

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL AGENDA

Friday, November 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 NOVEMBER 18, 2005 PCC AGENDA – <i>Recommendation: Review and Approve November 18, 2005 Agenda.</i> (12:30 – 12:35 pm)	Approval
III. APPROVAL OF SEPTEMBER 16, 2005 MINUTES – <i>Recommendation: Review and Approve September 16, 2005 Minutes.</i> Page 1-2 – (12:35 – 12:40 pm)	Approval
IV. OPPORTUNITY FOR PUBLIC COMMENT – (12:40 – 12:50 pm)	Discussion
V. ACTION ITEMS – Page 3.	Approval
A. Policy for No Call/No Show on Solano Paratransit – George Fink, FST. <i>Recommendation: Review and forward a recommendation to the STA Board to approve the policy for No Call/No Show on Solano Paratransit.</i> Page 3 – (12:50 – 1:00 pm)	
B. FY 2005-06 TDA Claims – Jennifer Tongson, STA. <i>Recommendation: Review and forward a recommendation to MTC to approve the following:</i> 1) City of Benicia’s TDA/STAF Claim for \$973,788 for transit operations and capital. 2) City of Rio Vista’s TDA/STAF Claim for \$305,329 for transit	

VI. INFORMATION ITEMS – Page 23 – (1:10 – 1:45 pm) Discussion

- A. Unmet Needs Hearing** – Elizabeth Richards, STA
- B. FTA Section 5310 Update** – Jennifer Tongson, STA
- C. Regional ADA Paratransit Eligibility Workshop** – Jennifer Tongson, STA
- D. PCC Elections** – Jennifer Tongson, STA
- E. Solano Paratransit and Vallejo Runabout Monthly Reports** – George Fink, Fairfield-Suisun Transit, and Amber Villarreal, MV Transportation/Vallejo Runabout.
- F. Transit Updates to the PCC** – Solano County Transit Operators.

VII. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS – Discussion
Discuss items for next agenda. (1:45 – 2:00 pm)

VIII. ADJOURNMENT – Next meeting is scheduled for January 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@sta-nci.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 September 16, 2005
Fairfield Community Center
1000 Kentucky Street, Conference Room
Fairfield, CA 94533

AGENDA ITEM I. CALL TO ORDER

PCC Vice Chair Catarina Evanson 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:

George Bartolome	Parliamentarian, Vallejo Transitions
Rich Broaddus	Independent Living Resource
Catarina Evanson	Vice Chair, Solano Community College Rep.
Fred Ramsey	Disabled Representative

Voting Members Not Present:

James Williams	Chair, Member-at-Large
Ernest Bradford	Elderly Rep. / MTC Rep.
Jim Simon	Social Service Provider Representative

Also Present:

Anna Beaumont	Fairfield-Suisun Transit
Janet Laughlin	WIBSC
Claire Narlock	Milestones Adult Development Center
Amber Villarreal	MV Transportation – Vallejo Runabout
Jennifer Tongson	Solano Transportation Authority

AGENDA ITEM II. APPROVAL OF SEPTEMBER 16, 2005 AGENDA

On a motion by Rich Broaddus and a second by Fred Ramsey the PCC approved the agenda for September 16, 2005.

AGENDA ITEM III. APPROVAL OF JULY 15, 2005 MINUTES

On a motion by Fred Ramsey and a second by Catarina Evanson the PCC approved the minutes for the July 15, 2005 meeting.

AGENDA ITEM IV. OPPORTUNITY FOR PUBLIC COMMENT

- Amber Villarreal announced that adjustments to Benicia Transit's fixed route service will take place in November.
- Fred Ramsey reported an incident on the Route 30 service from Dixon to Vacaville, where the driver required him to pay \$1.80, one dollar more than

the required fare for persons with disabilities. Anna Beaumont, FST, will follow up on the incident.

- Fred Ramsey and Catarina Evanson requested more Solano Paratransit tickets for future PCC meetings.

AGENDA ITEM V. ACTION ITEMS

V(A). FY 2005-06 TDA/STAF Claims –

City of Dixon: Jeff Matheson presented the City of Dixon's TDA/STAF Claim for \$510,457 for transit operations and capital. The funds will be used for the Dixon Readi-Ride, the Dixon Low Income Medical Shuttle service, and the Dixon Area Low Income Subsidized Taxi Program. On a motion by Fred Ramsey and a second from Rich Broaddus, the PCC recommended the City of Dixon's TDA/STAF Claim for \$510,457 for transit capital and operations.

Solano Transportation Authority: Jennifer Tongson presented Solano Transportation Authority's TDA/STAF Claim for \$957,043 for transit planning and administration activities. The funds will be used for STA planning and administration, SolanoLinks planning and marketing, transit planning and studies, Paratransit vehicle improvements, and Paratransit coordination. On a motion by Rich Broaddus and a second from Catarina Evanson, the PCC recommended Solano Transportation Authority's TDA/STAF Claim for \$957,043 for transit planning and administration activities.

AGENDA ITEM VI. INFORMATION ITEMS

VI(A). Solano Paratransit and Vallejo Runabout Monthly Reports – The PCC reviewed the Solano Paratransit stats. Amber Villarreal reviewed the FY 2004-05 stats for Vallejo Runabout. She noted that July's lower ridership was a surprise, noting that fewer people took advantage of Solano College's summer schedule. The service had one ADA denial this year and was 94% on-time. The Sunday service, which began in April, is showing low ridership. However, the overall service is progressing as expected.

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

AGENDA ITEM VII. FUTURE AGENDA ITEMS

The following items will be agendaized for the November 18th PCC meeting: TDA/STAF Claims, FTA Section 5310 update, Solano Paratransit and Vallejo Runabout bi-monthly reports, Transit Updates to the PCC.

The meeting was adjourned at 2:00 pm.

PCC

Date: November 10, 2005
To: Solano Paratransit Coordinating Council
From: George Fink, FST
Re: Policy for No Call/No Show on Solano Paratransit

Background:

Fairfield/Suisun Transit (FST) is contracted by the Solano Transportation Authority (STA) to provide paratransit services as Solano Paratransit. In an effort to increase efficiency and reduce cost, this policy will implement a multi-faceted approach of both education and adverse action for excessive no call cancellations and no show missed trips.

Discussion:

The following policy regarding missed trips (“No-Shows”) and cancellations not called in before 5:00 pm the previous day (“No Call”) applies to both Fairfield/Suisun Transit’s Dial-A-Ride Transit (DART) system and Solano Paratransit. In this policy document, “paratransit” refers to both Solano Paratransit and DART.

No Shows and No Calls are a growing problem for Fairfield/Suisun Transit (FST)-operated Americans with Disabilities Act (ADA)– only demand response transit/paratransit services. A summary of paratransit operations is as follows:

A user determines they need to go from point A to point B. The user can then choose to make a reservation up to seven (7) days in advance of that trip, which will be honored if there is capacity. Capacity is a function of space and scheduling. For example, a paratransit vehicle may have 5 empty seats, yet if a passenger has made a reservation for Fairfield to Rio Vista before another person calls in for the same time frame, then the paratransit vehicle cannot possibly pick up a person in Vacaville, for example. Likewise, if all seats are already reserved, even if the passenger is making the same trip at the same time and called in 5 days prior, the trip will be denied due to capacity.

Paratransit continues to encounter a large number of No Call and No Show trips. These missed trips cause system inefficiencies and reduce capacity of the system resulting in more expensive trip costs per hour and fewer passengers carried. Often, a small number of patrons are responsible for the vast majority of missed trips. This policy seeks to address missed trips through passenger education and culminating in adverse action. The policy is designed to emphasize correct behavior, minimize inefficiencies, and boost capacity.

Recommendation:

Review and forward a recommendation to the STA Board to approve the Policy for No Call/No Show on Solano Paratransit.

Attachments:

- A. DRAFT No Call/No Show Policy (p. 4)
- B. No Call/No Show Door Hanger (p. 5)

PCC

Date: November 10, 2005
To: Solano Paratransit Coordinating Council
From: Jennifer Tongson, Assistant Project Manager
Re: FY 2005-06 TDA/STAF Claims

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.

The Transportation Development Act (TDA) also provided funds for the State Transit Assistance Funds (STAF) program. State law specifies that STAF funds be used to provide financial assistance for public transportation, including funding for transit planning, operations and capital acquisition projects.

To obtain TDA and STAF 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:

On May 12, 2005, STA staff met with the city staffs to develop the funding matrix for the 2005-06 TDA fund cycle.

As required by MTC Resolution 1209, the City of Benicia and the City of Rio Vista have submitted their FY 2005-06 Transportation Development Act (TDA) Article 4 and 8 Claim for consideration by the PCC.

City of Benicia:

The City of Benicia is submitting a TDA/STAF claim for \$883,035 in transit operations and \$90,753 in transit capital. The funds will be used for operating the

City of Benicia’s fixed route service and Dial a Ride service, and will also be used in the purchase of three paratransit vans.

Benicia Claim Summary:

	TDA	STAF	TOTAL
Operating:	\$848,312	\$34,723	\$883,035
Capital:	\$90,753	\$0	\$90,753
Streets and Roads:	\$0	\$0	\$0
Total:	\$939,065	\$34,723	\$973,788

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

City of Rio Vista:

The City of Rio Vista is submitting a TDA/STAF claim for \$192,407 for transit operations, \$47,000 for transit capital, and \$65,922 for streets and roads improvements. The transit funds will be used for Rio Vista Transit’s door-to-door demand responsive service and toward the installation of two bus shelters and benches, radio equipment, and two replacement cutaway vehicles. The streets and roads funds will provide new asphalt concrete pavement on various streets within the City of Rio Vista.

Rio Vista Claim Summary:

	TDA	STAF	TOTAL
Operating:	\$191,610	\$797	\$192,407
Capital:	\$47,000	\$0	\$47,000
Streets and Roads:	\$65,922	\$0	\$65,922
Total:	\$304,532	\$797	\$305,329

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 the following:

1. City of Benicia’s TDA/STAF Claim for \$973,788 for transit operations and capital.
2. City of Rio Vista’s TDA/STAF Claim for \$305,329 for transit operations and capital, and local streets and roads.

Attachments:

- a. FY 2005-06 TDA Matrix for Solano County (p. 8)
- b. City of Benicia’s Claim Summary (p. 9)
- c. City of Benicia’s Description of Transit Service (p. 11)
- d. City of Rio Vista’s Claim Summary (p. 15)
- e. City of Rio Vista’s Description of Transit Service (p. 17)
- f. City of Rio Vista’s Description of Streets and Roads (p. 21)

PCC

DATE: November 7, 2005
TO: STA PCC
FROM: Elizabeth Richards, Director of Transit and Rideshare Services
RE: Unmet Transit Needs Public Hearing for FY 2006-07

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. Annually, the Metropolitan Transportation Commission (MTC) holds a public hearing in the 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 then selects pertinent comments for Solano County's local jurisdictions to respond to. 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 forwarded to MTC.

Discussion:

A meeting date and location have been set for Wednesday, December 7 at 5:45pm at the Suisun City Council Chambers. The Consortium, TAC and the Board have been advised. STA staff has been working with MTC to coordinate a mailing to notify interested individuals throughout Solano County of the hearing and opportunities to submit comments. These will also be distributed on buses in Solano County. A copy of the flyer is attached. PCC and any member of the public is welcome to attend.

Recommendation:

Informational.

Attachment:

- A. Public Hearing Announcement, Solano County Transit Needs (p. 24)

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PCC

Date: November 13, 2005
To: Solano Paratransit Coordinating Council
Re: **Information Items**

B. FTA Section 5310 Update – Jennifer Tongson, STA.
The California Transportation Commission (CTC) adopted the project list for the FY 2005-06 FTA Section 5310 Program. Approximately \$13.6 M in funding was allocated during this fund cycle. There were three applicants from Solano County: Milestones Adult Development Center, Pride Industries, and the City of Rio Vista. Milestones was the only Solano County applicant to successfully receive funding. Its application included four large buses, a computer and printer, and scheduling software. The final funding list is included as Attachment A (p. 28).

The FY 2006-07 FTA Section 5310 Program fund cycle is commencing. Caltrans and MTC are in the process of sending program announcements to potential applicants in the Bay Area. Final applications are due to Caltrans, MTC, and County PCCs on February 24, 2006. Attachment B (p. 38) shows the FY 2006-07 FTA Section 5310 Program timeline.

C. Regional ADA Paratransit Eligibility Workshop – Jennifer Tongson, STA.
The Paratransit Technical Assistance Program (PTAP) in conjunction with MTC and Bay Area transit operators will present a two-day paratransit eligibility workshop on December 12-13. The first day will include material of value to eligibility staff and managers, as well as appeals panel members and advisory group members. The second day will provide the extra level of detail and hands-on participation needed by eligibility staff of transit agencies and their contractors. Transit operators and PCC members are encouraged to attend. Attachment C (p. 39) provides more information about the workshop.

D. PCC Elections – Jennifer Tongson, STA.
As stated in Article VI of the PCC Bylaws, the council must annually nominate and elect a Chair, a Vice Chair, and a Parliamentarian. Elections will be held during the January meeting with the new officers to be seated at the January meeting. The Chair and Vice Chair are allowed to serve a term of two (2) consecutive years. After holding an officer position for two consecutive years, a minimum of one (1) year must elapse before either of the officers can serve again. There is no limit placed on the term of the Parliamentarian. Currently, Jim Williams is serving his second year as Chair, Catarina Evanson is serving her second year as Vice Chair, and George Bartolome is serving his second year as Parliamentarian.

E. Solano Paratransit and Vallejo Run About Bi-Monthly Reports – George Fink, Fairfield-Suisun Transit; Amber Villarreal, MV Transportation/Vallejo Runabout.

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. The Solano Paratransit stats is included as Attachment D (p. 41). The Vallejo Run About statistics will be distributed at the PCC meeting for review.

F. 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.