

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL AGENDA

Friday, March 18, 2005 at 12:30 p.m.
(“Brown Bag” Lunch from 12:00 – 12:30 p.m.)

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

<u>Item</u>	<u>Action</u>
I. CALL TO ORDER –	Confirm Quorum
II. APPROVAL OF MARCH 18, 2005 PCC AGENDA – <i>Recommendation: Review and Approve March 18, 2005 Agenda (12:30 – 12:35 pm).</i>	Approval
III. APPROVAL OF JANUARY 21, 2005 MINUTES – <i>Recommendation: Review and Approve January 21, 2005 Minutes. Page 1-3 – (12:35 – 12:40 pm).</i>	Approval
IV. OPPORTUNITY FOR PUBLIC COMMENT – <i>(12:40 – 12:50 pm).</i>	Discussion
V. ACTION ITEMS – Pages 4-13.	Approval
A. FY 2004-05 TDA Claim for the City of Rio Vista and the City of Suisun City – Jennifer Tongson, STA. <i>Recommendation: Review and forward a recommendation to MTC to approve the following: 1) City of Rio Vista’s TDA Claim for \$400,000 for transit operations and streets and roads, and 2) City of Suisun City’s TDA Claim for \$150,000 for streets and roads. Page 4 – (12:50 – 1:00 pm).</i>	
B. Results from FY 2005-06 FTA Section 5310 Application Scoring Meeting – Jennifer Tongson, STA. <i>Recommendation: Review and forward the results of the FTA Section 5310 Scoring Meeting to MTC. Page 7 – (1:00 – 1:10 pm).</i>	

VI. INFORMATION ITEMS – Page 10-11.

Discussion

- A. ADA/Sensitivity Training Update – Jennifer Tongson, STA.**
(1:10 – 1:20 pm)
- B. Solano Paratransit and Vallejo Runabout Monthly Reports –**
Nigel Browne, Fairfield/Suisun Transit, and Amber Villarreal, MV
Transportation.
(1:20 – 1:30 pm)
- C. Transit Updates to the PCC – Solano County Transit Operators.**
(1:30 – 1:40 pm)

VII. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS –

Discussion

Discuss items for next agenda. (1:40 – 2:00 pm).

VIII. ADJOURNMENT – Next meeting is scheduled for May 20, 2005.

* Please contact James Williams, PCC Chair, if you have any questions regarding this agenda at (707) 448-9195 or Jennifer Tongson at (707) 424-6075 or jtongson@stasnci.com.

** For PCC Committee Members: For purposes of anticipating a quorum, please contact James Williams or Jennifer Tongson as soon as possible if you are unable to attend the meeting.

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL

Minutes

Meeting of January 21, 2005
Fairfield Community Center
1000 Kentucky Street, Conference Room
Fairfield, CA 94533

AGENDA ITEM I. CALL TO ORDER

PCC Chair James Williams called the meeting to order at 12:30 p.m. at the Fairfield Community Center. Self-introductions were made. A quorum was confirmed.

Voting Members Present:

James Williams	Chair, Member-at-Large
George Bartolome	Parliamentarian, Vallejo Transitions
Ernest Bradford	Elderly Rep. / MTC Rep.
Rich Broaddus	Independent Living Resource
Catarina Evanson	Vice Chair, Solano Community College Rep.
Jim Simon	Social Service Provider Representative

Voting Members Not Present:

Fred Ramsey	Disabled Representative
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Also Present:

Amber Villarreal	Vallejo Runabout / Benicia Transit
Jennifer Tongson	Solano Transportation Authority

AGENDA ITEM II. APPROVAL OF JANUARY 21, 2005 AGENDA

On a motion by Fred Ramsey and a second by Catarina Evanson the PCC approved the agenda for January 21, 2005.

AGENDA ITEM III. APPROVAL OF DECEMBER 3, 2004 MINUTES

On a motion by Jim Williams and a second by Jim Simon, with an abstention from Catarina Evanson, the PCC approved the minutes for the December 3, 2004 meeting.

AGENDA ITEM IV. OPPORTUNITY FOR PUBLIC COMMENT

- Jim Simon welcomed Jim Williams to his first meeting as Chair of the PCC. The other members also welcomed Jim Williams as Chair.
- Jennifer Tongson announced that Mike Dulude is no longer with Fairfield/Suisun Transit, and that he has taken a position with the Carson City

Transportation department in Nevada. The PCC requested that a letter of appreciation be drafted for Mike Dulude.

- Ernest Bradford attended a Napa PCC meeting to talk about older drivers. He was disappointed that they had not previously heard about the issue of older drivers and they were less than responsive. Ernest reached out to their chair to communicate between groups. Ernest also mentioned the Older Drivers issue during his meetings with Congressman George Miller and Congresswoman Ellen Tauscher's staffs when meeting with them as an advisor on Veterans issues.
- Catarina Evanson requested a letter of appreciation for Solano Paratransit scheduler Marcia Clark. STA staff will work with Catarina to draft a letter before the next meeting.

AGENDA ITEM V. ACTION ITEMS

V(A). FY 2004-05 TDA Claim for the City of Benicia – The City of Benicia submitted a claim for \$770,930 for transit capital and operations for its fixed-route and paratransit service. Amber Villarreal was in attendance to answer questions regarding the Benicia Transit service. She explained that the service runs “loop routes” that serve two different areas that are timed around school schedules. During off-peak hours, the buses are used for the express bus service to the Pleasant Hill BART station. The City of Benicia is currently accepting public comments for their Short Range Transit Plan update. Jim Williams commented that he is always impressed that Benicia does so much with limited resources. Ernest Bradford said that it is exciting to hear about innovate, “outside-the-box” thinking to coordinate the different transit services. Rich Broaddus suggested that the action include that a representative from the city must attend to answer questions. On a motion from Jim Simon and a second from Ernest Bradford, the PCC forwarded a recommendation to MTC to approve the City of Benicia's TDA claim and forward the recommendation to the City of Benicia to send a representative for next year's TDA claim.

V(B). City of Rio Vista Request for Letter of Coordination for the FTA Section 5310 Program – The City of Rio Vista is submitting a request for \$96,000 for Section 5310 funds. As part of their application, the City is required to attach a Letter of Coordination from the PCC. Felix Ajayi, Public Works Director for Rio Vista, was not in attendance. Rich Broaddus wanted to know more about the funding requests, specifically about the reasons for requesting the maximum amount for computer equipment (\$40,000) when the City is only requesting one vehicle. Rich Broaddus suggested that the City request two buses versus one and reduce its request for computer equipment. Ernest Bradford stated that the PCC was trying to justify the City of Rio Vista's claim that it does not have an opportunity for coordination. However, Jim Williams attested that due to the City's location and its limited services, there may not be much opportunity for coordination, and recommended that the PCC authorize the City of Rio Vista's request for a letter of coordination. Rich Broaddus said he would support the recommendation, however, he added that a representative from Rio Vista should have been in attendance to answer questions. Ernest Bradford hesitantly supported the recommendation, however, he did not think that the City's claim of lack of coordination was certainly proven. On a motion from Jim Simon, and a second from Rich Broaddus, the PCC authorized the PCC Chair to

forward a letter of coordination for the City of Rio Vista's FY 2005-06 FTA Section 5310 application.

V(C). FY 2005-06 FTA Section 5310 Application Scoring Subcommittee – Jennifer Tongson announced that a scoring subcommittee must be formed to score incoming FTA Section 5310 applications. On a motion by Ernest Bradford and a second from Catarina Evanson, the PCC nominated the following members to participate in the FTA Section 5310 Scoring Subcommittee:

- a) George Bartolome
- b) Catarina Evanson
- c) Jim Williams
- d) Rich Broaddus (Alternate)
- e) Jim Simon (Alternate)

V(D). Older Drivers Update – Ernest Bradford provided an overview of the older drivers issue and presented a recommendation for the PCC to approve the following: 1) Support the inclusion of the older drivers issue as a priority for future studies and plans, 2) Increase awareness of the older drivers issue through outreach and coordination. Rich Broaddus said he joined the Area Agency on Aging and would bring up the older drivers issue at their meetings. Jim Williams said he would do the same at a senior round table meeting. Ernest Bradford said that we need to start the issue, and that MTC is looking for a fund source to develop an older drivers study. On a motion by Catarina Evanson and a second from Rich Broaddus, the PCC approved the recommendation.

AGENDA ITEM VI. INFORMATION ITEMS

VI(A). ADA/Sensitivity Training Update – Jennifer Tongson explained the difficulty of finding a presenter on ADA/sensitivity training. Amber Villarreal recommended contacting the California Association for Coordinated Transportation (CalACT). Suggestions were also made to invite a panel of the transit operators to discuss their sensitivity training courses and their use of the ADA.

VI(B). Solano Paratransit and Vallejo Runabout Monthly Reports – Amber Villarreal reported no major changes to service.

VI(C). Transit Updates to the PCC – There were no transit updates to report.

AGENDA ITEM VII. FUTURE AGENDA ITEMS

The following items will be agendized for the March 18th PCC meeting: TDA Claims, Solano Paratransit and Vallejo Runabout bi-monthly reports, Transit Updates to the PCC, ADA/sensitivity training, older drivers, and the communications link between bus services and BART.

On a motion from Rich Broaddus and a second from Jim Simon, the meeting was adjourned at 2:00 pm.

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PCC

Date: March 9, 2005
To: Solano Paratransit Coordinating Council
From: Jennifer Tongson, Projects Assistant
Re: FY 2004-05 TDA Claim for the City of Rio Vista and the City of Suisun City

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 agency for the nine Bay Area counties.

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.

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 public transit needs that are reasonable to meet.

Discussion:

As required by MTC Resolution 1209, the cities of Rio Vista and Suisun City have submitted their FY 2004-05 Transportation Development Act (TDA) Article 4 and 8 Claim for consideration by the PCC.

Rio Vista:

The City of Rio Vista is submitting a TDA claim for \$400,000: \$200,000 for transit operations and \$200,000 for streets and roads purposes. Portions of the City's TDA funds were claimed for the Solano Paratransit service (\$9,927; claimed by FST) and STA planning activities (\$5,194; claimed by STA).

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

Suisun City:

The City of Suisun City is requesting \$150,000 in TDA funds for streets and roads purposes. The funds will be used in conjunction with Federal and State grants to complete various pavement slurry projects, base failure repairs, and miscellaneous

roadway repairs and maintenance work. Portions of the City's TDA funds were claimed for Fairfield-Suisun Transit services (\$627,000; claimed by FST), the Solano Paratransit service (\$47,166; claimed by FST), and STA planning activities (\$24,362; claimed by STA).

A representative from the City of Suisun City will be in attendance to provide additional materials and answer questions from the PCC.

Recommendation:

Review and forward a recommendation to MTC to approve the following:

- 1) City of Rio Vista's TDA Claim for \$400,000 for transit operations and streets and roads and
- 2) City of Suisun City's TDA Claim for \$150,000 for streets and roads.

Attachment:

- A. FY 2004-05 TDA Matrix for Solano County. (pg. 6, 1 page.)

PCC

Date: March 9, 2005
To: Solano Paratransit Coordinating Council
From: Jennifer Tongson, Projects Assistant
Re: Results from the FY 2005-06 FTA Section 5310 Application Scoring Meeting

Background:

The Federal Transit Administration (FTA) Section 5310 Program is designed to provide funding for the purchase of accessible vans and buses or other transportation related equipment to serve individuals with special needs. Approximately \$8.5 million is made available statewide each year on a competitive basis for non-profit and public agencies. Eligible projects include bus or van purchase/replacement and computer or radio equipment purchase/replacement. Agencies are eligible to receive up to 80 percent of the purchase price for vehicles and equipment. The remaining 20 percent is required as a local contribution from the applicant.

The Metropolitan Transportation Commission (MTC), the regional transportation planning organization for the nine bay area counties, requires that each county Paratransit Coordinating Council (PCC) score FTA Section 5310 applications from their respective county before MTC formally reviews the applications. To fulfill this obligation, the Solano PCC establishes a three-person subcommittee each year to review and score Solano County FTA Section 5310 applications and recommends its findings for the PCC to review and approve.

MTC bases its review on scores submitted by the county PCCs and forwards their review to Caltrans, which in turn reviews the applications and forwards them on to the California Transportation Commission (CTC) for final approval.

Discussion:

Solano County received three (3) applications for the FY 2005-06 FTA Section 5310 funding cycle:

1. Milestones Adult Development Center, for four (4) large buses, one (1) computer, and one (1) printer;
2. PRIDE Industries, for one (1) modified van, one (1) large bus, five (5) PASS-MON, and five (5) Mentor GPS;
3. City of Rio Vista, for two (2) large buses, two (2) base stations, two (2) mobile radios, two (2) computers, and (1) transit software.

The Section 5310 scoring subcommittee, consisting of George Bartolome, Catarina Evanson, and Jim Williams, will meet on March 16th to conduct the first round of scoring. The results from this round will be forwarded to the Metropolitan Transportation Commission (MTC) for recommendation, where the applications will

be scored again on a regional level for recommendation to Caltrans. Results from Solano County's scoring session will be reviewed at the PCC meeting.

Recommendation:

Review and forward the results of the FTA Section 5310 Scoring Meeting to MTC.

Attachment:

A. Summary of Applications for FTA Section 5310, FY 2005-06.

PCC

Date: March 8, 2005
To: Solano Paratransit Coordinating Council
Re: **Information Items**

B. ADA/Sensitivity Training Update – Jennifer Tongson, STA.

In July, the PCC authorized STA staff to set up a series of training sessions on the Americans with Disabilities Act (ADA) and customer service/sensitivity training with regards to paratransit service. STA staff contacted Patricia Piras, principal of a transit/paratransit management consulting firm in Northern California, specializing in ADA trainings and assistance. She will give the PCC a presentation on the ADA for transit and paratransit service at the May 20th meeting.

C. Solano Paratransit and Vallejo Run About Bi-Monthly Reports –Amber Villarreal, MV Transportation/Vallejo Run About.

Fairfield/Suisun Transit and MV Transportation provide paratransit bi-monthly reports for the PCC's review. Staffs from both agencies are available at the PCC meetings to update the members of any changes in the program or operations. Attached are the Solano Paratransit bi-monthly reports and the Vallejo Run About statistics for the PCC's review. (See Attachment p. 11, 1 page.)

D. Transit Updates to the PCC – Solano County Transit Operators.

Transit operators will have the opportunity to update the PCC on any service changes or notify the council of upcoming events.