



PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)

1:00 p.m., Thursday, May 20, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/89752897955?pwd=eGFiTURGT2RuN3M3UDIYeUFHVHlwUT09>

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MEETING AGENDA

ITEM

STAFF PERSON

- | | |
|---|---|
| <p>1. CALL TO ORDER / CONFIRM QUORUM / INTRODUCTIONS
(1:00 – 1:05 p.m.)</p> <p>2. APPROVAL OF AGENDA
(1:05 – 1:10 p.m.)</p> <p>3. OPPORTUNITY FOR PUBLIC COMMENT
(1:10 – 1:15 p.m.)</p> <p>4. PRESENTATIONS
(1:15 – 1:40 p.m.)</p> <p style="padding-left: 20px;">A. Emergency Preparedness</p> <p style="padding-left: 20px;">B. Dixon Redit-Ride Transit Service Update</p> <p>5. CONSENT CALENDAR
<u>Recommendation:</u> Approve the following consent item.
(1:40 – 1:45 p.m.)</p> <p style="padding-left: 20px;">A. Minutes of the PCC Meeting of March 18, 2021
<u>Recommendation:</u>
Approve the Minutes for the Meeting of March 18, 2021
Pg. 5</p> | <p>Ernest Rogers, Chair</p> <p>PCC Members</p> <p>Lisa Hooks, Vice-Chair</p> <p>Louren Kotow, City of Dixon</p> <p>Cecilia de Leon, STA</p> |
|---|---|

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. Comprehensive Transportation Plan (CTP) Committee Membership

Robert Guerrero, STA
Kathrina Gregana, STA

Recommendation:

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

(1:45 – 1:55 p.m.)

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

Ron Grassi, STA

Recommendation:

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

(1:55 – 2:00 p.m.)

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7. INFORMATIONAL ITEMS – DISCUSSION

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

Ron Grassi, STA

(2:00– 2:05 p.m.)

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B. PCC Bylaws Review and Discussion

Debbie McQuilkin, STA

(2:05 – 2:15 p.m.)

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C. STA Staff Update

Debbie McQuilkin, STA

1. Veterans Mobility Needs Assessment
2. Wheelchair Retrieval
3. PCC Membership

(2:15 – 2:25 p.m.)

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8. TRANSIT OPERATOR UPDATES

Group

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

(2:25 – 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 Quarterly Update
- B. Update of PCC Bylaws
- C. Status Update on Outstanding Grant Applications
- D. Policies/Procedures for Retrieving Wheelchair

11. ADJOURNMENT

The next regular meeting of the PCC is scheduled to meet at **1:00 p.m. on Thursday, July 15, 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

Translation Services: For document translation please call:

Para la llamada de traducción de documentos:

對於文檔翻譯電話

Đối với tài liệu gọi dịch:

Para sa mga dokumento tawag sa pagsasalin:

(707) 399-3239

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PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC) DRAFT PCC Meeting Minutes for Virtual Meeting of March 18, 2021

1. CALL TO ORDER/ CONFIRM QUORUM/INTRODUCTIONS

Ernest Rogers called the virtual PCC Meeting to order at 1:05 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 Provider
Judy Nash	Public Agency - Education
Ernest Rogers	PCC Chair/Transit User
Teri Ruggiero	Public Agency - Health & Social Services
Cynthia Tanksley	Transit User

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

Brian McLaughlin	Member at Large
James Williams	Member at Large
Katherine Richter	Transit user

Others Present: *In Alphabetical Order by Last Name*

April Cobb	FAST
Cecilia de Leon	STA
Ron Grassi	STA
Laurie Hartmann	Meals on Wheels
Vicki Jacobs	Dixon Read-Ride
Louren Kotow	Dixon Read-Ride
Debbie McQuilkin	STA
Mandi Renshaw	SolTrans
John Sanderson	SolTrans
Brandon Thomson	STA
Debbie Whitbeck	Vacaville City Coach
Amber Villarreal	Fairfield and Suisun Transit (FAST)

2. APPROVAL OF AGENDA

On a motion by Teri Ruggiero and a second by Lisa Hooks, the PCC approved the agenda.
(8 Ayes)

3. OPPORTUNITY FOR PUBLIC COMMENT

None.

4. PRESENTATIONS

A. Meals on Wheels

By: Laurie Hartmann

Laurie Hartmann provided an overview on Meals on Wheels of Solano County. Ms. Hartmann discussed the delivery process for the Meal Program. She expressed the challenges that the pandemic posed, and how the organization had to improvise to continue the services during the crisis. She provided details for the other programs offered by Meals on Wheels such as the Paws Program, Fall Prevention Program, Case Management Program, and Senior Connect.

B. Fairfield and Suisun Transit (FAST) Update

By: Diane Feinstein and April Cobb

April Cobb discussed updates for the Dial-A-Ride Transit (DART) service, stating they continue to provide local DART service to Fairfield and Suisun residents during the pandemic and continue to adhere to the COVID-19 safety protocols. She mentioned fares are still free until further notice on their local fixed route, the Dart, and the local taxi service and will ensure that riders are prepared when fares resume. She stated FAST completed a 3-month analysis and reported results from the analysis.

Diane Feinstein discussed service changes for the SolanoExpress Blue Line and Green Express and explained the reason for these service changes. She mentioned FAST has started undergoing a Comprehensive Operational Analysis, which will allow FAST to examine and redesign transit and Paratransit services over the next 10 years for the Fairfield and Suisun City residents, as well as assist FAST in developing new service options that will be sustainable and expand rider service opportunities in areas where none currently exist, and plan for future development

C. Blue Ribbon Transit Recovery Task Force (BRTRTF) Update

By: Ron Grassi

Ron Grassi presented information on BRTRTF ongoing initiatives focused on recovery, equity, network management & governance, and MTC's current transit initiatives. He mentioned STA is in the process of developing a comprehensive Connected Mobility Implementation Plan for Solano County in accordance with BRTRTF guidelines and will be presented at a future meeting.

5. CONSENT CALENDAR

A. Minutes of the PCC Meeting of January 21, 2021

Recommendation:

Approve PCC meeting minutes of January 21, 2021.

On a motion by Lisa Hooks and a second by Teri Ruggiero, the PCC unanimously approved the recommendation. (8 Ayes)

6. ACTION ITEMS – DISCUSSION

- A. None.

7. INFORMATIONAL ITEMS – DISCUSSION

A. Discussion on 2021 PCC Outreach and Marketing Strategies

The group discussed marketing and outreach efforts. PCC Members addressed a combination of strategies and channels that provide coverage and focus to the Marketing and Outreach Plan. Vice-Chair Lisa Hooks reviewed and provided comments on the Solano Mobility Guide brochure.

B. SolanoExpress Mid-Year Report

Brandon Thomson provided SolanoExpress update on revenue hours, cost per revenue hour, fares, ridership, budget and concluded with next steps.

C. STA Staff Update

1. GoGo Grandparent Program Verbal Update

Debbie McQuilkin announced the program's expansion to include non-ambulatory rides in partnership with Wheelcare Express effective April 1, 2021.

2. PCC Membership Update

Debbie McQuilkin discussed Member Katherine Richter's resignation from the Council due to a recent job change and PCC has a vacancy in the Transit User Jurisdiction category. She encouraged that STA staff and PCC Members look for potential volunteers interested in filling this position. PCC Members expressed the possibility that this is one of the rare instances that they would waive Ms. Richter's resignation and allow her to return for a period of time because of her valuable input on transit issues affecting the community and her position as a key member of the Council. PCC Members discussed to consider a process whereby if a member resigns from the Council, accommodations or alternatives can be discussed with the Chairperson. In addition, the PCC Members requested updating the Bylaws to include a resignation process. Chair Ernest Rogers suggested discussing the Bylaws at the next meeting.

At this time, Vice-Chair Lisa Hooks recommended to make a motion not to act on or accept into record Katherine Richter's resignation from the Council until further research and options are explored.

On a motion by Lisa Hooks and a second by Cynthia Tanksley, the PCC unanimously approved the recommendation. (8 Ayes)

8. TRANSIT OPERATOR UPDATES

- Dixon Rendi-Ride: Lauren Kotow
 - Paratransit survey has been completed and will provide further update on the results at the next meeting.
 - No current changes or operations for the Dixon Rendi-Ride system.
 - Reserved subscription service to schoolchildren was not offered at this time but will revisit in the Fall.
- Fairfield and Suisun Transit (FAST): April Cobb
 - have been provided in their presentation above.

- Rio Vista Delta Breeze: Debbie McQuilkin and Ron Grassi on behalf of Brandon Thomson
 - Uber goes live in July for Rio Vista in partnership with Delta Breeze for their local service.
 - Delta Breeze Van would be available to provide the wheelchair accessible service.
- Solano County Transit (SolTrans): John Sanderson and Mandi Renshaw
 - SolTrans Board to approve a 5-year contract with Transdev.
 - Restoration Phase I Plan for Local Service and SolanoExpress Service to go to the SolTrans Board Meeting in April and a public comment period from mid-April through May.
- Vacaville City Coach: Not Present

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

- Member Cynthia Tanksley shared a video of an intersection in Benicia and expressed concern regarding pedestrian safety. STA staff will address the matter with City of Benicia.
- Chair Ernest Rogers asked to include updates on PCC Bylaws and Wheelchair Retrieval at the next PCC meeting.

10. FUTURE AGENDA ITEMS PCC COMMENTS

- A. Solano Mobility Programs Quarterly Update**
- B. Update of PCC Bylaws**
- C. Status Update on Outstanding Grant Applications**
- D. Policies/Procedures for Retrieving Wheelchair after an Accident**
- E. Emergency Preparedness Training**

11. ADJOURNMENT

The meeting adjourned at 2:46 p.m. The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, May 20, 2021** via Zoom.

PCC

DATE : May 10, 2021
TO: Paratransit Coordinating Council (PCC)
FROM: Robert Guerrero, Director of Planning
Kathrina Gregana, Planning Assistant
RE: Comprehensive Transportation Plan (CTP) Committee Membership

Background:

The Solano Comprehensive Transportation Plan (CTP) is STA's foundational planning documents along with the Congestion Management Program (CMP), required by state law and the Sustainable Communities Strategy/Regional Transportation Plan (SCS/RTP) developed by the Metropolitan Transportation Commission (MTC).

The development of the Solano CTP was guided by three committees: 1) Active Transportation Element, 2) Arterials, Highways and Freeways Element and 3) Transit and Rideshare Element. In addition, the CTP also includes a Land Use Chapter and Equity Chapter that focuses on transportation and land use and transportation equity. The STA's staff-based and citizen-based advisory committees also have representatives on these committees, as appropriate.

Discussion:

STA will be reconvening the three CTP committees in 2021 and they will be meeting at an ad-hoc basis. The meetings that are slated to occur this year are anticipated to focus on providing background information as it relates to the Solano CTP and to discuss priorities related to each committee's focus area.

Because several of the STA members and alternates have changed since the Committees last met, and due to the proposed upcoming Committee meetings, it is time to re-appoint or confirm membership for each Committee.

The designation of the three Committee Chairs has been designated by the STA Board Chair. Additionally, the updated membership of the three Committees is shown in Attachment A.

At this time, STA staff is seeking to fill the vacancy for the PCC representative in the Transit and Rideshare Committee.

Fiscal Impact:

None.

Recommendation:

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

Attachment:

- A. CTP List of Committees and Committee Membership

COMPREHENSIVE TRANSPORTATION PLAN (CTP) SUBCOMMITTEE MEMBER APPOINTMENTS

ACTIVE TRANSPORTATION COMMITTEE

Tentative meeting in May – presentation to the Board in June; follow up meeting in October; future topic manageable performance measures

Committee Members:

Jim Spering, Chair	County of Solano
Lionel Lagaerspada	City of Benicia
Jim Ernest	City of Dixon
Chuck Timm	City of Fairfield
Dave Hampton	City of Rio Vista
Wanda Williams	City of Suisun City
Nolan Sullivan	City of Vacaville
Pippin Dew	City of Vallejo
Planning Director	Appointment by Planning Directors at next Meeting
TAC	Appointment by the STA TAC at next meeting
BAC	Appointment by BAC at next meeting
PAC	Appointment by PAC at next meeting

ARTERIALS, HIGHWAYS AND FREEWAYS

Reconvene June then meet in the Fall- discuss economic benefits of corridors

Committee Members:

Ron Rowlett , Chair	City of Vacaville
Erin Hannigan	County of Solano
Steve Young	City of Benicia
Steve Bird	City of Dixon
Harry Price	City of Fairfield
Ron Kott	City of Rio Vista
Robert McConnell	City of Vallejo
Lori Wilson	City of Suisun City
TAC Member	Appointment by the STA TAC at next meeting

TRANSIT & RIDESHARE COMMITTEE

September/October 1st meeting; follow up tbd

Committee Members:

Lori Wilson , Chair	City of Suisun City
Steve Bird	City of Dixon
Nolan Sullivan	City of Vacaville
Steve Young	City of Benicia
Harry Price	City of Fairfield
Robert McConnell	City of Vallejo
Jim Spering	County of Solano
Beth Kranda	Transit Representative
Susan Rotchy	CTSA Representative
PCC Member	Appointment by PCC at next meeting

PCC

DATE : May 7, 2021
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Transit Mobility Program Coordinator
Ron Grassi, Director of Programs
RE: Consolidated Transportation Services Agency (CTSA) Re-Designation

Background:

Since STA was designated the CTSA for Solano County in September 2014 and then re-designated in 2017, the STA has been actively planning and implementing a number of mobility management programs to help meet the mobility needs of our growing population of older adults, people with disabilities and low-income residents. The Solano Mobility programs implemented were identified in the Solano Transportation Study for Seniors and People with Disabilities (2011). The Solano Mobility Management Plan (2014) outlined several programs that STA, partner agencies, non-profits and advisory committees prioritized for implementing.

In October 2020, the STA Board approved the updated Solano Mobility Study for Older Adults and People with Disabilities. The Study included recommended strategies to address the priority issues raised. Twelve of those strategies were presented to the CTSA Advisory Committee (CTSA-AC) in October for funding prioritization. At a special meeting of the CTSA-AC held on December 3rd, the committee members voted to recommend the STA Board allocate \$125,000 of STAF funds to these 6 priority projects:

- 1) Solano Older Adults Medical Trip Concierge Call Center Program
- 2) Sutter/Solano Medical Trips
- 3) Medical – Other
- 4) Veterans Mobility Study
- 5) Improve Non-Profit Partnerships
- 6) Older Driver Medical Concierge Program - Marketing

The CTSA-AC members provided feedback and guidance towards ensuring programs and projects for the betterment of the Older Adult, People with Disabilities and Low-Income communities continue.

Discussion:

STA serves as the Consolidated Transportation Services Agency for Solano County. CTSA improves mobility for the increasing older adult population, and people with disabilities of all ages. The current CTSA designation will expire in September 2022. STA is seeking re-designation as the CTSA for Solano County. STA staff will like to obtain a letter Support from the PCC for STA's CTSA Re-Designation to be forwarded to the STA Board and the Metropolitan Transportation Commission.

Fiscal Impact:

None.

Recommendation:

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

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PCC

DATE : May 7, 2021
TO: Paratransit Coordinating Council (PCC)
FROM: Ron Grassi, Director of Programs
RE: Local Access Fund Administrator (LAFA) for the Access for All
Program for Solano County

Background:

In September 2018, Governor Newsom signed into state law [Senate Bill \(SB\) 1376: TNC Access for All Act \(Hill, 2018\)](#). The California Public Utilities Commission (CPUC) created the Transportation Network Company (TNC) Access for All Program to implement Senate Bill (SB) 1376, which directed the Commission to establish a program relating to the accessibility of TNC services for persons with disabilities, including wheelchair users who need a Wheelchair-Accessible Vehicle (WAV). The purpose of the TNC Access for All Program is to incentivize the expansion and availability of on-demand transportation service for people with disabilities statewide.

To create more transportation accessibility for persons with disabilities, including wheelchair users who need a wheelchair-accessible vehicle, the CPUC made Decision 19-06-033 which requires TNCs to collect an “access fee” for distribution to “access providers” that establish on-demand transportation programs to meet the needs of persons with disabilities. The Commission also established procedures for selecting Local Access Fund Administrators (LAFAs); the operational, fiscal, and reporting requirements for entities serving as LAFAs; and the requirements for Access Providers chosen to provide on-demand transportation to meet the needs of persons with disabilities

As of July 1, 2019, TNCs have charged customers \$0.10 per completed trip. The funds collected are being deposited in a county-based Access Fund (attributed to the county where the trip originated), eventually to be spent on WAV service. The fee will be distributed to eligible LAFAs to create local programs that increase availability of wheelchair accessible vehicles.

Discussion:

The CPUC’s LAFA application was due on May 1, 2021. The application included 4 (four) separate documents, one of which was a Board Resolution (Attachment A). STA staff completed and submitted the application, pending adoption of the STA Resolution which is going to the STA Board on May 12, 2021 for approval.

Staff is recommending that the STA be the designated LAFA for the County and as such, this Access Fund moneys would be used to further enable on-demand transportation programs or partnerships to meet the needs of persons with disabilities, including wheelchair users who need a WAV, within Solano County. Because of the existing Mobily Programs and partnerships at the

STA, the implementation of this program will be streamlined into STA's existing mobility programs. This is consistent with STA's role as the CTSA for Solano County.

As the State program gets refined, there will be more guidelines developed for the implementing agencies, like the STA. With this, staff may need to return to the PCC, CTSA, and STA Board with further actions to implement these funds.

Fiscal Impact:

Currently it is estimated the STA would receive \$50,000 annually to implement the program in Solano County.

Recommendation:

Informational.

Attachments:

- A. STA Board Resolution 2021-09

**SOLANO TRANSPORTATION AUTHORITY
RESOLUTION No. 2021-09**

**RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY THE EXECUTION OF
THE CERTIFICATION TO SERVE AS THE LOCAL ACCESS FUND ADMINISTRATOR
(Lafa) FOR THE ACCESS FOR ALL PROGRAM FOR THE COUNTY OF SOLANO**

WHEREAS Solano Transportation Authority, is an eligible Transportation Commission and may receive state funding from the Access For All Program to administer a funding program for local Access Providers for on-demand wheelchair accessible vehicle (WAV) transportation projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional administering agency to abide by various regulations; and

WHEREAS, Senate Bill 1376 (2018) designated the California Public Utilities Commission (Commission) as the administrative agency for the Access For All Program; and

WHEREAS, the Commission has developed the Access for All Program Overview & Requirements for Access Fund Administrators (AFAs), for the purpose of selecting Local AFAs (LAFAs), and administering and distributing Access Funds to eligible local Access Providers of on-demand WAV transportation; and

WHEREAS, the Solano Transportation Authority authorizes the Executive Director to execute required documents and any amendments thereto; and

WHEREAS, the Solano Transportation Authority, wishes to serve as the Lafa for the County of Solano; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Solano Transportation that as the Access Fund recipient agrees to comply with all conditions and requirements set forth in the Certification document and applicable statutes, regulations, and Program Requirements for the Access for All Program.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director be authorized to execute all required documents of the Program and any amendments thereto with the Commission.

This resolution was adopted by Solano Transportation Authority on May 12th, 2021.

Ron Rowlett, Chair
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 12th day of May 2021, by the following vote:

Ayes: _____
Nos: _____
Absent: _____
Abstained: _____

Attest by:

Johanna Masiclat
STA Clerk of the Board

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, certify that the above and foregoing resolution was introduced, passed, and adopted by said Authority at a regular meeting thereof held this day of May 12, 2021.

Daryl K. Halls, Executive Director
Solano Transportation Authority

PCC

DATE: May 7, 2021
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Mobility Transit Coordinator
RE: PCC Bylaws Review and Discussion

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 March 18, 2021 meeting, the PCC members were updated regarding a current member’s resignation notice. The resignation was due to extenuating circumstances preventing the member from attending recent and foreseeable meetings. It was suggested that updates to the current Bylaws be adopted to allow accommodations for such situations. Once proposed solution would be to add an “alternate” member position that could step in if a member were unable to attend.

The PCC Bylaws were last revised on October 19, 2018 and approved by the STA Board on February 13, 2019 (Attachment A). STA staff is bringing the PCC Bylaws to review and discuss recommended changes. The proposed Bylaws revisions will be reviewed by the STA Executive Director and Legal Counsel and then brought back to this committee at the July 15, 2021 meeting for approval.

Fiscal Impact:

None.

Recommendation:

Information and discussion.

Attachments:

- A. PCC Bylaws

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

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: May 7, 2021
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Transit Mobility Program Coordinator
RE: STA Staff Update

A verbal report will be provided at the meeting for the following updates:

1. Veterans Mobility Needs Assessment
2. Wheelchair Retrieval
3. PCC Membership