



SOLANO TRANSPORTATION AUTHORITY

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

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PCC

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

1:00 – 3:00 p.m.

Thursday, November 17, 2016

**SolTrans Operations & Maintenance Facility Conference Room
1850 Broadway St.
Vallejo, CA 94590**

- | <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. Edith Thomas, Seniors & People with Disabilities TAC Representative | |
| 3. Ernest Rogers, CTSA-AC Representative | |
| (1:15 – 1:20 p.m.) | |
| 7. PRESENTATIONS | |
| A. Solano Mobility | Liz Niedziela, STA |
| B. SolTrans Service and Project Update | SolTrans Staff |
| (1:20 – 2:00 p.m.) | |

PCC MEMBERS

<u>Richard Burnett</u> MTC PAC Representative	<u>Vacant</u> Public Agency - Health & Social Services	<u>Lyall Abbott</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>Edith Thomas</u> Social Service Provider	<u>Cynthia Tankslev</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.

(2:00 – 2:05 p.m.)

A. Minutes of the Special PCC Meeting of October 7, 2016

Sheila Ernst, STA

Recommendation:

Approve Special PCC meeting minutes of October 7, 2016.

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9. ACTION ITEMS – DISCUSSION

A. PCC Membership Reassignment and Appointment

Liz Niedziela, STA

Recommendations:

1. Forward a recommendation to the STA Board to reassign Rachel Ford PCC representation from Social Service Provider to Public Agency – County Department of Health and Social Services.
2. Forward a recommendation to the STA Board to appoint Lisa Hooks to the PCC for a three year term as a Social Service Provider.

(2:05 – 2:10 p.m.)

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10. INFORMATIONAL ITEMS - DISCUSSION

A. 2017 PCC Draft Work Plan & Outreach Plan Discussion

Liz Niedziela, STA

(2:10 – 2:30 p.m.)

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11. FUTURE AGENDA ITEMS AND PCC COMMENTS

Group

1. Solano Mobility Outreach Update
2. Solano Intercity Taxi Scrip Phase II Update
3. Solano Intercity Taxi Scrip Phase Implementation – Non Ambulatory
4. Countywide ADA Eligibility Annual Report

(2:30 – 2:35 p.m.)

12. 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

(2:35 – 2:45 p.m.)

13. INFORMATIONAL ITEM – NO DISCUSSION

A. 2016 PCC Meeting and Location

Sheila Ernst, STA

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14. ADJOURNMENT

The next regular meeting of the PCC is *tentatively* scheduled to meet at 2:30 p.m., Thursday, January 19, 2017 at the Dixon Senior Center, located at 201 South 5th Street, Dixon, CA 95620.

Please note the later time.

For questions regarding this agenda:

Please contact Liz Niedziela at (707) 399-3217 or lniedziela@sta.ca.gov

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PCC
SOLANO PARATRANSIT COORDINATING COUNCIL
AGENDA
Draft Minutes for the Special Meeting of
October 7, 2016

1. CALL TO ORDER

Anne Payne called the meeting to order at 12:00 p.m. at the Solano Transportation Authority.

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

Lyall Abbott	Member-at-Large (<i>arrived to the meeting at 12:21 p.m.</i>)
Richard Burnett	MTC PAC Representative
Rachel Ford	Social Service Provider
Judy Nash	Public Agency – Education
Anne Payne	Vice-Chair, Social Service Provider
Ernest Rogers	Chair, Transit User (<i>arrived to the meeting at 12:21 p.m.</i>)
Cynthia Tanksley	Transit User
Edith Thomas	Social Service Provider
James Williams	Member-at-Large

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

Kenneth Grover	Transit User
Vacant	Public Agency – Health & Social Services

Also Present: *In Alphabetical Order by Last Name*

Ryan Dodge	STA
Sheila Ernst	STA
Debbie McQuilkin	STA
Liz Niedziela	STA

2. CONFIRM QUORUM

A quorum was confirmed.

3. INTRODUCTIONS

The group dispensed with self-introductions.

4. APPROVAL OF AGENDA

With a motion by Rachel Ford and a second by Edith Thomas, the PCC approved the October 7, 2016 agenda. (7 Ayes, 3 Absent)

5. OPPORTUNITY FOR PUBLIC COMMENT

None.

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

1. Richard Burnett, MTC/PAC Representative
2. Edith Thomas, Seniors & People with Disabilities TAC Representative
3. Ernest Rogers, CTSA-AC Representative

Richard Burnett provided an update to the committee members regarding various updates at the Metropolitan Transportation Commission (MTC). Mr. Burnett will send a link to Sheila Ernst regarding the lifeline transportation, investments and land use.

Edith Thomas stated that a Solano Seniors and People with Disabilities Transportation Advisory Committee met on September 15th to discuss OBAG 2 priorities. She stated that the priority projects were to continue funding the mobility call center and mobility management contracts and a vehicle rideshare program.

Ernest Rogers was not present to provide a CTSA-AC update.

7. CONSENT CALENDAR

A. Minutes of the Special PCC Meeting of June 30, 2016.

Recommendation:

Approve Special PCC minutes of July 21, 2016.

With a motion by Rachel Ford and a second by James Williams, the PCC approved the July 21, 2016 minutes. (7 Ayes, 3 Absent)

Recommendation:

Approve Special PCC minutes of September 15, 2016.

With a motion by Edith Thomas and a second by Judy Nash, the PCC approved the September 15, 2016 minutes. (7 Ayes, 2 Absent, 1 Abstention: Richard Burnett)

Ernest Rogers and Lyall Abbott arrived to the meeting. (Vote counts will change)

8. ACTION ITEM

A. Fiscal Year (FY) 2016-17 Transportation Development Act (TDA) Claims for the City of Fairfield/Suisun City

Liz Niedziela provided an overview of the Fiscal Year (FY) 2016-17 TDA claims for the City of Fairfield and the City of Suisun City. She explained that TDA funding is used for public transit services, transportation for seniors and people with disabilities, regional transportation planning, and bicycle and pedestrian programs. Ms. Niedziela outlined the TDA claims being brought forward for recommendation for approval and reviewed the TDA matrix for FY 2016-17 which will be submitted to the STA Board for approval on September 14, 2016.

Richard Burnett asked for clarification on intercity bus replacement and upgrades.

Liz Niedziela will provide that information via email.

Recommendation:

Forward a recommendation to MTC to approve the City of Fairfield/Suisun City's FY 2016-17 TDA Claim for \$6,510,722 for transit operations and capital needs.

With a motion by Edith Thomas and a second by James Williams, the PCC approved the recommendation. (9 Ayes, 1 Absent)

B. One Bay Area Grant (OBAG) Round 2 Discussion

Liz Niedziela provided an update on the One Bay Area Grant (OBAG) Round 2 funding. She explained that at the May 2016 meeting, the PCC Chairperson appointed Lyall Abbott, Rachel Ford, and Ernest Rogers to represent the PCC at the OBAG 2 workshop.

The PCC confirmed that Rachel Ford will be representing the PCC at the OBAG 2 workshop as Ernest Rogers and Lyall Abbott are unable to attend.

The PCC took a silent vote on the priority projects that were proposed and selected by the CTSA-AC and selected the following projects in the order as follows:

(1) Solano Mobility Call Center, (2) Vehicle Rideshare program, (3) Travel Training, with honorable mention to (4) Accessible Vallejo bus stops, (5) West Texas Gateway project.

Recommendation:

Identify and recommend priority projects for One Bay Area Grant (OBAG) 2 funding.

With a motion by Anne Payne and a second by Lyall Abbott, the PCC approved the recommendation. (9 Ayes, 1 Absent)

9. INFORMATIONAL ITEMS – NO DISCUSSION

A. 2016 PCC Meetings and Locations

10. ADJOURNMENT

The meeting adjourned at 12:50 p.m. The next meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, November 17, 2017 at the SolTrans Operations & Maintenance Facility Conference Room located at 1850 Broadway Street, Vallejo, CA 94590.**

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PCC

DATE: November 8, 2016
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager
RE: PCC Membership Reassignment and Appointment

Background:

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

- 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; 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.

Discussion:

Curtis Cole's PCC term expired September 2016 and he was not interested in seeking reappointment. This created a vacancy for public agency – County Department of Health and Social Services representation on the PCC (Attachment A). STA received an interest form from Lisa Hooks Staff Services Manager II, Regional Manager for State Council on Developmental Disabilities located in Vallejo (Attachment B). Lisa has attended PCC meetings and is interested in becoming a PCC member. However, the only opening the PCC has is for Public Agency – County Department of Health and Social Services.

Rachel Ford was appointed to the PCC as a Social Service Provider but she is employed by Solano County Department of Health and Social Services. STA staff is presenting the option to reassign Rachel Ford's PCC representation from Social Service Provider to Public Agency – County Department of Health and Social Services. This reassignment will provide an opening for Social Service Provider, allowing Lisa Hooks' application to be considered by the PCC.

Recommendations:

1. Forward a recommendation to the STA Board to reassign Rachel Ford PCC representation from Social Service Provider to Public Agency – County Department of Health and Social Services.
2. Forward a recommendation to the STA Board to appoint Lisa Hooks to the PCC for a three year term as a Social Service Provider.

Attachments:

- A. PCC Membership Status (November 2016)
- B. PCC Interest Form from Lisa Hooks

Solano County
Paratransit Coordinating Council
Membership Status
November 2016

Member	Jurisdiction	Agency	Appointed	Term Expires	Chair/Vice-Chair Appointment
James Williams	Member at Large		December 2012	December 2018	
Lyll Abbott	Member at Large		July 2014	July 2017	
Richard Burnett	MTC PAC Representative		December 2012	December 2018	
Judy Nash	Public Agency - Education	Solano Community College	April 2016	April 2019	
Vacant	Public Agency – Health and Social Services				
Edith Thomas	Social Service Provider	Connections 4 Life	February 2015	February 2018	
Anne Payne	Social Service Provider	Senior Living Facility	June 2013	September 2019	January 2016
Rachel Ford	Social Service Provider	Wellness/ Recovery Unit	February 2016	February 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	



Paratransit Coordinating Council interest

CONTACT INFORMATION

Name: Lisa Hooks
 Street address: 2316 Georgia St. #201
 City, state, zip: Vallejo CA
 Home phone: (707) 980-4115 office
 Work phone: (707) 980-3990 cell
 Email address: lisa.hooks@scta.ca.gov

I WOULD LIKE TO FILL THE FOLLOWING POSITION

Transit user (3) Member-at-large (2) Public agency (2) Social service provider (4)

LETTER OF INTEREST TO SERVE ON THE STA'S PARATRANSIT COORDINATING COUNCIL

Summarize the reason you would like to participate in the STA's Paratransit Coordinating Council. Include what experience (paid or volunteer) qualifies you: see attached page

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed): Lisa Hooks
 Signature: [Signature]
 Date: 10/17/2010

What is the Paratransit Coordinating Council (PCC)

The PCC provides input and guidance on the development and implementation of transportation programs to serve seniors, people with disabilities and low income residents.

The members of the PCC are volunteers from the local community and local social service agencies.

The PCC also makes funding recommendations to the Solano Transportation Authority (STA) and the Metropolitan Transportation Commission (MTC).

Some specific functions may include:

- Advising policy-makers about the allocation of resources, services, and funding necessary to meet demand for paratransit services.
- Reviewing applications for paratransit funding and making recommendations on funding guidelines and amounts.
- Participating in the development of plans to increase and improve paratransit and other mobility services and programs for seniors, people with disabilities and low income residents.
- Educating the community, people with disabilities and seniors, Solano County transit agencies, the STA, and PCC members about paratransit needs, fixed route accessibility, and other mobility services and needs of seniors, people with disabilities and low income individuals.

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I want to participate in the STA's PCC in order to provide support and assistance aimed at improving the lives of individuals and a community. I would like to become a part of PCC because of its goal and focus on evaluating the needs of people with I/DD, and on creating plans and putting the plans into action in order to create resources to overcome the needs. I have over 20 years of paid work experience in assisting individuals and families of the I/DD community with gaining access to community resources, I work well with a diverse group of people, and I have excellent customer service skills.

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PCC

DATE: November 8, 2016
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager
RE: 2017 PCC Draft Work Plan and Outreach Plan Discussion

Background:

The Paratransit Coordinating Council (PCC) approved the 2016 PCC Work Plan at the March 2016 PCC meeting. The PCC has a focus on developing expertise and understanding of the range of transportation services for Solano seniors, people with disabilities, low income, and transit dependent passengers; as well as, outreach activities, and making funding recommendations to the STA Board of Directors and Metropolitan Transportation Commission (MTC). The PCC Work Plan is the mechanism in which this may be achieved. The PCC Work Plan is approved by the STA Board.

The PCC also approved the 2017 PCC Outreach Plan at the March 2016 meeting. The Outreach Plan's purpose is to increase the awareness of the Paratransit Coordinating Council, its information and advisory functions on transportation issues concerning Solano seniors, people with disabilities, the economically disadvantaged, transit dependent riders, as well as to encourage participation in the PCC as committee members and by the public in general.

Discussion:

In preparation for 2017, STA staff is presenting the 2017 PCC Draft Work Plan and the 2017 Draft Outreach Plan for discussion. STA would like to take this opportunity to have Committee members discuss, make comments, and give direction to STA staff on the development of a 2017 Work Plan and Outreach Plan.

Recommendation:

Informational.

Attachments:

- A. 2017 PCC Draft Work Plan
- B. 2017 PCC Draft Outreach Plan
- C. 2017 PCC Draft Meeting Locations

PCC

2017 PCC Work Plan

#	Activity	Tasks	2017 Timeline
1	Administrative	Elect PCC Officers	November 2017
2	Outreach	Develop a strategy to increase/maintain PCC Membership. (i.e., press releases, letters of outreach, etc.)	January – December Until vacancies are filled.
3	Outreach	Improve the identity of the PCC through marketing strategies.	January – December
4	Outreach	Outreach to Solano Community College.	January - December
5	Outreach	Outreach to senior centers, people with disabilities groups, low income and transit dependents, and Mental Health/Public Health	January – December
6	Outreach	Develop stronger PCC presence on the STA Website.	January – December
7	Projects	Participate in studies and programs that impact transportation for seniors, people with disabilities, low income, and transit dependents. (Mobility Management Programs)	January – December
8	Projects	Develop expertise and understanding of the range of transportation services for Solano for seniors, people with disabilities, low income, and transit dependents.	January – December
9	Projects	Improve understanding of Americans with Disabilities Act (ADA) and how it relates to ADA Paratransit and transit services.	January – December
10	Projects	Coordinate with Solano County Transit Operators to provide opportunities for in person outreach for transit services and policy changes	January-December
11	Funding	Establish FTA Section 5310 application scoring subcommittee.	TBD
12	Funding	Review and score FTA Section 5310 applications.	TBD
13	Funding	Review TDA Article 4/8 Claims for Cities STA and SolTrans	January – December

2017 DRAFT Solano Paratransit
Coordinating Council 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.
 - To encourage participation in the PCC as committee members and by the public in general.
1. Update and print the Paratransit Coordinating Council Brochure as needed.
 2. Distribute Paratransit Coordinating Council Brochures
 - a. Make brochures available to all Paratransit providers for distribution on their vehicles
 - b. Continue to distribute brochures at two or more locations in each city in Solano County
 3. Outreach Program targeting senior centers and groups
 - a. Hold a PCC meeting at a different location throughout the year
 - b. Publicize meetings
 1. Distribute agenda to Board Clerk at all Cities/County
 2. Flyers on Paratransit vehicles in the city the meeting will be held
 3. Senior Centers of the city where the meeting will be held
 4. Post on STA website
 5. Post in Newspaper
 6. Post on Social Media Platforms
 - c. Improve PCC presence on the internet by linking improved STA website pages to senior and people with disabilities interest groups via weblinks.
 - d. Location of Meetings (depending on availability)
 1. Dixon Senior Center (Dixon Redit-Ride)
 2. Ulatis Community Center (Vacaville City Coach Special Services)
 3. Benicia City Hall (SolTrans)
 4. Suisun City KROC Center (DART)
 5. Solano Community College (DART)
 6. SolTrans Operations & Maintenance Facility (SolTrans)

PCC

Draft 2017 PCC Meetings and Locations

Dixon Senior Center (tentative)

Thursday, January 19, 2017

2:30 – 4:30 p.m.

201 South 5th Street

Dixon, CA 95620

Vacaville Ulatis Community Center, Room D (tentative)

Thursday, March 16, 2017

1:00 – 3:00 p.m.

1000 Ulatis Dr.

Vacaville, CA 95687

City of Benicia, Commission Room (tentative)

Thursday, May 17, 2017

1:00 – 3:00 p.m.

250 East L St.

Benicia, CA 94510

KROC Center, Banquet Room (tentative)

Thursday, July 20, 2017

1:00 – 3:00 p.m.

586 E Wigeon Way

Suisun City, CA 94585

Solano Community College, Faculty Room (tentative)

Thursday, September 21, 2017

1:00 – 3:00 p.m.

4000 Suisun Valley Rd.

Fairfield, CA 95434

SolTrans Operations & Maintenance Facility, Conference Room (tentative)

Thursday, November 16, 2017

2:30 – 4:30 p.m.

1850 Broadway St.

Vallejo, CA 94590

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

PCC

DATE: October 27, 2016
TO: Paratransit Coordinating Council (PCC)
FROM: Sheila Ernst, Administrative Assistant II
RE: 2016 PCC Meeting and Location

SolTrans Operations & Maintenance Facility, Conference Room

Thursday, November 17, 2016

1:00 – 3:00 p.m.

1850 Broadway St.

Vallejo, CA 94590

Recommendation:

Informational.