



Solano Transportation Authority
... working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

423 Main Street, Suisun City, CA 94585-2473 ♦ Phone (707) 424-6075 / Fax (707) 424-6074
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PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)

1:00 pm., Thursday, September 21, 2023

Meeting being provided both in-person at: 423 Main St., Suisun City, CA 94585 and

Zoom Meeting <https://us02web.zoom.us/j/87919486576>

Meeting ID: 879 1948 6576

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

Click here for [Zoom Instructions](#)

MEETING AGENDA

ITEM

STAFF PERSON

1. **CALL TO ORDER / CONFIRM QUORUM / INTRODUCTIONS**
(1:00 – 1:05 p.m.) Brian McLaughlin, 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 – 1:35 p.m.)
 - A. **Solano Express Vanpool Pilot Program** Lorene Garrett, STA
 - B. **Outerspatial Application** Samantha Harris, STA
5. **CONSENT CALENDAR**
(1:35 – 1:40 p.m.)
Recommendation: Approve the following consent item.
 - A. **Minutes of the PCC Meeting of July 20, 2023** Natalie Quezada, STA
Recommendation:
Approve the Minutes for the Meeting of July 20, 2023
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PCC MEMBERS

Heather Barlow
Social Services
Provider

Dwayne Hankerson
MTC Policy Advisory
Council Representative

Melissa Westlie
Social Services
Provider

Lisa Hooks
Social Services
Provider

Brian McLaughlin,
PCC Chair
Member at Large

VACANT
Public Agency
-Education

Katherine Richter
Transit User

Ruben Brunt
Transit User

Teri Rugiero
Public Agency-
Health & Social Services

Cynthia Tanksley,
PCC Vice-Chair
Transit User

James Williams
Member at Large

6. TRANSIT OPERATOR UPDATES

Group

(1:40 – 2:05 p.m.)

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

7. ACTION ITEMS – DISCUSSION

(2:05-2:25 p.m.)

- A. Fiscal Year (FY) 2023-24 Transportation Development Act (TDA) Matrix – September 2023 which includes TDA Claims for the City of Vacaville**

Ron Grassi, STA

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA-approved September 2023 TDA Matrix for FY 2023-24 which includes TDA claims for the city of Vacaville as shown in Attachment B.

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- B. Consolidated Transportation Services Agency Advisory Committee (CTSA-AC)**

Debbie McQuilkin, STA

Recommendation:

Nominate and elect a PCC Member for the CTSA-AC.

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8. INFORMATIONAL ITEMS – DISCUSSION

(2:25-2:50 p.m.)

- A. Solano Mobility Older Adults, Disabled, and Veterans Annual Report**

Debbie McQuilkin, STA

- B. Solano Mobility Call Center Annual Report**

Erika Dohina, STA

- C. STA Staff Update**

Debbie McQuilkin, STA

- PCC Member Update
- Solano Mobility FTA 5310 Grant
- Outreach Survey

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

Group

(2:50 – 3:00 p.m.)

10. FUTURE AGENDA ITEMS

- Connected Mobility Implementation Plan
- Contra Costa Paratransit Presentation
- Paratransit Inc. Presentation / ADA Eligibility

11. ADJOURNMENT

The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, November 16, 2023.**

For questions regarding this agenda: Please contact Debbie McQuilkin at (707) 399-3231 dmcquilkin@sta.ca.gov

Translation Services: For document translation, please email: iec@ie-center.org Para la traducción de documentos: 對於文檔翻譯

電話 Đối với tài liệu gọi dịch: Para sa mga dokumento tawag sa pagsasalin:

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC) DRAFT PCC Minutes for Virtual Meeting of July 20, 2023

1. CALL TO ORDER/ CONFIRM QUORUM/INTRODUCTIONS

Brian McLaughlin, PCC Chair, called the virtual PCC Meeting to order at **1:07 p.m.**

A quorum was confirmed by STA Senior Transit Mobility Coordinator, Debbie McQuilkin

PCC Members Present:

Brian McLaughlin, Chair	Member-at-Large
Chandra Daniels	Transit User/PCC Alternate Member
Cynthia Tanksley	PCC Vice-Chair/Transit User
Heather Barlow	Social Services Provider
James Williams	Member at Large
Katherine Richter	Transit User
Dwayne Hankerson	MTC Policy
Melissa Westlie	Social Service Provider

PCC Members Absent:

Lisa Hooks	Social Services Provider
Ruben Brunt	Transit User
Teri Ruggiero	Public Agency - Health & Social Services
Vacant	Public Agency - Education

Others Present:

Shaun Vigil	Fairfield Transit (FAST)
Vikki Jacobs	City of Dixon
Mandi Renshaw	Soltrans
Tateyana Hendrix	Vacaville City Coach
Richard Burnett	Member of Public
Ron Grassi	STA
Debbie McQuilkin	STA
Brandon Thomson	STA
Lorene Garrett	STA
Cindy Hayes	STA
Natalie Quezada	STA

2. APPROVAL OF AGENDA

On a motion by Dwayne Hankerson and a second by James Williams, the PCC approved the Meeting Agenda.
(7 Ayes)

3. OPPORTUNITY FOR PUBLIC COMMENT

None

Kathrine Richter Joined Meeting Via Zoom

4. PRESENTATIONS

A. Equity Access for Justice Program

Lorene Garrett provided overview of new Equity Access for Justice Program. Solano County Superior Courts requested help from STA to assist in creating accessible transposition to and from the court for jurors and other specialty court participants. STA approved program recommendations in February and will begin on July 1st. Pilot program will be for one year; in two phases. Phase one will be 100 % subsidized rides ordered by the court directly. Phase two of program, not yet finalized, participants will be provided Uber Vouchers through Uber App. Program information can be found through website at Solanomobilty.org/courts. Funding is being provided by TDA FY22-23 of 50K/ a year with a 20% match from Solano County Superior Court Grant Funds.

Heather Barlow Left Meeting Via Zoom @ 1:35pm

5. CONSENT CALENDAR

A. Minutes of the PCC Meeting of May 18, 2023

Recommendation:

Approve PCC meeting minutes of May 18, 2023

On a motion by Kathrine Richter and a second by Dwayne Hankerson, the PCC approved the meeting minutes of May 18, 2023 (5 Ayes, 1 Abstain, James Williams)

6. TRANSIT OPERATOR UPDATES

- Dixon Redit-Ride: Vikki Jacobs
 - None
- FAST Shaun Virgil
 - July 1st started new paratransit provider – Routing Company
- Rio Vista Delta Breeze/ Suisun Microtransit: Brandon Thomson
 - Pilot with Uber will not be discontinuing after January 2024.
 - Partnering with Suisun Microtransit and the Routing Company
- Solano County Transit (SolTrans): Mandi Renshaw
 - I-80 eastbound will be closed over the weekend from Hercules to Hwy 4, expect bus delays. Labor Day weekend west bound will be closed.
 - August 6th Service realignment recommendation go into effect, further information can be found in SolTrans Website
- Vacaville City Coach: Tetayana Hendrix
 - High school intern-initiated Scavenger Hunt, which was a great success. Winner won a free monthly pass.
 - Released passenger survey, had a good response turnover.

7. ACTION ITEMS – DISCUSSION

A. Fiscal Year (FY) 2023-24 Transportation Development Act (TDA) Matrix – July 2023 which includes TDA Claims for STA on behalf of Solano County, STA on behalf of Suisun City and SolTrans.

Ron Grassi indicated the allocated amounts will be going to SolTrans Solano Express with local services and Suisun MicroTransit. PCC members requested future presentation on how to read and further understand TDA matrix.

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA- approved July 2023 TDA Matrix for FY 2023-24 which includes TDA claims for:

1. STA on behalf of the County of Solano and the City of Suisun City and as shown in Attachment B;
and
2. SolTrans as shown in Attachment B.

On a motion by James Williams and a second by Cynthia Tanksley, the PCC approved the recommendation (6 Ayes)

B. PCC Membership Update

Debbie McQuilkin stated Lisa Hooks membership has expired and she is interested in renewing her membership for another 3 year term to participate in the PCC. Lisa Hooks has been a member since 2016 and has serve as chai and vice chair.

Recommendations:

Forward a recommendation to the STA Board to reappoint Lisa Hooks as Social Service Provider Member for a 3-year term.

On a motion by Kathrine Richter and a second by Melissa Westlie, the PCC approved the recommendation (6 Ayes)

8. INFORMATIONAL ITEMS – DISCUSSION

A. Community Based Transportation Program (CBTP) for the City of Rio Vista and the City of Dixon

Debbie McQuilkin indicated both cities of Rio Vista and Dixon requested STA to create a CBTP. This would be a first for Rio Vista and Dixon's last CBTP was in 2004. CBTP are for residents' input for transportation or mobility gaps, they are affected by. CBTP are focused on equity priority areas. Staff will be working with city staff and residents for feedback and challenges they all face, and STA will bring forth a recommendation to board once data is collected. STA released an RFP for a facilitator starting in September in Rio Vista, completion estimated for Spring of 2024. Once Rio Vista CBTP is complete, facilitator will begin City of Dixon's CBTP.

B. Kaiser Permanente Community Benefit Grant Award for Expansion of the Medical Trip Concierge Services Utilizing GoGo Grandparent

Debbie McQuilkin informed PPC members Kaiser would be discontinuing transportation for dialysis patients in March. STA's partnerships with GoGo Grandparent and B811 made STA eligible for applying to Kaiser's Grant in providing wheelchair accessible vehicles. STA was awarded 75K in expanding current programs from 10 round trips to 15 round trips in one month for all participants in program. STA will be extending this program to veteran spouses as well. Veterans can travel to VA medical facilities in Martinez and Concord and Rio Vista residents to limited medical facilities in Antioch.

Kathrine Richter requested to consider expanding this program to all users to a transfer point for different medical facilities. Ms. McQuilkin with bring this forth in a future agenda item and will look for different funding sources to support this request.

C. STA Staff Update

- New PCC Members
PCC New Members Melissa Westlie and Rubin Brunt, PCC now only has one vacancy.
- ADA RFP Selected
Paratransit Inc. was selected in July and starting in September will begin in-person ADA Assessments.
- Annual Awards Call for Nominations
Call for nomination has been released and encouraged PCC members to forward any recommendation they would like to nominate.

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

James Williams inquired about a survey he received regarding questions about ethnicity and genders, Brandon Thomson mentioned this was in regard to title 6 and how the agency can improve communication with different demographics.

10. FUTURE AGENDA ITEMS PCC COMMENTS

- A. Benicia Transit Summit**
- B. Regional PCC Collaboration and Presentations**
- C. Contra Costa PCC Member presentation**
- D. Solano Mobility Update**
- E. Connected Mobility Plan**
- F. PCC STA Award Nominations**
- G. Extending Gogo Grandparent to all users**
- H. TDA Matrix Presentation**

11. ADJOURNMENT

The meeting adjourned at 2:35 p.m. The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, September 21, 2023, in person at 423 Main St. Suisun City, CA 94585**

PCC

DATE: September 1, 2023
TO: Paratransit Coordinating Council (PCC)
FROM: Ron Grassi, Director of Programs
Mary Pryor, Transit Finance Consultant
RE: Fiscal Year (FY) 2023-24 Transportation Development Act (TDA) Matrix –
September 2023 which includes the TDA Claim for the City of Vacaville

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), which is the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties. The Solano FY 2023-24 TDA fund estimates from July 2023 by jurisdiction are shown on the attached MTC Fund Estimate (Attachment A).

TDA funds are shared among agencies to fund joint services such as Solano Express intercity bus routes and the 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, STA works with the transit operators in Solano County and prepares a TDA matrix. The STA Board approves the TDA matrix and submits it to MTC to provide guidance when reviewing individual TDA claims from Solano County's transit operators.

Discussion:

The TDA apportionment for FY 2023-24 includes revenue estimates and projected carryover (Attachment A). The claim for the City of Vacaville is within the parameters of available TDA funds and is being brought forward for review. STA Staff recommends the approval of the September 2023 TDA Matrix which includes the City of Vacaville TDA Claim.

The City of Vacaville (City Coach)

For Fiscal Year 2023-2024, the City of Vacaville is requesting \$2,778,357 in TDA operating funds to operate City Coach which provides the following public transportation services:

- Fixed Route. Large buses operating on major arterials and collections, running on a schedule with timed stops along the route.
- City Coach Direct Microtransit. First in Solano County, City Coach Direct is an Uber-style service that provides point-to-point transportation based on the patron's origin and desired destination within the City of Vacaville.
- Special Services Paratransit. Special Services provides door-to-door transportation for qualified seniors and disabled individuals.
- Local Subsidized Taxi Program. Local (within Vacaville) subsidized taxi service for qualified seniors and disabled individuals.

City Coach TDA capital funding needs for Fiscal Year 2023-2024 include the following projects totaling \$6,610,000.

<u>Project Description</u>	<u>Amount</u>
Project 1: Transit Electrification Charging System Infrastructure	\$4,000,000
Project 2: Central Garage Equipment and Lift Replacements	\$665,000
Project 3: Fixed-Route CAD/AVL System	\$560,000
Project 4: Procure Transit Amenities	\$200,000
Project 5: Fixed Route CNG Bus Fleet Improvements	\$410,000
Project 6: Compressed Natural Gas System Maintenance	\$450,000
Project 7: Transit System Consultant Evaluation	\$250,000
<u>Project 8: Transit Facility Maintenance Improvements</u>	<u>\$75,000</u>
Total FY 2023-2024 Capital Projects	\$6,610,000

The City of Vacaville TDA claim amounts are included in the September TDA matrix Attachment B. The July TDA matrix was approved by the STA Board on July 12, 2023, which included TDA Claims for Solano County, Suisun City, and SolTrans. The Cities of Fairfield, Rio Vista, and Dixon will be submitting TDA claims in the coming months. All claims are also submitted to the Paratransit Coordination Counsel (PCC) in accordance with MTC guidelines.

At the meetings on August 29th and 30th, 2023, the Solano Express Intercity Transit Consortium and TAC unanimously approved the recommendation to forward to the STA Board for their approval.

Fiscal Impact:

No financial impact to STA, the STA Board's approval of the September 2023 TDA matrix provides the guidance needed by MTC to process the TDA claim submitted by the City of Vacaville.

Recommendation:

Approve the September 2023 TDA Matrix for FY 2023-24 which includes the TDA claim for the City of Vacaville as shown in Attachment B.

Attachments:

- A. FY 2023-24 TDA Fund Estimate for the City of Vacaville dated July 2023
- B. September 2023 TDA Matrix for FY 2023-24 which includes TDA Claim the City of Vacaville.

**FY 2023-24 FUND ESTIMATE
TRANSPORTATION DEVELOPMENT ACT FUNDS
SOLANO COUNTY**

Attachment A
Res No. 4556
Page 9 of 20
7/26/2023

FY2022-23 TDA Revenue Estimate					FY2023-24 TDA Revenue Estimate					
FY2022-23 Generation Estimate Adjustment					FY2022-23 County Auditor's Generation Estimate					
1. Original County Auditor Estimate (Feb, 22)		25,527,409			13. County Auditor Estimate		27,790,758			
2. Actual Revenue (Jul, 23)		26,181,314			FY2023-24 Planning and Administration Charges					
3. Revenue Adjustment (Lines 2-1)		653,905			14. MTC Administration (0.5% of Line 13)		138,954			
FY2022-23 Planning and Administration Charges Adjustment					15. County Administration (0.5% of Line 13)		138,954			
4. MTC Administration (0.5% of Line 3)		3,270			16. MTC Planning (3.0% of Line 13)		833,723			
5. County Administration (Up to 0.5% of Line 3) ⁴		3,270			17. Total Charges (Lines 14+15+16)		1,111,631			
6. MTC Planning (3.0% of Line 3)		19,617			18. Solano Transportation Authority Planning (2.7% of Line 13-17) ⁴		720,336			
7. Total Charges (Lines 4+5+6)		26,157			19. TDA Generations Less Charges (Lines 13-17)		25,958,791			
8. Adjusted Generations Less Charges (Lines 3-7)		627,748			FY2023-24 TDA Apportionment By Article					
FY2022-23 TDA Adjustment By Article					20. Article 3.0 (2.0% of Line 18)		519,176			
9. Article 3 Adjustment (2.0% of line 8)		12,555			21. Funds Remaining (Lines 18-19)		25,439,615			
10. Funds Remaining (Lines 8-9)		615,193			22. Article 4.5 (5.0% of Line 20)		0			
11. Article 4.5 Adjustment (5.0% of Line 10)		0			23. TDA Article 4 (Lines 20-21)		25,439,615			
12. Article 4 Adjustment (Lines 10-11)		615,193								
TDA APPORTIONMENT BY JURISDICTION										
Column	A	B	C=Sum(A:B)	D	E	F	G	H=Sum(C:G)	I	J=Sum(H:I)
	6/30/2022	FY2021-22	6/30/2022	FY2021-23	FY2022-23	FY2022-23	FY2022-23	6/30/2023	FY2023-24	FY2023-24
Apportionment Jurisdictions	Balance (w/o interest)	Interest	Balance (w/ interest) ¹	Outstanding Commitments ²	Transfers/ Refunds	Original Estimate	Revenue Adjustment	Projected Carryover	Revenue Estimate	Available for Allocation
Article 3	959,819	4,381	964,200	(1,335,033)	0	490,126	12,555	131,848	519,176	651,024
Article 4.5										
SUBTOTAL	959,819	4,381	964,200	(1,335,033)	0	490,126	12,555	131,848	519,176	651,024
Article 4/8										
Dixon	1,749,663	4,870	1,754,533	(1,293,664)	0	1,106,100	28,334	1,595,303	1,085,464	2,680,767
Fairfield	8,555,797	30,289	8,586,086	(7,841,181)	0	6,462,613	165,545	7,373,062	6,819,888	14,192,950
Rio Vista	1,206,538	3,858	1,210,396	(129,905)	0	552,037	14,141	1,646,669	564,546	2,211,215
Solano County	2,985,017	10,252	2,995,269	(544,390)	0	1,005,770	25,764	3,482,412	1,043,031	4,525,443
Suisun City	1,217,370	3,694	1,221,064	(1,613,137)	0	1,581,740	40,517	1,230,184	1,643,640	2,873,824
Vacaville	15,278,251	52,703	15,330,954	(13,790,489)	0	5,369,273	137,538	7,047,275	5,759,622	12,806,897
Vallejo/Benicia	13,442,493	45,203	13,487,696	(12,110,729)	0	7,938,655	203,355	9,518,976	8,523,424	18,042,400
SUBTOTAL	44,435,129	150,869	44,585,998	(37,323,496)	0	24,016,187	615,193	31,893,881	25,439,615	57,333,496
GRAND TOTAL	\$45,394,948	\$155,250	\$45,550,198	(\$38,658,529)	\$0	\$24,506,313	\$627,748	\$32,025,729	\$25,958,791	\$57,984,520

1. Balance as of 6/30/21 is from the MTC FY2020-21 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 6/30/22, and FY2022-23 allocations as of 6/30/23.

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

4. Beginning with FY24, the MTC Fund Estimate will directly program the 2.7% of TDA revenues to Solano Transportation Authority for planning purposes, as authorized by PUC 99233.12 of the Transportation Development Act statute.

FY 2023-24 TDA Matrix - September 2023

Attachment B

Date Prepared August 21, 2023
STA Board Action

	Note #	Dixon	Fairfield	Rio Vista	Suisun City	Vacaville	Vallejo/Benicia (SolTrans)	Solano County	Total
TDA Revenue Available									
FY23-24 TDA Revenue Estimate from MTC	1	\$ 1,085,464	\$ 6,819,888	\$ 564,546	\$ 1,643,640	\$ 5,759,622	\$ 8,523,424	\$ 1,043,031	\$ 25,439,615
Projected Carryover from MTC	1	\$ 1,595,303	\$ 7,373,062	\$ 1,646,669	\$ 1,230,184	\$ 7,047,275	\$ 9,518,976	\$ 3,482,412	\$ 31,893,881
Available for Allocation per MTC	1	\$ 2,680,767	\$ 14,192,950	\$ 2,211,215	\$ 2,873,824	\$ 12,806,897	\$ 18,042,400	\$ 4,525,443	\$ 57,333,496
FY22-23 Allocations / Returns	1		\$ (1,630,000)			\$ (1,030,011)	\$ 1,082,603		\$ (1,577,408)
Total TDA Revenue Available for Allocation		\$ 2,680,767	\$ 12,562,950	\$ 2,211,215	\$ 2,873,824	\$ 11,776,886	\$ 19,125,003	\$ 4,525,443	\$ 55,756,088
USES									
Paratransit									
Intercity Taxi Scrip	2	\$ 240	\$ 4,111	\$ 50	\$ 10,000	\$ 28,070	\$ 82,496	\$ 400,033	\$ 525,000
Paratransit	3							\$ 250,000	\$ 250,000
Local Taxi Scrip & Local 1st/Last Mile	3				\$ 35,000				\$ 35,000
Subtotal Paratransit		\$ 240	\$ 4,111	\$ 50	\$ 45,000	\$ 28,070	\$ 82,496	\$ 650,033	\$ 810,000
Local Transit Service	3				\$ 650,000	\$ 2,778,357	\$ 4,847,471		\$ 8,275,828
SolanoExpress Intercity Bus									
To SolTrans	4	\$ 65,603	\$ 624,215	\$ -	\$ 188,536	\$ 315,617	\$ 1,416,781	\$ 182,606	\$ 2,793,358
Subtotal SolanoExpress Intercity Bus		\$ 65,603	\$ 624,215	\$ -	\$ 188,536	\$ 315,617	\$ 1,416,781	\$ 182,606	\$ 2,793,358
Transit Capital	3				\$ 310,000	\$ 6,610,000	\$ 4,780,360		\$ 11,700,360
STA Planning	6	\$ 34,314	\$ 200,986	\$ 17,159	\$ 50,029	\$ 169,843	\$ 251,252	\$ 32,768	\$ 756,351
Swaps / Other									
LCTOP swap: Dixon to claim from Fairfield	7		\$ 2,091						\$ 2,091
SGR swap: Dixon to claim from TBD	7								\$ -
LCTOP swap: Rio Vista to claim from TBD	8								\$ -
SGR swap: Rio Vista to claim from TBD	8								\$ -
LCTOP swap: Vacaville to claim from Fairfield	9		\$ 6,797						\$ 6,797
SGR swap: Vacaville to claim from Fairfield	9		\$ 4,279						\$ 4,279
Intercity Bus Capital Plan claimed by SolTrans	10								\$ -
Fairfield-Vacaville Train Station claimed by FAST	11					\$ 50,669			\$ 50,669
Suisun City Train Station, claimed by STA	12				\$ 160,000				\$ 160,000
Suisun City Mobility Hub Capital Project, claimed by STA	13				\$ 250,000				\$ 250,000
Faith in Action, claimed by STA	14							\$ 45,000	\$ 45,000
Equitable Access to Justice, claimed by STA	15							\$ 60,000	\$ 60,000
Subtotal Swaps		\$ -	\$ 13,167	\$ -	\$ 410,000	\$ 50,669	\$ -	\$ 105,000	\$ 578,836
Total To Be Claimed by All Agencies		\$ 100,157	\$ 842,479	\$ 17,209	\$ 1,653,565	\$ 9,952,556	\$ 11,378,360	\$ 970,407	\$ 24,914,733
Balance		\$ 2,580,610	\$ 11,720,471	\$ 2,194,006	\$ 1,220,259	\$ 1,824,330	\$ 7,746,643	\$ 3,555,036	\$ 30,841,355

Notes (continued on next page)

FY 2023-24 TDA Matrix - September 2023

Attachment B

Date Prepared August 21, 2023

STA Board Action

(1) MTC July 26, 2023 Fund Estimate; Reso 4556; columns I, H, J; FY22-23 Allocations/Returns include allocations after Jan. 31, 2023 per MTC's 6/14/23 Programming & Allocations Committee agenda item 2d; FAST will loan SolTrans \$1,630,000 in TDA funding in FY 2022-23 to assist with payment of new CNG commuter buses in 2023. Fairfield will reclaim the \$1,630,000 in TDA loaned back from SolTrans no earlier than the 4th quarter of FY 2023-24.

(2) STA will be the claimant. Based on FY 2023-24 Intercity Taxi Card Funding Amounts.

(3) From each agency's annual TDA claim. Amount claimed from Solano County by STA is for ADA assessments. Amount claimed from Suisun City by STA for fixed route and micro-transit service (\$650k), first-last mile (\$35k), and three vehicles (\$310). Vacaville amount includes Planning & Administration.

(4) Based on FY 2023-24 Intercity Transit Funding Budget Approved by STA Board on June 12, 2023, and subject to an updated Solano Express Operating agreement between STA and SolTrans

(5) TBD

(6) Claimed by STA from all agencies per formula (2.7% of annual revenue estimate). From May 10, 2023 STA Board meeting.

(7) Dixon to claim TDA from Fairfield per April 20, 2023 letter.

(8) TBD

(9) Vacaville to claim TDA from Fairfield per March 21, 2022 and September 1, 2022 letters.

(10) TBD

(11) FAST to claim from Vacaville based on 2002 agreement for operation of Fairfield - Vacaville Train Station. Amount covers FY21-22 costs.

(12) To be claimed by STA for Suisun Amtrak station maintenance

(13) To be claimed by STA for Suisun City Mobility Hub Capital Project, year 3 of 4

(14) To be claimed by STA for Faith in Action

(15) To be claimed by STA for Equitable Access to Justice Pilot Program

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PCC

DATE : September 11, 2023
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Senior Mobility Coordinator
RE: Consolidated Transportation Services Agency Advisory Committee (CTSA-AC)

Background:

The Consolidated Transportation Services Agency Advisory Committee (CTSA-AC) was formed in 2014 to provide countywide coordination to pursue Mobility Management funding, identify and facilitate implementation of various Mobility Management Programs and Services to support Mobility for Solano County Older Adults, People with Disabilities, and Low Income. The CTSA-AC makes recommendations to the Solano Transportation Authority (STA) Board.

Discussion:

The Solano County CTSA Advisory Committee is a countywide forum comprised of 8 STA Board members and includes representatives from the Solano County transit operators, Paratransit Coordinating Council, Solano County Health and Social Services, Area Agency on Aging, and Community Action North Bay (Veterans and Low Income). The CTSA advises, coordinates, and makes recommendations to the STA and the Solano County Board of Supervisors regarding mobility management funding, and identifying and facilitating implementation of mobility management programs and services to the most vulnerable populations in Solano County.

To ensure a continued focus on the mobility needs of these populations, STA is looking to repopulate this committee with additional members who may have new perspectives and ideas. The PCC was previously represented by Mr. Ernest Rogers, who is no longer able to serve.

At this time, STA staff is seeking to fill the vacancy for the PCC representative in the CTSA-AC.

Fiscal Impact:

None.

Recommendation:

Nominate and elect a PCC Member for the CTSA-AC.

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PCC

DATE: September 11, 2023
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Senior Mobility Program Coordinator
Samantha Harris, Mobility Program Intern
RE: Solano Mobility Older Adults, Disabilities, Veterans Annual Report

Background:

The Solano County Mobility Management Program was developed in response to public input provided at two mobility summits held in 2009 and the Solano Transportation Study for Seniors and People with Disabilities completed in 2011. Mobility Management was identified as a priority strategy to address the transportation needs of seniors, people with disabilities, low income and transit dependent individuals in the 2011 study. On April 9, 2014, the Solano Transportation Authority (STA) Board unanimously adopted the Solano County Mobility Management Plan which included authorizing the STA to begin implementation of the four key priority elements identified in the 2014 Plan: Countywide In-Person American Disability Act (ADA) Eligibility and Certification Program, Travel Training, Senior Driver Safety Information, and the Solano Mobility One Stop Call Center.

Between 2017 and 2018, eight (8) additional mobility summits were held throughout Solano County to update the plan. Based on the findings obtained from this outreach, the Medical Trip Concierge Program (through GoGo Grandparent) was implemented to address the number 1 issue that came up at that time: a need for transportation to and from medical appointments. Findings also recommended a need for medical transportation for Solano County Veterans, with specific emphasis on getting to and from the Martinez VA Clinic. Based on these findings, the Medical Trip Concierge Program using GoGo Grandparent was implemented in 2019 and the Veterans' Mobility Program was implemented as a pilot program in April of 2022. STA additionally manages the Intercity Taxi Card Program, which transitioned from Solano County in February of 2015, and the SolTrans Local Taxi Program utilizing the PEX card. Both taxi programs require ADA eligibility.

Discussion:

Utilization of the Mobility Programs continues to grow based on increased outreach efforts by STA's Solano Mobility staff. For the purposes of this report, STA staff will provide a fiscal year end highlights on the following programs:

1. Travel Training
2. Countywide ADA In-Person Eligibility Program
3. Taxi Card Program utilizing the PEX Card
4. Medical Trip Concierge using GoGo Grandparent
5. Veterans Mobility Program

Additional details regarding the program is also included in Attachment A, "Solano Mobility Program Update".

1. Travel Training:

STA welcomes Melissa Westlie as the new Solano County Travel Trainer through Independent Living Resources. Melissa is being trained with STA's Cindy Hayes, who has been with the program since its implementation in 2014 and assisted with program improvements to develop the program as it is currently.

- A total of 199 Travel Trainings (Individual, Field Trip and Classroom) were conducted.
- 16 presentations to 427 audience members were completed.
- 2,538 individuals received information during 45 Outreach activities.
- Upon request, trainees are and will continue to be provided with Personal Protective Equipment (PPE) such as masks, gloves and hand sanitizer.

2. Countywide In-Person Americans with Disabilities Act (ADA) Evaluations:

STA contracted with Paratransit Inc., in July 2023 to conduct the ADA In-Person Evaluations. Paratransit Inc., will replace CARE Evaluators, who had conducted assessments since 2013. STA staff wishes to thank CARE for the many years of service.

- A total of 688 Evaluations were conducted. This was slightly above the 674 total evaluations conducted in FY21-22.
- There was a total of 94 Auto Renewals, which saved the program \$19,049.
- Evaluations had been conducted through paper applications and a phone interview. In-person assessments will resume in September 2023.

3. Taxi Card Program utilizing the PEX Card:

- 3,208 Intercity Taxi trips were taken in FY2022-23, which is slightly less than the prior year's 3,470 trips taken.
- 35 WAV rides were taken.
- STA entered into a formal agreement with the main Solano Taxi provider, Veterans Corp., to be the exclusive wheelchair accessible provider for this program.

4. Medical Trip Concierge Program (GoGo Grandparents):

The Gogo Grandparents Program total rides for this year well surpassed last year's number and continues to be one of the most popular Solano Mobility Programs. It has been expanded to include Veterans and will be assisting Solano County Court in a new pilot program launching July 2023. Wheelchair Accessible Vehicles (WAV) were made available to the program in March 2023.

- 11,548 rides were taken using the GoGo Program. This is an increase of 3,253 rides over last FY usage of 8,295 rides taken.
- 201 WAV rides provided between March and June.
- STA began tracking trips by city. Vallejo and Fairfield residents utilized the program most often.

5. Veterans Mobility Program:

The Program implementation began in April of 2022. Rides have been provided to Solano County Veterans to the Martinez VA Clinic since the program's implementation. Extensive outreach is now underway with Veterans being the target audience.

- 108 rides were provided in FY2022-23.
- Outreach and Presentations have reached 130 Veterans and usage is expected to increase next Fiscal Year.
- The statistics for this program are incorporated into the main GoGo data on Attachment A.

Fiscal Impact:

The approved FY 2023-24 budget for Solano Mobility programs is \$1,375,000 funded through State Transit Assistance Funds (STAF), Solano County Transportation Development Act (TDA) Funds, TDA from Partner Agencies, and FTA 5310 Funds.

Recommendation:

Informational.

Attachment:

A. Solano Mobility Program Update

Solano Mobility Program Update

Travel Training FY Comparison by Category

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY19-20	FY20-21	FY21-22	FY22-23
Call Center Referrals	0	51	74	90	57	19	17	61
Individual Trainings	37	14	9	107	49	52	56	57
Completed/Graduated Total	0	0	12	29	14	0	3	0
Group/Classroom Trainees	0	0	0	33	82	0	0	68
Field Trip Totals	0	7	5	26	16	2	18	14
Field Trip Trainees	0	52	23	142	83	13	97	74
Presentations Total	0	57*	23	68	20	1	15	16
Audience Members	332	300*	349	663	534	8	239	427
Outreach Activities	0	0	106	294	98	33	27	45
Number of People Reached	0	305*	1117	4494	1480	239	1528	2538

ADA Eligibility Results FY Comparison by Eligibility

	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Unrestricted	1046	987	877	590	516	619	576
Conditional	85	71	76	53	47	35	56
Trip-by-trip	20	9	2	11	6	1	4
Temporary	62	56	56	19	13	19	31
Denied	14	40	13	6	7	0	1
Totals	1227	1163	1024	679	589	674	668

Intercity Taxi Card Program FY Comparison by Month

	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Month	Taxi Scrip	Taxi and PEX	Taxi and PEX	PEX	PEX	PEX
July	607	560	413	267	240	278
August	837	824	482	262	316	298
September	783	678	408	289	347	286
October	464	824	452	259	266	238
November	728	588	455	260	249	240
December	647	703	500	292	253	216
January	705	447	516	269	299	274
February	624	564	460	262	296	277
March	675	741	346	318	313	284
April	582	550	203	303	263	311
May	675	653	259	273	273	247
June	573	489	251	260	355	259
Totals:	7900	7,621	4745	3314	3470	3208

GoGo Program Trips FY Comparison by Month

Month	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
July	0	491	240	529	812
August	0	894	146	558	848
September	0	740	228	624	865
October	0	809	494	662	935
November	0	277	389	698	855
December	0	273	430	663	871
January	0	282	464	768	865
February	0	264	425	716	965
March	0	155	549	784	1163
April	3	83	505	746	1049
May	90	178	462	752	1153
June	304	267	504	795	1167
Totals	397	4,713	4,836	8,295	11,548

FY22/23 GoGo trips by City							
Month	Vallejo	Benicia	Suisun	Vacaville	Rio Vista	Dixon	Fairfield
July	323	42	82	70	8	10	261
August	314	53	95	68	16	10	279
September	343	51	54	84	8	23	319
October	344	54	60	99	12	28	312
November	333	47	69	109	5	9	286
December	304	46	74	94	5	6	331
January	358	48	47	89	0	0	308
February	373	62	61	111	9	7	328
March	426	70	113	156	7	5	361
April	388	78	75	116	20	10	376
May	398	98	87	145	32	9	450
June	506	71	24	69	1	11	121
Totals	4410	720	841	1210	123	128	3732

PCC

DATE : August 1, 2023
TO: Paratransit Coordinating Council (PCC)
FROM: Erika Dohina, Program Services Supervisor
RE: Solano Mobility Call Center Annual Report

Background:

The Solano Mobility Program of the Solano Transportation Authority (STA) began as part of a statewide network of rideshare programs funded primarily by Caltrans for the purpose of managing countywide and regional rideshare programs in Solano County and providing air quality improvements through trip reduction.

February 2014 the STA expanded its services to include the Solano Mobility Call Center. was originally one of four Solano Mobility priorities identified in 2011 recent Solano Transportation Study for Older Adults and People with Disabilities. In addition to providing commuters and Solano County employers with information on a variety of transit services and incentive programs, the Mobility Call Center provides Older Adults and people with disabilities with a range of various mobility information.

Discussion:

Solano Mobility Call Center

For the Fiscal Year (FY) 2022-23, the Solano Mobility Call Center assisted 10,919 customers. This is a 35% increase from last fiscal year. There was also a significant surge in website hits with 80,463 which is a 36% increase from last year.

The Call Center Activity Annual Summary:

- Assisted 421 walk in customers.
- Processed 59 Regional Transit Connection (RTC) Applications
(RTC: A discount ID card that is available to persons with qualifying disabilities. Once qualified, are able to use on fixed-route, BART, and ferry systems throughout the San Francisco Bay Area.)
- Processed 1036 PEX cards
(PEX: The Intercity Taxi card program can be used by ADA (American Disabilities Act) certified individuals to pay discounted taxi fare in Solano County).
- Implemented Guaranteed Ride Program, Suisun Microtransit and GoGo Grandparent added wheelchair accessible vehicles.

Even with an average of increase in calls, walk ins and website hits, the Solano Mobility Call Center staff has an average wait time of answering calls in less than 10 seconds and have received multiple compliments for offering this type of service.

Fiscal Impact:

The approved FY 2023-24 budget for the One-Stop Call Center programs is \$419,667 funded through FTA 5310, One Bay Area Grant 3(OBAG), and State Transit Assistance Funds (STAF).

Recommendation:

Informational.

Attachment:

- A. Call Center Activity Chart

CALL CENTER ACTIVITY CHART ANNUAL REPORT

Mobility Call Center Activities	FY 20/21 Totals	FY 21/22 Totals	FY 22/23 Totals
<u>Seniors & People W/Disabilities-Calls</u>			
ADA Paratransit Eligibility	633	847	991
RTC Questions	154	357	293
GoGo Calls	1161	788	897
Taxi Scrip Local Questions	473	641	955
Taxi Scrip InterCity Questions	1723	2284	2712
<u>General Mobility Call Center</u>			
Transit Calls	981	1209	1769
Employer Incentives/Programs calls	127	356	481
Microtransit/Lyft	125	216	587
Private Transportation	134	124	146
Veteran's services	N/A	N/A	29
Travel Training Inquiries	72	452	349
Trip Planning	139	142	284
Other	1020	769	580
Total Calls	6,597	8,103	10,919
<u>Sales</u>			
Clipper Card Sales	9	11	95
Bike Link Cards Sold	0	0	0
RTC Apps Processed	25	33	59
PEX Card Sales	846	904	1036
Total Walk-ins	34	148	421
<u>Other</u>			
Bilingual calls/walk ins	N/A	23	43
Calls over 5 minutes	N/A	668	683
Solano Mobility Website Hits	24,212	59,266	80,463
Total People Assisted	6,631	8,251	11,340

PCC

DATE: September 1, 2023
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Mobility Transit Coordinator
RE: STA Staff Update

A verbal update will be provided at the meeting.

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BYLAWS
of the
SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)
Revised July 30, 2021

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 a Chairperson and a Vice-Chairperson every two (2) years. 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.