



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

PCC

SOLANO
PARATRANSIT COORDINATING COUNCIL (PCC)
AGENDA

Friday, January 16, 2009
12:00– 2:00 p.m.

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

****Please Note New Location****

**Fairfield Community Center, Vista Room
1000 Kentucky Street
Fairfield, CA 94533**

STAFF PERSON

George Bartolome, Chair

- ITEM**
- I. CALL TO ORDER**
 - II. PCC MEMBER PHOTO**
(12:10 – 12:15 p.m.)
 - III. APPROVAL OF AGENDA**
(12:15 – 12:20 p.m.)
 - IV. OPPORTUNITY FOR PUBLIC COMMENT**
(12:20 – 12:25 p.m.)
 - V. COMMENTS FROM STAFF**
(12:25 – 12:30 p.m.)
 - VI. PRESENTATIONS**
 - A. County of Solano Adult Mental Health Services– Kim Barkus
 - B. Fairfield Senior Volunteer Driver Programs –Jim Johnson
 - C. Faith in Action – Father Robert Fuentes
 - VII. CONSENT CALENDAR**
(12:55 – 1:00 p.m.)
 - A. **Minutes from PCC Meetings**
Recommendation
Approve minutes of the November 21, 2008 meeting.
Pg. 1

Liz Niedziela

PCC MEMBERS

George Bartolome-Chair
Social Service Provider

Richard Burnett-Vice Chair
EDAC Representative

Kim Barkus
Public Agency – Health &
Human Services

Catarina Evanson
Public Agency –
Education

Tom Morgan
Transit User

Jim Simon
Member at Large

Shirley Stacy
Transit User

Jamie Johnson
Social Service Provider

James Williams
Member at Large

Cathy Cooper
Transit User

- B. PCC 2009 Draft Work Plan** Liz Niedziela
Recommendation
 Recommend that the Solano Transportation Authority Board approve the Paratransit Coordination Council 2009 Work Plan
Pg. 11
- C. PCC 2009 Draft Outreach Plan** Liz Niedziela
Recommendation
 Recommend that the Paratransit Coordinating Council approve the elements of the PCC 2009 Outreach Plan
Pg. 13

VIII. ACTION ITEMS

- A. PCC 2009 Election for Vice Chair** Liz Niedziela
Recommendation
 Elect a PCC Vice Chair for 2009
 (1:00-1:05p.m.)
Pg. 17
- B. FY 2008-09 TDA Claims – City of Benicia** Liz Niedziela
Recommendation
 Review and forward a recommendation to MTC to approve the City of Benicia FY2008-09 TDA Claim.
 (1:05 -1:10 p.m.)
Pg. 19

IX. INFORMATION ITEMS

- A. 2008 Work Plan Accomplishments** Liz Niedziela
Informational
 (1:10 -1:15 p.m.)
Pg. 21
- B. PCC Membership Update** Liz Niedziela
Informational
 (1:15 -1:20 p.m.)
Pg. 23
- C. Unmet Transit Needs Public Hearing for FY 2009-10** Liz Niedziela
Informational
 (1:20 -1:25 p.m.)
Pg. 27
- D. Paratransit Performance and Cost Summary** Liz Niedziela
Informational
 (1:25 -1:30 p.m.)
Pg.33

E. Solano Paratransit Review and Service Delivery Alternatives Study Liz Niedziela
Informational
(1:30 -1:35 p.m.)
Pg. 37

F. The Brown Act Liz Niedziela
Informational
(1:35 -1:40 p.m.)
Pg. 39

G. Transit Operator Updates

- Benicia Breeze
- Dixon Read-Ride
- Fairfield and Suisun Transit
- Rio Vista Delta Breeze
- Vacaville City Coach
- Vallejo Transit

(1:40-1:55 p.m.)

X. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS
Discussion
(1:55-2:00 p.m.)

XI. ADJOURNMENT
The next regular meeting of the PCC is scheduled in **Fairfield at Solano Community College, 12:00 NOON**, Friday, March 20, 2009

For questions regarding this agenda:
Please contact Liz Niedziela at (707) 424-6075 or eniedziela@sta-snci.com

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Suisun City, California 94585

Area Code 707
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Agenda Item VII.A
January 16, 2009

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL AGENDA

Minutes for the meeting of November 21, 2008

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

I.

CALL TO ORDER

PCC Vice-Chair, Richard Burnett, called the meeting to order at 12:15 pm at Suisun City Hall in Suisun City. Self-introductions were made.

Voting Members Present:

- | | |
|------------------|---|
| Richard Burnett | Vice-Chair, EDAC Representative |
| Kim Barkus | Public Agency – Health & Human Svcs |
| Catarina Evanson | Solano Community College Representative |
| Tom Morgan | Transit User |
| Jim Simon | Member-at-Large |
| Shirley Stacy | Transit User |
| James Williams | Member-at-Large |

Voting Members Not Present:

- | | |
|------------------|--------------------------------|
| George Bartolome | Chair, Social Service Provider |
| Cathy Cooper | Transit User |

Also Present:

- | | |
|--------------------|--|
| Nancy Abruzzo | STA |
| Gary Chandler | MV Transportation (Fairfield and Suisun Transit) |
| Dawn Ferneau | Independent Living Resource Center |
| George Fink | Fairfield and Suisun Transit |
| Fr. Robert Fuentes | Faith in Action |
| Jamie Johnson | Solano Diversified Services |
| Robert Macaulay | STA |
| Judy Nash | Solano Community College |
| Liz Niedziela | STA |
| Bob Stalker | Legal Services |
| Karen Stuckey | Independent Living Resource Center |

II. APPROVAL OF November 21, 2008 AGENDA

Due to time constraints, the Information Item A. Comprehensive Transportation Plan Update was asked to be presented right after Comments from Staff. On a motion by Jim Williams and a second by Catarina Evanson, the PCC unanimously approved the November 21, 2008 agenda with the adjustment.

III. OPPORTUNITY FOR PUBLIC COMMENT

No comments from the public.

IV. COMMENTS FROM STAFF

No comments from staff.

V. PRESENTATIONS

A. Solano Diversified Services by Jamie Johnson

Please see Attachment A (Solano Diversified Services)

B. Senior Outreach by George Fink

George Fink gave an update of FAST's Ambassador Program/Outreach Program. Presentations have been done to Fairfield Senior Center Board with approximately 20 people attending, Suisun City Senior Center with 12 attendees, Mom's Club with approximately 25 attendees. There appeared to be a good interest but so far no one has followed up with a call. They plan to continue with the presentation efforts and distributing information on how to use the transit system and what services are available. Ambassadors are needed as volunteers to help with this outreach process. FAST has had a difficult time to getting volunteer ambassadors. Father Fuentes made a suggestion of how to get volunteers. He mentioned that volunteers needed to get some sort of "award" for their donated time so the volunteer feels that he/she is getting something out of it. Father Fuentes offered to assist FAST in their efforts.

VI. ACTION ITEMS

A. Minutes of the PCC Meeting of September 19, 2008

The September 19 minutes were reviewed and a correction was requested. Shirley Stacy stated that they should be modified as follows:

“Shirley also asked if ~~dispatch~~ the scheduler is suppose to be picking up messages left by passengers to schedule trips from the night before, first thing in the morning?”

On a motion by Jim Williams and seconded by Richard Burnett, the PCC approved the minutes for the September 19, 2008 meeting as noted with the changes above with Jim Simon abstaining.

B. PCC Membership Update

On a motion by Jim Williams and seconded by Jim Simon, the PCC unanimously approved to recommend that the Solano Transportation Authority Board appoint Jamie Johnson to the Paratransit Coordinating Council.

As the Executive Director of Solano’s Independent Living Center (ILC), Susan Rotchy held a PCC position as a Social Service provider. Since she is no longer employed with the ILC, Susan Rotchy will no longer be filling this position.

C. PCC 2009 Elections

For the Chairperson position, Jim Simon nominated Jim Williams. Four (4) PCC members voted for George Bartolome and three (3) PCC members voted for Jim Williams. George Bartolome was voted in as the PCC Chairperson for 2009. The election for Vice-Chair was unanimously voted to be postponed until January 2009.

VII. INFORMATION ITEMS

A. Comprehensive Transportation Plan Update Paratransit Issues and Opportunities

Robert Macaulay presented the Comprehensive Transportation Plan (CTP) Update. The CTP consists of three main elements: Alternative Modes; Arterials, Highways and Freeways; and Transit. The Transit element deals with intercity services (bus, train, and ferry), carpool, and vanpool services, and paratransit issues. The STA intends to update the Solano County Senior and Disabled Transportation Plan as part of the CTP. Robert continued a discussion to collect the PCC’s input on identifying the obstacles to providing paratransit services in Solano County and the opportunities that offer themselves at this time to improve those services. A handout was provided that discussed the Capital Assets of Paratransit and the Operations of Paratransit. Some of the challenges facing paratransit are cost and funding. Robert asked for comments concerning the goals and challenges in paratransit; the comments could be provided at a later date to Liz but he would like to discuss them now. He was seeking input on goals that may be obtained in five years. He also thanked the Transit Consortium for their input on the Comprehensive Transportation Plan.

Tom Morgan expressed concern with same day reservations not being available on Vallejo Runabout. Vallejo was not present to address the issue. According to George Fink, DART/Solano Paratransit accepts same day reservations if capacity allows. Same day reservations are not required. Robert mentioned that new technology was suggested as a future goal for paratransit to assist in facilitating scheduling and Fairfield is an example now of using new technology with their scheduling software and GPS system.

Kim Barkus experienced difficulties of setting up a reservation for one of her clients because it was more than 7 days in advance. Also when she called the next Monday, she was only able to book a one-way trip. The second leg of the trip was denied due to capacity.

Jim Williams expressed concerns with the budget issues. Robert summed it up by stating there are always more demands than available funding. Jim mentioned that he felt funding is important for streets and roads. He further stated that the regional PCC workshops are important in sharing paratransit issues and finding possible solution.

B. Unmet Transit Needs, Public Hearing for FY 2009-10

Liz Niedziela presented the Unmet Transit Needs Hearing update. This year's Unmet Transit Needs Hearing was scheduled to be held on Monday, December 15, 2008 from approximately 6:00 pm – 8:00 pm at the Solano County Administration Center (SCAC) in the Board of Supervisors Chambers. STA staff will work with MTC and local transit operators to outreach to the public. The issues raised at the hearing and through written comments will be reviewed and compiled by MTC. The comments that are identified as reasonable unmet needs will be forwarded by MTC to STA. Based on comments raised at the hearing and written comments received, MTC staff selects pertinent comments for Solano County's local jurisdictions that will be addressed. The STA coordinates with the transit operators who must prepare responses specific to their operation.

C. Taxi Scrip Program Overview

Liz Niedziela presented the Taxi Scrip Program Overview. As a transportation alternative, each transit agency in Solano County provides a Taxi Scrip Program. Taxi Scrip provides alternative, reliable and affordable transportation to Solano County residents who are seniors and/or disabled. Each city in Solano County has a taxi scrip program; however, each program does vary. A handout was provided that showed the similarities and the differences between agencies.

D. Basic Definition of ADA Denial

Liz Niedziela presented the Basic Definition of ADA Denial. The ADA regulations allow the operator to negotiate pickup times with ADA eligible persons within a one-hour +/-window (between one hour before requested time and one hour after the

requested time). If the operator cannot schedule a ride that is no more than one hour before or after the desired departing time, the trip must be tracked as a denial. Even if a rider accepts an offer of a trip that is outside the one-hour window, the trip must be tracked as a denial due to the operator's inability to meet the ADA service criteria. Similarly, if only one leg of a round trip can be reserved, and the rider declines the trip, it should be tracked as two denials. If the rider refuses an alternate time that is within the one-hour window, it is not a denial for the purposes of ADA compliance.

E. PCC 2009 Draft Work Plan

Liz Niedziela presented the PCC 2009 Draft Work Plan for review and discussion. The 2009 Work Plan continues to focus on outreach activities. The purposes of these outreach activities are to promote awareness of the PCC and its advisory function and to encourage persons with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system. There were no additional items or changes suggested to the 2009 PCC Draft Work Plan. Jim Williams commented that the 5310 application review committee is a great program and encouraged PCC committee members to participate.

F. PCC 2009 Draft Outreach Plan

Liz Niedziela presented the PCC 2009 Draft Outreach Plan for review and discussion. Outreach activities are a key element of the 2009 Work Plan. The purpose of outreach is to promote awareness of the PCC and its information and advisory function and to encourage persons with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system. A suggestion was made to add Rio Vista as a meeting location. The discussions that followed concluded that it was difficult for several committee members to travel such a long distance and it would be more practical for a representative from Rio Vista to attend the meetings to discuss Rio Vista's transit issues for the seniors and disabled.

G. Transit/Paratransit Monthly Reports

Benicia Breeze:	Staff was not present.
Dixon REDI-Ride	Staff was not present.
Rio Vista Delta Breeze:	Staff was not present.
Fairfield and Suisun Transit:	George Fink presented a review of Solano Paratransit and DART statistics.
Vacaville City Coach:	Staff was not present.
Vallejo RunAbout:	Staff was not present.

VIII. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Father Fuentes presentation on Faith in Action
The Brown Act
Complimentary bus passes for traveling to PCC meeting

Shirley Stacy – Presented her difficulties in getting a reservation outside the 7 day reservation period. She suggested the exception to the rule is sometimes necessary.

IX. ADJOURNMENT

The meeting adjourned at 2:10 pm. The next regular meeting of the PCC is scheduled at 12:00 on Friday, January 16, 2009 in Fairfield at the Fairfield Community Center.

Attachments:

- A. Solano Diversified Services

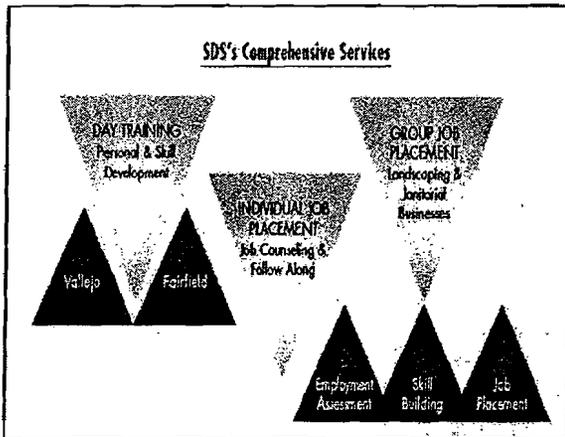


Solano Diversified Services

Diversified Training and Employment Services For People With Disabilities Since 1981

Solano Diversified Services

- **Background Information:**
 - SDS is a non-profit corporation located in Vallejo, California founded in 1981
 - SDS is dedicated to providing training and employment services in a variety of integrated, community settings to adults with disabilities in Solano County.
 - SDS is certified by the California State Department of Rehabilitation
 - SDS is accredited by the Rehabilitation Accreditation Commission
 - SDS is a prime vendor of the North Bay Regional Center and Department of Rehabilitation.

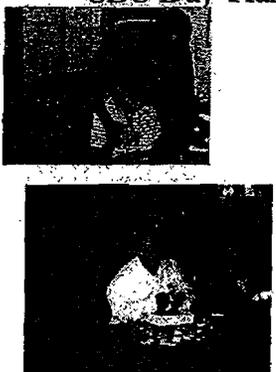


SDS Transportation

- SDS provides door to door transportation for those in the day training programs and are unable to use public transportation and for SDS' work crews.



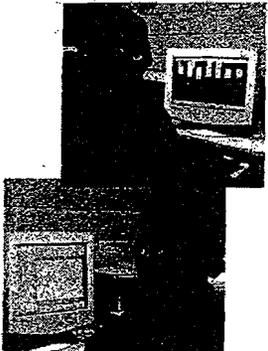
SDS Day Training Program



- A dynamic day program supporting the development of functional life skills for individuals with disabilities.
- There are Two day programs, one is located in Vallejo and the other in Fairfield
- We provide life and job training for approximately 75 participants

SDS Day Training Program

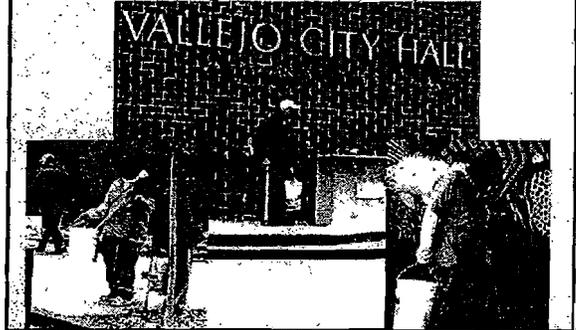
- Offers alternative and innovative strategies ensuring each participant receives both individual and group attention in environments supporting positive learning and personal growth.
- Offers computer courses and job placements in the community.



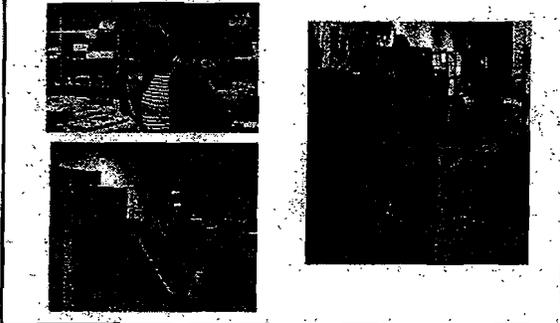
**SDS Day Training Program
Working at Valcore Recycling**



**SDS Day Training Program
Working at Vallejo City Hall**



**SDS Day Training Program
Working at the IRS Offices**



**SDS Day Training Program
Working at the Lennar Mare Island**



SDS Employment Program



- **Individual Placement**
 - Help an individual get a job on their own
 - Provide job development services which includes:

"Job carving", resume writing, fill out applications, practice interviews, shop for work clothes, etc.

**SDS Employment Program
Individual Placement**

- After a person is placed in a job, SDS provides intensive on the job training. Follow along support is given once the person has demonstrated a good understanding of the job.



**SDS Employment Program
Working at
Travis AFB Switchboard**



- The mission of the Switchboard is to provide telephone service, including base information queries, military base locator, dialing assistance for overseas calling, and morale calls, and paging to all the organizations on Travis AFB.

**SDS Employment Program
Group Placement**



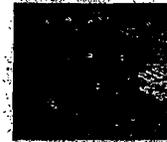
- **SDS Janitorial** - Currently operates 3 crews. The crews work at commercial and government sites in Vallejo, Fairfield, and San Pablo.

**SDS Employment Program
Group Placement**

- **SDS Landscaping and Maintenance** - A full-service landscaping maintenance company for residential and commercial sites. Operates 2 full-time mobile crews and employs 10 workers w/ disabilities.



**SDS Employment Program
Group Placement**



- **Clorox** - SDS has a work enclave of 2 work crews providing services for the Emptyware department of Clorox. SDS also provides landscape and floor care services to Clorox. Our crews have received kudos for their outstanding performance in productivity and safety.

**SDS Employment Program
Group Placement**

- **Meyer Corporation** - SDS has a crew of 4 workers providing services for the Price Ticketing department at Meyer Corporation Fairfield. Our crews have made a positive impact by providing an outstanding work ethic and "can do" attitudes.

**SDS Employment Program
Group Placement**

- **Caltrans** - SDS has a 3 work crews providing litter abatement services for Caltrans. The areas of responsibility include: Solano, Napa, Sonoma, and Marin counties. Our work crews have been highly productive and maintain a high standard of safety.



Employers we serve:

- Lucky's Vacaville
- Applebee's Vallejo
- Merrill Gardens Vallejo
- Food 4 Less Vallejo
- Target Vallejo & Vacaville
- Valcore Recycling Vallejo
- Raley's Fairfield
- VF Outlet Vacaville
- Department of Fish and Game, Fairfield
- Animal Shelter Fairfield
- City of Vallejo
- Costco Vallejo
- US Army Reserve Center Mare Island San Pablo
- Best Western Cordelia
- Washington Square Yountville
- Sereno Village
- Department of Child Support Services, Fairfield
- Fairfield Transportation Center

Solano Diversified Services

- A few of our accomplishments the past few years:
 - Clorox Production Workcrew transitioned from PACE to SDS
 - SDS Switchboard Operators were awarded the NISH William D. Usdane Award for West Region in 2004 and 2005
 - SDS CEO Louis Chiofalo was awarded the NISH Management Excellence Award for West Region in 2005
 - 3 year Re-accréditation from CARP
 - SDS hired a person w/a developmental disability to be a full-time staff person
 - Caltrans Litter Abatement contract started in 2006 until 2010
 - Z Meyer Corporation production crews began work in 2007



PCC

Date: January 9, 2009
 To: Solano Paratransit Coordinating Council
 From: Liz Niedziela, Transit Program Manager/Analyst
 Re: PCC 2009 Work Plan

Background/Discussion:

In preparation for 2009, the STA staff had developed a draft Work Plan and presented it to the Paratransit Coordinating Council (PCC) in November 2008 for review. The 2009 Work Plan continues to focus on developing expertise and understanding of the range of transportation services for Solano seniors and disabled and outreach activities. Presentations of different transportation services will continue in 2009 PCC meetings. The purposes of these outreach activities are to promote awareness of the PCC and its advisory function and to encourage persons with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system.

The following is the draft PCC Work Plan for 2009. The PCC may wish to add items to the Work Plan throughout the year, as they deem necessary. After approval by the PCC, the Work Plan will be presented to the STA Board for action.

Activity	Tasks	2009 Timeline
Administrative	Elect PCC Officers	November 2009
Outreach	Develop a strategy to increase/maintain PCC Membership. (i.e., press releases, letters of outreach, etc.).	January – December Until vacancies are filled.
	Improve the identity of the PCC through marketing strategies.	January – December
	Outreach to Solano Community College.	January – December
	Outreach to senior centers and disabled groups.	January – December
	Update/Maintain the PCC/STA Website.	January – December
Projects	Participate in studies that impact transportation for seniors and the disabled.	January – December
	Develop expertise and understanding of the range of transportation services for Solano seniors and disabled.	January – December
Funding	Establish FTA Section 5310 application review committee.	TBA
	Review FTA Section 5310 applications.	TBA
	Review TDA Article 4/8 Claims for Cities and County of Solano.	January – December
	Monitor the MTC Unmet Transit Needs Process.	January - December

Recommendation:

Recommend to the STA Board to approve the 2009 PCC Work Plan.

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PCC

DATE: January 5, 2009
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC 2009 Outreach Plan

Background/Discussion:

In preparation for 2009, the STA staff developed a Paratransit Coordinating Council (PCC) 2009 Outreach Plan for review and approval by the PCC. At the last PCC meeting in November 2008, a draft PCC 2009 Outreach Plan was presented and reviewed by the PCC.

One of the key elements of the 2009 Draft Work Plan is to focus on outreach activities. The purposes of these outreach activities are to promote awareness of the PCC and its information and advisory function and to encourage persons with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system.

At the last PCC meeting, it was suggested to continue with the alternating PCC meeting locations in an effort to outreach further to senior centers and disabled groups throughout the County. In addition, notice of the PCC meetings will continue to be distributed. Finally, the updated PCC brochure will continue to be distributed. Included in the brochure is an application for PCC membership. For more details, please see attached draft 2009 PCC Outreach Plan.

Recommendations:

Approve the PCC 2009 Outreach Plan

Attachment:

- A. Draft Solano Paratransit Coordinating Council 2009 Outreach Plan

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**Solano Paratransit Coordinating Council
Draft 2009 Outreach Plan**

Purpose:

- To increase the awareness of the Paratransit Coordinating Council and its information and advisory functions on transportation issues concerning Solano seniors and the disabled.
 - 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. Paratransit Vehicles
 - i. Make brochures available to all Solano Paratransit providers for distribution on their vehicles
 - b. Distribute brochures at two or more locations in each city in Solano County
 - i. Vallejo
 1. Florence Senior Center
 2. Solano Employment Connection (display rack)
 3. JFK Library
 - ii. Fairfield
 1. Independent Living Center (display rack)
 2. Fairfield Senior Center
 3. Solano Community College (display rack)
 4. Westfield Mall
 5. City Hall
 - iii. Suisun City
 1. Nelson Community Center (display rack)
 2. Suisun City Hall (display rack)
 - iv. Vacaville
 1. Vacaville Library – Ulatis Community Center (display rack)
 2. Vacaville Senior Center (display rack)
 3. City Hall
 - v. Rio Vista
 1. Rio Vista City Hall (display rack)
 2. The Family Resource Center (display rack)
 3. Rio Vista Senior Center
 - vi. Benicia
 1. Benicia Library (display rack)
 2. Benicia Senior Center
 3. City Hall
 - vii. Dixon
 1. Dixon Chamber of Commerce (display rack)

2. Dixon Senior Center (display rack)
3. City Hall
3. Outreach Program targeting senior centers and disabled groups
 - a. Hold a PCC meeting at a different location for the remaining of 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 the meeting will be held
 4. Post on STA website
 - c. Location of Meetings (depending on availability)
 1. Fairfield Community Center (DART/Solano Paratransit)
 2. Solano Community College (Fairfield) - March 20, 2009
 3. Vallejo Joseph Room at JFK Library (Vallejo Runabout) - May 15, 2009
 4. Ulatis Community Center (Vacaville City Coach Special Services & Solano Paratransit)- July 17, 2009
 5. Benicia City Hall (Benicia Breeze) - September 18, 2009
 6. Suisun City Hall (DART/Solano Paratransit) - November 20, 2009

PCC

DATE: December 30, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC 2009 Election for Vice-Chair

Background:

As stated in Article VI of the Paratransit Coordination Council's (PCC) By-laws, the council must annually nominate and elect a Chair and a 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.

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.

George Bartolome is PCC Chairperson and Richard Burnett is the PCC Vice-Chairperson for 2008. They have both served one year and are eligible to serve one more. The elections are still necessary as stated in the Bylaws on an annual basis. Members have the opportunity for nominate themselves or each other. Both George Bartolome and Richard Burnett expressed interest in serving for the remaining year left in their term.

For the Chairperson position, Jim Simon nominated Jim Williams. Four (4) PCC members voted for George Bartolome and three (3) PCC members voted for Jim Williams. George Bartolome was voted in as the PCC Chairperson for 2009.

The Vice-Chair election was voted to be postponed until January 2009. Members have the opportunity to elect the 2008 Vice-Chair to another year in this position, nominate themselves or another member.

Recommendation:

Elect a PCC Vice Chair for 2009.

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PCC

DATE: January 8, 2009
TO: STA Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Benicia FY2008-09 TDA Claim

This report will be provided under separate cover.

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PCC

Date: January 7, 2009
 To: Solano Paratransit Coordinating Council
 From: Liz Niedziela, Transit Program Manager/Analyst
 Re: 2008 PCC Work Plan Accomplishments

Background:

The PCC annually reviews and updates the PCC goals for the year. The approved 2008 PCC Work Plan is presented below followed by a summary of accomplishments.

Activity	Tasks	2008 Timeline
	Elect PCC Officers.	Completed
Outreach	Develop a strategy to increase/maintain PCC Membership. (i.e. press releases, letters of outreach, etc.)	January – December Until vacancies are filled.
	Continue the Solano Community College Outreach Effort.	January – December
	Develop a more extensive outreach program targeting senior centers and disabled groups.	January – December
	Update/Maintain the PCC Website.	January – December
Projects	Continue to participate in studies that impact transportation for seniors and the disabled.	January – December
Funding	Establish FTA Section 5310 application review committee	Completed
	Review FTA Section 5310 applications	Completed
	Review TDA Article 4/8 Claims for Cities and County of Solano.	January – December
	Monitor the MTC Unmet Needs Hearing Process.	December

Discussion:

In 2008, the PCC experienced a number of changes while still working through its Work Plan. Two members of the PCC left, three members were added, and a new STA staff was introduced as the PCC liaison. All PCC members are to be commended for their continued commitment to the Work Plan.

Administrative: PCC Elections were held and new officers put in place at the beginning of 2008.

Outreach: Outreach has been occurring throughout the year to recruit new PCC members via brochure distribution, the internet, transit operators and other means. These efforts were successful and resulted in the addition of three new PCC members. The PCC website is continually reviewed and updated. As part of outreach to seniors and disabled groups throughout the County, alternating PCC meeting locations were implemented. The PCC held meetings in Dixon, Suisun City, Vacaville, Vallejo, Solano Community College, and Fairfield.

Projects: The PCC provided input to the countywide Comprehensive Transportation Plan and paratransit operations.

Funding: The PCC established a three-person subcommittee in 2008 to review and score Solano County FTA Section 5310 applications. The PCCs sub-committee evaluated and scored the applications, and then forwarded both the applications and scores to MTC. MTC compiled the County PCC scores and developed draft regional scores and rankings for review by the PCCs, and heard applicant appeals.

Numerous Transportation Development Act (TDA) fund applications were reviewed and approved by the PCC. The PCC also monitored the FY08-09 and the FY 09-10 Unmet Transit Needs processes.

Recommendation:

Informational

PCC

DATE: January 5, 2009
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC Membership Update

Background:

The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulates that there are eleven members on the PCC. Many of the positions are to be filled by specific types of organizations or paratransit riders. At the November's meeting, there was two (2) vacancies for Social Service Provider.

Discussion:

In November 2008, the PCC recommended that the Solano Transportation Authority (STA) Board appoint Jamie Johnson to the Paratransit Coordinating Council. At their December meeting, the STA Board appointed Jamie Johnson as a Social Service representative to the PCC for a 3-year term.

The status of the current PCC membership is attached (see Attachment A). STA staff will continue to recruit for one additional PCC member from a Social Service Provider. Input from the committee is welcomed.

Recommendation:

Informational.

Attachments:

- A. PCC Membership Status (01/09)

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PCC Membership Status (01/09)

Voting Members	Category	Agency	Appointed	Chair/Vice
George Bartolome, Chair	Social Service Provider	Vallejo Transitions	1/19/07*	01/18/2008
Richard Burnett, Vice Chair	MTC/EDAC Representative		1/10/07	01/18/2008
Jim Williams	Member-at-Large		1/19/07*	
Jim Simon	Member-at-Large		1/19/07*	
Caterina Evans	Public Agency, Education-related Services	Solano Community College Representative	1/19/07*	
Kim Barkus	Public Agency, Dept Health and Human Services	Solano County Adult Mental Health Dept	9/12/07	
Tom Morgan	Transit User		6/13/07	
Shirley Stacy	Transit User		1/18/08	
Cathy Cooper	Transit User		5/14/08	
Jamie Johnson	Social Service Provider	Solano Diversified Services	12/10/08	
Vacant - seeking 1 member	Social Service Provider			
* By-Laws changed 1/07 to include re-appointment by STA Board. Existing members as of 12/06 will use 1/19/07 as appointment date.				

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PCC

DATE: December 24, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Unmet Transit Needs Public Hearing for Fiscal Year (FY) 2009-10

Background:

Transportation Development Act (TDA) Article 4/8 funds are distributed to cities and counties based upon a population formula and are primarily intended for transit purposes. However, TDA funds may be used for streets and roads purposes in counties with a population of less than 500,000, if it is annually determined by the regional transportation planning agency (RTPA) that all reasonable unmet transit needs have been met.

Solano County is the one county in the Bay Area that has local jurisdictions using TDA funds for streets and roads. Three out of eight jurisdictions currently use TDA funds for streets and roads (Rio Vista, Suisun City, and the County of Solano). This will be the last year Suisun City is scheduled to be claiming TDA funds for streets and roads. The other two jurisdictions have no plans to phase out the use of TDA funds for streets and roads purposes.

Annually, the Metropolitan Transportation Commission (MTC), the state designated Regional Transportation Planning Agency (RTPA) for the Bay Area, holds a public hearing in the late fall to begin the process to determine if there are any transit needs not being reasonably met in Solano County. Based on comments raised at the hearing and written comments received, MTC staff identifies pertinent comments for Solano County's local jurisdictions that will be addressed. The STA coordinates with the transit operators who must prepare responses specific to their operation.

Once STA staff has collected all the responses from Solano County's transit operators, a coordinated response is approved by the STA Board and forwarded to MTC. Evaluating Solano County's responses, MTC staff determines whether or not there are any potential comments that need further analysis. If there are comments that need further analysis, MTC presents them to MTC's Programming and Allocations Committee (PAC) to seek their concurrence on those issues that the STA or the specified transit operator would need to further analyze as part of the Unmet Transit Needs Plan. Until MTC can make a finding that there are no reasonable unmet transit needs, all TDA claims for local streets and roads for the forthcoming fiscal year are held by MTC.

Discussion:

This year's Unmet Transit Needs Hearing was held on Monday, December 15, 2008 at 6:00 pm at the Solano County Administration Center (SCAC) in the Board of Supervisors Chambers. MTC Commissioner Spering and Commissioner Haggerty chaired the meeting. In attendance were three staff from MTC and two staff from STA. There was representation from Caltrans, the City of Suisun City, and transit representation from Fairfield, Vacaville, and Vallejo. The

turnout was very small this year. The meeting was adjourned at 6:20 pm. Only two comments were presented. The first comment was from Jerry Kea from Solano Community College – Vallejo Campus. Dr. Kea attended the public hearing last year voicing his concern of no transit service to the Vallejo campus. On August 5, 2008, Vallejo Transit restructured Route 5 to serve Solano Community College – Vallejo Campus. Dr. Kea expressed his appreciation of the Unmet Needs Hearing Process and that the process works. The second comment was also from someone that attended last year's public hearing meeting. Staff from Renal Advantage, a dialysis center, mentioned that she has seen some improvements since last year when she expressed concerns about paratransit service for their patients, but felt there is still some room for improvement. The comment period closed December 19, 2008 for accepting comments, by mail, e-mail, fax, and phone.

At the public hearing, STA staff presented changes and improvements to Solano transit services and facilities in the past year (see Attachment A).

MTC staff will identify and forward pertinent comments for Solano County's local jurisdictions in January 2009. The STA coordinates with the transit operators and prepares responses specific to their operation.

Recommendation:
Informational.

Attachment:

- A. Overview of Solano Transit Changes and Improvements

**Unmet Transit Needs Hearing
12/15/08
Solano Transportation Authority Comments**

During the past year, the STA and Solano transit operators have enhanced transit services and programs and advanced the development of transit facilities for the public. I would like to present an overview of the past year and a glimpse of the upcoming improvements.

FAIRFIELD

- This month, thanks to Commissioner Sperring and to the full Metropolitan Transportation Commission, MTC approved \$9 million of regional bridge toll funds to complete the financing package for the new Fairfield/Vacaville rail station. The new Fairfield/Vacaville station already has been approved as a stop for Capitol Corridor trains.
- In Fairfield, the local system upgraded its name to Fairfield and Suisun Transit (FAST). FAST added an additional trip in the morning and in the evening on Rt. 30 service to Sacramento, and started Saturday service for the first. A 5:00pm commute trip was added to the popular Rt. 90 service from El Cerrito del Norte BART Station to Fairfield and Suisun City.
- Two over the road coaches were secured from Samtrans for the expanded service on Rt. 30.
- The STA worked with FAST to complete a Lifeline transportation plan in the Fairfield/Suisun City/Cordelia area. Funding has been approved to implement some of these projects. In 2009, another Lifeline transportation plan will be conducted in Fairfield; this time in the area of East Fairfield.
- The STA and FAST are also working on a study to review how paratransit services are being delivered and to identify how these services can be improved to ensure on-going, stable intercity paratransit service.

VACAVILLE

In Vacaville, their local City Coach ridership increased over 28% from fiscal year 2006-07 to 2007-08.

In April, MTC approved a \$2.1 million allocation of federal funds to the City of Vacaville to complete the financing package for the planned \$11.5 million Vacaville Intermodal Station. The project will accommodate regional express bus service linking Solano County with both

downtown Sacramento and the Walnut Creek BART station, as well as local bus service, carpools and vanpools. In addition to the bus facilities, the station will include 600 parking spaces and will be built by the end of 2009. Plans call for the eventual development of a second phase to add a parking structure at the station.

In 2009, a Lifeline transportation plan will be conducted in Vacaville. This will be a joint effort among MTC, STA and Vacaville.

VALLEJO

In August 2008, Vallejo Transit expanded its local fixed **Route 5** to provide weekday service every 30 minutes to the new Vallejo Campus of Solano Community College.

Vallejo Transit started the new SolanoExpress/Baylink **Route 78** service in October 2008 with commuter-style buses connecting the Ferry in Vallejo, Benicia and the Pleasant Hill and Walnut Creek BART stations.

Vallejo's **Route 80** midday service frequency was reduced from every 15 minutes to every 30 minutes to operate more efficiently. Rt. 80 has the highest ridership of all routes in Solano County.

A Lifeline Transportation Study was also completed in Vallejo this past year and several Vallejo Lifeline project proposals secured funding.

Baylink Ferry

In 2007, the State passed legislation requiring the Cities of Vallejo and Alameda to transfer their ferry services and capital to the Water Emergency Transportation Authority (WETA). In 2008, "clean-up" legislation was passed to clarify some of the original legislation. WETA is charged with creating and adopting a Transition Plan for Bay Area ferry service on or before July 1, 2009.

STA worked in partnership with the City of Vallejo, MTC, and Solano County to develop a plan that would bring more riders back to the Baylink Ferry by lowering fares. STA, in close collaboration with WETA, MTC, City of Vallejo, and County of Solano, secured an allocation of \$1.9 million in Regional Measure 2 Funds to support Vallejo Ferry operations this fiscal year. This is a strategy to stabilize the ferry operation and keep it viable until it is transferred to WETA. STA and the County of Solano each contributed \$150,000. Vallejo Ferry lowered its passenger fares in November 2008.

The Vallejo Station's goals are to consolidate parking for ferry patrons with a new 1200 space garage and relocate existing on-street bus transfers to an off-street downtown Bus Transit Center with 12 bus bays. Construction of the Bus Transit Center and the parking structure are both scheduled to begin in 2009.

The City of Vallejo has completed their site selection for Curtola Transit Facility which identified the current location as the best site. This project will increase parking from 485 to 1,400 parking spaces to relieve the current overcapacity at the lot which is used by bus riders as well as car/and vanpoolers.

BENICIA BREEZE

In Benicia, the Benicia Breeze system was restructured to complement the new Express Route 78 that began October 2008 as well as to realize service efficiencies. This included Benicia launching their new Route 76 service to Diablo Valley College and Sun Valley Mall in October 2008.

DIXON

Due to budgetary constraints of the Dixon Unified School District, the school bus service was discontinued. The local general public dial-a-ride service, Read-Ride, was running at maximum capacity operationally and financially. At the City and School District's request, the STA's Solano Napa Commuter information (SNCI) program implemented a Schoolpool program. Working with the school district, the SNCI program registered over 80 families. The STA also worked with City of Dixon and MTC to convert capital 5311 funds into operating funds to assist Dixon Read-Ride maintain its existing level of service.

RIO VISTA

In July 2008, Rio Vista ended its participation in Solano Paratransit. Rio Vista Delta Breeze's daily service to Fairfield and the Suisun City Amtrak station covers Solano Paratransit's primary service area. In early 2009, Rio Vista plans to relocate its transit dispatching functions to the Suisun City Amtrak station.

Other

In the past year, there have been other activities worthy of highlighting:

- There was an 11% increase in ridership on the seven intercity SolanoExpress routes from FY2006-07 to FY2007-08.
- The Capitol Corridor 's FY2007-08 ridership of 1.6 million was a 13% increase over the previous fiscal year.
- Solano continues to study Transit Consolidation and is proceeding with Phase II
- Transit needs and opportunities in the long-term are being studied in the Solano Comprehensive Transportation Plan update
- RM2 marketing funds were used to promote Solano's system of intercity express routes that travel over the bridges and the Baylink Ferry. Phase I of the comprehensive marketing program has been implemented which included transit incentives. 4,000 individuals requested a Baylink Weekender Duo Pass voucher and 1,500 individuals

requested a 10-ride express bus pass. Marketing efforts will continue particularly to promote the new express Rt. 78.

- \$200,000 of 5311 funds were secured for Route 30 over two years
- Through the first round of Prop 1B funds, about \$950,000 was secured to replace 30 buses in Solano County
- Through the Lifeline Funding program, the STA just approved the allocation of \$1.9 in STAF and \$1.4 in Prop 1B Capital to fourteen projects throughout the county ranging from operating support to the purchase of 5 small buses and 105 bus shelters.

With the state of the economy and its impact on critical transit funding sources, Solano transit operators will be facing fiscal challenges in the year ahead. Actual TDA revenues are already coming in 10% below estimates in Solano. The State budget crisis has led to legislative proposals to reduce State Transit Assistance funds by about 50%. Three Solano operators face shortfalls this fiscal year. In the year ahead, the STA will continue to work with Solano's transit operators to stabilize and deliver quality, cost-effective transit service.

That concludes my overview.

[Return to Jim Spring.]

PCC

DATE: January 8, 2008
TO: Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Paratransit Performance and Cost Summary

Background/Discussion:

The farebox recovery ratio of a passenger transportation system is the proportion of the amount of revenue generated through passenger fares as a fraction of the cost of its total operating expenses. Passenger fares cover only a portion of public transit systems while the balance of the cost of the service is from other private (i.e. advertising) and public revenue sources. In California, transit systems are required to achieve an established farebox recovery rate. The farebox recovery rate standard for paratransit services is 10%. Fixed-route bus service is typically required to perform at a higher level – 20% farebox recovery rate.

The farebox ratio for paratransit services range from 4-7% in Solano County. What this means is that the fares that are paid by the passengers cover 4-7% of the total operating cost of running the paratransit service. This data was obtained from the transit agencies' FY 2008-09 TDA application claims from their budgeted numbers. The 10% farebox recovery rate is achieved through combining door-to-door paratransit service farebox recovery with the approximately 50% farebox recovery rate for subsidized taxi services.

Attachment A shows an example of the cost of one-way passenger trips and the percentage that is covered by fare revenue for both paratransit and fixed-route. Attachment B shows ridership, revenue hours, and revenue miles projections for FY2008-2009 for paratransit services for the following agencies: Fairfield, Vacaville, and Vallejo.

Recommendation:

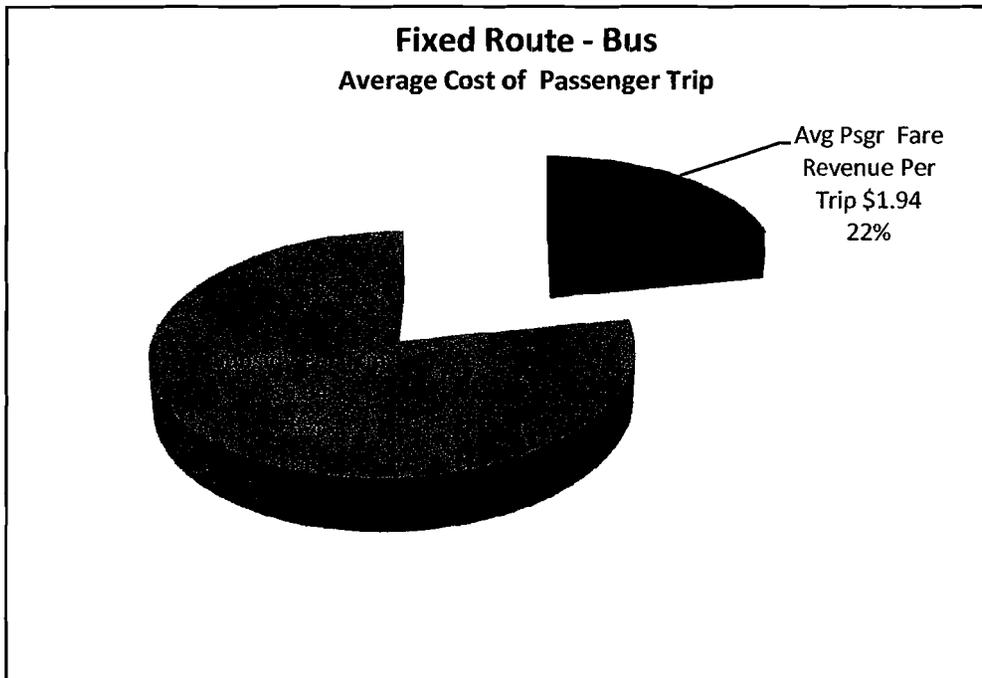
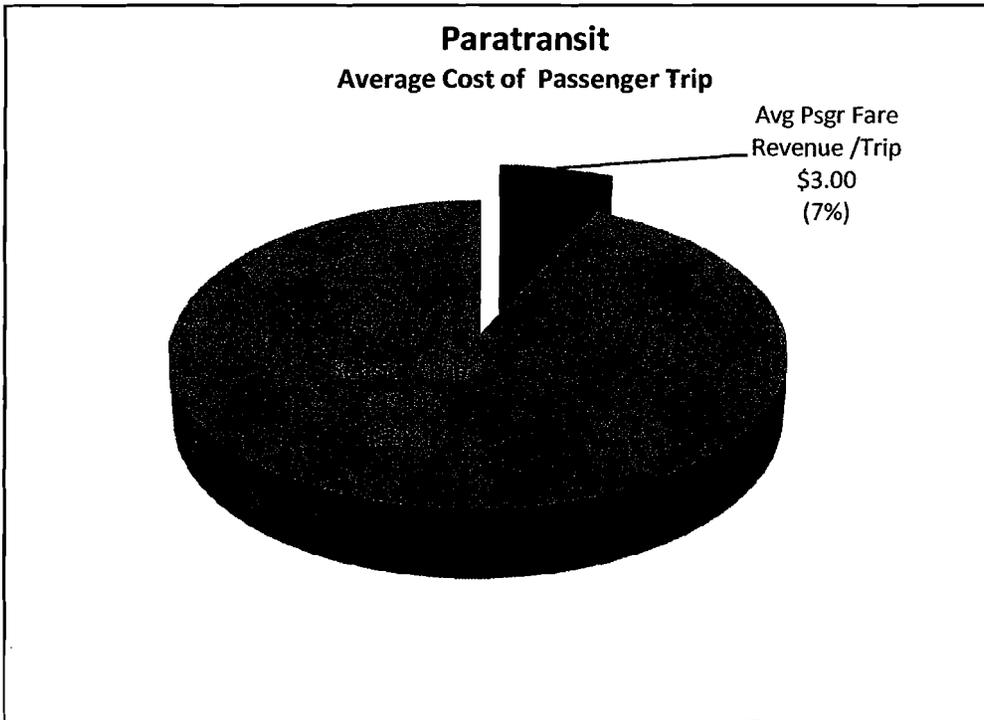
Informational.

Attachment:

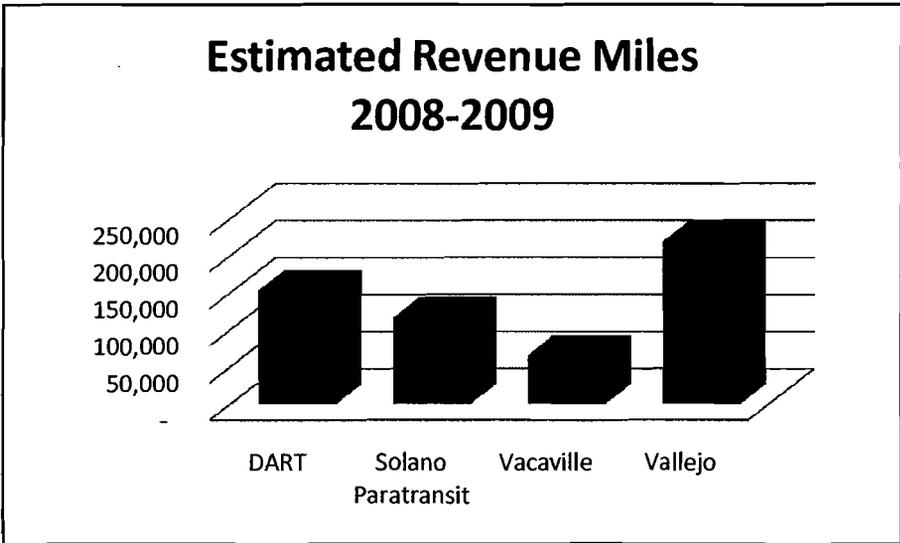
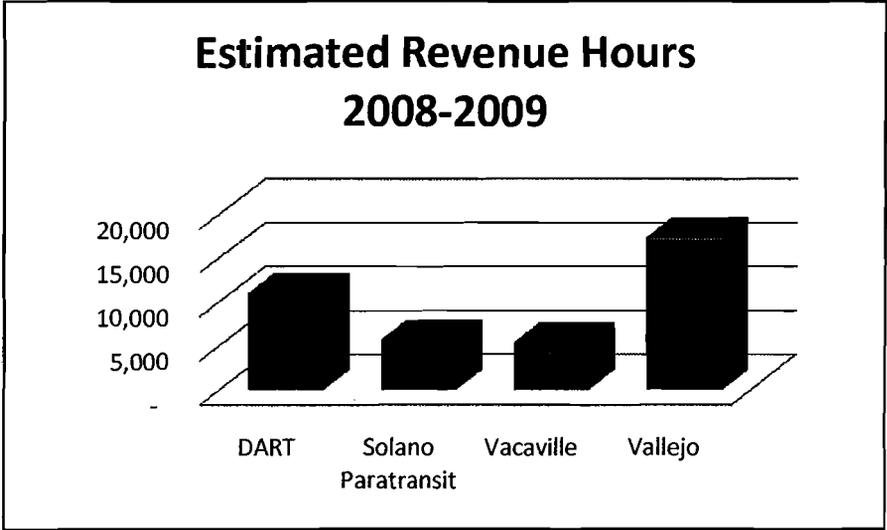
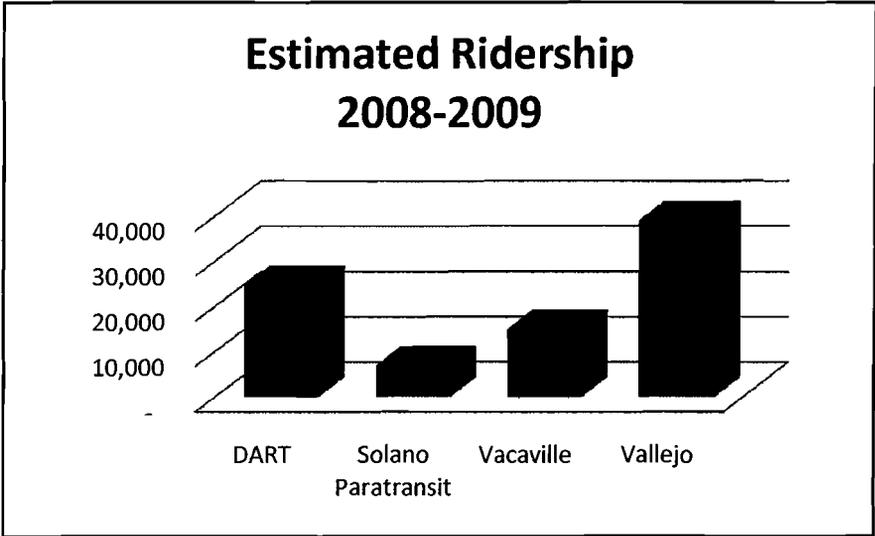
- A: Average Cost per Trip Comparison
- B: Paratransit Performance Summary (Estimated for FY 2008-09)

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Average Cost Per Trip Comparison



Paratransit Performance Summary



PCC

DATE: December 30, 2008
TO: Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Solano Paratransit Review and Service Delivery Alternatives Study

Background:

The Solano Transportation Authority (STA) provides oversight and Fairfield and Suisun Transit (FAST) operates Solano Paratransit through an agreement with STA. This has been the operating arrangement since the mid-1990s. The Americans for Disabilities Act (ADA) was approved in 1990 and set basic standards on how transit services would accommodate the disabled. In the beginning, countywide intercity paratransit services for the elderly and disabled were operated by a non-profit organization – Solano County Economic Opportunity Council (SCEOC). SCEOC operated this service under contract with the County of Solano when the STA was part of the County. In 1995, SCEOC was suddenly unable to provide the service. The County of Solano/STA maintained the Solano Paratransit service through a contract with Fairfield and Suisun Transit. Nearly simultaneously, Vallejo decided to operate a similar service directly with the City of Benicia and thus Solano Paratransit became a north county intercity paratransit service.

Solano Paratransit operates Monday – Saturday providing intercity paratransit service between the cities of Dixon, Fairfield, Suisun City, Vacaville and the unincorporated areas in the central and eastern portion of Solano County. Solano Paratransit has been primarily funded by Transportation Development Act (TDA) funds from the cities of Dixon, Fairfield, Suisun City, Vacaville and the County of Solano as well as Rio Vista until FY 2008-09. Over the years, STA has secured a variety of other funds for this service including 5310 grants for the new buses and Regional Paratransit State Transit Assistance Funds.

As the countywide transportation agency for Solano County, STA is focused on intercity services. Working with FAST and the funding partners, STA has coordinated the operating and capital funding for Solano Paratransit. Solano Paratransit is operated in conjunction with Fairfield's local paratransit service (DART). STA owns the paratransit vehicles but they are maintained and operated as part of the DART fleet. STA developed the current funding methodology and updates the cost-sharing subsidies annually and monitors the service. Day-to-day operations such as eligibility determinations, dispatching, and vehicle usage are integrated with DART.

The total cost for Solano Paratransit service in FY 2008-09 is budgeted \$792,849. This is an annual total cost increase of 31% as compared to FY 2007-08 total cost of \$605,397. The increase in cost was a result of a new operator contract and increased fuel and maintenance costs. The higher cost of operating Solano Paratransit has been a concern for the funding partners. The STA Board approved a one-year allocation of \$192,000 of State Transit Assistance Funds (STAF) funds towards Solano Paratransit to bring the cost down to the FY 2007-08 level so the funding partners would not be significantly impacted by the substantial increase.

With the Solano Paratransit funding partners' concern that costs are increasing at a significant rate (this was the second double digit increase in the past five years) is becoming increasingly difficult to fund this service within the transit budgets of the local agencies. The STA Board agreed to fund a study to review how Solano Paratransit delivers service and to look at alternative options to provide Solano Paratransit service.

Discussion:

The study will review options of modifying or reducing service and/or the service area and the consequential impact on ADA passengers, review the option for each city to provide their own paratransit service similar to Solano Paratransit but with transfers of passengers between cities, and review policies and the practice of how services are delivered that may also impact the increasing cost of paratransit service. The funding partners expressed the need for this study to take place as soon as possible to allow time to review the assessment in order to plan and prepare to make budget adjustments and/or implement a different service before FY 2009-10. The STA Board authorized the selection of a consultant to complete this study.

The primary purpose for this Solano Paratransit Review and Service Delivery Alternatives Study is to review how service is being delivered and evaluate alternative methods of delivery to control or reduce costs while meeting ADA requirements and maximizing mobility for ADA-eligible individuals. It is anticipated that a new delivery model is needed to deliver consistent, sustainable service to ADA-eligible individuals.

HDR was selected to conduct the study. The STA staff has provided the consultant with numerous reports and documents concerning Solano Paratransit. An important part of this assessment is to gather current passengers' profile to assess their needs for this type of service. HDR will be conducting a passenger survey and interviewing Solano Paratransit operations staff as well as funding partners. A draft report is expected by February 2009.

Recommendation:

Informational.

PCC

DATE: December 30, 2008
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: The Brown Act

Background:

At the November PCC meeting, committee members raised questions about the Brown Act and requested further information. The Brown Act was brought up in question to how agenda Action Items are to be handled in public noticing. There was some confusion on the Action Item: PCC 2009 Elections. George Bartolome was voted in as Chair 2009. A recommendation was made, and approved, to postpone the election of the Vice-Chair to January. During the discussion of the election, some of the committee members expressed interest in learning more about the Brown Act.

Discussion:

The **Brown Act**, authored by Assemblyman Ralph M. Brown and officially known as the **Ralph M. Brown Act** (California Government Code sections 54950-54963[1]), was enacted in 1953 by the California State Legislature in an effort to safeguard the public's ability to obtain access to and participate in local government meetings and deliberations.

The Brown Act governs meeting access for local public bodies. Meetings of public bodies must be “open and public”, actions may not be secret and action taken in violation of open meetings laws may be voided. The PCC is covered by the Brown Act as it is an advisory body created by the Solano Transportation Authority By-laws and the members are appointed by the STA Board. The Brown Act describes a “meeting” as a “gathering of a majority of the members of a covered board to hear, discuss, or deliberate on matters within the agency’s or board’s jurisdiction”.

Under the Brown Act, PCC agendas for regular meetings must be posted at least 72 hours before regular meetings. STA posts the agenda on its website and agendas are also sent to the newspapers, libraries and individuals who request it. No action shall be undertaken on any item not appearing on the posted agenda unless the new matter has arisen since the posting of the agenda and an action must be taken before the next meeting. Such instances should be the very rare exception. More often, unagendized matters are raised by the committee or the public through a comment or question. No action can be taken on those issues except that members of the committee or staff may briefly respond to statements made or questions posed.

Recommended actions may be modified or postponed at the meeting by a majority vote. Committee members and staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. The committee may request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Recommendation:
Informational

Attachment

- A. Summary of the Brown Act

Brown Act

The Brown Act (Government Code §§ 54950-54962) governs meeting access for local public bodies..

THE BASICS

Meetings of public bodies must be "open and public," actions may not be secret, and action taken in violation of open meetings laws may be voided. (§§ 54953(a), 54953(c), 54960.1(d))

WHO'S COVERED

- *Local agencies*, including counties, cities, school and special districts. (§ 54951)
- "*Legislative bodies*" of each agency--the agency's governing body plus "covered boards," that is, any board, commission, committee, task force or other advisory body created by the agency, whether permanent or temporary. (§ 54952(b))
- Any *standing committee* of a covered board, regardless of number of members. (§ 54952(b))
- *Governing Bodies of Non-profit corporations formed by a public agency* or which includes a member of a covered board and receives public money from that board. (§ 54952(c))

WHO'S NOT COVERED

- *Ad hoc advisory committees* consisting of less than a quorum of the covered board (§54952(b)); most other *non-profit corporations*.
- All *other government agencies*. State governmental agencies are covered by the Bagley-Keene Open Meeting Act. (Govt. Code §§ 11120-11132)

WHAT'S COVERED

A "meeting" is any gathering of a majority of the members of a covered board to hear, discuss, or deliberate on matters within the agency's or board's jurisdiction. (§ 54952.2(a)). "Serial" meetings can occur when members of the board do not meet collectively but a quorum is reached through some other means such as phone calls or intermediaries.

WHAT MUST HAPPEN

Under the Brown Act an agency must:

- **post notice and an agenda** for any regular meeting (§§ 54954(a), 54954.2(a)); mail notice at least three days before regular meetings to those who request it, (§ 54954.1); post notice of continued meetings, (§ 54955.1); deliver notice of special meetings at least one day in advance to those who request it, (§ 54956); and deliver notice of emergency meetings at least one hour in advance to those who request it.. (§§ 54956, 54956.5)
- **notify the media** of special or emergency meetings if requested, (§§ 54956, 54956.5); allow media to remain in meetings cleared due to public disturbance. (§§ 54957.9)
- **hold meetings in the jurisdiction** of the agency except in limited circumstances, (§§ 54954(b)-(e)), and in places accessible to all, with no fee. (§ 54961(a))
- **not require a "sign in"** for anyone. (§ 54953.3)
- **allow non-disruptive recording** and broadcast of meetings, (§ 54953.5(a)), and let the public inspect any recording made by the agency of its open meetings. (§ 54953.5(b)) The agency may destroy recordings it made after 30 days. (§ 54953.5(b))

- **allow the public to address** the covered board at regular or committee meetings on any item in the agency's jurisdiction not addressed by the agency at an earlier open meeting.. (§ 54954.3(a))
- **conduct only public votes**, with no secret ballots. (§ 54953(c))
- **treat documents as public** "without delay," if distributed to all or a majority of members of a board before or at the meeting, unless they are also exempt under the Public Records Act. (§ 54957.5)

CLOSED MEETINGS

Closed meetings are the exception and permitted only if they meet defined purposes and follow special requirements (§§ 54954, 54954.2, 54954.5, 54957.7) such as personnel matters or when discussing litigation. However, advisory committees such as the PCC are normally would have no activity which would warrant a closed session.