



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

PCC

Members:

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

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

Friday, May 18, 2007

1:30 – 2:30pm

Please note later start time

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

<u>ITEM</u>	<u>STAFF PERSON</u>
I. CALL TO ORDER	Jim Simon, Chair
II. APPROVAL OF AGENDA (1:30 – 1:35pm)	
III. OPPORTUNITY FOR PUBLIC COMMENT (1:35 – 1:40pm)	
IV. COMMENTS FROM STAFF (1:40 – 1:45)	

PCC MEMBERS

Jim Simons
Member at Large

James Williams
Member at Large

Catarina Evenson
Public Agency – Education

George Bartolome
Social Service Provider

Richard Burnett
EDAC Representative

Leticia Hammons
Social Service Provider

Deanna Dupont
Social Service Provider

VI. ACTION ITEMS

- A. **Approval of Minutes from PCC Meeting of March 16, 2007** Judy Leaks
Action
(1:45 – 1:50pm) – Pg. 1
- B. **FY 2007-08 TDA Claims – Cities of Vacaville and Rio Vista** Elizabeth Richards
Action
(1:50 – 1:55pm) – Pg. 5

VII. INFORMATION ITEMS

- A. **Status of Human Services Transportation Plan and FTA 5310 Process** Elizabeth Richards
Informational
(2:00 – 2:05pm) – Pg. 15
- B. **PCC Membership Update** Judy Leaks
Informational
(2:05 – 2:10pm) – Pg. 17
- C. **Regional Paratransit Coordinating Council Workshop** Judy Leaks/Jim Williams
Informational
(2:10 – 2:20pm) – Pg. 21
- D. **Transit/Paratransit Monthly Reports and Updates** Group
Informational
(2:20 – 2:30pm) – Pg. 23

- VIII. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS** Group
Discussion

IX. ADJOURNMENT

The next regular meeting of the PCC is scheduled – **at Fairfield Community Center, 12:00, Friday, June 15, 2007**

For questions regarding this agenda:
Please contact Elizabeth Richards at (707) 427-5109 or erichards@sta-snci.com.

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL

Minutes

Meeting of March 16, 2007
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

AGENDA ITEM I – CALL TO ORDER

PCC Chair Jim Simon called the meeting to order at 12:15pm at Solano Community College. Self-introductions were made.

Voting Members Present:

Jim Simon	Chair, Member-at-Large
George Bartoleme	Vice Chair, Social Service Provider Representative
James Williams	Member-at-Large
Catarina Evanson	Solano Community College Representative
Leticia Hammons	Social Service Provider Representative
Richard Burnett	MTC/EDAC Representative

Also Present:

Mary Lou Laubscher	Monument Community Senior Action Team
Maha Yanni	Intern, ILR
Todd Vogel	Nelson\Nygaard
Deanna Dupont	Area Board 4 on Developmental Disabilities
Hollie Miller	Fairfield-Suisun Transit
Kenny	Benicia Resident
Elizabeth Richards	STA
Judy Leaks	STA

AGENDA ITEM II – APPROVAL OF MARCH 16, 2007 AGENDA

On a motion by James Williams and a second by Catarina Evanson, the PCC approved the agenda for March 16, 2007.

AGENDA ITEM III – OPPORTUNITY FOR PUBLIC COMMENT

There were no comments from the public.

AGENDA ITEM IV – HUMAN SERVICES PLAN PRESENTATION

MTC has taken the lead to develop the Bay Area's Human Services Transportation Plan to qualify for specific federal funds including FTA's 5310 funds. Nelson\Nygaard Consulting is providing consulting support and conducting outreach as a part of this study.

Todd Vogel, Nelson\Nygaard Consulting, and Mary Lou Laubscher, Monument Community Senior Action Team, explained the background and information gathering process for the study, including a preliminary list of service gaps. PCC members broke into small groups to determine additional gaps. Todd presented the draft evaluation criteria that included financial, implementation, transportation benefits, and level of community support. PCC members provided additional comment for the study.

AGENDA ITEM V – COMMENTS FROM STAFF

There were no comments from the staff.

AGENDA ITEM VI – ACTION ITEMS

A. Minutes of the PCC Meeting of September 15, 2006

On a motion by James Williams and seconded by Catarina Evanson, the PCC approved the minutes for the January 19, 2007 meeting.

B. Approval of PCC Bylaws Revision

On a motion by Catarina Evanson and seconded by Richard Burnett, the PCC approved the PCC Bylaws Revision.

C. Approval of 2007 PCC Final Workplan

On a motion by Catarina Evanson and seconded by Richard Burnett, the PCC approved the 2007 Final Workplan.

AGENDA ITEM VII – INFORMATION ITEMS

A. Human Services Transportation Plan/Status of FTA 5310 Process

Elizabeth Richards presented the current FTA 5310 status. A tentative scoring committee was created in case the 5310 Grant Cycle is resumed before the next PCC meeting that consists of James Williams, George Bartolome, and Deanna Dupont.

B. ADA Sensitivity Training Status

Staff provided a list of transit agency contacts for PCC members to make arrangements to attend training at their convenience.

C. PCC Membership Status

Deanna Dupont, who had previously been considered as a PCC member, attended the meeting and indicated that she is interested in becoming a member of the PCC. Staff will recommend her appointment at the April 2007 STA Board meeting.

D. Acronym List

PCC members received a list of acronyms used in the transportation field.

E. Translink Update

Staff provided a copy of a powerpoint presentation regarding the Translink program.

F. Paratransit Comment Cards

Staff explained the new, updated passenger comment cards and provided a sample.

G. San Mateo PCC Meeting

The San Mateo Paratransit Coordinating Council is hosting a regional forum with all Bay Area PCCs on May 1, 2007. Jim Williams and Judy Leaks (staff) are planning to attend.

H. Transit/Paratransit Monthly Reports

John Andoh, Benicia Breeze/Delta Breeze walked through program changes and performance stats.

Hollie Miller, Fairfield Suisun Transit, provided a summary of the performance stats

Amber Villarreal, Vallejo Run About, noted the 9/1/06 fare increase affected ridership. She walked through summaries and a comparison of before and after fare change.

AGENDA ITEM VII – FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

The following items were brought up for future agenda items: 5310 Status, membership status, and transit agency TDA claims.

Jim Simon expressed the PCC's appreciation to Catarina and the Solano Community College staff for the use of room and opportunity for outreach.

The meeting adjourned at 2:00. The next regular meeting of the PCC is scheduled at **1:30 p.m., Friday, May 18, 2007 at Fairfield Community Center.**

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PCC

Date: May 11, 2007
To: Solano Paratransit Coordinating Council
From: Elizabeth Richards, Director of Transit and Rideshare Services
Re: FY 2007-08 TDA Claim – Cities of Vacaville and Rio Vista

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 elderly and disabled persons, regional transportation planning, and bicycle and pedestrian programs. In the Bay Area's less populous northern counties (such as Solano) TDA funds also may be used for streets and roads, provided there are no unmet public transit needs that are reasonable to meet.

MTC requires agencies to have public review of the TDA Article 4 & 8 claims by the PCC before they can be approved. However, MTC is not obligated to the recommendations made by the PCC.

Discussion:

Each of the seven cities and the County of Solano are eligible to receive TDA funding each year. Six of the seven Solano cities operate transit and TDA is a key funding source. In addition, TDA funds are shared among agencies to fund joint services such as intercity bus routes, paratransit services, etc. 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 claims must be consistent with the TDA matrix; each jurisdiction may not claim more from another agency than has been approved. At the May 9, 2007 STA Board meeting, action was taken to approve the initial FY2007-08 TDA funding matrix (see Attachment A).

In Solano County, four local agencies (Rio Vista, Suisun City, Vacaville and the County of Solano) continue to use TDA funds for streets and roads purposes. This is permissible as long as there are no Unmet Transit Needs as determined by MTC. To solicit comments, an Unmet Transit Needs public comment period was opened in November and December of 2006 and a local public hearing was held in December 2006 to solicit comments.

Five potential Unmet Transit Needs were identified. STA staff has coordinated with the transit operators and coordinated a response to MTC. The response was approved by the STA Board on May 9. MTC staff will evaluate the response and then present it to MTC's Programming and Allocations Committee (PAC). Making a positive finding of no reasonable transit needs allows the three agencies who claim TDA for streets and roads purposes to submit those TDA Article 8 claims for FY 2007-08. All TDA claims for local streets and roads are held by MTC until this process is completed. TDA claims for transit operations and capital are not impacted by this process.

As required by MTC Resolution 1209, the Cities of Rio Vista and Vacaville are submitting their FY 2007-08 Transportation Development Act (TDA) Article 4 and 8 Claim for consideration by the PCC.

Vacaville

The City of Vacaville is requesting approximately \$2.8 million in TDA funds. TDA funds in the amount of \$1,168,812 will be used to operate City Coach, Special Services, Subsidized Taxi, and Intercity Services. The City of Vacaville will be claiming an additional \$900,000 for transit capital projects and \$750,000 for Streets and Roads. Vacaville's TDA claim is consistent with the TDA matrix.

A representative from the City of Vacaville will be in attendance to answer questions from the PCC.

City of Rio Vista

The City of Rio Vista is requesting approximately \$600,00 in TDA funds. TDA funds in the amount of \$128,901 would be used for transit operating, \$13,054 would be used for transit capital projects. The remainder to be claimed (\$450,000) will be used for streets and roads. The claim is not currently consistent with the matrix. However, the claim would not prevent other jurisdictions claiming against the City of Rio Vista's TDA funds in the amounts negotiated. The TDA matrix will be proposed to be updated in accordance with Rio Vista's TDA claim. STAF requests on the TDA claim are consistent with fund balances and previous approvals.

A representative from the City of Rio Vista will be in attendance to answer questions from the PCC.

Recommendation:

Review and forward a recommendation to MTC to approve:

- 1) The City of Vacaville FY2007-08 TDA Claim for \$2,818,812 for transit operations, transit capital, and streets and roads;
- 2) The City of Rio Vista FY2007-08 TDA Claim for \$591,955 contingent upon approval of updated TDA matrix by the STA Board.

Attachments:

- A. FY2007-08 TDA Matrix for Solano County
- B. City of Vacaville TDA Claim Summary
- C. City of Rio Vista TDA Claim Summary

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COUNCIL MEMBERS
LEN AUGUSTINE, Mayor
CHUCK DIMMICK, Vice Mayor
PAULINE CLANCY
STEVE HARDY
STEVE WILKINS



RECEIVED
ATTACHMENT B1

APR 24 2007

SOLANO TRANSPORTATION
AUTHORITY

CITY OF VACAVILLE

650 MERCHANT STREET, VACAVILLE, CALIFORNIA 95688-6908

ESTABLISHED 1850

Paratransit Coordinating Council
c/o Judy Leaks
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City CA 94585

April 25, 2007

Dear PCC:

The City of Vacaville is submitting its annual Transportation Development Act (TDA) Claim to the Metropolitan Transportation Commission (MTC) for operating, capital, and Streets & Roads expenses for the upcoming Fiscal Year (2007-08).

Vacaville City Coach is requesting approximately \$1.2 million for transit operations. Operations include Vacaville fixed route (City Coach), and paratransit (Special Services and Subsidized Taxi Program) services. Additionally, a share of our operating funds are programmed for the support of Solano County's Intercity transit bus routes.

We are seeking approximately \$900,000 in TDA funds for capital expenditures. This year's projects involve funding to purchase bus shelters, benches and other passenger amenities, replacement of two aging Paratransit vehicles, funds to complete our Gillig fixed route bus rehabilitation project, preventative maintenance funds for our five CNG buses, electronic equipment such as a laptop computer and digital camera for field operations, funds for Phase I of the design of our Vacaville Intermodal Station funding for a pilot project Opticom system and finally funds programmed for the potential acquisition of two trolley shuttle buses.

Finally, we are also seeking \$750,000 in TDA Article 8 Streets & Roads funding. These funds will allow us to continue our annual Slurry Seal street improvement program.

Following the 2006 Unmet Needs hearings conducted in December 2006, the City of Vacaville received no unmet needs comments from the public.

We request your support of our TDA Claim for Fiscal Year 2007-2008.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian McLean", is written over a horizontal line.

BRIAN MCLEAN
Transit Manager

cc. Dale I. Pfeiffer, Director of Public Works
Jeff Knowles, Deputy Director of Public Works, Traffic



MTC Claim Application - Document A(a)

Claimant Information

FY 2007-08

Submittal Date: May 19, 2007

Enter requested information in yellow cells
 Enter requested information using dropdown menu
 Information appears automatically in cells highlighted

Claimant Information

1 Claimant Name	City of Vacaville
2 Street Address	650 Merchant Street
3 City	Vacaville
4 ZIP Code	95688
5 County	Solano

Claimant Personnel Information

6 Authorized Signature Name	Dale I. Pfeiffer
7 Authorized Signature Title	Director of Public Works
8 CFO Name	Ken Campo
9 CFO Title	Finance Manager
10 Contact Person Name	Brian McLean
11 Contact Person Title	Transit Manager
12 Contact Person's Telephone	(707) 449-5330
13 Contact Person's FAX	(707) 449-5346
14 Contact E-Mail Address	bmclean@cityofvacaville.com

Application Submittal Date

15 Fiscal Year	2007-08
16 Claim Submittal Date	May 19, 2007

Public Transportation Modes Operated

	Mode Type	Service Name
17	Motorbus	Vacaville City Coach
18	Demand Response	Special Services
19	Demand Response	Subsidized Taxi Service
20	Motorbus	Fairfield-Suisun Transit Route 20
21	Motorbus	Fairfield-Suisun Transit Route 40
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MTC Claim Application - Document A(a)

Claimant Information

FY 2007-08

Submittal Date: 5/1/2007

Enter requested information in yellow cells
 Enter requested information using dropdown menu
 Information appears automatically in cells highlighted

Claimant Information

- 1 Claimant Name
- 2 Street Address
- 3 City
- 4 ZIP Code
- 5 County

City of Rio Vista
1 Main Street
Rio Vista
94571
Solano

Claimant Personnel Information

- 6 Authorized Signature Name
- 7 Authorized Signature Title
- 8 CFO Name
- 9 CFO Title
- 10 Contact Person Name
- 11 Contact Person Title
- 12 Contact Person's Telephone
- 13 Contact Person's FAX
- 14 Contact E-Mail Address

John Andoh
Transit Coordinator
Michelle Mingay
Acting Director of Finance
John Andoh
Transit Coordinator
707-374-5337
707-374-5319
jandoh@ci.rio-vista.ca.us

Application Submittal Date

- 15 Fiscal Year
- 16 Claim Submittal Date

2007-08
5/1/2007

Public Transportation Modes Operated

	Mode Type	Service Name
17	Motorbus	Rio Vista Delta Breeze
18	Demand Response	Rio Vista Delta Breeze Taxi Scrip Program
19		
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OPERATING FUNDS REQUESTED

TDA Operating Fund Request

Article	Purpose	PUC\$	Amount	Apportionment Area
TDA 4	Transit Operating	99260 (a)	128,901	Rio Vista
TDA 8	Transit Operating	99400 (c)	-	Rio Vista
TDA 4	Transit Operating	99260 (a)	-	Fairfield
TDA 8	Transit Operating	99400 (c)	-	Suisun City
TDA 8	Transit Operating	99400 (c)	-	County of Solano
Total TDA Operating \$				128,901

STA Operating Fund Request

STA fund	Purpose	CCRS\$	Amount	Apportionment Area
Revenue Based	Transit Operating	6731(c)	89	Rio Vista
Pop MTC Reg'n Coord	Transit Operating	6730(a)	25,000	Rio Vista
Total STA Operating \$				25,089

Other Operating Funds Requested

AB 1107 Total \$ -
Feeder Bus Total \$ -
TOTAL OPERATING REQUEST \$ 153,990

CAPITAL FUNDS REQUESTED

TDA Capital Fund Request

Article	Purpose	PUC\$	Amount	Apportionment Area
TDA 4	Capital	99260 (a)	13,054	Rio Vista
TDA 8	Capital	99400 (c)	-	Rio Vista
Total TDA Capital \$				13,054

STA Capital Fund Request

STA fund	Purpose	CCRS\$	Amount	Apportionment Area
Total STA Capital \$				-

Other Capital Funds Requested

AB 1107 Total \$ -
Feeder Bus Total \$ -
TOTAL CAPITAL REQUEST \$ 13,054

TDA Article 8 Streets and Roads Funds Requested

TDA 8 Streets & Roads	Streets & Roads	99400 (a)	\$	450,000	Rio Vista
Total Article 8 Streets and Roads Request \$ 450,000					

The above named applicant hereby applies for an allocation of Transportation Development Act (TDA), State Transit Assistance (STA), AB 1107 and Feeder Bus funds, as the case may be, in the amount(s) and for the purposes as specified above. Applicant acknowledges that payment

PCC

DATE: May 11, 2007
TO: Solano Paratransit Coordinating Council
FROM: Elizabeth Richards, Director of Transit and Rideshare Services
SUBJECT: Status of Human Services Transportation Plan and FTA 5310 Process

Background/Discussion:

The Federal Transit Administration (FTA) provides Section 5310 grant funds to non-profits and public agencies to purchase capital equipment for services to the elderly and disabled. Applications are usually available in October and due by the end of February. STA staff (Elizabeth Richards and Judy Leaks) attended the mandatory FTA grant workshop in Sacramento in January 2007. At the workshop, Caltrans informed the group that as a condition for receiving Section 5310 grant funds, projects proposed for funding must be derived from a “locally developed, coordinated public transit-human services transportation plan.” This requirement is an element of the federal authorization of SAFETEA-LU. For Solano County and the rest of the Bay Area, the Metropolitan Transportation Commission (MTC) is taking the lead on this effort. MTC, with consultant support from Nelson/Nygaard, is conducting outreach as part of this study. The plan will focus on the transportation needs of the region’s low-income, elderly and disabled populations. The plan will also look at ways to coordinate service among the three populations.

Nelson/Nygaard made a presentation and solicited input from the PCC at the last meeting in March. In addition, they held two outreach meetings in Solano. The STA’s countywide Elderly and Disabled Transit Plan will be valuable input as well. (Copies of the Solano Elderly and Disabled Transit Plan are available on the STA’s website www.solanolinks.com).

At this time, MTC anticipates a draft Coordinated Public Transit Human Services Transportation Plan to be completed soon and circulated for comment in June and July.

The 5310 Grant Cycle was expected to resume after final guidance was received via Circulars from the FTA in March 2007. Additionally the California Transportation Commission Advisory Committee will reconvene to incorporate the new requirements into the grant application approval process. Caltrans, Division of Mass Transit will send out a formal notice once all of the new requirements have been implemented. A formal notice has not yet been received.

Staff will continue to monitor these processes and update the PCC.

Recommendation:

Informational

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PCC

DATE: May 11, 2007
TO: Solano Paratransit Coordinating Council
FROM: Judy Leaks, Program Manager/Analyst
RE: PCC Membership Update

Background/Discussion:

The STA's 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 March 16 meeting there were five (5) vacancies: three for Transit Users, one for Social Service Providers and one for County Health and Social Services.

On April 11, 2007, the STA Board appointed Deanna DuPont, a Community Program Specialist with the Area 4 Developmental Disabilities Board, a part of the California State Council on Developmental Disabilities, as a Social Service Provider representative to the PCC.

Three individuals have notified staff of their interest to serve on the PCC. Kim Barkus works for the Solano County Adult Mental Health department and is interested in filling the County Health and Social Services vacancy. Tom Morgan of Vallejo, and Bon Puno of Rio Vista, would fill two of the Transit Users vacancies.

STA staff will continue to recruit for additional PCC members and input from the committee is welcomed.

Recommendation:

Informational

Attachments:

- A. PCC Membership Status (5/07)

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PCC Membership Status (5/07)

Voting Members	Category	Agency
Jim Simon, Chair	Member-at-Large	
Jim Williams	Member-at-Large	
Richard Burnett	MTC/EDAC Representative	
Caterina Evans	Public Agency, Education-related Services	Solano Community College Representative
Vacant - seeking 1 member	Public Agency, Dept Health and Human Services	
George Bartolome, Vice Chair	Social Service Provider	Vallejo Transitions
Leticia Hammons	Social Service Provider	Independent Living Resource
Deanna DuPont	Social Service Provider	Area 4 Developmental Disabilities Board
Vacant - seeking 3 members	Transit Users	

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PCC

DATE: May 11, 2007
TO: Solano Paratransit Coordinating Council
FROM: Judy Leaks, Program Manager/Analyst
RE: Regional Paratransit Coordinating Council Workshop

Background/Discussion

The San Mateo County Paratransit Coordinating Council hosted a regional forum for all Bay Area PCCs on May 1, 2007. The purpose of the meeting was to provide a forum with other PCC members in the Bay Area to exchange ideas and lessons learned in advocating PCC interests and to discuss ideas to further promote and improve paratransit service.

Jim Williams (PCC member) and Judy Leaks (Staff) represented Solano County. Representatives from San Mateo, Santa Clara, Alameda, Contra Costa, Marin, Napa and Sonoma Counties were also in attendance. Attendees were divided into small discussion groups to address agenda items such as “How do we keep up with increasing demand for service?” “What steps can we take to improve and monitor service quality?” and “Is taxi service working well?”

The Regional Workshop was deemed a success and there are plans to hold similar quarterly or bi-annual meetings were discussed.

Jim Williams and Judy Leaks will provide additional information at the meeting.

Recommendation:

Informational

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PCC

DATE: May 11, 2007
TO: Solano Paratransit Coordinating Council
FROM: Judy Leaks, Program Manager/Analyst
RE: Information Item G

Transit/Paratransit Monthly Reports and Updates

- John Andoh, Benicia Breeze & Rio Vista Breeze
- Hollie Miller, Fairfield-Suisun Transit
- Amber Villarreal, MV Transportation/Vallejo Runabout

Benicia Breeze, Rio Vista Breeze, Fairfield-Suisun Transit, and MV Transportation (for Vallejo Runabout) will be available at the PCC meeting to update the members of any changes in their program or operations.

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