RESOLVED that the SolTrans Board of Directors adopts the Policy attached as Exhibit A as its policy on the receipt and distribution of tickets and passes; and be it further,

RESOLVED, that the SolTrans Executive Director, or designee, shall have the responsibility for distributing tickets on behalf of the SolTrans or at the request of SolTrans Officials and may enact procedures for the purposes of implementing the policy as set forth in Exhibit A.

Passed by the Solano County Transit (SolTrans) Board on this 18th day of May 2017, by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Bob Sampayan, Chair
Solano County Transit (SolTrans)

Attest: _____

Suzanne Fredriksen
Clerk of the Board

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TICKETS AND PASSES DISTRIBUTION POLICY

I. Purpose

This policy governs the distribution, use and reporting of tickets or passes to a facility, event, show or performance for entertainment, amusement, recreation or similar purpose (the “Event”) donated or given to Solano County Transit (SolTrans). This policy is established in accordance with Section 18944.1 of the Fair Political Practices Commission (“FPPC”) Regulations and identifies the circumstances under which SolTrans' distribution of tickets or passes to a SolTrans official for which no consideration of equal or greater value is provided by the public official does not result in a gift to the individual official or employee. Tickets or passes distributed and accounted for in compliance with this policy and Section 18944.1 will not be considered gifts to SolTrans officials who make use of such tickets and passes.

This policy is subject to all applicable FPPC Regulations and the Political Reform Act. Nothing in this policy is intended to alter, amend or otherwise affect the obligations of SolTrans officials and employees under the Political Reform Act and its implementing regulations or under the SolTrans’ Conflict of Interest Code.

II. Application of Policy

This policy applies to tickets or passes that are A) gratuitously provided to SolTrans by an outside source; or B) acquired by SolTrans by purchase; or C) received by SolTrans as consideration pursuant to the terms of a contract or because SolTrans owns or controls the facility or venue at which the Event occurs or sponsors the Event.

III. Definitions

Unless otherwise expressly provided in this policy, terms in this policy shall have the same meaning as that ascribed to such terms in the Political Reform Act (Government Code sections 81000 et seq., as may be amended from time to time) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as may be amended from time to time).

“SolTrans” shall mean the Solano County Transit.

“SolTrans official” shall mean every Board member, officer, employee or consultant of Solano County Transit, as defined in Government Code section 82048 and FPPC Regulation section 18700 and includes, without limitation, any SolTrans Board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).

"Family" shall mean spouse, registered domestic partner, children and dependent children as defined in FPPC Regulation Section 18943.

"Ticket" shall mean "ticket or pass" and includes anything that provides an admission privilege to an event or function and for which similar tickets or passes are offered for sale to the public. If other benefits, such as food, beverages or other items, are provided to the SolTrans official at the event and such benefits are not included as part of the admission to the event, those benefits are not covered by this policy.

IV. Procedures for Distribution

- A. Tickets or passes received by SolTrans from an outside source without designation as to the specific SolTrans official who may use the tickets shall be forwarded to the SolTrans Executive Director or designee. The SolTrans Executive Director or designee shall determine the face value of the tickets, the individuals who may use them and report their distribution as provided in Section VII.
- B. Tickets or passes received by SolTrans from an outside source(s) that are earmarked for use by a specific SolTrans official are considered gifts to the SolTrans official and are subject to the FPPC disclosure and reporting requirements applicable to gifts, unless one of the exemptions listed below applies.
- C. For tickets or passes received by SolTrans pursuant to the terms of a contract or because SolTrans owns or controls the facility or venue at which the event occurs or the SolTrans sponsors the event, a SolTrans official may request use of these tickets or passes, or for distribution to an individual or organization outside SolTrans, by completing Parts 3 and 4 of the FPPC Form 802 and submitting the request to the SolTrans Executive Director.
- D. For tickets or passes purchased or acquired by SolTrans for use by an elected SolTrans official, or for distribution to an individual or organization outside SolTrans at the request of an elected SolTrans official, the SolTrans official shall be responsible for reporting the distribution of the tickets or passes on the Form 802.
- E. The SolTrans Executive Director shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets and passes in accordance with this policy. All requests for tickets which fall within the scope of this policy shall be made in accordance with the procedures established by the SolTrans Executive Director.

V. Exemption to the Policy

- A. Ceremonial Role or Function. Tickets or passes provided to a SolTrans official to carry out his or her job duties or where the SolTrans official will perform a ceremonial role or function on behalf of SolTrans at the event are not considered gifts to SolTrans official and are exempt from the disclosure and reporting requirements of this policy.
- B. Income. Tickets or passes received by a SolTrans official who treats the tickets or passes as income consistent with federal and state income tax laws and SolTrans reports distribution of the tickets or passes as income to the SolTrans official on the FPPC Form 802 are otherwise exempt from this policy.

- C. Reimbursement. Tickets or passes which the SolTrans official purchases or reimburses SolTrans for the face value of the tickets or passes are exempt from this policy.

VI. Public Purpose

The distribution of any ticket by SolTrans to, or at the behest of, a SolTrans official must accomplish a "public purpose" of SolTrans. The public purposes to be accomplished by the distribution of tickets or passes by SolTrans include, but are not limited to:

- A. To obtain oversight of facilities or events that have received SolTrans funding or support;
- B. To review facilities or events that may require SolTrans funding or support in the near future or to gather information about the operation of a facility similar to one presently or potentially operated by SolTrans;
- C. To promote local and regional businesses, community programs, economic development and tourism within SolTrans;
- D. To attend a community event in which SolTrans is a participant;
- E. To attend an event, activity or program sponsored by SolTrans;
- F. To promote intergovernmental relations, including but not limited to, attendance at an event with, or by, elected or appointed public officials from other jurisdictions, their staff and guests;
- G. To promote public and private facilities available for use by SolTrans customers;
- H. To support and/or show appreciation for community and nonprofit programs or services that benefit SolTrans customers;
- I. To encourage or recognize significant academic, athletic or public achievements by students, residents or businesses within SolTrans' service area;
- J. To reward SolTrans employees for their exemplary service to the public;
- K. To promote SolTrans growth and development, including economic development and job creation opportunities;
- L. To promote open and accessible government by appearances or participation of SolTrans officials at business and community events;
- M. To promote employment retention, including enhancement of employee morale;
- N. To promote SolTrans recognition, visibility and/or profile on a local, state, national or worldwide scale;
- O. To comply with all written contracts where SolTrans, as a form of consideration, has required that a certain number of tickets or suites be made available for SolTrans use.

VII. Prohibited Transfer of Ticket

A SolTrans official may not transfer any ticket distributed to him or her, pursuant to this policy, to any other person, except to members of the SolTrans official's family or no more than one (1) guest solely for their attendance at the event.

VIII. Ticket Reporting and Disclosure Requirements

Tickets distributed by SolTrans to a SolTrans official, or to an individual or organization outside SolTrans at the behest of a SolTrans official pursuant to this policy, shall be documented in a

completed FPPC Form 802. The completed Form 802 must be maintained as a public record, and it shall be forwarded to the FPPC for posting on its website.

Such postings shall include the following information and any other information that may be required by the FPPC:

- A. The name of the person receiving the ticket or pass;
- B. A description of the event;
- C. The date of the event;
- D. The face value of the ticket;
- E. The number of tickets provided to each person or organization;
- F. If the ticket was distributed at the request of a SolTrans official, the name of the SolTrans official who made such request; and
- G. A description of the public purpose(s) under which the distribution was made, or, alternatively, that the SolTrans official is treating the ticket as income.

IX. Alternatives to Policy

As an alternative to complying with Section IV through VIII of this policy, a SolTrans official may either (A) ask that the SolTrans report the distribution of the ticket or pass as income to the SolTrans official and then treat the ticket or pass as income, consistent with applicable state and federal income tax laws, or (B) report the receipt of the ticket or pass on their Form 700, if the value of the ticket or pass is over \$50 and the aggregate value of tickets and passes from single source in a calendar year is \$460 or less.

X. Policy Limited to Just Tickets or Passes.

If other benefits, such as food, beverages or other items, are provided to the SolTrans official at the Event and they are not included as part of the admission to the Event, those benefits will need to be accounted for as gifts to the SolTrans official who receives them.

**Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions**

ATTACHMENT C
A Public Document

1. Agency Name		Date Stamp	California Form 802
Division, Department, or Region (if applicable)		For Official Use Only	
Designated Agency Contact (Name, Title)			
Area Code/Phone Number	E-mail	<input type="checkbox"/> Amendment (Must Provide Explanation in Part 3.)	
		Date of Original Filing: _____ (month, day, year)	

2. Function or Event Information

Does the agency have a ticket policy? Yes No Face Value of Each Ticket/Pass \$ _____

Event Description: _____ Date(s) _____/_____/_____ _____/_____/_____

Provide Title/Explanation

Ticket(s)/Pass(es) provided by agency? Yes No If no: _____

Name of Source

Was ticket distribution made at the behest of agency official? Yes No If yes: _____

Official's Name (Last, First)

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/Passes	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual (Last, First)	Number of Ticket(s)/Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization (include address and description)	Number of Ticket(s)/Passes	Describe the public purpose made pursuant to the agency's policy

4. Verification

I have read and understand FPPC Regulations 18944.1 and 18942. I have verified that the distribution set forth above, is in accordance with the requirements.

Signature of Agency Head or Designee

Print Name

Title

(month, day, year)

Comment: _____

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This form is for use by all state and local government agencies. The form identifies persons that receive admission tickets and passes and describes the public purpose for the distribution. This form was prepared by the Fair Political Practices Commission (FPPC) and is available at www.fppc.ca.gov.

General Information

FPPC Regulation 18944.1 sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution. FPPC Regulation 18942 lists exceptions to reportable gifts, including ceremonial events, when listed on this form.

When the regulation procedures are followed, persons, organizations, or agencies who receive admissions are listed on a Form 802. Agency officials do not report the admissions on the official's Statement of Economic Interests, Form 700, and the value of the admission is not subject to the gift limit.

The Form 802 also informs the public as to whether the admissions were made at the behest of an agency official and whether the behested tickets were provided to an organization or to specific individuals.

Exception

FPPC This form is not required for admission provided to a school or university district official, coach, athletic director, or employee to attend an amateur event performed by students of that school or university.

Reporting and Public Posting

Ticket Distribution Policies: An agency must post its ticket policy on its website within 30 days of adoption or amendment and e-mail a link of the website location to FPPC at form802@fppc.ca.gov.

Form 802: The use of the ticket or pass under the policy must be reported on Form 802 and posted on the agency's website within 45 days of distribution. A link to the website location of the forms must be e-mailed to FPPC at form802@fppc.ca.gov.

The FPPC will post on its website the link to each agency's policy and completed forms. It is not necessary to send an e-mail each time a new Form 802 is posted. It is only necessary to submit the link if the posting location changes.

This form must be maintained as a public document.

Privacy Information Notice

Information requested by the FPPC is used to administer and enforce the Political Reform Act. Failure to provide information may be a violation subject to administrative, criminal, or civil penalties. All reports are public records available for inspection and reproduction. Direct questions to FPPC's General Counsel.

Instructions

Part 1. Agency Identification:

List the agency's name. Provide a designated agency contact person, their phone number, and e-mail address. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

Part 2. Function or Event Information:

Confirm that your agency has a policy for ticket distribution. Unless the ceremonial role or income box in Part 3, Section B, is marked, this form is only applicable if your agency has a policy.

Complete all of the other required fields that identify the ticket value, description of event, date(s) and whether the ticket was provided by the agency or an outside source. If an agency official behests the tickets, the official's name is also required. Use the comment field or an attachment to explain in full.

Part 3. Ticket Recipients:

This part identifies who uses the tickets. The identification requirements vary depending upon who received the tickets and are categorized into three sections. Each section must list the number of tickets received. Use the comment field or an attachment to explain in full.

Section A. Report tickets distributed to agency staff, other than an elected official or governing board member, pursuant to the agency's policy. It is not necessary to list each employee's name, but identify the unit/department for which the employee works. The agency must describe the public purpose associated with the ticket distribution. A reference to the policy is permissible.

Section B. Report: 1) any agency official who performs a ceremonial role; 2) any agency official who reports the value as income; or 3) tickets used by elected officials and governing board members (including those distributed pursuant to the agency's policy).

Section C. Report tickets provided to an organization. The organization's name, an address (website url is permissible), and a brief description of the public purpose are required.

**Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions
Continuation Sheet**

California Form 802

A Public Document

Agency Name

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A.	Name of Agency, Department or Unit	Number of Ticket(s)/Passes	Describe the public purpose made pursuant to the agency's policy
B.	Name of Individual (Last, First)	Number of Ticket(s)/Passes	Identify one of the following:
			Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
			Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
			Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
			Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C.	Name of Outside Organization (include address and description)	Number of Ticket(s)/Passes	Describe the public purpose made pursuant to the agency's policy

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TO: BOARD OF DIRECTORS
PRESENTER: KRISTINA BOTSFORD, FINANCE & ADMINISTRATION MANAGER
SUBJECT: AUTHORIZATION TO OPEN BANK ACCOUNTS AND TRANSFER FUNDS TO NEW ACCOUNTS
ACTION: RESOLUTION

ISSUE:

SolTrans Staff is bringing the accounting processing in-house. A new bank account needs to be established as a depository for SolTrans' funds for Staff to be able to process payments.

DISCUSSION:

Currently, the City of Vacaville handles the checking account for SolTrans at Bank of America. Staff is moving the accounting processing in-house but leaving the payroll function at the City of Vacaville through the end of the calendar year. The City of Vacaville needs to keep the SolTrans account active through early 2018 to complete processing of payables until we close Fiscal Year 2016-17, processing payroll through December 31st, and to make final payroll tax payments in early 2018. After all necessary transactions are completed, this account can be closed.

Beginning July 1, 2017, SolTrans will handle its own accounting functions for the new fiscal year. Staff requires a new checking account to handle deposits and payments. Since SolTrans already has a relationship with Bank of America, a checking account will be opened with Bank of America with the SolTrans Executive Director and Managers as authorized signatories.

Legal Counsel has drafted a Resolution (Attachment A) to give authority to the Executive Director to open bank accounts and authorize signatories. Staff also seeks authority to transfer funds from the current account held by the City of Vacaville to the new checking account.

The City of Vacaville will continue to hold SolTrans' reserves in their pooled investment fund until such time that SolTrans may establish its own investment account.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

PERFORMANCE GOAL:

Goal 2 - Optimize fiscal health and long-term sustainability.

RECOMMENDATION:

- 1) Approve the Resolution as shown in Attachment A.
- 2) Authorize the Executive Director and the Finance and Administration Manager to transfer funds from the current checking account to the new account to establish an account balance.

Attachment:

- A. Resolution 2017-09

RESOLUTION NO. 2017-09

**RESOLUTION OF SOLANO COUNTY TRANSIT (SOLTRANS) AUTHORIZING THE
OPENING OF BANK ACCOUNTS WITH BANK OF AMERICA, AND DESIGNATING
AUTHORIZED SIGNATORIES FOR THE BANK ACCOUNTS**

WHEREAS, since the formation of SolTrans, the City of Vacaville has been providing financial management and human resources/benefit management services to SolTrans; and

WHEREAS, in the position of a full-time Finance and Administration Manager, SolTrans has the capabilities in-house to manage these services, and due to the complexity of funding streams, is recommending the establishment of SolTrans' own bank accounts; and

WHEREAS, Staff has selected Bank of America as the preferred financial institution, and is recommending that Bank of America be designated as the depository for SolTrans' financial accounts; and

WHEREAS, in opening an account, Bank of America requires the designation of authorized signatories to approve financial transactions within the account;

NOW, THEREFORE, BE IT RESOLVED, that the SolTrans Board of Directors designates Bank of America as SolTrans' financial institution as depository of SolTrans' funds, and authorizes the opening of bank accounts with Bank of America as needed.

BE IT FURTHER RESOLVED, that all financial transactions shall require two signatures and that the following SolTrans officers, or their successors in office, shall be authorized to approve financial transactions on behalf of SolTrans:

Executive Director
Finance and Administration Manager
Planning and Operations Manager
General Services Manager

BE IT FURTHER RESOLVED, that Staff is authorized to take all steps necessary to effectuate the intent of this Resolution, and to establish the necessary internal controls to maintain the fiscal integrity of the bank accounts.

Passed by the Solano County Transit (SolTrans) Board on this 18th day of May 2017, by the following vote:

Ayes: _____
Noes: _____
Absent: _____
Abstain: _____

Bob Sampayan, Chair
Solano County Transit (SolTrans)

Attest: _____

Suzanne Fredriksen
Clerk of the Board

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TO: BOARD OF DIRECTORS
PRESENTER: SUZANNE FREDRIKSEN, BOARD CLERK
SUBJECT: 2017 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA)
TRANSIT BOARD MEMBERS AND BOARD SUPPORT SEMINAR
ACTION: MOTION

ISSUE:

The 2017 APTA Transit Board Members and Board Support Seminar will occur July 22-25, 2017 in Chicago and the FY 2017-18 Budget permits two Board Members as well as the Board Clerk to attend.

DISCUSSION:

APTA's Transit Board Members and Board Support Seminar is an excellent forum for policymakers and staff to come together for professional development sessions focusing on best practices in governance and creating policy for public transportation systems. The educational content for this year includes such topics as regional legislative issues, succession planning, building a rock-solid Board-CEO working relationship, fiduciary responsibility guidance, advocacy, safety, mobility management, funding and financing. It should provide an excellent opportunity to seek other views on the size and composition of a governing board. A separate leadership development track is offered for members who support transit boards of directors/commissioners. Your Board Clerk has attended this seminar for the past two years and plans to attend again this year.

The issue before the Board is to decide which Board Members would like to attend the conference for the benefit of the Agency.

FISCAL IMPACT:

The FY 2017-18 Operating Budget for training includes sufficient funding for two Board Members and the Board Clerk to attend the conference. The total budget allocated for this training event is approximately \$7,300.

PERFORMANCE GOAL:

Goal 1 – Maximize the safety, reliability and efficiency of transit operations; **Goal 2** – Optimize fiscal health and long-term sustainability; **Goal 3** – Enhance customer satisfaction and build community support for public transportation; **Goal 4** – Develop an efficient and effective team of employees for ensuring long-term organizational viability.

RECOMMENDATION:

Identify up to two SolTrans Board Members to attend the 2017 APTA Transit Board Members and Board Support Seminar in Chicago, IL, from July 22 through 25.



TO: BOARD OF DIRECTORS
PRESENTER: KRISTINA BOTSFORD, FINANCE & ADMINISTRATION MANAGER
SUBJECT: FISCAL YEAR (FY) 2017-18 OPERATING & CAPITAL BUDGET
ACTION: MOTION

ISSUE:

Per the SolTrans Budget Policy approved by the Board in March 2011, the proposed capital and operating budget for the next fiscal year shall be presented to the Board in May for final approval.

DISCUSSION:

FY 2017-18 Proposed Operating Budget

The total FY 2017-18 Proposed, Operating Budget (Attachment A) is \$14,480,000, which has not changed in total since the draft budget was presented to the Board on April 20, 2017. The revised budget breakdown by mode is as follows:

Table 1: Breakdown of Proposed Operating Budget by Mode

Mode	FY 17-18 Proposed Budget
Fixed Route	\$12,395,377
Demand Response	\$1,825,054
Taxi Scrip Program	\$259,570
Total:	\$14,480,000
Combined Farebox Recovery Rate	26%

Revisions to the originally proposed operating budget are now reflected in Attachment A and summarized below:

Operating Revenue

Additional information has become available for several funding sources, resulting in a change in revenue estimates: additional \$15,000 in RM2 revenue was identified, State Transit Assistance increased by approximately \$200,000, and State Transit Assistance Lifeline Funds decreased by \$70,000. A corresponding decrease to TDA was applied, keeping total revenue flat.

Operating Expenses

Several expenses increased and decreased, resulting in no change to total expenses. The changes in expense line items are as follows:

- Add technology expense for accounting software in the amount of \$13,300
- Add professional services expense for accounting software implementation in the amount of \$9,250
- Decrease accounting services expense by \$40,000 for moving processing in-house
- Increase marketing expense by \$17,450 to ensure enough funds to cover advertising contract with Big Cat Advertising

FY 2017-18 Capital Budget

The FY 2017-18 Capital Budget New Requests (Attachment B) is being proposed at \$5,914,805. This amount reflects new budget and revenue requests for FY 2017-18 only, and has not changed since the draft capital budget was presented to the Board in April 2017.

Staff also requests that any unspent funds from the FY 2016-17 approved capital budget be carried over to the next fiscal year to complete the previously approved projects.

FISCAL IMPACT:

The proposed FY 2017-18 operating budget is balanced and is aligned with SolTrans' 10-year budget outlook. As done in previous fiscal years, the proposed operating budget will be financed significantly with federal grant sources, which will allow the Agency to: 1) fund capital projects that are critical for ensuring that the Agency has a sound infrastructure and fleet for delivering the highest quality of transit services possible, and 2) utilize TDA as a last resort, allowing the Agency to grow its TDA operating and capital reserves for future needs. The Capital Budget is also fully funded with available state and federal capital grant funds.

PERFORMANCE GOAL:

Goal 2 - Optimize the financial health of SolTrans, as required for providing services that meet the needs of the citizens of the Cities of Benicia and Vallejo; **Objective C** - Strategically align financial resources with operational and capital priorities; **Strategy i** - Develop operations and capital priorities and program federal, state, regional and local funds according to Board-approved priorities, and **Strategy ii** - Complete the annual Operating & Capital Budget and Mid-Year Budget Adjustment.

RECOMMENDATION:

Approve the FY 2017-2018 Operating Budget and Capital Budget New Requests, as presented on Attachments A and B, and carryover of unspent FY 2016-2017 approved capital budget amounts.

Attachments:

- A. FY 2017-18 Proposed Operating Revenue and Expense by Mode
- B. FY 2017-18 Proposed Capital Budget New Requests

SolTrans
Operating Revenue by Mode

Attachment A

Agenda Item 8B

PAGE 1 OF 2

	FY 15-16	FY 16-17		FY 17-18
	Actuals	Adopted Budget	Projected Actuals	Approved Budget
Fixed Route Revenue				
Farebox Revenue	\$ 3,483,041	\$ 3,448,386	\$ 3,464,747	\$ 3,465,000
FTA Section 5307 - Operating Assistance	2,366,082	2,800,000	2,500,000	2,800,000
FTA Section 5307 - JARC	140,014	142,254	142,254	144,530
FTA Section 5311 Non-Urbanized Area	40,000	-	-	-
STAF - Lifeline	519,934	530,115	530,115	230,000
Transportation Development Act (TDA)	2,108,862	3,162,507	3,063,351	3,964,405
Regional Measure 2 (RM-2)	1,407,338	1,526,340	1,526,340	1,541,441
Curtola Parking Fee Revenue	66,157	175,000	175,000	175,000
Other/Interest	66,237	100,000	75,000	75,000
Subtotal Fixed Route Revenue	10,197,665	11,884,602	11,476,807	12,395,377
Paratransit (Demand Response) Revenue				
FTA Section 5307 10% ADA set-aside	302,177	391,579	391,579	290,178
TDA	1,041,950	1,197,729	1,107,096	1,079,876
STAF - Operating Assistance	87,040	200,000	200,000	400,000
Farebox Revenue	53,657	75,000	56,571	55,000
Subtotal Paratransit Revenue	1,484,824	1,864,308	1,755,246	1,825,054
Taxi Scrip Revenue				
Taxi Scrip - Local	85,010	100,000	80,000	80,000
TDA	104,118	181,090	179,840	179,570
Subtotal Taxi Scrip Revenue	189,128	281,090	259,840	259,570
FAREBOX & PARKING REVENUE				
FUNDING SOURCE REVENUE				
Total Revenue	\$ 11,871,616	\$ 14,030,000	\$ 13,491,893	\$ 14,480,000
Fixed Route Farebox Recovery	34.5%	29.0%	30.2%	28.0%
Demand Response Farebox Recovery	3.4%	4.0%	3.2%	3.0%
Overall Farebox Recovery	31.1%	25.8%	28.0%	26.1%

SolTrans
Operating Expenses by Mode

Attachment A

Agenda Item 8B

PAGE 2 OF 2

	A FY 15-16	B FY 16-17		C FY 17-18	D FY 17-18	D - B	D - C
	Actuals	Adopted Budget	Projected Actuals	Approved Budget	CY Budget vs. Proposed Budget	CY projected Actuals vs. Proposed budget	
Fixed Route Expenses							
Transit Service Contract	\$ 7,127,250	\$ 7,683,980	\$ 7,535,284	\$ 7,712,442	\$ 28,462	\$ 177,158	
Security	176,689	260,000	180,154	185,000	(75,000)	4,846	
Reimbursement From WETA	(510,427)	(450,000)	(329,005)	-	450,000	329,005	
Fuel	836,662	1,425,000	1,110,000	1,330,000	(95,000)	220,000	
Facility and Vehicle Maintenance	141,254	360,127	397,608	430,744	70,617	33,136	
Professional Services	368,840	348,730	411,775	387,043	38,313	(24,732)	
Advertising & Marketing	209,492	251,120	203,510	182,707	(68,413)	(20,803)	
Salaries and Benefits	1,006,256	1,359,042	1,279,900	1,490,595	131,553	210,695	
Accounting, Auditing & Legal	158,517	133,300	124,459	96,320	(36,980)	(28,139)	
General Administration	584,059	513,303	563,121	580,526	67,223	17,406	
Subtotal Fixed Route Expenses	\$ 10,098,592	\$ 11,884,602	\$ 11,476,807	\$ 12,395,377	\$ 510,776	\$ 918,572	
Paratransit (Demand Response) Expenses							
Transit Service Contract	1,193,884	1,266,020	1,214,206	1,244,278	(21,742)	30,072	
Fuel	106,122	190,000	130,000	170,000	(20,000)	40,000	
Salaries and Benefits	150,248	221,012	220,800	219,681	(1,331)	(1,119)	
General Administration	129,156	187,276	190,242	191,095	3,819	853	
Subtotal Paratransit Expenses	\$ 1,579,410	\$ 1,864,308	\$ 1,755,246	\$ 1,825,054	\$ (39,254)	\$ 69,806	
Taxi Scrip Expenses							
Scrip - Local	158,951	180,000	160,000	160,000	(20,000)	-	
Salaries and Benefits	25,040	64,946	64,300	64,724	(222)	424	
General Administration	12,072	36,144	35,540	34,846	(1,298)	(695)	
Subtotal Taxi Scrip Expenses	\$ 196,063	\$ 281,090	\$ 259,840	\$ 259,570	\$ (21,520)	\$ (271)	
Total Expenses	\$ 11,874,065	\$ 14,030,000	\$ 13,491,894	\$ 14,480,000	\$ 450,001	\$ 988,107	
Net Income (Expense)	\$ -	\$ -	\$ (0)	\$ -			

SOLTRANS**FY 2017-18 PROPOSED CAPITAL BUDGET**

#	Capital Projects	FY 16-17 Projected Carryover*	FY 2017-18 Requested Budget	FY 2017-18 Requested Revenues	Total Projected FY 17-18 Budget
1	Vehicle Maintenance & Equipment	\$ 545,000	\$ 353,000		\$ 898,000
	Federal Section 5307	\$ 378,864		\$ 111,393	\$ 490,257
	Transportation Development Act (TDA)	\$ 166,136		\$ 241,607	\$ 407,743
2	Facility Maintenance & Equipment & Bus Was	\$ 349,890	\$ 240,000		\$ 589,890
	TDA/State Transit Assistance Fund (STAF)	\$ 349,890		\$ 240,000	\$ 589,890
3	Information Technology	\$ 50,000	\$ 100,000		\$ 150,000
	TDA/STAF	\$ 50,000		\$ 100,000	\$ 150,000
	Federal Section 5307				\$ -
4	Vehicles	\$ 4,793,354	\$ 5,221,805		\$ 10,015,159
	Proposition 1B Lifeline	\$ 524,063			\$ 524,063
	Proposition 1B PTMISEA-Population	\$ 2,360,208		\$ (2,360,208)	\$ -
	FTA Section 5307			\$ 3,129,065	\$ 3,129,065
	FTA Section 5339	\$ 357,236		\$ 736,414	\$ 1,093,650
	State LCTOP	\$ 336,011			\$ 336,011
	MTC TPI (Federal CMAQ)	\$ 399,223			\$ 399,223
	TDA/AB664/BAAQMD	\$ 816,613		\$ 3,716,534	\$ 4,533,147
5	Branding (Bus Decals, Signage)	\$ 377,000	\$ -		\$ 377,000
	TDA/STAF	\$ 377,000			\$ 377,000
6	Compressed Natural Gas (CNG) Fueling Facility	\$ 2,677,044	\$ -		\$ 2,677,044
	Prop 1B - CALOES	\$ 277,044		\$ 2,360,208	\$ 2,637,252
	TDA/STAF	\$ 2,400,000		\$ (2,360,208)	\$ 39,792
	TOTALS:	\$ 8,792,288	\$ 5,914,805	\$ 5,914,805	\$ 14,707,093

* Projected Carryover from FY 2016-17 approved budget to carryover to FY 2017-18. Actual amounts will be calculated upon closing the books and only actual amounts will be carried over.

** Prop. 1B funds were set aside for Fairfield-Suisun Transit (FAST) for the Solano Express Bus replacement project. SolTrans swapped Prop 1B and TDA funding between projects to assist FAST with their funding plan. This swap has benefits for both FAST and SolTrans.

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PROPOSED OPERATING & CAPITAL BUDGETS FOR FY 2017 - 2018

Presented to: The Solano County Transit
Board of Directors
on May 18, 2017

By: Kristina Botsford, Finance &
Administration Manager

PROPOSED OPERATING BUDGET: REVENUE REVISIONS

- ▶ No change to total budgeted revenue since draft budget
- ▶ Net additional revenue identified of \$145,000 – RM2, State Transit Assistance Funds due to SBI
- ▶ TDA decreased by \$145,000 – additional funds to add to reserves

PROPOSED OPERATING BUDGET: EXPENSE REVISIONS

- ▶ Various expense line items have been adjusted based on new information.
- ▶ The changes net to zero and therefore total budgeted expenses have remained the same at \$14,480,000.

OPERATING EXPENSE BUDGET

Mode	FY 2016-17 Budget	FY 2017-18 Proposed Budget
Fixed Route	\$11,884,602	\$12,395,377
Demand Response (Paratransit + Dial A Ride)	\$1,864,308	\$1,825,054
Taxi Scrip Program	\$281,090	\$259,570
Total	\$14,030,000	\$14,480,000
Projected Farebox Recovery Rate	27%	26%

PROPOSED CAPITAL BUDGET: REVISIONS

- ▶ Capital budget new requests has not changed since the draft budget
- ▶ Projected carryover of capital budget is \$8.8 million – primarily due to Solano Express Vehicle replacements and the CNG Fueling Facility
- ▶ Funding swap of \$2,360,208 of Prop IB PTMISEA funds between the Vehicle budget and the CNG Fueling Facility budget
 - ▶ Prop IB funds were originally set aside for Fairfield-Suisun Transit for Solano Express bus replacement
 - ▶ Allows SolTrans to utilize the Prop IB funds now to close the grant on a timely basis
 - ▶ Alleviates the need for SolTrans and FAST to have a sub-recipient agreement

RECOMMENDATION

Approve the FY 2017-2018 Operating and Capital Budget New Requests, as presented on Attachments A and B, and carryover of unspent FY 2016-17 approved capital budget amounts.



TO: BOARD OF DIRECTORS
PRESENTER: KRISTINA BOTSFORD, FINANCE & ADMINISTRATION MANAGER
SUBJECT: AUTHORIZE THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE PARS RETIREMENT PLAN
ACTION: MOTION

ISSUE:

The Board is being requested to authorize the Interim Executive Director to execute an amendment to the PARS Retirement Plan which clarifies the service credit calculation for part-time employees.

DISCUSSION:

On February 18, 2016, the Board approved adding a policy to the employee handbook to allow part-time employees to receive pro-rated benefits. This policy discussed the direct impact to all benefits, except the pension and deferred compensation plans. The policy states that contributions to the pension and deferred compensation plans will be based on actual hours worked; thus, contributions would be made based on actual earnings. However, the policy did not specifically address service credit for part-time employees to vest in the Pension Plan. The Plan document defined vesting as full-time, continuous service but did not further define full-time, and it was silent on how part-time employees would be treated.

On May 19, 2016, the Board approved amending the Plan to allow employees who terminate prior to vesting, leave their contributions in the Plan and are then rehired, to retain their service credit from their prior service with SolTrans.

The first draft of the amendment was brought to the Board in February 2017. At that time, the Board approved amending the definition of a year of service for full-time employees. Under the amendment, employees shall accrue 0.1 years of service to be credited toward vesting and benefit service for each month of full-time compensated service with the Employer. Service credit will be prorated for employees working a partial month based on the employee's actual wages for that month divided by their monthly wage rate. In no event will more than one year of service be credited in any Plan Year.

At the February 2017 Board meeting, the Board directed Staff to clarify the service credit calculation for part-time employees. The Board wanted the amendment to be clear on how part-time service was calculated and, in no event, were part-time employees to earn benefits as quickly as full-time employees.

Under the recommended amendments, service will be credited based on the part-time employee's regular work schedule consistent with the employee handbook policy. A maximum service credit accrual was added for part-time employees, depending on whether they work 20 to 27 hours per week, 28 to 35 hours or 36 to 40 hours. Example calculations are included to provide absolute clarity in a situation where an employee switches between full-time and part-time status during a Plan Year.

Legal Counsel has reviewed the amendment and concurs that the verbiage agrees with the Board direction given in February 2017.

FISCAL IMPACT:

There is no fiscal impact from this Plan amendment. The change in the Plan is to clarify employee service credit accruals under the Plan.

PERFORMANCE GOAL:

Goal 4 - Develop an efficient and effective team of employees for ensuring long-term organizational viability

RECOMMENDATION:

As recommended by the Benefits Subcommittee, authorize the Interim Executive Director to execute an amendment to the PARS Retirement Plan, subject to Legal Counsel approval as to form (Attachment A).

Attachment:

- A. Draft Amendment to the Solano County Transit PARS Retirement Plan

ATTACHMENT A – Agenda Item 8C

**AMENDMENT
TO
THE SOLANO COUNTY TRANSIT
PARS RETIREMENT PLAN**

WHEREAS, the Solano County Transit (the “Employer”) has adopted the Solano County Transit PARS Retirement Plan effective July 1, 2012; and

WHEREAS, in accordance with Section 6.2 of the Plan, the Employer has the authority to determine any questions arising in connection with the interpretation, application or administration of the Plan; and

WHEREAS, the Employer has the right to amend the Plan in accordance with Section 6.3 of the Plan; and

WHEREAS, the Employer desires to amend the Plan to further clarify the Plan’s intended operation.

NOW, THEREFORE, BE IT RESOLVED, the Plan is amended effective July 1, 2016, as follows:

1. Article I, Section 1.1, Eligibility for Benefits, is hereby amended and restated to read:

1.1 Eligibility for Benefits

An Employee shall be eligible to receive Retirement Benefits under this Plan if he or she meets the requirements under the applicable tier of eligibility below:

Tier I

- (a) is a full-time Employee of the Employer or a regular part-time Employee of the Employer working twenty (20) or more hours per week, on or after June 11, 2012;
- (b) was hired by the Employer on or before December 31, 2012;
- (c) is at least sixty (60) years of age;

- (d) has completed at least five (5) Years of Service with the Employer as of the last day of employment with the Employer;
- (e) has terminated employment with the Employer; and
- (f) has applied for benefits under this Plan.

Tier II

- (a) is a full-time Employee of the Employer, or a regular part-time Employee of the Employer working twenty (20) or more hours per week, on or after January 1, 2013;
 - (b) was hired or rehired by the Employer on or after January 1, 2013;
 - (c) is at least sixty (60) years of age;
 - (d) has completed at least five (5) Years of Service with the Employer as of the last day of employment with the Employer;
 - (e) has terminated employment with the Employer; and
 - (f) has applied for benefits under the Plan.
2. Article III, Section 3.1, Retirement Benefits, is hereby amended and restated to read:
- 3.1 **Retirement Benefit**
- The Retirement Benefit shall be paid in the Normal Form of Benefit and shall be an amount equal to one-twelfth (1/12) of the product of the PARS Age Factor, times Benefit Service, times Final Pay.
- If the Member has accrued Benefit Service under both Tier I and Tier II, then the benefit above shall be the sum of two equations. There shall be a separate equation based on the appropriate PARS Age Factor, Final Pay, and Benefit Service earned under each respective tier of eligibility.

3. Article III, Section 3.4, Pre-Retirement Death Benefit, is hereby amended and restated to read:

3.4 Pre-Retirement Death Benefit

A Pre-Retirement Death Benefit shall be provided for those actively employed Employees of the Employer who die after attaining sixty (60) years of age and after completing at least five (5) Years of Service with the Employer. If the Employee dies prior to attaining sixty (60) years of age but after having completed at least five (5) Years of Service with the Employer, the benefit will commence the first of the month following the date that the Employee would have turned sixty (60) years of age. The benefit shall be equal to the Member's Retirement Benefit, actuarially reduced as if the Member had retired on his or her date of death and elected a 100% joint-and-survivor option. The benefit will be paid over the lifetime of the surviving spouse or registered domestic partner. There is no pre-retirement death benefit payable, with the exception of the Withdrawal Benefit under Section 3.6, if there is no surviving spouse or registered domestic partner.

4. Article III, Section 3.5, Deferred Retirement Benefit, is hereby amended and restated to read:

3.5 Deferred Retirement Benefit

Employees eligible pursuant to Section 1.1(a) who terminate employment with the Employer after completing five (5) Years of Service with the Employer, but prior to age sixty (60), will receive a Deferred Retirement Benefit to begin as early as age sixty (60), payable pursuant to Section 3.1.

Notwithstanding the above, in lieu of the Deferred Retirement Benefit, an Employee may elect to receive at termination of employment one hundred percent

(100%) of his or her Employee Contributions plus interest credited at three percent (3%) per annum.

5. Article III, Section 3.6, Withdrawal Benefit, is hereby amended and restated to read:

3.6 Withdrawal Benefit

Employees who terminate employment or are terminated whether voluntarily, involuntarily, by death, disability, or in any other manner, and do not qualify for Retirement Benefits, may receive a refund of his or her Employee Contributions plus interest credited at three percent (3%) per annum.

6. A new section 3.8, Reinstatement, is added to Article III as follows:

3.8 Reinstatement

A Member who commences benefits pursuant to Section 1.2, who subsequently reinstates into active employment with the Employer on or after January 1, 2013, shall have Retirement Benefits ceased throughout the Member's entire reinstatement period. The cost-of-living adjustment described in Section 5.1 will not apply throughout the Member's entire reinstatement period. Upon applying for benefits following reinstatement, benefits shall resume as of the first day of the month following retirement under the Plan. The benefit shall equal the sum of the monthly benefit payable at the month prior to reinstatement into active employment with the Employer, plus an amount equal to one-twelfth (1/12) of the product of the Tier II PARS Age Factor at the reinstatement retirement date, times Years of Service earned during the reinstatement period, times Final Pay.

7. Article IV, Section 4.1 Vesting, is hereby amended by adding the following sentence to the end of the section.

4.1 Vesting

Employees who terminate employment with the Employer prior to satisfying the vesting requirements under Section 1.1, and at a later date are rehired by the Employer, shall be credited with prior Years of Service with the Employer to count toward vesting and benefit service, provided the Employee has not taken a distribution of his or her Employee Contribution Account pursuant to Section 3.6.

8. The definition of "Benefit Service" under Article VIII, Section 8.1, is hereby amended and restated to read:

"Benefit Service" means the sum total of full and partial Years of Service with the Employer.

9. A new definition of "Year of Service" is added to Section 8.1 as follows:

"Year of Service" means:

Full-time Employees shall accrue 0.1 years of service to be credited toward vesting and benefit service for each month of full-time compensated service with the Employer where Employee contributions are made pursuant to Section 2.1.

Employees working less than full time shall accrue monthly service credit in accordance with the following table. Service credit accrual in any Plan Year shall not exceed the maximum accrual as stated in Column C.

(A) Employee's Regular Work Schedule	(B) Monthly Service Credit Accrual	(C) Maximum Service Credit Accrual in any Plan Year
20 to 27 hours per week	0.05	0.50
28 to 35 hours per week	0.075	0.75
36 to 40 hours per week	0.1	1.00

Service credit shall be prorated for Employees working a partial month based on the Employees actual wages for that month divided by their monthly wage rate.

Employees moving from their regular work schedule to another work schedule during the month shall accrue service credit based on the days worked under each schedule. The following example is for illustration purposes only of how service credit would be calculated for Employees whose schedule might change in any given year.

Example:

Employee A is full-time July – Oct, part-time Nov – April, and then full-time May and June. While part-time they are scheduled to work 30 hours.

Service credit = $(0.1*6 \text{ months}) + (0.075*6 \text{ months}) = 1.05$, however the maximum service credit is prorated as $(0.75*6/12) + (1.0*6/12) = 0.875$ years of credit.

In no event will more than one year of service be credited in any Plan Year.

Notwithstanding the above, Employees who have terminated employment with the Employer and at a later date are rehired by the Employer, shall not receive credit for prior years of service with the Employer if the Employee has taken a distribution of his or her Employee Contribution Account pursuant to Section 3.6.

IN WITNESS WHEREOF, this Amendment is hereby adopted effective as of July 1, 2016.

Solano County Transit

By: _____

Its: Executive Director _____

Dated: _____

PROPOSED AMENDMENT TO THE PARS RETIREMENT PLAN

Presented to: The Solano County Transit
Board of Directors
on May 18, 2017

By: Kristina Botsford, Finance &
Administration Manager

ISSUE

- ▶ Amending the Plan to allow part-time employees to earn vesting and service credit
- ▶ Draft brought in February would have allowed part-time employees to accrue vesting and service credit as quickly as full-time employees

PROPOSED AMENDMENT LANGUAGE

Calculation for service credit remains the same but we added a maximum service credit accrual in any plan year

Employee's Regular Work Schedule	Monthly Service Credit Accrual	Maximum Service Credit Accrual in any Plan Year
20 to 27 hours per week	0.05	0.50
28 to 35 hours per week	0.075	0.75
36 to 40 hours per week	0.1	1.00

EXAMPLE

Employee A is full-time July – Oct, part-time Nov – April, and then full-time May and June. While part-time they are scheduled to work 30 hours.

Service credit = $(0.1*6 \text{ months}) + (0.075*6 \text{ months})$
= 1.05, however since the employee was full time for
6 months and $\frac{3}{4}$ time for 6 months, the maximum
service credit is prorated as $(0.75*6/12) + (1.0*6/12)$
= 0.875 years of credit.



TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL ABEGG, PLANNING AND OPERATIONS MANAGER
SUBJECT: ROUTE 9 MARE ISLAND SERVICE STATUS
ACTION: MOTION

ISSUE:

SolTrans has operated a six-month promotional service on Route 9 to Mare Island. The promotional period for this route ends on May 27, 2017. Ridership on this route, while continuing to grow, remains far below the standards established for fixed route transit services.

DISCUSSION:

There was considerable discussion driving the February Board meeting including significant background on the evolution of service plans for Mare Island over the last five years. The chart below and the staff report (Attachment A) from the February meeting are provided for background. This discussion will focus on progress since February and Staff's current recommendation for Board action.

Table 1: Promotional Mare Island Service Performance Data (Jan 2017 – Apr 2017)

Month	Total Riders	Approximate Cost/Month (full rate = \$101/hour)*	Cost/Rider	Rider/Hour
January	98	191 hours	\$19,300	\$196
February	136	176 hours	\$17,800	\$131
March	153	191 hours	\$19,200	\$126
April	192	176 hours	\$17,800	\$93
Four Month Total	579	748	\$75,500	\$128/Rider
				Average of 0.79/ hour

The Board directed Staff to seek co-funding of the service at a level that does not compromise the systemwide 30% fare recovery ratio and to provide a recommendation at the May meeting for discontinuance, modification, or extension as a demonstration route. Staff has interpreted the co-funding requirement to mean that approximately 30% of operating cost must come from a combination of fares and/or non-transit subsidies. In the current no-fare situation with the current daily schedule, that would require approximately \$2,300 per month to be funded by non-transit subsidy sources.

Since February, Staff initiated additional marketing efforts, including more one-on-one outreach with riders and stakeholders, production of a “standard-format” pocket schedule to more clearly identify the route as a part of SolTrans’ fixed route system, and reconvening the stakeholder group to review the Board’s direction regarding co-funding. Staff has also recently placed information on the website regarding the need for a decision regarding the future of the service and requesting feedback from the general public.

In addition, consultant Alan Zahradnik was retained to help convene the stakeholder group and define the short-term decision for the current fixed route service, including whether outside funding would be committed. He is also tasked with developing a catalog of alternative service models that may be more appropriate to the current needs on Mare Island, and providing that to stakeholders, Staff and the Board for future consideration.

Working with the stakeholder group, Staff developed two viable options:

- Modification of the route to eliminate Saturday service, which has carried only 11 total riders over the last 9 Saturdays; eliminate several weekday trips, including at least the 7:00 a.m. trip which has carried a total of only 10 passengers over the last 88 service days; and modify other trips to the extent possible to improve access to the US Forest Service facility;
- Suspend the fixed route service.

A meeting with the Mare Island Stakeholder group was held on May 10 and an agreement was reached among those in attendance, or participating by phone. While suspension of fixed route service to Mare Island was justifiable, the modifications described above offer an opportunity to reduce the total cost of the service. There was consensus that it would be appropriate to continue the service with those modifications, *and* that partners would commit to the co-funding requirement. While detailed discussions are ongoing and in some cases approvals from stakeholder boards are required, Staff considers the commitments received thus far as an adequate response to the Board’s co-funding directive.

Another area of stakeholder consensus was that while fares could be charged, they would on their own not amount to enough initially to guarantee the 30% funding, and that charging no fare and receiving the 30% funding directly from stakeholders was a more likely path to success in the short term.

Staff and stakeholders also agreed that whether fixed route service is continued or suspended, Staff should direct the consultant to continue the second phase of the project: to develop and evaluate choices for other service models that could be more appropriate for today, while also providing opportunity for growth and eventual conversion to a permanent fixed route.

FISCAL IMPACT:

The promotional service period will have cost \$45,000 in direct operating costs (hourly operating cost in NEXT contract and fuel) between December 1, 2016 and May 27, 2017, in addition to another \$30,000 in marketing and outreach expenses.

Additionally, the FY 2017-18 operating budget was developed without funding service for Mare Island so continuation of the service beyond the end of June will require a budget adjustment or reduction in an equal amount of other service.

Including estimates of final project partner subsidies and a reduction in service levels from the current 7.3 hours, 6 days per week, to 5.0 hours, 5 days per week, the net incremental cost to SolTrans for the remainder of FY 16-17 is \$5,000 and the additional funding needed for approximately five months in the FY 17-18 operating budget is approximately \$25,000.

PERFORMANCE GOAL:

Goal 1 – Maximize the safety, reliability and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds; **Objective B** - Establish process for developing and implementing service plans/enhancements for improving system performance and reliability; **Strategy iii** - Continuously document system strengths/ weaknesses and outline solutions for improvement; **Objective C - Increase SolTrans' fixed route system performance, including ridership; Strategy i** - Explore opportunities for expanding service to unserved or underserved areas while being mindful of farebox recovery standards, Agency budget constraints, and opportunities for maintain or attracting new funding (specific Activity cited); **Goal 2** - Optimize fiscal health and long-term sustainability; **Objective C - Strategically align financial resources with operational and capital priorities; Goal 3** - Enhance customer satisfaction and build community support for public transportation.

RECOMMENDATION:

1. Authorize the Executive Director to complete funding agreements with Mare Island project partners to include but not be limited to Touro University, Vallejo Unified School District, United States Forest Service, United States Veterans' Administration, Lennar Mare Island (and/or related entities), and Global Center for Success, to provide support for the operation of the Route 9 Mare Island demonstration through a tentative date of November 18, 2017.
2. Direct Staff to continue Route 9 Mare Island, with adjustments including elimination of all Saturday service, elimination of up to four low-ridership weekday trips and modification to routing and schedules as needed to maintain and improve responsiveness of the route to partner needs.
3. Direct Staff to prepare changes to the FY 2017-18 Operating Budget to reflect the additional cost of service and the subsidy to be received from project partners.
4. Authorize the Route 9 Mare Island route to operate as a free fare for the remainder of the demonstration period.

Attachment:

- A. February 16, 2017 Board report including attachments

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TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL ABEGG, PLANNING AND OPERATIONS MANAGER
MONA BABAUTA, EXECUTIVE DIRECTOR
SUBJECT: MARE ISLAND PROMOTIONAL SERVICE STATUS
ACTION: MOTION

ISSUE:

As noted in the Executive Director's report, SolTrans has operated a 3-month promotional service to Mare Island. The promotional period for this route ends on February 28, 2017. Feedback is requested from the Board regarding the termination of the route or conversion to a regular demonstration route, with or without modifications.

DISCUSSION:

Since SolTrans' formation, the desire for service to Mare Island has been regularly expressed by the community. In 2013, SolTrans conducted a market analysis survey which indicated that the largest markets for potential ridership included employees and students at Touro University and Mare Island Health and Fitness Academy (a Vallejo public school). Primary transit demand was expressed as Monday through Friday, during morning and extended evening commute hours.

This survey was combined with demographic analysis, from which the key finding was that students and employees on the island come from a wide area of the North Bay while residents commute to job locations well beyond the SolTrans service area. Any service for Mare Island would need to consider good regional transit connections including the Ferry, Route 80, and perhaps Vine Transit and Route 85 as well. There was no recommended service plan at that time, rather, the conclusions were rolled into the systemwide Route Restructuring Study starting in mid-2014.

The Route Restructuring Study identified three possible service configurations for Mare Island (fixed-route, flex-route, and dial-a-ride), but did not recommend the addition of any service. Service investments were, instead, made to concentrate additional frequency in areas of Vallejo with more developed infrastructure and clearly evident demand and travel patterns. These improvements were initiated in January, 2015.

In the summer of 2015, Staff convened a more focused group of stakeholders consisting primarily of major, island entities among which were VA Clinic, Touro, Lennar Mare Island, and the Vallejo Unified School District. Given the small size and relative affluence of the residential community on the island, the market for residents connecting to the mainland did not seem to be an integral factor in continuing to work toward the launch of a service. SolTrans also engaged the consultant services of Alan Zahradnik to outline a detailed service plan including infrastructure improvements needed for successful transit service.

This stakeholder group continued to meet through the remainder of 2015 and into mid-2016. A service plan was developed that incorporated stakeholder desires and concerns, the original transit vision from the City of Vallejo's Specific Plan, and the practical requirements of operating on the unfinished roadway and pedestrian infrastructure. This service was estimated to cost, after fare revenue, \$230,000 per year and potentially attract up to 100 daily trips. This would result in farebox recovery of approximately 13% and a net cost per passenger of about \$10.

In preparation for the approval and implementation of the 2016-2017 budget, a Staff update was presented in March, 2016, indicating that the addition of service to Mare Island would require 2,500 hours of additional service, and that a 50% share of the subsidy required, that is, \$115,000 annually, should be sought from island stakeholders or, potentially, Mare Island Community Facilities District (CFD) funds. This service plan was reviewed by the Public Advisory Committee in June, 2016. While funding was included in the 2016-2017 budget for increased service, it was not specifically identified for Mare Island, but rather for whatever service increases would become necessary due to demand growth or to react to other market opportunities.

In the interest of collecting live data on the Mare Island service, as well as to understand the interest among stakeholders in participating in funding the service launch, a temporary promotional service was initiated starting on December 1, 2016. (See Attachment A.) This service operates fewer hours per day than the full project as defined previously, and as a promotional service, it is limited to a three-month period, ending February 28, 2017. The route operates from the Vallejo Transit Center and Vallejo Ferry Terminal, and incorporated the extensive feedback of the stakeholder processes of the previous three years. Performance information is summarized in Table 1:

Table 1: Promotional Mare Island Service Performance Data (Dec 2016 – Feb 2017)

Month	Total Riders	Approximate Cost/Month (full rate = \$101/hour)*	Cost/Rider	Rider/Hour
December	21	@ 198 hours	\$19,998	\$952
January	98	@ 190 hours	\$19,190	\$195
February <i>Projected</i>	140	@ 176 hours	\$17,776	\$126
Total <i>Projected</i>	259	564	\$56,964	\$220/Rider
				Average of 0.48/ hour

*NOTE: The “full rate” is the fully-allocated rate for local service calculated through our Cost Allocation Model (CAM), and this rate is used to benchmark performance against other SolTrans routes. However, the marginal rate, which only includes the cost/hour charged by our service contractor and fuel (excludes overhead costs), is less than half the full rate and is used to calculate the budget needed to operate the Mare Island service.

The cost/rider for the Mare Island Service contrasts with the average cost/rider for SolTrans' current, local bus routes, which is \$6.50 per rider. In addition, although ridership (on a per hour basis) rose from month to month, it is only half the ridership of previous new local service implementations after three months, and from a business perspective, far from a sustainable level. Furthermore, SolTrans' local routes carry approximately 12 passengers per hour, whereas the Mare Island service has carried only an average of 0.48 passengers per hour.

FISCAL IMPACT:

The promotional service period has cost \$22,000 in direct operating costs (hourly operating cost in NEXT contract and fuel = marginal rate) between December 1, 2016 and February 28, 2017, in addition to another \$20,000 in marketing and outreach expenses, primarily.

An important consideration is not only whether this money is spent well in serving Mare Island, but also whether the resources are more critically needed elsewhere. As noted, the original service increase budget of 2,500 service hours for FY 2016-17 was intended to meet the greatest needs throughout the SolTrans system, and continuing the service to the end of the fiscal year will consume nearly all of this resource.

PERFORMANCE GOAL:

Goal 1 – Maximize the safety, reliability and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds; **Objective B** - Establish process for developing and implementing service plans/enhancements for improving system performance and reliability; **Strategy iii** - Continuously document system strengths/ weaknesses and outline solutions for improvement; **Objective C - Increase SolTrans' fixed route system performance, including ridership; Strategy i** - Explore opportunities for expanding service to unserved or underserved areas while being mindful of farebox recovery standards, Agency budget constraints, and opportunities for maintain or attracting new funding (specific Activity cited); **Goal 2** - Optimize fiscal health and long-term sustainability; **Objective C - Strategically align financial resources with operational and capital priorities; Goal 3** - Enhance customer satisfaction and build community support for public transportation.

RECOMMENDATION:

Direct Staff to implement changes to the Mare Island promotional service which may include discontinuance, modification, or extension as a demonstration route.

Attachments:

- A. Route 9 Mare Island promotional service map and schedule
- B. Mare Island Survey Form and Summary of Results

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Mare Island Shuttle

MONDAY-SATURDAY

WESTBOUND						EASTBOUND					
Vallejo Transit Center	FERRY TERMINAL	MARE ISLAND WAY / FLORDIA	Vallejo School District Office	VA CLINIC	TOURO UNIVERSITY	8TH / RAILROAD	VA CLINIC	Vallejo School District Office	MARE ISLAND WAY / FLORDIA	FERRY TERMINAL	Vallejo Transit Center
7:00	7:03	7:04	7:10	7:15	7:22	7:27	7:34	7:40	7:46	7:47	7:50
8:00	8:03	8:04	8:10	8:15	8:22	8:27	8:34	8:40	8:46	8:47	8:50
10:00	10:03	10:04	10:10	10:15	10:22	10:27	10:34	10:40	10:46	10:47	10:50
11:00	11:03	11:04	11:10	11:15	11:22	11:27	11:34	11:40	11:46	11:47	11:50
2:00	2:03	2:04	2:10	2:15	2:22	2:27	2:34	2:40	2:46	2:47	2:50
3:00	3:03	3:04	3:10	3:15	3:22	3:27	3:34	3:40	3:46	3:47	3:50
5:00	5:03	5:04	5:10	5:15	5:22	5:27	5:34	5:40	5:46	5:47	5:50
6:00	6:03	6:04	6:10	6:15	6:22	6:27	6:34	6:40	6:46	6:47	6:50

PM trips indicated in bold

*Promotional Shuttle December 2016- February 28, 2017



Mare Island (M.I.) Shuttle Survey

1. Have you ridden the MI shuttle? Yes No

If YES, how many times have you ridden the MI Shuttle?

And, where do you board the shuttle?

Which stop do you get off the shuttle at?

And, what is your final destination?

If NO, why not? (mark all that apply)

I was not aware of it.

The times and/or frequency are not convenient.

It does not stop where I need to go.

Other, please explain:

2. Would you add a stop on the route? Yes No

If YES, where?

3. Would you recommend any time changes to the route?

If YES, when?

Summary of Results: Route 9 Mare Island Community Survey

Total Responses: 11

Riders: 6 (55%)

Non-Riders: 5 (45%)

Times Ridden

1-2 5 (83% of Riders)

3+ 1 (17% of Riders)

Boarding/Alighting Locations (do not add to 100% due to duplicates)

VA Clinic 2 (20%)

Azuar Dr 2 (20%)

Ferry Terminal 5 (50%)

Touro 4 (40%)

Vallejo Transit Center 1 (10%)

Of Non-Riders, Why not? (do not add to 100% due to duplicates)

Not aware 2 (40%)

Times not convenient 3 (60%)

Route not convenient 1 (20%)

Desired Additional Stops

US Forest Service 2 (18% of all surveys)

Other comments

"More constant for some of the more Mare Island residents, need access to grocery stores."

"Time better to Touro University classes."

"Coordinate with Ferry schedule."

"Evening trip to meet Route 80 or 82 late southbound trips would be helpful."

MARE ISLAND PROMOTIONAL SERVICE STATUS

Presented to: The Solano County
Transit Board of Directors

on February 16, 2017

By: Michael Abegg, Planning and
Operations Manager
Mona Babauta, Executive Director

ROUTE AND STOPS



► Destinations:

- Vallejo Transit Center
- Ferry Building
- Vallejo Yacht Club
- Vallejo School District
- Vino Godfather
- Mare Island VA Clinic
- Touro University
- Mare Island Museum
- Dry Docks

SCHEDULE

WESTBOUND						EASTBOUND					
VALLEJO TRANSIT CENTER	FERRY TERMINAL	MARE ISLAND WAY / FLORDIA	VALLEJO UNIFIED SCHOOL DISTRICT	VA CLINIC	TOURO UNIVERSITY	8TH / RAILROAD	VA CLINIC	VALLEJO UNIFIED SCHOOL DISTRICT	MARE ISLAND WAY / FLORDIA	FERRY TERMINAL	VALLEJO TRANSIT CENTER
7:00	7:03	7:04	7:10	7:15	7:22	7:27	7:34	7:40	7:46	7:47	7:50
8:00	8:03	8:04	8:10	8:15	8:22	8:27	8:34	8:40	8:46	8:47	8:50
10:00	10:03	10:04	10:10	10:15	10:22	10:27	10:34	10:40	10:46	10:47	10:50
11:00	11:03	11:04	11:10	11:15	11:22	11:27	11:34	11:40	11:46	11:47	11:50
2:00	2:03	2:04	2:10	2:15	2:22	2:27	2:34	2:40	2:46	2:47	2:50
3:00	3:03	3:04	3:10	3:15	3:22	3:27	3:34	3:40	3:46	3:47	3:50
5:00	5:03	5:04	5:10	5:15	5:22	5:27	5:34	5:40	5:46	5:47	5:50
6:00	6:03	6:04	6:10	6:15	6:22	6:27	6:34	6:40	6:46	6:47	6:50

MARKETING PROGRAM

- **Press Releases:**
 - Service Operating November 30th
 - FREE Island Getaway January 12th
- **Direct Mailers to Residents and Businesses- 3,800**
- **Website and Social Media Postings**
- **Community Outreach to Mare Island Businesses:**
 - Passed out 5,000 fliers

Touro University

VA Clinic

Blu Homes

Vino Godfather

Mare Island Museum

Congressman Mike

Thompson & Senator Bill

Dodd's offices

Ferry Terminal

City of Vallejo

Chamber of Commerce

Vallejo Senior Center

Forest Service

Dry Docks

VUSD

Lennar

Coal Shed

VA Resource Center

WETA

Global Center for Success

- **Free Fare January 14 to February 14**



RIDERSHIP ANALYSIS - SURVEY

- ▶ On bus, on web, mail
- ▶ 11 responses
 - ▶ 6 riders, 5 non-riders
- ▶ Comments:
 - ▶ Timing with Ferry
 - ▶ Timing with Touro classes, esp. evening
 - ▶ Grocery store access for residents

ATTACHMENT B -Agenda Item 9D

SolTrans MARE ISLAND SHUTTLE

Mare Island (M.I.) Shuttle Survey

1. Have you ridden the MI shuttle? Yes No
If YES, how many times have you ridden the MI Shuttle? _____

And, where do you board the shuttle? _____

Which stop do you get off the shuttle at? _____

And, what is your final destination? _____

If NO, why not? (mark all that apply)

I was not aware of it.

The times and/or frequency are not convenient.

It does not stop where I need to go.

Other, please explain: _____

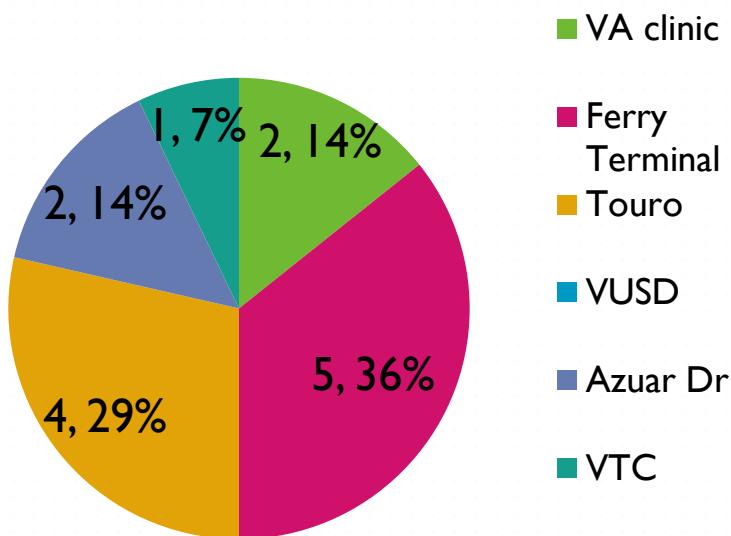
2. Would you add a stop on the route? Yes No
If YES, where? _____

3. Would you recommend any time changes to the route?
If YES, when? _____

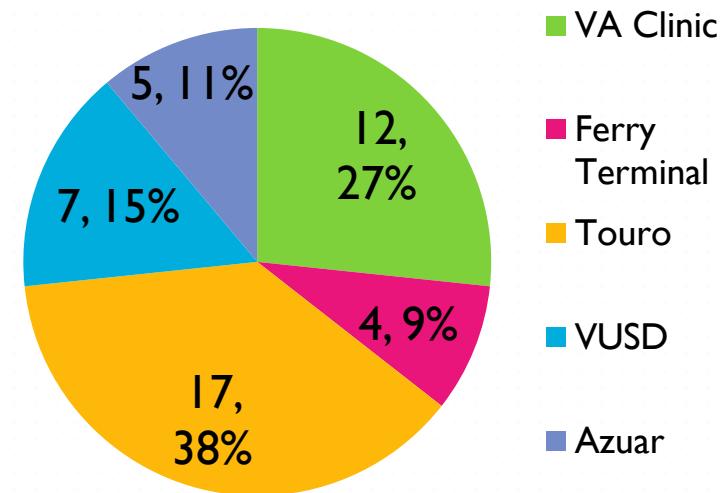
311 Sacramento St, Vallejo, CA 94590 707-648-4666
www.SolTransRide.com

RIDERSHIP ANALYSIS

**What stops do you use?
(Survey)**



**What stops do you use?
(Board/Alight data
VTC excluded)**



PERFORMANCE ANALYSIS

Month	Riders	Cost/Rider	Rider/Hour
December	21	\$952	0.11
January	98	\$195	0.52
February Projected	140	\$126	0.80

Total Projected for Promotional Period

Riders 86 Riders/Month
Cost \$220/Rider
Productivity 0.48 Riders/Hour

SolTrans Typical Local Route Performance

Cost \$6.50/Rider
Productivity 12 Riders/Hour

FISCAL IMPACT

- ▶ Three-month demonstration has cost \$45,000 in direct costs (service, fuel, direct marketing costs)
- ▶ Converting to full Demonstration route will cost \$80,000 for remainder of FY16-17 and \$230,000 for FY17-18
- ▶ Negative impact on system performance due to farebox recovery <1%
- ▶ Other, better opportunities for system enhancements to meet community needs

RECOMMENDATION

- ▶ Direct staff to implement changes to the Mare Island promotional service which may include discontinuance, modification, or extension as a demonstration route.

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MARE ISLAND PROMOTIONAL SERVICE STATUS

Presented to: The Solano County
Transit Board of Directors

on May 18, 2017

By: Michael Abegg, Planning and
Operations Manager

CURRENT STATUS

- ▶ Original 3-month promotion extended to 6 months at February meeting
- ▶ Service scheduled to terminate May 28
- ▶ Continued low level of performance
- ▶ Board direction to deliver co-funding of service and/or recommend service modifications

PERFORMANCE ANALYSIS

Month	Riders	Cost/Rider	Rider/Hour
January	98	\$196	0.51
February	136	\$131	0.77
March	153	\$126	0.80
April	192	\$93	1.09

Total Projected for Promotional Period (excl. Dec.)

Riders 145 Riders/Month
Cost \$128/Rider
Productivity 0.79 Riders/Hour

SolTrans Typical Local Route Performance

Cost \$6.50/Rider
Productivity 12 Riders/Hour

STAKEHOLDER ACTION

- ▶ Stakeholders were presented Board direction: either provide co-funding or service will be eliminated
- ▶ Staff have received commitment of about \$1,300 per month from GCS, Touro, USFS; positive indication from VUSD
- ▶ Stakeholders support reduction in service level to eliminate worst-performing elements

U.S. FOREST SERVICE

- ▶ Not on route due to challenge of serving the site; not present at stakeholder meetings since early 2015
- ▶ Approached SolTrans staff in early May with specific need: parking lot project will eliminate much of on-site parking for four months
- ▶ Motivated and able to provide financial support

FISCAL IMPACT

- ▶ Six-month demonstration has cost \$75,000 in direct costs (service, fuel, direct marketing costs)
- ▶ Not currently funded in FY2017-18 operating budget
- ▶ Negative impact on system performance due to farebox recovery <1%
- ▶ Reduce service level → reduce incremental cost further
- ▶ Proposed service change requires addition of \$25,000 plus marketing costs to FY 2017-18 operating budget (through November)

NEXT STEPS

- ▶ Likely that fixed-route service is not viable at the current levels of development on the Island
- ▶ Some other service model probably better suits the demand levels at this time
- ▶ Second phase of consultant work is to develop and evaluate a catalog of alternatives to fixed-route transit that are appropriate for Mare Island – and some of them may be suitable for other SolTrans purposes as well
- ▶ *Should fixed-route service continue in the interim?*

RECOMMENDATION SUMMARY

- ▶ Execute funding agreements with partners
- ▶ Continue Route 9 Mare Island with adjustments until November
 - ▶ Eliminate Saturday service
 - ▶ Reduce and modify weekday service
- ▶ Update FY17-18 budget to include additional funding
- ▶ Authorize Free fare for remainder of approved period

RECOMMENDATION

1. Authorize the Executive Director to complete funding agreements with Mare Island project partners to include but not be limited to Touro University, Vallejo Unified School District, United States Forest Service, United States Veterans' Administration, Lennar Mare Island (and/or related entities), and Global Center for Success, to provide support for the operation of the Route 9 Mare Island demonstration through a tentative date of November 18, 2017.
2. Direct Staff to continue Route 9 Mare Island, with adjustments including elimination of all Saturday service, elimination of up to four low-ridership weekday trips and modification to routing and schedules as needed to maintain and improve responsiveness of the route to partner needs.
3. Direct Staff to prepare changes to the FY 2017-18 Operating Budget to reflect the additional cost of service and the subsidy to be received from project partners.
4. Authorize the Route 9 Mare Island route to operate as a free fare for the remainder of the demonstration period.

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TO: BOARD OF DIRECTORS
PRESENTER: KRISTINA BOTSFORD, FINANCE & ADMINISTRATION MANAGER
SUBJECT: SOLTRANS' COMPENSATION PHILOSOPHY
ACTION: MOTION

ISSUE:

The SolTrans Board requested that Staff develop a compensation philosophy and bring it to the SolTrans Benefits Subcommittee for feedback prior to bringing it to the Board for review and approval.

DISCUSSION:

As part of the Executive Director recruitment process, the Board requested that Staff draft a compensation philosophy. Staff researched the philosophies of other government agencies and found that many of them do not have a documented philosophy. However, a few examples were found and Staff drafted a philosophy for the Benefits Subcommittee to consider and to offer feedback. Their comments have been included in the attached draft (Attachment A)

The philosophy gives the Board, Staff, and prospective applicants a framework regarding how SolTrans determines compensation in base pay, as well as benefits. The document also provides guidance to Staff for maintaining competitive pay packages.

FISCAL IMPACT:

No fiscal impact will result from the recommended action.

PERFORMANCE GOAL:

Goal 4 - Develop an efficient and effective team of employees for ensuring long-term organizational viability.

RECOMMENDATION:

As recommended by the Benefits Subcommittee, approve the Proposed SolTrans Compensation Philosophy as shown in Attachment A.

Attachment:

- A. Proposed SolTrans Compensation Philosophy

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Compensation Philosophy

This statement of philosophy is intended to provide a broad framework for the Board of Directors and management to understand and guide the decisions that affect employee compensation. SolTrans is committed to providing competitive total compensation (salary and benefits) as part of an overall strategy to attract and retain well-qualified employees who exemplify our organizational values. Compensation, including benefits, will be competitive with the average pay and benefits of comparable transit and public agencies in the San Francisco Bay Area.

In evaluating competitive compensation, SolTrans will consider:

- Financial sustainability as reflected in our forecast and reserve requirements
- Stability in staffing and retention
- Community acceptability since taxpayers ultimately fund all employee compensation
- Internal equity between job classifications for each position
- Other relevant factors that may include unforeseen economic changes, changes in services offered, or changes in regulatory or legal requirements

At least every three years, SolTrans will evaluate, and if necessary, update its salary scale for each position, benefits programs, and policies to assess market competitiveness, effectiveness, and compliance with State Law.

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TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL ABEGG, PLANNING AND OPERATIONS MANAGER
JAMES MCELROY, CONSULTANT TO STA
SUBJECT: SOLANO TRANSPORTATION AUTHORITY EXPRESS CORRIDOR
STUDY UPDATE AND IMPLEMENTATION PLAN REVIEW
ACTION: INFORMATIONAL

ISSUE:

The Solano Transportation Authority's (STA) Express Corridor Study has reached the conclusion of the study phases and the start of the implementation phase. The transition from study to implementation requires significant feedback and agreement on the part of SolTrans in order to go from plan to operation.

DISCUSSION:

Attached as a refresher, is information provided at the February 16, 2017 meeting describing the history of the project as well as steps forward to implementation, including a number of items identified as "Significant Issues to be Resolved Prior to Operational Readiness."

Staff and STA will provide a presentation describing progress since February and highlighting the "critical path" items for successful implementation.

FISCAL IMPACT:

As described in February, initial implementation of the plan is likely to be close to cost-neutral for SolTrans. More detailed cost and revenue impacts will be prepared prior to Board action to authorize implementation.

PERFORMANCE GOAL:

Goal 1 – Maximize the safety, reliability and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds; **Objective A** - Implement technologies and infrastructure/equipment improvements for enhancing and monitoring system performance; **Objective C** - Increase SolTrans' fixed route system performance, including ridership; **Goal 2** - Optimize fiscal health and long-term sustainability; **Objective C** - Strategically align financial resources with operational and capital priorities; **Goal 3** - Enhance customer satisfaction and build community support for public transportation.

RECOMMENDATION:

Informational.

Attachment:

- A. February 16, 2017 Board Report and Attachments



TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL ABEGG, PLANNING AND OPERATIONS MANAGER
SUBJECT: SOLANO COUNTY/SOLANO TRANSPORTATION AUTHORITY
EXPRESS CORRIDOR STUDY UPDATE AND IMPLEMENTATION
PLAN REVIEW
ACTION: INFORMATIONAL

ISSUE:

The Solano Transportation Authority's (STA) Express Corridor Study has reached the conclusion of the study phases and the start of the implementation phase. The transition from study to implementation requires significant feedback and agreement on the part of SolTrans in order to go from plan to operation.

DISCUSSION:

Brief History of STA Express Corridor Study

The STA Express Corridor Study dates back to 2013, when Phase 1 was launched. The goal of the entire study, including the current Phase 2, is "to recommend a regional transit service design that responds to changes in the market and technology." The key findings at the end of Phase 1 in a Recommended Transit Strategy are best summarized in the following paragraph:

"The proposed route structures are more 'trunk-oriented' and 'BART-like' than the current service patterns. The service design relies on passengers-getting-to-transit (rather than transit getting to passengers). This principle is reinforced by incrementally evolving the freeway system and the planned express lanes into a multimodal facility that supports transit services well."

Attachments A and B depict the current SolanoExpress network and the Phase 1 Study recommended network. The current SolTrans SolanoExpress Routes 78, 80 and 85 would be only modestly changed in the preferred alternative (known as Alternative B – BART-Like Trunk System). Route 78 would be modified into what is now Route B by reducing the number of stops in Contra Costa County to a single stop at Walnut Creek BART and substantially increasing frequency. Routes 80 and Route 85 would be combined into a single long route (Route A) from El Cerrito del Norte BART to Suisun City. This would result in a slightly increased level of service compared to current Route 80, greatly expanded levels of service on what is now Route 85, and a shift in the north terminal of Route 85 from Solano Town Center Mall to Suisun City Amtrak Station.

In addition, Phase 1 proposed a series of capital improvements required to get full value from the new transit network. Among those affecting current and proposed SolTrans operations would be improvements to I-80 ramps at Texas Street adjacent to Fairfield Transportation Center,

establishment of a new online-style station on I-80 near Solano College Fairfield, installation of on/off freeway stops at Hiddenbrooke and I-80 and Highway 37 and Fairgrounds, and transit priority treatments along Curtola Parkway in Vallejo and Military in Benicia. The Phase 1 recommendations also included changing from the existing bus type (primarily the 45-foot “highway coach” built by MCI and other vendors), to a 42-foot, low-floor, double-deck coach offering higher capacity and greater accessibility for passengers of all mobility levels.

Finally, Phase 1 laid out the workplan for Phase 2, described at that time as the “Implementation” phase, but perhaps better described as the “Getting to Implementation” phase. Elements of Phase 2 were to include:

- Service Plan Workplan, including detailed schedules and cost estimates, identification of speed improvements, and a consistent “look and feel” amongst the various services;
- Transition Plan to fill out the schedule for transitioning from the current service to the final service plan, designating 2020 for full implementation and developing implementation milestones along the way, as well as coordination with finance and capital plans;
- Service Provider Coordination, including SolTrans, FAST, other County operators, and NFTA;
- Financing Plan to identify amounts and sources of operating and capital funds;
- BART Coordination Issues surrounding BART capacity and fare equity;
- Solano College “Universal Pass” to increase the attractiveness of intracounty trips amongst the various operators and local systems, as well as SolanoExpress; and
- Capital Plan, including vehicle size and type, and the 5-, 10-, and 15-year facility improvements.

Status of Phase 2 and Implementation Plan

In October 2015, at the start of Phase 2, STA staff made a brief presentation to the SolTrans Board summarizing the results of Phase 1 and setting the expectation for Phase 2. Since that time, work has progressed, although no updates have come back to the SolTrans Board.

At its January 2017 meeting, the Intercity Transit Consortium was asked to endorse the draft Final Report for Phase 2, now described as the Corridor Plan Implementation, with the intent that the STA Board would adopt this report and conclude Phase 2 at its February meeting. As work on Phase 2 progressed, the workplan, as stated at the end of Phase 1, received several adjustments. In addition to completion of the Phase 2 documentation by the selected consultant, an additional outside resource was engaged in the form of a firm to prepare detailed schedules and bus assignments. This work supported the efforts of the interagency Implementation Working Group, consisting primarily of STA staff and staff of FAST and SolTrans.

Substantial effort was spent in Phase 2, refining the high-level Phase 1 service plan. Initially, it was determined that the recommended plan, as defined in Phase 1, would cost about 50 percent more than originally expected; but, furthermore, that it would also provide excessively high levels of service in some areas, while failing to adequately serve some established demand patterns.

A key milestone was the development of the “Round 3” schedule proposal which now serves as a baseline proposal, illustrated in Attachment C. It represents a significant scaling-back of the original Phase 1 recommendation (to below the current number of hours of service), by greatly reducing frequency and service span on Route A north of Vallejo, and on parts of Route C between Contra Costa County and Sacramento, to approximately their current levels, while adding back a direct, peak-only service between Fairfield and del Norte (Route AX). The current

status of schedule development is to strategically add back other elements of the Phase 1 proposal to achieve maximum benefit while not exceeding the current number of service hours.

Compared to the existing route structure, there are some benefits to Vallejo and Benicia, although also some disadvantages. The primary benefit would come from the increase in service provided by FAST at the Benicia Bus Hub from 13 daily round trips to 21. For Vallejo customers, there would be marginally more direct service to Fairfield, and a direct service to Suisun City Amtrak station. This would be offset by the loss of direct intracounty express service to Kaiser Hospital in Vallejo and the Solano Town Center Mall in Fairfield. In addition, because of the length of the combined Route 80/Route 85 trips (3 hours round trip), it is likely that reliability will suffer from traffic delays enroute.

As a result of the effort expended on developing an affordable and attractive service plan, most of the other elements of the original Phase 2 workplan have received very little attention. Service Provider Coordination has been coupled with the Service Plan Workplan development as the operators have been involved in the development of the schedules for initial implementation. However, the future-looking elements, including the Transition Plan and the Financing and Capital Plans to support it, have not received any attention. Likewise, little has been accomplished in addressing BART coordination. A small but significant step forward to the “Universal Pass” program was created with all operators now providing pass sales through Solano College; during the meetings leading up to this, there was agreement amongst operators that a Universal Pass would be something to address once the initial program had been launched.

Significant Issues to be Resolved Prior to Operational Readiness

As a result here are a number of significant issues that must be addressed prior to confirming the service plan and implementing service. SolTrans Staff is very concerned that there continues to be a rush to implement a project without demonstrable benefits to customers, while leaving out elements that would deliver benefits to an interdeterminate future.

- Decision on fares within the County and for Intercounty routes
- Resolution of BART fare and capacity concerns
- Estimation of ridership impacts resulting in changes to subsidy requirements
- Stop location at Highway 37 and Fairgrounds Drive – the Round 3 service plan cannot use existing stop
- Need for minor stop improvements at Vallejo Transit Center and consideration of a Route A stop near Sereno Transit Center
- Resolution of Central Contra Costa County BART station stop choice (Pleasant Hill versus Walnut Creek)
- Revisions to service allocation between FAST and SolTrans
- Transition plan (including financial and capital) to future, higher service levels that deliver measurable benefits to the community

FISCAL IMPACT:

STA’s intention as of January 2017 is to constrain the service plan to remain within existing and planned resources for SolanoExpress service. The initial service plan, based on the recommendations of Phase 1 and updating of running times to reflect current realities, resulted in a plan requiring 110,000 annual revenue hours. Even assuming some modest growth in route productivity resulting in a lower subsidy per revenue hour, this amount of service would require a nearly 50% increase in subsidy resources.

The current system-level proposal of 72,000 annual revenue hours is essential “total operating cost” neutral, compared with current service levels. As such, the other improvements in scheduling, routing, and operations would be expected to improve ridership and therefore reduce net operating costs. However, the level of ridership improvement gained while keeping the number of service hours essentially the same is not likely enough to fundamentally change the route performance.

Furthermore, as the routes likely to be operated by SolTrans would not fundamentally change, any improvement in farebox recovery is likely to only affect FAST-operated routes. It is therefore likely that implementation of the current proposed service plan would be cost-neutral for SolTrans.

PERFORMANCE GOAL:

Goal 1 – Maximize the safety, reliability and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds; **Objective A** - Implement technologies and infrastructure/equipment improvements for enhancing and monitoring system performance; **Objective C** - Increase SolTrans’ fixed route system performance, including ridership; **Goal 2** - Optimize fiscal health and long-term sustainability; **Objective C** - Strategically align financial resources with operational and capital priorities; **Goal 3** - Enhance customer satisfaction and build community support for public transportation.

RECOMMENDATION:

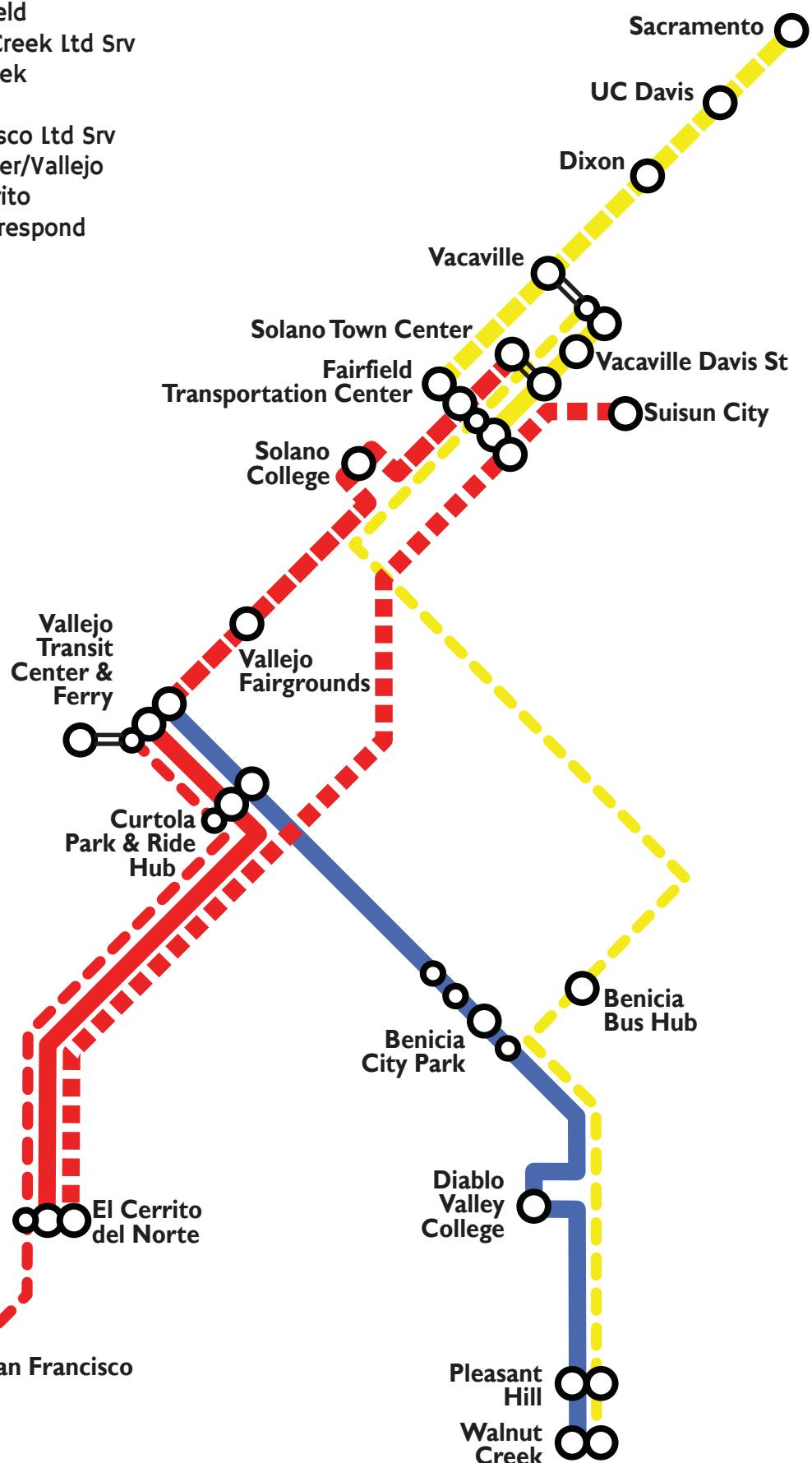
Informational. (However, as a discussion item, any Board member comments will be reflected in ongoing Staff work to deliver the project.)

Attachments:

- A. Current SolanoExpress Network
- B. Phase 1 Recommended Network
- C. Phase 2 “Round 3” Network and add-back priorities

CURRENT SOLANOEXPRESS NETWORK

- 20 Vacaville/Fairfield
 - 30 Sacramento/Fairfield
 - 40 Vacaville/Walnut Creek Ltd Srv
 - 78 Vallejo/Walnut Creek
 - 80 Vallejo/El Cerrito
 - 82 Vallejo/San Francisco Ltd Srv
 - 85 Solano Town Center/Vallejo
 - 90 Suisun City/El Cerrito
- Note: Colors used correspond to future corridors

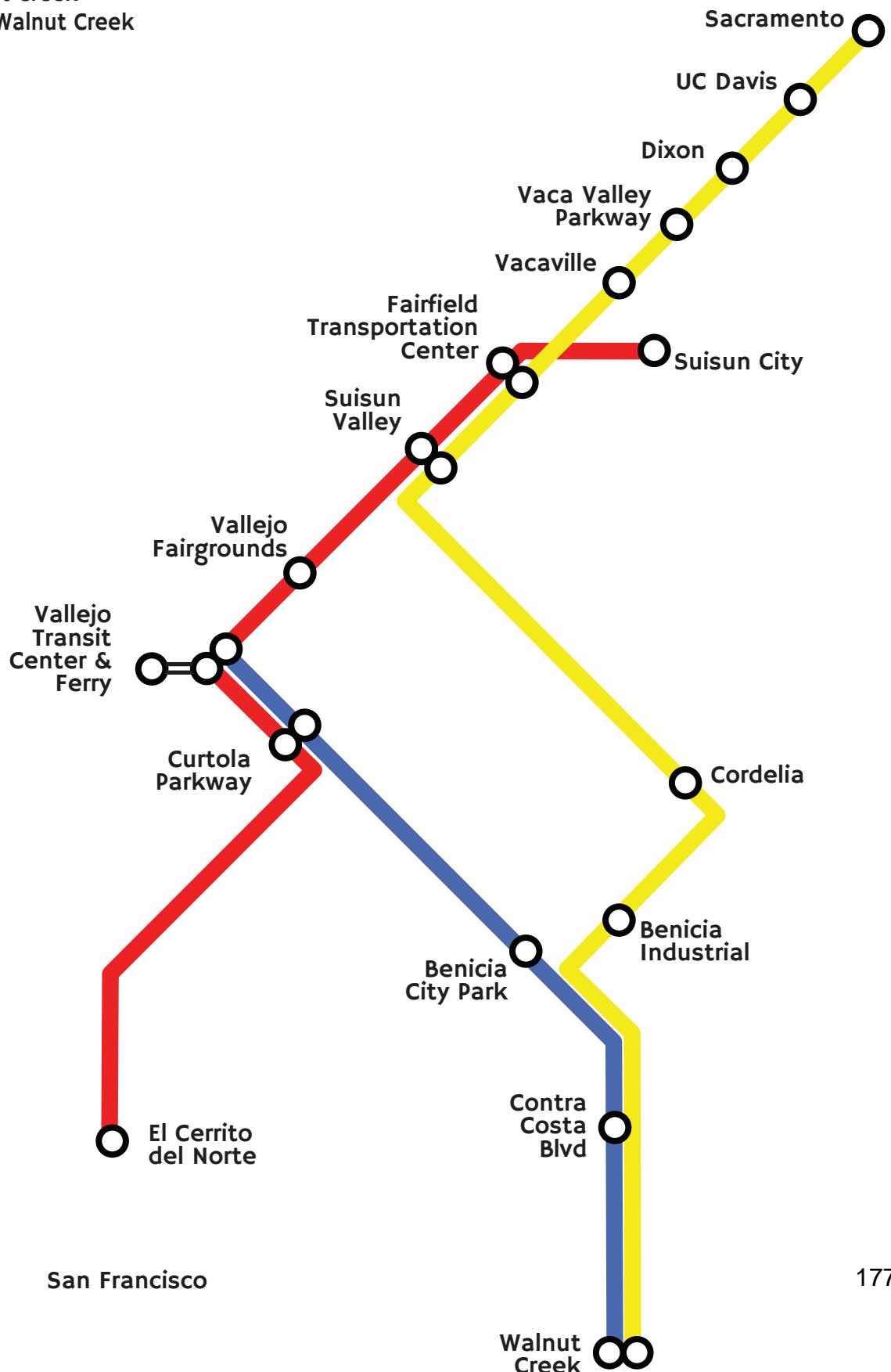


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PROPOSED SOLANOEXPRESS TRANSIT NETWORK

Phase I, Alternative B

- A Suisun City/El Cerrito
- B Vallejo/Walnut Creek
- C Sacramento/Walnut Creek

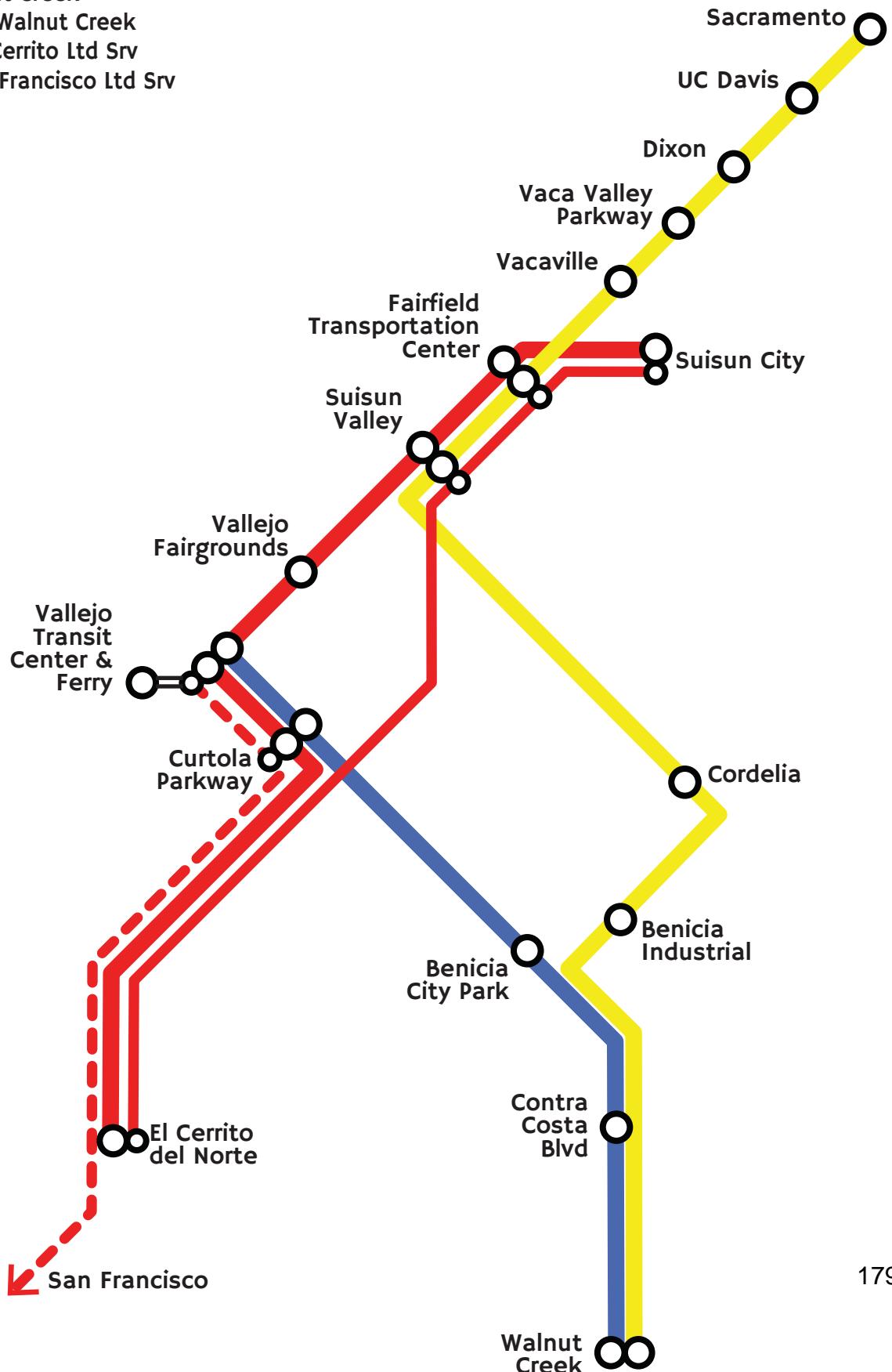


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PROPOSED SOLANOEXPRESS TRANSIT NETWORK

Phase 2, Round 3

- A Suisun City/El Cerrito
- B Vallejo/Walnut Creek
- C Sacramento/Walnut Creek
- AX Fairfield/El Cerrito Ltd Srv
- AZ Vallejo/San Francisco Ltd Srv



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SOLANO TRANSPORTATION AUTHORITY EXPRESS CORRIDOR STUDY UPDATE AND IMPLEMENTATION PLAN REVIEW

**Presented to: The Solano County
Transit Board of Directors**

on May 18, 2017

**By: Michael Abegg, Planning and
Operations Manager**

CURRENT STATUS

- ▶ Reported in February; Board requested additional updates
- ▶ Focus of 2017 work has been Operations Planning and Implementation Work Group
- ▶ STA and operators recognizing need to improve cost-effectiveness of the SolanoExpress service package
 - ▶ Route 80 performs very well, Route 90 performs okay
 - ▶ Routes 20, 30, 40, 78, and 85 lagging

KEY IMPLEMENTATION STEPS

► Information Collection

- Fare policy and payment methods
- Ridership and revenue estimates
- Finalize operating plan (hours, buses, operator assignments)
- Adjust fleet plans

► Public review

- Comment on specific route adjustments
- Route 78 in Contra Costa County; Route 85 Solano College-Fairfield
- Route designation and public information processes

KEY IMPLEMENTATION STEPS

- ▶ Infrastructure (SolTrans side)
 - ▶ **Highway 37 & Fairgrounds (Solano 360)**
 - ▶ Bus stop upgrades in Vallejo (Sonoma/Sereno, VTC)
 - ▶ Fare collection upgrades?
- ▶ Fairfield side
 - ▶ West Texas Gateway coordination
 - ▶ Solano College Fairfield
 - ▶ Solano College Vacaville stop installation
 - ▶ Sacramento stop upgrades
 - ▶ Sacramento layover location

SolanoExpress

CORRIDOR STUDY UPDATE AND IMPLEMENTATION PLANNING



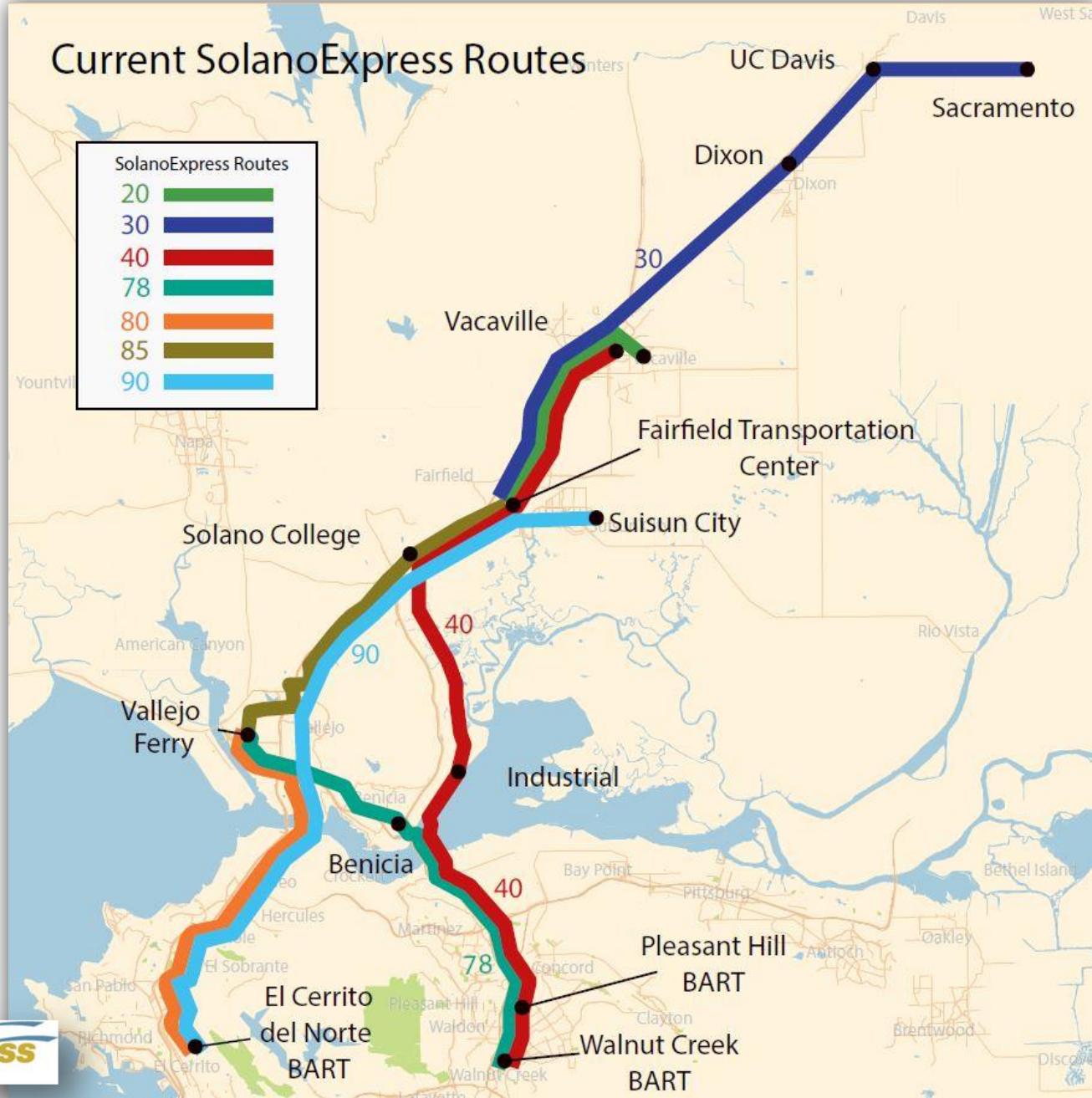
Service Change Need

- 2004 – Last system-level review of SolanoExpress service
- Built on expedience and opportunity
- Service not clear or easy to understand
- Areas of duplication
- Except for Route 80, service frequencies are below standard
- Connections between Solano cities are slow or infrequent



Current SolanoExpress Routes

SolanoExpress Routes
20
30
40
78
80
85
90



FY Transit Corridor Study Phase 1 (2014) Performance Measures/Evaluation

Measures		FAST	FAST	FAST	SolTrans	SolTrans	SolTrans	FAST
Service Productivity	Benchmark	20	30	40	78	80	85	90
Passengers per Vehicle Revenue Hour	25.0	14.1	10.8	7.1	8.5	25.5	13.1	16.2
Passengers per Trip	15.0	6.9	9.4	8.8	8.2	15.8	12.0	14.8
Passengers per Vehicle Mile Revenue Mile	1.0	0.6	0.3	0.2	0.4	0.7	0.4	0.5
Peak Corridor Demand (Hourly Demand / Capacity)	85.0%	42%	52%	40%	42%	88%	35%	66%
Capacity Utilization (Passenger Miles / Seat Miles)	35.0%	11%	18%	15%	14%	20%	15%	27%
Cost Efficiency	Benchmark	20	30	40	78	80	85	90
Cost per Vehicle Revenue Hour	\$125.00	\$106.68	\$119.94	\$103.95	\$105.73	\$107.06	\$99.34	\$116.68
Cost per Vehicle Revenue Mile	\$5.00	\$4.31	\$3.40	\$3.43	\$5.39	\$3.01	\$3.29	\$3.38
Cost per Revenue Seat Mile	\$0.10	\$0.08	\$0.06	\$0.06	\$0.10	\$0.06	\$0.06	\$0.06
Cost Effectiveness	Benchmark	20	30	40	78	80	85	90
Subsidy per Passenger Trip	\$3.50	\$5.65	\$7.31	\$10.36	\$9.01	\$1.31	\$5.48	\$2.94
Revenue per Revenue Seat Mile	\$0.04	\$0.02	\$0.02	\$0.02	\$0.03	\$0.04	\$0.02	\$0.04
Farebox Recovery Ratio (STA)	50%	25%	34%	29%	28%	69%	28%	59%
Farebox Recovery Ratio (RM2 RC)	30%	N/A	34%	29%	N/A	N/A	N/A	N/A
Farebox Recovery Ratio (RM2 RAD)	20%	25%	N/A	N/A	28%	69%	28%	59%

Performance scale compared to benchmark:

Worse Just Below Better



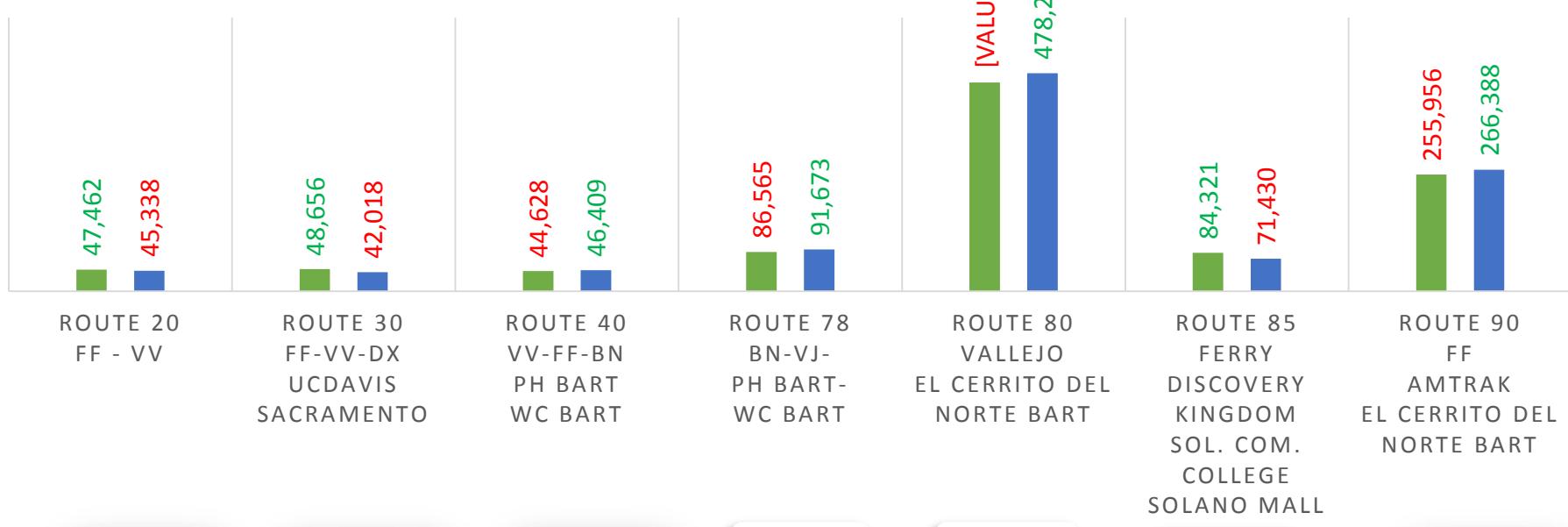
Overall Ridership Increase 1.5%

FY 2015-16	1,041,495 Passengers
FY 2014-15	1,025,620 Passengers
Overall Increase	15,875



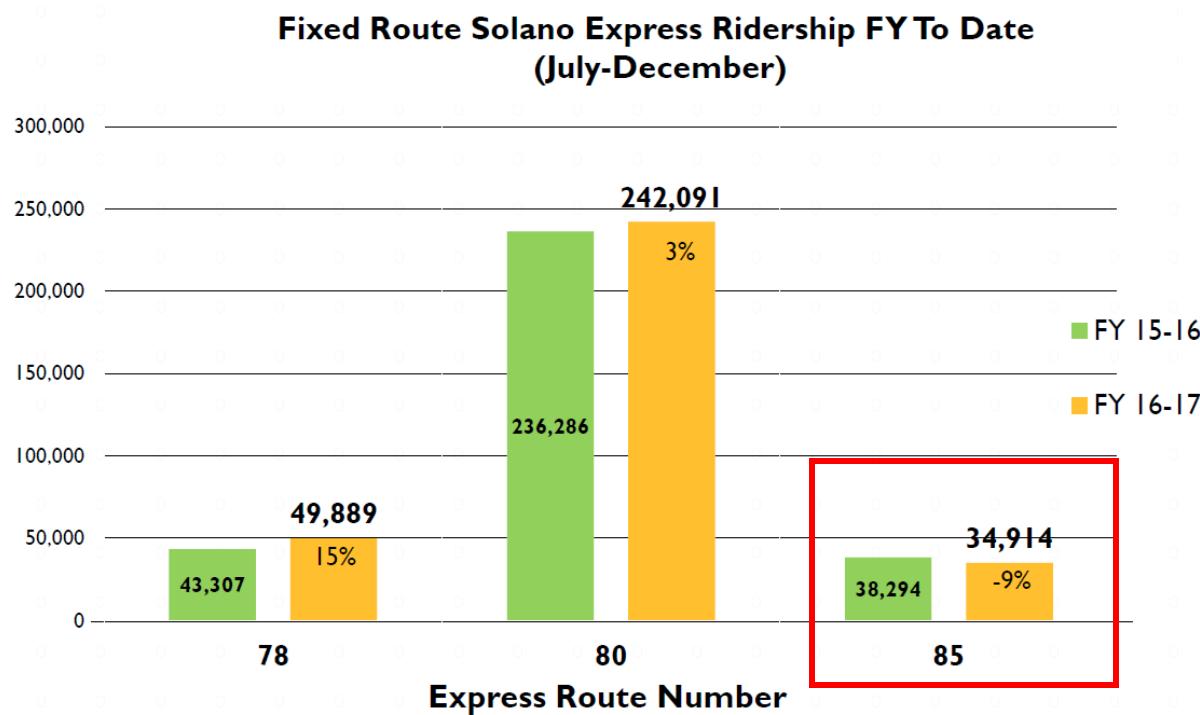
RIDERSHIP COMPARISON

■ 2015 ■ 2016



189

SolTrans Solano Express Boardings



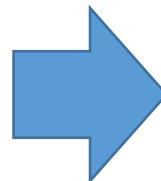
Corridor Transit Service Progress

- Corridor Study - Completed
 - Analyzed existing service
 - Alternatives for new service
 - Preferred alternative selected
- Corridor Study Phase 2 - Completed
 - Refined preferred alternative
 - Implementation planning
- Implementation Planning – Current
 - Schedules and operating framework under development
 - Capital projects identified and Capital funding plan initiated



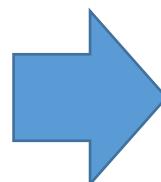
Route Consolidation

- 80 – Vallejo/ BART El Cerrito DN
- 85 – Vallejo/Fairfield Express



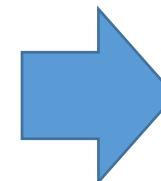
- A – Red Line (SolTrans)

- 20 – Fairfield/Vacaville TC
- 30 – UC Davis/Sacramento
- 40 – Fairfield/BART PH and WC
- 90 – Fairfield/BART El Cerrito DN



- B - Yellow Line (FAST)

- 78 – Vallejo/BART PH and WC



- C – Blue Line (SolTrans)



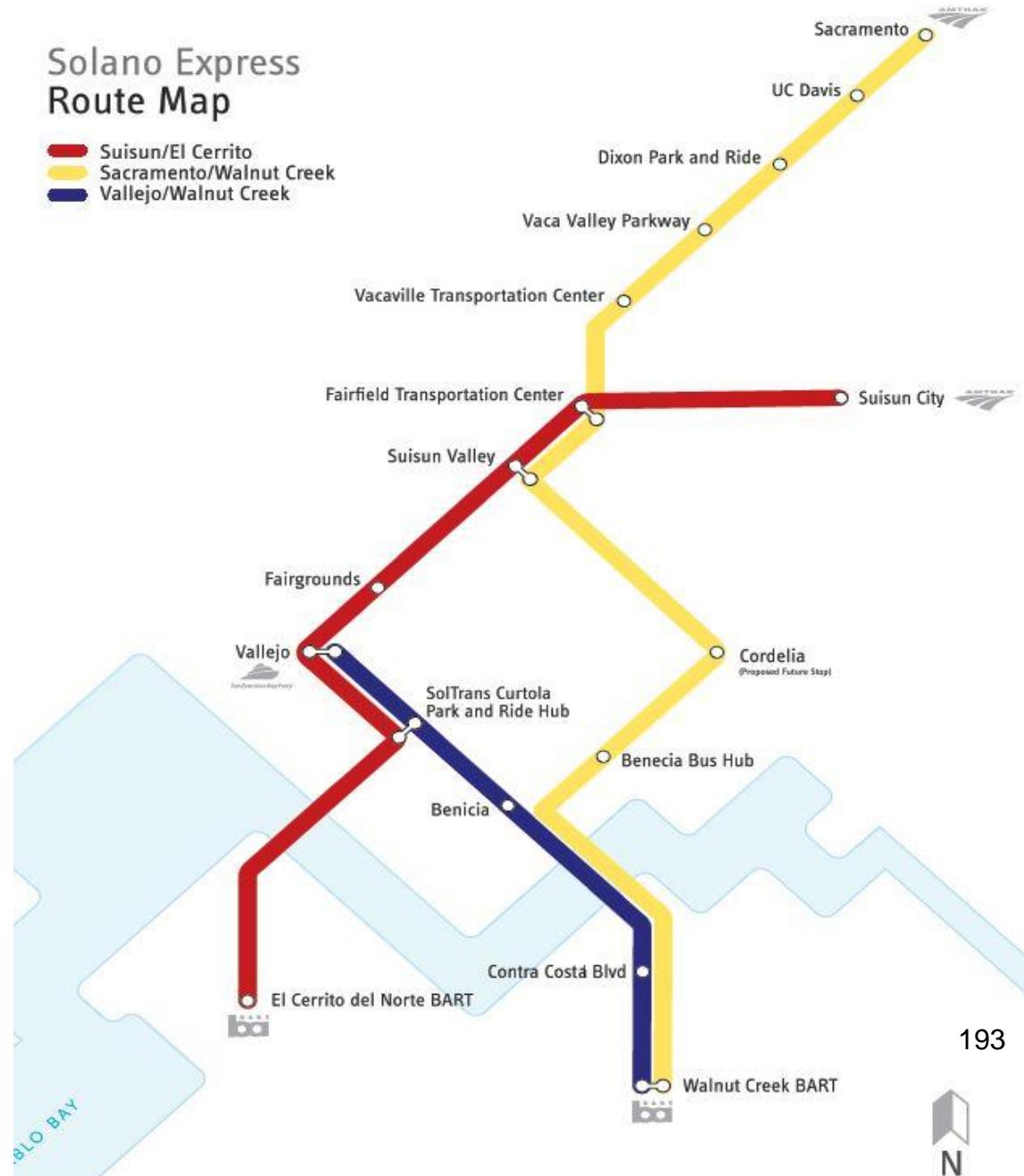
SolanoExpress

Proposed Routing

- BART-like service design
- Ability to travel from Solano County city to Solano County city employment and activity center, quickly, primarily on the freeway.
- Good connections to Vallejo Ferry and BART
- Access to Sacramento, UC Davis and local colleges
- Frequent service throughout the day and into the evening
- New service is in alignment with Moving Solano Forward Economic Strategy
- Minimum 35 mph operation

Solano Express
Route Map

- Suisun/El Cerrito
- Sacramento/Walnut Creek
- Vallejo/Walnut Creek



SolTrans Service Notes

- 85 Consolidates with 80 to Create A-Red Line
 - Vallejo routing streamlined
 - Loop to Solano Mall dropped
 - Faster travel times to SCC and Fairfield
 - Service extended to Amtrak/Cap Corridor Suisun
- 78 Renamed C-Blue Line
 - Routing in Contra Costa County to be determined
 - Recommend reducing to one terminal at BART



Implementation Approach

Step 1, Yellow, Red Express and Blue

1. Consolidates the 20, 30, and 40
2. Route 90 became Red Express
3. Red Express is FAST peak period service
4. Completion of Fairfield & Vacaville College stops
5. Blue is the SolTrans route 78 with limited changes
6. FY 2017-18

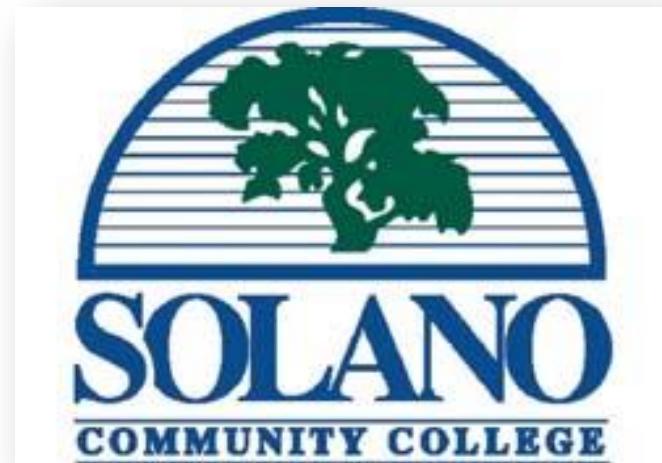
Step 2, Implement Red Line

1. Consolidate 80 and 85
2. Completion of Highway 37 at Fairgrounds bus stop
3. FY 2018-19



Key Capital Projects

- Highway 37 at Fairgrounds Drive/Six Flags (FY 2018-19)
- Solano Community College – Fairfield Campus (FY 2017-18)
- Solano Community College – Vacaville Campus (FY 2017-18)



Bus Stop

Highway 37 at Fairgrounds Drive

Bus Stop

4 min
~0.2 mile

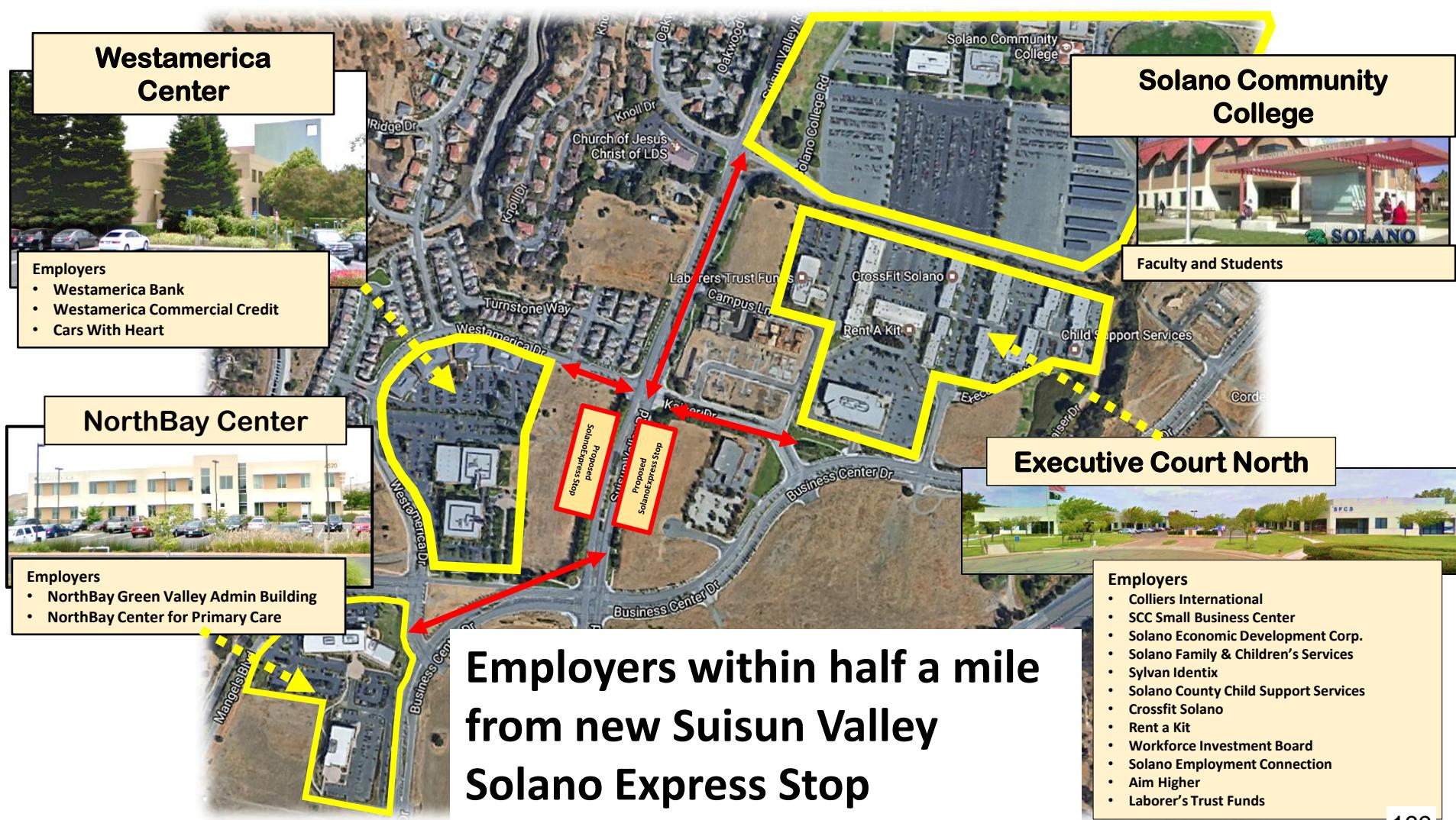


Current Stop Location
(Off Map)¹⁹⁷

Highway 37 at Fairgrounds Drive/Six Flags



- Current Route 85 service travels on streets through Vallejo, and takes approximately 20 minutes between Six Flags stop and the Vallejo Transit Center (VTC)
 - New schedule proposes 8 minutes (saves 12 minutes per trip)



Primary Action Items



- Review and approval by the STA Board
- Complete Phase 1 capital projects
- Develop fare structure
- Key Terminals for Yellow Line
- Schedules finalized
- Determine implementation dates
- Appropriate public hearings and other regulatory tasks
- Outreach and marketing campaign
- Implement new Service Plan for Blue, Yellow, & Red Express

RECOMMENDATION

Informational

Questions?

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TO: BOARD OF DIRECTORS
PRESENTER: MANDI RENSHAW, PROGRAM ANALYST I
SUBJECT: PUBLIC OUTREACH REPORT FOR MAY 2017
ACTION: INFORMATIONAL

ISSUE:

SolTrans' focus is to identify opportunities for public outreach through strategic partnerships, and to establish public outreach programs and activities that are valued by the community.

DISCUSSION:

The Board last received a Marketing and Public Outreach Report in April 2017; therefore, the current report summarizes the events and promotions held during the first three weeks of May 2017, and highlights the events and promotions Staff plans on participating in to build relationships with community organizations for the remainder of May, as well as June and July 2017.

Past Events and Promotions

- **April**
 - SolTrans participated in Solano Community College's Earth Day celebration on April 26th by displaying the new electric bus and sharing information about SolTrans' new technologies.
- **May**
 - SolTrans provided FREE shuttle service from Benicia and Vallejo to the Solano Land Trust Events and Lynch Canyon on May 6th and will provide the service again on June 3rd.
 - SolTrans provided FREE shuttle service in partnership with Vallejo's Carnevale Fantastico! on May 6th and 7th.
 - SolTrans provided FREE shuttle service in partnership with Benicia's Artists Open Studio event on May 6th and 7th.
 - SolTrans hosted an Energizer Station for Bike to Work Day on May 11th. Staff hosted the station from 6am-10am and handed out food and drinks to bicyclists and transit users.
 - Staff presented to the Carquinez Village Group and provided attendees with a field trip on Route 20 on May 18th.

Upcoming Events and Promotions

- **May**
 - SolTrans will provide FREE shuttle service to Benicia's Memorial Day ceremony at the Benicia Military Cemetery.

- **June**
 - Staff will host a table at Vallejo's Pista sa Nayon event at the Vallejo Waterfront to provide transit services information and promotional items on June 3rd.
 - SolTrans will once again offer discounted youth passes for the 2017 summer months with the Summer Slice promotion. Day passes will be \$1 and 31-Day local youth passes are \$15 beginning June 12th through August 31st.
 - SolTrans will support Dump the Pump Day on Thursday, June 15th, with free rides on all local routes.
 - Staff will host a table at Vallejo's Juneteenth event at Vallejo's City Park, 425 Alabama St., to provide transit services information and promotional items on June 17th.
 - SolTrans will celebrate its 6th anniversary of assuming transit operations with \$0.25 local rides the week of June 26th -30th.
- **July**
 - SolTrans will participate in the Benicia Torch Light Parade July 3rd. SolTrans Staff and National Express operations staff are encouraged to participate.
 - SolTrans will participate in the Vallejo 4th of July Parade. SolTrans Staff and National Express operations staff are encouraged to participate.

Sponsorships:

Staff has participated in community programs and events through sponsorships, and in return, the Agency receives recognition through marketing and logo placement. Since January 2017, SolTrans has sponsored the Visit Vallejo Customer Service Training, Sustainability Community Breakfast, Vallejo Women's Chamber Entrepreneurial Event, Rebuild Together Solano County, Florence Douglas Senior Center International Gala and Auction, Youth Ag Day and Carnevale Fantastico!

Planned Outreach for 2017:

Staff plans to continue building the existing relationships with community partners and to attend the already calendared 28 outreach events, as well as explore new partnerships to enhance events with public transportation information. Staff will continue to research ridership trends and find new ways to build ridership with fare promotions and free community shuttles to events in both Benicia and Vallejo.

FISCAL IMPACT:

The cost of promotional materials and support for community outreach is constrained by the FY 2016-17 budget.

PERFORMANCE GOAL:

Goal 3 – Enhance customer satisfaction and build community support for public transportation;
Objective D – Establish a public outreach program that is valued by the community and result in strong, mutually beneficial partnerships.

RECOMMENDATION:

Informational.

SOLTRANS MARKETING AND OUTREACH UPDATE

Presented to: The Solano County Transit
Board of Directors
on May 18, 2017

By: Mandi Renshaw,
Program Analyst



APRIL EVENTS

- ▶ Solano Community College Earth Day Event, April 26th



MAY PROMOTIONS

- ▶ **Solano Land Trust Events at Lynch Canyon**, community shuttle connecting Vallejo and Benicia to the events
- ▶ **Benicia Open Studios**, Community Shuttle May 6th-7th
- ▶ **Carnevale Fantastico!**, Community Shuttle May 6th-7th

Benicia Open Studios Shuttle Schedule



Arts Benicia	1st and H St	1st and F st	Vetrans Hall
10:00	10:10	10:15	10:20
10:30	10:40	10:45	10:50
11:00	11:10	11:15	11:20
11:30	11:40	11:45	11:50
12:00	12:10	12:15	12:20
12:30	12:40	12:45	12:50
1:00	1:10	1:15	1:20
1:30	1:40	1:45	1:50
2:00	2:10	2:15	2:20
2:30	2:40	2:45	2:50
3:00	3:10	3:15	3:20
3:30	3:40	3:45	3:53
4:00	4:10	4:15	4:20
4:30	4:40	4:45	4:50
5:00	5:10	5:15	5:20
5:30

IRONHORSE Sutter Health Sutter Solano Medical Center Sardella's EG REPUBLIC SERVICES Goldfather J&B



Celebrate Lynch Canyon's 10 Year Anniversary!
Kite Festival & Kids-Fest
Saturday, May 6th • Noon - 4pm
• The festival is free! • Bring a kite & drinking water!
• All ages & ability levels are welcome! Lot of kids' activities!
• Food trucks will be on site, or bring your own picnic • Please, no dogs
visit solanolandtrust.org



SolTrans 207

MAY EVENTS

- Bike to Work Day Energizer Station 2017
 - Vallejo Transit Center
 - May 11th 6am-10am
 - 12 Bikers
- Carquinez Village Group Field Trip
 - May 18th 10:30am
 - 30 Seniors
 - Field Trip on the Route 20



UPCOMING MAY PROMOTIONS

► Benicia's Memorial Day Ceremony, Community Shuttle May 29th



1st & Military City Park	Benicia Military Cemetery	Benicia Military Cemetery	1st & Military City Park
7:45	7:50	7:55	8:00
8:05	8:10	8:15	8:20
8:25	8:30	8:35	8:40
8:45	8:50	8:55	9:00
9:05	9:10	9:15	9:20
9:25	9:30	9:35	9:40
9:45	9:50	9:55	10:00
10:05	10:10	10:15	10:20
10:25	10:30	10:35	10:40
10:45	10:50	10:55	11:00
11:05	11:10	11:15	11:20
11:25	11:30	11:35	11:40
11:45	11:50	11:55	12:00

PM Times in **BOLD**

Please see www.SolTransRide.com for shuttle schedule

UP COMING JUNE AND JULY EVENTS

► June

- ▶ Vallejo's Pista sa Nayon event at the Vallejo Waterfront, June 3rd.
- ▶ Summer Slice promotion- discounted youth passes for the 2017 summer months, June 12th through August 31st .
- ▶ Soccer Clinic for Girls, Transportation for participants to Dan Foley Field, June 10th
- ▶ Dump the Pump Day -Thursday, June 15th, with free rides on all local routes.
- ▶ Vallejo's Juneteenth event at Vallejo's City Park, June 17th.
- ▶ 6th anniversary SolTrans with \$0.25 local rides, June 26th -30th.

► July

- ▶ Benicia Torch Light Parade, July 3rd
- ▶ Vallejo 4th of July Parade, July 4th

THANK YOU!

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TO: BOARD OF DIRECTORS
PRESENTER: KRISTINA BOTSFORD, FINANCE & ADMINISTRATION MANAGER
SUBJECT: ACQUIRING ACCOUNTING SOFTWARE AND TRANSFERRING ACCOUNTING PROCESSING IN-HOUSE
ACTION: INFORMATIONAL

ISSUE:

SolTrans currently utilizes the City of Vacaville's accounting software to track revenue and expenditures. Staff research suggests that purchasing accounting software and bringing all accounting processing in-house will be more beneficial for the Agency.

DISCUSSION:

At the time SolTrans was formed, it was necessary to implement an accounting system to track financial transactions and to maintain financial oversight of the Agency. The City of Vacaville (the City) offered to handle the Agency's accounting processing, including cash management, investments and payroll, as it has done for Solano Transportation Authority (STA). The City enters invoices for payment, runs checks every 2 weeks, and posts journal entries for all deposits and other transactions. All documentation originates with SolTrans Staff and City staff enters the information into the accounting system.

The City was very helpful in the early years assisting and advising SolTrans Staff in fund accounting and setting up our system in compliance with accounting standards. This helped to ensure our independent auditors could issue clean audit opinions each year, as well as ensure we had the information readily available for the Federal National Transit Database (NTD) reporting requirements. While the City's system has been adequate for maintaining our financial records and greatly simplified financial management during Agency startup, as the Agency has matured the limitations of the system have become apparent. There is little to no reporting functionality available to us, nor do we have control over when checks are processed, or when journal entries are posted.

Since SolTrans only utilizes the accounting function, the Agency neither has access to the City's purchase order system, nor the ability to have project numbers within the Capital Fund. SolTrans has had to set up funds for each project it wished to track. The current chart of accounts set up by the City does not allow expenses to be applied to a funding source. Due to the lack of functionality in the City's system, SolTrans Staff has had to set up multiple spreadsheets to track the required information. While spreadsheets are a great tool, they take a lot of effort to maintain, require information to be entered 2 or 3 times, and are open to error. The spreadsheets are also saved in various locations that make sense to current Staff but would be difficult for someone new to jump in right away and find needed information.

Staff researched peer agencies and determined that the Abila/MIP system (formerly known as Sage) is a cost-effective software that could meet all our needs. This system has been used by the Marin Transit Authority for four years and is currently in various stages of implementation by the Transit Authority of Marin and the SF Bay Area Water Emergency Transportation Authority (WETA). STA uses Abila/MIP to track a specific project and is considering implementing it for all its accounting needs as well.

Bringing the accounting in-house will increase Staff efficiency by allowing Staff more control over processing and reviewing of financial information directly through the financial system. Having all our information in one place will give better control over our finances and will be a better record keeping system for historical data, especially if there is turnover in the accounting staff. It will allow Staff the time for deeper analysis of revenue and costs by removing many of the manual processes we must complete now.

This is an ideal time for this transition. Our construction projects are coming to an end, giving Staff the time to work on this transition and minimizing the number of capital projects to be set up. July 1st marks the start of a new triennial cycle, which will make reporting much easier, with only one system used for the entire 3-year period. Additionally, the City is currently putting together a bid for a new system, so we were going to have to transition to a new system at some point soon.

Overall, this is a positive and necessary step for the Agency. Staff is excited to be taking this step and will be bringing back a plan for our payroll, benefits and investments that will be maintained by the City until December 31st.

FISCAL IMPACT:

This action will result in moderate cost savings in the first year and on-going savings of approximately \$50,000 annually. The cost of the software licenses is \$16,269 for the first year, and \$3,291 for each year thereafter. The annual cost of having the software hosted is \$5,460. We currently pay the City of Vacaville \$65,600 annually to process both our accounting and handle our cash and investments. We are negotiating with the City for the services we still require but expect cost savings by bringing the accounting in-house. The proposed FY 2017-18 operating budget includes cost of the software and hosting fee, as well as 50% of the City's annual fee to cover the close-out of the prior year and to continue to handle cash investments and payroll.

PERFORMANCE GOAL:

Goal 2 - Optimize fiscal health and long-term sustainability.

RECOMMENDATION:

Informational.



Solano County Transit

TO: BOARD OF DIRECTORS
PRESENTER: DENNIS YBARRA, PROGRAM ANALYST II
SUBJECT: SYSTEM PERFORMANCE REPORT
ACTION: INFORMATIONAL

ISSUE:

SolTrans monitors performance data on its transit system to maintain eligibility and competitiveness for federal and state grants, which finance approximately 70 percent of the operating budget. This data is also a valuable service planning tool.

DISCUSSION:

As required by granting agencies such as the Federal Transit Administration (FTA), SolTrans tracks unlinked ridership on its fixed route system as a measure of system productivity. The FTA defines Unlinked Passenger Trips as the total number of vehicle boardings, counting each boarding as a trip even if the passenger makes one or more transfers within the system. Farebox recovery is also a key performance statistic that is used by funding agencies to gauge cost efficiency. These and other key metrics reviewed each month are included as *Attachment A*.

Recent improvements in reporting systems for ridership data have expedited the processing time. The result is more timely reporting. In previous reports, we were only able to report results two months prior. Now we can report results up through the previous month.

At the July 20, 2017 Board meeting, Staff will return with a preliminary fiscal year-end report.

Below are performance highlights for Fiscal Year (FY) 2016-17 through April 2017 for fixed route, and through December 2016 for Demand Response:

Fixed Route Ridership

- Fixed route ridership was 1,159,737, which is approximately 109,000 fewer boardings, or an 8.6 percent decrease from the same period in FY 2015-16. This decline should be considered against a backdrop of a statewide trend among most transit operators of modest declines in ridership. On the other hand, local and express routes are affected differently by this trend. In addition, Easter fell on March 27 in 2016 and April 16 in 2017. Spring break for Vallejo City schools was March 27-April 7 2017, and was April 10-14, 2017 for Benicia City schools. This has shifted ridership for all fixed routes from April to March in 2017, compared to 2016.

- The SolTrans results are consistent with those of comparable bus transit systems such as FAST, Napa, Golden Gate, Sacramento Regional Transit, Marin Transit, Santa Rosa, and AC Transit in a comparison of FY 2016-17 to date (the exception is Petaluma, which had a slight increase), with data available through February. Local ridership was compared to local service at other agencies, while express service was compared with similar operations. BART ridership fell by 3.3 percent.
- Ridership on local routes, measured year over year, fell by 12.7 percent from the prior year. In order to compensate for any difference in numbers of weekdays and holidays in the current year-to-date period over the prior year, we also looked at a comparison of average weekday ridership. The decrease in ridership on that basis is 12 percent. We have included FY 2014-15 data to the graph of local routes average weekday ridership to explore trends beyond the most recent two years. For the period July-December, a three-year pattern is noticeable. FY 2016-17 ridership is for most months higher than FY 2014-15, or at least on a par with it, while FY 2015-16 represents the peak ridership of the three years. However, for the period January-April, ridership for FY 2016-17 is below both FY 2014-15 and FY 2015-16.
- Total express ridership shows a decline of 3.8 percent over the prior fiscal year. We continue to see ridership growth in Routes 78 and 80, balanced by flat to slightly decreasing ridership on Route 85. Express Route 200 (complementary bus service to the ferry service between Vallejo to San Francisco) was discontinued as of January 2, 2017. Route 200 monthly ridership has been in the 4,600 range. Year-over-year comparisons for express routes as a whole will reflect the loss of these passengers, pulling the year to date totals through April downward by roughly 3 percent for the July-March period. The decline in express ridership, attributable solely to the discontinuation of Route 200 service, will be somewhat greater in future reports as the number of months compared year-over-year increases.
- Staff is actively looking to explain the reason(s) for the decline in local ridership so that remedial action can be taken if necessary. Staff is looking further at ridership on other comparable systems in Northern California, and macroeconomic regional and statewide trends. Staff will also consider the deployment of an upcoming passenger survey opportunity to investigate the cause(s) of declines impacting the SolTrans route system.

Fixed Route Farebox Recovery

- Our financials indicate that fixed route farebox recovery continued to be strong at 32 percent for the year. This compares favorably with our regional peer agencies, and remains on track with the 30.5 percent fixed route recovery ratio projected in SolTrans' FY 2016-17 budget.
- Despite the declines in ridership described above, farebox revenue in total is tracking according to budget and is not declining. Our financial capability to maintain our service levels continues to be unaffected. Staff will be investigating the correlation between fares and ridership.

Demand Response Ridership

- The Agency observed a decrease in ADA paratransit service ridership of 11.1 percent for FY 2016-17 to date compared to the prior year, with data available through April. Demand management policies, such as the ADA eligibility assessment process and Regional Paratransit Program, have helped control ridership growth and keep resources available for improving the quality of the service. The implementation of the \$0.25 Local and Regional \$0.50 ADA fare has moved ridership to fixed route modes. As was noted in

a previous update, nearly twice as many trips are taken by Paratransit-eligible customers on the fixed route system as on Paratransit buses.

- Dial-a-Ride ridership for the fiscal year to date decreased by 8 percent from the prior year, to 4,200. Many of the customers leaving the Dial-a-Ride service have moved to riding Route 20. The \$1.00 Senior Off-Peak fare has moved some customers to less busy times; however, the service continues to be capacity-constrained during some times of the day despite the lower overall demand. Further study and revision of Dial-a-Ride services are being pursued to identify any additional performance improvements that could be implemented.
- Despite declining ridership, SolTrans has been able to continue serving demand response customers efficiently. Generally speaking, when patronage declines, reverse economies of scale mean that the unit cost of providing the service rises because fixed costs are spread over fewer customers. One measure of productivity is the number of riders per hour of service offered. Revenue hours are the key driver of SolTrans costs. By this measure, productivity has been steady despite ridership decreases. Paratransit trips per hour held steady at about 2.2 over the twelve months ending December, while the comparable figure for General Public Dial-a-Ride was about 1.75.

FISCAL IMPACT:

This is an informational item with no fiscal impact.

PERFORMANCE GOAL:

Goal 1 - Maximize the safety, reliability and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds; **Objective B** – Establish process for developing service plans and implementing service enhancements for improving system performance; **Strategy iii** – Continuously document system strengths/weaknesses and outline solutions for improvement.

RECOMMENDATION:

Informational.

Attachment:

- A. System Performance Report

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ATTACHMENT A
Agenda Item 9D
REVISED 05-17-17

SYSTEM PERFORMANCE REPORT

Presented to: The Solano County Transit
Board of Directors on
May 18, 2017

By: Dennis Ybarra, Program Analyst II



FY To Date Fixed Route Ridership Comparison

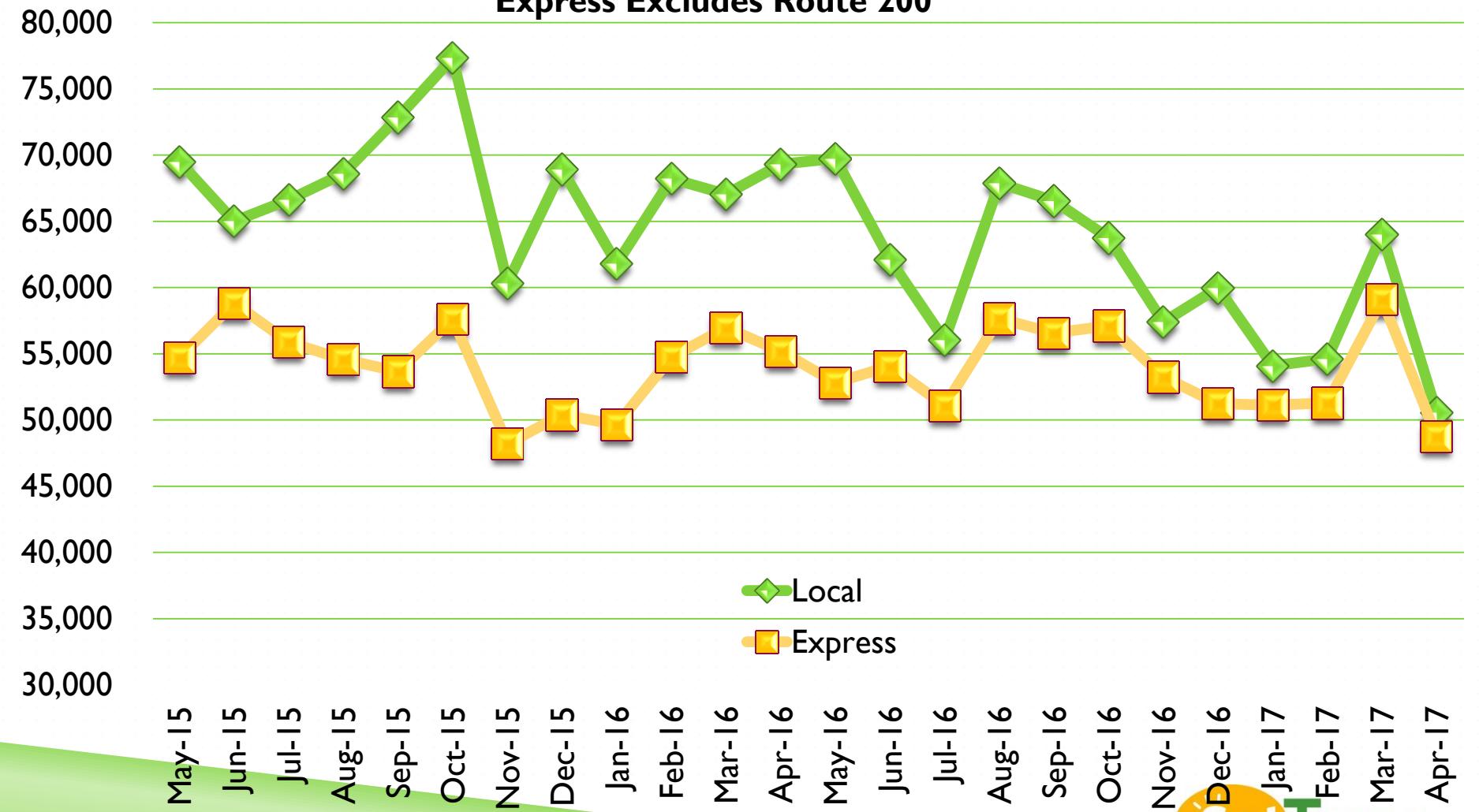
Month	Local	Express	Overall
July - Apr FY16-17	594,916	537,183	1,159,737
July - Apr FY15-16	681,087	536,965	1,268,609
% Diff.	-12.7%	0.0%	-7.1%

FY16 and FY17 System Comparison = **-85,953** Trips
Excludes discontinued Route 200

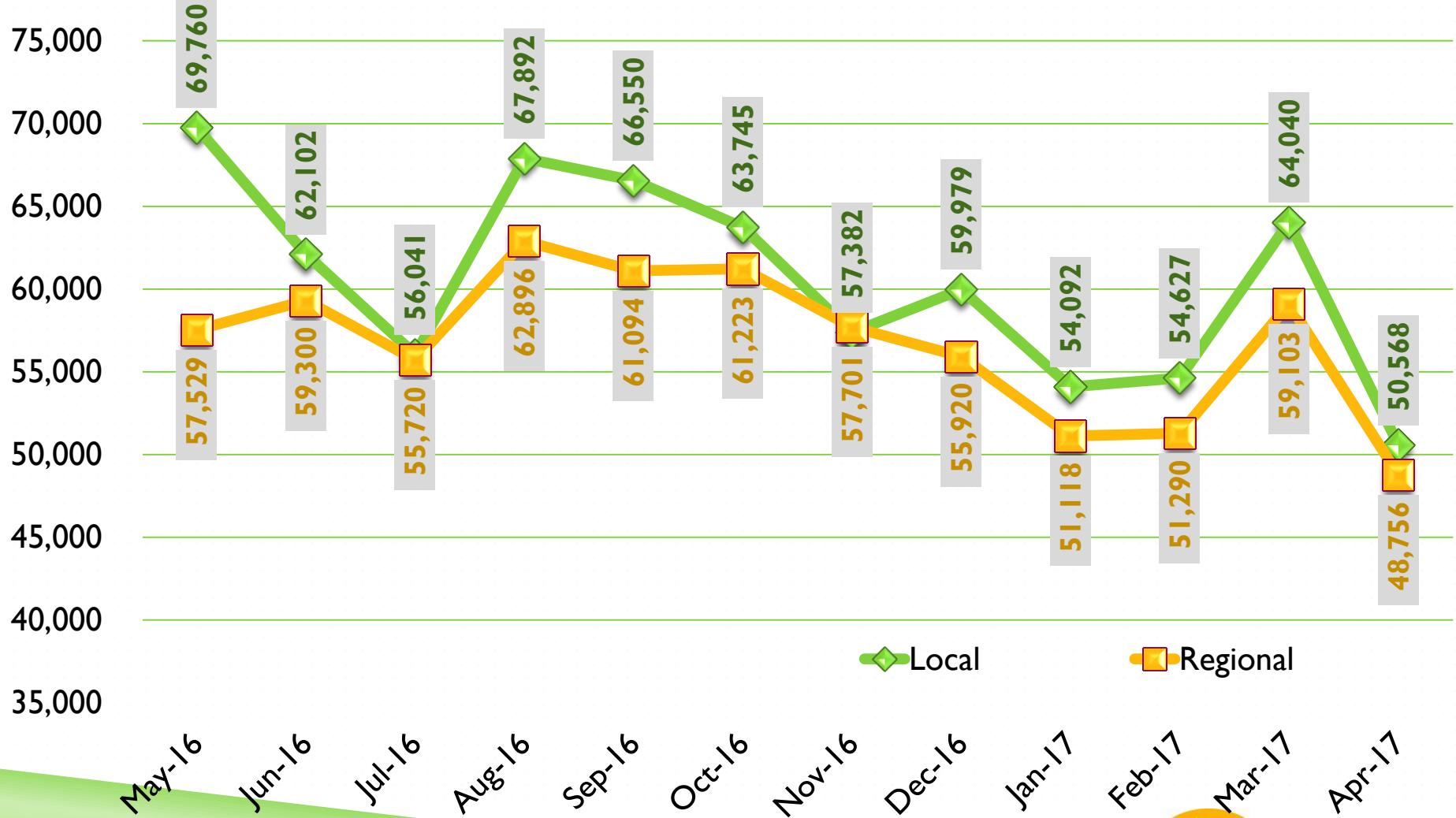
Monthly Fixed Route Ridership

Last 24 Months

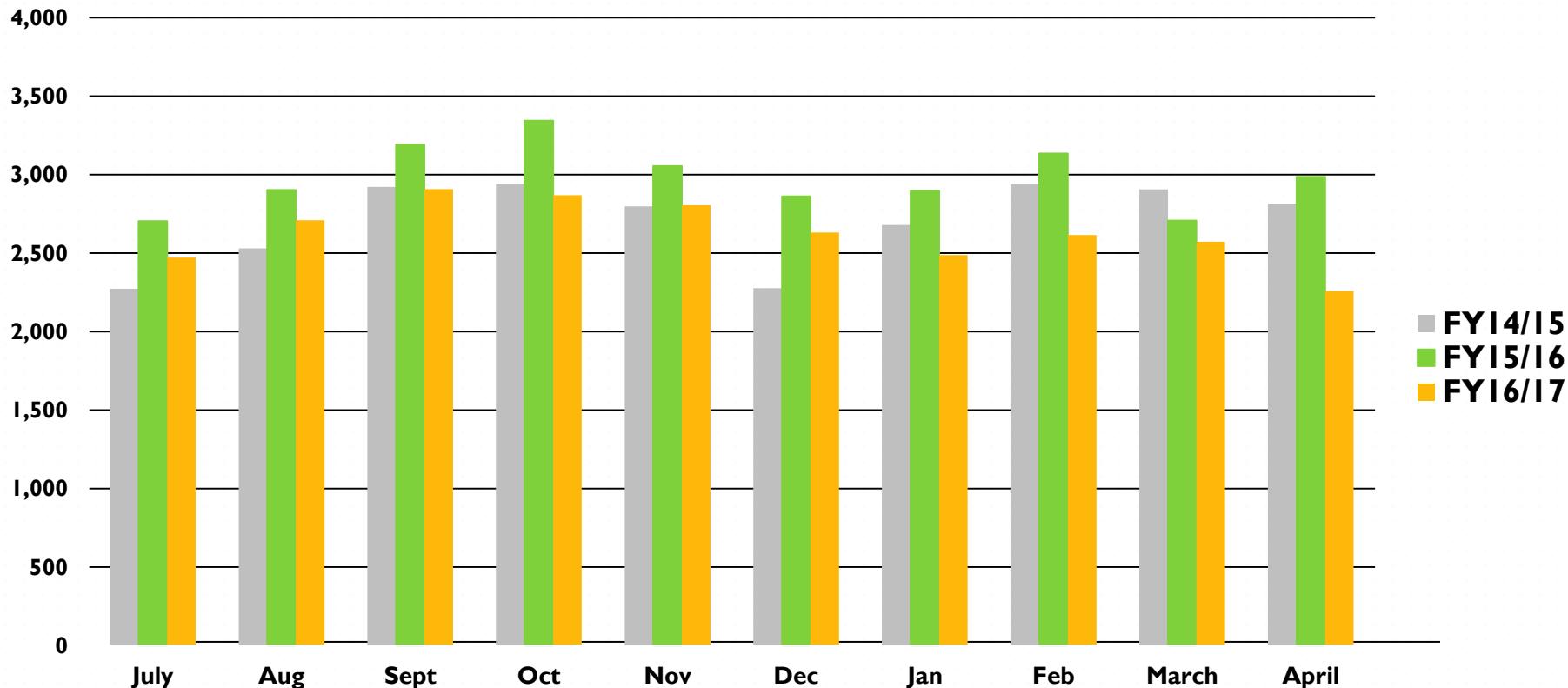
Express Excludes Route 200



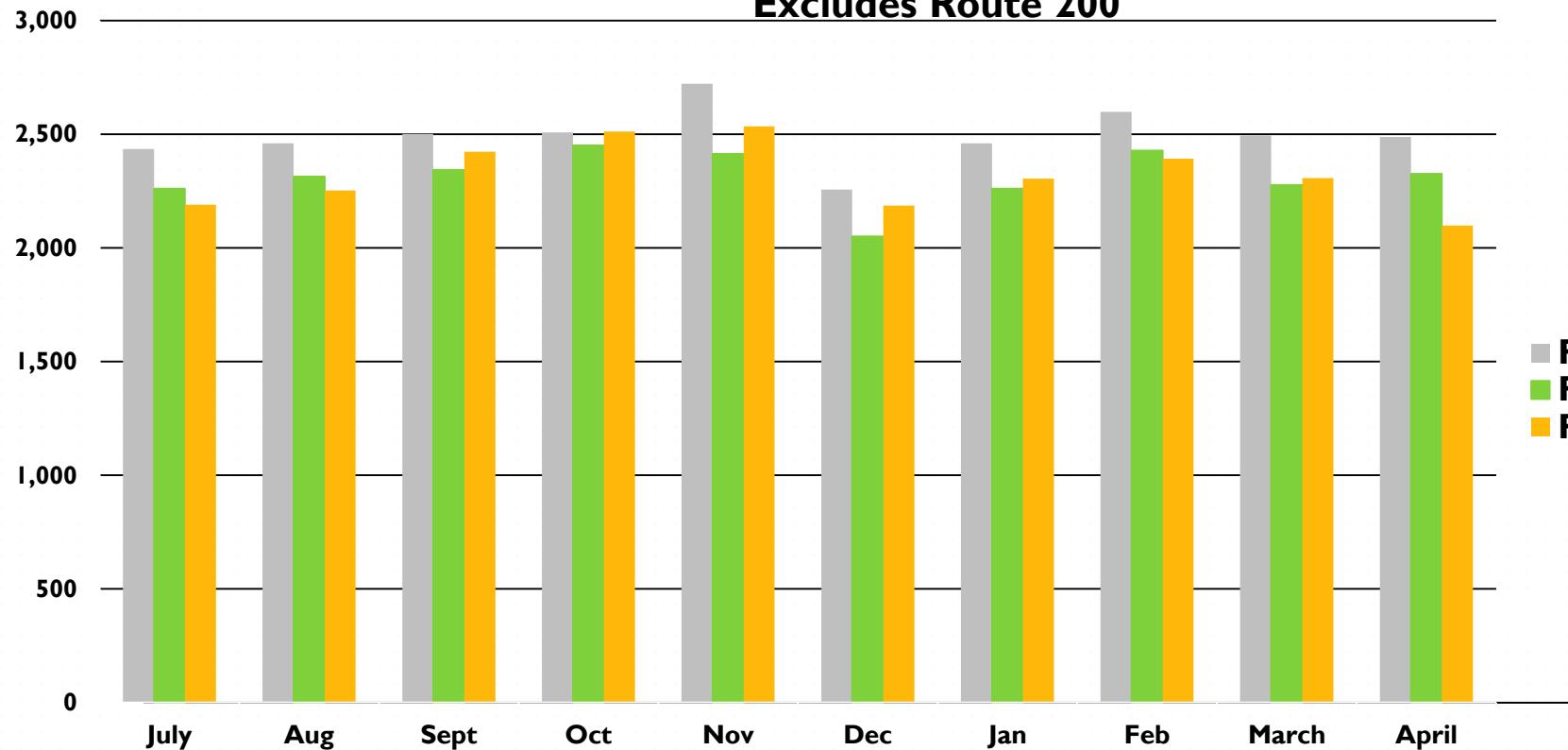
Monthly Fixed Route Ridership: Last 12 Months



Local Routes Average Weekday Ridership YTD



Express Routes Average Weekday Ridership YTD Excludes Route 200

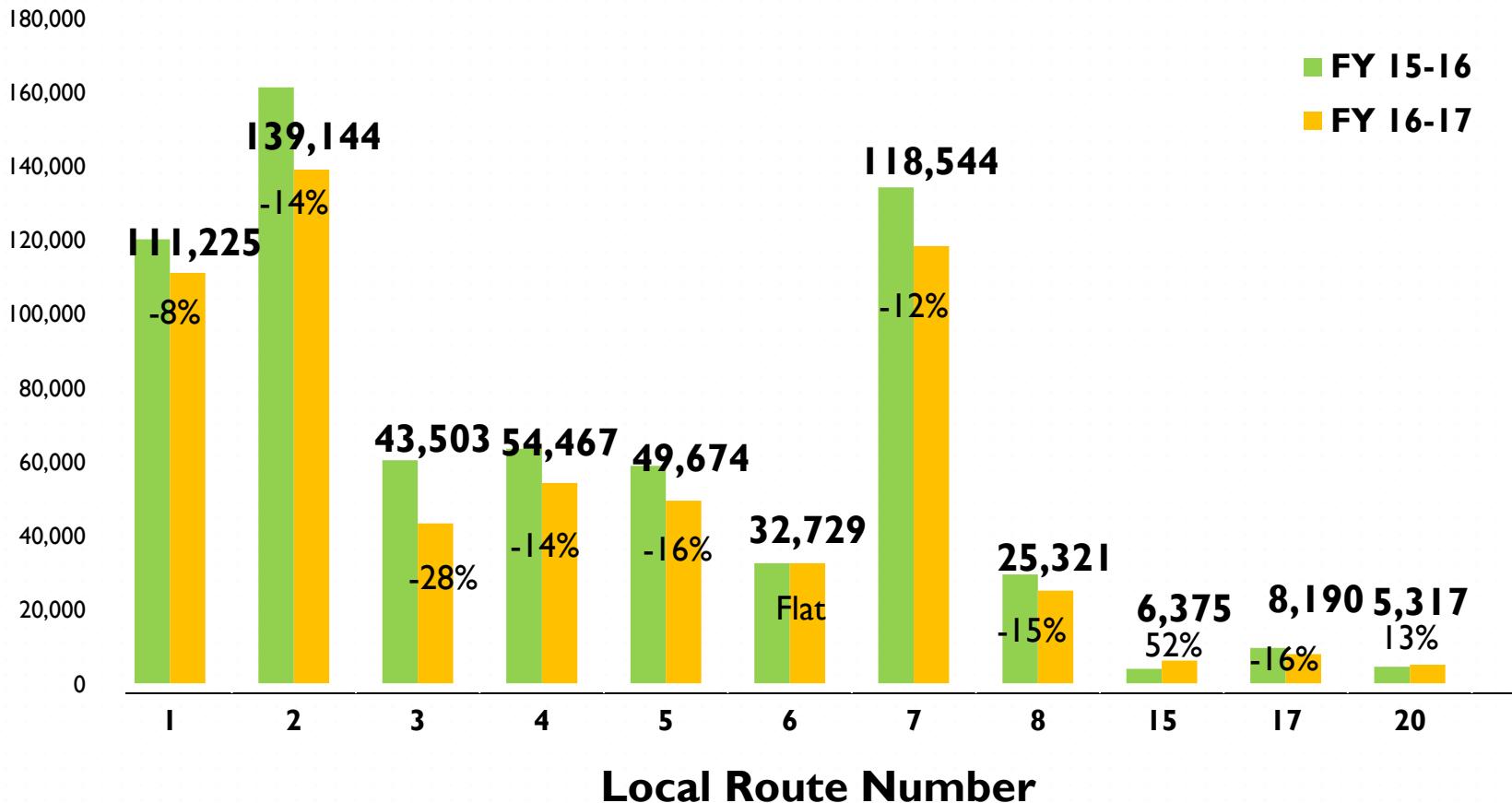


Peer Ridership Change FY to Date (July-February) Over Prior Year

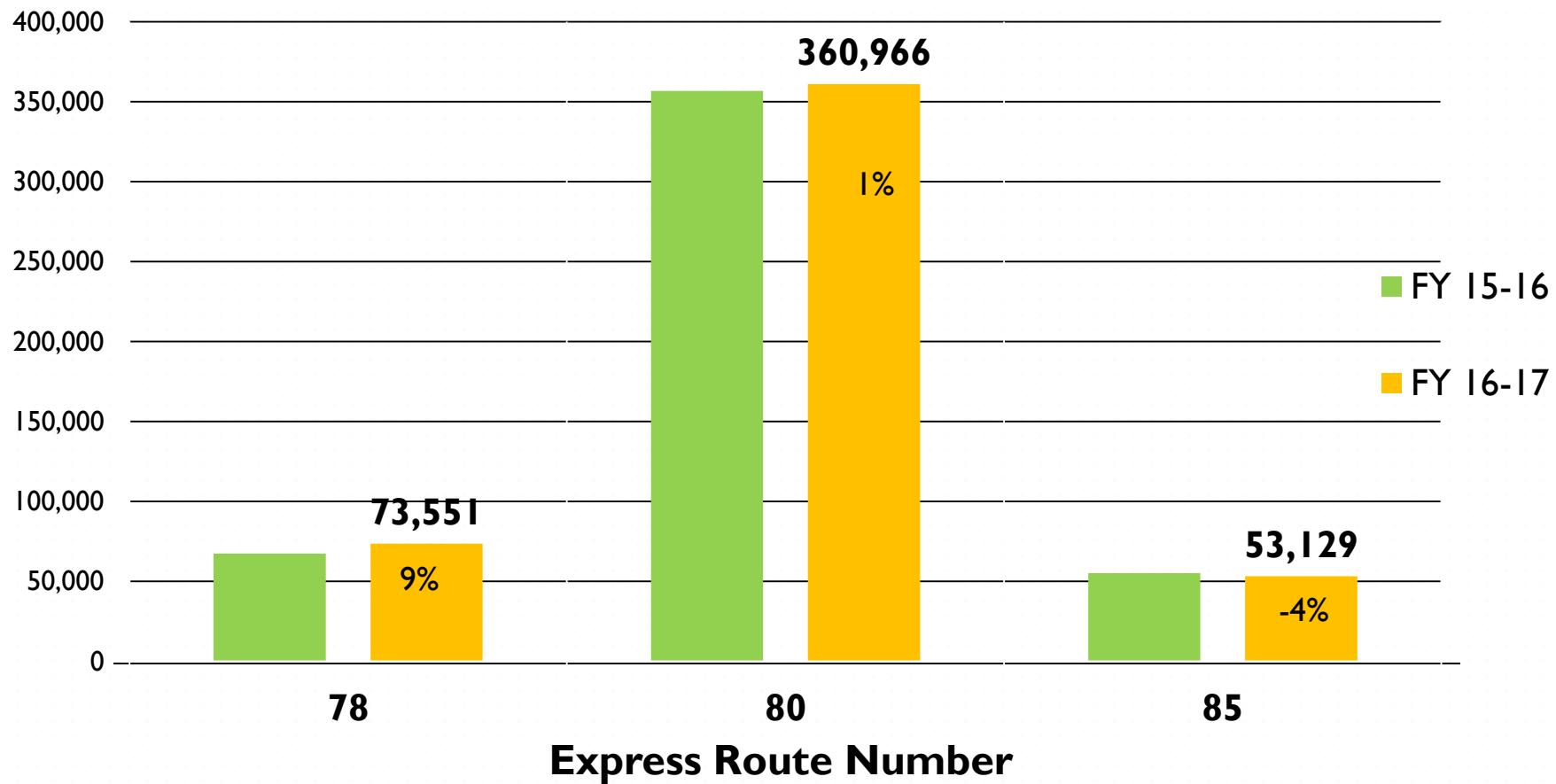


Figures for all operators from NTD Ridership Database

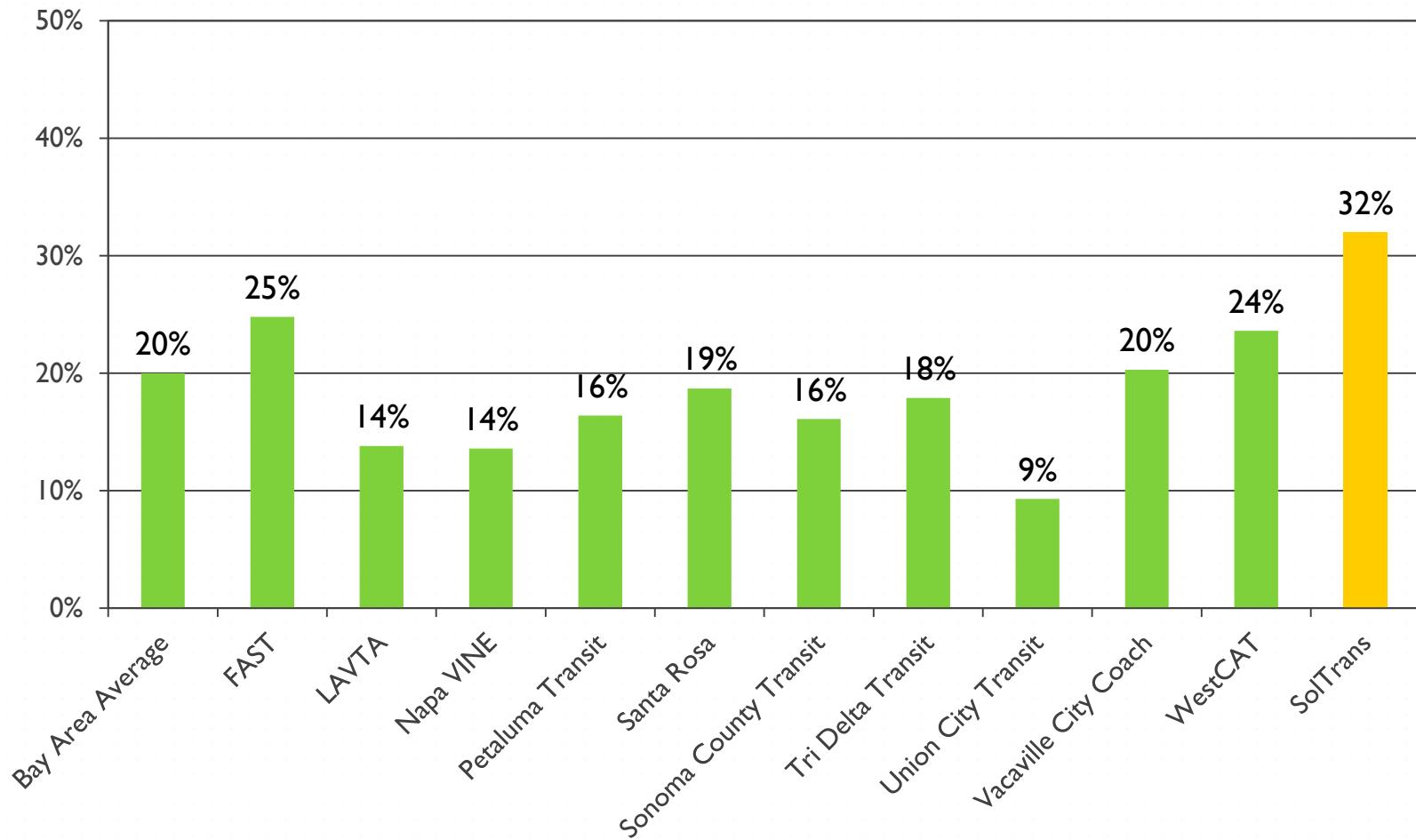
Fixed Route Local Ridership FY To Date (July-April)



Fixed Route Solano Express Ridership FY To Date (July-Apr)

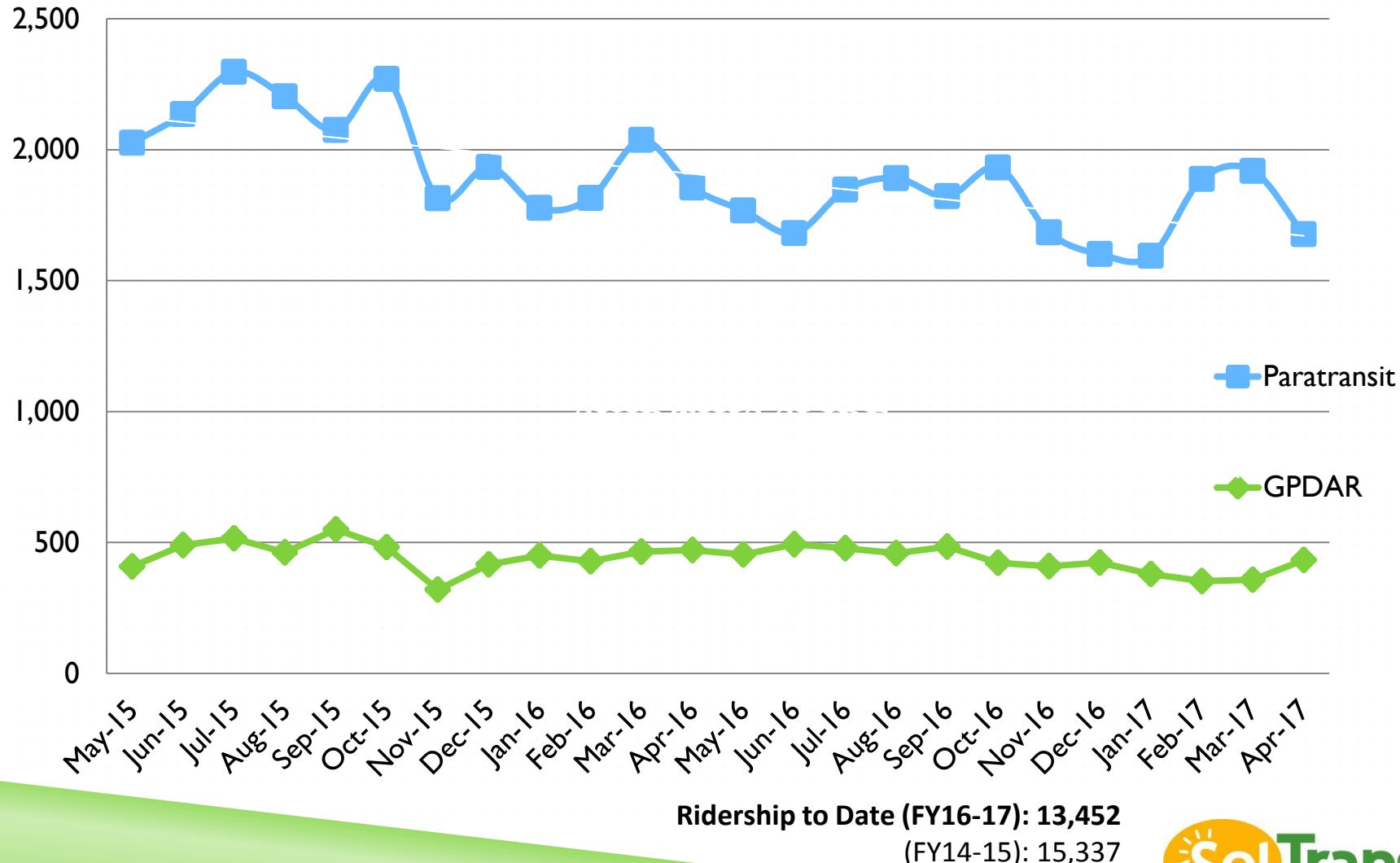


Fixed Route Farebox Recovery Comparison

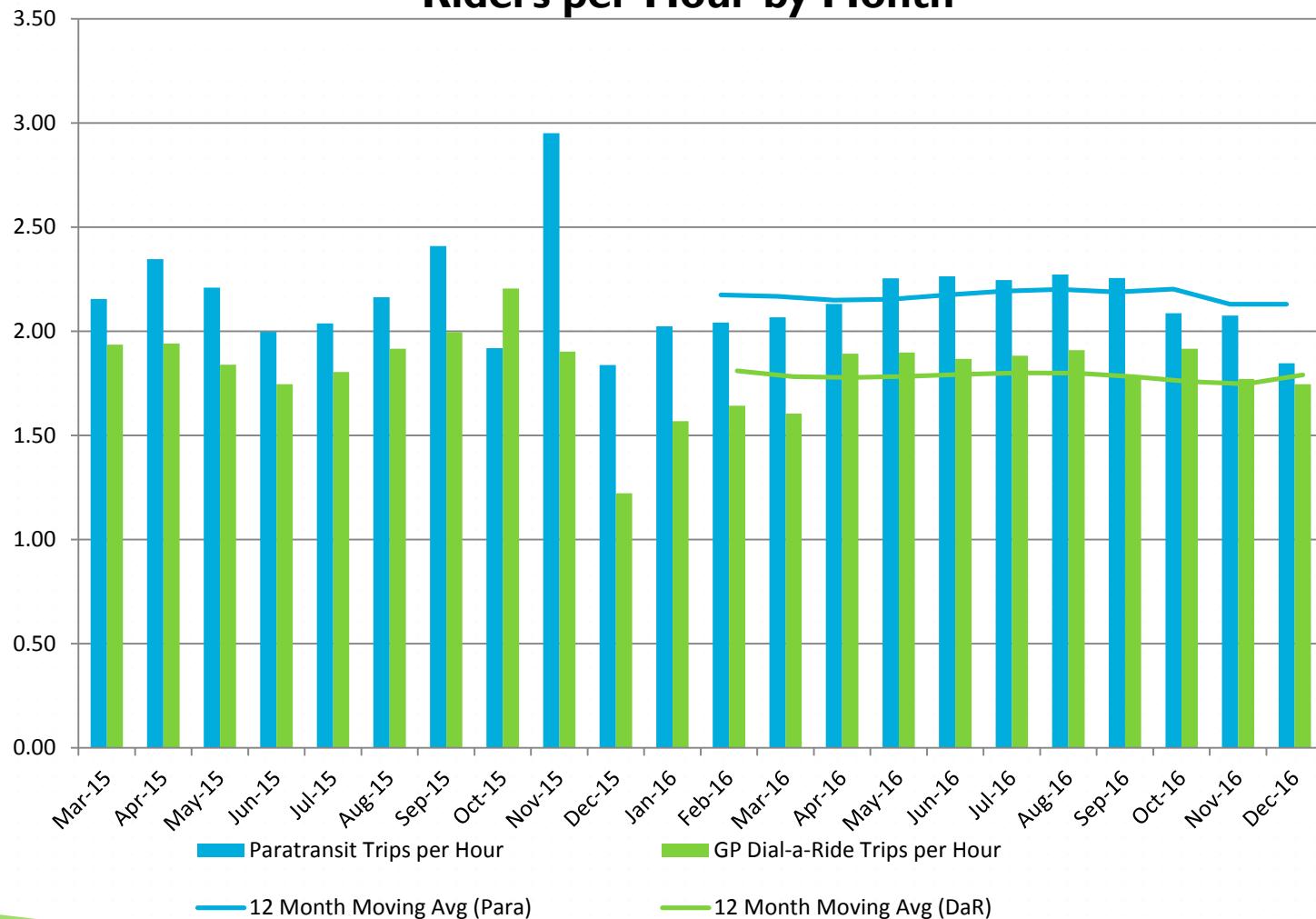


Figures from other operators from MTC's July 2016 Statistical Summary of Bay Area Operators

Monthly Demand Response Ridership



Demand Response Productivity Remains Steady Riders per Hour by Month



Thank you!

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TO: BOARD OF DIRECTORS
PRESENTER: MICHAEL SCANLON, INTERIM EXECUTIVE DIRECTOR;
JOSH SHAW, SHAW YODER ANTWIH
SUBJECT: FEDERAL AND STATE LEGISLATIVE UPDATE
ACTION: INFORMATIONAL

ISSUE:

This report is being provided to inform the Board of state and federal legislative issues that may impact SolTrans' operations.

DISCUSSION:

State Update

Based on discussion at the last Board meeting, we have arranged to have Josh Shaw attend this month's Board meeting to discuss the current state of affairs in Sacramento. Also, please see **Attachment A**, a report from Shaw, Yoder, Antwhi that contains details on state activities.

Federal Update

Passage of the Fiscal Year 2017 omnibus appropriations bill that was signed into law on May 5 was the highlight of recent activity in Washington. It is seen as very positive for transportation as Congress did not follow recommendations advocated by the Trump administration.

Shifting now to Fiscal Year 2018 appropriations, there is considerable uncertainty. We await release of the Trump administration budget proposal that is promised on May 22.

Attachment B provides detailed information on the latest federal issues and activities.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

PERFORMANCE GOAL:

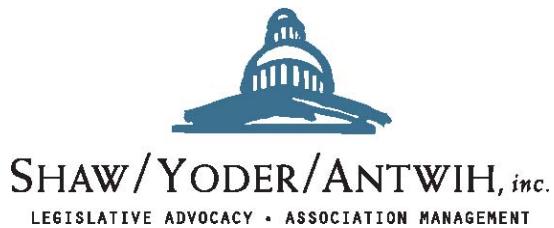
Goal 2 – Optimize fiscal health and long-term sustainability; **Objective D** – Influence and shape funding and/or legislative policies to strengthen fiscal health; **Strategy iv** - Actively track federal, state, and regional legislation and policies, and take public positions as appropriate, and communicate such to legislative leaders/policymakers.

RECOMMENDATION:

Informational.

Attachments:

- A. Shaw, Yoder Antwih Report State Legislative Update - May, 2017
- B. Federal Legislative Report from Akin Gump dated May 10, 2017



May 11, 2017

TO: Board of Directors, Solano County Transit

FM: Joshua W. Shaw, Partner

RE: STATE LEGISLATIVE UPDATE – May 2017

Legislative Update

The 2017-18 Regular Legislative Session is well under way, as policy and fiscal committees face a looming deadline (June 2nd) to move bills out of their “house of origin.” Budget subcommittees are also hearing the fiscal requests made in the Governor’s proposed January budget. In this report we provide an update on the release of the Governor’s May Revise to his original budget proposal, and, we highlight the most relevant bills this year primarily affecting public transit agencies; those are discussed under ***Bills of Interest***, below.

May Revise

On May 11, Governor Brown unveiled the “May Revise,” his Administration’s update to his proposed 2017-18 Budget, which was first released on January 10. The May Revise reflects a \$2.5 billion increase in forecasted tax revenue for the 2017-18 fiscal year relative to the estimate made in the January Budget. While an improvement to the state’s overall fiscal outlook, this forecast remains \$3.3 billion below estimates made in the adopted 2016-17 Budget from one year ago. As such, and in light of changing federal priorities, the Governor is continuing his call for fiscal restraint.

Importantly, the May Revise does not contain any major policy changes that would affect public transit; rather, it reflects the ongoing implementation and flow of funds from the new transportation funding measure, SB 1 (Beall and Frazier) [Chapter 5, Statutes of 2017]. The May Revise does not address proposed changes to the Cap and Trade program, nor does it provide new revenue estimates of the revenue that will be available in the Greenhouse Gas Reduction Fund.

Bills of Interest

Following is a summary of several of the most important bills potentially affecting transit agencies that have been introduced in the 2017-18 Regular Session.

SB 1 (Beall & Frazier) – Transportation Funding Package

Dubbed the Road Repair and Accountability Act of 2017, this is the vehicle to move the final transportation funding package negotiated by the legislative leaders and the Governor. Assemblymember Jim Frazier is the principal co-author of the measure (originally introduced by Senator Jim Beall). The bill will increase several taxes and fees to address issues of deferred maintenance on

state highways and local streets & roads, goods movement projects, and public transit and active transportation projects.

For transit systems across California, SB 1:

- Increases the incremental sales tax on diesel fuel dedicated to the State Transit Assistance program another 3.50% – generating approx. \$250 million/year – to be used for transit capital and operations purposes;
- Increases the incremental sales tax on diesel fuel another 0.50% – generating approx. \$40 million/year – and dedicates these revenues to intercity and commuter rail systems; and,
- Establishes a new “Transportation Improvement Fee” (TIF) under the Vehicle License Fee law (removing constitutional Article XIX restrictions) and dedicates these revenues as follows:
 - Approximately \$105 million/year to the STA program, for “state of good repair” types of expenditures;
 - About \$245 million/year to the Transit and Intercity Rail Capital Program, the competitive transit capital program overseen by the California State Transportation Agency; and,
 - About \$250 million/year to a new “Solutions for Congested Corridors Program” which would be overseen by the California Transportation Commission, for allocation to project applicants for a balanced set of transportation, environmental and community access improvements within highly congested travel corridors in California, including transit projects.

The funding package also provides for accelerated loan repayments from the General Fund to public transit; \$236 million will go to the Transit and Intercity Rail Capital program.

We project that, from these programs alone, **SB 1 directs or makes available approximately \$600 million to \$900 million annually in new funding to public transit**, in the first couple years of the program; and, some of the revenue sources will grow or are adjusted up over time. (While many of the new taxes and fees will be adjusted over time by a consumer price index factor – such as the TIF – the new incremental sales tax on diesel fuel is *not* indexed to CPI.)

This bill was signed by Governor Brown.

SB 20 (Hill) – Vehicles: Buses Seatbelts

This bill would require a passenger in a bus that is equipped with safety belts to be properly restrained by a safety belt. The bill would also require a bus operator to inform passengers of the requirement to wear a seatbelt and would authorize a bus driver to post, or allow to be posted, signs or placards informing passengers of the requirement to wear a seatbelt. The bill would make a violation of this provision an infraction punishable by a fine of not more than \$20 for a first offense and a fine of not more than \$50 for each subsequent offense.

SB 614 (Hertzberg) – Public Transportation Agencies: Administrative Penalties

This bill would enable transit agencies that implement an administrative process to capture the fine revenue from all administrative citations issued under Public Utilities Code Section 99580. This bill would also reduce the maximum fines allowed under the administrative process and allow for low-income individuals and minors to opt for community service in lieu of payment of the citation.

SCA 6 (Wiener) – Lower Vote Threshold for Local Transportation Taxes

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for transportation purposes. ***We recommend SolTrans SUPPORT this bill.***

AB 1 (Frazier) – Transportation Funding Package

This bill was the companion bill to SB 1, the transportation funding measure.

AB 17 (Holden) – Transit Pass Program: Free or Reduce Fare Transit Pass Program

This bill would create the Transit Pass Program to be administered by the California Department of Transportation. The bill would require the State Controller to allocate moneys made available for the program, upon appropriation by the Legislature, to support transit pass programs that provide free or reduced-fare transit passes to specified pupils and students. The bill would require eligible transit providers and eligible participants to enter into agreements for the distribution of free or reduced-fare transit passes to students.

AB 301 (Rodriguez) – Driver’s License Examination Requirements: Certificate of Driving Skill

This bill requires the Department of Motor Vehicles (DMV) to address unacceptably long wait times faced by applicants seeking a certification of driving skills for a commercial driver’s license.

More specifically, this bill requires DMV to: submit a report to the Budget and Transportation Committees of the Senate and Assembly, by June 1, 2018, detailing how it plans to achieve a seven day maximum wait time to obtain an appointment to take the commercial driver’s license driving skills test in any particular DMV field office; and, ensure that, by June 1, 2019, the maximum wait time to obtain an appointment to take the commercial driver’s license driving skills test in any particular DMV field office does not exceed seven days. ***We recommend SolTrans SUPPORT this bill.***

AB 496 (Fong) – Transportation Funding

This bill represents the “Republican” transportation funding plan, which would provide \$7.8 billion (\$5.6 billion in ongoing and \$2.2 billion in one-time revenues) for transportation without raising taxes. This bill largely relies on the redirection of existing revenues, including the sales tax on vehicle sales, truck weight fees, car insurance taxes, and outstanding loan repayments, as well as increased spending from Cap and Trade.

AB 673 (Chu) – Public transit operators: bus procurement: safety considerations.

This bill requires a public transit agency, before procuring of a new bus, to take into consideration various safety recommendations offered by the labor organization representing bus operators at the public transit agency.

AB 733 (Berman) – Enhanced Infrastructure Financing Districts

Existing law authorizes a city or a county to establish an enhanced infrastructure financing district (EIFD) to finance capital projects with property tax increment under certain conditions. This bill would allow the financing of projects that adapt to the impacts of climate change, including sea level rise.

AB 1113 (Bloom) – State Transit Assistance Program Formula Clarification

This bill amends the statutes governing the State Transit Assistance (STA) program to clarify several ambiguities in law that led to administrative changes made in 2016 by the State Controller's Office; these changes implemented new calculation and allocation methodologies for the STA program, suddenly changing the way these funds are distributed to transit agencies. ***We recommend SolTrans SUPPORT this bill.***

ACA 4 (Aguiar-Curry) – Lower Vote Threshold for Local Infrastructure Taxes

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for purposes of funding the construction, rehabilitation or replacement of public infrastructure or affordable housing, which specifically includes improvements to transit and streets & highways, as well as protection from impacts of sea-level rise. ***We recommend SolTrans SUPPORT this bill.***

ACA 5 (Frazier and Newman) – Protecting Transportation Revenues, Revising Appropriations Limit

This measure would add to the list of transportation-related revenues protected from legislative diversion by Article XIX those taxes and fees raised in SB 1 (Beall & Frazier). The measure also protects certain transit funds that were increased in the Gas Tax Swap of 2010-11. Article XIII B of the California Constitution prohibits the total annual appropriations subject to limitation of the state and each local government from exceeding the appropriations limit of the entity of the government for the prior year, as adjusted; this measure would also exclude appropriations of certain revenues associated with the Road Repair and Accountability Act of 2017 from the appropriations subject to constitutional limitation. ***This constitutional amendment was passed by the Legislature on April 6 and will be on the statewide ballot in 2018.***

Akin Gump
STRAUSS HAUER & FELD LLP

M E M O R A N D U M

May 10, 2017

To: Solano County Transit
From: Akin Gump Strauss Hauer & Feld LLP
Re: April 2017 Report

Fiscal Year 2017 Appropriations

President Trump signed the fiscal year 2017 omnibus appropriations bill into law on May 5. The bill, which funds the federal government for the remainder of fiscal year 2017, includes \$43.27 billion for the federal highway program and \$9.7 billion for transit formula grants, which is consistent with the FAST Act. The legislation includes \$500 million for the TIGER grant program despite the Trump Administration's recommendation that Congress no longer fund the program.

Fiscal Year 2018 Appropriations

Now that Congress has completed work on the fiscal year 2017 spending bill, it quickly must begin work on the fiscal year 2018 spending bills if it is to pass legislation before the current fiscal year ends on September 30. The Trump Administration has said it will release its full budget proposal on May 22. It previously released what it called a "skinny budget" that included top level spending recommendations. The House Budget Committee has said that it will mark up its fiscal 2018 budget resolution after Memorial Day. The Senate Budget Committee is also delaying consideration of its budget resolution until after the White House releases its full budget request. The House could ultimately bring appropriations bills to the floor without a budget resolution by using a "deeming resolution" or could proceed without any top line guidance. These procedures would require the House and Senate Appropriations Committees to use the budget estimates adopted under the Budget Control Act (PL 112-25), which would reduce funding below fiscal year 2017 levels.

Congress is likely to reject many of President Trump's proposals to cut funding for discretionary programs, including for transit capital grants and Community Development Block Grants. President Trump's budget proposes to reduce domestic discretionary spending by \$54 billion and

Solano County Transit

May 10, 2017

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increase defense spending by that same amount, necessitating cuts in programs that are popular with both Democrats and Republicans. This conflict as well as likely continued disputes about various policies, including funding for the wall between the U.S. and Mexico, may cause conflicts making a continuing resolution likely and potentially causing a government shutdown if the President and members of both houses of Congress and parties are not willing to compromise.

Trump's Infrastructure Plan

It is not clear when the Trump Administration will release its infrastructure proposal or what it will entail. Transportation Secretary Elaine Chao recently said that the Administration would release its plan in the summer or fall and would include a combination of direct spending and incentives for public-private partnerships, with the new spending potentially derived from revenues received from tax reform legislation. Secretary Chao has indicated that the infrastructure proposal would include provisions to encourage more public private partnerships and streamline project delivery. In addition to transportation, the proposal likely will address other types of infrastructure, including water, airports, veterans' hospitals and broadband deployment.

Office of Management and Budget Director Mick Mulvaney recently indicated that the President's fiscal year 2018 budget will include \$200 billion in new infrastructure spending and that it will require 5 to 1 private-sector leverage. It is not clear what this means and what the funding constitutes. The question of how to pay for new infrastructure investment remains unsettled. President Trump seemed to indicate that he may be open to a gas tax increase in a recent statement; however, his press secretary quickly backed away from the statement. Republican Members of Congress continue to express opposition to a gas tax increase.

Steven Roth, co-chairman of the President's infrastructure task force, has said that the Administration is examining Australia's model for financing public projects through "infrastructure recycling" where governmental entities enter into long term concessions for roads and other public utilities and invest the proceeds in the build-out of new projects. Governmental entities participating in the program receive a 15 percent bonus from the national government to invest in additional projects. Roth explained that the program allows the private sector to more efficiently manage the development of infrastructure projects.

The Republican leadership of the House and Senate as well as the leaders of the House and Senate transportation committees have expressed support for infrastructure legislation. Democratic members and some Republicans from rural states have cautioned that the legislation must include direct spending since only a small percentage of projects are candidates for private

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May 10, 2017
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investment. President Trump has indicated that he will work with Democrats to pass infrastructure legislation, which he may need to do if Freedom Caucus members, who tend to oppose additional federal spending, oppose the infrastructure plan.

Senate Environment and Public Works Committee Hearing on Federal Permitting

The Senate Environment and Public Works Committee held a hearing on environmental streamlining on May 4. The witnesses included William Panos, Director of the Wyoming Department of Transportation, and Leah Pilconis, Environmental Policy Consultant for the Associated General Contractors (AGC) and John Porcari, former Deputy Transportation Secretary in the Obama Administration and now President of U.S. Advisory Services with WSP/Parsons Brinckerhoff. Mr. Panos and Ms. Pilconis recommended several changes to current law to streamline permitting, including expanding the types of categorical exclusions; requiring agencies to adhere to firm deadlines by restricting the right of cooperating agencies from appealing the deadline established by the lead agency; merging the NEPA and Clean Water Act Section 404 permitting processes; reforming the judicial process to limit citizen suits; and exempting rural states from regulations such as performance estimates, that are designed to measure congestion in urban areas. Panos also recommended using the existing federal formulas to distribute increased funding instead of creating new programs. While Chairman Barrasso and other Republican Committee Members expressed support for further streamlining the environmental review process, Sen. Tom Carper (D-DE), the Committee's Ranking Minority Member, cautioned that Congress should allow existing streamlining measures adopted as part of MAP-21 and the FAST Act to be fully implemented before enacting new ones. Mr. Porcari agreed with Senator Carper.

Metropolitan Planning Organization Coordination and Planning Area Reform Rule Repeal

Congress passed legislation repealing a Department of Transportation rule that would have required consolidation of Metropolitan Planning Organizations (MPOs) and President Trump signed the legislation on May 2. The rule would have required urban MPOs and contiguous areas to develop a single metropolitan and statewide transportation plan with jointly established performance targets. The Metropolitan Transportation Commission for the San Francisco Bay Area (MTC) and the adjacent MPOs supported the repeal of the rule since it would require large areas with disparate interests to undertake joint planning.

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The Road Repair and Accountability Act of 2017

SB 1 (Beall & Frazier) / ACA 5 (Frazier & Newman)

Joshua W. Shaw
Shaw / Yoder / Antwih, inc.

What's SB 1 (Beall & Frazier)?

- Comprehensive, multi-modal funding package
- New funds to:
 - Highways
 - Local streets & roads
 - Goods movement projects
 - Active transportation projects
 - **Public transportation projects & services**
- **Biggest infusion of new transit funding since 1971**
- Paired w/constitutional amendment; protects funds

STATEWIDE INVESTMENT PROGRAMS (50%)

Summary...

10-year funding projection

Fix-it-First Highways	\$15 billion
Bridge and Culvert Repair	\$4 billion
Trade Corridor Investments	\$3 billion
Solutions for Congested Commute Corridors	\$2.5 billion
Parks Funding for Ag, Off-Highway Vehicle & Boating	\$800 million
STIP (State Share)	\$275 million
Freeway Service Patrol	\$250 million
California Public Universities Transportation Research	\$70 million
Local or Regional Investment Programs (50%)	
Fix-it-First Local Roads	\$15 billion
Transit Capital and Operations	\$7.5 billion
Local Partnership Funds	\$2 billion
Active Transportation Program Bicycle and Pedestrian Investments	\$1 billion
STIP (Local Share)	\$825 million
Local Planning Grants	\$250 million
TOTAL	\$52.4 billion

Where's funding coming from?

- SB 1 draws on *several existing* funding sources:
 - Gasoline excise tax increase
 - Setting floor on gas excise tax adjustments
 - Diesel excise tax increase
 - **Diesel sales tax increase**
- SB 1 introduces *two new* funding sources:
 - **Value-based fee on vehicles**
 - Fee on zero-emission vehicles
- SB 1 also includes *loan repayments*

How's transit funding distributed?

- Diesel sales tax increase (est. \$300 million/yr.):
 - 7/8 to **State Transit Assistance (STA) program**
 - 1/8 to **intercity & commuter rail operators**
- Transportation Improvement Fee (est. \$1.5 billion/yr.):
 - \$350 million to Public Transportation Account
 - 70% to **Transit and Intercity Rail Capital Program (TIRCP)**
 - 30% to **STA program** for maintenance, rehab & capital
 - \$250 million to the Congested Corridor Program
 - Projects part of a “comprehensive corridor plan,” including **transit projects**
- \$706 million loan repayment (one-time):
 - \$236 million to **Transit and Intercity Rail Capital Program**

State Transit Assistance Program

	2016-17	2017-18	2018-19
Total STA \$	\$266	\$586	\$660
% Increase Above 2016-17		120%	148%

Million\$

Transit and Intercity Rail Capital Program

	2016-17	2017-18	2018-19
Total TIRCP \$	\$39	\$480	\$483
% Increase Above Prior Year		1131%	1%

Million\$

Is the new money protected?

- Assembly Constitutional Amendment 5 (Frazier and Newman) protects new SB 1 revenues from future borrowing/ shifting to non-transportation purposes
 - Also protects existing diesel sales tax revenue (STA program)
- ACA 5 before voters June, 2018
- Required a 2/3 vote to pass Legislature
 - On the ballot, ACA 5 needs only a simple majority to pass

The Road Repair and
Accountability Act of 2017
SB 1 (Beall & Frazier) / ACA 5 (Frazier & Newman)

Questions?

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TO: BOARD OF DIRECTORS
PRESENTER: PATRICIA CARR, GENERAL SERVICES MANAGER
SUBJECT: CONSTRUCTION PROJECTS UPDATE
ACTION: INFORMATIONAL

ISSUE:

This is an informational report on the Compressed Natural Gas (CNG) construction project at the Operations and Maintenance Facility, and the remaining items for project completion of the Curtola Park and Ride Hub.

DISCUSSION:

CNG Fueling Station Construction Update

The construction of the CNG fueling station began when the contractor, TruStar Energy, arrived onsite on January 30, 2017. The construction phase of the project is estimated to be completed by May 30, 2017. June through August activities include PG&E connection work, inspections, testing of equipment and training.

Since October 2016, the following milestones have been achieved:

- Construction NTP issued – 10/28/16
- PG&E electric contract finalized – 11/9/16
- PG&E gas contract finalized – 12/9/16
- Contractor onsite – 1/30/17
- Finalized Scope for Fuel Management System proximity card and diesel dispenser connections (no unleaded dispenser connection) and the Trench Excavation Existing Conditions – 2/27/17
- Groundbreaking ceremony – 3/3/17
- Completed onsite trenching/underground electrical work 3/29/17
- Backup electrical generator, CNG compressors (2) and dispensers (2) delivered and installed onsite – 4/28/17
- CNG dryer and storage bottles delivered and installed – 5/10/17

The critical issues for May are to complete wiring of the dryer, to install the remainder of the fencing, and to confirm the PG&E gas and electrical service work connections as they impact the opening and operation of the fueling station.

The construction schedule for the remainder of the project is as follows:

- Switch gear delivery and installation - 7/25/17
- PG&E service connections to include gas meter set/riser and street connections – July 2017
- City of Vallejo (City) final inspections – August 2017
- Equipment testing complete – August 2017
- SolTrans logos and American flag stickers installed on generators – August 2017
- Project acceptance – September 2017
- Ribbon-Cutting ceremony – September 22, 2017

Curtola Park and Ride Hub Project Update

SolTrans was granted a temporary occupancy certificate in March 2017 and will obtain a final certificate of occupancy once the following conditions have been fulfilled:

- The City and SolTrans need to execute a Stormwater Facilities Operations and Maintenance Agreement. The City's Legal Department is reviewing SolTrans' proposed revisions to the Stormwater Facilities Agreement. The City will record the Agreement at Solano County Recorder's Office upon legal counsel approval.
- Contractor has agreed to the replacement of two palm trees and will provide shipment and installation dates for the trees (under warranty).
- Contractor has scheduled the final electrical inspection with the City on May 11, 2017 for acceptance of electrical grounding of solar system.
- The City's Chief Building Official to provide final signature on permit card (Final Certificate of Occupancy) upon passing of electrical inspection and City public works sign-off upon completion of the first and second items above.

FISCAL IMPACT:

There is no fiscal impact associated with this informational update. Both projects remain within the Board approved budget.

PERFORMANCE GOAL:

Goal 1 – Maximize the safety, reliability and efficiency of transit services; **Objective A** - Implement technologies and infrastructure/equipment improvements for enhancing and monitoring system performance; **Strategy ii** - Fully complete the SolTrans Curtola Park and Ride Hub; **Strategy v** - Complete the CNG infrastructure.

RECOMMENDATION:

Informational.

Attachment:

- A. Photos of CNG Fueling Station

SolTrans – Week of 05/05/2017



May 5, 2017



AGENDA ITEM 8A
BOARD MEETING DATE: JULY 20, 2017



1. CALL TO ORDER

Chairperson Sampayan called the regular meeting of the SolTrans Board to order at 4:00 p.m.

A quorum was confirmed by the Clerk of the Board, Suzanne Fredriksen. There was no Statement of Conflict declared at this time.

MEMBERS

PRESENT:	Bob Sampayan, Mayor Tom Campbell, Councilmember Elizabeth Patterson, Mayor Jess Malgapo, Councilmember Jim Spering, Supervisor, County of Solano	City of Vallejo, Chairperson City of Benicia, Vice Chairperson City of Benicia City of Vallejo MTC Representative
Left at 5:30 pm		

MEMBERS

ABSENT:	Pete Sanchez, Mayor	Ex-Officio – STA Representative
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STAFF

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Michael Abegg Kristina Botsford	SolTrans Planning & Operations Manager SolTrans Finance & Administration Manager
	Patricia Carr Bernadette Curry Suzanne Fredriksen	SolTrans General Services Manager SolTrans Legal Counsel SolTrans Board Clerk
	Bisi Ibrahim Mandi Renshaw Michael Scanlon Dennis Ybarra	SolTrans Program Analyst I SolTrans Program Analyst I SolTrans Interim Executive Director SolTrans Program Analyst II

OTHERS

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Cathy Campos Damon Dash Daryl Halls James McElroy	National Express Transit National Express Transit Solano Transportation Authority Consultant for Solano Transportation Authority

Josh Shaw
Brandon Thomson
Sam Tolley

Shaw Yoder Antwih
Solano Transportation Authority
National Express Transit

3. APPROVAL OF AGENDA

On a motion by Director Patterson and a second by Director Malgapo, the SolTrans JPA Board unanimously approved the Agenda. (5 Ayes)

4. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

5. EXECUTIVE DIRECTOR'S REPORT

Michael Scanlon stated that SolTrans hosted the Bike to Work event on April 11. He also provided an update regarding two recent assaults on bus drivers, noting that Vallejo police department has arrested one suspect and further investigations are underway.

Damon Dash, Operations Manager with National Express, provided an update regarding the welfare of the bus drivers who were assaulted and stated that one of the employees missed no work while the other returned to work after two days.

Members of the Board expressed the following comments and concerns:

- Concern was expressed regarding the safety and welfare of the bus drivers and drivers were urged to immediately contact dispatch and call 911 directly following such incidents.
- Staff was encouraged to enter into discussions with both the Benicia and Vallejo police departments to consider riding buses on a random basis in an effort to deter crime.
- Staff was encouraged to ensure the cameras on-board the buses are working properly.

Staff provided the following points of clarification:

- Staff has been working with the camera vendor to ensure the drivers are able to confirm the cameras are working properly before beginning their route. Staff also stated that the cameras on-site at the Vallejo Transit Center were upgraded this week.

6. PROCLAMATIONS & PRESENTATIONS

CONSENT CALENDAR

On a motion by Director Patterson and a second by Director Malgapo, the SolTrans JPA Board unanimously approved Consent Calendar Items 7A through 7J. (5 Ayes)

7A. Meeting Minutes of April 20, 2017

Recommendation:

Approve the meeting minutes of April 20, 2017.

7B. Authorize the Interim Executive Director to Award and Execute a Contract to the Most Responsible and Responsive Proposer for the Supply and Installation of a Bus Wash System, not to Exceed \$350,000

Recommendation:

Authorize the Interim Executive Director to award and execute a contract to the most responsive and responsible proposer for the supply and installation of a Bus Wash System, not to exceed \$350,000.

7C. Approve Resolution Amending the Solano County Transit Conflict of Interest Code

Recommendations:

Approve Resolution 2017-05 amending the Solano County Transit (SolTrans) Conflict of Interest Code.

7D. Approve the Procurement of Two Body-on-Chassis Paratransit Buses Through a Cooperative Purchase

Recommendation:

- 1) Authorize the Interim Executive Director to execute an Assignment Agreement with CalACT as well as any other contractual documents related to the procurement, subject to Legal Counsel approval as to form; and
- 2) Authorize the execution of a Purchase Order with A-Z Bus Sales (through the CalACT/ MBTA master contract) for the procurement of 2 GMC/Arboc 28-foot paratransit buses in an amount not to exceed \$408,000.

7E. Proposed Fiscal Year (FY) 2017-18 SolTrans Performance Goals and Measures

Recommendation:

- 1) Approve the revised agency Mission Statement, as shown on page one of Attachment A; and
- 2) Approve the proposed FY 2017-18 Performance Goals and Measures, as shown on Attachment A.

7F. Transportation Development Act (TDA), State Transit Assistance Funds (STAF) and Regional Measure 2 (RM2) Claims

Recommendation:

- 1) Approve the resolutions as shown in Attachments A and B.
- 2) Authorize the Interim Executive Director to execute and submit required documents for claiming SolTrans' FY 2017-18 Allocation Requests for TDA and STAF Funds as needed.
- 3) Authorize the Interim Executive Director to execute and submit required documents for claiming SolTrans' FY 2017-18 Allocation Request for RM2 Funds in the amount of \$1,541,441.

7G. Approve Amendment No. 1 to the Transit Operation Services Contract with National Express Transit Corporation dated July 1, 2013

Recommendation:

Authorize the Interim Executive Director to execute Amendment No. 1 to the Transit Operation Services Contract with National Express Transit Corporation dated July 1, 2013, subject to Legal Counsel approval as to form.

7H. Receive the Actuarial Valuation Report on the PARS Retirement Plan as of June 30, 2016

Recommendation:

Receive the actuarial valuation report for the Solano County Transit PARS Retirement Plan.

7I. Ticket and Passes Distribution Policy

Recommendation:

Approve the Resolution establishing a Ticket and Distribution Policy as shown in Attachments A and B.

7J. Authorization to Open Bank Accounts and Transfer Funds to New Accounts

Recommendation:

- 1) Approve the Resolution as shown in Attachment A;
- 2) Authorize the Executive Director and the Finance and Administration Manager to transfer funds from the current checking account to the new account to establish an account balance.

REGULAR CALENDAR

8. ACTION ITEMS

8A. 2017 American Public Transportation Association (APTA) Transit Board Members and Board Support Seminar

Public Comments:

None presented.

Board Comments:

Chairperson Sampayan stated that he would reach out to Alternate Director Dew-Costa to attend the seminar.

Director Patterson stated that she would be interested in attending the seminar.

Recommendation:

Identify up to two SolTrans Board Members to attend the 2017 APTA Transit Board Members and Board Support Seminar in Chicago, IL, from July 22 through 25.

Following the SolTrans Board's selection of Alternate Director Dew-Costa and Director Patterson to attend the seminar, Chairperson Sampayan closed the agenda item.

8B. Fiscal Year (FY) 2017-18 Operating and Capital Budget

Kristina Botsford presented an overview of the FY 2017-18 Operating and Capital Budget.

Public Comments:

None presented.

Board Comments:

The following comments and concerns were expressed by Board Members:

- Concern was expressed regarding the fact that expenditures are increasing faster than revenues, so Staff was encouraged to find ways to increase revenues.

Staff provided the following points of clarification:

- Staff may attempt to renegotiate the operating contract, or seek new proposals in a continuing effort to control growth of operating costs. Staff also continues to diligently pursue competitive grant funding.

Recommendation:

Approve the FY 2017-2018 Operating Budget and Capital Budget New Requests, as presented on Attachments A and B, and carryover of unspent FY 2016-2017 approved capital budget amounts.

On a motion by Director Patterson and a second by Director Malgapo, the SolTrans JPA Board unanimously approved the recommendation. (5 Ayes)

8C. Authorize the Interim Executive Director to Execute an Amendment to the PARS Retirement Plan

Kristina Botsford provided a summary of the proposed amendment to the PARS Retirement Plan, including the proposed language to clarify how part-time employees accrue service credit, as well as a sample service credit accrual calculation.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

As recommended by the Benefits Subcommittee, authorize the Interim Executive Director to execute an amendment to the PARS Retirement Plan, subject to Legal Counsel approval as to form (Attachment A).

On a motion by Director Patterson and a second by Director Malgapo, the SolTrans JPA Board unanimously approved the recommendation. (5 Ayes)

8D. Route 9 Mare Island Service Status

Michael Abegg provided a presentation of the Route 9 Mare Island Service, including the current status of the Route, performance analysis, stakeholder action, fiscal impact and next steps.

Public Comments:

None presented.

Board Comments:

The following comments and concerns were expressed by Members of the Board:

- Concerns were expressed regarding continuing the free fare, as additional funds are needed to offset costs, and there could be a negative impact to ridership at such time that the agency does begin charging a fare. It was noted that though the additional funds needed seems minimal, the Route does not appear to be sustainable in the way it is currently configured.
- Further concern was expressed regarding subsidizing the Route while farebox recovery continues to decline, and it was noted that if the Route is not performing to standard by November, the Route should be discontinued.
- A request was made for Staff to consider providing service from Mare Island to Benicia in the evenings.
- Staff was encouraged to enter into further discussion with the stakeholder group regarding potential on-demand transit service on Mare Island.
- Concern was expressed regarding autonomous bus policy issues which can be very challenging to navigate, and Staff was encouraged to begin bringing those policy discussions before the Board as soon as possible for consideration.
- Staff was encouraged to reach out to Alstom Transport Inc. and the Mare Island Army Reserve Center to assess potential interest as stakeholders.
- Support was expressed in continuing the Route, particularly due to the number of veterans who need to travel to/from the island for medical appointments at the VA Clinic.

Staff provided the following points of clarification:

- Staff noted that the existing local bus Routes only run until 7:30 p.m., and evening service expansion should be considered first and foremost within the core of SolTrans' service area where ridership success is more likely.
- Staff noted that the VA Clinic currently has shuttle service, and that SolTrans and the VA Clinic shuttle will likely complement each other. It was noted that while the VA Clinic is not able to provide funding because they are a federal government agency, they have been one of the strongest advocates on the island for the service.
- Staff suggested that a modest fare for adults would be \$1 in terms of affordability for the rider and efficiency for Staff to manage, with consideration of a \$0.50 fare for seniors and persons with disabilities, and a free fare for veterans.

After discussion and further consideration, the SolTrans JPA Board voted to amend the recommendation as follows:

Recommendation:

- 1) Authorize the Interim Executive Director to complete funding agreements with Mare Island project partners to include but not be limited to Touro University, Vallejo Unified School District, United States Forest Service, United States Veterans' Administration, Lennar Mare Island (and/or related entities), and Global Center for Success, to provide support for the operation of the Route 9 Mare Island demonstration through a tentative date of November 18, 2017, ***with direction to Staff to discontinue the Route in November in the event that performance standards are not met.***

(continued on next page)

- 2) Direct Staff to continue Route 9 Mare Island, with adjustments including elimination of all Saturday service, elimination of up to four low-ridership weekday trips and modification to routing and schedules as needed to maintain and improve responsiveness of the route to partner needs.
- 3) Direct Staff to prepare changes to the FY 2017-18 Operating Budget to reflect the additional cost of service and the subsidy to be received from project partners.
- 4) Authorize the Route 9 Mare Island route to operate ***as a free with a modest fare of \$1 for adults, \$0.50 for seniors and persons with disabilities, and a free fare for veterans*** for the remainder of the demonstration period.

On a motion by Director Patterson and a second by Director Malgapo, the SolTrans JPA Board unanimously approved the recommendation, as amended shown above in ***strikethrough bold italics***. (5 Ayes)

8E. SolTrans' Compensation Philosophy

Kristina Botsford provided a summary of the proposed SolTrans Compensation Philosophy, noting that the draft was developed as a part of the Executive Director recruitment process and presented to the Benefits Subcommittee at the request of the Board.

Public Comments:

None presented.

Board Comments:

The following comments and concerns were expressed by Board Members:

- Concerns were expressed regarding the term “internal equity” and it was requested that further definition be provided within the compensation philosophy prior to the Board’s approval.
- Concern was also expressed regarding the feasibility and ability of the agency to maintain a competitive edge with the San Francisco Bay area.
- Clarification was provided regarding the fact that the agency is in PARS and not CalPERS and doesn’t provide social security, which makes SolTrans’ benefits less competitive with others in the Bay Area.
- Concern was expressed with the clause which states that the agency will evaluate salaries “at least every three years”. It was suggested that Staff strike the language “at least every three years” and retain the remainder of the clause.

Staff provided the following points of clarification:

- Staff will make the requested revisions and bring the compensation philosophy back to the Board at the July meeting.

Recommendation:

~~As recommended by the Benefits Subcommittee, approve the Proposed SolTrans Compensation Philosophy as shown in Attachment A.~~

After discussion and consideration, the agenda item was tabled until the July 20, 2017 meeting.

9. DISCUSSION ITEMS

9A. Solano Transportation Authority Express Corridor Study Update and Implementation Plan Review

At this time, Councilmember Malgapo left the meeting (5:30 p.m.).

Michael Abegg provided background information regarding the Solano Transportation Authority (STA) Express Corridor Study, including the current status, and key implementation steps. He introduced Jim McElroy, Consultant to STA.

Jim McElroy provide a presentation on the STA Express Corridor Study, including the impetus for the service change, the current route configuration, performance measures evaluation, ridership comparison data, corridor study progress to date, route consolidation and proposed routing, the implementation approach, key capital projects and primary action items moving forward.

Public Comments:

None presented.

Board Comments:

The following comments and concerns were expressed by Board Members:

- Concern was expressed regarding the possibility of jeopardizing ridership on Route 78 by eliminating the Pleasant Hill stop, noting that the agency has taken significant effort to rebuild the ridership over time.
- A request was made for Staff to bring information to the Board regarding extending service in the evenings on Route 78 and to continue to explore access to the ferry terminal early in the mornings.

James McElroy provided the following points of clarification:

- The goal of the Solano Express implementation is to continue Route 78 as it currently stands, and the Board will have the opportunity to retain the Pleasant Hill and Walnut Creek stops if that is determined to be the most beneficial to the ridership.

Staff provided the following points of clarification:

- Staff was able to obtain funding in 2015 which allowed for the extension of Route 78 during the weekdays, with the last trip leaving Walnut Creek BART at 9:15 p.m. and Staff hopes to obtain additional funding in the future for even more evening service. Staff will also continue to explore early morning access to the ferry terminal on Route 78.

Recommendation:

Informational.

9B. Public Outreach Report for May 2017

Mandi Renshaw provided a presentation of public outreach events for April and early May, as well as upcoming outreach efforts.

Public Comments:

None presented.

Board Member Comments:

None presented.

Recommendation:

Informational.

9C. Acquiring Accounting Software and Transferring Accounting Processing In-House

Kristina Botsford provided an overview of the transfer of the Agency's accounting processes from the City of Vacaville to SolTrans, as well as highlights of the new accounting software. She stated that the new process will benefit the Agency by reducing costs and improving efficiencies.

Public Comments:

None presented.

Board Member Comments:

None presented.

Recommendation:

Informational.

9D. System Performance Report

Public Comments:

None presented.

Board Member Comments:

None presented.

Recommendation:

Informational.

9E. Federal and State Legislative Update

Michael Scanlon introduced Josh Shaw, Consultant with Shaw/ Yoder/ Antwih.

Josh Shaw provided a presentation of the Road Repair and Accountability Act of 2017, SB 1 (Beall and Frazier) and ACA 5 (Frazier and Newman), including a summary of 10-year funding projections, funding sources, transit funding distribution, and the level of protection surrounding the new money.

Public Comments:

None presented.

Board Member Comments:

The following comments and concerns were expressed by Board Members:

- Concern was expressed regarding how much funding Solano County will likely receive under SB 1, as \$600 million annually is not a lot of funding for the entire state.
- Concern was expressed regarding the lack of any position on AB 17.

Josh Shaw provided the following points of clarification:

- The funding under SB 1 will be spread thin across the state; however, the apportioned funding would be in proportion to your agency's revenue generated which could increase in the future if Solano County passes a local sales tax measure for transportation.
- AB 17 contains some controversial elements, and while the end result could be beneficial it should be up to the Board to decide whether or not to take a support position. It is likely premature to take a position at this time on the bill, and is recommended that the Board find out from Shaw Yoder Antwhi how the bill will get funded prior to making a decision.

Recommendation:

Informational.

10. NON- DISCUSSION ITEMS

10A. Construction Projects Update

Recommendation:

Informational.

11. STAFF BRIEFINGS

12. BOARD OF DIRECTORS COMMENTS

13. ADJOURNMENT

The meeting was adjourned at 6:25 p.m. The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, July 20, 2017, 4:00 p.m.**, in the **Vallejo Council Chamber**, located at 555 Santa Clara Street, Vallejo.

Attested by:



05/19/2017

Suzanne Fredriksen
Clerk of the Board

Date