



PCC
SOLANO
PARATRANSIT COORDINATING COUNCIL (PCC)
AGENDA

Thursday, January 19, 2012

1:00– 3:00 p.m.

Suisun City Hall Council Chambers
701 Civic Center Blvd.
Suisun City, CA

ITEM

STAFF PERSON

I. CALL TO ORDER

Richard Burnett, Chair

II. APPROVAL OF AGENDA

(1:00 – 1:05 p.m.)

III. OPPORTUNITY FOR PUBLIC COMMENT

(1:05 – 1:15 p.m.)

IV. COMMENTS FROM STAFF AND REPRESENTATIVES
FROM ADVISORY COMMITTEES

(1:15 – 1:20 p.m.)

V. PRESENTATIONS

- Nancy Abruzzo –Solano/Napa Commuter Information (SNCI)
Debbie Whitbeck –FAST Paratransit Program
John Andoh –Topic Guide Presentation for American with
Disabilities Act (ADA) Telephone Hold Time

(1:20 – 1:50 p.m.)

VI. CONSENT CALENDAR

Recommendation: Approve the following consent items in one motion

(1:50 – 1:55 p.m.)

A. Minutes of the PCC Meeting of September 15, 2011

Liz Niedziela

Recommendation

Approve PCC minutes of September 15, 2011.

Pg. 1

PCC MEMBERS

Richard Burnett-Chair

MTC PAC
Representative
Vacant

Transit User

Rachel Ford

Solano County Health &
Social Services
Shannon Nelson

Member at Large

Judy Nash

Public Agency –
Education
Shirley Stacy

Transit User

Alicia Roundtree

Social Service
Provider
James Williams-Vice Chair

Member at Large

Vacant (2)

Social Service
Provider
Kurt Wellner

Transit User

VII. ACTION ITEMS

- A. FY 2012 PCC Draft Work Plan** Liz Niedziela
Recommendation
Forward a recommendation to the STA Board to approve the Paratransit Coordinating Council 2012 Work Plan.
(1:55-2:05 p.m.)
Pg. 11
- B. FY 2012 PCC Draft Outreach Plan** Liz Niedziela
Recommendation
Forward a recommendation to the STA Board to approve the Paratransit Coordinating Council 2012 Outreach Plan.
(2:05-2:15 p.m.)
Pg. 13
- C. PCC Membership Status and Appointment** Liz Niedziela
Recommendation
Forward a recommendation to the STA Board to appoint Edith Thomas to the Paratransit Coordinating Council as a Social Service Provider.
(2:15-3:20 p.m.)
Pg. 17
- D. PCC 2012 Election for Chair and Vice Chair** Liz Niedziela
Recommendation
Elect a new Chair and Vice Chair for 2012 and forward recommendation to STA Board for approval.
(2:20-2:25 p.m.)
Pg. 21
- E. Mobility Management Program Scope of Work** Liz Niedziela
Recommendation
Forward a recommendation to the STA Board to approve the Mobility Management Plan Scope of Work.
(2:25-2:30 p.m.)
Pg. 23

VIII. INFORMATIONAL ITEMS

- A. Unmet Transit Needs Public Hearing for FY 2010-11** Liz Niedziela
Informational
(2:30-2:35 p.m.)
Pg. 27
- B. 2011 PCC Work Plan Accomplishments** Liz Niedziela
Informational
(2:35-2:45 p.m.)
Pg. 35

C. Transit Operator Updates

- Dixon Redit-Ride
- Fairfield and Suisun Transit
- Rio Vista Delta Breeze
- SolTrans
- Vacaville City Coach

(2:45-2:55 p.m.)

IX. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Discussion

(2:55-3:00 p.m.)

X. ADJOURNMENT

The next regular meeting of the PCC is tentatively scheduled at **1:00 p.m., Thursday, March 15, 2012, Solano Community College, Fairfield.**

For questions regarding this agenda:

Please contact Liz Niedziela at (707) 424-6075 or eniedziela@sta-snci.com

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PCC
SOLANO PARATRANSIT COORDINATING COUNCIL
AGENDA
Minutes for the meeting of
September 15, 2011

I. CALL TO ORDER

PCC Chair, Richard Burnett, called the meeting to order at 1:15 pm in Benicia at the Benicia City Hall, Commission Room.

Voting Members Present:

Richard Burnett	Chair, PAC Representative
Rachel Ford	Social Service Provider
Alicia Roundtree	Social Service Provider
Shirley Stacy	Transit User
Kurt Wellner	Transit User
James Williams	Vice-Chair, Member-at-Large

Voting Members Not Present:

George Bartolome	Social Service Provider
Judy Nash	Public Agency – Education
Shannon Nelson	Member at Large

Also Present: *In Alphabetical Order by Last Name*

Nancy Abruzzo	STA
Mona Babauta	City of Fairfield/FAST
Derik Calhoun	MV Transit/SolTrans
Sarah Lauri	MV Transit/FAST
Liz Niedziela	STA
Faye Peters	MV Transit/FAST
Edith Thomas	Transportation Connections
Debbie Whitbeck	City of Fairfield/FAST
Sara Woo	STA
Jeanine Wooley	SolTrans

II. APPROVAL OF AGENDA

On a motion by Rachel Ford and a second by Kurt Wellner, the PCC unanimously approved the September 15, 2011 Agenda.

III. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

IV. COMMENTS FROM STAFF AND REPRESENTATIVE FROM THE SOLANO SENIORS AND PEOPLE WITH DISABILITIES ADVISORY COMMITTEE

1. Liz Niedziela reported the STA Board approved for STA staff to move forward on the Management Mobility claim. She will keep the PCC updated as the plan moves forward.
2. Sara Woo, STA Associate Planner, updated the committee on the Safe Routes to Transit (SR2T) Plan. Sara will provide a draft of initial findings of the walking audit at a future PCC meeting.
 - Alicia Roundtree, who was a part of two SR2T walking audits and assisted two disabled wheelchair users, had additional comments. She provided a written statement from Carey Helmerson one of her coworkers who volunteers at ILC in Fairfield. Carey also participated in the study and is interested in attending the next PCC meeting in Fairfield to share his experiences as a paratransit user.
 - James Williams questioned if the consultants participating in the study are actually using fixed transit and doing intercity transfers with specific destinations and times. Sara Woo asked Alicia Roundtree to share her experience using fixed transit from Vallejo to Fairfield and how a person with mobility issues can be affected.
 - Rachel Ford shared her first experience using the internet to read the various transit schedules and expressed how difficult it was for her to understand them from the perspective of a person who's never done this before. Once she learns how to read the schedules, her next venture will be to actually ride the bus.
 - Liz Niedziela offered a suggestion for those individuals having trouble getting from point A to point B using public transportation. She introduced Nancy Abruzzo who works in the Solano Napa Commuter Information department of the STA. Nancy is one of five employees in the SNCI department that provides detailed transit information to the public.
 - Jeanine Wooley, as a transit operator, expressed her interest in hearing about the challenges in terms of reading the schedules so they can critique them so they are more user friendly. This information will be helpful for her since SolTrans will soon be issuing new transit schedules.

V. PRESENTATIONS

Jeanine Wooley

Topic Guide Presentation for American with Disabilities Act (ADA)

On Time Performance (Attachment A)

VI. CONSENT CALENDAR

On a motion by James Williams and seconded by Alicia Roundtree, the Consent Calendar Item A was approved as amended. At the request of Shirley Stacey the *Item X. Adjournment* section of the meeting minutes was corrected to read as follows:

The meeting adjourned at 3:00 p.m. The next meeting of the PCC is scheduled at 1:00 p.m. on Thursday, ~~September 22, 2011~~ *September 15, 2011* at the Benicia City Hall in Benicia.

A. Minutes of the PCC Meeting of July 21, 2011

Recommendation:

Approve PCC Meeting Minutes of July 21, 2011

VII. ACTION ITEMS

A. FY 2011-12 TDA Claims – Cities of Dixon, Fairfield and Rio Vista

Recommendation:

1. On a motion by James Williams and a second by Rachel Ford, the PCC unanimously approved to forward a recommendation to MTC to approve the City of Dixon's FY 2011-12 TDA Claim for \$300,000 for transit operations and \$325,000 for transit capital.
2. On a motion by Rachel Ford and a second by Kurt Wellner, the PCC unanimously approved to forward a recommendation to MTC to approve the City of Fairfield's FY 2011-12 TDA Claim for \$4,274,568 for transit operations and \$200,000 for transit capital.
3. On a motion by James Williams and a second by Alicia Roundtree, the PCC unanimously approved to forward a recommendation to MTC to approve the City of Rio Vista's FY 2011-12 TDA Claim for \$231,575 for transit operations and \$29,205 for transit capital.

VIII. INFORMATIONAL ITEMS

A. PCC Membership Update

Liz Niedziela presented the PCC Membership Update. At the September's meeting, there were two (2) vacancies; one (1) for Transit User and one (1) for Social Service Provider. The STA staff will also continue to recruit for the additional PCC members and input from the committee is welcomed.

B. Unmet Transit Needs Public Hearing for FY2011-12

Liz Niedziela presented the Unmet Transit Needs Public Hearing for FY2011-12. This year's Unmet Transit Needs Hearing was held on Thursday, December 2, 2010 at 6:00 pm at the Solano County Administration Center (SCAC) in the Board of Supervisors Chambers.

The issues raised at the hearing and through written comments were reviewed and compiled by MTC. The comments identified as reasonable unmet needs were forwarded by MTC to STA. The STA staff is working with the transit operators to address the issues and STA staff will report to the PCC the status of the Unmet Transit Needs progress so the PCC may monitor the process.

C. Transit Operator Updates

SolTrans

Vallejo and Benicia consolidated under JPA now Solano County Transit, SolTrans. The new transit center is open and operational. SolTrans is in the process of installing the SolTrans logo on the fleet. SolTrans is also working on restructuring the bus routes, looking for synergies between the two systems, coming up with new schedules and a developing a new website.

Moore & Associates, a planning consultant is working with SolTrans to prepare a Short Range Transit Plan (SRTP) to look at all aspects of the operation and capital projects. Moore & Associates have tentatively scheduled a public outreach in October regarding the restructuring of the bus routes. Following that meeting, SolTrans staff will be out in both cities and hold approximately six public outreach events to receive information from riders that will help with the restructuring of the transit routes.

SolTrans is accepting applications for citizen input for the Public Advisory Committee (PAC). Mayor Davis and Mayor Patterson will appoint three citizens from each city to the committee. If you have an interest in being a committee member you can contact the City of Vallejo or the City of Benicia.

FAST

FAST is beginning to look at some service changes for early next year. Yesterday FAST staff met with the Senior Round Table to get feedback from them. Over the next couple of months staff will be doing more outreach to senior facilities and other social service groups to get feedback before going to Council in November. Hopefully in the next couple of months, FAST will be able to share new information with the PCC.

IX. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Shirley Stacy commented that Paratransit passengers need more open communication with the schedulers, dispatch, drivers and all of the staff. Scheduling needs more improvement but she thinks FAST is working on that. She hopes in the future the schedules will change and run later between the fixed routes and the DART buses especially on Saturdays.

She further stated the new buses in Fairfield do not have holders for the brochures. She hopes the holders will be installed soon so the passengers have access to them.

Shirley also mentioned that Sara Lauri will be leaving FAST and she is sad to see her leave but happy for her moving forward. Shirley stated that Sara has always done a great job for the City and MV. She hopes the new person taking over for Sara will continue to have a good rapport with her working towards a better transit system for everyone.

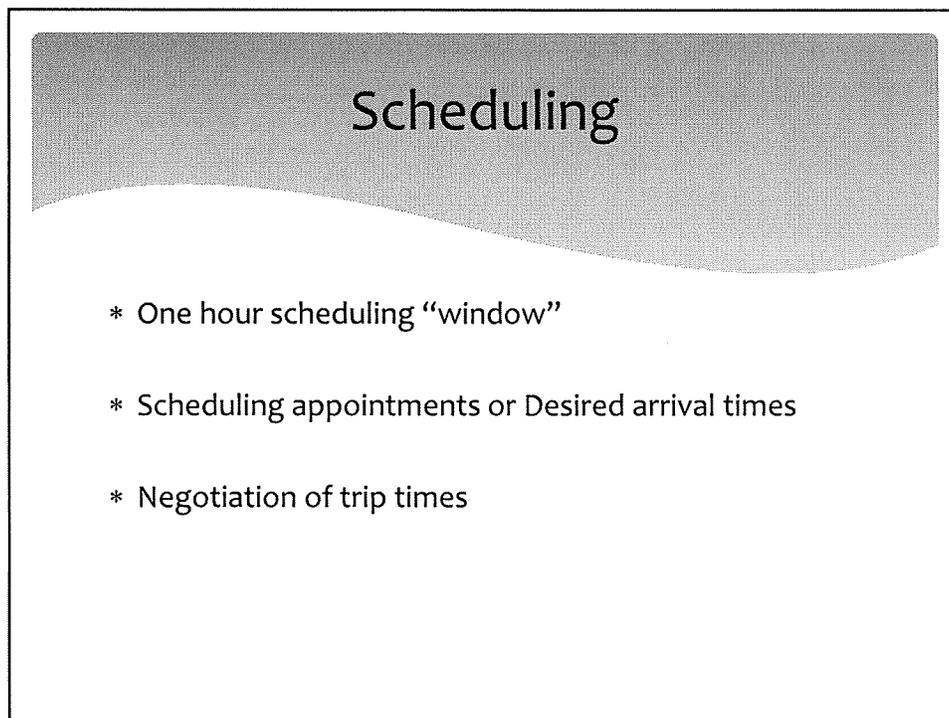
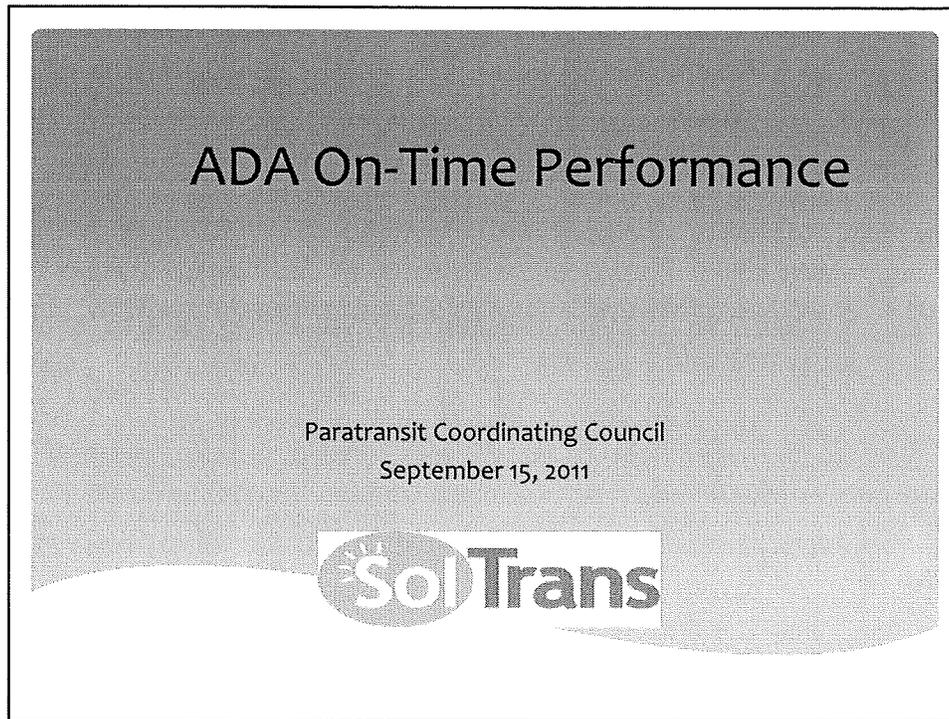
Richard Burnett mentioned that he would like to discuss the Mobility Management Program at future PCC meetings. He suggested that the PCC discuss at each meeting different aspects of mobility management and how it pertains to Paratransit.

Liz Niedziela responded that the STA Board just approved STA staff to move forward on a Mobility Management Plan. She will keep the PCC informed about all the progress and would like to receive input from the PCC.

X. ADJOURNMENT

The meeting adjourned at 2:40 p.m. The next meeting of the PCC is scheduled at 1:00 p.m. on Thursday, November 17, 2011 at Suisun City Hall.

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On Time Arrival & Departure Window

- * On-time pick up “window”
- * Wait Time
- * On-Time drop off “window”

Travel Time and Missed Trips

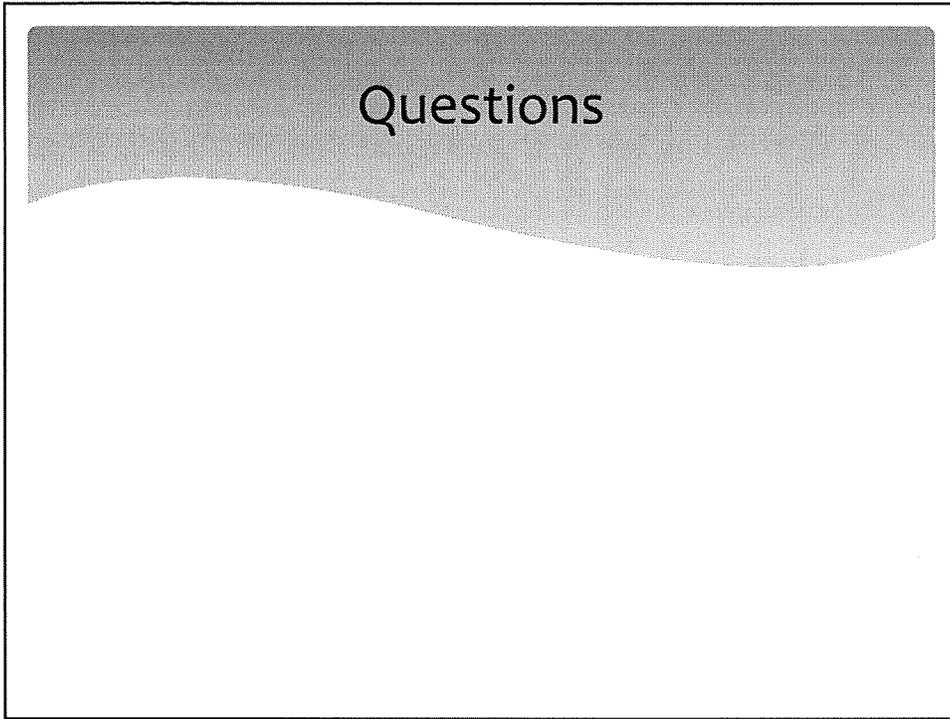
- * Travel Time
- * Missed Trips
- * Passenger Role

Subscription Service

- * What is Subscription Service?
- * ADA requirements
- * Subscription Service Policies

Complaints

- * Service monitoring
- * Process



PCC

Date: January 7, 2012
 To: Solano Paratransit Coordinating Council
 From: Liz Niedziela, Transit Program Manager/Analyst
 Re: 2012 PCC Work Plan

Background/Discussion:

The 2012 Work Plan continues to focus on developing expertise and understanding of the range of transportation services for Solano seniors and people with disabilities and outreach activities. Presentations of different transportation services will continue in 2012 PCC meetings.

The following is the draft PCC Work Plan for 2012 for action. 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	2012 Timeline
Administrative	Elect PCC Officers	January 2012
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 people with disabilities groups.	January – December
	Develop stronger PCC presence on the STA Website.	January – December
Projects	Participate in studies that impact transportation for seniors and people with disabilities. (Community-Based Transportation Plan in East Fairfield and Mobility Management Program)	January – December
	Develop expertise and understanding of the range of transportation services for Solano seniors and people with disabilities.	January – December
	Improve understanding of Americans with Disabilities Act (ADA) and how it relates to ADA Paratransit and transit services. (The ADA Topics Guide)	January – December
Funding	Establish FTA Section 5310 application scoring subcommittee.	TBA
	Review and score 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:

Forward a recommendation to the STA Board to approve the Paratransit Coordinating Council 2012 Work Plan.

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PCC

DATE: January 7, 2012
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: 2012 PCC Outreach Plan

Background/Discussion:

In preparation for 2012, the STA staff developed a Paratransit Coordinating Council (PCC) draft Work Plan for review and discussion by the PCC.

One of the key elements of the 2012 Work Plan is to focus on outreach activities. The purpose of outreach activities is to promote awareness of the PCC and its information and advisory function and to encourage people with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system.

It was suggested to alternate PCC meeting locations in an effort to outreach further to senior centers and people with disabilities groups throughout the County. In response, STA staff developed a PCC Outreach Plan, with the PCC approval, which included rotating the PCC meeting location throughout the county to make it easier for the public to attend. In addition, notices of the PCC meetings were more broadly distributed. Finally, PCC brochure was designed, and printed for wide distribution. Included in the brochure is an application for PCC membership.

At last year's PCC meeting, it was suggested to continue with the same alternating PCC meeting locations in an effort to outreach further to senior centers and people with disabilities 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 2012 PCC Outreach Plan.

Recommendations:

Forward a recommendation to the STA Board to approve the Paratransit Coordinating Council 2012 Outreach Plan.

Attachment:

- A. Solano Paratransit Coordinating Council 2012 Outreach Plan

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Solano Paratransit Coordinating Council
Draft 2012 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 people with disabilities.
 - 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 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 – City Hall at the 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 groups
 - a. Hold a PCC meeting at a different location throughout the year
 - b. Publicize meetings
 - 1. Distribute agenda to Board Clerk at all Cities/County
 - 2. Flyers on Paratransit vehicles in the city the meeting will be held
 - 3. Senior Centers of the city the meeting will be held
 - 4. Post on STA website
 - c. Improve PCC presence via the internet by linking improved STA website pages to senior and people with disabilities interest groups via weblinks.
 - d. Location of Meetings (depending on availability)
 - 1. Suisun City Hall (DART) – January 19, 2012
 - 2. Solano Community College – Fairfield Campus (DART/SolTrans) - March 15, 2012
 - 3. Ulatis Community Center (Vacaville City Coach Special Services)- May 17, 2012
 - 4. Fairfield Community Center (DART) July 19, 2012
 - 5. Benicia City Hall (SolTrans) - September 20, 2012
 - 6. Vallejo Joseph Room at JFK Library (DART) - November 15, 2012

PCC

DATE: January 7, 2012
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC Membership Status and Appointment

Background/Discussion:

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 transit riders. At the September's meeting, there were two (2) vacancies on the PCC; one (1) for Transit User and one (1) for a Social Service provider.

In September, PCC staff received a resignation email from George Bartolome. George's work schedule has changed and he is unable to allot time for fulfilling his duties as a PCC Committee member. He expressed his thankfulness for the experience that the PCC has extended to him

PCC staff received a member of interest form for Edith Thomas. Ms. Thomas is the Executive Director for Connections for Life. Connection for Life's mission statement is "Empowering people with disabilities by providing services that promote independence, equality and integration, enhancing their quality of life". The Connection for Life in Vacaville supports over 55 adults with significant disabilities who live throughout Solano County and depend on public transit to access their communities. Edith has attended several PCC meeting over the past two years and is interested in becoming a member.

If Edith is appointed, there will be two (2) vacancies on the PCC; one (1) for Transit User and one (1) for a Social Service Provider. The STA staff will also continue to recruit for the additional PCC members and input from the committee is welcomed.

Recommendation:

Forward a recommendation to the STA Board to appoint Edith Thomas to the Paratransit Coordinating Council as a Social Service Provider.

Attachments:

- A. PCC Membership Status (January 2012)
- B. Edith Thomas's PCC Interest Form

**Solano County
Paratransit Coordinating Council**

Membership Status
January-12

Voting Members	Category	Agency	Appointed	Chair/Vice-Chair
Richard Burnett - Chair	MTC/PAC Representative		1/13/2010	7/16/2010
Jim Williams -Vice Chair	Member-at-Large		1/13/2010	1/13/2010
Rachel Ford	Public Agency, Solano County Health and Social Services	Solano County Mental Health	6/9/2010	
Judy Nash	Public Agency, Education-related Services	Solano Community College	4/14/2010	
Shannon Nelson	Member-at-Large	ADA Coordinator - City of Vacaville	9/8/2010	
Alicia Roundtree	Social Service Provider	Independent Living Resource	10/13/2010	
Shirley Stacy	Transit User		1/18/2011	
Kurt Wellner	Transit User		10/14/2009	
Vacant - seeking 2 members	Social Service Provider			
Vacant - seeking 1 member	Transit User			

paratransit coordinating council interest



OCT 25 2011

CONTACT INFORMATION

name Edith Thomas - Connections For Life
 street address 419 Mason Street suite 109
 city, state, zip Vacaville, CA 95688
 home phone 707-761-2264 work phone 707-455-1792
 email address ethomas@connections4life.org

I WOULD LIKE TO FILL THE FOLLOWING POSITION

transit user (3)
 member-at-large (2)
 public agency (2)
 social service provider (4)

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

Summarize the reason you would like to participate in the STA's Paratransit Coordinating Council. Include what experience (work or otherwise) qualifies you:

Connections For Life supports over 55 adults with significant disabilities who live throughout Solano County and depend on public transit to access their communities. We also employ over 65 staff who support our consumers access their communities. I have been involved with this agency for over 7 years and am very familiar with the challenges and benefits of public transit.

AGREEMENT AND SIGNATURE

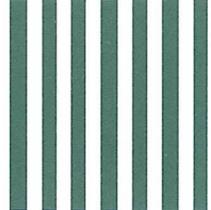
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

name (printed) Edith Thomas
 signature Edith Thomas date 10-18-11

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SACRAMENTO CA 957
19 OCT 2011 PM 5 L

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NUMBER 100 SUISUN, CA

POSTAGE WILL BE PAID BY ADDRESSEE

SOLANO TRANSPORTATION AUTHORITY

One Harbor Center, Suite 130
Suisun City, CA 94585-9899



more about the paratransit coordinating council

Thursday

The PCC meets on the third ~~Friday~~ of every other month (January, March, May, etc.) at 12:00 p.m. The meetings are always open to the public, so feel free to stop by.

For more information on meeting locations, and to how to get involved in the PCC, please return this form or check out our website at: **www.solanolinks.com** or contact:

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585
(707) 424-6075
paratransit@sta-snci.com



One Harbor Center, Suite 130
Suisun City, CA 94585



Mixed Sources
Product group from well-managed forests and other controlled sources
Cert no. SCS-COC-001128
www.fsc.org
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PCC

DATE: January 7, 2012
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC 2012 Election for Chair and 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.

Currently, Richard Burnett is PCC Chairperson and James Williams is the PCC Vice-Chairperson and they both fulfill their term limitation of two years and are eligible to serve after at least a year between terms. The PCC staff would like to thank Chair Richard Burnett and Vice-Chair James Williams for their exceptional two year service as PCC Chair and Vice-Chair.

Below is a brief description of the duties of Chair and Vice-Chair.

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.

The PCC members suggested were Alicia Roundtree for Chair and Shannon Nelson and Shirley Stacy for Vice Chair. The PCC Chair will be asked for a nomination and the nominees will present a brief statement before election.

Recommendation:

Elect a PCC Chair and Vice Chair for 2012 and forward a recommendation to the STA Board.

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PCC

DATE: January 7, 2012
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Mobility Management Program Scope of Work

Background:

Development of a Mobility Management Plan is one of the strategies listed in the Solano Transportation Study for Seniors and People with Disabilities. This Study has been approved by the Consortium, TAC and the Solano Seniors and People with Disabilities Advisory Committee. It was presented for final approval by the STA Board in December 2011 and approved. Per the Study, Mobility Management is “short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers.”

The STA Board supports the development of a Solano Mobility Management Plan which includes potential programs for Seniors and People with Disabilities, the County Health and Social Services and First Five Program clients. The Paratransit Coordinating Council and the Solano Seniors and People with Disabilities Transportation Advisory Committee are supportive and requested to be involved in the process.

Discussion:

STA staff released a Request for Qualifications (RFQ) to establish a Pre-Qualified List of Consultants for Project Management services to assist STA staff in several studies and plans this fiscal year. This includes the Solano Mobility Management Plan. STA plans to have a project manager on board to assist with this work in December and release the Request for Proposals (RFP) for the Solano Mobility Management Plan in March 2012. The Project Manager, in preparing for the RFP, may make minor edits to the scope of work for better clarification and understanding.

In preparation of the release of the RFP, STA presented the draft scope of work to the Consortium in November and asked for input. Staff received comments and incorporated them into the scope of work (Attachment A). The scope of work will go to the Paratransit Coordinating Council on January 19, 2012 and the Solano Seniors and People with Disabilities Transportation Advisory Committee on January 26, 2012 to receive input before going to the STA Board on March 14, 2012 for final approval.

Fiscal Impact:

The fiscal impact is \$150,000. State Transit Assistance Funds (STAF) Regional Paratransit will cover \$100,000 of the plan and STAF will cover \$50,000.

Recommendation:

Forward a recommendation to the STA Board to approve the Solano Mobility Management Plan scope of work as specified in Attachment A.

Attachment:

- A. Mobility Management Plan Scope of Work

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SCOPE OF WORK for Solano Mobility Management Plan

Purpose:

Goal is to coordinate transportation services for older adults, individuals with disabilities, and individuals with low incomes.

The STA completed the first Solano Senior and Disabled Study in June 2004. The second study, Solano County Transportation Study for Seniors and People with Disabilities was recently completed and will be presented to the STA Board for final approval in December 2011. Both studies recommended a further focus on the Solano Mobility Management in Solano County. The Consultant Team will develop a coordinated plan for outreach programs, policies and build local partnership specific to Solano County and work closely with the transit operators and stakeholders in development of implementation plans.

Tasks:

- 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**
- 2. Review Relevant Studies and Related Programs including, but not exclusive to:**
 - a. Solano County Senior and Disabled Transit
 - b. Solano County Transportation Study for Seniors and People with Disabilities
 - c. Taxi Scrip Programs (Intercity and Local)
 - d. Community-Based Transportation Plans in Solano County
 - e. Identify key stakeholders in the County that contribute to the planning, provision, delivery and/or funding of transportation services for Seniors and People with Disabilities and Individual of Low-Income. Present this information in a table that is categorized by function (i.e. Funding, Service Delivery, Service Planning, etc.)
- 3. Identify All Existing Transportation Services Provided in Solano County for Seniors, People with Disabilities and Low Income**
 - a. Inventory services such as, provider's contact information, agency's contact person, cost, hours of operations, who is eligible, wheel chair accessible, how far the service is provided, etc.
 - b. Create a strategy to partner and network with all transportation providers and other stakeholders in Solano County
- 4. Develop an one-stop transportation traveler call center and website to coordinate transportation information**
 - a. Identify and recommend training for staff to refer customers to the appropriate available transportation service
 - b. Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
 - c. The implementation plan that would identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions
 - d. Develop policies and procedures for the program
 - e. Identify at least two examples of successful mobility management programs in other counties/communities that share similarities with Solano County such as demographics, geography, resources, and existing programs/services

- f. Recommend a mobility management program for Solano County based on the information gathered in activities 2-4 of this scope of work, as well as on the transportation needs of seniors and people with disabilities identified in the Solano Transportation Study for Seniors and People with Disabilities
 - Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation
 - The implementation plan would identify the cost, resources, staffing, and other requirements necessary for successful implementation
 - Identify the benefits and prioritize

5. Develop Travel Training Programs

- a. Identify different Travel Training Options
- b. Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
- c. The implementation plan that would identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions
- d. Identify any partnerships that could be formed that provide similar services
- e. Develop policies and procedures for the program

6. Develop a Countywide ADA Eligibility Process

- a. Identify different options
- b. Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
- c. The implementation plan that would identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions
- d. Develop policies and procedures for the program

7. Identify Older Driver Safety Programs and Mobility Workshops in Solano County

- a. Inventory Programs
- b. Describe when offered and contact information
- c. Develop policies and procedures to keep information current

8. Public Outreach

- a. Present findings and seek input from Transit Consortium, Paratransit Coordinating Council, Solano County Seniors, Senior Coalition and People with Disabilities Transportation Advisory Committee

11. Draft Study

- a. Present the existing services and programs
- b. Develop a 1 to 10 year Implementation Plan which will include detail project task, cost and a funding plan
- c. Present to committees and input process
- d. Present Mobility Management Programs
- e. Obtain input from various groups in Solano County prior to the STA Board.

12. Final Study

- a. Finalize the report incorporating input from public and committee review of draft study
- b. Prepare the report for electronic and hard copy distribution.

PCC

DATE: September 7, 2011
TO: Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Unmet Transit Needs Public Hearing for Fiscal Year (FY) 2011-12 Update

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 only county in the Bay Area that has a local jurisdiction using TDA funds for streets and roads. For FY 2010-11, the County of Solano was the only jurisdiction that used TDA funds for streets and roads.

When MTC took final action on the FY 2009-10 Unmet Transit Needs process and concluded that there were no reasonable unmet transit needs, they also took action that directed Rio Vista and the County of Solano to develop a TDA phase out plan. Since MTC took this action, MTC and STA have met with both Rio Vista and County of Solano to discuss the TDA phase out plan. As a result of this, in February 2010 Rio Vista City Council took action directing that Rio Vista no longer use TDA funds for streets and roads beginning FY 2010-11. A strategy to phase the County of Solano out of the Unmet Needs process was approved by the STA Board April 14, 2010. The County of Solano will no longer be claiming funding for streets and roads after FY 2011-12. Therefore, the Unmet Transit Needs process was still required to allow Solano County to claim TDA for streets and roads in FY 2011-12.

The Unmet Transit Needs Hearing was held on Thursday, December 2, 2010 at 6:00 pm at the Solano County Administration Center (SCAC) in the Board of Supervisors Chambers. Based on comments raised at the hearing and the received written comments, MTC staff then selected pertinent comments for Solano County's local jurisdictions for response. 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. In 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.

Discussion:

MTC has summarized the key issues of concern and forwarded them to the STA (Attachment A). The STA staff forwarded a worksheet to each transit operators that identified the issues specific to their operators for a response. The STA staff continues to work with the transit operators to address the issues and coordinate a response to MTC. Staff will report back the PCC with the response to the issues.

If the transit operators, the STA and Solano County can thoroughly and adequately address the issues as part of the preliminary response letter, MTC staff can move to make the finding that there are no unreasonable transit needs in the county. Making a positive finding of no reasonable transit needs will allow MTC to process the streets and road element of the TDA claims from the County of Solano. For FY 2012, the County’s TDA claim for local streets and roads will be held by MTC until this process is completed.

As FY 2011-12 will be the last year the County of Solano uses TDA for streets and roads, the Unmet Needs process will no longer be required in Solano County since no jurisdiction will be using TDA funds for streets and roads.

The following is the draft revised schedule.

Schedule to Submit Response to MTC	
April 18, 2011	Assign the questions to the Transit Operators.
May 19, 2011	Present issues to the PCC
February 5, 2012	Extended Deadline for Transit Operators to provide responses to STA.
February 29, 2012	Consortium and TAC review and approve responses.
March 14, 2012	STA Board review and approval.
March 15, 2012	Present response to issues to the PCC
March 16, 2012	Submit responses to MTC.
April 11, 2012	Responses are submitted for approval to the Programming and Allocations Committee at MTC.

The streets and roads portion of the County of Solano TDA claim will be processed once the Unmet Needs process is complete.

Recommendation:

Informational.

Attachments:

- A. MTC March 31, 2011 letter summarizing FY 2011-12 Unmet Transit Needs



**METROPOLITAN
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COMMISSION**

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March 31, 2011

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Mr. Daryl Halls
Executive Director
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

Dear Mr. Halls:

I have reviewed the transcript of the comments received at the Solano County Unmet Transit Needs public hearing held on December 2, 2010, and also reviewed comments contained in correspondence received by MTC during the public comment period. As you know, the recently concluded unmet transit needs public participation process pertains to FY 2011-12 Transportation Development Act (TDA) fund allocations for streets and roads purposes.

Enclosed with this letter is a copy of the transcript of the public hearing, and copies of all correspondence received by MTC as a result of the public participation in the Solano County Unmet Transit Needs process. These materials encompass all comments received by MTC.

Unmet transit needs pertain to the levels and locations of service, fare and transfer policies, and matters related to transit facilities (e.g. bike racks, bus stops) and transit safety. In addition, unmet transit needs include requirements of the Americans with Disabilities Act and the provision of welfare-to-work public transit. The purpose of this hearing, set forth by statutes, is to ascertain those reasonable transit needs not being met by current service in Solano County. Several of the comments made at the hearing or received by MTC are deemed to be minor or are not relevant to specific transit service and the use of TDA funding.

Listed below are the preliminary issues that were raised as part of this year's Solano County Unmet Transit Needs process.

Vallejo

Service Design

- Lack of Glen Cove service;
- Run bus on Hwy. 37 from Vallejo to San Rafael;
- Keep current schedule and lines for the 78 and 76 buses; and
- Route 5 is important for students to get to the Vallejo campus.

Operational and Scheduling Issues

- Better coordination between drivers and dispatchers;
- Scheduling trips, especially timing, is confusing;
- Shorten paratransit transfers;
- Problem with canceled paratransit trip;
- Driver not wanting to tie wheelchair down;
- General issues with driver's treatment of passengers;
- Drivers drive a little rough for some passengers; and
- Make transit more senior friendly e.g. with the use of 'transit ambassadors' and transit training.

Fairfield

Service Design

- Routing issues of DART service;
- Route 20 could run later to match route 90;
- Would like to see one pass in use not multiple passes;
- Extra bus stop needed at business center in Cordelia;
- Cordelia underserved by transit;
- Improve Red Top Road Park and Ride;
- Direct bus to San Francisco;
- Concerns about transit for seniors in Green Valley;
- Keep Fairfield Taxi program;
- Expand Capitol Corridor schedule;
- Extend hours of current FAST schedule extended to at least 10:00 PM;
- Need for Sunday service;
- Lack of good transportation for elderly;
- Lack of bus stops on bus lines;
- Bus stops too far apart; and
- Need to create a regional code of bus etiquette.

Operational and Scheduling Issues

- Reduction from 7 to 5 buses makes reservations more difficult (DART);
- Some dispatchers are not customer friendly;
- Lack of professionalism on phone by dispatchers;
- Drivers need more training to be sensitive to needs of passengers; and
- Travel times and transfers make service inconvenient.

Capital Improvements

- Need more bus stations (shelters);
- Better signage for bus system;
- Need for bus shelters;
- More curb cuts at stops/stations;
- Increased capacity for bikes on buses; and
- More conveniently located and more easily accessible bus stops.

Vacaville

Service Design

- Keep bus line #3; needed to get to work;
- Need local buses after 6:30 p.m. to Solano College; and
- Needs bus service on Sundays to go to church.

Operational and Scheduling Issues

- Buses need to run later and connect better with #20 and #30.

Capital Improvements

- More bus stations (shelters);
- Repair Vacaville bus shelters, some stops have no shelters;
- Include public restrooms in any new transit plaza planning;
- Build bus shelters and benches; and
- Need directional bus stop signs.

Benicia

Service Design

- Need for direct bus between Benicia and Glen Cove Shopping Center.

The list above summarizes all *relevant* comments made through this year's unmet transit needs process without regard to the merit or reasonableness of the comment or request. However comments deemed to be minor or not relevant to specific transit service and the use of TDA funding were not included. These would include the following types of comments:

- Comments regional in nature and not germane to the use of TDA funds for streets and

roads purposes (e.g., extending BART to Vallejo)

- Comments already identified in last year's unmet transit needs process and addressed satisfactorily by the Solano Transportation Authority (STA) response.
- Incidents (e.g., tardiness of a bus or paratransit van; behavior of a particular driver) do not rise to the level of an unmet transit need; unless, public comment reveals a pattern to such incidents that might warrant policy or operational changes. Other "minor" issues include better distribution of transit information, better information on the location of late paratransit vehicles, minor delays in picking up passengers etc. While these comments are important to the comfort and convenience of the transit systems' patrons, they are not unmet transit needs. MTC is confident that the STA, working with the transit operators, can address these issues.
- Finally, general transportation issues such as the economics of automobile use, the transportation impacts of land-use decisions, and the priorities of federal gas tax revenues, etc. which are not directly germane to specific transit services in Solano County are not considered to be relevant to the unmet transit needs process.

The next step in the unmet transit needs process is for a review of the preliminary issues by Solano Transportation Authority staff, in cooperation with staff members of the city and county jurisdictions in Solano County. Please provide us with an evaluation of each of the issues. Your response, as well as a description of the approach the cities and County intend to take in addressing these issues, will help us develop recommendations in a complete and fair manner. Authority staff should provide MTC with substantive information supporting one of the following for each issue:

1. that an issue has been addressed through recent changes in service; or
2. that an issue will be addressed by changes in service planned to take place between now and the end of fiscal year 2010-11; or
3. that the service changes required to address an issue have been recently studied and determined not reasonable based on locally established standards; or
4. that the evaluation of the issue resulted in the identification of an alternative means of addressing it; or that an issue has not been addressed through recent or planned service changes, nor recently studied.

"Substantive information" supporting categories (1), (2) or (3) above could include reports to the Solano Transportation Authority Board describing recent or planned changes in service; citation to a recently completed study such as a Short Range Transit Plan or a Countywide Transportation Plan; or, a short narrative describing how the issue was or will be addressed. Any issues which fall into category (4) will be considered by MTC staff for recommendation to the MTC Programming and Allocations Committee (PAC) as an unmet transit need.

Pursuant to MTC Resolution No. 2380, we will present our staff recommendation to MTC's PAC identifying those issues that the cities and County must address prior to MTC's

consideration of FY 2011-12 TDA fund requests for streets and roads purposes. Receipt of your responses are requested one month prior to our PAC meeting date (second Wednesday of the month) to include this item on the PAC agenda. Please contact me or Bob Bates of my staff at (510) 817-5733 if you have any questions.

Sincerely,



Alix A. Bockelman
Director, Programming and Allocations Section

Enclosures

cc (without enclosures):

Jim Spering, MTC Commissioner
Gene Cortright, City of Fairfield
Gary Leach, City of Vallejo
Rod Moresco, City of Vacaville
Robert Sousa, City of Benicia
Jeff Matheson, City of Dixon
Morrie Barr, City of Rio Vista
Dan Kasperson, City of Suisun City
Paul Weise, County of Solano
Jamie Johnson, Chair, Solano County PCC (c/o Elizabeth Richards, STA)

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PCC

Date: January 7, 2012
 To: Solano Paratransit Coordinating Council
 From: Liz Niedziela, Transit Program Manager/Analyst
 Re: 2011 PCC Work Plan Accomplishments

Background:

The PCC annually reviews and updates the PCC goals for the year. The approved 2011 PCC Work Plan is presented below followed by a summary of accomplishments.

Activity	Tasks	2011 Timeline
Administrative	Elect PCC Officers	November 2011
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 people with disabilities groups.	January – December
	Develop stronger PCC presence on the STA Website.	January – December
Projects	Participate in studies that impact transportation for seniors and people with disabilities.	January – December
	Develop expertise and understanding of the range of transportation services for Solano seniors and people with disabilities.	January – December
	Improve understanding of Americans with Disabilities Act (ADA) and how it relates to ADA Paratransit and transit services. (The 7 ADA Topics)	January – December
Funding	Establish FTA Section 5310 application scoring subcommittee.	TBA
	Review and score 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

Discussion:

All PCC members are to be commended for their continued commitment to the Work Plan.

Administrative: PCC Elections were held and current officers were re-elected.

Membership: Two members of the PCC left and no members were added.

Outreach: Outreach has been occurring throughout the year to recruit new PCC members via brochure distribution, the internet, transit operators and other means.

The PCC website is continually reviewed and updated. The new Solano County Senior and People with Disabilities Transportation Guide and Solano County Intercity Taxi Scrip Program are posted on the STA website. SolanoExpress provides information on the paratransit services in Solano County.

As part of outreach to seniors and people with disabilities groups throughout the County, alternating PCC meeting locations was continued. The PCC held meetings in Benicia, Fairfield, Solano Community College, Suisun City, Vacaville and Vallejo.

Projects: The PCC provided input to the countywide Comprehensive Transportation Plan and the Solano Transportation Study for Seniors and People with Disabilities.

Through PCC presentations, the committee members have developed a better understanding of the range of transportation services for Solano seniors and people with disabilities.

The PCC were presented with six out of the seven (7) ADA Topics to improve understanding Of Americans with Disabilities Act (ADA) and how it relates to ADA paratransit and transit services.

PCC is being represented in the new Solano Senior and People with Disabilities Transportation Committee.

Funding: The PCC established a three-person subcommittee in 2011 to review and score Solano County FTA Section 5310 applications. The PCCs sub-committee evaluated and scored the application, 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 continues to monitor the FY11-12 Unmet Transit Needs processes.

Recommendation:

Informational