



PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)

1:00 p.m., Thursday, January 16, 2025

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 – 1:20 p.m.)	
A. 2024 Week Without Driving Challenge – Recap Next Steps	Dulce Jimenez, STA
5. CONSENT CALENDAR (1:20 – 1:30 p.m.)	
A. Minutes of the PCC Meeting of November 21, 2024	Natalie Quezada
<u>Recommendation:</u>	
Approve the Minutes for the Meeting of November 21, 2024	
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6. TRANSIT OPERATOR UPDATES (1:30 – 1:45 p.m.)	
A. SolTrans (Benicia and Vallejo)	
B. Dixon Read-Ride	
C. Fairfield FAST	
D. Rio Vista Delta Breeze	
E. Suisun Microtransit	
F. Vacaville City Coach	

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>VACANT</u> Member at Large	

7. ACTION ITEMS – DISCUSSION

(1:45 – 2:00 p.m.)

- A. Fiscal Year (FY) 2024-25 Transportation Development Act (TDA) Matrix – January 2025, which includes TDA Claims for the City of Dixon, Amended Claims for the City of Suisun City, and Solano County claim for Capital**

Ron Grassi

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA Board approved January 2025 TDA Matrix for FY 2024-25, which includes the TDA claims for the City of Dixon, an amended claim for the City of Suisun City, and a Solano County claim for capital, as shown in Attachment B.

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- B. Discussions on 2025 PCC Work Plan and 2025 PCC Outreach Plan**

Debbie McQuilkin

Recommendation:

1. Forward a recommendation to the STA Board to approve the 2025 PCC Draft Work Plan.
2. Approve the 2025 PCC Draft Outreach Plan.

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- C. PCC Membership Update**

Debbie McQuilkin

Recommendations:

Forward a recommendation to the STA Board to approve and appoint Chandra Daniels as Transit User Member for a 3-year term.

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8. INFORMATIONAL ITEMS – DISCUSSION

(2:05 – 2:10 p.m.)

- A. Staff Update**

Debbie McQuilkin

- Comments on the Solano Mobility website

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

Group

(2:10 – 2:15 p.m.)

10. FUTURE AGENDA ITEMS

- ✓ TDA Claims from other Agencies
- ✓ Comprehensive Transportation Plan Update
- ✓ 2024 Coordinated Public Transit-Human Services Transportation Plan

11. ADJOURNMENT

The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, March 20, 2025**

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:

Meeting Schedule for the Calendar Year 2025

Thursday, January 16, 2025

Thursday, March 20, 2025

Thursday, May 15, 2025

Thursday, July 17, 2025

Thursday, September 18, 2025

Thursday, November 20, 2025

PCC

DATE: January 6, 2025
TO: Paratransit Coordinating Council (PCC)
FROM: Dulce Jimenez, Assistant Planner
RE: 2024 Week Without Driving – Recap and Next Steps

Background:

In late fall of 2024, STA staff implemented a series of Walk Month events, which included piloting the first year of the Week Without Driving Challenge in Solano County. The challenge encouraged participants to get around however they like, as long as they do not drive themselves, which may include using transit, biking, walking and/or vanpooling – many of these alternative modes of transportation are provided by STA Solano Mobility Programs who serve our most vulnerable populations such as older adults, people with disabilities and veterans as well as students and commuters.

The campaign aligned strongly with the mission of STA Solano Mobility programs that cater to the needs of older adults and people with disabilities/Veterans, and the Employer Commuter Programs. This also aligns with the focus of the Consolidated Transportation Services Agency (CTSA), Paratransit Coordinating Council (PCC) and the Equity Working Group by increasing awareness of the needs and challenges of priority populations and underserved communities.

STA staff sought to implement the challenge to not only bring awareness of the mobility challenges of nondrivers but also to highlight the STA Solano Mobility Programs. While the campaign was for an entire week, individuals could partake in the challenge for at least one day to make participation easier.

Discussion:

The 2024 Week Without Driving Challenge for Solano County was successfully implemented as a pilot campaign. As part of the campaign, there was a call to action for participants to pledge not drive for a day. For tracking purposes, participants were suggested to submit their pledges via the survey link that was provided (Attachment A), with a total of two official pledges submitted. The campaign was heavily advertised through the Solano Mobility social media platforms, with the most public interactions on the Solano Mobility Facebook posts (Attachment B).

There is continued interest in implementing year two of the Week Without Driving campaign for 2025. A major focus for year two is to expand the marketing strategy for the campaign, which includes sharing the campaign with member agencies, partners, and committee members in advance of the challenge dates, which are tentatively set for September 29th to October 3rd of 2025. STA staff recommend committee members review the Draft 2025 Week Without Driving Challenge Marketing Strategy and provide any suggested comments/feedback to improve the marketing strategy to Dulce Jimenez, at djimenez@sta.ca.gov.

Recommendation:

Informational.

Attachments:

- A. 2024 Week Without Driving Challenge Pledge Survey
- B. 2024 Week Without Driving Challenge Social Media Metrics
- C. Draft 2025 Week Without Driving Challenge Marketing Strategy

A Week Without Driving Pledge



Commit to ONE day out of the week-long challenge to go car free and travel around Solano County using alternative modes of transportation.

The challenge is from September 30th-October 4th.

By submitting this form, participants will be entered to win a gift card!

Name*

First Name

Last Name

Email*

Phone Number*



Powered by Formstack Create your own form >

First Name

Last Name

Email*

Phone Number*

City of Residence*

City

ZIP Code

Employer or School*

What alternative mode(s) of transportation do you plan to use as a part of this challenge? *

- Bus
- Train
- Vanpool/Carpool
- Ferry
- Walk/Bike
- Other

What destination(s) will you travel to during your day(s) without driving? *

- Work
- School
- Parks/Open Space
- Medical Services
- Grocery Store
- Leisure/Errands
- Other



- Work
- School
- Parks/Open Space
- Medical Services
- Grocery Store
- Leisure/Errands
- Other

Which day(s) do you plan to not drive during this challenge?*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

How did you hear about this challenge? *

- Solano Mobility's Social Media
- Solano Mobility's Website
- Word of Mouth
- Other

Preferred Method of Contact *

- Phone
- Email

Authorization*

- By submitting this form you are authorizing Solano Transportation Authority to contact you.



2024 Week Without Driving – September 30th – October 4th
Summary of Social Media Interaction

Solano Mobility Facebook Page:

- September 13th: 384 reaches, 407 impressions, 4 reactions, 6 shares
- September 18th: 208 reaches, 245 impressions, 1 reaction, 6 shares
- September 25th: 265 reaches, 283 impressions, 3 reaches, 8 shares
- September 30th: 256 reaches, 262 impressions, 2 reaches, 6 shares

Solano Mobility Instagram Page:

- September 13th: 15 views, 11 impressions, 2 likes
- September 18th: 8 views, 7 impressions
- September 25th: 17 views, 15 impressions
- September 30th: 19 views, 15 impressions, 3 likes

Solano Mobility Twitter Page (e.g. “X”):

- September 13th: 22 views, 4 engagements, 1 share, 2 details expanded clicks
- September 18th: 27 views, 1 engagement, 2 share
- September 25th: 8 views, 2 engagements, 1 profile visit
- September 30th: 25 views, 1 engagement, 1 share

**Upcoming 2025 Week Without Driving – September 29th – October 3rd
Draft Marketing Strategy**

Deliverables

- Present the 2025 Week Without Driving Challenge to four (4) STA committees (BAC/PAC, SR2S-AC, PCC)
 - PCC – July 17th
 - PAC – August 7th
 - SR2S – August 20th
 - BAC - September 4th
 - STA Board – September 10th
- Pre-launch Social Media Postings – Late July 2025 Early August 2025
 - Solano Mobility Facebook/IG/Twitter
- Three Weeks before the Challenge – September 8th
- Week of the Challenge – Social Media Post for each day promoting a different Mobility Program, and all will Hash Tag # SolanoWeekWithoutDriving2025 – this may change
 - Monday Sept 29th – Promote a Solano Mobility Program – Example First/Last Mile
 - Tuesday Sept 30th – Promote a Solano Mobility Program – Example Older Adults
 - Wednesday Oct 1st – Promote SR2S Program- Example Walk and Roll
 - Thursday Oct 2nd – Promote a Solano Mobility Program – Example Amtrak and Lift
 - Friday Oct 3rd – Promote a Solano Mobility Program – Example Veterans/People with Disabilities
- Contact member agency staff
 - June- July 2025 to introduce the campaign to member agencies
 - Early August 2025 provide materials for member agencies to distribute
- Potential Adds for Newspaper/Magazine
 - Updated flyer around March-April 2025, the flyer needs to be submitted before July 2025

Audience

- Solano County community.

Communication Channels

- Solano Mobility social media channels, newsletters (Solano Mobility/SR2S)

Metrics

- Website and Social media engagement (likes, comments, shares, follows)
- Campaign participation responses
- Increase awareness of the STA Solano Mobility Programs and SR2S Program

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PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC) DRAFT PCC Minutes for Virtual Meeting of November 21, 2024

1. CALL TO ORDER/ CONFIRM QUORUM/INTRODUCTIONS

Ruben Brunt, PCC Chair, called the virtual PCC Meeting to order at **1:05 p.m.** A quorum was confirmed by STA Senior Transit Mobility Coordinator, Debbie McQuilkin.

PCC Members Present:	Heather Barlow	Social Services Provider
	Ruben Brunt, Chair	Transit User
	Dwayne Hankerson	MTC Policy
	Cynthia Tanksley	PCC Vice-Chair/Transit User
	Jamal Watters	Public Agency - Health & Social Services

PCC Members Absent:	Chandra Daniels	Transit User/PCC Alternate Member
	Lisa Hooks	Social Services Provider
	Katherine Richter	Transit User
	Brian McLaughlin	Member-at-Large
	Vacant	Member at Large
	Vacant	Public Agency - Education
	Vacant	Social Service Provider

Others Present:	Devereaux Smith	Molly’s Angels
	Ronald Freeman	Soltrans
	Tateyana Hendricks	Vacaville City Coach
	Brandon Thomson	STA
	Ron Grassi	STA
	Debbie McQuilkin	STA
	Natalie Quezada	STA

2. APPROVAL OF AGENDA

On a motion by Dwayne Hankerson and a second by Heather Barlow, the PCC approved the Meeting Agenda unanimously. (5 Ayes)

3. OPPORTUNITY FOR PUBLIC COMMENT

None

4. PRESENTATIONS

A. Molly’s Angels

Devereaux Smith presented on Molly’s Angels, a 25-year-old nonprofit in Napa County expanding into Solano County. Molly’s Angels provides transportation services to seniors’ medical appointments and social-emotional support. There are no costs for these services to seniors and the non-profit is volunteer-driven.

5. CONSENT CALENDAR

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

Recommendation:

Approve the Minutes for the Meeting of July 18, 2024

B. Minutes of the PCC Meeting of September 19, 2024

Recommendation:

Approve the Minutes for the Meeting of September 19, 2024

On a motion by Ms. Barlow and a second by Mr. Hankerson, the PCC approved the meeting minutes. (5 Ayes)

6. TRANSIT OPERATOR UPDATES

- Vallejo Solano County Transit (SolTrans): Ronald Freeman
 - Ridership has risen and new rear-loading vans are being delivered soon
- Dixon Redit-Ride: Absent
- Fairfield FAST - Absent
- Rio Vista Delta Breeze: Brandon Thomson
 - 5 yr. Maintenance Operation contract begins on Dec. 15 with Transportation Concepts.
- Suisun Micro-transit: Brandon Thomson
 - Will be extending the contract with service operator for another year.
- Vacaville City Coach: Tateyana Hendricks.
 - New real-time bus arrival software is being implemented through the My Ride Pingo App

7. ACTION ITEMS – DISCUSSION

A. Fiscal Year (FY) 2024-25 Transportation Development Act (TDA) Matrix –September 2024, which includes TDA Claims for SolTrans

Ron Grassi provided a brief history of the Metropolitan Transportation Commission's (MTC) requirements for coordinating TDA claims and allocations with PCC and STA Board approval.

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA Board approved September 2024 TDA Matrix for FY 2024-25, which includes the TDA claim for SolTrans, as shown in Attachment B.

On a motion by Ms. Barlow and a second by Mr. Hankerson, the PCC approved the FY2024-25 TDA Matrix. (5 Ayes,)

B. Fiscal Year (FY) 2024-25 Transportation Development Act (TDA) Matrix –October 2024, which includes TDA Claims for the City of Rio Vista, City of Fairfield, and the City of Vacaville.

Ron Grassi highlighted each city's allocation and claim of funds for Fairfield, Rio Vista, and Vacaville.

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA Board approved October 2024 TDA Matrix for FY 2024-25, which includes the TDA claim for the City of Rio Vista, the City of Fairfield, and the City of Vacaville, as shown in Attachment B.

On a motion by Heather Barlow and a second by Mr. Hankerson, the PCC approved the above recommendation (5 Ayes)

8. INFORMATIONAL ITEMS – DISCUSSION

A. Solano Mobility Update

Debbie McQuilkin announced PCC has three vacant positions on the committee. She indicated the Solano Mobility website will be going through some changes and requested feedback from the current page for Potential Improvements <https://solanomobility.org/>
She concluded a draft of the overall work plan will be sent out for feedback and comments before coming to the committee again for final approval.

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

10. FUTURE AGENDA ITEMS PCC COMMENTS

- ✓ TDA Claims from other Agencies
- ✓ Comprehensive Transportation Plan Update

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, January 16, 2025.**

Meeting Schedule for the Calendar Year 2025

Thursday, January 16, 2025

Thursday, March 20, 2025

Thursday, May 15, 2025

Thursday, July 17, 2025

Thursday, September 18, 2025

Thursday, November 20, 2025

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: January 10, 2025
TO: PCC
FROM: Ron Grassi, Director of Programs
Mary Pryor, Transit Finance Consultant
RE: Fiscal Year (FY) 2024-25 Transportation Development Act (TDA) Matrix –
January 2025, which includes TDA Claims for the City of Dixon, Amended
Claims for the City of Suisun City, and Solano County claim for Capital

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. TDA funds are shared among agencies to fund joint services such as the Solano Express transit service and the Intercity Taxi Card Program.

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), Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties. The Solano FY 2024-25 TDA fund estimates from July 24, 2024, by jurisdiction are shown on the attached MTC Fund Estimate (Attachment A).

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. The TDA apportionment for FY 2024-25 includes revenue estimates and projected carryover. The claims for the City of Dixon, amended claim for the City of Suisun City, and Solano County are within the parameters of available TDA funds.

Discussion:

The City of Dixon (Readi Ride) TDA Summary

The City of Dixon is claiming \$660,000 in FY 2024-25 TDA funds. The \$660,000 of TDA funds will be used for the operations and maintenance of the Dixon Readi Ride transit service. The January TDA matrix includes the City of Dixon TDA claim amounts, as shown in Attachment B.

The City of Suisun City (Microtransit) TDA Summary

On December 3, 2024, the Suisun City Council approved using an additional \$380,292 in Suisun City TDA funds for local transit operations and the Suisun City Lyft Program. STA will be the claimant of these additional funds on behalf of Suisun City. Suisun City initially requested \$650,000 for local transit operations. Due to a January 2025 contract renewal, increased maintenance, fuel, and contract management costs, an increase of \$255,292 is required for a total claim of \$905,292.

Initially, for the Suisun Lyft Program, \$75,000 of Suisun City TDA funds was claimed; however, due to current ridership trends, that amount needs to be increased by \$125,000 to \$200,000. Suisun City's TDA claim amounts are included in the January 2025 TDA matrix Attachment B.

Solano County TDA Summary (Claimed by STA)

STA needs to claim an additional \$500,000 of Solano County TDA for the transit improvements of the State Route 37/ Fairgrounds Drive Project. TDA funds are just a portion of the funding plan. On December 11, 2024, the STA Board approved using various funding sources totaling \$6.173 million to close the project's funding gap for construction of the project. Solano County's TDA claim amounts are included in the January 2025 TDA matrix Attachment B.

At its December 17, 2024, meeting, the Solano County Intercity Transit Consortium unanimously approved the recommended action. At its December 18, 2024, meeting, the STA TAC voted unanimously to forward the recommendation to the STA Board for approval. On January 8, 2025, the STA Board approved the January 2025 TDA Matrix.

Fiscal Impact:

There is no additional financial impact on STA. The claims of the City of Dixon, the City of Suisun City, and Solano County are consistent with the available FY 2024-25 TDA Funds. The STA Board's approval of the January 2024 TDA matrix provides the guidance MTC needs to process the TDA claims submitted by the City of Dixon, the City of Suisun City, and Solano County.

Recommendation:

Forward a recommendation to MTC to allocate funds based on the STA Board approved January 2025 TDA Matrix for FY 2024-25, which includes the TDA claims for the City of Dixon, an amended claim for the City of Suisun City, and a Solano County claim for capital, as shown in Attachment B.

Attachments:

- A. FY 2024-25 TDA Fund Estimate for Solano County Jurisdictions
- B. January 2025 TDA Matrix for FY 2024-25 includes the City of Dixon, the City of Suisun City, and Solano County TDA Claims

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

Attachment A
Res No. 4629
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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	14. County Auditor Estimate	28,647,982
2. Actual Revenue (Jul, 24)	26,074,646	FY2024-25 Planning and Administration Charges	
3. Revenue Adjustment (Lines 2-1)	(1,716,112)	15. MTC Administration (0.5% of Line 14)	143,240
FY2023-24 Planning and Administration Charges Adjustment		16. County Administration (0.5% of Line 14)	143,240
4. MTC Administration (0.5% of Line 3)	(8,581)	17. MTC Planning (3.0% of Line 14)	859,439
5. County Administration (Up to 0.5% of Line 3) ⁴	(8,581)	18. Total Charges (Lines 15+16+17)	1,145,919
6. MTC Planning (3.0% of Line 3)	(51,483)	19. Solano Transportation Authority Planning (2.7% of Line 14-18) ⁵	742,556
7. Total Charges (Lines 4+5+6)	(68,645)	20. TDA Generations Less Charges (Lines 14-18-19)	26,759,507
8. STA Planning (2.7%)	(44,482)	FY2024-25 TDA Apportionment By Article	
9. Adjusted Generations Less Charges (Lines 3-7-8)	(1,602,985)	21. Article 3.0 (2.0% of Line 20)	535,190
FY2023-24 TDA Adjustment By Article		22. Funds Remaining (Lines 20-21)	26,224,317
10. Article 3 Adjustment (2.0% of line 9)	(32,060)	23. Article 4.5 (5.0% of Line 22)	0
11. Funds Remaining (Lines 9-10)	(1,570,925)	24. TDA Article 4 (Lines 22-23)	26,224,317
12. Article 4.5 Adjustment (5.0% of Line 11)	0		
13. Article 4 Adjustment (Lines 11-12)	(1,570,925)		

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	(32,060)	163,891	535,190	699,081
Article 4.5										
SUBTOTAL	1,262,385	28,151	1,290,536	(1,613,761)	0	519,176	(32,060)	163,891	535,190	699,081
Article 4/8										
Dixon	2,204,870	47,091	2,251,961	(973,157)	0	1,085,464	(67,029)	2,297,240	1,123,910	3,421,150
Fairfield	7,030,992	198,495	7,229,488	(12,470,986)	0	6,819,888	(421,136)	1,157,254	7,063,650	8,220,904
Rio Vista	1,761,669	37,069	1,798,739	(635,209)	0	564,546	(34,861)	1,693,214	590,263	2,283,477
Solano County	3,482,413	78,038	3,560,451	(970,407)	367,537	1,043,031	(64,408)	3,936,204	1,069,777	5,005,981
Suisun City	1,284,769	35,150	1,319,919	(1,708,150)	5,556	1,643,640	(101,497)	1,159,468	1,682,556	2,842,024
Vacaville	14,057,168	360,767	14,417,935	(17,805,314)	0	5,759,622	(355,663)	2,016,580	5,957,351	7,973,931
Vallejo/Benicia	14,348,593	308,036	14,656,628	(14,791,197)	0	8,523,424	(526,331)	7,862,524	8,736,810	16,599,334
SUBTOTAL	44,170,475	1,064,647	45,235,121	(49,354,420)	373,093	25,439,615	(1,570,925)	20,122,484	26,224,317	46,346,801
GRAND TOTAL	\$45,432,860	\$1,092,797	\$46,525,657	(\$50,968,181)	\$373,093	\$25,958,791	(\$1,602,985)	\$20,286,375	\$26,759,507	\$47,045,882

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 FY2023-24 allocations as of 6/30/24.

3. 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 - January 2025

Attachment B

Date Prepared December 6, 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	\$ 2,297,240	\$ 1,157,254	\$ 1,693,214	\$ 1,159,468	\$ 2,016,580	\$ 7,862,524	\$ 3,936,204	\$ 20,122,484
Available for Allocation per MTC	1	\$ 3,421,150	\$ 8,220,904	\$ 2,283,477	\$ 2,842,024	\$ 7,973,931	\$ 16,599,334	\$ 5,005,981	\$ 46,346,801
FY23-24 Allocations / Returns	1								\$ -
Total TDA Revenue Available for Allocation		\$ 3,421,150	\$ 8,220,904	\$ 2,283,477	\$ 2,842,024	\$ 7,973,931	\$ 16,599,334	\$ 5,005,981	\$ 46,346,801

USES

Paratransit									
Intercity Taxi Scrip	2	\$ 350	\$ -	\$ 300	\$ 5,075	\$ 25,140	\$ 41,972	\$ 447,163	\$ 520,000
Paratransit	3		\$ 694,241			\$ 941,757	\$ 872,207	\$ 200,000	\$ 2,708,205
Microtransit	3		\$ 1,646,191						
Local Taxi Scrip, Local 1st/Last Mile, Go-Go	3				\$ 200,000	\$ 57,458	\$ 20,000	\$ 175,000	\$ 452,458
Subtotal Paratransit		\$ 350	\$ 2,340,432	\$ 300	\$ 205,075	\$ 1,024,355	\$ 934,179	\$ 822,163	\$ 3,680,663

Local Transit Service (Fixed Route) & Administration	3	\$ 660,000	\$ 2,982,531	\$ 563,518	\$ 905,292	\$ 2,066,576	\$ 5,400,000		\$ 12,577,917
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SolanoExpress Intercity Bus									
To SolTrans	4	\$ 65,603	\$ 624,215	\$ -	\$ 188,536	\$ 315,617	\$ 2,085,791	\$ 198,776	\$ 3,478,538
Subtotal SolanoExpress Intercity Bus		\$ 65,603	\$ 624,215	\$ -	\$ 188,536	\$ 315,617	\$ 2,085,791	\$ 198,776	\$ 3,478,538

Transit Capital Claimed by each agency	3	\$ -		\$ 60,000		\$ 2,295,000	\$ 3,357,736	\$ 260,000	\$ 5,972,736
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STA Planning Claimed by STA (2.7%)	6								\$ -
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Swaps / Other									
LCTOP swap (FY23-24 Pop& Rev funds): Dixon to claim from Fairfield	7		\$ 51,825						\$ 51,825
SGR swap (FY23-24 funds): Dixon to claim from Fairfield	7		\$ 1,366						\$ 1,366
LCTOP swap (FY23-24 Pop& Rev funds): Rio Vista to claim from Fairfield	7		\$ 27,585						\$ 27,585
SGR swap: correction for Rio Vista / Fairfield swap of FY24-25 funds, Rio Vista to claim next year	7		\$ 448	\$ 448					\$ 896
LCTOP swap (FY23-24 Pop& Rev funds): Vacaville to claim from Fairfield	7		\$ 271,271						\$ 271,271
SGR swap (FY23-24 funds): Vacaville to claim from Fairfield	7		\$ 4,441						\$ 4,441
Prior Year LCTOP and SGR apportionments: Vacaville to claim from Fairfield	10		\$ 35,725						\$ 35,725
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
Fairfield-Vacaville Train Station claimed by FAST for FY21-22 and FY22-23 costs	11					\$ 122,995			\$ 122,995
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
Transit Improvements for SR 37/Fairgrounds Dr. claimed by STA	16							\$ 500,000	\$ 500,000
Subtotal Swaps		\$ -	\$ 435,051	\$ 448	\$ 410,000	\$ 122,995	\$ 1,630,000	\$ 585,000	\$ 3,183,494

Total To Be Claimed by All Agencies		\$ 725,953	\$ 6,382,229	\$ 624,266	\$ 1,708,903	\$ 5,824,543	\$ 13,407,706	\$ 1,865,939	\$ 28,893,347
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Balance		\$ 2,695,197	\$ 1,838,675	\$ 1,659,211	\$ 1,133,121	\$ 2,149,388	\$ 3,191,628	\$ 3,140,042	\$ 17,453,454
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FY 2024-25 TDA Matrix - January 2025

Attachment B

Date Prepared December 6, 2024
STA Board Action

Notes (continued on next page)

- (1) MTC July 24, 2024 Fund Estimate; Reso 4629; columns I, H, J; FY23-24 Allocations/Returns include allocations after June 30, 2024; 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 (\$905,292), first-last mile (\$200,000) from Dec. 3, 2024 Suisun City Council meeting. 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). MTC's Fund Estimate deducts the 2.7% from the annual revenue estimate for each jurisdiction; therefore, the STA Planning amount is no longer shown on this line of the TDA Matrix.
- (7) Dixon, Rio Vista, and Vacaville to claim TDA from Fairfield. Includes FY23-24 LCTOP Pop & Rev apportionments, and FY23-24 SGR apportionments.
- (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) Vacaville to claim from Fairfield, previously unclaimed prior-year apportionments include: LCTOP from FY19-20 to FY22-23 and SGR from FY20-21 to FY22-23.
- (11) FAST to claim from Vacaville based on the 2002 agreement for the operation of Fairfield - Vacaville Train Station. Amount covers costs incurred by Fairfield in FY21-22 and FY22-23. (FY21-22 costs had been included in FY23-24 TDA matrix but were not claimed by Fairfield.)
- (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
- (16) To be claimed by STA for Transit Improvements as a part of the State Route 37/Fairgrounds Drive Interchange Improvements Project

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PCC

DATE: January 3, 2025
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Program Manager
RE: Discussions on 2025 PCC Work Plan and 2025 PCC Outreach Plan

Background:

The PCC focuses on developing expertise and understanding of the range of transportation services for Solano County’s older adults, people with disabilities, low-income individuals, and transit-dependent passengers. Additionally, the PCC emphasizes outreach activities and making funding recommendations to the Solano Transportation Authority (STA) Board of Directors and the Metropolitan Transportation Commission (MTC).

The PCC Work Plan serves as the mechanism to achieve these objectives and is approved by the STA Board. The Outreach Plan aims to increase awareness of the PCC’s informational and advisory functions regarding transportation issues affecting Solano County’s older adults, people with disabilities, economically disadvantaged individuals, and transit-dependent riders. It also seeks to encourage participation in the PCC, both as committee members and by the public.

The Paratransit Coordinating Council (PCC) approved the 2024 PCC Work Plan and Outreach Plan at the November 2023 PCC meeting.

Discussion:

STA staff is presenting the 2025 PCC DRAFT Work Plan (Attachment A) and the 2025 PCC DRAFT Outreach Plan (Attachment B) to this committee for review, comments, and approval. An email which included the drafts was previously sent the PCC members on December 4, 2024, with comments being requested by December 20, 2024. None were received.

Both the 2025 Work Plan and Outreach Plan include a revised and targeted list of activities and community involvement suggestions designed to address evolving transportation needs and priorities. These plans incorporate input from PCC members and community stakeholders to ensure alignment with the goals of enhancing mobility and accessibility for the target populations.

Staff requests discussion and input from the committee regarding potential outreach opportunities and strategies to achieve the outlined goals in the 2025 Work Plan and Outreach Plan. Feedback received will be incorporated into the final drafts.

Fiscal Impact:

None.

Recommendations:

1. Forward a recommendation to the STA Board to approve the 2025 PCC Draft Work Plan.
2. Approve the 2025 PCC Draft Outreach Plan.

Attachments:

- A. 2025 PCC Work Plan
- B. 2025 PCC Outreach Plan

#	Activity	Tasks	2025 Timeline	Member
1	Administrative	Approve and recommend Paratransit Coordinating Council (PCC) Officers and voting members to the Solano Transportation Authority (STA) Board for approval.	Ongoing	Council and STA Staff
2	Outreach	Increase community involvement and participation in the PCC by outreaching to seniors, people with disabilities, low-income individuals, and transit dependent individuals.		Council
3	Outreach	2025 Outreach Plan	Ongoing	STA Staff
4	Projects	Participate in studies, evaluate current programs, projects, and plans, and recommend solutions to the STA Board which address the transportation needs of older adults, people with disabilities, low-income individuals, transit dependent individuals		Council and STA Staff
5	Projects	Coordinate between STA and Solano County Transit Operators to identify opportunities for community presentations by the STA of available transit service, changes to transit services, and solicit feedback.		Transit Operators (Non-Members), Council and STA Staff
6	Funding	Recommend the Metropolitan Transportation Commission (MTC) approve the Transportation Development Act (TDA) allocation of funds based on the annual TDA matrix prepared by the STA, which includes claims by cities, STA, and SolTrans.		Council

2025 PCC Outreach Plan

Purpose:

To increase the awareness of the Paratransit Coordinating Council and its information and advisory functions on transportation issues concerning Solano seniors, people with disabilities, the economically disadvantaged, and transit dependent riders, and to encourage participation in the PCC as committee members and by the public in general, STA staff will:

1. Update PCC Flyer as needed.
2. Distribute PCC Flyers
 - a. Provide flyers to all Paratransit Providers for distribution on their vehicles
 - b. Distribute to all relevant locations within Solano County
 - c. Post to social media
3. Outreach to Older Adult and People with Disabilities Community
 - a. Conduct bi-monthly meetings – via zoom with a minimum of 2 in person meetings annually
 - a. b. Publicize meetings
 1. Distribute agenda to Board Clerk at all Cities/County
 2. Flyers on Paratransit vehicles throughout the County
 3. Older Adult and People with Disabilities Centers throughout the County
 4. Post on STA website
 5. Post in Newspaper
 6. Post on Social Media Platforms
 7. Use PowerPoint Presentations by STA Staff to promote PCC awareness during community meetings
 8. Other
 - b. Improve PCC presence on the internet by linking improved STA website pages to Older Adults and People with Disabilities interest groups via weblinks.

PCC

DATE: January 3, 2025
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Program Manager
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 and Vice-Chair Kathrine Richter regrettably provided her resignation to STA staff on 1/5/2025 (Attachment A). Ms. Richter had been a member of the PCC since 2018 and has provided valuable input and perspective to this committee. The PCC would like to thank Ms. Richter for her time and contributions.

STA staff reached out to Transit User Alternate member Chandra Daniels to see if she would be interested in becoming a voting member. Ms. Daniels confirmed that she is interested.

The bylaws don't specify what happens when a vacancy is created by the Vice-Chair stepped down, and as in this case, the alternate member has become the voting member.

To ensure continuity, Staff would appreciate the committee's thoughts on the following options for consideration:

1. **Interim Appointment:** The Chair could appoint an interim Vice-Chair until a formal election is held.
2. **Special Election:** The Committee could hold a special election at the next meeting to fill the Vice-Chair role.
3. **Bylaws Update:** A review of the bylaws may be in order to clarify the process for handling officer vacancies.

Currently, the PCC has 3 vacancies: Member at Large, Social Services Provider and Public Agency – Education. See attachment B.

Fiscal Impact:

None.

Recommendations:

Forward a recommendation to the STA Board to approve and appoint Chandra Daniels as Transit User Member for a 3-year term.

Attachment:

- A. Katherine Richter Resignation
- B. PCC Membership Status for January 2025

From: rose4kmr62@gmail.com
To: [Deborah McQuilkin](#)
Cc: rose4kmr62@gmail.com
Subject: PCC Resignation
Date: Sunday, January 5, 2025 7:13:06 PM

Good evening, Debbie. I am writing to you regarding my participation in the PCC for Solano county. After careful consideration of my responsibilities in 2025, I regret I must submit my resignation from the PCC, effective immediately. It has been an honor and privilege to serve on the PCC and to be a part of such an active and inspiring group of people. Please feel free to stay in touch, and please give everyone in the group my very best wishes for a Happy and productive 2025.

Best Regards,
Katherine Richter

**PCC Members and Alternates
January 2025**

Member	Alternate	Jurisdiction	Agency	Appointed	Term Expires	Chair/Vice Chair Appt
VACANT		Member at Large				
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	
VACANT		Social Service Provider				
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 2027	
Ruben Brunt Chair		Transit User		June 2023	June 2026	November 2023
VACANT		Transit User				

PCC

DATE: January 16, 2025
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Mobility Transit Coordinator
RE: STA Staff Update

A verbal update will be provided during the meeting.