



PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)

1:00 p.m., Thursday, March 20, 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 – 1:45 p.m.) | |
| A. Caltrans District 4 Comprehensive Transportation Plan | Tyler Brown, Caltrans |
| B. 2024 Coordinated Plan Update | Drennen Shelton, MTC |
| 5. CONSENT CALENDAR (1:45– 1:50 p.m.) | |
| A. Minutes of the PCC Meeting of January 16, 2025 | Natalie Quezada |
| <u>Recommendation:</u> Approve the Minutes for the Meeting of January 16, 2025 Pg. 3 | |
| 6. TRANSIT OPERATOR UPDATES (1:50 – 2:20 p.m.) | |
| A. SolTrans (Benicia and Vallejo) | |
| B. Dixon REDI-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>Chandra Daniels</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

(2:20 - 2:30 p.m.)

A. PCC Membership Update and Special Election for Vice-Chair Position

Debbie McQuilkin

Recommendations:

Appoint a new Vice Chair to the PCC for a 2-year term.

Pg. 7

8. INFORMATIONAL ITEMS – DISCUSSION

(2:30 – 2:35 p.m.)

A. Staff Update

Debbie McQuilkin

- STA Board approved the Overall Work and Outreach plans
- Transit Operators and PCC member Presentations
- May PCC meeting in person.

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

Group

(2:35 – 2:40 p.m.)

10. FUTURE AGENDA ITEMS

- ✓ TDA Claims from other Agencies
- ✓ Comprehensive Transportation Plan Update
- ✓ Agency on Ageing
- ✓ Office of Emergency Management (OEM)

11. ADJOURNMENT

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

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC) DRAFT PCC Minutes for Virtual Meeting of January 16, 2025

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 |
| | Chandra Daniels | Transit User/PCC Alternate Member |
| | Dwayne Hankerson | MTC Policy |
| | Lisa Hooks | Social Services Provider |

| | | |
|----------------------------|------------------|--|
| PCC Members Absent: | Brian McLaughlin | Member-at-Large |
| | Cynthia Tanksley | PCC Vice-Chair/Transit User |
| | Jamal Watters | Public Agency - Health & Social Services |
| | Vacant | Transit User |
| | Vacant | Member at Large |
| | Vacant | Public Agency - Education |
| | Vacant | Social Service Provider |

| | | |
|------------------------|--------------------|----------------------|
| Others Present: | Landry Wofford | Solano County |
| | Ronald Freeman | Soltrans |
| | Tateyana Hendricks | Vacaville City Coach |
| | Brandon Thomson | STA |
| | Ron Grassi | STA |
| | Debbie McQuilkin | STA |
| | Natalie Quezada | STA |

2. APPROVAL OF AGENDA

Debbie McQuilkin noted an amendment to the agenda for item **7. *C to include an additional recommendation.***

On a motion as amended, as indicated in ***bold italics*** above, by Lisa Hooks and a second by Heather Barlow, the PCC approved the Meeting Agenda unanimously. (5 Ayes)

3. OPPORTUNITY FOR PUBLIC COMMENT

None

4. PRESENTATIONS

A. 2024 Week Without Driving Challenge – Recap Next Steps

Dulce Jimenez presented a recap of the successful "Week Without Driving" challenge held from September 30th to October 4th. She reminded members this challenge aimed to encourage auto-reliant individuals to try alternative modes of transportation. She concluded with proposed improvements for the next campaign, including collaboration with member agencies, transit operators, and additional social media outreach. Lisa Hooks and Chair Ruben Brunt highlighted encouraging local businesses to sponsor initiatives for more participation with clipper cards.

5. CONSENT CALENDAR

A. Minutes of the PCC Meeting of November 21, 2024

Recommendation:

Approve the Minutes for the Meeting of November 21, 2024

On a motion by Ruben Brunt and a second by Ms. Hooks, the PCC approved the meeting minutes. (5 Ayes)

6. TRANSIT OPERATOR UPDATES

- Vallejo Solano County Transit (SolTrans): Ronald Freeman
 - New Transit Vans will be joining fleet in the next week
- Dixon Redit-Ride: Absent
- Fairfield FAST - Absent
- Rio Vista Delta Breeze: Brandon Thomson
- No new update
- Suisun Micro-transit: Brandon Thomson
 - Discussion to include Rush Ranch and Solano Land Trust as a Suisun Micro Transit stop.
- Vacaville City Coach: Tateyana Hendricks.
 - My Ride Pingo App is being launched tomorrow for new real-time bus arrivals.

7. ACTION ITEMS – DISCUSSION

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

Ron Grassi summarized the TDA funds request for FY 2024-25 which includes the TDA Claim for the City of Dixon, amended claims for the City of Suisun City, and Solano County. He noted that an amendment for the City of Suisun City is to add funds for a contract renewal for an increase in ridership.

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.

On a motion by Lisa Hooks and a second by Heather Barlow, the PCC approved the FY2024-25 TDA Matrix. (5 Ayes)

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

Debbie McQuilkin outlined the 2025 PCC Work Plan and Outreach Plan seeking feedback and comments from the committee.

The committee discussed the importance of emergency preparedness plans, particularly for individuals with disabilities. They suggested service providers be part of the emergency plan prioritizing paratransit vehicles and having a multi-pronged approach to ensure that individuals with disabilities are aware of emergency transportation resources.

Brandon Thomson confirmed STA is designated as a transportation liaison in the emergency management plan and has annual training on emergency preparedness. He will contact the Office of Emergency Management (OEM) to attend the next meeting to discuss how the committee could better inform the people of Solano County.

The committee ***amended the Work Plan to include Item 7 for PCC to receive and participate in an annual report of the emergency prepared system.***

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.

On a motion as amended, as indicated in ***bold italics*** above, by Ruben Brunt and a second by Dwayne Hankerson the PCC approved the above recommendation (5 Ayes)

C. PCC Membership Update

Debbie McQuilkin announced Vice Chair Kathrine Ritcher has resigned from the PCC committee. She added Kathrine Ritcher’s alternate Chandra Daniels was interested in becoming a voting member. She indicated a special election will be held at the next meeting to elect a new Vice Chair. Additionally, Ms. McQuilkin stated Dwayne Hankerson's appointment will also be expiring, he confirmed he is interested in continuing his participation in the committee.

Recommendations:

Forward a recommendation to the STA Board to approve and appoint Chandra Daniels as Transit User Member ***and to reappoint Dwayne Hankerson as the MTC Policy Advisory Council Representative***, for a 3-year term.

On a motion as amended, as indicated in ***bold italics*** above, by Lisa Hooks and a second by Heather Barlow the PCC approved the above recommendation (5 Ayes)

8. INFORMATIONAL ITEMS – DISCUSSION

A. Staff Update

Debbie McQuilkin highlighted:

- MTC Rep Drennan Shelton will be presenting at the next meeting.
- Completion of the Rio Vista Community-Based Transportation Plan (CBTP)
- CBTP kickoff meeting for the Dixon plan

Ms. McQuilkin opened a discussion on feedback on the Solano Mobility website and how to make it more user-friendly.

Committee members suggested repositioning certain sections of the website, in terms of accessibility, for people with disabilities and those under certain income restrictions.

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

None

10. FUTURE AGENDA ITEMS PCC COMMENTS

- ✓ TDA Claims from other Agencies
- ✓ Comprehensive Transportation Plan Update
- ✓ 2024 Coordinated Public Transit-Human Services Transportation Plan
- ✓ MTC Rep Drennen Shelton Coordinated Plan presentation

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, March 20, 2025.**

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PCC

DATE: March 5, 2025
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Program Manager
RE: PCC Membership Update and Special Election for Vice-Chair Position

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 (PAC) representing the Disabled Community of Solano County. The MTC PAC member advises the MTC on transportation policies in the Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity.

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:

At the January 2025 PCC meeting, STA staff reported that Dwayne Hankerson, the MTC PAC Representative, expressed interest in extending his membership on the committee. With the resignation of Vice Chair Katherine Richter, a Transit User Member, Chandra Daniels—who previously served as the Transit User Alternate to Ms. Richter—expressed interest in becoming a voting member. The PCC members unanimously approved forwarding a recommendation to the STA Board to appoint Ms. Daniels as a Transit User Member and reappoint Mr. Hankerson as the MTC PAC Representative. At the February 2025 STA Board meeting, both recommendations were approved.

During the same January PCC meeting, members discussed how to proceed with filling the Vice Chair position vacated by Ms. Richter. The PCC bylaws do not specify the process for addressing a vacancy when a Vice Chair steps down and, as in this case, the alternate member assumes the voting role. To provide clarity, STA staff presented the following three options:

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 position.
3. **Bylaws Update:** A review of the bylaws may be necessary to clarify the process for handling officer vacancies.

The committee voted to proceed with a special election for the Vice Chair position at the March 2025 PCC meeting.

Currently, the PCC has three vacancies: **Member at Large, Social Services Provider, and Public Agency – Education.** (See Attachment A.)

Fiscal Impact:

None.

Recommendations:

1. Appoint a new Vice Chair to the PCC for a 2-year term.

Attachment:

- A. PCC Membership Status for March 2025

**PCC Members and Alternates
March 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 2028 | |
| 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 |
| Chandra Daniels | | Transit User | | February 2025 | February 2028 | |

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PCC

DATE: March 5, 2025
TO: Paratransit Coordinating Council (PCC)
FROM: Debbie McQuilkin, Program Manager
RE: STA Staff Update

A verbal update will be provided at the meeting.