



PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)

1:00 p.m., Thursday, July 18, 2024

Zoom Meeting Details

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

Meeting ID: 87919486576

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

Click here for [Zoom Instructions](#)

MEETING AGENDA

<u>ITEM</u>	<u>STAFF PERSON</u>
1. CALL TO ORDER / CONFIRM QUORUM / INTRODUCTIONS (1:00 – 1:05 p.m.)	Ruben Brunt, 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 – 1:30 p.m.)	
A. Emergency Preparedness	Lisa Hooks, Social Services Provider
B. FAST Micro-Transit	Tiffany Plater, FAST
5. CONSENT CALENDAR (1:30 – 1:35 p.m.)	
<u>Recommendation:</u> Approve the following consent item.	
A. Minutes of the PCC Meeting of March 21, 2024	Natalie Quezada, STA
<u>Recommendation:</u>	
Approve the Minutes for the Meeting of March 21, 2024	
Pg. 3	

PCC MEMBERS

<u>Heather Barlow</u> Social Services Provider	<u>Dwayne Hankerson</u> MTC Policy Advisory Council Representative	<u>VACANT</u> Social Services Provider	<u>Lisa Hooks</u> Social Services Provider	<u>Brian McLaughlin</u> Member at Large	<u>VACANT</u> Public Agency -Education
<u>Katherine Richter,</u> <u>Vice-Chair</u> Transit User	<u>Ruben Brunt,</u> <u>PCC Chair</u> Transit User	<u>Jamal Waters</u> Public Agency- Health & Social Services	<u>Cynthia Tanksley</u> Transit User	<u>James Williams</u> Member at Large	

6. TRANSIT OPERATOR UPDATES

(1:35 – 2:05 p.m.)

- A. Dixon Redit-Ride
- B. Fairfield FAST
- C. Rio Vista Delta Breeze
- D. Suisun Microtransit
- E. Vacaville City Coach
- F. Vallejo SolTrans

7. ACTION ITEMS – DISCUSSION

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

- A. Fiscal Year (FY) 2024-25 Transportation Development Act (TDA) Matrix –July 2024, which includes TDA Claims for STA on behalf of Solano County and STA on behalf of Suisun City** Ron Grassi, STA

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA-approved July 2024 TDA Matrix for FY 2024-25, which includes TDA claims for STA, STA on behalf of Solano County, and STA on behalf of Suisun City, as shown in Attachment B.

Pg.7

- B. PCC Membership** Debbie McQuilkin, STA

Recommendation:

Forward a recommendation to the STA Board to approve and reappoint Cynthia Tanksley, Transit User Member for another 3-year term.

Pg. 13

8. INFORMATIONAL ITEMS – DISCUSSION

(2:25-2:45 p.m.)

- A. Comprehension Transportation Plan -Solano Equity Framework** Kathrina Gregana, STA

- B. STA Staff Update** Debbie McQuilkin, STA

- Rio Vista CBTP

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

(2:45 – 3:00 p.m.)

10. FUTURE AGENDA ITEMS

- Connected Mobility Implementation Plan
- Comprehension Transportation Plan Update

11. ADJOURNMENT

The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, September 19, 2024**

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 對 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 March 21, 2024

1. CALL TO ORDER/ CONFIRM QUORUM/INTRODUCTIONS

Ruben Brunt, PCC Chair, called the virtual PCC Meeting to order at **1:00 p.m.** A quorum was confirmed by STA Senior Transit Mobility Coordinator, Debbie McQuilkin.

PCC Members Present:	Cynthia Tanksley	PCC Vice-Chair/Transit User
	Heather Barlow	Social Services Provider
	Ruben Brunt, Chair	Transit User
	Katherine Richter	Transit User
	Brian McLaughlin	Member-at-Large
	Dwayne Hankerson	MTC Policy
	Melissa Westlie	Social Service Provider
	Lisa Hooks	Social Services Provider
	Chandra Daniels	Transit User/PCC Alternate Member

PCC Members Absent:	James Williams	Member at Large
	Jamal Watters	Public Agency - Health & Social Services
	Vacant	Public Agency - Education

Others Present:	Vicki Jacobs	Dixon Read Ride
	Tiffany Plater	FAST
	Richard Burnett	Member of Public
	Landry Wofford	Member of Public
	Drennen Shelton	Metropolitan Transportation Commission
	Richard Weiner	Nelson Nygaard
	Mandi Renshaw	Soltrans
	Ronald Freeman	Soltrans
	Tateyana Hendricks	Vacaville City Coach
	Erika Dohina	STA
	Ron Grassi	STA
	Cindy Hayes	STA
	Debbie McQuilkin	STA
	Natalie Quezada	STA
	Brandon Thomson	STA
	April Wells	STA

2. APPROVAL OF AGENDA

On a motion by Brian McLaughlin and a second by Lisa Hooks, the PCC approved the Meeting Agenda unanimously. (8 Ayes)

3. OPPORTUNITY FOR PUBLIC COMMENT

None

4. PRESENTATIONS

A. SolTrans Digital Fares

Mandi Renshaw from SolTrans announced two major pilot initiatives aiming to increase ridership and encourage public transportation use. The first pilot program is starting April 1st offering free bus rides to youth aged 6 to 18 years of age on local and Solano Express buses. The second initiative is eliminating monthly physical tickets and passes and transitioning to a paperless system, starting July 1st. She highlighted applications for the new monthly passes of “Clipper Start” and “Token Transit” She concluded cash will still be acceptable on buses, additionally, day paper passes will still be available on buses.

Summary of Committee Members and Public Comments:

- Emphasized communicating change to customers, especially monthly pass holders.
- Members insisted on the accessibility of the transit app and the clipper card for seniors and unhoused individuals.
- Members voiced concerns about possible harassment of drivers to verify youth passengers.

5. CONSENT CALENDAR

A. Minutes of the PCC Meeting of January 18, 2024

Recommendation:

Approve PCC meeting minutes of January 18, 2024

Prior to the approval of the meeting minutes, one amendment was made as follows:

1. *To correct the length of PCC memberships to a 2-year term.*

On a motion by Cynthia Tanksley and a second by Mr. McLaughlin, the PCC approved the meeting minutes of January 18, 2024, as amended shown above in ***bold italics***. (7 Ayes, 1 abstention- Lisa Hooks)

6. TRANSIT OPERATOR UPDATES

- Dixon Redit-Ride: Vicki Jacobs
 - Transit surveys will be completed on Friday.
 - ADA eligibility interviews compromising driver schedule.
- Fairfield FAST Tiffany Plater
 - Starting June 30th FAST will be discontinuing the reduced taxi fare program, a public hearing will be held April 16th
- Rio Vista Delta Breeze: Brandon Thomson
 - MTC Ridership Survey completed.
 - Rio Vista CBTP received over 600 public survey.
 - The Clipper device is coming to Delta Breeze soon.
- Suisun Microtransit: Brandon Thomson
 - Completed 1st year of service.
 - Receiving two new used vehicles in April
 - In discussion to include Clipper to Microtransit vehicles
- Vallejo Solano County Transit (SolTrans): Mandi Renshaw
 - Introduced New Operation Manager: Ronald Freeman
 - Youth rides for free starting on April 1st.
 - April 7th Service Change to accommodate Bart's connection.
- Vacaville City Coach: Tateyana Hendricks
 - Starting in May introducing electric buses to fixed routes services.

7. ACTION ITEMS – DISCUSSION

A. None

8. INFORMATIONAL ITEMS – DISCUSSION

A. Standardized ADA Eligibility Practices

Drennen Shelton, from the Metropolitan Transportation Commission (MTC), provided a draft report on Transportation Action Plan Action 25: Adopting standardized eligibility practices for programs that benefit people with disabilities. Ms. Shelton discussed the process and summarized the listed recommendations being proposed. Ms. Shelton requested feedback from the committee and participants.

Summary of Committee Members and Public Comments:

- Proposed solution of sensitivity training and need of skill for drivers to provide effective direction in the preferred language of clients and provide selection in the provided application with better profiling selections.
- Standardizing a name for the PPCs or working groups regionally/statewide for easier accessibility in locating services.
- Standardizing a transitional renewal process to permanent, after a certain age or multiple renewals.
- Focused on the need for uniformity across different types of transportation services for both privatized and/or public transportation programs.

B. Paratransit Coordinating Council Overview

Richard Weiner, from Nelson\Nygaard, highlighted the importance of understanding the ADA paratransit service requirements for effective advocacy and avoiding non-compliant requests. He summarized the six fundamental requirements and criteria for ADA paratransit services. He emphasized the importance of adherence to the ADA requirements, on-time performance, and data to identify and address problems. Mr. Weiner described the eligibility appeals process and best practices.

C. Solano Mobility Program 2nd Quarter Report for FY 2023-24 Older Adults, People with Disabilities Programs and Veterans

Debbie McQuilkin outlined the second-quarter report serving older adults, veterans, and people with disabilities.

D. STA Staff Update

None

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

None

10. FUTURE AGENDA ITEMS PCC COMMENTS

- A. Emergency Preparedness – Lisa Hooks May 16th
- B. Connected Mobility Implementation Plan
- C. San Mateo Paratransit Presentation
- D. Comprehension Transportation Plan

11. ADJOURNMENT

The meeting was adjourned at 3:00 p.m. The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, May 16, 2024.**

Meeting Schedule for the Calendar Year 2024

Location for all meetings to be determined.

Thursday, September 19, 2024, at 1:00 p.m.

Thursday, November 21, 2024, at 1:00 p.m.

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

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PCC

DATE: July 11, 2024
TO: Paratransit Coordinating Council (PCC)
FROM: Ron Grassi, Director of Programs
Mary Pryor, Transit Finance Consultant
RE: Fiscal Year (FY) 2024-25 Transportation Development Act (TDA) Matrix –
July 2024, which includes TDA Claims for STA on behalf of Solano County
and STA on behalf of Suisun City

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 on 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) and the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties. The Solano FY 2024-25 TDA fund estimates from February 2024 by jurisdiction are shown on the attached MTC Fund Estimate (Attachment A).

TDA funds are shared among agencies to fund joint services such as the Solano Express bus service 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 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 2024-25 includes revenue estimates and projected carryover. The following claims for STA, STA on behalf of Solano County, and STA on behalf of Suisun City are within the parameters of available TDA funds and are being brought forward for review:

Solano County TDA Summary (Claimed by STA) + 20K Benicia Lyft

STA is claiming \$1,762,908 of TDA Funds in FY 2024-25. TDA funds in the amount of \$762,908 for administration, coordination, and planning consistent with the STA's FY 2024-25 budget and overall work plan. Solano County's TDA and partner agency funds in the amount of \$520,000 are to be claimed for the Intercity Taxi Card Program, Faith in Action's program of \$45,000 to provide medical transportation for older adults, \$175,000 to support the Solano Mobility Medical Trip Concierge Program operated by Go Go Grandparents, \$20,000 to provide matching funds from the City of Benicia to support the Benicia First/Last Mile Program. \$40,000 will be used to provide the Equitable Access to Justice Pilot Program in collaboration with Solano County Superior Courts, and \$200,000 will be claimed for the Countywide In-Person ADA Assessment Program. Solano County's TDA claim amounts are included in the July 2024 TDA matrix Attachment B.

Suisun City TDA Summary (Claimed by STA)

On May 21, 2024, the Suisun City Council approved using its TDA funds for local transit capital and operations. STA will be the claimant of these funds on behalf of Suisun City. Suisun City requests \$1,377,850 of TDA Funds in FY 2024-25. TDA funds of \$730,075 will be used for Fixed Route and Microtransit Service, Intercity Taxi Card (PEX), and the Suisun First/Last Mile Program. TDA funds of \$188,536 fund Suisun City's contribution to Solano Express (claimed by SolTrans). The remaining TDA funds of \$459,239 include \$49,239 for STA regional planning, \$160,000 for the maintenance of the Suisun Amtrak Station and Transit Center, which includes a maintenance worker and transit administration, and \$250,000 as the final STA loan repayment for the Suisun City Mobility Hub Capital Project. Suisun City's TDA claim amounts are included in the July 2024 TDA matrix Attachment B.

At their meetings on June 25th and 26th, 2024, the Solano County Intercity Transit Consortium and the STA TAC unanimously approved forwarding the recommendation to the STA Board. On July 10, 2024, the STA Board approved the July 2024 TDA Matrix.

Fiscal Impact:

There is no additional financial impact to STA as these claim amounts are consistent with the proposed FY 2024-25 STA Budget. The STA Board's approval of the July 2024 TDA matrix provides the guidance MTC needs to process the TDA claims submitted by STA on behalf of Solano County, STA on behalf of Suisun City, and SolTrans.

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA-approved July 2024 TDA Matrix for FY 2024-25, which includes TDA claims for STA, STA on behalf of Solano County, and STA on behalf of Suisun City, as shown in Attachment B.

Attachments:

- A. FY 2024-25 TDA Fund Estimate for Solano County, Suisun City, and SolTrans dated February 2023
- B. July 2024 TDA Matrix for FY 2024-25 includes TDA Claims for STA on behalf of Solano County and STA on behalf of Suisun City.

**FY 2024-25 FUND ESTIMATE
TRANSPORTATION DEVELOPMENT ACT FUNDS
SOLANO COUNTY**

Attachment A
Res No. 4629
Page 9 of 19
2/28/2024

FY2023-24 TDA Revenue Estimate		FY2024-25 TDA Revenue Estimate	
FY2023-24 Generation Estimate Adjustment		FY2024-25 County Auditor's Generation Estimate	
1. Original County Auditor Estimate (Feb, 23)	27,790,758	13. County Auditor Estimate	28,647,982
2. Revised Estimate (Feb, 24)	28,647,982	FY2024-25 Planning and Administration Charges	
3. Revenue Adjustment (Lines 2-1)	857,224	14. MTC Administration (0.5% of Line 13)	143,240
FY2023-24 Planning and Administration Charges Adjustment		15. County Administration (0.5% of Line 13)	143,240
4. MTC Administration (0.5% of Line 3)	4,286	16. MTC Planning (3.0% of Line 13)	859,439
5. County Administration (Up to 0.5% of Line 3) ⁴	4,286	17. Total Charges (Lines 14+15+16)	1,145,919
6. MTC Planning (3.0% of Line 3)	25,717	18. Solano Transportation Authority Planning (2.7% of Line 13-17) ⁴	742,556
7. Total Charges (Lines 4+5+6)	34,289	19. TDA Generations Less Charges (Lines 13-17)	26,759,507
8. STA Planning (2.7%)	22,219	FY2024-25 TDA Apportionment By Article	
8. Adjusted Generations Less Charges (Lines 3-7)	800,716	20. Article 3.0 (2.0% of Line 18)	535,190
FY2023-24 TDA Adjustment By Article		21. Funds Remaining (Lines 18-19)	26,224,317
9. Article 3 Adjustment (2.0% of line 8)	16,014	22. Article 4.5 (5.0% of Line 20)	0
10. Funds Remaining (Lines 8-9)	784,702	23. TDA Article 4 (Lines 20-21)	26,224,317
11. Article 4.5 Adjustment (5.0% of Line 10)	0		
12. Article 4 Adjustment (Lines 10-11)	784,702		

TDA APPORTIONMENT BY JURISDICTION

Column	A	B	C=Sum(A:B)	D	E	F	G	H=Sum(C:G)	I	J=Sum(H:I)
	6/30/2023	FY2022-23	6/30/2023	FY2022-24	FY2023-24	FY2023-24	FY2023-24	6/30/2024	FY2024-25	FY2024-25
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	1,262,385	28,151	1,290,536	(1,613,761)	0	519,176	16,014	211,965	535,190	747,155
Article 4.5										
SUBTOTAL	1,262,385	28,151	1,290,536	(1,613,761)	0	519,176	16,014	211,965	535,190	747,155
Article 4/8										
Dixon	2,204,870	47,091	2,251,961	(333,157)	0	1,085,464	33,482	3,037,750	1,123,910	4,161,660
Fairfield	7,030,992	198,495	7,229,488	(2,408,623)	0	6,819,888	210,364	11,851,117	7,063,650	18,914,767
Rio Vista	1,761,669	37,069	1,798,739	(127,209)	0	564,546	17,414	2,253,490	590,263	2,843,753
Solano County	3,482,413	78,038	3,560,451	(970,407)	0	1,043,031	32,173	3,665,248	1,069,777	4,735,025
Suisun City	1,284,769	35,150	1,319,919	(1,708,150)	0	1,643,640	50,699	1,306,108	1,682,556	2,988,664
Vacaville	14,057,168	360,767	14,417,935	(17,805,314)	0	5,759,622	177,659	2,549,903	5,957,351	8,507,254
Vallejo/Benicia	14,348,593	308,036	14,656,628	(14,791,197)	0	8,523,424	262,911	8,651,766	8,736,810	17,388,576
SUBTOTAL	44,170,475	1,064,647	45,235,121	(38,144,058)	0	25,439,615	784,702	33,315,382	26,224,317	59,539,699
GRAND TOTAL	\$45,432,860	\$1,092,797	\$46,525,657	(\$39,757,819)	\$0	\$25,958,791	\$800,716	\$33,527,347	\$26,759,507	\$60,286,854

1. Balance as of 6/30/23 is from the MTC FY2022-23 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 6/30/23, and FY2022-23 allocations as of 1/31/24.
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 2024-25 TDA Matrix - July 2024

Attachment B

Date Prepared June 25, 2024
 STA Board Action

	Note #	Dixon	Fairfield	Rio Vista	Suisun City	Vacaville	Vallejo/Benicia (SolTrans)	Solano County	Total
TDA Revenue Available									
FY24-25 TDA Revenue Estimate from MTC	1	\$ 1,123,910	\$ 7,063,650	\$ 590,263	\$ 1,682,556	\$ 5,957,351	\$ 8,736,810	\$ 1,069,777	\$ 26,224,317
Projected Carryover from MTC	1	\$ 3,037,750	\$ 11,851,117	\$ 2,253,490	\$ 1,306,108	\$ 2,549,903	\$ 8,651,766	\$ 4,032,786	\$ 33,682,920
Available for Allocation per MTC	1	\$ 4,161,660	\$ 18,914,767	\$ 2,843,753	\$ 2,988,664	\$ 8,507,254	\$ 17,388,576	\$ 5,102,563	\$ 59,907,237
FY23-24 Allocations / Returns	1								\$ -
Total TDA Revenue Available for Allocation		\$ 4,161,660	\$ 18,914,767	\$ 2,843,753	\$ 2,988,664	\$ 8,507,254	\$ 17,388,576	\$ 5,102,563	\$ 59,907,237
USES									
Paratransit									
Intercity Taxi Scrip	2	\$ 350	\$ -	\$ 300	\$ 5,075	\$ 25,140	\$ 41,972	\$ 447,163	\$ 520,000
Paratransit	3							\$ 200,000	\$ 200,000
Local Taxi Scrip, Local 1st/Last Mile, Go-Go	3				\$ 75,000		\$ 20,000	\$ 175,000	\$ 270,000
<i>Subtotal Paratransit</i>		\$ 350	\$ -	\$ 300	\$ 80,075	\$ 25,140	\$ 61,972	\$ 822,163	\$ 990,000
Local Transit Service and Microtransit	3				\$ 650,000				\$ 650,000
SolanoExpress Intercity Bus									
To SolTrans	4	\$ 65,603	\$ 624,215	\$ -	\$ 188,536	\$ 315,617	\$ 1,416,781	\$ 198,776	\$ 2,809,528
<i>Subtotal SolanoExpress Intercity Bus</i>		\$ 65,603	\$ 624,215	\$ -	\$ 188,536	\$ 315,617	\$ 1,416,781	\$ 198,776	\$ 2,809,528
Transit Capital	3							\$ 260,000	\$ 260,000
STA Planning	6	\$ 32,517	\$ 204,304	\$ 16,912	\$ 49,239	\$ 172,542	\$ 255,338	\$ 31,246	\$ 762,098
Swaps / Other									
LCTOP and SGR swap: Dixon to claim from Fairfield	7		\$ 50,991						\$ 50,991
LCTOP and SGR swap: Rio Vista to claim from Fairfield	7		\$ 27,320						\$ 27,320
LCTOP and SGR swap: Vacaville to claim from Fairfield	7		\$ 268,554						\$ 268,554
Repayment of FY22-23 loan for CNG Bus Purchase, claimed by FAST	8						\$ 1,630,000		\$ 1,630,000
Solano Express FY22-23 reconciliation: SolTrans to claim from Fairfield	9		\$ 42,389						\$ 42,389
									\$ -
									\$ -
Intercity Bus Capital Plan claimed by SolTrans	10								\$ -
Fairfield-Vacaville Train Station claimed by FAST	11					\$ 72,326			\$ 72,326
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							\$ 40,000	\$ 40,000
									\$ -
									\$ -
<i>Subtotal Swaps</i>		\$ -	\$ 389,254	\$ -	\$ 410,000	\$ 72,326	\$ 1,630,000	\$ 85,000	\$ 2,586,580
Total To Be Claimed by All Agencies		\$ 98,470	\$ 1,217,773	\$ 17,212	\$ 1,377,850	\$ 585,625	\$ 3,364,091	\$ 1,397,185	\$ 8,058,206
Balance		\$ 4,063,190	\$ 17,696,994	\$ 2,826,541	\$ 1,610,814	\$ 7,921,629	\$ 14,024,485	\$ 3,705,378	\$ 51,849,031

Notes (continued on next page)

FY 2024-25 TDA Matrix - July 2024

Attachment B

Date Prepared June 25, 2024

STA Board Action

- (1) MTC February 28, 2024 Fund Estimate; Reso 4629; columns I, H, J; FY23-24 Allocations/Returns include allocations after Jan. 31, 2023; 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 2024-25 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 (\$75k). Benicia TDA (\$20K) for Benicia Lyft Solano County (\$175K) is for Medical Concierge G0-G0
- (4) Based on FY 2024-25 Intercity Transit Funding 22-May-24 draft Budget, subject to approval by STA Board and to an updated Solano Express Funding and Cost-Sharing agreement between STA and SolTrans.
- (5) TBD
- (6) Claimed by STA from all agencies per formula (2.7% of annual revenue estimate). From April 10, 2024 STA Board meeting.
- (7) Dixon, Rio Vista, and Vacaville to claim TDA from Fairfield per March 12, 2024 and June 11, 2024 programming emails.
- (8) To be claimed by FAST for FY 2022-23 loan to SolTrans to assist with payment for new CNG commuter buses in 2023
- (9) SolTrans to claim from Fairfield for reconciliation of FY22-23 SolanoExpress service.
- (10) TBD
- (11) FAST to claim from Vacaville based on the 2002 agreement for the operation of Fairfield - Vacaville Train Station. Amount covers FY24-25 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 4 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: July 5, 2024
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Senior Mobility Program Coordinator
RE: PCC Membership Update

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 (11) 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.

The Paratransit Coordinating Council's (PCC) By-laws state that the PCC must nominate and elect a Chair and Vice-Chair. The Chair and Vice-Chair are allowed to serve a term of two (2) consecutive years. After holding an officer's position for two (2) consecutive years, a minimum of one (1) year must elapse before either of the officers can serve again.

Discussion:

Transit User member Cynthia Tanksley's term expires in September 2024. STA staff reached out to Ms. Tanksley who confirmed that she would be interested in serving this committee for another 3-year term. The PCC truly values Ms. Tanksley's commitment of both her time and contributions.

STA staff received a resignation email from Melissa Westlie, Social Services Provider Member, on May 8, 2024.

Currently, the PCC has 2 vacancies: Social Services Provider and Public Agency – Education.

Fiscal Impact:

None.

Recommendations:

Forward a recommendation to the STA Board to approve and reappoint Cynthia Tanksley, Transit User Member for another 3-year term.

Attachment:

- A. PCC Membership Status for July 2024
- B. Letter of Resignation

**PCC Members and Alternates
July 2024**

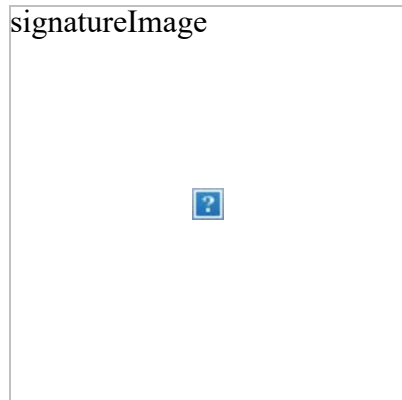
Member	Alternate	Jurisdiction	Agency	Appointed	Term Expires	Chair/Vice Chair Appt
James Williams		Member at Large		December 2003	December 2024	
Brian McLaughlin		Member at Large		December 2019	December 2025	
Dwayne Hankerson		MTC PAC Representative	MTC	January 2022	January 2025	
VACANT		Public Agency - Education				
Jamal Waters		Public Agency – Health and Social Services	ODAS	January 2024	January 2027	
Melissa Westlie		Social Service Provider	ILR	June 2023	June 2026	
Heather Barlow		Social Service Provider	Kaiser Permanente	February 2020	February 2026	
Lisa Hooks		Social Service Provider	State Council on Developmental Disabilities	December 2016	December 2026	
Cynthia Tanksley		Transit User		September 2012	September 2024	
Ruben Brunt Chair		Transit User		June 2023	June 2026	November 2023
Katherine Richter	Chandra Daniels	Transit User		September 2018	December 2024	January 2024

From: [Melissa Westlie](#)
To: [Deborah McQuilkin](#)
Subject: Resignation from PCC
Date: Wednesday, May 8, 2024 8:14:53 AM
Attachments: [1000001508-id-aaa51a05-10ae-4590-9b5a-b293668426c5.jpeg](#)

Good morning Debbie,

I am writing to inform you of my resignation from the Paratransit Coordinating Council. I am no longer employed with ILR and can no longer fulfill my position. Thank you for the opportunity to participate in the PCC.

Melissa Westlie
Travel Trainer
Independent Living Resources, Solano County
490 Chadbourne Rd. Suite B
Fairfield, CA 94534
707.435.3919
Melissaw@ilrsc.org
www.ilrsc.org



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PCC

DATE: July 10, 2024
TO: Paratransit Coordinating Council (PCC)
FROM: Kathrina Gregana, Associate Planner
RE: Comprehensive Transportation Plan (CTP) - Solano Equity Framework

Background:

The STA Transportation Equity Working Group (Equity Working Group) was established in 2019 to guide the development of the 2020 Comprehensive Transportation Plan (CTP) Equity Chapter. The group includes a diverse group of participants, including community organizations, county stakeholders, elected officials, and public citizens. The current committee membership is included as Attachment A.

In March 2020, the Equity Chapter of STA's Comprehensive Transportation Plan (CTP) was adopted by the STA Board, which was the STA's first attempt to define equity and environmental justice in the context of transportation. In 2023, the STA kicked off the next update to the Comprehensive Transportation Plan (CTP) and as part of the STA's effort to start implementing the Equity Chapter, STA staff began working with the Equity Working Group to develop an Equity Framework that will be applied to and advance equity within the three elements of the CTP: Active Transportation, Arterials, Highways and Freeways, and Transit and Rideshare.

Discussion:

In 2022, STA staff worked with the Equity Working Group to develop an Equity Criteria for the project evaluation process of the One Bay Area Grant Cycle 3 (OBAG 3) Call for Projects. Given that OBAG 3 is an MTC grant source, the default Equity Criteria would have been MTC's regional equity definition, called [Equity Priority Communities](#), which identified equity communities in the cities of Dixon, Fairfield, Suisun City, and Vallejo. Any projects or programs that benefited these areas scored points under the equity category of the project evaluation process. To explore whether this Equity Criteria definition should be modified or expanded, the Equity Working Group considered other federal and state transportation agency equity mapping and tools such as the federal [Areas of Persistent Poverty and Historically Disadvantaged Communities](#) designation, the California Environmental Protection Agency's [CalEnviroScreen 4.0](#) and the [Healthy Places Index](#).

In reviewing the equity maps, several committee members commented that particular neighborhoods in their communities that they know are underserved were not being captured. This raised concerns that the mapping tools may not be reflective of the disparities and the geographic locations of underserved and priority populations in their jurisdictions.

Through these discussions, the Equity Working Group identified a need to develop a Solano Equity Framework to identify equity communities in Solano County in a way that is contextually relevant to the target populations, demographics and needs of Solano communities.

With the CTP Update set to begin in 2023, STA staff determined that this effort was timely and the appropriate avenue in which to develop and apply such a Solano Equity Framework. One of the primary purposes of the CTP is to identify a list of priority transportation projects and programs from the seven Solano cities and the unincorporated county that will be eligible for STA's discretionary funds, STA staff support and inclusion in MTC's Regional Transportation Plan update, Plan Bay Area 2060. Given the significance of the CTP document, the Solano Equity Framework will be developed and used in the project prioritization process for the plan. It will also be used to inform the STA's allocation of discretionary fund sources and other STA efforts.

At their meeting on April 28th, the Equity Working Group approved the proposed definition and methodology for the Solano Equity Framework. The framework includes nine metrics with concentration thresholds to identify equity areas. A summary of the Solano Equity Framework can be found in Attachment B and the associated maps in Attachment C.

This item was presented to the STA TAC at their meeting on June 26, 2024. TAC members requested more time to digest the information and ask questions before they took action on the item.

The Equity Framework will be brought back to the STA TAC and subsequently the STA Board for their consideration for approval in August and September, respectively.

Fiscal Impact:

None.

Recommendation:

Informational

Attachments:

- A. Transportation Equity Working Group Committee Membership
- B. Summary of Solano Equity Framework
- C. Solano Equity Framework Equity Communities - Countywide and Jurisdiction Specific Maps

STA Transportation Equity Working Group
Committee Membership

1. Supervisor John Vasquez, Solano County – District 4, Chair
2. Councilmember Kari Birdseye, City of Benicia
3. Mark Cooley, Planning Commissioner, City of Dixon
4. Councilmember K. Patrice Williams, City of Fairfield
5. Vice Mayor Edwin Okamura, City of Rio Vista
6. Mayor Pro Tem Princess Washington, City of Suisun City
7. Vice Mayor Gregory Ritchie, City of Vacaville
8. Councilmember Peter Bregenzer, City of Vallejo
9. Father Robert Fuentes, Faith in Action
10. Andrea Garcia, Touro University
11. Helen-Marie “Cookie” Gordon, Vallejo Community Advocate/Commissioner Housing
12. Dwayne Hankerson, MTC Policy Advisory Council - Solano Representative
13. Dail Montanez, Solano County Public Health
14. Gerry Raycraft, Habitat for Humanity
15. Dr. Rhonda Renfro, Club Stride
16. Susan Rotchy, Independent Living Resources
17. Rochelle Sherlock, Senior Coalition of Solano
18. Father Anthony Summers, Vallejo’s Michael Transportation
19. Michael Wilson, District Rep., Supervisor Hannigan
20. Robie Williams & Tom Surh, Rio Vision

Summary of Solano Equity Framework

Solano Equity Framework – Recommended Definition and Methodology

The Solano Equity Framework aims to identify equity communities in Solano County in a way that is contextually relevant to the target populations, demographics and needs of Solano communities. The Framework will be used to prioritize projects and programs in the Comprehensive Transportation Plan, the allocation of STA discretionary funding sources, and other STA efforts. The development of this tool is one of the STA’s first steps to implement the Equity Chapter to advance equity in the planning, programming, and delivery of transportation projects and programs in Solano County.

At their meeting on April 28th, the Equity Working Group approved the proposed definition and methodology for the Solano Equity Framework. The framework includes nine metrics with associated concentration thresholds to identify equity areas as shown in Table 1 below.

Equity areas are identified in a tiered system, which are defined as those block groups that have a concentration of low-income household AND a concentration of 0 factors, 1 factor, 2 factors, or 3 or more of the remaining seven factors below (#2 to #8). Scores are assigned to these areas accordingly and are shown on Table 2. The most current U.S. census data set, the American Communities Survey 2018-2022, was used to inform the framework.

Table 1: Solano Equity Framework

Equity Metrics	% of County Population	Concentration Threshold
1. Low Income (<200% of Poverty) Population	21%	30%
2. People of Color Population	63%	73%
3. Limited English Proficiency Population	8%	16%
4. Zero-Vehicle Households	9%	8%
5. Seniors 75 Years and Over	7%	10%
6. People with Disability	10%	15%
7. Single-Parent Families	13%	20%
8. Severely Rent-Burdened Households	10%	20%
9. Travel Time to Work (≥ 60 minutes)	N/A	33%

Table 2: Scoring Methodology

Score	Definition
5 points	MTC Equity Priority Communities/Solano – <i>To Be Determined</i> <ul style="list-style-type: none"> Defined as meeting: <ol style="list-style-type: none"> (1) Low Income and People of Color, or (2) Low Income and 3 or more equity metrics
4 points	Solano Local Equity Indicator <ul style="list-style-type: none"> Defined as meeting: Low Income and 3 or more equity metrics
3 points	Solano Local Equity Indicator <ul style="list-style-type: none"> Defined as meeting: Low Income and 2 equity metrics
2 points	Solano Local Equity Indicator <ul style="list-style-type: none"> Defined as meeting: Low Income and 1 equity metric
1 point	Solano Local Equity Indicator <ul style="list-style-type: none"> Defined as meeting: Low Income only
0 points	No Equity Metrics Met

This framework identifies equity communities in the following jurisdictions:

1. City of Benicia – No Identified Block Groups
2. City of Dixon – 4 block groups
3. City of Fairfield – 26 block groups
4. City of Rio Vista – 1 block group
5. City of Suisun City – 3 block groups
6. City of Vacaville – 10 block groups
7. City of Vallejo – 29 block groups
8. Unincorporated County - No Identified block Groups

The Solano Equity Framework maps that show the tiered equity communities can be found in Attachment B.

Development of the Solano Equity Framework and Equity Working Group Feedback

The Equity Working Group met four times starting in 2023 to provide guidance on the development of the Solano Equity Framework.

In crafting the framework, the MTC Equity Priority Communities (EPC) was used as the model framework given that it is established, has been vetted at the regional level, and since the MTC provides Bay Area counties with grant and funding opportunities.

MTC’s EPC is the region’s equity designation that uses eight equity metrics to identify underserved areas. Specifically, EPCs are defined as those census tracts that have:

1. A concentration of both people of color and low-income households or
2. A concentration of three or more of the remaining six factors below (#3 to #8), but only if they also have a concentration of low-income households

MTC’s EPC Plan Bay Area 2050 maps are included as Attachment A. The concentration thresholds for these factors are described below.

MTC Equity Priority Communities

Equity Metrics	% of Regional Population	Concentration Threshold
1. Low Income (<200% of Poverty) Population	21%	28%
2.. People of Color Population	58%	70%
3. Limited English Proficiency Population	8%	12%
4. Zero-Vehicle Households	9%	15%
5. Seniors 75 Years and Over	6%	8%
6. People with Disability	10%	12%
7. Single-Parent Families	13%	18%
8. Severely Rent-Burdened Households	10%	14%

STA staff recommended modifying two aspects of MTC’s EPC methodology to provide the local resolution desired for the Solano Equity Framework. First, census data at a block group level was recommended to be used, instead of MTC’s use of tract level data. Block groups are a smaller geographical unit than a census tract, with block groups defined to contain between 600 and 3,000 people and census tracts to contain around 4,000 people. When data is formulated at a larger unit, such as a census tract, characteristics of a particular community could potentially be concealed – for example, if a smaller low-income community is nestled within a higher income neighborhood, averaging the equity metrics at a census level would conceal the smaller community in need within that area. There is a need to use data at the block group level to preserve the local granularity and more precisely identify where the equity areas are located.

Second, STA staff recommended using Solano County averages to set the concentration thresholds for equity metrics, rather than MTC’s use of regional averages. MTC’s methodology makes sense given that EPCs are formulated at a regional scale. However, changing the thresholds to Solano County averages would be appropriate for the objective of the Solano Equity Framework and would additionally compare communities within Solano County to each other and not to other areas in the region. These two recommended changes were approved by the Equity Working Group.

When asked about the equity metrics that should be included, the committee requested to use the eight metrics used by MTC’s EPC definition and Travel Time to Work as an additional metric. Committee members brought up the issue of Solano residents spending significantly more time commuting to work, often outside of the County, while not necessarily earning a high income and asked for this to be reflected in the framework. With that, an additional metric of Travel Time to Work, defined as greater than or equal to a 60-minute commute, was added as an additional equity metric.

When asked how equity areas should be defined, the Equity Working Group emphasized that income level should be weighed more heavily than the other metrics. The committee also supported a tiered mapping system to show the varying levels of need or disadvantage across the jurisdictions, stating they preferred this approach over MTC’s method of showing the equity areas in one solid color thereby lacking context.

When asked how the equity areas should be assigned scores in the CTP, the committee agreed with STA’s recommended approach to assign the maximum points possible (5 points) to MTC EPC areas, given that MTC provides grant opportunities and therefore prioritizing these areas would make those areas more competitive for funding sources. In line with the tiered system of

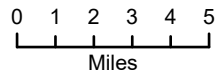
identifying equity areas, a tiered scoring system is being proposed for the Solano Equity Framework areas in which scores from 0 through 4 would be given to equity areas on a sliding scale based on the number of equity metrics met.

A caveat with this proposed scoring system is that the MTC's EPCs are currently in flux. As part of the Plan Bay Area 2050+ update, MTC is updating their identified EPCs based on the most current census with the changes slated to be finalized in Spring 2024 - the draft Plan Bay Area 2050+ EPC Comparison Maps can be found [here](#). The data update is resulting in significant changes to the EPCs identified in Solano County. Since this update is in progress, the 5-point areas in the Solano Equity Framework are to be determined until MTC has approved their EPC update.

Solano County

Solano County Thresholds
for Disadvantaged Communities

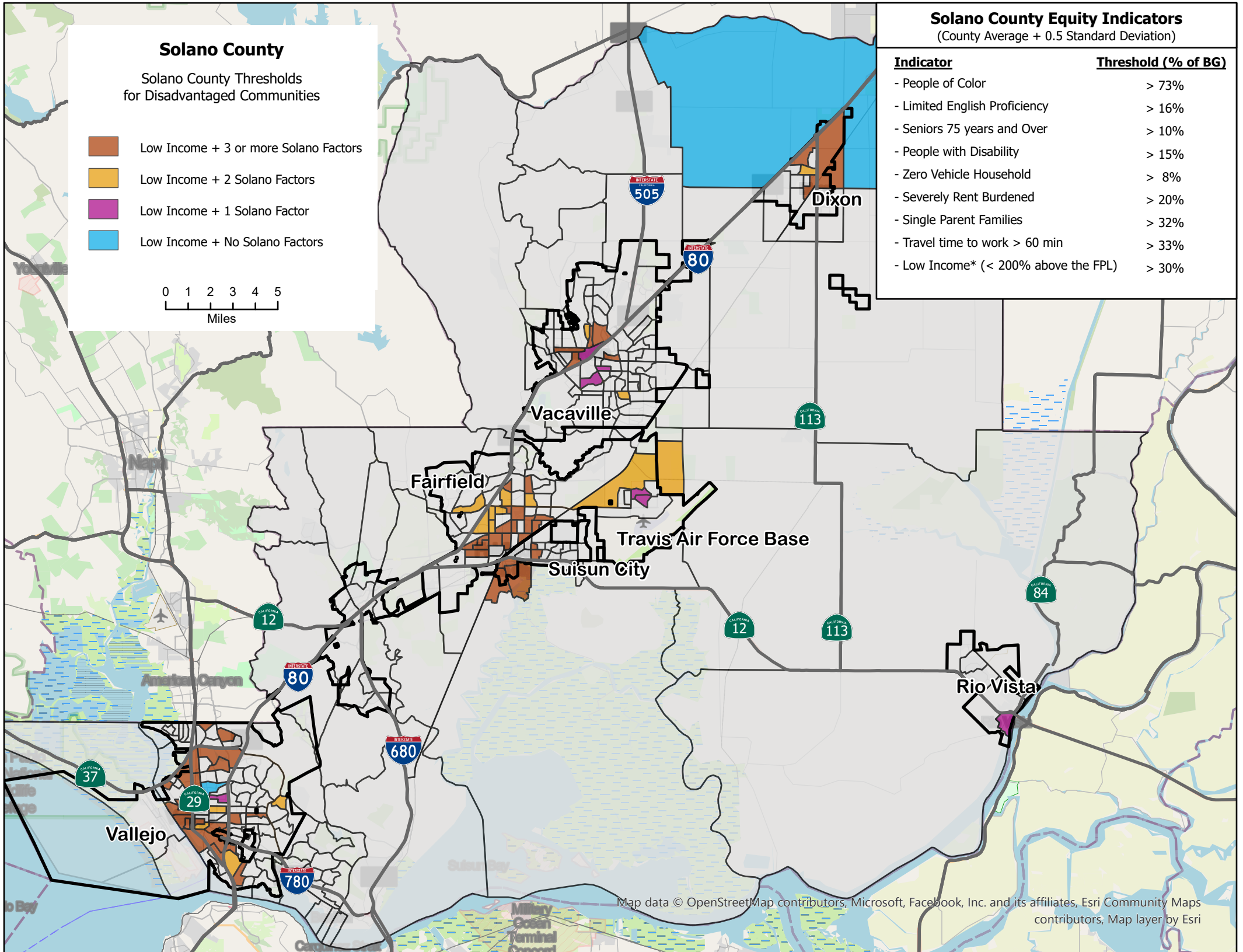
- Low Income + 3 or more Solano Factors
- Low Income + 2 Solano Factors
- Low Income + 1 Solano Factor
- Low Income + No Solano Factors



Solano County Equity Indicators

(County Average + 0.5 Standard Deviation)

Indicator	Threshold (% of BG)
- People of Color	> 73%
- Limited English Proficiency	> 16%
- Seniors 75 years and Over	> 10%
- People with Disability	> 15%
- Zero Vehicle Household	> 8%
- Severely Rent Burdened	> 20%
- Single Parent Families	> 32%
- Travel time to work > 60 min	> 33%
- Low Income* (< 200% above the FPL)	> 30%



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City of Dixon

Solano County Thresholds for Disadvantaged Communities

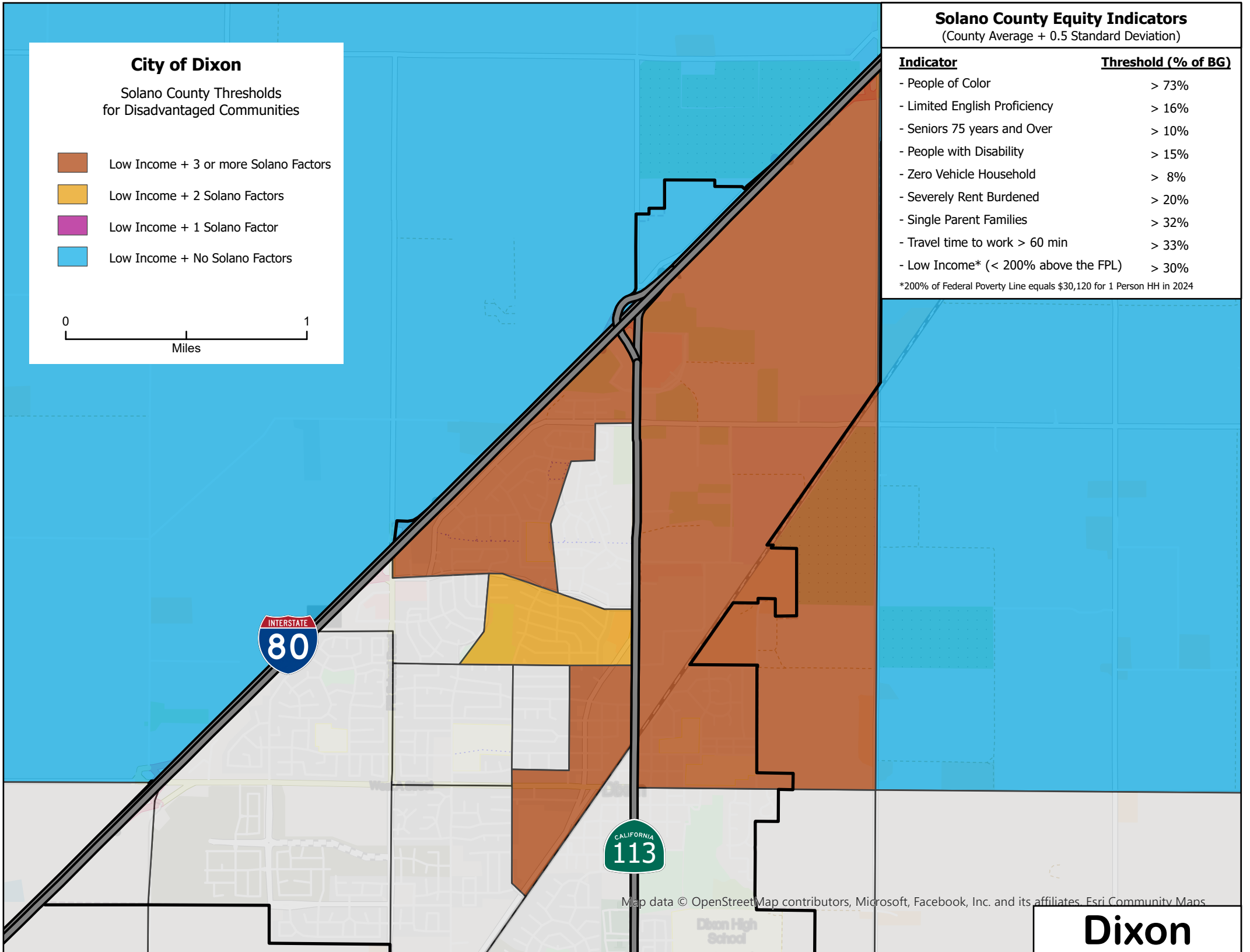
- Low Income + 3 or more Solano Factors
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- Low Income + 1 Solano Factor
- Low Income + No Solano Factors



Solano County Equity Indicators (County Average + 0.5 Standard Deviation)

Indicator	Threshold (% of BG)
- People of Color	> 73%
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- Severely Rent Burdened	> 20%
- Single Parent Families	> 32%
- Travel time to work > 60 min	> 33%
- Low Income* (< 200% above the FPL)	> 30%

*200% of Federal Poverty Line equals \$30,120 for 1 Person HH in 2024



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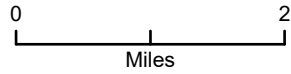
Dixon

BG = Block Groups (BGs) are statistical divisions of census tracts, are generally defined to contain between 600 and 3,000 people, and are used to present data and control block numbering.

City of Fairfield

Solano County Thresholds for Disadvantaged Communities

- Low Income + 3 or more Solano Factors
- Low Income + 2 Solano Factors
- Low Income + 1 Solano Factor
- Low Income + No Solano Factors

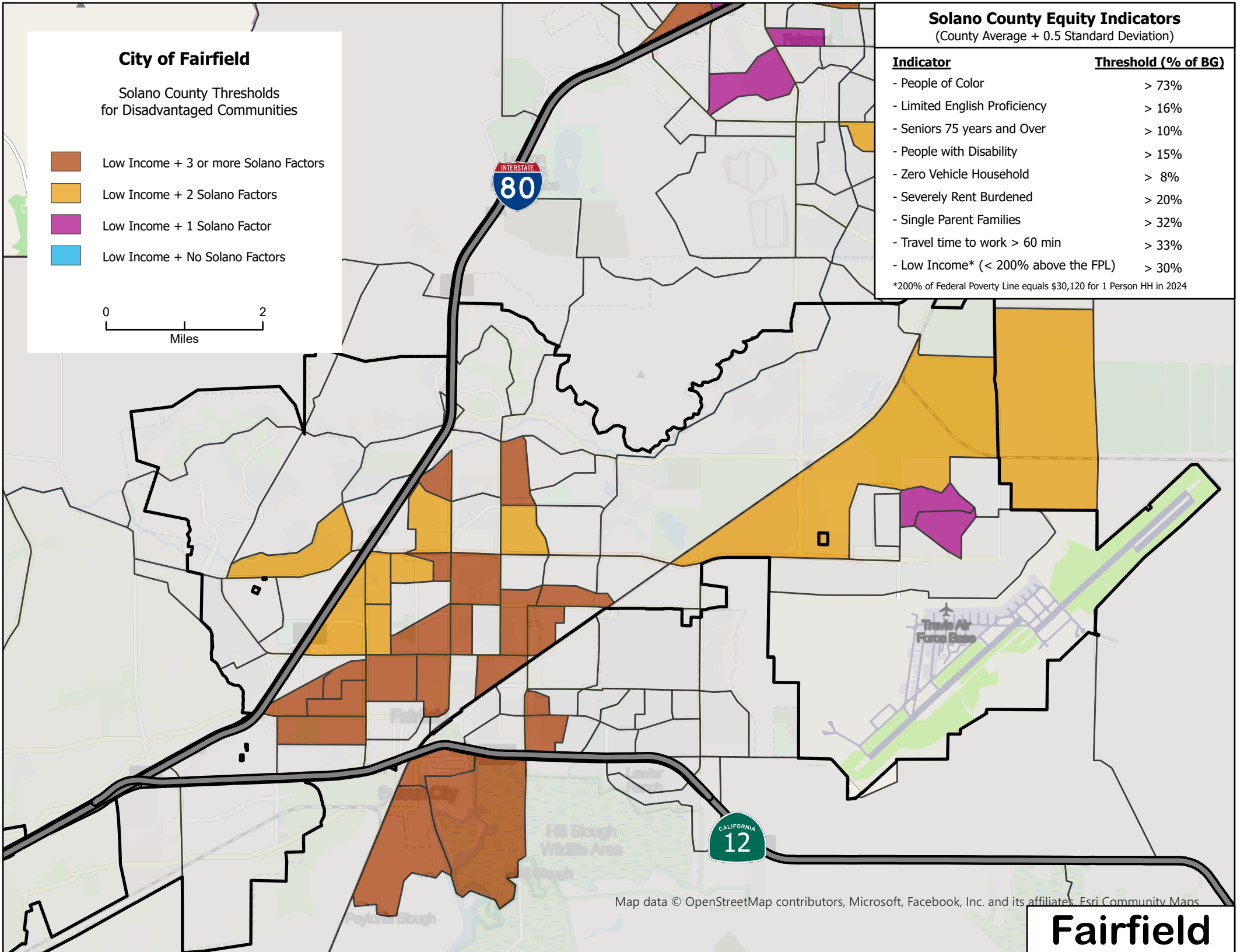


Solano County Equity Indicators

(County Average + 0.5 Standard Deviation)

Indicator	Threshold (% of BG)
- People of Color	> 73%
- Limited English Proficiency	> 16%
- Seniors 75 years and Over	> 10%
- People with Disability	> 15%
- Zero Vehicle Household	> 8%
- Severely Rent Burdened	> 20%
- Single Parent Families	> 32%
- Travel time to work > 60 min	> 33%
- Low Income* (< 200% above the FPL)	> 30%

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Fairfield

BG = Block Groups (BGs) are statistical divisions of census tracts, are generally defined to contain between 600 and 3,000 people, and are used to present data and control block numbering. HH = Household

City of Rio Vista

Solano County Thresholds
for Disadvantaged Communities

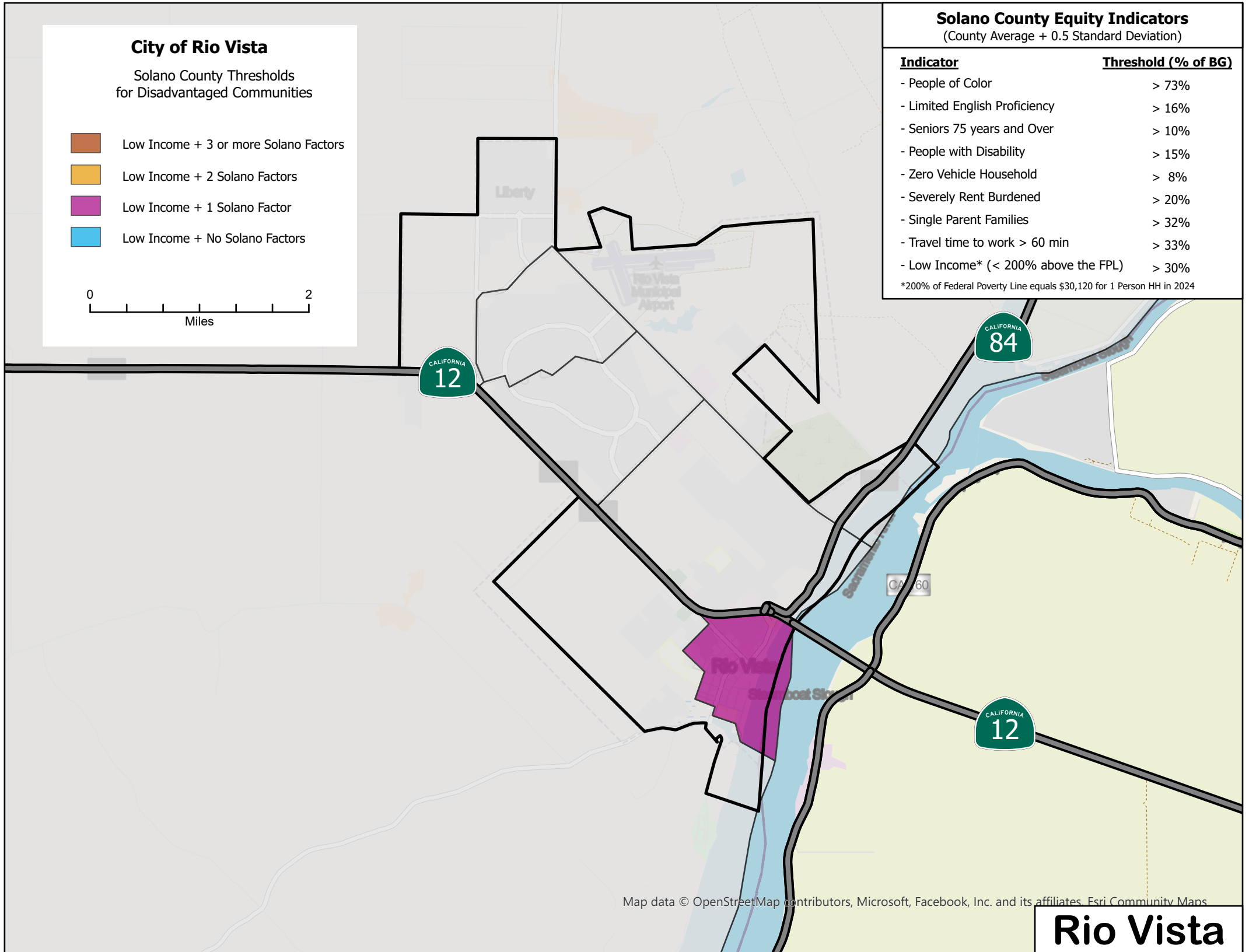
- Low Income + 3 or more Solano Factors
- Low Income + 2 Solano Factors
- Low Income + 1 Solano Factor
- Low Income + No Solano Factors



Solano County Equity Indicators (County Average + 0.5 Standard Deviation)

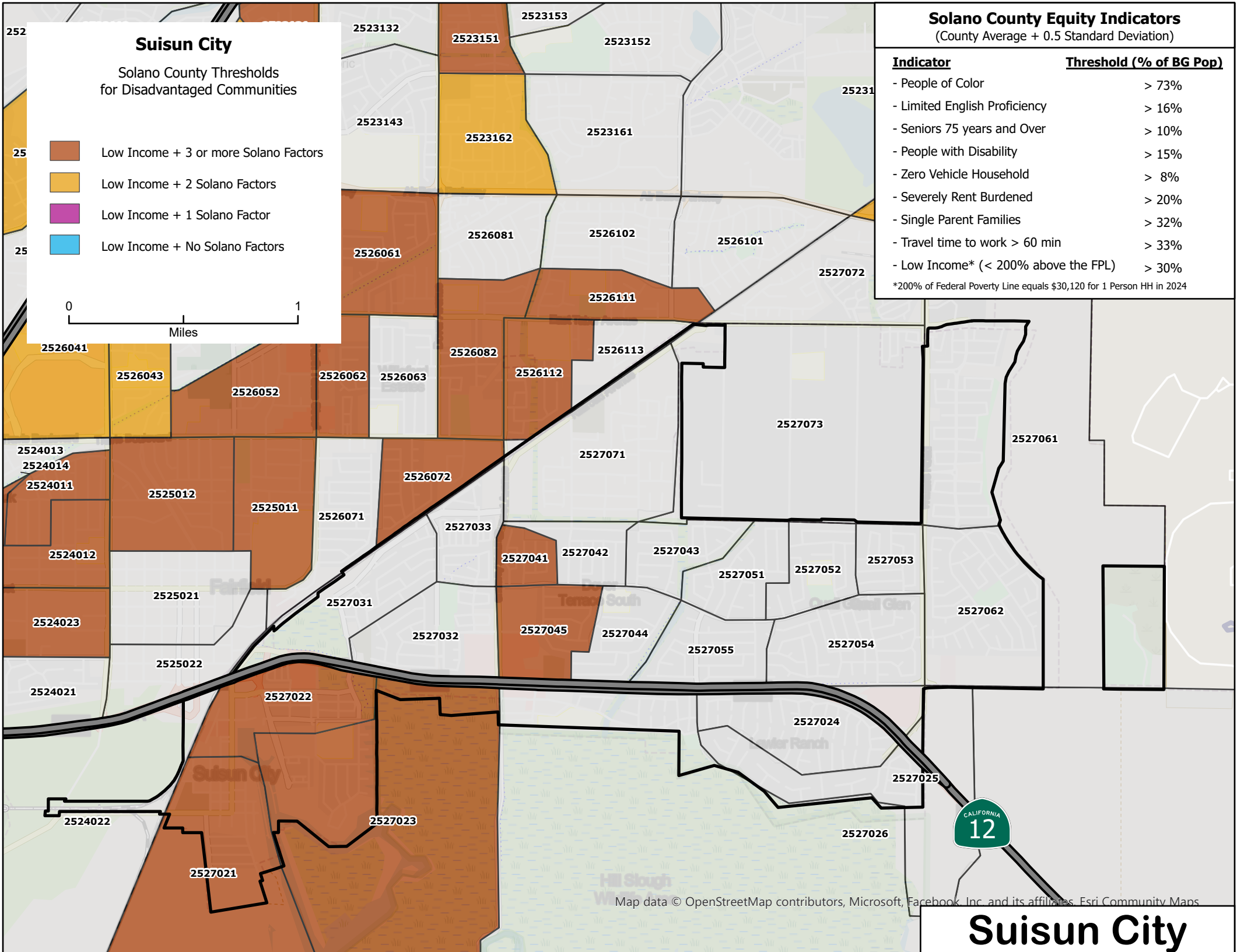
Indicator	Threshold (% of BG)
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- Single Parent Families	> 32%
- Travel time to work > 60 min	> 33%
- Low Income* (< 200% above the FPL)	> 30%

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Rio Vista



Solano County Equity Indicators

(County Average + 0.5 Standard Deviation)

Indicator	Threshold (% of BG Pop)
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- People with Disability	> 15%
- Zero Vehicle Household	> 8%
- Severely Rent Burdened	> 20%
- Single Parent Families	> 32%
- Travel time to work > 60 min	> 33%
- Low Income* (< 200% above the FPL)	> 30%

*200% of Federal Poverty Line equals \$30,120 for 1 Person HH in 2024

Suisun City
Solano County Thresholds
for Disadvantaged Communities

- Low Income + 3 or more Solano Factors
- Low Income + 2 Solano Factors
- Low Income + 1 Solano Factor
- Low Income + No Solano Factors



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Suisun City

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City of Vacaville

Solano County Thresholds for Disadvantaged Communities

- Low Income + 3 or more Solano Factors
- Low Income + 2 Solano Factors
- Low Income + 1 Solano Factor
- Low Income + No Solano Factors

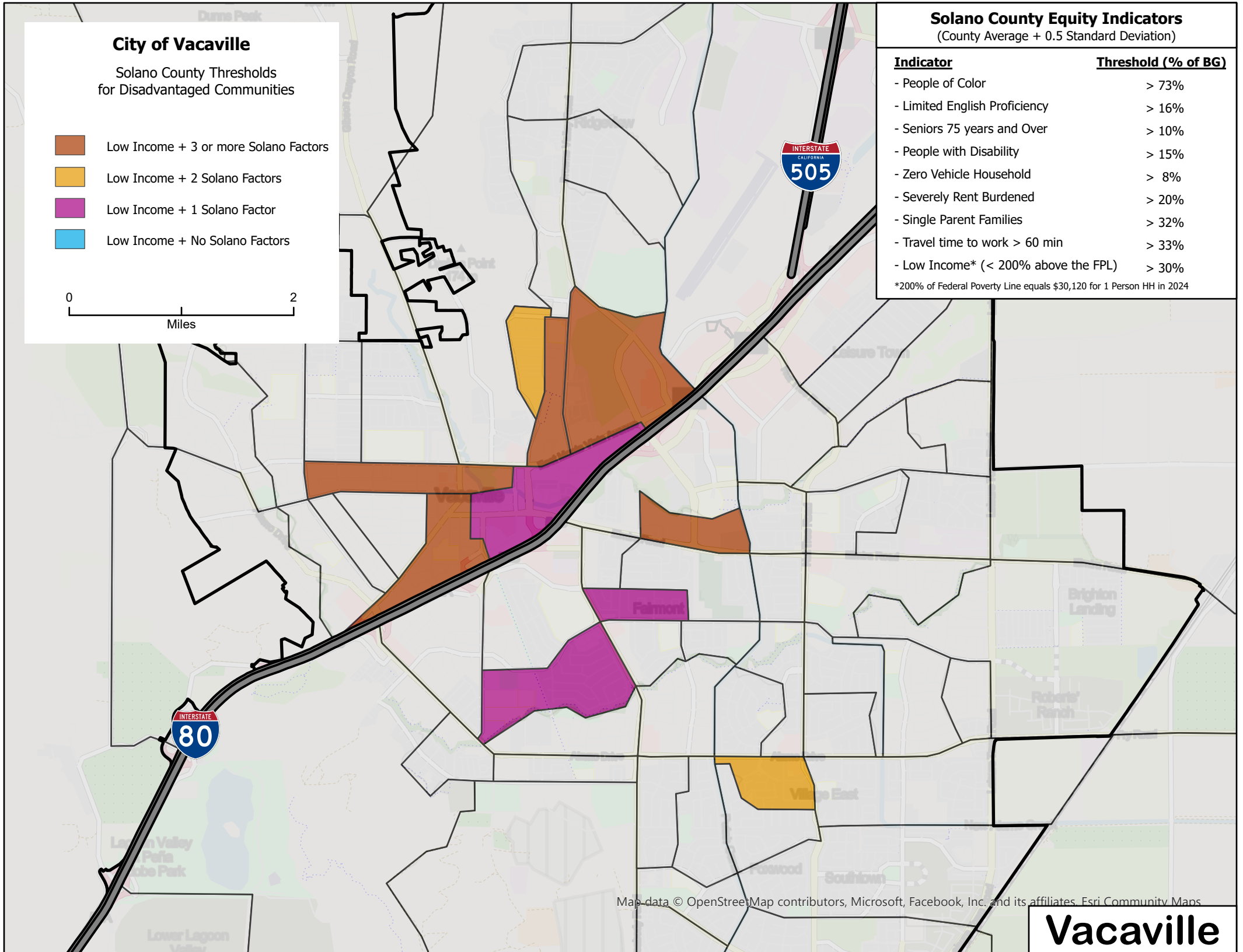


Solano County Equity Indicators

(County Average + 0.5 Standard Deviation)

Indicator	Threshold (% of BG)
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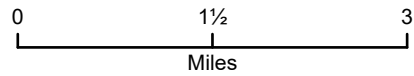
Vacaville

BG = Block Groups (BGs) are statistical divisions of census tracts, are generally defined to contain between 600 and 3,000 people, and are used to present data and control block numbering.

City of Vallejo

Solano County Thresholds for Disadvantaged Communities

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- Low Income + 2 Solano Factors
- Low Income + 1 Solano Factor
- Low Income + No Solano Factors

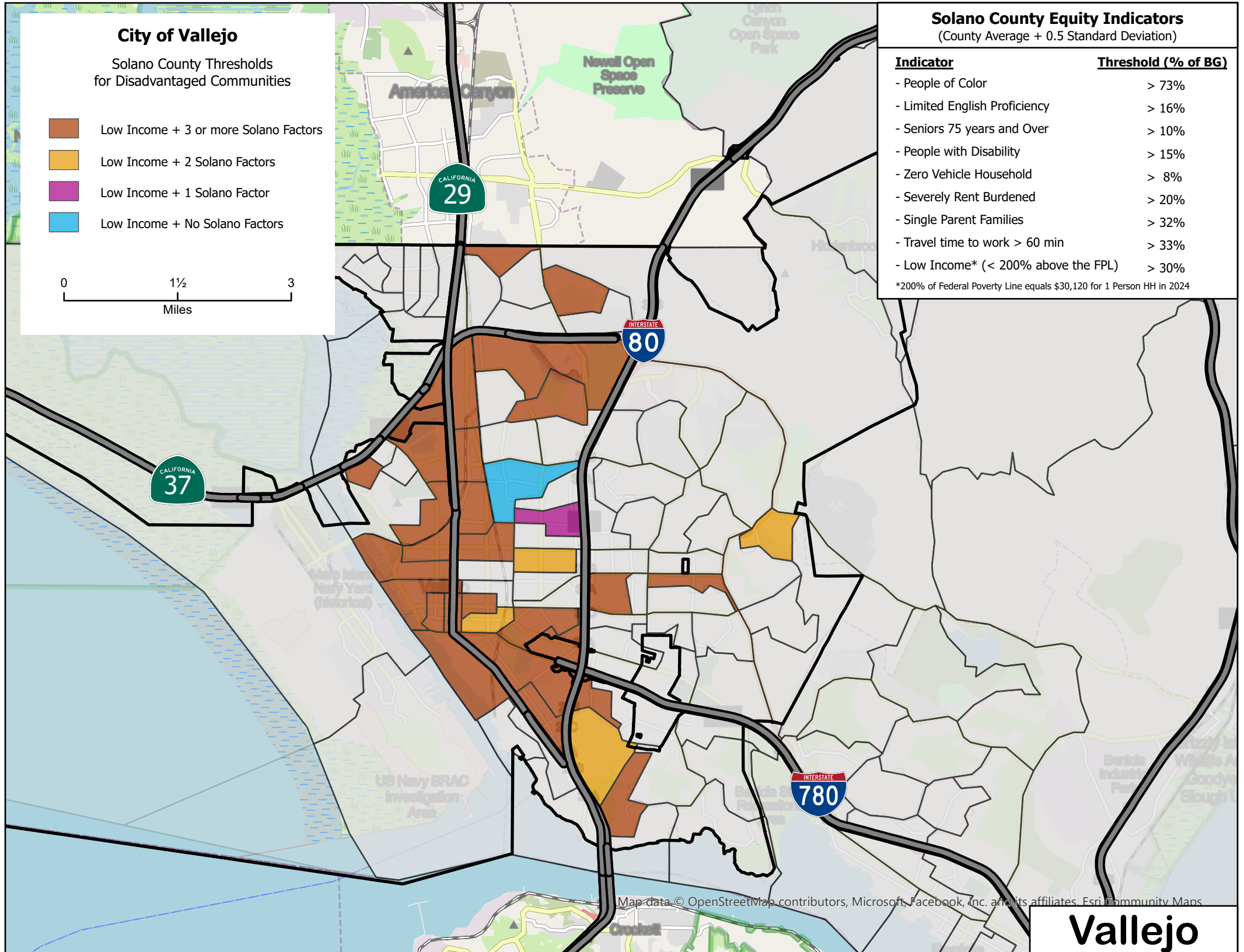


Solano County Equity Indicators

(County Average + 0.5 Standard Deviation)

Indicator	Threshold (% of BG)
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- Low Income* (< 200% above the FPL)	> 30%

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Vallejo

BG = Block Groups (BGs) are statistical divisions of census tracts, are generally defined to contain between 600 and 3,000 people, and are used to present data and control block numbering.

PCC

DATE: July 18,2024
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Mobility Transit Coordinator
RE: STA Staff Update

A verbal update will be provided at the meeting.