

# PCC

## SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)

1:00 p.m., Thursday, July 15, 2021

### Join Zoom Meeting

[https://STA.zoom.us/Paratransit Coordinating Council Meeting](https://STA.zoom.us/Paratransit%20Coordinating%20Council%20Meeting)

Meeting ID: 857 9927 3790 / Passcode: 834790

Join by Telephone: 1+ (408) 638-0968

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### MEETING AGENDA

#### ITEM

#### STAFF PERSON

1. **CALL TO ORDER / CONFIRM QUORUM / INTRODUCTIONS**  
(1:00 – 1:05 p.m.) Ernest Rogers, Chair
2. **APPROVAL OF AGENDA**  
(1:05 – 1:10 p.m.) Members
3. **OPPORTUNITY FOR PUBLIC COMMENT**  
(1:10 – 1:15 p.m.)
4. **PRESENTATIONS**  
(1:15 – 1:40 p.m.)
  - A. Emergency Preparedness Lisa Hooks, Vice-Chair
  - B. Rio Vista Delta Breeze Transit Update Brandon Thomson, Delta Breeze
5. **CONSENT CALENDAR**  
Recommendation: Approve the following consent item.  
(1:40 – 1:45 p.m.)
  - A. **Minutes of the PCC Meeting of May 20, 2021** Cecilia de Leon, STA  
Recommendation:  
Approve the Minutes for the Meeting of May 20, 2021  
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#### PCC MEMBERS

<u>Heather Barlow</u> Social Services Provider	<u>Richard Burnett</u> MTC Policy Advisory Council Representative	<u>Cindy Hayes</u> Social Services Provider	<u>Lisa Hooks, Vice-Chair</u> Social Services Provider	<u>Brian McLaughlin</u> Member at Large	<u>Judy Nash</u> Public Agency -Education
<u>Katherine Richter</u> Transit User	<u>Ernest Rogers, Chair</u> Transit User	<u>Teri Ruggiero</u> Public Agency- Health & Social Services	<u>Cynthia Tanksley</u> Transit User	<u>James Williams</u> Member at Large	

## 6. ACTION ITEMS – DISCUSSION

**A. Fiscal Year (FY) 2021-22 Transportation Development Act (TDA) Matrix – July 2021 - Solano County Transit (SolTrans) and Solano Transportation Authority (STA)**

Ron Grassi, STA

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA approved July 2021 TDA Matrix for FY 2021-22 which includes the TDA Claim for SolTrans and STA as shown in Attachment B.

(1:45 – 1:50 p.m.)

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**B. PCC Bylaws Review and Discussion**

Debbie McQuilkin, STA

Recommendation:

Approve correction to language regarding officer terms as referenced in Article VI, Sections 1 & 3.

(1:50 – 1:55 p.m.)

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**C. PCC Membership Status**

Recommendation:

1. PCC members to nominate an alternate voting member by the January 2022 PCC meeting.
2. Forward a recommendation to the STA Board to approve Chandra Daniels as alternate Transit User Member to Katherine Richter, Transit User Member.
3. Forward a recommendation to the STA Board to re-appoint members Teri Ruggiero, Public Agency – Health and Social Services Member and Cynthia Tanksley, Transit User Member to additional 3-year terms.

(1:55 – 2:05 p.m.)

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## 7. INFORMATIONAL ITEMS – DISCUSSION

**A. SolanoExpress Service Modifications --August 2021**

Brandon Thomson, STA

(2:05 – 2:10 p.m.)

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**B. Suisun Community Based Transportation Plan (CBTP)**

Debbie McQuilkin, STA

(2:10 – 2:15 p.m.)

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**8. TRANSIT OPERATOR UPDATES**

Group

- A. Dixon Redit-Ride
- B. Fairfield and Suisun Transit (FAST)
- C. Rio Vista Delta Breeze
- D. Solano County Transit (SolTrans)
- E. Vacaville City Coach

(2:15 – 2:50 p.m.)

**9. COMMENTS FROM PCC MEMBERS, STAFF, AND REPRESENTATIVES FROM ADVISORY COMMITTEES**

Group

(2:50 – 3:00 p.m.)

**10. FUTURE AGENDA ITEMS**

- A. Solano Mobility Programs Year End Update
- B. Update of PCC Bylaws
- C. Status Update on Outstanding Grant Applications
- D. Connected Mobility Implementation Plan

**11. ADJOURNMENT**

The next regular meeting of the PCC is scheduled to meet at **1:00 p.m. on Thursday, September 16, 2021 via Zoom.**

**NOTE:** During the COVID-19 virus shelter-in-place time period, PCC meetings will be conducted via Zoom.

**Meeting Schedule for the Calendar Year 2020**

**Thursday, January 21, 2021**

**Thursday, March 18, 2021**

**Thursday, May 20, 2021**

**Thursday, July 15, 2021**

**Thursday, September 16, 2021**

**Thursday, November 18, 2021**

For questions regarding this agenda:

Please contact Debbie McQuilkin at (707) 399-3231 or [dmcquilkin@sta.ca.gov](mailto:dmcquilkin@sta.ca.gov)

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# PCC

## SOLANO PARATRANSIT COORDINATING COUNCIL (PCC) DRAFT PCC Meeting Minutes for Virtual Meeting of May 20, 2021

### 1. CALL TO ORDER/ CONFIRM QUORUM/INTRODUCTIONS

Ernest Rogers, PCC Chair, called the virtual PCC Meeting to order at 1:02 p.m. Pursuant to Governor Newsom's Executive Order N-29-20 and the Shelter at Home order issued by Solano County Public Health, the PCC members and other invited participants attended the meeting via Zoom.

A quorum was confirmed via roll call by Debbie McQuilkin, STA Transit Mobility Coordinator.

#### **PCC Members Present: *In Alphabetical Order by Last Name***

Heather Barlow	Social Services Provider
Richard Burnett	MTC Policy Advisory Council Representative
Cindy Hayes	Social Services Provider
Lisa Hooks	PCC Vice Chair/Social Services
Brian McLaughlin	Member at Large
Judy Nash	Public Agency - Education
Ernest Rogers	PCC Chair/Transit User
Teri Ruggiero	Public Agency - Health & Social Services
Cynthia Tanksley	Transit User
James Williams	Member at Large

#### **PCC Members Absent: *In Alphabetical Order by Last Name***

Katherine Richter	Transit user
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#### **Others Present: *In Alphabetical Order by Last Name***

April Cobb	FAST
Chandra Daniels	Suisun City Resident
Cecilia de Leon	STA
Ron Grassi	STA
Kathrina Gregana	STA
Vicki Jacobs	Dixon Read-Ride
Louren Kotow	Dixon Read-Ride
David Lee	C.A.R.E. Evaluators
Debbie McQuilkin	STA
Mandi Renshaw	SolTrans
John Sanderson	SolTrans
Brandon Thomson	STA
George ?	Rio Vista Resident
Amber Villarreal	Fairfield and Suisun Transit (FAST)

**2. APPROVAL OF AGENDA**

On a motion by James Williams and a second by Teri Ruggiero, the PCC approved the agenda.  
(9 Ayes)

**3. OPPORTUNITY FOR PUBLIC COMMENT**

None.

**4. PRESENTATIONS**

**A. Emergency Preparedness**

*By: Lisa Hooks*

This presentation has been postponed to a later PCC meeting.

**B. Dixon Read-Ride Transit Service Update**

*By: Louren Kotow*

Louren Kotow provided a presentation on transit service, with a focus on paratransit. She outlined the general information, as well as the rules and regulations. She announced the agency has recently upgraded their fleet from vans to buses to increase capacity for the service available to riders with disability and older adults. She provided statistics on ADA ridership and mentioned that COVID-19 protocols are still in effect on the agency's transit system.

**5. CONSENT CALENDAR**

**A. Minutes of the PCC Meeting of March 18, 2021**

Recommendation:

Approve PCC meeting minutes of March 18, 2021.

On a motion by Teri Ruggiero and a second by Brian McLaughlin, the PCC unanimously approved the recommendation. (9 Ayes)

**6. ACTION ITEMS – DISCUSSION**

**A. Comprehensive Transportation Plan (CTP) Committee Membership**

Kathrina Gregana gave an overview of the Comprehensive Transportation Plan and its three main components. She informed the PCC members that STA wants to reconvene the three committees in 2021 and requested PCC members to appoint a PCC representative and an alternative to represent the Transit & Rideshare Committee.

PCC members nominated James Williams as the PCC representative and Cynthia Tanksley as alternate for the CTP Transit & Rideshare Committee.

Recommendation:

Nominate and elect a PCC Member and Alternate for the CTP Transit and Rideshare Committee.

On a motion by Teri Ruggiero and a second by Brian McLaughlin, the PCC approved the recommendation.  
(9 Ayes)

**B. Consolidated Transportation Services Agency (CTSA) Re-Designation**

Ron Grassi provided a presentation on CTSA. He conveyed the STA CTSA designation will expire in September 2022 and requested to obtain a Letter of Support from the PCC for STA's CTSA Re-Designation.

Recommendation:

Forward a recommendation to the STA Board to approve CTSA Re-Designation Letter of Support to MTC.

On a motion by Teri Ruggiero and a second by Brian McLaughlin, the PCC approved the recommendation.

(9 Ayes)

**7. INFORMATIONAL ITEMS – DISCUSSION**

**A. Local Access Fund Administrator (LAFA) for the Access for All Program for Solano County**

Ron Grassi discussed staff's recommendation for STA to serve as the Local Access Fund Administrator (LAFA) for a new state program providing funding for on-demand transportation service for people with disabilities called Access for All Program. He noted this initiative would be added to the existing Solano Mobility Programs as part of STA's role as the Consolidated Transit Services Agency (CTSA) for Solano County. He reported the STA Board has approved the recommendation at the May Board Meeting.

*(Vice-Chair Hooks joined at 1:36 p.m.)*

**B. PCC Bylaws Review and Discussion**

Debbie McQuilkin presented the PCC Bylaws and requested PCC members' feedback for the recommended changes that were considered at the last meeting. A lengthy discussion ensued regarding process of updating the bylaws in relation to membership/alternates, member resignation process, and membership expansion. The council requested a copy of the PCC Bylaws for further review. Chair Rogers requested that the PCC Bylaws be revisited to formalize the proposed revisions at the next PCC meeting

**C. STA Staff Update by Debbie McQuilkin**

1. Veterans Mobility Needs Assessment

STA has engaged a team to conduct a needs assessment to develop a comprehensive understanding of unmet needs and service gaps through the perspectives of both service providers and veterans.

2. Wheelchair Retrieval

Feedback and suggestions received from various agencies were presented.

3. PCC Membership

Chandra Daniels, transit user, was introduced as a potential future PCC member. The group discussed participation, membership expansion, and alternates. Member Teri Ruggiero asked staff that Chandra's application be forwarded to the next meeting.

## **8. TRANSIT OPERATOR UPDATES**

- Dixon Redit-Ride: Vicki Jacobs
  - Fluctuation in ridership due to COVID, but starting to increase.
  - More ADA users have gone through the program.
  - New bus can now accommodate additional passengers.
- Fairfield and Suisun Transit (FAST): April Cobb and Amber Villarreal
  - Fares for local service, DART service, and local taxi program will resume June 1, 2021.
  - FAST is participating in the mobile application token transit.
- Rio Vista Delta Breeze: Brandon Thomson
  - Uber partnership to commence on September 1, 2021.
  - Dial-a-Ride switching to Microtransit.
- Solano County Transit (SolTrans): Mandi Renshaw
  - Public hearing to be held at SolTrans Board Meeting regarding Phase 1 for service restoration.
  - Monitoring regional, state, and County direction for increasing bus capacity.
- Vacaville City Coach: Not Present

## **9. COMMENTS FROM PCC MEMBERS, STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES**

- Information on COVID-19 vaccination was provided.
- Group discussion on transit demand to the vaccination sites.
- Emergency pack will be provided to all participants at today's PCC meeting.
- Members expressed their appreciation to staff.

## **10. FUTURE AGENDA ITEMS PCC COMMENTS**

- A. Solano Mobility Programs Year End Update**
- B. Update of PCC Bylaws**
- C. Status Update on Outstanding Grant Applications**
- D. Emergency Preparedness Training**
- E. Connected Mobility Implementation Plan**

## **11. ADJOURNMENT**

The meeting adjourned at 2:47 p.m. The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, July 15, 2021** via Zoom.



# PCC

DATE: July 7, 2021  
TO: Paratransit Coordinating Council (PCC)  
FROM: Ron Grassi, Director of Programs  
Mary Pryor, Transit Finance Consultant  
RE: Fiscal Year (FY) 2021-22 Transportation Development Act (TDA) Matrix –  
July 2021 - Solano County Transit (SolTrans), and Solano Transportation  
Authority (STA)

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## **Background:**

The Transportation Development Act (TDA) was enacted in 1971 by the California Legislature to ensure a continuing statewide commitment to public transportation. This law imposes a one-quarter-cent tax on retail sales within each county for this purpose. Proceeds are returned to counties based upon the amount of taxes collected, and are apportioned within the county based on population. To obtain TDA funds, local jurisdictions must submit requests to regional transportation agencies that review the claims for consistency with TDA requirements. Solano County agencies submit TDA claims to the Metropolitan Transportation Commission (MTC), the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties. The Solano FY 2021-22 TDA fund estimates from February 2021 by jurisdiction are shown on the attached MTC Fund Estimate (Attachment A).

TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Card Program. To clarify how the TDA funds are to be allocated each year among the local agencies and to identify the purpose of the funds, the STA works with the transit operators and prepares an annual TDA matrix. The TDA matrix is approved by the STA Board and submitted to MTC to provide MTC guidance when reviewing individual TDA claims.

The cost share for the intercity routes per the Intercity Funding Agreement is reflected in the TDA Matrix. The intercity funding formula is based on 20% of the costs shared on population and 80% of the costs shared and on ridership by residency. Population estimates are updated annually using the Department of Finance population estimates and ridership by residency is based on on-board surveys conducted in October 2018. The intercity funding process includes (budgeted) intercity revenues and expenditures for FY 2021-22 to determine the cost per funding partner.

## **Discussion:**

The TDA apportionment for FY 2021-22 includes revenue estimates and projected carryover. The following claims for SolTrans and STA are within the parameters of available TDA funds and are being brought forward for review:

### **SolTrans' TDA Summary**

SolTrans is requesting \$8,009,456 in TDA funds for FY 2021-22, of which \$3,997,456 is requested to be used for operating, and \$4,012,000 is designated for capital projects. SolTrans is currently in the process of electrifying its SolanoExpress bus fleet. SolTrans' TDA claim amounts are included in Attachment B.

**STA TDA Summary**

STA is requesting \$1,643,547 in FY 2021-22 TDA funds. TDA funds in the amount of \$601,797 will be used for transit programs, administration, coordination, and planning consistent with the STA's budget. TDA funds in the amount of \$130,000 will be claimed against the Suisun City TDA per the Funding Agreement between Fairfield/Suisun City and the STA for the maintenance of the Suisun Amtrak Station and Transit Center. Solano County's TDA funds in the amount of \$550,000 are to be claimed for the Intercity Taxi Card Program and Faith in Action's program of \$45,000 to provide medical transportation for older adults, and \$316,750 are to be claimed for the Countywide In-Person ADA Assessment Program. STA's TDA claim amounts are included in the July 2021 TDA matrix in Attachment B.

The recommendation to approve the July 2021 TDA Matrix for FY 2021-22 which includes the TDA Claim for SolTrans and STA as shown in Attachment B was unanimously approved by the SolanoExpress Intercity Consortium and STA TAC at their June 2021 meetings. On July 14, 2021 this item will be presented to the STA Board for approval.

**Fiscal Impact:**

No additional financial impact to STA as these claim amounts are consistent with the proposed FY 2021-22 STA Budget. The STA Board's approval of the July 2021 TDA matrix provides the guidance needed by MTC to process the TDA claim submitted by STA from the local operators and Solano County's TDA funds.

**Recommendation:**

Forward a recommendation to MTC to allocate funds based on the STA approved July 2021 TDA Matrix for FY 2021-22 which includes the TDA Claim for SolTrans and STA as shown in Attachment B.

**Attachments:**

- A. FY 2021-22 TDA Fund Estimate for Solano County dated February 2021
- B. FY 2021-22 Solano TDA Matrix for July 2021 – SolTrans and STA

## Metropolitan Transportation Commission Programming and Allocations Committee

February 10, 2021

Agenda Item 3d - 21-0149

### MTC Resolution No. 4450. FY 2021-22 Fund Estimate

- Subject:** Annual Fund Estimate and proposed apportionment and distribution of \$790 million in Transportation Development Act (TDA) Local Transportation Fund, State Transit Assistance (STA), State of Good Repair (SGR) Program, Assembly Bill 1107 (AB 1107), transit-related bridge toll, and Low Carbon Transit Operations Program (LCTOP) funds for FY 2021-22.
- Background:** MTC is required by state statute to prepare and adopt an annual fund estimate of TDA Local Transportation Fund (LTF) ¼ cent sales tax revenues for the upcoming fiscal year by March 1<sup>st</sup>. This estimate assists the Bay Area's transit operators in budgeting for the next fiscal year, in this case FY 2021-22. The fund estimate prepared by MTC also includes a number of other fund sources which MTC allocates to transit operators, primarily for operations.

The following are highlights of the fund estimate for FY 2021-22:

1. **Economic Overview:** The Bay Area economy, like local economies worldwide, has been significantly impacted by the COVID-19 pandemic. Unemployment rates have increased significantly across all nine counties over the last year with Solano County having the highest unemployment rate at 7.5% and Marin County with the lowest rate at 4.7% in November 2020. Taxable sales have been impacted in uneven ways, with San Francisco experiencing declines in taxable sales of more than -38% while five other Bay Area counties have seen an *increase* in taxable sales during the pandemic. Significant uncertainty remains about possible shifts in population, work from home policies, and commute patterns – all of which could impact revenues. Accordingly, it is prudent for transit operators to budget with great caution.
2. **Transportation Development Act (TDA):** State law requires county auditors to submit annual estimates of the ¼-cent TDA sales tax revenue generation to MTC by February 1<sup>st</sup>. A summary of the county auditors' mid-year estimates indicate that regional TDA revenue generation is expected to decrease by 7.1% in the current year of FY 2020-21 to \$405 million, with a subsequent increase of 3.6% in FY 2021-22 to \$419 million.  
  
MTC advises that transit operators in all counties exercise caution when budgeting for FY 2021-22 as many of the county auditors are uncertain how actual FY 2020-21 revenues will come in due to economic uncertainty, the impacts of the *Wayfair* decision, and the attribution of sales taxes collected from out of state transactions.
3. **AB 1107:** A portion (25%) of BART's half-cent sales tax revenue generated in Alameda, Contra Costa, and San Francisco counties is subject to allocation by MTC, and MTC staff is responsible for estimating the annual revenue generation. Given the economic uncertainty and indicators described above staff proposes to revise the current FY 2020-21 estimate downwards to \$83 million and to forecast FY 2021-22 revenues of \$83 million (7.2% decrease

from actual FY 2019-20 revenues of \$89 million). This amount would be split evenly between SFMTA and AC Transit per longstanding Commission policy.

4. **State Transit Assistance (STA):** Governor Newsom's proposed FY 2021-22 State Budget estimates \$667 million in STA funds statewide in FY 2021-22. Based on this estimate, the Bay Area would receive approximately \$201 million (\$147 million in Revenue-Based and \$54 million in Population-Based) in FY 2021-22 STA funds. Staff will return to the Commission to update the estimates following the state budget approval later this year.


Note that staff are proposing to revise the FY 2020-21 STA revenue forecast from what was included in the adopted FY 2020-21 State Budget to incorporate the state's current and more accurate projections for FY 2020-21. The updated estimates for the current year are included in the Governor's FY 2021-22 budget proposal and will allow transit operators to claim much needed additional STA funds this year.

5. **State of Good Repair (SGR) Program:** Senate Bill (SB) 1 established the State of Good Repair (SGR) Program which will bring nearly \$43 million to the Bay Area in FY 2021-22 for transit capital state of good repair projects. The funds from the SGR Program follow the same state-wide distribution policies as the regular STA program, with a Revenue-Based and Population-Based program.
6. **Bridge Tolls:** In April 2010, MTC Resolution No. 3948 resulted in a lump sum payment from BATA to MTC for an amount equal to the 50-year present value of AB 664, RM 1, and 2% Toll revenue. Future payments from these toll revenues will be made from this lump sum, in accordance with Commission policies established in MTC Resolution Nos. 4015 and 4022.
7. **Cap and Trade – Low Carbon Transit Operations Program:** The FY 2021-22 Fund Estimate includes details on funding that will flow to the region through the Low Carbon Transit Operations Program, which is a component of the state Cap and Trade program. In FY 2021-22, the region is projected to receive \$39 million from the program based on an estimate from Governor Newsom's proposed FY 2021-22 State Budget. Apportionments of these funds are guided by Caltrans policies for the Revenue-Based program (which are the same as the STA Revenue-Based program) and by the MTC Commission for the Population-Based program through the MTC Cap and Trade Framework (MTC Resolution No. 4130, Revised).

**Issues:** None.

**Recommendation:** Refer MTC Resolution No. 4450 to the Commission for approval.

**Attachments:** MTC Resolution No. 4450  
Presentation slides

  
Therese W. McMillan

**FY 2021-22 FUND ESTIMATE  
REGIONAL SUMMARY**

Attachment A  
Res No. 4450  
Page 1 of 20  
2/24/2021

**TDA REGIONAL SUMMARY TABLE**

<i>Column</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H=Sum(A:G)</i>
	6/30/2020	FY2019-21 Outstanding Commitments, Refunds, & Interest <sup>2</sup>	FY2020-21	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2021-22
Apportionment Jurisdictions	Balance <sup>1</sup>		Original Estimate	Revenue Adjustment	Revised Admin. & Planning Charge	Revenue Estimate	Admin. & Planning Charge	Available for Allocation
Alameda	21,803,450	(73,110,634)	93,151,568	(9,144,890)	(3,360,267)	84,846,744	(3,393,870)	110,792,100
Contra Costa	27,480,405	(47,736,024)	46,139,252	421,021	(1,862,411)	45,908,428	(1,836,337)	68,514,334
Marin	254,408	(9,630,391)	14,000,000	(1,610,827)	(495,567)	12,017,498	(480,699)	14,054,422
Napa	2,566,799	(5,400,082)	9,885,444	(911,987)	(358,938)	8,979,207	(359,168)	14,401,275
San Francisco	1,706,317	(39,248,345)	53,477,500	(12,425,000)	(1,642,100)	44,562,500	(1,782,501)	44,648,370
San Mateo	4,139,323	(3,295,925)	48,558,690	(6,863,744)	(1,667,798)	42,857,457	(1,714,298)	82,013,707
Santa Clara	6,109,012	(91,678,267)	121,909,000	(188,111)	(4,868,836)	130,850,000	(5,234,000)	156,898,799
Solano	31,320,613	(18,702,053)	22,251,809	231,674	(899,339)	22,483,483	(899,338)	55,786,850
Sonoma	11,130,299	(18,514,515)	26,300,000	(500,000)	(1,032,000)	26,600,000	(1,064,000)	42,919,783
<b>TOTAL</b>	<b>\$106,510,627</b>	<b>(\$307,316,236)</b>	<b>\$435,673,263</b>	<b>(\$30,991,863)</b>	<b>(\$16,187,256)</b>	<b>\$419,105,317</b>	<b>(\$16,764,211)</b>	<b>\$590,029,640</b>

**STA, AB 1107, BRIDGE TOLL, LOW CARBON TRANSIT OPERATIONS PROGRAM, & SGR PROGRAM REGIONAL SUMMARY TABLE**

<i>Column</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E=Sum(A:D)</i>
	6/30/2020		FY2019-21	FY2020-21	FY2021-22
Fund Source	Balance (w/ interest) <sup>1</sup>		Outstanding Commitments <sup>2</sup>	Revenue Estimate	Revenue Estimate
<b>State Transit Assistance</b>					
Revenue-Based	20,210,979		(88,120,659)	141,760,954	147,178,092
Population-Based	64,021,806		(52,821,473)	51,806,954	53,786,663
<b>SUBTOTAL</b>	<b>84,232,784</b>		<b>(140,942,132)</b>	<b>193,567,908</b>	<b>200,964,755</b>
<b>AB1107 - BART District Tax (25% Share)</b>	<b>0</b>		<b>(83,000,000)</b>	<b>83,000,000</b>	<b>83,000,000</b>
<b>Bridge Toll Total</b>					
MTC 2% Toll Revenue	6,609,841		(4,790,435)	1,450,000	1,450,000
5% State General Fund Revenue	15,651,030		(2,327,829)	3,656,386	3,408,427
<b>SUBTOTAL</b>	<b>22,260,871</b>		<b>(7,118,264)</b>	<b>5,106,386</b>	<b>4,858,427</b>
<b>Low Carbon Transit Operations Program</b>	<b>0</b>		<b>0</b>	<b>36,583,611</b>	<b>38,778,628</b>
<b>State of Good Repair Program</b>					
Revenue-Based	416,285		(16,848,071)	31,528,098	31,477,988
Population-Based	13,345,856		(24,867,891)	11,522,035	11,503,725
<b>SUBTOTAL</b>	<b>13,762,141</b>		<b>(41,715,962)</b>	<b>43,050,133</b>	<b>42,981,713</b>
<b>TOTAL</b>	<b>\$120,255,796</b>		<b>(\$272,776,358)</b>	<b>\$361,308,038</b>	<b>\$370,583,523</b>

Please see Attachment A pages 2-20 for detailed information on each fund source.

1. Balance as of 6/30/20 is from the MTC FY2019-20 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.

2. The outstanding commitments figure includes all unpaid allocations as of 6/30/20, and FY2020-21 allocations as of 1/31/21.

**FY 2021-22 FUND ESTIMATE  
TRANSPORTATION DEVELOPMENT ACT FUNDS  
SOLANO COUNTY**

Attachment A  
Res No. 4450  
Page 9 of 20  
2/24/2021

FY2020-21 TDA Revenue Estimate			FY2021-22 TDA Revenue Estimate		
<b>FY2020-21 Generation Estimate Adjustment</b>			<b>FY2021-22 County Auditor's Generation Estimate</b>		
1. Original County Auditor Estimate (Feb, 20)		22,251,809	13. County Auditor Estimate		22,483,483
2. Revised Revenue (Feb, 21)		22,483,483	<b>FY2021-22 Planning and Administration Charges</b>		
3. Revenue Adjustment (Lines 2-1)		231,674	14. MTC Administration (0.5% of Line 13)		112,417
<b>FY2020-21 Planning and Administration Charges Adjustment</b>			15. County Administration (0.5% of Line 13)		112,417
4. MTC Administration (0.5% of Line 3)		1,158	16. MTC Planning (3.0% of Line 13)		674,504
5. County Administration (Up to 0.5% of Line 3)		1,158	17. Total Charges (Lines 14+15+16)		899,338
6. MTC Planning (3.0% of Line 3)		6,950	18. TDA Generations Less Charges (Lines 13-17)		21,584,145
7. Total Charges (Lines 4+5+6)		9,266	<b>FY2021-22 TDA Apportionment By Article</b>		
8. Adjusted Generations Less Charges (Lines 3-7)		222,408	19. Article 3.0 (2.0% of Line 18)		431,683
<b>FY2020-21 TDA Adjustment By Article</b>			20. Funds Remaining (Lines 18-19)		21,152,462
9. Article 3 Adjustment (2.0% of line 8)		4,448	21. Article 4.5 (5.0% of Line 20)		0
10. Funds Remaining (Lines 8-9)		217,960	22. TDA Article 4 (Lines 20-21)		21,152,462
11. Article 4.5 Adjustment (5.0% of Line 10)		0			
12. Article 4 Adjustment (Lines 10-11)		217,960			

TDA APPORTIONMENT BY JURISDICTION										
Column	A	B	C=Sum(A:B)	D	E	F	G	H=Sum(C:G)	I	J=Sum(H:I)
	6/30/2020	FY2019-20	6/30/2020	FY2019-21	FY2020-21	FY2020-21	FY2020-21	6/30/2021	FY2021-22	FY2021-22
Apportionment Jurisdictions	Balance (w/o interest)	Interest	Balance (w/ interest) <sup>1</sup>	Outstanding Commitments <sup>2</sup>	Transfers/ Refunds	Original Estimate	Revenue Adjustment	Projected Carryover	Revenue Estimate	Available for Allocation
Article 3	1,251,791	25,097	1,276,888	(1,224,283)	0	427,235	4,448	484,288	431,683	915,971
Article 4.5										
<b>SUBTOTAL</b>	<b>1,251,791</b>	<b>25,097</b>	<b>1,276,888</b>	<b>(1,224,283)</b>	<b>0</b>	<b>427,235</b>	<b>4,448</b>	<b>484,288</b>	<b>431,683</b>	<b>915,971</b>
Article 4/8										
Dixon	1,120,732	24,501	1,145,234	(982,748)	0	938,978	9,776	1,111,240	959,641	2,070,881
Fairfield	5,266,879	104,099	5,370,978	(4,655,294)	0	5,557,256	57,859	6,330,799	5,620,857	11,951,656
Rio Vista	641,837	15,233	657,070	(384,638)	0	446,672	4,651	723,754	479,869	1,203,623
Solano County	2,493,104	37,449	2,530,553	(1,007,503)	0	928,826	9,670	2,461,546	916,397	3,377,943
Suisun City	5,473	1,632	7,105	(1,115,374)	0	1,396,892	14,544	303,167	1,399,148	1,702,315
Vacaville	10,837,671	213,369	11,051,040	(4,248,078)	0	4,687,157	48,800	11,538,919	4,749,915	16,288,834
Vallejo/Benicia	9,703,126	164,553	9,867,679	(5,670,067)	0	6,978,721	72,659	11,248,992	7,026,636	18,275,628
<b>SUBTOTAL</b>	<b>30,068,822</b>	<b>560,835</b>	<b>30,629,658</b>	<b>(18,063,702)</b>	<b>0</b>	<b>20,934,502</b>	<b>217,960</b>	<b>33,718,417</b>	<b>21,152,462</b>	<b>54,870,879</b>
<b>GRAND TOTAL</b>	<b>\$31,320,613</b>	<b>\$585,932</b>	<b>\$31,906,546</b>	<b>(\$19,287,986)</b>	<b>\$0</b>	<b>\$21,361,737</b>	<b>\$222,408</b>	<b>\$34,202,705</b>	<b>\$21,584,145</b>	<b>\$55,786,850</b>

1. Balance as of 6/30/20 is from the MTC FY2019-20 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.

2. The outstanding commitments figure includes all unpaid allocations as of 6/30/20, and FY2020-21 allocations as of 1/31/21.

3. Where applicable by local agreement, contributions from each jurisdiction will be made to support the Intercity Transit Funding Agreement.

FY 2021-22 TDA Matrix

Date Prepared 18-Jun-21  
 STA Board Action

	Note #	Dixon	Fairfield	Rio Vista	Suisun City	Vacaville	Vallejo/Benicia (SolTrans)	Solano County	Total
<b>TDA Revenue Available</b>									
FY21-22 TDA Revenue Estimate from MTC	1	\$ 959,641	\$ 5,620,857	\$ 479,869	\$ 1,399,148	\$ 4,749,915	\$ 7,026,636	\$ 916,397	\$ 21,152,462
Projected Carryover from MTC	1	\$ 1,111,240	\$ 6,330,799	\$ 723,754	\$ 303,167	\$ 11,538,919	\$ 11,248,992	\$ 2,461,546	\$ 33,718,417
Available for Allocation per MTC	1	\$ 2,070,881	\$ 11,951,656	\$ 1,203,623	\$ 1,702,315	\$ 16,288,834	\$ 18,275,628	\$ 3,377,943	\$ 54,870,879
FY20-21 Allocations / Returns	1								\$ -
<b>Total TDA Revenue Available for Allocation</b>		<b>\$ 2,070,881</b>	<b>\$ 11,951,656</b>	<b>\$ 1,203,623</b>	<b>\$ 1,702,315</b>	<b>\$ 16,288,834</b>	<b>\$ 18,275,628</b>	<b>\$ 3,377,943</b>	<b>\$ 54,870,879</b>

USES

<b>Paratransit</b>									
Intercity Taxi Scrip	2	\$ 2,650	\$ 17,274	\$ 100		\$ 34,613	\$ 58,298	\$ 437,066	\$ 550,000
Paratransit	3						\$ 470,417	\$ 316,750	\$ 787,167
Local Taxi Scrip	3						\$ 50,000		\$ 50,000
<i>Subtotal Paratransit</i>		<i>\$ 2,650</i>	<i>\$ 17,274</i>	<i>\$ 100</i>	<i>\$ -</i>	<i>\$ 34,613</i>	<i>\$ 578,715</i>	<i>\$ 753,816</i>	<i>\$ 1,387,167</i>

<b>Local Transit Service</b>	3						\$ 2,273,489		\$ 2,273,489
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<b>SolanoExpress Intercity Bus</b>									
To FAST	4	\$ 192,570	\$ 539,260	\$ -	\$ 97,029	\$ 1,599,041	\$ 114,669	\$ 91,967	\$ 2,634,536
To SolTrans	4	\$ 9,927	\$ 106,881	\$ -	\$ 24,869	\$ 54,484	\$ 860,565	\$ 87,058	\$ 1,143,784
<i>Subtotal SolanoExpress Intercity Bus</i>		<i>\$ 202,497</i>	<i>\$ 646,141</i>	<i>\$ -</i>	<i>\$ 121,897</i>	<i>\$ 1,653,525</i>	<i>\$ 975,234</i>	<i>\$ 179,025</i>	<i>\$ 3,778,319</i>

<b>Transit Capital</b>	Claimed by each agency	3					\$ 4,012,000		\$ 4,012,000
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<b>STA Planning</b>	Claimed by STA	6	\$ 26,980	\$ 159,680	\$ 12,834	\$ 40,138	\$ 134,679	\$ 200,798	\$ 26,688	\$ 601,797
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FY 2021-22 TDA Matrix

Date Prepared 18-Jun-21  
STA Board Action

		Note #	Dixon	Fairfield	Rio Vista	Suisun City	Vacaville	Vallejo/Benicia (SolTrans)	Solano County	Total
Swaps / Other										
	LCTOP swap: Dixon to claim from FAST for FY20-21 funding shares	7		\$ 890						\$ 890
	SGR swap: Dixon to claim from FAST for FY21-22 funding shares	7		\$ 1,277						\$ 1,277
	LCTOP swap: Rio Vista to claim from SolTrans for FY20-21 funding shares	8						\$ 283		\$ 283
	SGR swap: Rio Vista to claim from SolTrans for FY20-21 funding shares	8						\$ 1,186		\$ 1,186
	LCTOP swap: Vacaville to claim from FAST for FY20-21 funding shares	9		\$ 2,894						\$ 2,894
	SGR swap: Vacaville to claim from FAST for FY21-22 funding shares	9		\$ 4,154						\$ 4,154
	FTA 5311 CRRSAA fund swap, claimed by Vacaville	10	\$ 462,867							\$ 462,867
	Fairfield-Vacaville Train Station claimed by FAST	11					\$ 69,312			\$ 69,312
	Suisun City Train Station, claimed by STA	12				\$ 130,000				\$ 130,000
	Faith in Action, claimed by STA	13							\$ 45,000	\$ 45,000
	Subtotal Swaps		\$ 462,867	\$ 9,215	\$ -	\$ 130,000	\$ 69,312	\$ 1,469	\$ 45,000	\$ 717,863
Total To Be Claimed by All Agencies			\$ 694,994	\$ 832,310	\$ 12,934	\$ 292,035	\$ 1,892,129	\$ 8,041,704	\$ 1,004,529	\$ 12,770,635
Balance			\$ 1,375,887	\$ 11,119,345	\$ 1,190,689	\$ 1,410,280	\$ 14,396,705	\$ 10,233,924	\$ 2,373,413	\$ 42,100,243

- Notes
- (1) MTC February 24, 2021 Fund Estimate; Reso 4220; columns I, H, J; Allocations/Returns in matrix are those not yet included in MTC's fund estimate
  - (2) STA will be claimant. Amounts subject to change.
  - (3) From each agency's annual TDA claim. Amount claimed from Solano County by STA is for ADA assessments.
  - (4) Based on FY 2021-22 Intercity Transit Funding Agreement forecast approved by STA Board in April 2021
  - (5) (Not used)
  - (6) Claimed by STA from all agencies per formula; Amount in matrix is \$1 less due to rounding.
  - (7) Dixon to claim from FAST per April 7, 2021 and June 10, 2021 swap letters
  - (8) Rio Vista to claim from SolTrans per April 19, 2021 swap letter and May 21, 2020 SolTrans staff report
  - (9) Vacaville to claim from FAST per April 8, 2021 and June 10, 2021 swap letters
  - (10) FTA 5311 CRRSAA fund swap from MTC's FY2021 Estimates by Operator. Vacaville to swap with Dixon due to 5311 eligibility limitations.
  - (11) FAST to claim from Vacaville based on 2002 agreement for operation of Fairfield - Vacaville Train Station. Amount covers FY19-20 costs.
  - (12) To be claimed by STA for Suisun Amtrak station maintenance
  - (13) To be claimed by STA for Faith in Action



# PCC

DATE: June 30, 2021  
TO: Paratransit Coordinating Council (PCC)  
FROM: Debbie McQuilkin, Mobility Transit Coordinator  
RE: PCC Bylaws Review and Discussion

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## **Background:**

Paratransit Coordinating Council (PCC) is a citizen's advisory committee to the Solano Transportation Authority (STA) that represents the older adults, people with disabilities and low-income residents of Solano County. The members of the PCC are volunteers from the local community and local social service agencies.

## **Discussion:**

At the May 20, 2021, meeting, the PCC members had a discussion regarding updating the membership section of the current Bylaws. The discussion was a result of STA staff receiving a letter of resignation from member Katherine Richter, Transit User, on February 22, 2021. PCC members were interested in modifying the bylaws to allow accommodations for members such as Ms. Richter who, due to extenuating circumstances, may be prevented from attending the required number of meetings to keep their membership in good standing. One proposed solution was to add an "alternate" member position that could step in if a member were unable to attend. Upon review of the bylaws, Article V, Section 5 addresses the alternate position that each member or participating agency shall name.

STA staff received an interest form from Chandra Daniels who applied for the position of Transit User (Attachment A). Ms. Richter sent an email stating she is willing to name Ms. Daniels as her alternate Transit User. (Attachment B)

PCC members were sent the PCC Bylaws (Attachment C) on May 20, 2021, via email, to review and provide feedback for additional recommendations. Only one response was received by PCC Member at Large, Brian McLaughlin, who noted a discrepancy in Article VI, Sections 1 & 3 regarding Officers. The language in Section 1 states that "The Council shall nominate and elect *annually* a Chairperson and a Vice-Chairperson" however, in Section 3 it states, "The terms of office of the Chairperson and Vice-Chairperson shall be *two (2) years*". The correct term for officers is 2 years.

At this time, staff is requesting any additional comments or recommendations be brought forth for discussion. The PCC Bylaws were last revised on October 19, 2018 and approved by the STA Board on February 13, 2019 (Attachment C). The proposed Bylaws revisions as noted above will be reviewed by the STA Executive Director and Legal Counsel and then brought back to this committee and the STA Board in September 2021 for approval.

**Fiscal Impact:**

None.

**Recommendation:**

Approve correction to language regarding Officer terms as referenced in Article VI, Sections 1 & 3.

Attachments:

- A. Chandra Daniels Application
- B. Email from PCC Member Katherine Richter naming Chandra Daniels as her alternate
- C. PCC Bylaws



## ADVISORY COMMITTEE INTEREST FORM

### CONTACT INFORMATION

Name Chandra Daniels  
 Street Address 1426 Monitor Ave  
 City, State, Zip Suisun City, CA 94585-3201  
 Phone 707-863-1039 Home ☐ Cell ☒  
 Email Address chndrdnls@yahoo.com

I would like to be considered to fill a position on the following committee:

       BAC        CTSA   ✓   PCC        PAC        SR2S        SPWD-TAC

I am applying for the open position of: (Check one)

       Citizen Member        Member-at-Large        Public Agency        Social Service Provider   ✓   Transit User

### Letter of intent/interest to serve on an STA Citizen Advisory Committee

Summarize the reason you would like to participate in one of the STA's Citizen Advisory Committee. Include what experience (work or otherwise) qualifies you:

I'm interested in learning about the PCC, and would like to observe the upcoming meeting.

I have been involved with Fast Transit for several years as a transit ambassador.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Chandra Daniels  
 Signature \_\_\_\_\_ Date 3/31/2021

Fill out and return to Solano Transportation Authority by email: [info@sta.ca.gov](mailto:info@sta.ca.gov) or fax: 707-424-6074  
 One Harbor Center, Suite 130, Suisun City, CA 94585 | 707-424-6075

**From:** [rose4kmr62@gmail.com](mailto:rose4kmr62@gmail.com)  
**To:** [Deborah McQuilkin](#)  
**Subject:** RE: PCC Alternate Appointment  
**Date:** Wednesday, June 30, 2021 5:22:03 PM  
**Attachments:** [image001.png](#)

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Debbie,

It was a pleasure speaking with you this afternoon. I am willing to name Ms. Daniels at my alternate. Please advise if you need further action.

Best Regards,  
Katherine

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**From:** Deborah McQuilkin <dmcquilkin@sta.ca.gov>  
**Sent:** Wednesday, June 30, 2021 3:43 PM  
**To:** Katherine Richter <rose4kmr62@gmail.com>  
**Subject:** PCC Alternate Appointment

Hi Katherine,

It was nice talking with you earlier! I appreciate your time as I know you are very busy

I just received a message from Chandra that she is interested in being the alternate Transit User. Can you kindly confirm with me via email that you are officially naming Chandra Daniels as your alternate for the Transit User Member position on the PCC?

Please let me know if you have any questions and thank you, Katherine!  
Debbie

*Debbie McQuilkin*

**Solano Transportation Authority**  
**Transit Mobility Coordinator**

1 Harbor Center, Ste 130  
Suisun, CA 94585  
Direct: 707-399-3231

[www.SolanoMobility.org](http://www.SolanoMobility.org)

[www.facebook.com/SolanoMobility](https://www.facebook.com/SolanoMobility)





**BYLAWS**  
**of the**  
**SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)**  
*Revised October 19, 2018*

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**ARTICLE I      NAME**

Section 1.            The name of this organization shall be the Solano Paratransit Coordinating Council (PCC), hereinafter called Council.

**ARTICLE II      AUTHORIZING AGENCY**

Section 1.            The Solano Transportation Authority (STA) is the authorizing agency for the Paratransit Coordinating Council and shall approve all appointments to the Council and amendments to the Bylaws of the Council.

**ARTICLE III      PURPOSE**

Section 1.            The Council shall serve as an advocate for improved availability of transit services for the older adults, people with disabilities, minorities, economically disadvantaged and other transit dependent persons.

Section 2.            The Council shall advise the Solano Transportation Authority, the Metropolitan Transportation Commission, and other appropriate funding agencies in the expenditure of all available paratransit revenues within Solano County.

Section 3.            The Council shall serve as a forum to bring together the diverse perspectives of those individuals and groups seeking to provide the best possible transportation services for the above designated transit dependent individuals.

**ARTICLE IV      FUNCTION**

Section 1.            The Council shall increase cooperation and coordination in the availability of transportation services by minimizing overlap and duplication in the use of resources at the policy, management, and service delivery levels.

Section 2.            The Council shall review proposals requesting Federal, State and/or local paratransit monies and make recommendations on these proposals to the appropriate funding agencies.

Section 3.            The Council shall provide a forum for discussion of common goals and recommended actions affecting paratransit. This coordination is intended to

result in increased utilization of transit services and reduced costs, by means of shared vehicles, insurance pooling and other coordinated actions.

Section 4. The Council shall be an advocate for the best possible use of existing transit services and for the provision of new services to address unmet needs for those who are transit dependent. It shall channel input and suggestions to existing paratransit services in the County and keep informed of the special needs of transit dependent people, augmenting the information contained in the Solano County Mobility Management Plan, Short Range Transit Plan; and other plans and studies that address paratransit issues in Solano County.

Section 5. The Council shall offer assistance to groups and/or agencies applying for Federal, State, and/or other appropriate funds for paratransit services; continue to be aware of potential funding sources; disseminate transportation information to as wide an audience as possible within the County, and at the same time seek to coordinate with other groups which have a regional interest in transportation.

## **ARTICLE V MEMBERSHIP**

Section 1. The Council shall be composed of representatives of private, public and nonprofit providers and consumers of transit services whose interests are consistent with the purpose of the Council and who shall represent all communities in the County.

Section 2. The Council shall consist of a number of representatives from the groups listed below. The number of voting members in each of these categories is indicated in parentheses after the group. In selecting members for the Council every effort will be made to ensure that the needs and perspectives of members of minority groups will be adequately represented.

- 1) Voting Members (11)
  - a) Transit Users (3)
    - i) Older Adult (1) (60 or older)
    - ii) Person with Disability (1)
    - iii) Low Income (1)
  - b) Members at Large (2)
  - c) Public Agencies (2)
    - i) County Department of Health and Social Services (1)
    - ii) Education –Related Services (1)
  - d) Social Service Providers (3)
    - i) Three Council members will be selected from agencies experienced in the provision of services for people with disabilities, older adults, and those in rural areas, including, when possible, social service providers of transportation. Every effort will be made to ensure that the needs and perspectives of both

non-profit and for-profit providers are adequately represented in this section of the Council.

e) The Policy Advisory Council MTC Advisor for Solano County.

## 2) Non-Voting Members

Non-voting membership on the Council is intended to ensure that adequate technical information and a wide range of regional and institutional perspectives are available to assist the Council in its deliberations. Membership in this portion of the Council shall include the following:

- a) Solano Transportation Authority Staff
- b) All Solano County Public Transit Agencies
- c) Metropolitan Transportation Commission Staff
- d) Caltrans District 4
- e) County Board of Supervisors Staff

Section 3. The term of service on the Council shall be three years. A member may continue to serve through reappointment by the STA Board.

Section 4. Recommendations to the Solano Transportation Authority of appointments to the Council may be made at a regular meeting of the Council by a two-thirds (2/3) vote of those present.

Section 5. Each participating agency shall name its representative and one alternate; the transit users shall be nominated by the Council and they shall name their own alternates. Each member of the Council shall have one vote. An alternate shall assume that right to vote when acting on behalf of the member representative.

Section 6. Council members who do not attend three (3) regularly scheduled meetings in succession and do not contact staff to indicate that they will not be present shall have their positions declared vacant. Absence after contacting staff constitutes an "excused absence." Excused and unexcused absences in any one calendar year period shall be documented in the minutes of each meeting. If a Council member has missed a combination of six (6) meetings of excused and unexcused absences, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next meeting, the position will be declared vacant at that time.

## ARTICLE VI OFFICERS

Section 1. The Council shall nominate and elect annually a Chairperson and a Vice-Chairperson. Staff of the Solano Transportation Authority shall be responsible for secretarial functions.

- Section 2. A Nominating Committee, appointed by the current Chairperson, consisting of three (3) members, shall be selected in October of each year. A slate of prospective officers shall be presented to the Council at the December meeting and an opportunity provided for nominations from the floor. The election of officers shall take place at the end of this meeting with the new officers to be seated at the January meeting.
- Section 3. The terms of office of the Chairperson and Vice-Chairperson shall be two (2) years. A minimum of one (1) year must elapse before either of the officers can serve again.
- Section 4. If the Chairperson resigns his/her position, the Vice-Chairperson shall step into the vacated spot and a special nominating committee will appoint a new Vice-Chairperson. Service in this temporary position shall not bar the interim Chairperson from running in a subsequent election for Chairperson.
- a. It shall be the duty of the chairperson to preside over all meetings of the Council, and to appoint committees as necessary.
  - b. It shall be the duty of the vice-chairperson to assist the chairperson in the execution of the office and to preside at meetings in the event of the absence of the chairperson.
  - c. It shall be the duty of the secretary (STA Staff) to keep a written record of all meetings of the Council and other tasks as appropriate.

## **ARTICLE VII MEETINGS**

- Section 1. The Council shall call at least six (6) regularly scheduled meetings a year. The meetings will be held the third Thursday of every other month, subject to change.
- Section 2. Special meetings may be called at the discretion of the chairperson, or staff, or at least one-third of the membership (requesting such meeting in writing to staff), as necessary.
- Section 3. The secretary shall give written notice of all meetings of the Council to each Council member and others on the approved mailing list prior to the meeting date. At the direction of the Council, when it is deemed appropriate, efforts will be made to provide a broader public notification of meetings.
- Section 4. All meetings shall be public meetings.

## **ARTICLE VIII COMMITTEES**

- Section 1. Committees shall be constituted at the discretion of the Council to research



issues related to the Council’s mission, to carry out short-term defined special activities that support the Council’s function and to report their findings and activities back to the Council.

**ARTICLE IX      QUORUM**

Section 1.      A majority of the filled voting member positions shall constitute a quorum authorized to transact any business duly presented at a meeting of the Council.

**ARTICLE X      PARLIAMENTARY PROCEDURE**

Section 1.      The rules contained in Roberts’ “Rules of Order”, as last revised, shall govern the proceedings of the Council to the extent they are not inconsistent with these Bylaws.

**ARTICLE XI      AMENDMENTS, CORRECTIONS OR CHANGES IN THE BYLAWS**

Section 1.      Recommendations for amendments of these Bylaws, in whole or in part, may be made by a majority vote at any duly organized meeting of this Council, provided that a copy of any amendment proposed for consideration shall be transmitted to each member at least thirty (30) days prior to the date of the meeting. Any changes are subject to approval by the STA Board.

**ARTICLE XII      CONFLICT OF INTERESTS**

Section 1.      No member of the Council shall make, participate in making, or use his/her official position as a member to influence a Council decision in which he/she has a financial interest or a conflict of interest. A conflict of interest shall include, but is not limited to, a Council member’s membership in or affiliation with any organization which benefit from any action under consideration by the Council.

Section 2.      Letters written by the Council that are directed outside the STA must be reviewed by the Executive Director and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or consistent with Board policies, the letter will be sent out. In all other cases the letter must be reviewed by legal counsel and approved by the STA Board action.

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# PCC

DATE: July 1, 2021  
TO: Paratransit Coordinating Council (PCC)  
FROM: Debbie McQuilkin, Mobility Transit Coordinator  
RE: PCC Membership Update

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**Background:**

Paratransit Coordinating Council (PCC) is a citizen’s advisory committee to the Solano Transportation Authority (STA) that represents the older adults, people with disabilities and low-income residents of Solano County. The members of the PCC are volunteers from the local community and local social service agencies. The term of service on the Council shall be three years. A member may continue to serve through reappointment by the STA Board.

The Solano Transportation Authority’s (STA) Paratransit Coordination Council (PCC) By-Laws stipulate that there are eleven members of the PCC. Members of the PCC include up to three (3) transit users, two (2) members-at-large, two (2) public agency representatives, three (3) social service providers and one (1) representative from MTC Policy Advisory Council.

**Discussion:**

On February 22, 2021, STA staff received a resignation letter from Katherine Richter, Transit User. A discussion among the PCC members ensued at both the March and May meetings regarding allowing accommodations for members with extenuating circumstances such as Ms. Richter’s (Attachment A). One proposed solution was to add an “alternate” member position that could step in if a member were unable to attend. Upon review of the bylaws, Article V, Section 5 addresses the alternate position that each member or participating agency shall name (Attachment B).

STA staff received an interest form from Chandra Daniels who applied for the position of Transit User (Attachment C). Ms. Richter sent an email stating she is willing to name Ms. Daniels as her alternate Transit User. (Attachment D)

In September 2021, PCC members Teri Ruggiero, Public Agency – Health and Social Services Member and Cynthia Tanksley, Transit User Member’s terms will expire (Attachment E). STA Staff has reached out to both members confirming their interest in re-appointment.

**Fiscal Impact:**

None.

**Recommendations:**

1. PCC members to nominate an alternate voting member by the January 2022 PCC meeting.

2. Forward a recommendation to the STA Board to approve Chandra Daniels as alternate Transit User Member to Katherine Richter, Transit User Member.
3. Forward a recommendation to the STA Board to re-appoint members Teri Ruggiero, Public Agency – Health and Social Services Member and Cynthia Tanksley, Transit User Member to additional 3-year terms.

Attachment:

- A. Ms. Richter's PCC Resignation
- B. PCC Bylaws
- C. Chandra Daniels Interest Form
- D. Ms. Richter's Email Confirming Chandra Daniels as Alternate
- E. PCC Membership Status

## ATTACHMENT A

**From:** [rose4kmr62@gmail.com](mailto:rose4kmr62@gmail.com)  
**To:** [Deborah McQuilkin](#)  
**Cc:** [rose4kmr62@gmail.com](mailto:rose4kmr62@gmail.com)  
**Subject:** PCC Resignation  
**Date:** Monday, February 22, 2021 5:16:34 PM

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February 22, 2021

Dear Members of PCC:

It is with much regret that I inform you that I must resign membership from PCC, effective immediately. My new job and the current virtual "work from home" training course do not allow me to miss the time to attend the meetings. I hope in the future that I am able to return to the Committee and be of service and/or serve in a related capacity to address transportation concerns in Solano County.

I wish all of you much success and a joyous and healthy 2021.

Best Regards,  
Katherine Richter



**BYLAWS**  
**of the**  
**SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)**  
*Revised October 19, 2018*

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**ARTICLE I      NAME**

Section 1.      The name of this organization shall be the Solano Paratransit Coordinating Council (PCC), hereinafter called Council.

**ARTICLE II      AUTHORIZING AGENCY**

Section 1.      The Solano Transportation Authority (STA) is the authorizing agency for the Paratransit Coordinating Council and shall approve all appointments to the Council and amendments to the Bylaws of the Council.

**ARTICLE III      PURPOSE**

Section 1.      The Council shall serve as an advocate for improved availability of transit services for the older adults, people with disabilities, minorities, economically disadvantaged and other transit dependent persons.

Section 2.      The Council shall advise the Solano Transportation Authority, the Metropolitan Transportation Commission, and other appropriate funding agencies in the expenditure of all available paratransit revenues within Solano County.

Section 3.      The Council shall serve as a forum to bring together the diverse perspectives of those individuals and groups seeking to provide the best possible transportation services for the above designated transit dependent individuals.

**ARTICLE IV      FUNCTION**

Section 1.      The Council shall increase cooperation and coordination in the availability of transportation services by minimizing overlap and duplication in the use of resources at the policy, management, and service delivery levels.

Section 2.      The Council shall review proposals requesting Federal, State and/or local paratransit monies and make recommendations on these proposals to the appropriate funding agencies.

Section 3.      The Council shall provide a forum for discussion of common goals and recommended actions affecting paratransit. This coordination is intended to

result in increased utilization of transit services and reduced costs, by means of shared vehicles, insurance pooling and other coordinated actions.

Section 4. The Council shall be an advocate for the best possible use of existing transit services and for the provision of new services to address unmet needs for those who are transit dependent. It shall channel input and suggestions to existing paratransit services in the County and keep informed of the special needs of transit dependent people, augmenting the information contained in the Solano County Mobility Management Plan, Short Range Transit Plan; and other plans and studies that address paratransit issues in Solano County.

Section 5. The Council shall offer assistance to groups and/or agencies applying for Federal, State, and/or other appropriate funds for paratransit services; continue to be aware of potential funding sources; disseminate transportation information to as wide an audience as possible within the County, and at the same time seek to coordinate with other groups which have a regional interest in transportation.

## **ARTICLE V MEMBERSHIP**

Section 1. The Council shall be composed of representatives of private, public and nonprofit providers and consumers of transit services whose interests are consistent with the purpose of the Council and who shall represent all communities in the County.

Section 2. The Council shall consist of a number of representatives from the groups listed below. The number of voting members in each of these categories is indicated in parentheses after the group. In selecting members for the Council every effort will be made to ensure that the needs and perspectives of members of minority groups will be adequately represented.

- 1) Voting Members (11)
  - a) Transit Users (3)
    - i) Older Adult (1) (60 or older)
    - ii) Person with Disability (1)
    - iii) Low Income (1)
  - b) Members at Large (2)
  - c) Public Agencies (2)
    - i) County Department of Health and Social Services (1)
    - ii) Education –Related Services (1)
  - d) Social Service Providers (3)
    - i) Three Council members will be selected from agencies experienced in the provision of services for people with disabilities, older adults, and those in rural areas, including, when possible, social service providers of transportation. Every effort will be made to ensure that the needs and perspectives of both

non-profit and for-profit providers are adequately represented in this section of the Council.

e) The Policy Advisory Council MTC Advisor for Solano County.

## 2) Non-Voting Members

Non-voting membership on the Council is intended to ensure that adequate technical information and a wide range of regional and institutional perspectives are available to assist the Council in its deliberations. Membership in this portion of the Council shall include the following:

- a) Solano Transportation Authority Staff
- b) All Solano County Public Transit Agencies
- c) Metropolitan Transportation Commission Staff
- d) Caltrans District 4
- e) County Board of Supervisors Staff

Section 3. The term of service on the Council shall be three years. A member may continue to serve through reappointment by the STA Board.

Section 4. Recommendations to the Solano Transportation Authority of appointments to the Council may be made at a regular meeting of the Council by a two-thirds (2/3) vote of those present.

Section 5. Each participating agency shall name its representative and one alternate; the transit users shall be nominated by the Council and they shall name their own alternates. Each member of the Council shall have one vote. An alternate shall assume that right to vote when acting on behalf of the member representative.

Section 6. Council members who do not attend three (3) regularly scheduled meetings in succession and do not contact staff to indicate that they will not be present shall have their positions declared vacant. Absence after contacting staff constitutes an "excused absence." Excused and unexcused absences in any one calendar year period shall be documented in the minutes of each meeting. If a Council member has missed a combination of six (6) meetings of excused and unexcused absences, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next meeting, the position will be declared vacant at that time.

## ARTICLE VI OFFICERS

Section 1. The Council shall nominate and elect annually a Chairperson and a Vice-Chairperson. Staff of the Solano Transportation Authority shall be responsible for secretarial functions.



- Section 2. A Nominating Committee, appointed by the current Chairperson, consisting of three (3) members, shall be selected in October of each year. A slate of prospective officers shall be presented to the Council at the December meeting and an opportunity provided for nominations from the floor. The election of officers shall take place at the end of this meeting with the new officers to be seated at the January meeting.
- Section 3. The terms of office of the Chairperson and Vice-Chairperson shall be two (2) years. A minimum of one (1) year must elapse before either of the officers can serve again.
- Section 4. If the Chairperson resigns his/her position, the Vice-Chairperson shall step into the vacated spot and a special nominating committee will appoint a new Vice-Chairperson. Service in this temporary position shall not bar the interim Chairperson from running in a subsequent election for Chairperson.
- a. It shall be the duty of the chairperson to preside over all meetings of the Council, and to appoint committees as necessary.
  - b. It shall be the duty of the vice-chairperson to assist the chairperson in the execution of the office and to preside at meetings in the event of the absence of the chairperson.
  - c. It shall be the duty of the secretary (STA Staff) to keep a written record of all meetings of the Council and other tasks as appropriate.

## **ARTICLE VII MEETINGS**

- Section 1. The Council shall call at least six (6) regularly scheduled meetings a year. The meetings will be held the third Thursday of every other month, subject to change.
- Section 2. Special meetings may be called at the discretion of the chairperson, or staff, or at least one-third of the membership (requesting such meeting in writing to staff), as necessary.
- Section 3. The secretary shall give written notice of all meetings of the Council to each Council member and others on the approved mailing list prior to the meeting date. At the direction of the Council, when it is deemed appropriate, efforts will be made to provide a broader public notification of meetings.
- Section 4. All meetings shall be public meetings.

## **ARTICLE VIII COMMITTEES**

- Section 1. Committees shall be constituted at the discretion of the Council to research

issues related to the Council’s mission, to carry out short-term defined special activities that support the Council’s function and to report their findings and activities back to the Council.

## **ARTICLE IX      QUORUM**

Section 1.      A majority of the filled voting member positions shall constitute a quorum authorized to transact any business duly presented at a meeting of the Council.

## **ARTICLE X      PARLIAMENTARY PROCEDURE**

Section 1.      The rules contained in Roberts’ “Rules of Order”, as last revised, shall govern the proceedings of the Council to the extent they are not inconsistent with these Bylaws.

## **ARTICLE XI      AMENDMENTS, CORRECTIONS OR CHANGES IN THE BYLAWS**

Section 1.      Recommendations for amendments of these Bylaws, in whole or in part, may be made by a majority vote at any duly organized meeting of this Council, provided that a copy of any amendment proposed for consideration shall be transmitted to each member at least thirty (30) days prior to the date of the meeting. Any changes are subject to approval by the STA Board.

## **ARTICLE XII      CONFLICT OF INTERESTS**

Section 1.      No member of the Council shall make, participate in making, or use his/her official position as a member to influence a Council decision in which he/she has a financial interest or a conflict of interest. A conflict of interest shall include, but is not limited to, a Council member’s membership in or affiliation with any organization which benefit from any action under consideration by the Council.

Section 2.      Letters written by the Council that are directed outside the STA must be reviewed by the Executive Director and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or consistent with Board policies, the letter will be sent out. In all other cases the letter must be reviewed by legal counsel and approved by the STA Board action.



## ADVISORY COMMITTEE INTEREST FORM

### CONTACT INFORMATION

Name Chandra Daniels  
 Street Address 1426 Monitor Ave  
 City, State, Zip Suisun City, CA 94585-3201  
 Phone 707-863-1039 Home ☐ Cell ☒  
 Email Address chndrdnls@yahoo.com

I would like to be considered to fill a position on the following committee:

       BAC        CTSA   ✓   PCC        PAC        SR2S        SPWD-TAC

I am applying for the open position of: (Check one)

       Citizen Member        Member-at-Large        Public Agency        Social Service Provider   ✓   Transit User

### Letter of intent/interest to serve on an STA Citizen Advisory Committee

Summarize the reason you would like to participate in one of the STA's Citizen Advisory Committee. Include what experience (work or otherwise) qualifies you:

I'm interested in learning about the PCC, and would like to observe the upcoming meeting.

I have been involved with Fast Transit for several years as a transit ambassador.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Chandra Daniels  
 Signature \_\_\_\_\_ Date 3/31/2021

Fill out and return to Solano Transportation Authority by email: [info@sta.ca.gov](mailto:info@sta.ca.gov) or fax: 707-424-6074  
 One Harbor Center, Suite 130, Suisun City, CA 94585 | 707-424-6075

**From:** [rose4kmr62@gmail.com](mailto:rose4kmr62@gmail.com)  
**To:** [Deborah McQuilkin](#)  
**Subject:** RE: PCC Alternate Appointment  
**Date:** Wednesday, June 30, 2021 5:22:03 PM  
**Attachments:** [image001.png](#)

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Debbie,

It was a pleasure speaking with you this afternoon. I am willing to name Ms. Daniels at my alternate. Please advise if you need further action.

Best Regards,  
Katherine

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**From:** Deborah McQuilkin <dmcquilkin@sta.ca.gov>  
**Sent:** Wednesday, June 30, 2021 3:43 PM  
**To:** Katherine Richter <rose4kmr62@gmail.com>  
**Subject:** PCC Alternate Appointment

Hi Katherine,

It was nice talking with you earlier! I appreciate you time as I know you are very busy

I just received a message from Chandra that she is interested in being the alternate Transit User. Can you kindly confirm with me via email that you are officially naming Chandra Daniels as your alternate for the Transit User Member position on the PCC?

Please let me know if you have any questions and thank you, Katherine!  
Debbie

*Debbie McQuilkin*

**Solano Transportation Authority**  
**Transit Mobility Coordinator**

1 Harbor Center, Ste 130  
Suisun, CA 94585  
Direct: 707-399-3231

[www.SolanoMobility.org](http://www.SolanoMobility.org)

[www.facebook.com/SolanoMobility](https://www.facebook.com/SolanoMobility)



**Solano County**  
**Paratransit Coordinating Council**  
**Membership Status**  
**July 2021**

Member	Jurisdiction	Agency	Appointed	Term Expires	Chair/Vice-Chair Appointment
James Williams	Member at Large		December 2012	December 2021	
Brian McLaughlin	Member at Large		December 2019	December 2022	
Richard Burnett	MTC PAC Representative		December 2012	December 2021	
Judy Nash	Public Agency - Education	Solano Community College	April 2016	December 2022	
Teri Ruggiero	Public Agency – Health and Social Services	ODAS	September 2018	September 2021	
Cindy Hayes	Social Service Provider	Independent Living Resources	October 2017	January 2023	
Heather Barlow	Social Service Provider	Kaiser Permanente	February 2020	February 2023	
Lisa Hooks Vice-Chair	Social Service Provider	State Council on Developmental Disabilities	December 2016	February 2023	December 2019 Ends: Dec 2021
Cynthia Tanksley	Transit User		September 2018	September 2021	
Ernest Rogers Chair	Transit User		June 2014	September 2023	December 2019 Ends: Dec 2021
Katherine Richter	Transit User				

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## PCC

DATE: July 8, 2021  
TO: Paratransit Coordinating Council (PCC)  
FROM: Brandon Thomson, Transit Mobility Coordinator, STA  
Beth Kranda, Executive Director, SolTrans  
Diane Feinstein, Transportation Manager, FAST  
RE: SolanoExpress Service Modifications --August 2021

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### **Background:**

The health crisis created by the COVID-19 pandemic led to rapid and significant modifications to the SolanoExpress services in 2020. Since the initial reductions of service, STA staff and the transit agencies' staff from Solano County Transit (SolTrans) and Fairfield and Suisun Transit (FAST) service reductions have worked on plans to stabilize the service and create a connected and sustainable longer-term express bus service plan. The operators used a combination of reductions in service, frequency (trips per hour) and the span of service (start time to finish time of available service) to attain a roughly 50% reduction in service. STA staff and consultants developed the SolanoExpress Partial Service Restoration Plan and budget that addresses the health and safety, ridership demands, and financial sustainability of service given the global pandemic. The SolanoExpress Partial Restoration Plan was approved by the STA Board on June 10, 2020 and implemented July 2020.

Since the initial implementation of the SolanoExpress Partial Restoration Plan in July 2020, Staff from STA, SolTrans and FAST have been monitoring the performance of the SolanoExpress system. Based upon staff observations, modifications were made to the Red Line that included the expansion of RT 82 as a pilot into San Francisco and was approved by the STA Board on December 9, 2020. Moreover, modifications were made to the Blue Line and GreenExpress through STA Board action on February 10, 2021.

### **Discussion:**

On April 14, 2021, the STA Board adopted Fiscal Year (FY) 2021-22 SolanoExpress Intercity Funding Plan, which increased service hours by approximately 17,500 hours to a total of approximately 62,500 annual SolanoExpress service hours. As more Bay Area counties move to less restrictive tiers in California's Blueprint for a Safer Economy, demand for SolanoExpress service is anticipated to increase. Staff from STA and the two transit operators that operate SolanoExpress (SolTrans and FAST) worked together to develop the most efficient and effective deployment of the additional service hours. Based upon observations, and ridership demand trends, staff is proposing modifications on all four routes on SolanoExpress. The SolanoExpress service map is provided as Attachment A.

Staff proposes to modify the Yellow Line as it was the most impacted route based upon the COVID-19 service reductions and currently contains roughly a two-hour frequency. Under staff's proposal the Yellow Line would be restored to 40- and 60-minute headways which will allow for better connections to Walnut Creek BART, SolTrans local services, and eliminate long layovers at Vallejo Transit Center. Staff recommends no change to Yellow Saturday or Sunday and will operate in its current form. The proposed Yellow Line Schedule can be found on Attachment B.

Staff proposes to modify the Red Line by scheduling the capacity buses into the passenger schedule and adding additional trips that were having capacity constraints. Additionally, modifications to Route 82 are proposed such as adding an additional morning trip and adjusting the timing to space the trips apart so that it would require only one bus in the morning. The proposed modifications to the Red Line and Route 82 can be found on Attachment C.

Moreover, SolTrans staff, in conjunction with STA, solicited public comment on the proposal to increase weekday service frequency on the Yellow Line to hourly trips to Walnut Creek BART. 64 members of the public commented on this proposal, 41 supported the proposal to increase the Yellow Line frequency to hourly, while 23 others requested the funding for the Yellow Line be used to increase service on the Red Line.

A major modification is proposed on the Blue Line by eliminating service to Pleasant Hill BART and start servicing Walnut Creek BART instead. Staff anticipates greater ridership demand at Walnut Creek BART and is working collectively with the other Contra Costa based transit operators that service this station, as well as, BART to better connect our services. Moreover, staff proposes limited service be reinstituted at the Davis Street Park and Ride, near downtown Vacaville so that residents and commuters have direct access to Walnut Creek BART. Attachment D shows the proposed modifications to the Blue Line. STA staff is still coordinating with FAST staff to ensure services to both BART and Sacramento from Davis Street stop, but because of necessary capital improvements that will ensure safety, the implementation of servicing the Davis Street Park and Ride lot will commence at a later date.

The last staff proposed modification pertains to the GreenExpress which provides direct service from the Fairfield Transportation Center to El Cerrito del Norte. Staff proposes to modify the GreenExpress by scheduling the capacity buses into the passenger schedule and adding additional trips that were having capacity constraints, effectively doubling the service from the current iteration. Moreover, all runs will service the Suisun Train Depot. Attachment E shows the proposed modifications to the GreenExpress Line.

The proposed SolanoExpress service modifications would be implemented in August 2021.

The recommendation to forward to the STA Board to conduct a Public Hearing was unanimously approved by the Intercity Transit Consortium and the STA Technical Advisory Committee at their May meetings.

**Fiscal Impact:**

The recommended changes are within the STA Board adopted Fiscal Year (FY) 2021-22 SolanoExpress Intercity Funding Plan.

**Recommendation:**

Informational item on SE service modifications.

Attachments:

- A. SolanoExpress Service Map
- B. Proposed Yellow Line Weekday Schedule
- C. Proposed Red Line and Route 82 Schedule
- D. Proposed Blue Line Weekday Schedule
- E. Proposed GreenExpress Schedule
- F. Proposed Hours by Route



Proposed SolanoExpress Service August 2021



**ATTACHMENT B**

Vallejo Transit Center	Vallejo Ferry Terminal	Curtola Park & Ride	City Park (Military & First)	Sunvalley Shopping Center*	Walnut Creek BART	Walnut Creek BART	Sunvalley Shopping Center*	City Park (Military & First)	Curtola Park & Ride	Vallejo Transit Center
4:27		4:31	4:43		5:07	5:09	5:20	5:36	5:46	5:52
5:27	–	5:31	5:43	–	6:07	6:09	6:20	6:36	6:46	6:52
6:00		6:04	6:16		6:40	6:47	6:58	7:14	7:24	7:30
7:00	–	7:04	7:16	–	7:40	7:47	7:58	8:14	8:24	8:30
7:40		7:44	7:56		8:20	8:27	8:38	8:54	9:04	9:10
8:40	–	8:44	8:56	–	9:20	9:27	9:38	9:54	10:04	10:10
9:20		9:24	9:36		10:00	10:07	10:18	10:34	10:44	10:50
10:20	–	10:24	10:36	–	11:00	11:07	11:18	11:34	11:44	11:50
11:00		11:04	11:16	11:31	11:48	11:52	12:03	12:19	12:29	12:35
12:00	–	12:04	12:16	12:31	12:48	12:52	1:03	1:19	1:29	1:35
12:40		12:44	12:56	1:11	1:28	1:38		1:58	2:08	2:14
1:40	–	1:44	1:56	2:11	2:28	2:38	–	2:58	3:08	3:14
2:20		2:24	2:36	2:51	3:08	3:14		3:34	3:44	3:50
3:20	–	3:24	3:36	3:51	4:08	4:14	–	4:34	4:44	4:50
4:00	4:03	4:08	4:20	4:35	4:52	4:54		5:14	5:24	5:30
5:00	5:03	5:08	5:20	5:35	5:52	5:54	–	6:14	6:24	6:30
5:40	5:43	5:48	6:00	6:15	6:32	6:34		6:54	7:04	7:10
6:40	6:43	6:48	7:00	7:15	7:32	7:34	–	7:54	8:04	8:10
7:20	7:23	7:28	7:40	7:55	8:12	8:14		8:34	8:44	8:50
8:20	8:23	8:28	8:40	8:55	9:12	9:14	–	9:34	9:44	9:50
9:00	9:03	9:08	9:20	9:35	9:52	9:54		10:14	10:24	10:30
10:00	10:03	10:08	10:20	10:35	10:52	10:54	–	11:14	11:24	11:30

Vallejo Transit Center	Vallejo Ferry Terminal	Curtola Park & Ride	City Park (Military & First)	Sunvalley Shopping Center*	Walnut Creek BART	Walnut Creek BART	Sunvalley Shopping Center*	City Park (Military & First)	Curtola Park & Ride	Vallejo Ferry Terminal	Vallejo Transit Center
6:20	–	6:24	6:36	6:51	7:08	7:10	–	7:30	7:40	–	7:46
8:00	–	8:04	8:16	8:31	8:48	8:50	–	9:10	9:20	9:26	9:29
9:40	–	9:44	9:56	10:11	10:28	10:30	–	10:50	11:00	11:06	11:09
11:20	–	11:24	11:36	11:51	12:08	12:10	–	12:30	12:40	–	12:46
12:55	–	12:59	1:11	1:26	1:43	1:50	–	2:10	2:20	–	2:26
2:45	–	2:49	3:01	–	3:25	3:40	3:51	4:07	4:17	–	4:23
4:25	–	4:29	4:41	–	5:05	5:20	5:31	5:47	5:57	–	6:03
6:06	6:09	6:14	6:26	–	6:50	7:00	7:11	7:27	7:37	–	7:43
8:20	8:23	8:28	8:40	–	8:50	9:10	9:21	9:37	9:47	–	9:53

Vallejo Transit Center	Vallejo Ferry Terminal	Curtola Park & Ride	City Park (Military & First)	Sunvalley Shopping Center*	Walnut Creek BART	Walnut Creek BART	Sunvalley Shopping Center*	City Park (Military & First)	Curtola Park & Ride	Vallejo Ferry Terminal	Vallejo Transit Center
8:00	–	8:04	8:16	8:31	8:48	8:50	–	9:10	9:20	9:26	9:29
9:40	–	9:44	9:56	10:11	10:28	10:30	–	10:50	11:00	11:06	11:09
11:20	–	11:24	11:36	11:51	12:08	12:10	–	12:30	12:40	–	12:46
12:55	–	12:59	1:11	1:26	1:43	1:50	–	2:10	2:20	–	2:26
2:45	–	2:49	3:01	–	3:25	3:40	3:51	4:07	4:17	–	4:23
4:25	–	4:29	4:41	–	5:05	5:20	5:31	5:47	5:57	–	6:03
6:06	6:09	6:14	6:26	–	6:50	7:00	7:11	7:27	7:37	–	7:43
8:20	8:23	8:28	8:40	–	8:50	9:10	9:21	9:37	9:47	–	9:53

# ATTACHMENT C

Fairfield- VTC - BART					VTC - BART			BART- VTC			BART- VTC- Fairfield				
Suisun/ Fairfield Amtrak Station	Fairfield Transit Center	Suisun Valley Rd & Kaiser Dr	Six Flags/ Crest	Sonoma & Sereno	Vallejo Transit Center	Curtola Park & Ride	El Cerrito del Norte BART (Arrive)	El Cerrito del Norte BART (Depart)	Curtola Park & Ride	Vallejo Transit Center	Sonoma & Sereno	Six Flags/ Crest	Suisun Valley Rd & Kaiser Dr	Fairfield Transit Center	Suisun/ Fairfield Amtrak Station
										*5:00	5:05	5:10	5:24	5:32	5:42
					* 4:27	4:33	4:50	5:00	5:18						
					5:32	5:38	5:55	6:00	6:18						
					* 6:03	6:09	6:26	6:33	6:51	*5:57	6:02	6:07	6:21	6:29	6:39
					6:33	6:39	6:56	7:01	7:19	7:00	7:06	7:11	7:25	7:33	7:43
6:13	6:23	6:33	6:46	6:51	7:03	7:09	7:26	7:33	7:51	8:00	8:06	8:11	8:25	8:33	8:43
					7:33	7:39	7:56	8:01	8:19						
					7:40	7:46	8:03	8:08	8:26	8:30					
7:13	7:23	7:33	7:46	7:51	8:03	8:09	8:26	8:33	8:51	9:00	9:06	9:11	9:25	9:33	9:43
					8:33	8:39	8:56	9:01	9:19						
8:13	8:23	8:33	8:46	8:51	9:03	9:09	9:26	9:33	9:51	10:00	10:06	10:11	10:25	10:33	10:43
					9:33	9:39	9:56	10:01	10:19						
9:13	9:23	9:33	9:46	9:51	10:03	10:09	10:26	10:33	10:51	11:00	11:06	11:11	11:25	11:33	11:43
10:13	10:23	10:33	10:46	10:51	11:03	11:09	11:26	11:33	11:51	12:00	12:06	12:10	12:24	12:32	12:42
11:13	11:23	11:33	11:46	11:51	12:03	12:09	12:26	12:33	12:51	1:00	1:06	1:11	1:26	1:34	1:45
12:13	12:23	12:33	12:46	12:51	1:03	1:09	1:26	1:31	1:49	2:00	2:06	2:11	2:25	2:33	2:43
1:13	1:23	1:33	1:46	1:51	2:03	2:09	2:26	2:33	2:51	3:00					
								2:40	2:58	3:07	3:13	3:18	3:33	3:41	3:52
2:12	2:22	2:33	2:46	2:51	3:03	3:09	3:26	3:33	3:51	4:00					
								3:40	3:58	4:07	4:13	4:18	4:33	4:41	4:52
					* 3:33	3:39	3:56	4:01	4:19	4:24					
3:12	3:22	3:33	3:46	3:51	4:03	4:09	4:26	4:33	4:51	5:00	5:06	5:11	5:26	5:34	5:45
					4:34	4:40	4:57	5:01	5:19	5:24					
					4:48	4:54	5:11	5:17	5:33	5:38					
4:12	4:22	4:33	4:46	4:51	5:03	5:09	5:26	5:33	5:51	6:00	6:06	6:11	6:26	6:34	6:44
					5:18	5:24	5:41	5:45	6:03	6:08					
					5:34	5:40	5:57	6:01	6:19	6:24					
5:12	5:22	5:31	5:46	5:51	6:03	6:09	6:26	6:33	6:51	7:00	7:06	7:11	7:26	7:34	7:44
					6:34	6:40	6:57	7:01	7:19	7:24					
6:12	6:22	6:31	6:46	6:51	7:03	7:09	7:26	7:33	7:51	8:00	8:06	8:11	8:26	8:34	8:44
					7:34	7:40	7:57	8:01	8:19	8:24					
7:13	7:23	7:32	7:47	7:52	8:03	8:09	8:27	8:31	8:49	8:54*					
					8:34	8:40	8:57	9:01	9:19	9:24*					
8:13	8:23	8:32	8:47	8:52	9:03	9:09	9:27	9:34	9:52	9:57					
9:01	9:11	9:20	9:35	9:40	9:52	9:58	10:15								
					10:00	10:06	10:23	10:25	10:43	10:48					
					10:53	10:59	11:16	11:20	11:38	11:44*					

Fairfield- VTC - BART					BART- VTC						BART- VTC- Fairfield				
Suisun/ Fairfield Amtrak Station	Fairfield Transit Center	Suisun Valley Rd & Kaiser Dr	Six Flags/ Crest	Sonoma & Sereno	Vallejo Transit Center	Curtola Park & Ride	El Cerrito del Norte BART (Arrive)	El Cerrito del Norte BART (Depart)	Curtola Park & Ride	Vallejo Transit Center	Sonoma & Sereno	Six Flags/ Crest	Suisun Valley Rd & Kaiser Dr	Fairfield Transit Center	Suisun/ Fairfield Amtrak Station
					**7:32	7:38	7:55	8:00	8:18	8:26	8:32	8:37	8:51	8:59	9:09
					**8:30	8:36	8:53	8:59	9:17	9:21					
					9:31	9:37	9:54	9:58	10:16	10:25	10:31	10:36	10:50	10:58	11:08
9:40	9:50	10:00	10:13	10:18	10:30	10:36	10:53	10:58	11:16	11:21					
					11:31	11:37	11:54	11:58	12:16	12:25	12:31	12:36	12:50	12:58	1:08
11:40	11:50	12:00	12:13	12:18	12:30	12:36	12:53	12:58	1:16	1:21					
					1:31	1:37	1:54	1:58	2:16	2:25	2:31	2:36	2:51	2:59	3:10
1:40	1:50	2:00	2:13	2:18	2:30	2:36	2:53	2:58	3:16	3:21					
					3:31	3:37	3:54	3:58	4:16	4:25	4:31	4:36	4:51	4:59	5:10
3:39	3:49	4:00	4:13	4:18	4:30	4:36	4:53	4:58	5:16	5:21					
					5:31	5:37	5:54	5:58	6:16	6:25	6:31	6:36	6:51	6:59	7:09
5:39	5:49	6:00	6:13	6:18	6:30	6:36	6:53	6:58	7:16	7:21					
					7:31	7:37	7:54	7:58	8:16	8:25	8:31	8:36	8:51	8:59	9:09
7:40	7:50	8:00	8:13	8:18	8:30	8:36	8:53	8:59	9:17	9:21					
					9:31	9:37	9:54	10:01	10:19	10:23*					

Vallejo Transit Center	Curtola Park & Ride	El Cerrito del Norte BART (Arrive)	El Cerrito del Norte BART (Depart)	Curtola Park & Ride	Vallejo Transit Center
**8:31	8:37	8:54	8:58	9:16	9:21
9:31	9:37	9:54	9:58	10:16	10:21
10:31	10:37	10:54	10:58	11:16	11:21
11:31	11:37	11:54	11:58	12:16	12:21
12:31	12:37	12:54	12:58	1:16	1:21
1:31	1:37	1:54	1:58	2:16	2:21
2:31	2:37	2:54	2:58	3:16	3:21
3:31	3:37	3:54	3:58	4:16	4:21
4:31	4:37	4:54	4:58	5:16	5:21
5:31	5:37	5:54	5:58	6:16	6:21
6:31	6:37	6:54	6:58	7:16	7:21
7:31	7:37	7:54	7:58	8:16	8:21
8:31	8:37	8:54	8:58	9:16	9:21*

Vallejo Transit Center	Curtola Park & Ride	El Cerrito del Norte BART	San Francisco Ferry Terminal	San Francisco Ferry Terminal	El Cerrito del Norte BART	Curtola Park & Ride	Vallejo Transit Center	Sereno Transit Center
5:15	5:21	5:40	6:15	6:30	6:55	7:12	7:15	-
7:30	7:36	7:55	8:30	8:45	9:10	9:27	9:30	-
<b>4:30</b>	<b>4:36</b>	<b>4:53</b>	<b>5:26</b>	<b>5:45</b>	<b>6:16</b>	<b>6:33</b>	<b>6:38</b>	<b>6:45</b>
<b>9:18</b>	<b>9:24</b>	<b>9:41</b>	<b>10:14</b>	<b>10:29</b>	<b>11:00</b>	<b>11:17</b>	<b>11:22</b>	<b>11:29</b>



Proposed Schedule Update AUGUST 1 2021

Blue Line - Westbound/Southbound - Weekdays

Blue Line-Northbound/Eastbound - Weekdays

												BART: AM-Depart to SF/ PM-Arrive from SF												
Sacramento Valley Station (Depart)	9th Street & L Sreet	UC Davis Silo	Dixon Park & Ride	Vaca Valley Parkway	Vacaville Transpo Center	Davis Street Park & Ride	Fairfield Transpo Center Arrive	Fairfield Transpo Center Depart	Suisun Valley Road	Benicia Bus Hub / Industrial Way	Walnut Creek BART Arrive		Walnut Creek BART Depart	Benicia Bus Hub / Industrial Way	Suisun Valley Road	Fairfield Transpo Center (Arrive)	Fairfield Transpo Center (Depart)	Davis Street Park & Ride	Vacaville Transpo Center	Vaca Valley Parkway	Dixon Park & Ride	UC Davis Silo	2nd and Capitol Mall*	Sacramento Valley Station (Arrive)
					4:18	4:25		4:40	--	5:00	5:23	5:34	5:25	--	--	5:55	6:03		6:18	--	6:32	--	6:58	7:09
								4:40	--	5:00	5:23	6:03	6:00	6:20	6:35	6:45	6:49		6:39	--	6:53	7:06	7:32	7:44
			4:57	5:09	5:18	5:45		5:10	--	5:30	5:54	6:33	6:29	6:49	7:04	7:15	7:23		7:04		7:59	8:12	8:36	8:47
					5:38	5:45		6:02	6:11	6:29	6:54	7:03	7:00	7:20	7:35	7:45	7:50		7:38	7:47	7:59	8:12	8:36	8:47
			5:53	6:05	6:14			6:32	6:41	6:59	7:24	7:33	7:30	7:50	8:05	8:15	8:20		8:05		8:56	9:09	9:33	9:44
					6:38	6:45		7:02	7:11	7:29	7:54	8:03	8:00	8:20	8:35	8:45	8:50		8:35	8:44	8:56	9:09	9:33	9:44
			6:53	7:05	7:14			7:31	7:40	7:58	8:22	8:34	8:28	8:48	9:03	9:13	9:18		9:05					
					7:43			8:00	8:09	8:27	8:51	9:04	8:57	9:17	9:32	9:42	9:47		9:33					
7:19	7:25	7:57	8:13	--	8:27			8:53	9:02	9:20	9:44	10:04	9:50	10:10	10:25	10:35	10:40		10:02	10:11	10:23			
8:02	8:08	--	8:42	8:54	9:03		9:22												10:55					
9:02	9:08	--	9:42	9:54	10:03		10:22	10:27	10:36	10:54	11:16	11:34	11:22	11:42	11:57	12:06	12:11			12:27	12:36	12:48		
9:58	10:04	10:36	10:52	11:04	11:13		11:30	11:35	11:44	12:02	12:24	12:34	12:33	12:53	1:08	1:17	1:26			1:42				
																	1:45			2:03	2:12	2:27	--	2:55
					12:23			12:43	12:52	1:10	1:32	1:32	1:42	2:04	2:20	2:30	2:43			3:01	3:10	3:25	3:40	4:10
			12:58	1:10	1:22		1:39	1:49	1:58	2:16	2:38	2:32	2:42	3:04	3:20	3:29	3:35			3:53	4:02	4:17	--	4:50
					2:03			2:21	2:30	2:48	3:10	3:02	3:15	3:37	3:53	4:02	4:07			4:25	--	4:40	4:55	5:28
					2:33			2:50	2:59	3:17	3:39	3:32	3:44	4:06	4:22	4:31	4:36	4:54	5:02	5:14	5:29			
			2:38	2:52	3:03			3:21	3:30	3:48	4:11	4:02	4:16	4:41	4:57	5:06	5:11		5:31					
					3:33			3:51	4:00	4:18	4:41	4:32	4:46	5:11	5:27	5:36	5:41	5:59	6:07	6:16	6:31			
					4:03			4:21	4:30	4:48	5:11	5:02	5:16	5:41	5:57	6:06	6:11		6:31					
					4:33			4:51	5:00	5:18	5:41	5:32	5:46	6:11	6:27	6:36	6:41	6:58	7:06	7:15	7:30			
3:25	3:33	4:04	4:20	4:34	4:46		5:03	5:13	5:22	5:40	6:03	6:02	6:12	6:34	6:50	6:59	7:04	7:21	7:29					
4:35	4:43	5:14	5:30	5:42	5:51		6:08	6:18	6:27	6:45	7:07	7:02	7:12	7:32	7:48	7:57	8:02		8:18					
5:15	5:23	5:54	6:10	--	6:30		6:46	6:56	7:05	7:20	7:42	7:32	7:45	8:05	8:21	8:30	8:34		8:48					
5:53	6:01		6:37	--	6:51		7:07																	

\*Drop Off Only

# Proposed Schedule Update AUGUST 1 2021

ATTACHMENT E

## AM TRIPS

### Green Express - Westbound

Suisun Fairfield Amtrak	Fairfield Transpo Center (Arrive)	Fairfield Transpo Center (Depart)	El Cerrito del Norte BART
		4:10	4:50
4:10	4:20	4:25	5:05
4:40	4:50	4:55	5:35
5:10	5:20	5:25	6:05
	-	5:40	6:20
5:41	5:51	5:56	6:36
5:56	6:06	6:11	6:51
6:26	6:36	6:41	7:21
6:56	7:06	7:11	7:51

BART  
Depart to  
SF 3/22/21

5:04  
5:16  
5:46  
6:16  
6:32  
6:46  
7:02  
7:49  
8:19

### Green Express - Eastbound

El Cerrito del Norte BART	Suisun Fairfield Amtrak	Fairfield Transpo Center
4:56	5:41	5:51
5:11	5:56	6:06
5:41	6:26	6:36
6:11	6:56	7:06
6:26	7:11	7:21
6:46	7:31	7:41
7:01	7:46	7:56
7:31	8:16	8:26
8:01	8:46	8:56

## PM TRIPS

### Green Express - Westbound

Fairfield Transpo Center	Suisun Fairfield Amtrak	El Cerrito del Norte BART	BART Arrive from SF 3/22/21
2:40	2:50	3:25	3:19 PM
3:10	3:20	3:55	3:49 PM
3:40	15:50	4:25	4:19 PM
4:07	4:17	4:52	4:49 PM
4:23	4:33	5:08	5:19 PM
4:50	5:00	5:35	5:34 PM
4:49	5:09	5:44	5:49 PM
5:24	5:34	6:09	6:05 PM
5:57	6:07	6:42	6:19 PM

### Green Express - Eastbound

El Cerrito del Norte BART	Fairfield Transpo Center (Arrive)	Fairfield Transpo Center (Depart)	Suisun Fairfield Amtrak
3:30	4:18	4:23	4:33
4:01	4:49	4:59	5:09
4:31	5:19	5:24	5:34
4:59	5:47	5:57	6:07
5:28	6:16	6:21	6:31
5:45	6:33	6:38	6:48
5:59	6:37	6:52	7:02
6:16	7:04	7:09	7:19
6:45	7:33	-	-

# ATTACHMENT F

## Annual Hours for the GreenExpress and Blue Line

<b>FY 2021/2022 Total Hours</b>	Current Service Hours July 2021			Sevice Hours August 1, 2021- June 30, 2022			July 2021	Aug - June				
service	Blue	GX		Blue	GX		Number of service Days	Number of service Days	Current Service Days July 2021	Sevice Hours August '21- June '22	Total Hours	Full Annual Hours
weekday	60.70	20.64		78.67	33.27		21	232	1708.14	25970.08	27678.22	28861.62
Saturday	20.67			21.62			6	49	124.02	1059.38	1183.40	

		Blue	GX
July M-F		1274.70	433.44
July Sat		124.02	
Aug-June MF		18251.44	7718.64
Aug-Jun Sat		1059.38	
Total by Rte.		<b>20709.54</b>	<b>8152.08</b>
Grand Total		<b>28861.62</b>	

## Annual Hours for the Red Line, Yellow Line, and RT 82

Yellow	Red	Route 82	Number of days	21-Jul	Yellow	Red	Route 82	Number of days	August 21- June 22	Service Day Total
17:57:00	65:26:00	6:26:00	21	1886:09:00	35:54:00	66:50:00	8:41:00	225	25068:45:00	26954:54:00
15:14	28:51:00		6	264:30:00	15:14	28:51:00		54	2380:30:00	2645:00:00
13:56:00	12:56:00		4	107:28:00	13:56:00	12:56:00		48	1289:36:00	1397:04:00
									Annual FY 21/22 Total	30996:58:00

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## PCC

DATE: June 30, 2021  
TO: Paratransit Coordinating Council  
FROM: Debbie McQuilkin, Mobility Transit Coordinator  
RE: Suisun City Community Based Transportation Plan (CBTP)

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### **Background:**

Commencing with Fiscal Year (FY) 2018-19 70% of the STA Population-Based funds and interest is reserved for programming by Congestion Management Agencies (CMAs) in each of the nine Bay Area counties as part of a STAF Population-Based County Block Grant (County Block Grant). The County Block Grant allows each county to determine how best to invest in transit operating and capital needs, including providing lifeline transit services.

The Metropolitan Transportation Commission's (MTC) *2001 Lifeline Transportation Network Report* identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area. In addition, the Environmental Justice Report for the *2001 Regional Transportation Plan* also identified the need for MTC to support local planning efforts in low-income communities throughout the region.

To advance the findings of these studies, MTC initiated and has been funding Community-Based Transportation Plans (CBTP) in low-income communities throughout the Bay Area. The objective of the Community Based Planning Process was to develop a plan through a collaborative process that identifies transportation gaps, proposes and prioritizes strategies to address the gaps, and identifies potential funding sources and project leads for implementation. This process ensured that the low-income population directly affected by the transportation plan is guiding the process.

As a result of this planning process, potential transportation improvements specific to low-income communities were identified and cost-estimates developed to implement these improvements. This information, including prioritization of improvements considered most critical to address. Funding opportunities were explored to support them, and an outline for an action plan to implement the solutions was developed.

STA previously completed CBTPs in the City of Dixon in 2004, Cordelia, Fairfield, and Suisun Cities in 2008, East Fairfield, Vacaville in 2012 and most recently in September 2020 the City of Vallejo completed the first phase of its CBTP. The second phase of the City of Vallejo CBTP is currently underway with support from a California Air Resource Board Grant.

**Discussion:**

STA staff received a request from the City of Suisun City to conduct an update to its Community Based Transportation Plan (CBTP) in Suisun City. The CBTP process and plan will be used as a framework to guide community and participatory engagement with the overarching goal of working with the community to gather feedback and prioritize future mobility programs and projects.

The STA released a Request for Proposals (RFP) on April 23, 2021 for the purpose of hiring a consultant that will engage community residents and use the recently adopted Equity Guiding Principles along with other studies such as the Active Transportation Plan (ATP), the Solano Travel Safety Plan and all the previous CBTPs which help in identifying the needs and priorities of the community and developing future equitable and accessible transportation programs and projects for residents of Suisun City.

STA staff received a total of 5 proposals from qualified consulting firms: Innovate Mobility, GHD, Placeworks, Nelson Nygaard and ERC Consulting and Potentiate LLC. Interviews were conducted on June 18, 2021. The Notice of Intent to Award was posted on June 24, 2021 stating **Nelson Nygaard Consulting Associates** as the apparent best-evaluated Proposer that the STA will consider for contract award. Work on this project will commence as per the Project Timeline (Attachment A).

**Fiscal Impact:**

The estimated cost of conducting a Community Base Transportation Plan for the City of Suisun City is \$250,000 to be allocated from FY 2020-21 State Transit Assistance Funds.

**Recommendation:**

Informational.

**Attachments:**

- A. CBTP for the City of Suisun City Project Timeline

## CBTP for the City of Suisun City Project Timeline

<b>Task</b>	<b>Deadline</b>
<b>Task 1. Budget and Schedule</b>	<b>July 1, 2021</b>
<b>Task 2. Establish a Project Leadership (PLT) Team with representatives from STA, Caltrans, and STA member agencies.</b>	<b>July 11, 2021</b>
<b>Task 3. Summary of Existing Transportation Programs/Services in Suisun City and Surrounding Area</b>	<b>August 2, 2021</b>
<b>Task 4. Public Outreach</b>	<b>August - September</b>
<b>Task 5. Analysis of Existing Transportation Programs/Services in Suisun City and Surrounding Area</b>	<b>October 2021</b>
<b>Task 6. Recommendations and Follow up Outreach to share Analysis and to Improve Gaps in Existing Transportation Programs/Services in Suisun City.</b>	<b>November 2021</b>
<b>Task 7. Compile DRAFT Suisun City Community Based Transportation Plan</b>	<b>December 2021</b>
<b>Task 8. Review and Revisions of DRAFT Suisun City Community Based Transportation Plan by STA Committees</b>	<b>January 2022</b>
<b>Task 9. Final Suisun City Community Based Transportation Plan</b>	<b>February 2022</b>
<b>Task 10. Presentations to STA Committees and STA Board</b>	<b>March - April 2022</b>