



**SOLANO TRANSPORTATION AUTHORITY**

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

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 ♦ Telephone (707) 424-6075 / Fax (707) 424-6074  
Email: info@sta.ca.gov ♦ Website: sta.ca.gov

**PCC**

**SOLANO  
PARATRANSIT COORDINATING COUNCIL (PCC)  
AGENDA**

**1:00 – 3:00 p.m.  
Thursday, July 20, 2017  
City of Benicia  
Commission Room  
250 East L Street  
Benicia, CA 94510**

<u>ITEM</u>	<u>STAFF PERSON</u>
1. CALL TO ORDER	Chair Rogers
2. CONFIRM QUORUM	
3. INTRODUCTIONS (1:00 – 1:05 p.m.)	
4. APPROVAL OF AGENDA (1:05 – 1:10 p.m.)	
5. OPPORTUNITY FOR PUBLIC COMMENT (1:10 – 1:15 p.m.)	
6. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES	
1. Richard Burnett, MTC/PAC Representative	
2. Vacant, Seniors & People with Disabilities TAC Representative	
3. Ernest Rogers, CTSA-AC Representative	
(1:15 – 1:20 p.m.)	
7. PRESENTATIONS	
A. SolTrans New Technologies	Mandi Renshaw, SolTrans
B. Solano Intercity Taxi Scrip Program	Brandon Thomson, STA
(1:20 – 1:40 p.m.)	

PCC MEMBERS

<u>Richard Burnett</u> MTC PAC Representative	<u>Lisa Hooks</u> Public Agency - Health & Social Services	<u>Vacant</u> Member at Large	<u>Judy Nash</u> Public Agency - Education	<u>Rachel Ford</u> Social Services Provider	<u>Ernest Rogers –Chair</u> Transit User
<u>Vacant</u> Social Services Provider	<u>Cynthia Tanksley</u> Transit User	<u>James Williams</u> Member at Large	<u>Kenneth Grover</u> Transit User	<u>Anne Payne – Vice-Chair</u> Social Service Provider	

**8. CONSENT CALENDAR**

Recommendation: Approve the following consent item.  
(1:40 – 1:45 p.m.)

- A. Minutes of the PCC Meeting of May 18, 2017** Sheila Ernst, STA  
Recommendation:  
Approve PCC meeting minutes of May 18, 2017.  
**Pg. 5**

**9. ACTION ITEMS – DISCUSSION**

- A. Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Claims for the City of Dixon, Solano County Transit (SolTrans) and Solano Transportation Authority (STA)** Liz Niedziela, STA  
Recommendations:  
Review and forward a recommendation to MTC to approve:  
1. The City of Dixon’s FY 2017-18 TDA Claim for \$766,753 for operating and capital projects.  
2. SolTrans’ FY 2017-18 TDA Claim for \$8,335,741 for operating and capital projects.  
3. STA’s FY 2017-18 TDA Claim for \$1,445,541 for operating and capital projects.  
(1:45 – 2:00 p.m.)  
**Pg. 11**

- B. Mobility Management: Consolidated Transportation Services Agency (CTSA) Re-Designation** Liz Niedziela, STA  
Recommendation:  
Authorize the Chair or Vice-Chair to submit a letter to MTC providing support for STA CTSA Re-Designation.  
(2:00 – 2:10 p.m.)  
**Pg. 17**

- C. PCC Membership Status Update** Debbie McQuilkin, STA  
Recommendations:  
1. Forward a recommendation to the STA Board to reappoint Ernest Rogers, Transit User, for an additional three (3) year term.  
2. Forward a recommendation to the STA Board to reappoint Kenneth Grover, Transit User, for an additional three (3) year term.  
(2:10 – 2:20 p.m.)  
**Pg. 19**

**10. FUTURE AGENDA ITEMS AND PCC COMMENTS**

Group

1. Lifeline Update
2. Annual Ridership Update
3. Solano Intercity Taxi Scrip Phase II Update
4. Solano Mobility Summit Update
5. Countywide ADA Eligibility Annual Report
6. Solano Mobility Travel Training Annual Report

7. Solano Mobility Call Center Annual Report
  8. Solano Intercity Taxi Scrip Annual Report
- (2:20 – 2:30 p.m.)

**11. TRANSIT OPERATOR UPDATES**

Group

- A. Dixon Redit-Ride
  - B. Fairfield and Suisun Transit – FAST
  - C. Rio Vista Delta Breeze
  - D. SolTrans – Solano County Transit
  - E. Vacaville City Coach
  - F. Solano Intercity Taxi Scrip
- (2:30 – 3:00 p.m.)

**12. INFORMATIONAL ITEM – NO DISCUSSION**

- A. 2017 PCC Meetings and Locations**  
**Pg. 23**

Sheila Ernst, STA

**13. ADJOURNMENT**

The next regular meeting of the PCC is scheduled to meet at 1:00 p.m., Thursday, September 21, 2017 at the Solano Community College in the Cafeteria, located at 4000 Suisun Valley Road, Fairfield, CA 94533.

For questions regarding this agenda:

Please contact Debbie McQuilkin at (707) 399-3231 or [dmcquilkin@sta.ca.gov](mailto:dmcquilkin@sta.ca.gov)

**Translation Services:** For document translation please call:

Para la llamada de traducción de documentos:

對於文檔翻譯電話

Đối với tài liệu gọi dịch:

Para sa mga dokumento tawag sa pagsasalin:

707-399-3239

*Page intentionally left blank*



**PCC**  
**SOLANO PARATRANSIT COORDINATING COUNCIL**  
**AGENDA**  
**Draft Minutes for the Meeting of**  
**May 18, 2018**

**1. CALL TO ORDER**

Ernest Rogers called the meeting to order at 1:00 p.m. at the KROC Center in Suisun City.

**Voting Members Present: *In Alphabetical Order by Last Name***

Richard Burnett	MTC PAC Representative
Rachel Ford	Social Service Provider
Lisa Hooks	Social Service Provider
Anne Payne	Vice-Chair, Social Services Provider – Senior Living Facility
Ernest Rogers	Chair, Transit User
James Williams	Member-at-Large

**Voting Members Not Present: *In Alphabetical Order by Last Name***

Lyall Abbott	Member-at-Large
Kenneth Grover	Transit User
Judy Nash	Public Agency – Education
Cynthia Tanksley	Transit User
Edith Thomas	Social Service Provider

**Also Present: *In Alphabetical Order by Last Name***

Sheila Ernst	Solano Transportation Authority (STA)
Cindy Hayes	Independent Living Resources (ILR)
Sean Hurley	Solano Transportation Authority (STA)
Bisi Ibrahim	Solano County Transit (SolTrans)
Veronica Jones	Connections for Life (CFL)
Debbie McQuilkin	Solano Transportation Authority (STA)
Liz Niedziela	Solano Transportation Authority (STA)
Sandy Nelson	Solano County Council of the Blind (SCCB)
Holly Pagel	Connections For Life (CFL)
Brandon Thomson	Solano Transportation Authority (STA)
Debbie Whitbeck	Fairfield and Suisun Transit (FAST)

**2. CONFIRM QUORUM**

A quorum was confirmed.

**3. INTRODUCTIONS**

The group dispensed with self-introductions.

**4. APPROVAL OF AGENDA**

With a motion by Lisa Hooks and a second by James Williams, the PCC approved the agenda. (6 Ayes, 5 Absent)

**5. OPPORTUNITY FOR PUBLIC COMMENT**

None.

**6. COMMENTS FROM STAFF AND REPRESENTATIVES FROM THE PARATRANSIT COORDINATING COUNCIL**

1. Richard Burnett, MTC/PAC Representative provided an update to the committee members regarding various updates at the Metropolitan Transportation Commission (MTC). He provided an update on the 2017 MTC Coordinated Transportation Draft Plan.
2. Liz Niedziela stated that the next Solano Seniors and People with Disabilities Transportation Advisory Committee (SSPWD-TAC) has not been scheduled. She stated that the STA is conducting mini senior summits at each the seven (7) cities. She stated that a Senior Summit was held in Rio Vista on Friday, April 7<sup>th</sup>. The next Senior Summit is scheduled to be held at the Joseph Nelson Community Center on Thursday, June 1<sup>st</sup> in Suisun City.

Suisun City Senior Summit fliers and surveys were handed out to each PCC member for distribution. Debbie McQuilkin will send a survey link out to the group.

3. Ernest Rogers, Consolidated Transportation Services Agency Advisory Committee (CTSA-AC) Representative, announced that the next CTSA-AC meeting will be held on June 29, 2017 at the County Events Center in Fairfield.

**7. PRESENTATIONS**

**A. Taxi Scrip Program for Adult Recreation Center (ARC)**

Debbie Whitbeck provided a presentation on the Taxi Scrip Program for Adult Recreation Center (ARC). Ms. Whitbeck also provided a presentation on the Adult Recreation Center (ARC) Taxi Program. She explained how the ARC program works and how to apply for the service. She stated that due to the nature of the program, applicants must apply in person and show proof of age and residency. She explained that the taxi program offers discounted taxi trips to ARC from Fairfield and Suisun City and that trips are offered through the local taxi companies that operate in Fairfield and Suisun City. Ms. Whitbeck discussed taxi scrip “money” and participating taxi companies.

**B. FAST Golden Pass**

Debbie Whitbeck provided a brief presentation on the FAST Golden Pass. She explained that residents of Fairfield and Suisun who are age 80 or older are eligible to receive unlimited FREE Rides on FAST with the Golden Pass. She stated that the Golden Pass is also accepted in Vacaville so you may ride anywhere in Vacaville free of charge and it is also accepted on Solano Express. Ms. Whitbeck explained that applications are available at the Fairfield Transportation Center (FTC) or by calling FAST Administration at (707) 434-3800. She concluded that due to the nature of the program, applicants must apply in person and show proof of age and residency.

**C. GoGoGrandparent**

Debbie McQuilkin provided a presentation on the GoGoGrandparent programs. She explained the GoGoGrandparent program and how it benefits all ages. She stated that GoGo Grandparent is a service that allows older adults (or anyone) without a smartphone to use on demand transportation such as Uber or Lyft which require the use of an app, but GoGo Grandparent lets an individual or their family member/caregiver call-in and schedule a ride using a phone. She explained that the GoGo Grandparent service will even send a text to the registered family member/caregiver giving them updates on their loved ones arrival to destination. She added that the service is available 24/7 and the “professional grandchildren” will oversee each call to handle any problems, such as driver cancellations, and will screen and communicate with drivers to ensure the ride is easy and efficient which helps older adults remain independent. Ms. McQuilkin stated that “Professional Grandchildren” oversee every ride to handle problems that come up such as driver cancellations, driver’s getting lost, screening drivers and communicating with drivers 24/7.

**8. CONSENT CALENDAR**

**D. Minutes of the PCC Meeting of March 16, 2017.**

Recommendation:

Approve the PCC minutes of March 16, 2017.

With a motion by Lisa Hooks and a second by Richard Burnett, the PCC approved the recommendation. (5 Ayes, 5 Absent, 1 *Abstained: Rachel Ford*)

**9. ACTION ITEM**

**A. Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Claim for Solano Transportation Authority and the City of Vacaville**

Liz Niedziela stated that TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip Program. She explained that the STA works with the transit operators and prepares an annual TDA matrix to clarify how the TDA funds are to be allocated each year among the local agencies and to identify the purpose of the funds. As required by MTC Resolution 1209, the City of Vacaville is submitting their FY 2017-18 Transportation Development Act (TDA) Article 4 and 8 claims for consideration by the PCC. Ms. Niedziela concluded that the TDA matrix for FY 2017-18 will be submitted to the STA Board for approval on June 14, 2017.

Recommendation:

Review and forward a recommendation to MTC to approve the City of Vacaville’s FY 2017-18 TDA Claim for \$2,709,551 for operating and capital projects.

With a motion by Lisa Hooks and a second by Rachel Ford, the PCC approved the recommendation. (6 Ayes, 5 Absent)

**10. INFORMATIONAL ITEMS - DISCUSSION**

**A. First/Last Mile Pilot - Suisun Train Station/Solano Business Park**

Brandon Thomson provided an update on the First/Last Mile Pilot - Suisun Train Station/Solano Business Park. He explained that the following companies/agencies have been identified: Anheuser-Busch (Budweiser), Fairfield-Suisun Sewer District, Jelly Belly Factory, NorthBay Center for Primary Care, Partnership Health Plan, Solano County Health and Social Services and STA staff is following up with their employer surveys. Mr. Thomson stated that the STA launched the first last mile pilot on May 1, 2017 under the name “Solano Mobility Ride”.

**B. Lifeline Transportation Program Update**

Liz Niedziela provided an update on the Lifeline Transportation Program. She explained that the Metropolitan Transportation Commission (MTC) will be presenting the guidelines for review to the Transit Finance Working Group and the Policy Advisory Committee in

May/June and then the Commission in July. Ms. Niedziela stated that the Call for Project will be announced after MTC approves the Guidelines by which STA staff will appoint a Lifeline Advisory Committee to score the applications and make recommendations to the STA Board as early as October 2017.

**C. Federal Transit Administration (FTA) and Non-Urbanized Area Program (FTA Section 5311) Call for Projects**

Liz Niedziela provided an update on the Federal Transit Administration (FTA) and Non-Urbanized Area Program (FTA Section 5311) Call for Projects. She explained that STA staff was originally anticipating the FTA 5311 Call for Project by December 2016 but there was a delay in getting out the prior standard agreement because of the new grant application BlackCat (Electronic Grant Management (EGM) system).

**D. PCC Membership Status Update**

Debbie McQuilkin provided a brief update on the PCC membership. She explained that the Solano Transportation Authority’s (STA) Paratransit Coordination Council (PCC) By-Laws stipulate that there are eleven members on 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 Advisor Council

Ms. McQuilkin mentioned that Edith Thomas has submitted her resignation as a Social Services Provider for the PCC.

**11. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS**

Richard Burnett requested STA bring back potential future first/last mile locations.

**12. TRANSIT OPERATOR UPDATES**

Dixon Redit-Ride:

Liz Niedziela provided an update on the Dixon Redit-Ride service.

Fairfield and Suisun Transit:

Debbie Whitbeck provided a brief update on the Fairfield and Suisun Transit service.

Rio Vista Delta Breeze: None.

SolTrans:

Bisi Ibrahim provided a brief update on the SolTrans service and promotions.

Vacaville City Coach: None.

Solano Intercity Taxi Scrip Program Update:

Brandon Thomson provided a brief update on the Solano Intercity Taxi Scrip program.

Sandy Nelson asked about the possibilities of the taxi scrip being offered in braille, or in another way to make denominations more identifiable to those that are visually impaired (such as cutting edges, etc.). And, if changed or cut, would scrip still be valid. She commented that riders with impaired or no vision are finding it hard to track their scrip. She stated that Travis Air Force Base



workers in her chapter have expressed concerns about scrip only being available on the second Tuesday of each month and asked for the possibility of switching that day to the second or third day of each month.

STA Staff will convey Sandy Nelson's comments to the Vacaville City Coach's Transit Manager Brian McLean and will email Ms. Nelson back with an update to her concerns.

Ms. Niedziela wanted to clarify about the workers that don't qualify for taxi scrip. It was stated that they are actually not qualifying for the reduced fare scrip because they don't meet the low-income criteria.

**13. INFORMATIONAL ITEMS – NO DISCUSSION**

**A. 2017 PCC Meetings and Locations**

**14. ADJOURNMENT**

The meeting adjourned at 3:00 p.m. The next regular meeting of the PCC has been confirmed to meet at **1:00 p.m., Thursday, July 20, 2017** at the at the City of Benicia in the Commission Room, located at 250 East L Street, Benicia, 94510.

*Page intentionally left blank*

# PCC

DATE: July 12, 2017  
TO: Paratransit Coordinating Council  
FROM: Liz Niedziela, Transit Program Manager  
RE: Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Claims for the City of Dixon, Solano County Transit (SolTrans) and Solano Transportation Authority (STA)

---

## **Background:**

The Transportation Development Act (TDA) was enacted in 1971 by the California Legislature to ensure a continuing statewide commitment to public transportation. This law imposes a one-quarter-cent tax on retail sales within each county for this purpose. Proceeds are returned to counties based upon the amount of taxes collected, and are apportioned within the county based on population. To obtain TDA funds, local jurisdictions must submit requests to regional transportation agencies that review the claims for consistency with TDA requirements. Solano County agencies submit TDA claims to the Metropolitan Transportation Commission (MTC), the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties.

TDA funding is used for public transit services, transportation for seniors and people with disabilities, regional transportation planning, and bicycle and pedestrian programs. MTC requires agencies to have public review of the TDA Article 4 & 8 claims by the Paratransit Coordinating Council (PCC) before they can be approved. However, MTC is not obligated to the recommendations made by the PCC.

## **Discussion:**

TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip 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, the STA works with the transit operators and prepares an annual TDA matrix. The TDA matrix is approved by the STA Board and submitted to MTC to provide MTC guidance when reviewing individual TDA claims. The TDA matrix for FY 2017-18 was submitted to the STA Board for approval on July 12, 2017.

As required by MTC Resolution 1209, the City of Dixon, SolTrans and STA is submitting their FY 2017-18 Transportation Development Act (TDA) Article 4 and 8 claims for consideration by the PCC. The following TDA claims are being brought forward for recommendation for approval:

### City of Dixon

The City of Dixon requested \$766,753 in their local TDA funds. TDA funds in the amount of \$476,753 will be used for operating, and \$290,000 will be used for capital projects.

The City of Dixon's capital projects include:

- \$190,000 for bus replacement
- \$100,000 for Transit IT Upgrade

### Solano Transportation Authority TDA Revision

STA is requesting \$1,445,541 in FY 2017-18 TDA funds which was approved by the STA Board. TDA funds in the amount of \$521,046 will be used for transit programs, administration, coordination, and planning. TDA funds in the amount of \$141,845 will be claimed against the Suisun City TDA share for operating and maintenance cost for the Suisun City AMTRAK station for FY 2013-14, FY 2014-15, FY 2015-16, and FY 2016-17: \$63,548 of the \$141,845 is the Suisun City's loan repayment which will be used for the Fairground Transit Facility Study. Solano County TDA funds in the amount of \$717,650 are to be claimed for the Intercity Taxi Scrip Program (\$677,650) and Faith in Action's program (\$40,000) to provide medical transportation for seniors. An additional \$65,000 to be claimed against Rio Vista's TDA to pay back a funding swap from 5311 funding. The \$65,000 will be used as capital to fund the SolanoExpress bus stop project.

### Solano County Transit (SolTrans)

SolTrans requested \$8,335,741 in their local TDA funds. TDA funds in the amount of \$5,310,570 will be used for operating, and \$3,025,171 will be used for capital projects. SolTrans' capital projects include:

- \$270,000 for vehicle maintenance
- \$200,000 for facility maintenance
- \$82,771 for information technology
- \$1,600,000 for bus replacements
- \$872,400 for compressed natural gas (CNG) fueling facility

Both the SolTrans and revised STA TDA claims were approved at the July 12th meeting of the STA Board. The City of Dixon will be presented to the STA Board on September 13, 2017.

The City of Dixon's TDA Claim will be consistent with the TDA matrix going to the STA Board for approval on September 13, 2017.

### **Recommendation:**

Review and forward a recommendation to MTC to approve:

1. The City of Dixon's FY 2017-18 TDA Claim for \$766,753 for operating and capital projects.
2. SolTrans' FY 2017-18 TDA Claim for \$8,335,741 for operating and capital projects.
3. STA's FY 2017-18 TDA Claim for \$1,445,541 for operating and capital projects.

Attachments:

- A. City of Dixon's TDA Summary
- B. SolTrans' TDA Summary
- C. STA's TDA Summary





**Solano Transportation Authority's TDA Summary**

Capital

\$ 521,046 STA Planning  
\$ 78,297 Suisun City Amtrak Maintenance (pass thr to Suisun City)  
\$ 677,650 Solano Intercity Taxi Scrip Program  
\$ 40,000 Faith In Action

Capital

\$ 65,000 Bus Stops for SolanoExpress  
\$ 63,548 Fairground Transit Facility Study

TOTAL \$ 1,445,541

*Page intentionally left blank*



# PCC

DATE: July 13, 2017  
TO: Paratransit Coordinating Council  
FROM: Liz Niedziela, Transit Program Manager  
RE: Mobility Management: Consolidated Transportation Services Agency (CTSA)  
Re-Designation

---

## **Background:**

### *History of and what is a Consolidated Transportation Service Agencies (CTSA)*

In 1979, the State of California passed AB120, sometimes known as the Social Services Transportation Improvement Act, which allowed county or regional transportation planning agencies to designate one or more organizations within their areas as Consolidated Transportation Services Agencies (CTSAs). CTSAs are intended to promote the coordination of social service transportation for the benefit of human service clients including the elderly, people with disabilities and people with low income. An effective CTSA functions as a proactive facilitator of transportation coordination among multiple agencies creating solutions to travel needs. This could be done by directly providing services or through cooperative agreements to coordinate and/or share funding, procurement, training, services, capital assets, facilities and other functions.

In the Bay Area, the Metropolitan Transportation Commission (MTC) is the agency responsible for designating county CTSAs. MTC describes mobility management as a strategic, cost-effective approach to connecting people needing transportation to available transportation resources within a community. Its focus is the person, the individual with specific needs, rather than a particular transportation mode.

To strengthen mobility management in the Bay Area, the Coordinated Plan (March 2013) identifies three major points:

- Identifying and designating Consolidated Transportation Service Agencies (CTSAs) to facilitate subregional mobility management and transportation coordination efforts.
- Providing information and manage demand across a family of transportation services.
- Promoting coordinated advocacy with human service agencies to identify resources to sustain ongoing coordination activities.

MTC also incorporated seven regional priority strategies from the 2011 Transit Sustainability Project ADA Paratransit Study. The strategies include Travel Training and promotion to seniors, enhanced ADA paratransit certification process such as in-person eligibility and subregional mobility managers such as CTSAs.

### **STA's Solano Mobility Efforts**

In July 2012, STA began working with consultants and the transit operators to develop a Mobility Management Plan for Solano County. The development of a Mobility Management

Plan was identified in the 2011 Solano Transportation Study for Seniors and People with Disabilities as a strategy to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. The Solano Mobility Management Plan identified existing services and programs, explored potential partnerships, and analyzed how to address mobility needs in Solano County in a cost effective manner.

In April 2014, the STA Board approved the Solano Mobility Management Plan. The Plan identified four key strategies to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. These four strategies are:

- One Stop Transportation Call Center
- Travel Training
- Countywide In-Person ADA Eligibility and Certification Process
- Older Driver Safety Information.

As part of the Solano Mobility Management Plan, the formation of a Consolidated Transportation Services Agency (CTSA) was raised, discussed and evaluated. Based on this evaluation, a CTSA Proposal was developed by the STA and reviewed and discussed by the PCC, Transit Operators, Seniors and People with Disabilities Advisory Committee, and unanimously approved by the STA Board. MTC Commission approved the designation of the Solano Transportation Authority as CTSA for Solano County in August 2014. This designation is valid through September 30, 2017.

#### **Discussion:**

Since the CTSA designation in 2014, the CTSA has managed and implemented the following:

1. In July 2013, Countywide in-person eligibility ADA assessment process
2. Developed a CTSA Advisory Committee which meets regularly to evaluate, discuss and monitor Solano Mobility issues.
3. In November 2014, STA staff began the implementation of a Mobility Management Call Center as an expansion of the STA's Solano Napa Commuter Information (SNCI) program. The Call Center launched a complementary Mobility Management website that includes Senior Safe Driver Information.
4. In February 2015, the STA starting administering the existing Intercity Taxi Scrip Program per Solano County's request.
5. In May 2015, STA began working with local non-profits and transit operators to expand and complement their existing Travel Training programs so that they complement Travel Training countywide and duplication of services is avoided.
6. In 2017, the STA Board authorized new service approach for Intercity Taxi Scrip Program

In May 2017, the STA Board authorize the Executive Director to submit a letter to MTC requesting CTSA Re-Designation. This process includes MTC sending out notification letters to the Solano County Board of Supervisors, the PCC and the transit operators, and will include a comment period. The request will be taken to the MTC Programming and Allocations Committee, and then to the Commission for approval.

#### **Recommendation:**

Approve the following:

1. Authorize the Chair or Vice-Chair to submit a letter to MTC providing support for STA CTSA Re-Designation.

# PCC

DATE: July 13, 2017  
TO: Paratransit Coordinating Council  
FROM: Debbie McQuilkin, Mobility Transit Coordinator  
RE: PCC Membership Status Update

---

## **Background:**

Paratransit Coordinating Council (PCC) is a citizen's advisory committee to the Solano Transportation Authority (STA) that represents the seniors, 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 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 Advisor Council.

## **Discussion:**

At the May 18, 2017, PCC meeting, it was mentioned that Edith Thomas submitted her resignation as a Social Services Provider for the PCC. On June 28, 2017, STA staff received Lyall Abbott's letter of resignation. Both Edith Thomas and Lyall Abbott provided valuable input during their terms and the PCC would like to thank both for their contributions.

Currently, there is one (1) vacancy for a Member at Large, and one (1) vacancy for Social Services Provider.

Membership terms for Transit Users Ernest Rogers and Kenneth Grover are due for renewal. Both have been asked if they were interested in renewing their appointment. Ernest Rogers has confirmed he would like to be reappointed. As of the writing of this staff report, STA staff has not received notification from Kenneth. The 2<sup>nd</sup> recommendation may be pulled depending on Kenneth's response.

## **Recommendations:**

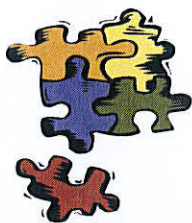
1. Forward a recommendation to the STA Board to reappoint Ernest Rogers, Transit User, for an additional three (3) year term.
2. Forward a recommendation to the STA Board to reappoint Kenneth Grover, Transit User, for an additional three (3) year term after receiving Kenneth Grover's confirmation.

## Attachments:

- A. PCC Membership Status (July 2017)
- B. Edith Thomas's Letter of Resignation
- C. Lyall Abbott's Letter of Resignation

**Solano County**  
**Paratransit Coordinating Council**  
**Membership Status**  
**July 2017**

Member	Jurisdiction	Agency	Appointed	Term Expires	Chair/Vice-Chair Appointment
James Williams	Member at Large		December 2012	December 2018	
VACANT	Member at Large				
Richard Burnett	MTC PAC Representative		December 2012	December 2018	
Judy Nash	Public Agency - Education	Solano Community College	April 2016	April 2019	
Rachel Ford	Public Agency – Health and Social Services	Wellness/ Recovery Unit	February 2016	February 2019	
VACANT	Social Service Provider				
Anne Payne	Social Service Provider	Senior Living Facility	June 2013	September 2019	January 2016
Lisa Hooks	Social Service Provider	State Council on Developmental Disabilities	December 2016	December 2019	
Cynthia Tanksley	Transit User		February 2015	February 2018	
Ernest Rogers	Transit User		June 2014	June 2017	January 2016
Kenneth Grover	Transit User		June 2014	June 2017	



# Connections For Life

Supported and Independent Living Services

---

May 10, 2017

Solano Transportation Authority  
1 Harbor Center, Ste 130  
Suisun, CA 94585

This is to let you that I will be taking a break from my role as the Executive Director with Connections For Life beginning May 19, 2017 through September 1, 2017.

In my absence Holly Pagel, our Director of Living Services will be taking over my responsibilities. She has the authority to sign contracts along with all other duties. I have full confidence in Holly's ability to oversee the Mobility Contract/ Grant.

Due to my absence, I am also resigning from the Paratransit Coordinating Council. I have enjoyed serving on the PCC for many years and will continue to be a support in the community upon my return.

If you have any questions, please let me know.

Edith Thomas  
Executive Director

**Sheila Ernst**

---

**From:** Sheila Ernst  
**Sent:** Thursday, June 29, 2017 11:26 AM  
**To:** Deborah McQuilkin  
**Subject:** FW: Lyall Abbott

**From:** Lyall Abbott [mailto:abbott.lyall@gmail.com]  
**Sent:** Wednesday, June 28, 2017 4:32 PM  
**To:** Sheila Ernst <sernst@sta.ca.gov>  
**Subject:** Re: FW: Lyall Abbott

To the PCC and to Whom It May Concern

I Lyall Abbott, Member at Large, regret to inform you that because of other obligations I am having to resign my position effective immediately this day June 28, 2017.

Sincerely,

Lyall Abbott

# PCC

DATE: July 13, 2017  
TO: Paratransit Coordinating Council  
FROM: Sheila Ernst, Administrative Assistant I/II  
RE: 2017 PCC Meetings and Locations

---

## **2017 PCC Meetings and Locations**

### City of Benicia, Commission Room (Confirmed)

Thursday, July 20, 2017  
1:00 – 3:00 p.m.  
250 East L St.  
Benicia, CA 94510

### Solano Community College, Faculty Room (Confirmed)

Thursday, September 21, 2017  
1:00 – 3:00 p.m.  
4000 Suisun Valley Rd.  
Fairfield, CA 95434

### SolTrans Operations & Maintenance Facility, Conference Room (Confirmed)

Thursday, November 16, 2017  
1:00 – 3:00 p.m.  
1850 Broadway St.  
Vallejo, CA 94590

STA Staff will focus on incorporating Fairfield and Rio Vista into the 2018 schedule.

### **Recommendation:**

Informational.

### Attachments:

- A. PCC Bylaws
- B. STA Acronyms List of Transportation Terms (Updated January 2016)



**BYLAWS**  
**of the**  
**SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)**  
*Revised April 14, 2010*

---

**ARTICLE I      NAME**

Section 1.            The name of this organization shall be the Solano Paratransit Coordinating Council (PC), hereinafter called COUNCIL.

**ARTICLE II      AUTHORIZING AGENCY**

Section 1.            The Solano Transportation Authority (STA) is the authorizing agency for the Paratransit Coordinating Council and shall approve all appointments to the Council and amendments to the Bylaws of the Council.

**ARTICLE III     PURPOSE**

Section 1.            The Council shall serve as an advocate for improved availability of transit services for the elderly, disabled, minorities, economically disadvantaged and other transit dependent persons.

Section 2.            The Council shall advise the Solano Transportation Authority, the Metropolitan Transportation Commission, and other appropriate funding agencies in the expenditure of all available paratransit revenues.

Section 3.            The Council shall serve as a forum to bring together the diverse perspectives of those individuals and groups seeking to provide the best possible transportation services for the above designated transit dependent individuals.

**ARTICLE IV     FUNCTION**

Section 1.            The Council shall increase cooperation and coordination in the availability of transportation services by minimizing overlap and duplication in the use of resources at the policy, management, and service delivery levels.

Section 2.            The Council shall review proposals requesting Federal, State and/or local paratransit monies and make recommendations on these proposals to the appropriate funding agencies.

Section 3.            The Council shall provide a forum for discussion of common goals and recommended actions affecting paratransit. This coordination is intended to result in increased utilization of transit services and reduced costs, by means of shared vehicles, insurance pooling and other coordinated actions.

Section 4.            The Council shall be an advocate for the best possible use of existing transit



services and for the provision of new services to address unmet needs for those who are transit dependent. It shall channel input and suggestions to existing paratransit services in the County and keep informed of the special needs of transit dependent people, augmenting the information contained in the Solano County Multimodal Transportation Plan, the annual ADA Joint Paratransit Compliance Plan updates; and other plans and studies that address paratransit issues in Solano County.

Section 5. The Council shall offer assistance to groups and/or agencies applying for Federal, State, and/or other appropriate funds for paratransit services; continue to be aware of potential funding sources; disseminate transportation information to as wide an audience as possible within the County, and at the same time seek to coordinate with other groups which have a regional interest in transportation.

## **ARTICLE V MEMBERSHIP**

Section 1. The Council shall be composed of representatives of private, public and nonprofit providers and consumers of transit services whose interests are consistent with the purpose of the Council and who shall represent all communities in the County.

Section 2. The Council shall consist of a number of representatives from the groups listed below. The number of voting members in each of these categories is indicated in parentheses after the group. In selecting members for the Council every effort will be made to ensure that the needs and perspectives of members of minority groups will be adequately represented.

- 1) Voting Members (11)
  - a) Transit Users (3)
    - i) Elderly (1) (60 or older)
    - ii) Handicapped (1)
    - iii) Low Income (1)
  - b) Members at Large (2)
  - c) Public Agencies (2)
    - i) County Department of Health and Social Services (1)
    - ii) Education –Related Services (1)
  - d) Social Service Providers (3)
    - i) Three Council members will be selected from agencies experienced in the provision of services for the physically disabled, the elderly, and those in rural areas, including, when possible, social service providers of transportation. Every effort will be made to ensure that the needs and perspectives of both non-profit and for-profit providers are adequately represented in this section of the Council.
  - e) The Policy Advisory Council MTC Advisor for Solano County.

### 2) Non-Voting Members

Non-voting membership on the Council is intended to ensure that

adequate technical information and a wide range of regional and institutional perspectives are available to assist the Council in its deliberations. Membership in this portion of the Council shall include the following:

- a) Solano Transportation Authority Staff
- b) All Solano County Public Transit Agencies
- c) Metropolitan Transportation Commission Staff
- d) Caltrans District 4
- e) County Board of Supervisors Staff

- Section 3. The term of service on the Council shall be three years. A member may continue to serve through reappointment by the STA Board.
- Section 4. Recommendations to the Solano Transportation Authority of appointments to the Council may be made at a regular meeting of the Council by a two-thirds (2/3) vote of those present.
- Section 5. Each participating agency shall name its representative and one alternate; the consumers shall be nominated by the Council and they shall name their own alternates. Each member of the Council shall have one vote. An alternate shall assume that right to vote when acting on behalf of the member representative.
- Section 6. Council members who do not attend three (3) regularly scheduled meetings in succession and do not contact staff to indicate that they will not be present shall have their positions declared vacant. Absence after contacting staff constitutes an "excused absence." Excused and unexcused absences in any one calendar year period shall be documented in the minutes of each meeting. If a Council member has missed a combination of six (6) meetings of excused and unexcused absences, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next meeting, the position will be declared vacant at that time.

**ARTICLE VI OFFICERS**

- Section 1. The Council shall nominate and elect annually a Chair-person and a Vice-Chairperson. Staff of the Solano Transportation Authority shall be responsible for secretarial functions.
- Section 2. A Nominating Committee, consisting of three (3) members, shall be selected in October of each year. A slate of prospective officers shall be presented to the Council at the December meeting and an opportunity provided for nominations from the floor. The election of officers shall take place at the end of this meeting with the new officers to be seated at the January meeting.
- Section 3. The terms of office of the Chairperson and Vice-Chairperson shall be two (2) years. A minimum of one (1) year must elapse before either of the officers can serve again.

- Section 4. If the Chairperson resigns his/her position, the Vice-Chairperson shall step into the vacated spot and a special nominating committee will appoint a new Vice-Chairperson. Service in this temporary position shall not bar the interim Chairperson from running in a subsequent election for Chairperson.
- a. It shall be the duty of the chairperson to preside over all meetings of the Council, and to appoint committees as necessary.
  - b. It shall be the duty of the vice-chairperson to assist the chairperson in the execution of the office and to preside at meetings in the event of the absence of the chairperson.
  - c. It shall be the duty of the secretary (STA Staff) to keep a written record of all meetings of the Council and other tasks as appropriate.
- Section 5. Officers of the Council shall constitute an executive committee and are empowered to begin a committee meeting in situations in which a full quorum is not present for a regular meeting.

**ARTICLE VII MEETINGS**

- Section 1. The Council shall call at least six (6) regularly scheduled meetings a year. The meetings will be held the third Thursday of every other month, subject to change.
- Section 2. Special meetings may be called at the discretion of the chairperson, or staff, or at least one-third of the membership (requesting such meeting in writing to staff), as necessary.
- Section 3. The secretary shall give written notice of all meetings of the Council to each Council member and others on the approved mailing list prior to the meeting date. At the direction of the Council, when it is deemed appropriate, efforts will be made to provide a broader public notification of meetings.
- Section 4. All meetings shall be public meetings.

**ARTICLE VIII COMMITTEES**

- Section 1. Committees shall be constituted at the discretion of the Council to research issues related to the Council’s mission, to carry out short-term defined special activities that support the Council’s function and to report their findings and activities back to the Council.
- Section 2. Committees shall fall into two broad categories: structural and informational.
- a. Structural committees are committees such as the Bylaws Committee that handle matters related to structure and basic function of the Council.
  - b. Informational committees are those that are designed to carry out tasks

to provide the Council with information and resources that will improve its ability to carry out its mission. Decisions about the category into which a committee falls shall be made solely at the discretion of the Council as a whole.

Section 3. Only Council members may serve on structural committees. A structural committee may request the services of a non-member as a consultant when necessary.

Section 4. Both Council members and members of the community at large may serve on informational committees. Information committees may also seek the assistance of a consultant when necessary.

#### **ARTICLE IX QUORUM**

Section 1. Forty (40) percent of the filled voting member positions shall constitute a quorum authorized to transact any business duly presented at a meeting of the Council. The Chairperson shall not vote on any item unless there is a tie. In case of a tie vote, the Chairperson shall cast the deciding vote.

#### **ARTICLE X PARLIAMENTARY PROCEDURE**

Section 1. The rules contained in Roberts' "Rules of Order", as last revised, shall govern the proceedings of the council to the extent they are not inconsistent with these bylaws.

#### **ARTICLE XI AMENDMENTS, CORRECTIONS OR CHANGES IN THE BYLAWS**

Section 1. Recommendations for amendments of these bylaws, in whole or in part, may be made by a majority vote at any duly organized meeting of this Council, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member at least thirty (30) days prior to the date of the meeting.

#### **ARTICLE XII CONFLICT OF INTERESTS**

Section 1. No member of the Council shall make, participate in making, or use his/her official position as a member to influence a Council decision in which he/she has a financial interest or a conflict of interest. A conflict of interest shall include, but is not limited to, a Councilmembers's membership in or affiliation with any organization which benefit from any action under consideration by the Council.

Section 2. Letters written by Authority Committees that are directed outside the Authority must be reviewed by the Executive Director and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or consistent with Board policies, the letter will be sent out. In all other cases the letter must be approved by Board action.

<b>A</b>		FTA	Federal Transit Administration
AADT	Average Annual Daily Traffic	<b>G</b>	
ABAG	Association of Bay Area Governments	GARVEE	Grant Anticipating Revenue Vehicle
ACTC	Alameda County Transportation Commission	GHG	Greenhouse Gas
ADA	American Disabilities Act	GIS	Geographic Information System
ADT	Average Daily Traffic	<b>H</b>	
APDE	Advanced Project Development Element (STIP)	HIP	Housing Incentive Program
AQMD	Air Quality Management District	HOT	High Occupancy Toll
ARRA	American Recovery and Reinvestment Act	HOV	High Occupancy Vehicle
ATP	Active Transportation Program	<b>I</b>	
ATWG	Active Transportation Working Group	ISTEA	Intermodal Surface Transportation Efficiency Act
AVA	Abandoned Vehicle Abatement	ITIP	Interregional Transportation Improvement Program
<b>B</b>		ITS	Intelligent Transportation System
BAAQMD	Bay Area Air Quality Management District	<b>J</b>	
BABC	Bay Area Bicycle Coalition	JARC	Jobs Access Reverse Commute Program
BAC	Bicycle Advisory Committee	JPA	Joint Powers Agreement
BAIFA	Bay Area Infrastructure Financing Authority	<b>L</b>	
BART	Bay Area Rapid Transit	LATIP	Local Area Transportation Improvement Program
BATA	Bay Area Toll Authority	LCTOP	Low Carbon Transit Operations Program (LCTOP)
BCDC	Bay Conservation & Development Commission	LEV	Low Emission Vehicle
<b>C</b>		LIFT	Low Income Flexible Transportation Program
CAF	Clean Air Funds	LOS	Level of Service
CalSTA	California State Transportation Agency	LS&R	Local Streets & Roads
CALTRANS	California Department of Transportation	LTR	Local Transportation Funds
CARB	California Air Resources Board	<b>M</b>	
CCAG	City-County Association of Governments (San Mateo)	MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
CCCC (4'Cs)	City County Coordinating Council	MAZ	Micro Analysis Zone
CCCTA (3CTA)	Central Contra Costa Transit Authority	MIS	Major Investment Study
CCJPA	Capitol Corridor Joint Powers Authority	MOU	Memorandum of Understanding
CCTA	Contra Costa Transportation Authority	MPO	Metropolitan Planning Organization
CEQA	California Environmental Quality Act	MTAC	Model Technical Advisory Committee
CHP	California Highway Patrol	MTC	Metropolitan Transportation Commission
CIP	Capital Improvement Program	MTS	Metropolitan Transportation System
CMA	Congestion Management Agency	<b>N</b>	
CMIA	Corridor Mobility Improvement Account	NCTPA	Napa County Transportation & Planning Agency
CMAQ	Congestion Mitigation & Air Quality Program	NEPA	National Environmental Policy Act
CMP	Congestion Management Plan	NHS	National Highway System
CNG	Compressed Natural Gas	NOP	Notice of Preparation
CTA	California Transit Agency	NVTA	Napa Valley Transportation Authority
CTC	California Transportation Commission	<b>O</b>	
CTP	Comprehensive Transportation Plan	OBAG	One Bay Area Grant
CTSA	Consolidated Transportation Services Agency	OTS	Office of Traffic Safety
<b>D</b>		<b>P</b>	
DBE	Disadvantaged Business Enterprise	PAC	Pedestrian Advisory Committee
DOT	Department of Transportation	PCA	Priority Conservation Area
<b>E</b>		PCC	Paratransit Coordinating Council
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	PCRP	Planning & Congestion Relief Program
EIR	Environmental Impact Report	PDS	Project Development Support
EIS	Environmental Impact Statement	PDA	Priority Development Area
EPA	Environmental Protection Agency	PDT	Project Delivery Team
EV	Electric Vehicle	PDWG	Project Delivery Working Group
<b>F</b>		PMP	Pavement Management Program
FAST	Fairfield and Suisun Transit	PMS	Pavement Management System
FAST Act	Fixing America's Surface Transportation Act	PNR	Park & Ride
FASTLANE	Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies		
FEIR	Final Environmental Impact Report		
FHWA	Federal Highway Administration		
FPI	Freeway Performance Initiative		

POP	Program of Projects	TAZ	Transportation Analysis Zone
PPM	Planning, Programming & Monitoring	TCI	Transportation Capital Improvement
PPP (P3)	Public Private Partnership	TCIF	Trade Corridor Improvement Fund
PS&E	Plans, Specifications & Estimate	TCM	Transportation Control Measure
PSR	Project Study Report	TCRP	Transportation Congestion Relief Program
PTA	Public Transportation Account	TDA	Transportation Development Act
PTAC	Partnership Technical Advisory Committee (MTC)	TDM	Transportation Demand Management
<b>R</b>		TE	Transportation Enhancement
RABA	Revenue Alignment Budget Authority	TEA	Transportation Enhancement Activity
RBWG	Regional Bicycle Working Group	TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
REPEG	Regional Environmental Public Education Group	TFCA	Transportation Funds for Clean Air
RFP	Request for Proposal	TIF	Transportation Investment Fund
RFQ	Request for Qualification	TIGER	Transportation Investment Generating Economic Recovery
RM 2	Regional Measure 2 (Bridge Toll)	TIP	Transportation Improvement Program
RORS	Routes of Regional Significance	TLC	Transportation for Livable Communities
RPC	Regional Pedestrian Committee	TMA	Transportation Management Association
RRP	Regional Rideshare Program	TMP	Transportation Management Plan
RTEP	Regional Transit Expansion Policy	TMS	Transportation Management System
RTIF	Regional Transportation Impact Fee	TMTAC	Transportation Management Technical Advisory Committee
RTP	Regional Transportation Plan	TOD	Transportation Operations Systems
RTIP	Regional Transportation Improvement Program	TOS	Traffic Operation System
RTMC	Regional Transit Marketing Committee	T-Plus	Transportation Planning and Land Use Solutions
RTPA	Regional Transportation Planning Agency	TRAC	Trails Advisory Committee
		TSM	Transportation System Management
<b>S</b>		<b>U, V, W, Y, &amp; Z</b>	
SACOG	Sacramento Area Council of Governments	UZA	Urbanized Area
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users	VHD	Vehicle Hours of Delay
SCS	Sustainable Community Strategy	VMT	Vehicle Miles Traveled
SCTA	Sonoma County Transportation Authority	VTA	Valley Transportation Authority (Santa Clara)
SFCTA	San Francisco County Transportation Authority	W2W	Welfare to Work
SGC	Strategic Growth Council	WCCCTAC	West Contra Costa County Transportation Advisory Committee
SJCOG	San Joaquin Council of Governments	WETA	Water Emergency Transportation Authority
SHOPP	State Highway Operations & Protection Program	YCTD	Yolo County Transit District
SMAQMD	Sacramento Metropolitan Air Quality Management District	YSAQMD	Yolo/Solano Air Quality Management District
SMCCAG	San Mateo City-County Association of Governments	<b>Z</b>	
SNCI	Solano Napa Commuter Information	ZEV	Zero Emission Vehicle
SoHip	Solano Highway Partnership		
SoTrans	Solano County Transit		
SOV	Single Occupant Vehicle		
SPOT	Solano Projects Online Tracking		
SP&R	State Planning & Research		
SR	State Route		
SR2S	Safe Routes to School		
SR2T	Safe Routes to Transit		
SRTP	Short Range Transit Plan		
SSPWD TAC	Solano Seniors & People with Disabilities Transportation Advisory Committee		
STAF	State Transit Assistance Fund		
STA	Solano Transportation Authority		
STBG	Federal Surface Transportation Block Grant Program		
STIA	Solano Transportation Improvement Authority		
STIP	State Transportation Improvement Program		
STP	Federal Surface Transportation Program		
<b>T</b>			
TAC	Technical Advisory Committee		
TAM	Transportation Authority of Marin		
TANF	Temporary Assistance for Needy Families		