

PCC
SOLANO
PARATRANSIT COORDINATING COUNCIL (PCC)
AGENDA

1:00 – 3:00 p.m.
Thursday, September 17, 2015
1000 Ulatis Drive
Conference Room D
Vacaville, CA 95687

<u>ITEM</u>	<u>STAFF PERSON</u>
1. CALL TO ORDER	Chair Thomas
2. CONFIRM QUORUM	
3. INTRODUCTIONS (1:00 – 1:05 p.m.)	
4. APPROVAL OF AGENDA (1:05 – 1:10 p.m.)	
5. OPPORTUNITY FOR PUBLIC COMMENT (1:10 – 1:15 p.m.)	
6. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES (1:15 – 1:20 p.m.)	
7. PRESENTATIONS	
• Walk to End Alzheimer’s Disease	Anne Payne, Brookdale Vacaville
• Mobility Management Program Update	Kristina Holden, STA
• Intercity Taxi Scrip	Philip Kamhi, STA
• Funding Overview of How Mobility Management Programs are Funded/Local Funding Discussion	Daryl Halls, STA
• Comprehensive Transportation Plan (CTP) Update	Ryan Dodge, STA
(1:20 – 2:20 p.m.)	

PCC MEMBERS

<u>Richard Burnett</u> MTC PAC Representative	<u>Curtis Cole</u> Public Agency - Health & Social Services	<u>Lyvall Abbott</u> Member at Large	<u>Judy Nash</u> Public Agency - Education	<u>Vacant</u> Social Service Provider	<u>Ernest Rogers – Vice Chair</u> Transit User
<u>Edith Thomas, Chair</u> Social Service Provider	<u>Cynthia Tanksley</u> Transit User	<u>James Williams</u> Member at Large	<u>Kenneth Grover</u> Transit User	<u>Anne Payne</u> Social Service Provider	

8. CONSENT CALENDAR

Recommendation: Approve the following consent item.
(2:20 – 2:25 p.m.)

- A. Special Minutes of the PCC Meeting of June 25, 2015** Sheila Ernst, STA
Recommendation: Approve Special PCC minutes of June 25, 2015.
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9. ACTION ITEMS

- A. FY 2015-2016 TDA Claim for the City of Rio Vista** Philip Kamhi, STA
Recommendation:
Review and forward a recommendation to MTC to approve the City of Rio Vista’s FY 2015-16 TDA Claim for \$258,700 for operating, capital projects and planning.
(2:25 – 2:30 p.m.)
Pg. 23

- B. PCC Membership Status Update** Kristina Holden, STA
1. Forward a recommendation to the STA Board to reappoint James Williams, Member at Large for an additional three (3) year term.
 2. Forward a recommendation to the STA Board to reappoint Richard Burnett, MTC PAC Representative for an additional three (3) year term.
- (2:30 – 2:35 p.m.)
Pg. 27

- C. Appointment of Nominating Committee** Kristina Holden, STA
Recommendation:
The PCC Chair to appoint three (3) PCC members to the Nominating Committee.
(2:35 – 2:45 p.m.)
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- 10. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS** Group
Discussion:
(2:45– 2:50 p.m.)

- 11. INFORMATIONAL ITEMS – NO DISCUSSION**
- A. 2015 PCC Meetings and Locations** Sheila Ernst, STA
Pg. 35

- 12. TRANSIT OPERATOR UPDATES** Group
- A. Dixon REDI-Ride
 - B. Fairfield and Suisun Transit - FAST
 - C. Rio Vista Delta Breeze
 - D. SolTrans – Solano County Transit
 - E. Vacaville City Coach
- (2:50 – 3:00 p.m.)

13. ADJOURNMENT

The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, November 19, 2015 at the JFK Library in the Joseph Room, located at 505 Santa Clara Street, Vallejo, CA 94590. **THE JOSEPH ROOM IS COLD, PLEASE DRESS WARM****

For questions regarding this agenda:

Please contact Kristina Holden at (707) 399-3234 or kholden@sta.ca.gov

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A		H	
ABAG	Association of Bay Area Governments	HIP	Housing Incentive Program
ACTC	Alameda County Transportation Commission	HOT	High Occupancy Toll
ADA	American Disabilities Act	HOV	High Occupancy Vehicle
APDE	Advanced Project Development Element (STIP)	I	
AQMD	Air Quality Management District	ISTEA	Intermodal Surface Transportation Efficiency Act
ARRA	American Recovery and Reinvestment Act	ITIP	Interregional Transportation Improvement Program
ATP	Active Transportation Program	ITS	Intelligent Transportation System
AVA	Abandoned Vehicle Abatement	J	
B		JARC	Jobs Access Reverse Commute Program
BAAQMD	Bay Area Air Quality Management District	JPA	Joint Powers Agreement
BABC	Bay Area Bicycle Coalition	L	
BAC	Bicycle Advisory Committee	LATIP	Local Area Transportation Improvement Program
BAIFA	Bay Area Infrastructure Financing Authority	LEV	Low Emission Vehicle
BART	Bay Area Rapid Transit	LIFT	Low Income Flexible Transportation Program
BATA	Bay Area Toll Authority	LOS	Level of Service
BCDC	Bay Conservation & Development Commission	LS&R	Local Streets & Roads
C		LTR	Local Transportation Funds
CAF	Clean Air Funds	M	
CalSTA	California State Transportation Agency	MAP-21	Moving Ahead for Progress in the 21 st Century
CALTRANS	California Department of Transportation	MIS	Major Investment Study
CARB	California Air Resources Board	MLIP	Managed Lanes Implementation Plan
CCAG	City-County Association of Governments (San Mateo)	MOU	Memorandum of Understanding
CCCC (4'Cs)	City County Coordinating Council	MPO	Metropolitan Planning Organization
CCCTA (3CTA)	Central Contra Costa Transit Authority	MTC	Metropolitan Transportation Commission
CCJPA	Capitol Corridor Joint Powers Authority	MTS	Metropolitan Transportation System
CCTA	Contra Costa Transportation Authority	N	
CEQA	California Environmental Quality Act	NCTPA	Napa County Transportation & Planning Agency
CHP	California Highway Patrol	NEPA	National Environmental Policy Act
CIP	Capital Improvement Program	NHS	National Highway System
CMA	Congestion Management Agency	NOP	Notice of Preparation
CMIA	Corridor Mobility Improvement Account	NVTA	Napa Valley Transportation Authority
CMAQ	Congestion Mitigation & Air Quality Program	O	
CMP	Congestion Management Plan	OBAG	One Bay Area Grant
CNG	Compressed Natural Gas	OTS	Office of Traffic Safety
CTA	California Transit Agency	P	
CTC	California Transportation Commission	PAC	Pedestrian Advisory Committee
CTP	Comprehensive Transportation Plan	PCA	Priority Conservation Area
CTSA	Consolidated Transportation Services Agency	PCC	Paratransit Coordinating Council
D		PCRCP	Planning & Congestion Relief Program
DBE	Disadvantaged Business Enterprise	PDS	Project Development Support
DOT	Department of Transportation	PDA	Priority Development Area
E		PDT	Project Delivery Team
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	PDWG	Project Delivery Working Group
EIR	Environmental Impact Report	PMP	Pavement Management Program
EIS	Environmental Impact Statement	PMS	Pavement Management System
EPA	Environmental Protection Agency	PNR	Park & Ride
EV	Electric Vehicle	POP	Program of Projects
F		PPM	Planning, Programming & Monitoring
FAST	Fairfield and Suisun Transit	PPP (P3)	Public Private Partnership
FEIR	Final Environmental Impact Report	PS&E	Plans, Specifications & Estimate
FHWA	Federal Highway Administration	PSR	Project Study Report
FPI	Freeway Performance Initiative	PTA	Public Transportation Account
FTA	Federal Transit Administration	PTAC	Partnership Technical Advisory Committee (MTC)
G		R	
GARVEE	Grant Anticipating Revenue Vehicle		
GHG	Greenhouse Gas		
GIS	Geographic Information System		

RABA	Revenue Alignment Budget Authority	TFCA	Transportation Funds for Clean Air
RBWG	Regional Bicycle Working Group	TIF	Transportation Investment Fund
REPEG	Regional Environmental Public Education Group	TIGER	Transportation Investment Generating Economic Recovery
RFP	Request for Proposal	TIP	Transportation Improvement Program
RFQ	Request for Qualification	TLC	Transportation for Livable Communities
RM 2	Regional Measure 2 (Bridge Toll)	TMA	Transportation Management Association
RPC	Regional Pedestrian Committee	TMP	Transportation Management Plan
RRP	Regional Rideshare Program	TMS	Transportation Management System
RTEP	Regional Transit Expansion Policy	TMTAC	Transportation Management Technical Advisory Committee
RTIF	Regional Transportation Impact Fee	TOD	Transportation Operations Systems
RTP	Regional Transportation Plan	TOS	Traffic Operation System
RTIP	Regional Transportation Improvement Program	T-Plus	Transportation Planning and Land Use Solutions
RTMC	Regional Transit Marketing Committee	TRAC	Trails Advisory Committee
RTPA	Regional Transportation Planning Agency	TSM	Transportation System Management
S			
SACOG	Sacramento Area Council of Governments	UZA	Urbanized Area
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users	VHD	Vehicle Hours of Delay
SCS	Sustainable Community Strategy	VMT	Vehicle Miles Traveled
SCTA	Sonoma County Transportation Authority	VTA	Valley Transportation Authority (Santa Clara)
SFCTA	San Francisco County Transportation Authority	W2W	Welfare to Work
SGC	Strategic Growth Council	WCCCTAC	West Contra Costa County Transportation Advisory Committee
SJCOG	San Joaquin Council of Governments	WETA	Water Emergency Transportation Authority
SHOPP	State Highway Operations & Protection Program	YCTD	Yolo County Transit District
SMAQMD	Sacramento Metropolitan Air Quality Management District	YSAQMD	Yolo/Solano Air Quality Management DistrictZ
SMCCAG	San Mateo City-County Association of Governments	Z	
SNCI	Solano Napa Commuter Information	ZEV	Zero Emission Vehicle
SoHip	Solano Highway Partnership		
SolTrans	Solano County Transit		
SOV	Single Occupant Vehicle		
SPOT	Solano Projects Online Tracking		
SP&R	State Planning & Research		
SR	State Route		
SR2S	Safe Routes to School		
SR2T	Safe Routes to Transit		
SRTP	Short Range Transit Plan		
SSPWD TAC	Solano Seniors & People with Disabilities Transportation Advisory Committee		
STAF	State Transit Assistance Fund		
STA	Solano Transportation Authority		
STIA	Solano Transportation Improvement Authority		
STIP	State Transportation Improvement Program		
STP	Federal Surface Transportation Program		
T			
TAC	Technical Advisory Committee		
TAM	Transportation Authority of Marin		
TANF	Temporary Assistance for Needy Families		
TAZ	Transportation Analysis Zone		
TCI	Transportation Capital Improvement		
TCIF	Trade Corridor Improvement Fund		
TCM	Transportation Control Measure		
TCRP	Transportation Congestion Relief Program		
TDA	Transportation Development Act		
TDM	Transportation Demand Management		
TE	Transportation Enhancement		
TEA	Transportation Enhancement Activity		
TEA-21	Transportation Efficiency Act for the 21 st Century		



PCC
SOLANO PARATRANSIT COORDINATING COUNCIL
AGENDA
Draft Minutes for the Special Meeting of
June 25, 2015

1. CALL TO ORDER

Vice-Chair Rogers called the meeting to order at 12:00 p.m. in Conference Room 1 at the Solano Transportation Authority.

Voting Members Present: *In Alphabetical Order by Last Name*

Lyall Abbott	Member-at-Large
Curtis Cole	Public Agency - Health & Social Services
Kenneth Grover	Transit User
Judy Nash	Public Agency – Education
Anne Payne	Social Service Provider – Senior Living Facility
Ernest Rogers	Vice-Chair, Transit User
Cynthia Tanksley	Transit User
James Williams	Member-at-Large

Voting Members Not Present: *In Alphabetical Order by Last Name*

Richard Burnett	MTC PAC Representative
Edith Thomas	Chair, Social Service Provider

Also Present: *In Alphabetical Order by Last Name*

Kendall Daniels	STA Intern
Sheila Ernst	STA, PCC Committee Clerk
Diane Feinstein	City of Fairfield/FAST
Robert Fuentes	Faith In Action
Tiffany Gephart	STA
Kristina Holden	STA
Philip Kamhi	STA
Lori Knight	Care Provider for Kenneth Grover
TJ Kumar	North Bay Transit
Danee Lockhart	STA Intern
Debbie McQuilkin	STA
Liz Niedziela	STA
Mathew Padua	Solano County Transit/SolTrans Intern
Susan Rotchy	Independent Living Resources
Mandi Renshaw	Solano County Transit/SolTrans

2. INTRODUCTIONS

3. APPROVAL OF AGENDA

On a motion by James Williams and a second by Lyall Abbott, the PCC unanimously approved the June 25, 2015 Agenda. (8 Ayes, 2 Absent)

4. OPPORTUNITY FOR PUBLIC COMMENT

None.

5. COMMENTS FROM STAFF AND REPRESENTATIVES FROM THE PARATRANSIT COORDINATING COUNCIL

Kristina Holden provided an updated Mobility Guide to each PCC Member. She stated that the new Rider's Guides for Dixon, Fairfield and SolTrans are available at the back table.

Anne Payne announced that the Walk to End Alzheimer's is on October 24, 2015 in Suisun. She requested to provide a presentation on this event at the next PCC meeting.

6. PRESENTATIONS

(1) Philip Kamhi of STA, provided a presentation on the **Intercity Taxi Scrip Program Update**. (Attachment A)

Judy Nash suggested that ADA eligible users be notified when scrip is available for purchase. Commented that some individuals may not be aware that scrip is available and will miss the opportunity before scrip sells out. She recommended to have an Intercity Taxi Scrip reminder notice sent out at the beginning of each month. She also suggested special pricing for low-income patrons.

Vice-Chair Rogers suggested an income-based sliding scale for taxi scrip pricing, after hours service, and non-ambulatory service. He commented that overall ridership will increase with non-ambulatory service.

TJ Kumar supported the provision of service for non-ambulatory patrons and noted that Northbay Transit is in possession of 6-8 wheelchair accessible vans. Commented that additional training is required to assist non-ambulatory riders. Recommended flat-rate intercity pricing agreements with taxi companies.

7. CONSENT CALENDAR

A. Minutes of the PCC Meeting of June 25, 2015.

Recommendation:

Approve PCC minutes of June 25, 2015.

On a motion by Kenneth Grover and second James Williams, the PCC unanimously approved Consent Calendar Item A. (8 Ayes, 2 Absent)

8. ACTION ITEMS

FY 2015-2016 TDA Claims for Solano Transportation Authority, Solano County Transit (SolTrans) and the City of Dixon, and Fairfield.

Philip Kamhi provided background on the Transportation Development Act (TDA) Claims for the Solano Transportation Authority, Solano County Transit, City of Dixon, and City of Fairfield for fiscal year (FY) 2015-2016. He stated that TDA funding is used for public

transit services, transportation for seniors and people with disabilities, regional transportation planning, and bicycle and pedestrian programs. He stated that MTC requires agencies to have public review of the TDA Article 4 & 8 claims by the Paratransit Coordinating Council (PCC). He concluded that the TDA for the FY 2015-16 matrix will be submitted to the STA Board for approval July 8, 2015.

James Williams asked for clarification on Solano County Transit's TDA Claim Summary.

Recommendations:

1. Review and forward a recommendation to MTC to approve the Solano Transportation Authority's FY 2015-2016 TDA Claim for \$1,140,945 for planning and administration, passenger rail service, and the Intercity Taxi Scrip Program.
2. Review and forward a recommendation to MTC to approve Solano County Transit's FY 2015-16 TDA claim for \$5,816,220 for operating and capital projects.
3. Review and forward a recommendation to MTC to approve the City of Dixon's FY 2015-2016 TDA Claim for \$453,678 for operating and capital projects.
4. Review and forward a recommendation to MTC to approve the City of Fairfield's FY 2015-2016 TDA Claim for \$6,143,184 for operating and capital projects.

On a motion by Lyall Abbott and second Anne Payne, the PCC unanimously approved the recommendations. (8 Ayes, 2 Absent)

9. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

- **Independent Living Resources Presentation**
- **Connections For Life Presentation**
- **Walk to End Alzheimer's**

Liz Niedziela announced that Independent Living Resources Center and Connections for Life is under contract with the STA to provide one-to-one travel training for people with physical and cognitive disabilities.

10. INFORMATIONAL ITEMS – NO DISCUSSION

A. 2015 PCC Meetings and Locations

11. TRANSIT OPERATOR UPDATES

Dixon Redit-Ride:

Liz Niedziela provided an update on the Dixon Redit-Ride service.

Fairfield and Suisun Transit:

Debbie Whitbeck provided an update on Fairfield and Suisun Transit service.

Rio Vista Delta Breeze:

Philip Kamhi provided brief update on the Rio Vista Delta Breeze service.

SolTrans:

Mandi Renshaw provided brief updates on the SolTrans service and promotions.

Vacaville City Coach:

Liz Niedziela provided an update on the Vacaville City Coach service.

12. ADJOURNMENT

The meeting adjourned at 1:31 p.m. The next meeting of the PCC is scheduled to meet at **1:00 p.m. on Thursday, July 16, 2015, at the Solano Transportation Authority, in the main conference room located at One Harbor Center, Suite 130, Suisun City, CA 94585.**

INTERCITY TAXI SCRIP PROGRAM UPDATE

Solano Paratransit Coordinating Council (PCC)

June 25, 2015



What is the Intercity Taxi Program?

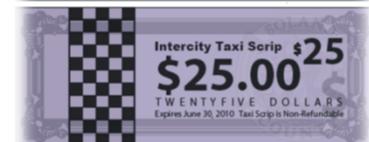
Solano County
Intercity Taxi Scrip Program



- Reduced **intercity** (between cities) taxi fare is available for ADA certified passengers only, who are able to enter and exit a taxi cab without assistance (ambulatory).
- Pay \$15 for \$100 worth of taxi scrip
 - 85% subsidy
- Popular program
 - Demand for trips exceeds program budget
 - Most booklets/jurisdictions sell out each month



Important - Please Read
 This Intercity Taxi Scrip may be used for taxi trips between cities and rural areas within Solano County Only. Not valid for trips within your local city.
 A valid ADA photo ID card issued by a public transit agency within Solano County must be shown to the taxi driver in order to use Intercity taxi Scrip.
 For additional information please contact your local public transit agency.



Transition to STA

- The program was initially managed by Vacaville, and then transitioned to Solano County.
- On February 1, 2015 it transitioned:
 - From Solano County
 - To Solano Transportation Authority
- STA is now selling tickets for unincorporated Solano County
- The following tasks have been transitioned to STA
 - Voucher distribution to cities/ transit operators
 - Update of agreements/memoranda of understanding between Solano County, STA, transit operators/jurisdictions, and taxi providers
 - Invoice reconciliation
 - Complaint handling/ Comment cards



What's next for the Intercity Taxi Scrip Program?

Phase 1– (began 2/1/2010)

- Intercity taxi based service for ADA qualified, program eligible **ambulatory** persons.

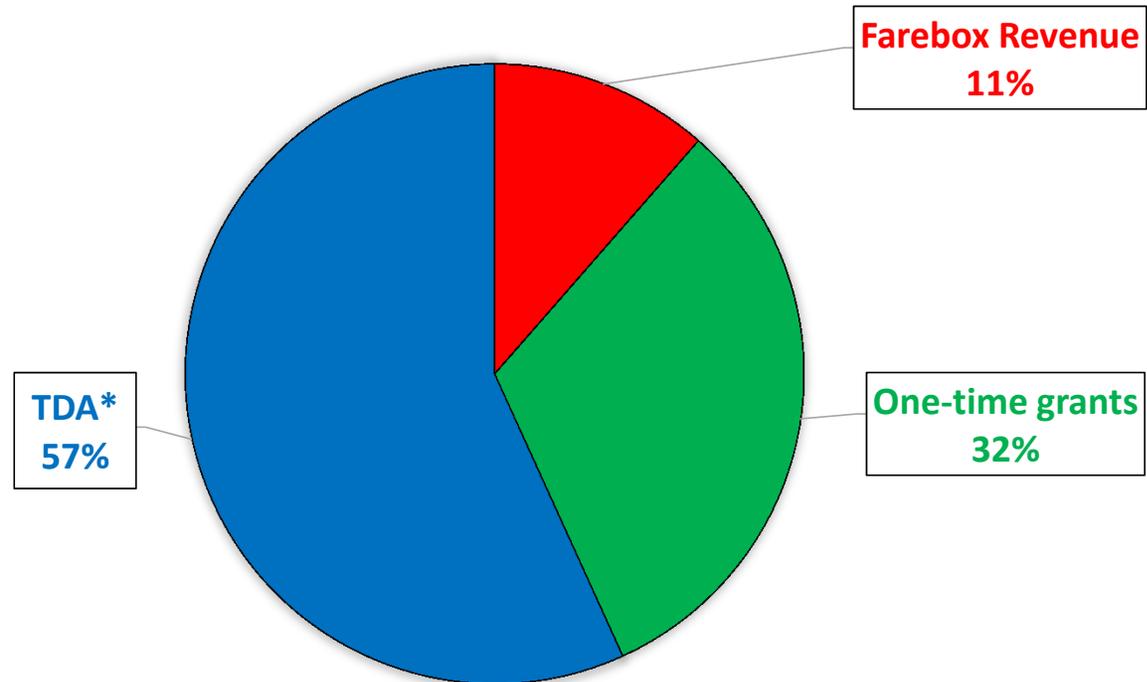


Phase 2 (non-ambulatory)

- Intercity transport service for ADA qualified, program eligible persons utilizing a:
 - Wheelchair or
 - Mobility scooter.

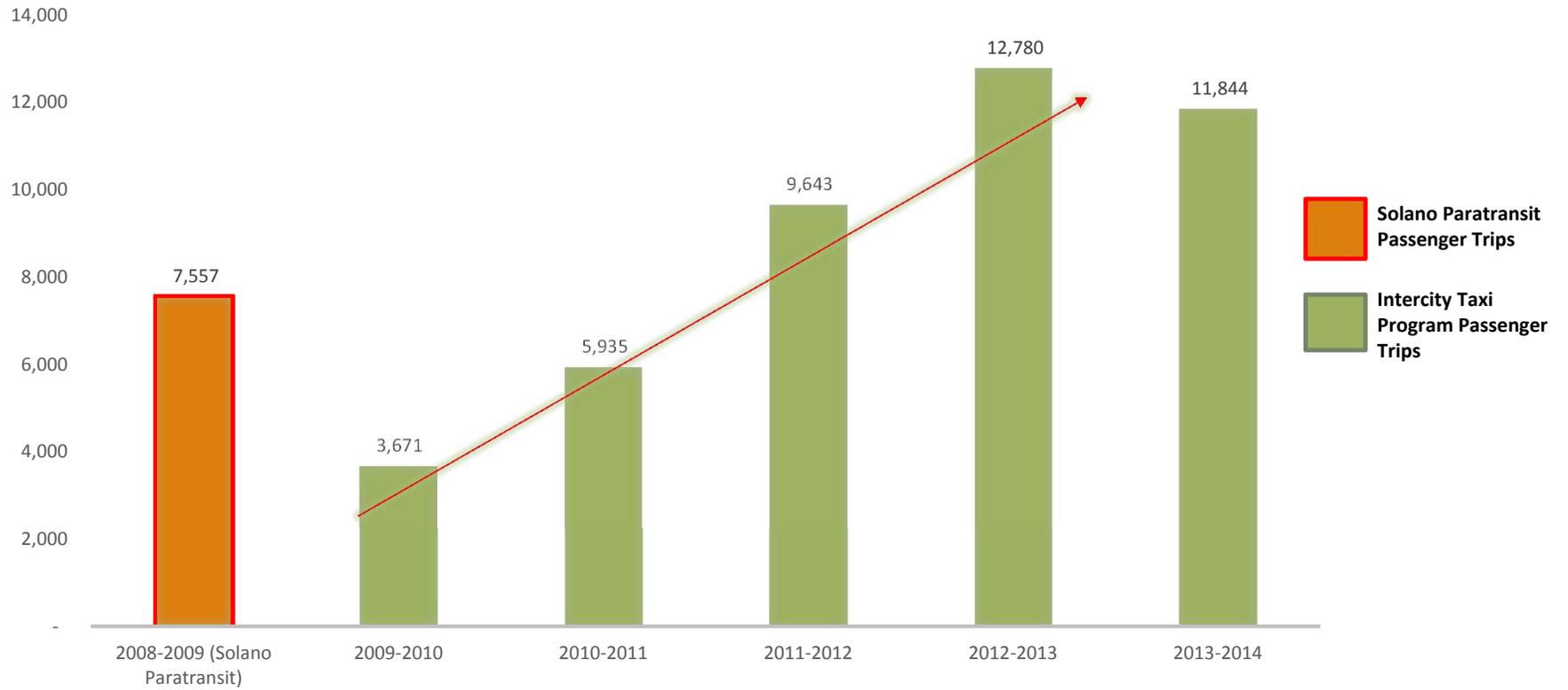


FY 2014/2015 PROGRAM FUNDING

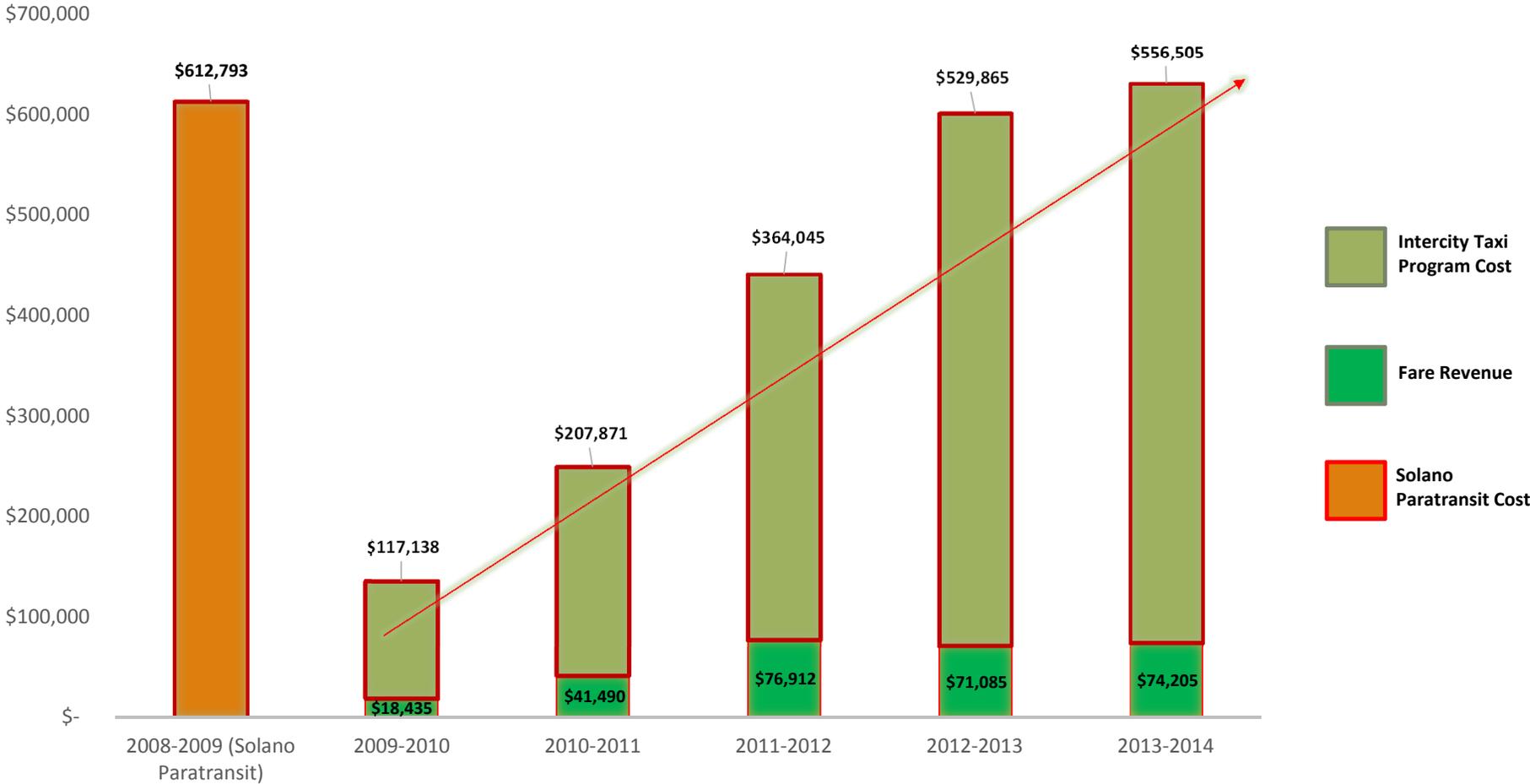


*Transportation Development Act (TDA) funds require that at least 10% of operating costs come from farebox revenues.

PASSENGER TRIPS BY YEAR



COST/FARES BY YEAR



Sustainability?

- The Intercity Taxi Program is popular
 - 11,844 passenger trips in 2013-14
 - Demand for trips exceeds program budget
 - Most booklets/jurisdictions sell out each month
- Operating costs increase over time
 - Adding non-ambulatory trips will increase expenses
- Fare revenue has remained flat



Interim Changes Recommended

1. Increase Fares – To help meet demand and keep program sustainable
 - Current Intercity Taxi Scrip: \$15 for \$100 Booklet (85% subsidy)
 - Local Taxi Scrip: \$50 for \$100 Booklet (50% subsidy)
 - Proposed Intercity Taxi Scrip: \$25 for \$100 Booklet (75% subsidy)
 - The intercity fare will still be less than the local taxi program
 - The increased revenue could help provide approximately 640 more Scrip booklets per year
2. Provide users with 90 days notice of the proposed fare change
3. Normalize Scrip Booklet costs by jurisdiction
 - Costs varied by jurisdiction –STA to recommended normalization

New Service Delivery Model?

- We are currently reviewing enhanced service delivery options
- Key Goals:
 - Maintain Quality of Service
 - Increase Accountability
 - Reduce program administration time for jurisdictions
 - Ambulatory and non-ambulatory service
 - Program Financial Sustainability
 - Increase Service Availability
 - Simplify and equalize program through out County

Tentative Timeline

- **February-June 2015:** Program Transition to STA
- **April-July 2015:** Program Options Analysis including non-ambulatory
- Committee Review:
 - **May 2015:** Consortium/SSPWD TAC
 - **June 2015:** PCC
 - **Sept. 2015:** Consortium
 - **Sept. 2015:** SSPWD TAC
 - **Oct. 2015:** STA Board
- **January 2016:** Implement Interim Changes
- **June-December 2016:**
 - Board to adopt a new program model
 - RFP written/released if necessary
 - Plan for new program implementation
- **TBD 2016/2017:** Implement New Service Delivery Model

Questions or Comments?

PCC

DATE: August 9, 2015
TO: Paratransit Coordinating Council
FROM: Philip Kamhi, Transit Program Manager
RE: FY 2015-2016 TDA Claims for the City of 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 seniors and people with disabilities, regional transportation planning, and bicycle and pedestrian programs. MTC requires agencies to have public review of the TDA Article 4 & 8 claims by the Paratransit Coordinating Council (PCC) before they can be approved. However, MTC is not obligated to the recommendations made by the PCC.

Discussion:

TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip Program. 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 this time, the TDA matrix for FY 2015-16 will be submitted to the STA Board for approval September 9, 2015.

As required by MTC Resolution 1209, the City of Rio Vista is submitting their FY 2015-2016 Transportation Development Act (TDA) Article 4 and 8 claims for consideration by the PCC.

City of Rio Vista

The City of Rio Vista is requesting \$258,700 in TDA funds as shown in Attachment A. TDA funds in the amount of \$193,200 will be used for Rio Vista Delta Breeze operations, and \$65,500 is planned for capital projects. Rio Vista's capital funding is for two bus replacements and a radio system.

Recommendation:

Review and forward a recommendation to MTC to approve the City of Rio Vista's FY 2015-16 TDA Claim for \$258,700 for operating, capital projects and planning.

Attachments:

- A. City of Rio Vista TDA Summary

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PCC

DATE: September 9, 2015
TO: Solano Paratransit Coordinating Council
FROM: Kristina Holden, Transit Mobility Coordinator
RE: PCC Membership Status Update

Background/Discussion:

The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulate that there are eleven members on the PCC. Members of the PCC include up to three (3) transit users, two (2) members-at-large, two (2) public agency representatives, and four (4) social service providers.

Currently, there is currently one (1) vacancy for a Social Services Provider. At the time of this report, STA has not received any interest forms, but will continue to recruit for a Social Service Provider and input from the Committee on recruiting new members is welcomed.

PCC Member James Williams term as Member at Large will expire in December 2015. PCC Member Richard Burnett's term as Metropolitan Transportation Commission (MTC) Public Advisory Committee (PAC) Representative will also expire in December 2015. Mr. Williams and Mr. Burnett have both agreed to serve another three year term.

STA Staff would like to thank James and Richard for their time and valuable contribution they make to the committee.

Recommendation:

1. Forward a recommendation to the STA Board to reappoint James Williams, Member at Large for an additional three (3) year term.
2. Forward a recommendation to the STA Board to reappoint Richard Burnett, MTC PAC Representative for an additional three (3) year term.

Attachment:

- A. PCC Membership Status (September 2015)

Solano County
Paratransit Coordinating Council
Membership Status
September 2015

Member	Jurisdiction	Agency	Appointed	Term Expires
Edith Thomas	Social Service Provider	Connections 4 Life	February 2015	February 2018
James Williams	Member at Large	Member at Large	December 2012	December 2015
Judy Nash	Public Agency - Education	Solano Community College	April 2013	April 2016
Cynthia Tanksley	Transit User		February 2015	February 2018
Richard Burnett	MTC PAC Representative		December 2012	December 2015
Anne Payne	Social Service Provider	Area Agency on Aging	June 2013	June 2016
Curtis Cole	Public Agency – Health and Social Services	Solano County Mental Health	September 2013	September 2016
Vacant	Social Service Provider			
Ernest Rodgers	Transit User		June 2014	June 2017
Kenneth Grover	Transit User		June 2014	June 2017
Lyall Abbott	Member at Large		July 2014	July 2017

PCC

DATE: September 9, 2015
TO: Solano Paratransit Coordinating Council
FROM: Kristina Holden, Transit Mobility Coordinator
RE: Appointment of Nominating Committee

Background:

The Paratransit Coordinating Council's (PCC) By-laws state that the PCC must nominate and elect a Chair and Vice-Chair. The Chair and Vice-Chair is 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.

Discussion:

The Chair and Vice-Chairs term will expire December 31st, 2015. STA staff is asking for nominees to be presented at the November meeting for election. According to the PCC By-Laws (Attachment A), a Nominating Committee, consisting of three (3) members, shall be selected. A slate of prospective officers shall be presented to the Council and an opportunity provided for nominations from the floor. The election of officers shall take place at the end of this meeting with the new officers to be seated at the January meeting.

It shall be the duty of the chairperson to preside over all meetings of the Council, and to appoint committees as necessary. Staff is requesting the Chair to appoint three (3) PCC members to the Nominating Committee. The Nominating Committee will present a list of nominees of Chair and Vice Chair to the PCC at the following meeting. At this time, committee members choice to nominate themselves or other members. Nominees will be asked to present a brief statement before the vote.

Recommendation:

The PCC Chair to appoint three (3) PCC members to the Nominating Committee.

Attachment:

- A. PCC By Laws



BYLAWS
of the
SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)
Revised April 14, 2010

ARTICLE I NAME

Section 1. The name of this organization shall be the Solano Paratransit Coordinating Council (PC), hereinafter called COUNCIL.

ARTICLE II AUTHORIZING AGENCY

Section 1. The Solano Transportation Authority (STA) is the authorizing agency for the Paratransit Coordinating Council and shall approve all appointments to the Council and amendments to the Bylaws of the Council.

ARTICLE III PURPOSE

Section 1. The Council shall serve as an advocate for improved availability of transit services for the elderly, disabled, minorities, economically disadvantaged and other transit dependent persons.

Section 2. The Council shall advise the Solano Transportation Authority, the Metropolitan Transportation Commission, and other appropriate funding agencies in the expenditure of all available paratransit revenues.

Section 3. The Council shall serve as a forum to bring together the diverse perspectives of those individuals and groups seeking to provide the best possible transportation services for the above designated transit dependent individuals.

ARTICLE IV FUNCTION

Section 1. The Council shall increase cooperation and coordination in the availability of transportation services by minimizing overlap and duplication in the use of resources at the policy, management, and service delivery levels.

Section 2. The Council shall review proposals requesting Federal, State and/or local paratransit monies and make recommendations on these proposals to the appropriate funding agencies.

Section 3. The Council shall provide a forum for discussion of common goals and recommended actions affecting paratransit. This coordination is intended to result in increased utilization of transit services and reduced costs, by means of shared vehicles, insurance pooling and other coordinated actions.

Section 4. The Council shall be an advocate for the best possible use of existing transit

services and for the provision of new services to address unmet needs for those who are transit dependent. It shall channel input and suggestions to existing paratransit services in the County and keep informed of the special needs of transit dependent people, augmenting the information contained in the Solano County Multimodal Transportation Plan, the annual ADA Joint Paratransit Compliance Plan updates; and other plans and studies that address paratransit issues in Solano County.

Section 5. The Council shall offer assistance to groups and/or agencies applying for Federal, State, and/or other appropriate funds for paratransit services; continue to be aware of potential funding sources; disseminate transportation information to as wide an audience as possible within the County, and at the same time seek to coordinate with other groups which have a regional interest in transportation.

ARTICLE V MEMBERSHIP

Section 1. The Council shall be composed of representatives of private, public and nonprofit providers and consumers of transit services whose interests are consistent with the purpose of the Council and who shall represent all communities in the County.

Section 2. The Council shall consist of a number of representatives from the groups listed below. The number of voting members in each of these categories is indicated in parentheses after the group. In selecting members for the Council every effort will be made to ensure that the needs and perspectives of members of minority groups will be adequately represented.

- 1) Voting Members (11)
 - a) Transit Users (3)
 - i) Elderly (1) (60 or older)
 - ii) Handicapped (1)
 - iii) Low Income (1)
 - b) Members at Large (2)
 - c) Public Agencies (2)
 - i) County Department of Health and Social Services (1)
 - ii) Education –Related Services (1)
 - d) Social Service Providers (3)
 - i) Three Council members will be selected from agencies experienced in the provision of services for the physically disabled, the elderly, and those in rural areas, including, when possible, social service providers of transportation. Every effort will be made to ensure that the needs and perspectives of both non-profit and for-profit providers are adequately represented in this section of the Council.
 - e) The Policy Advisory Council MTC Advisor for Solano County.
- 2) Non-Voting Members

Non-voting membership on the Council is intended to ensure that

adequate technical information and a wide range of regional and institutional perspectives are available to assist the Council in its deliberations. Membership in this portion of the Council shall include the following:

- a) Solano Transportation Authority Staff
- b) All Solano County Public Transit Agencies
- c) Metropolitan Transportation Commission Staff
- d) Caltrans District 4
- e) County Board of Supervisors Staff

- Section 3. The term of service on the Council shall be three years. A member may continue to serve through reappointment by the STA Board.
- Section 4. Recommendations to the Solano Transportation Authority of appointments to the Council may be made at a regular meeting of the Council by a two-thirds (2/3) vote of those present.
- Section 5. Each participating agency shall name its representative and one alternate; the consumers shall be nominated by the Council and they shall name their own alternates. Each member of the Council shall have one vote. An alternate shall assume that right to vote when acting on behalf of the member representative.
- Section 6. Council members who do not attend three (3) regularly scheduled meetings in succession and do not contact staff to indicate that they will not be present shall have their positions declared vacant. Absence after contacting staff constitutes an "excused absence." Excused and unexcused absences in any one calendar year period shall be documented in the minutes of each meeting. If a Council member has missed a combination of six (6) meetings of excused and unexcused absences, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next meeting, the position will be declared vacant at that time.

ARTICLE VI OFFICERS

- Section 1. The Council shall nominate and elect annually a Chair-person and a Vice-Chairperson. Staff of the Solano Transportation Authority shall be responsible for secretarial functions.
- Section 2. A Nominating Committee, consisting of three (3) members, shall be selected in October of each year. A slate of prospective officers shall be presented to the Council at the December meeting and an opportunity provided for nominations from the floor. The election of officers shall take place at the end of this meeting with the new officers to be seated at the January meeting.
- Section 3. The terms of office of the Chairperson and Vice-Chairperson shall be two (2) years. A minimum of one (1) year must elapse before either of the officers can serve again.

- Section 4. 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.
- Section 5. Officers of the Council shall constitute an executive committee and are empowered to begin a committee meeting in situations in which a full quorum is not present for a regular meeting.

ARTICLE VII MEETINGS

- Section 1. The Council shall call at least six (6) regularly scheduled meetings a year. The meetings will be held the third Thursday of every other month, subject to change.
- Section 2. Special meetings may be called at the discretion of the chairperson, or staff, or at least one-third of the membership (requesting such meeting in writing to staff), as necessary.
- Section 3. The secretary shall give written notice of all meetings of the Council to each Council member and others on the approved mailing list prior to the meeting date. At the direction of the Council, when it is deemed appropriate, efforts will be made to provide a broader public notification of meetings.
- Section 4. All meetings shall be public meetings.

ARTICLE VIII COMMITTEES

- Section 1. Committees shall be constituted at the discretion of the Council to research issues related to the Council’s mission, to carry out short-term defined special activities that support the Council’s function and to report their findings and activities back to the Council.
- Section 2. Committees shall fall into two broad categories: structural and informational.
- a. Structural committees are committees such as the Bylaws Committee that handle matters related to structure and basic function of the Council.
 - b. Informational committees are those that are designed to carry out tasks

to provide the Council with information and resources that will improve its ability to carry out its mission. Decisions about the category into which a committee falls shall be made solely at the discretion of the Council as a whole.

Section 3. Only Council members may serve on structural committees. A structural committee may request the services of a non-member as a consultant when necessary.

Section 4. Both Council members and members of the community at large may serve on informational committees. Information committees may also seek the assistance of a consultant when necessary.

ARTICLE IX QUORUM

Section 1. Forty (40) percent of the filled voting member positions shall constitute a quorum authorized to transact any business duly presented at a meeting of the Council. The Chairperson shall not vote on any item unless there is a tie. In case of a tie vote, the Chairperson shall cast the deciding vote.

ARTICLE X PARLIAMENTARY PROCEDURE

Section 1. The rules contained in Roberts' "Rules of Order", as last revised, shall govern the proceedings of the council to the extent they are not inconsistent with these bylaws.

ARTICLE XI AMENDMENTS, CORRECTIONS OR CHANGES IN THE BYLAWS

Section 1. Recommendations for amendments of these bylaws, in whole or in part, may be made by a majority vote at any duly organized meeting of this Council, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member at least thirty (30) days prior to the date of the meeting.

ARTICLE XII CONFLICT OF INTERESTS

Section 1. No member of the Council shall make, participate in making, or use his/her official position as a member to influence a Council decision in which he/she has a financial interest or a conflict of interest. A conflict of interest shall include, but is not limited to, a Councilmembers's membership in or affiliation with any organization which benefit from any action under consideration by the Council.

Section 2. Letters written by Authority Committees that are directed outside the Authority must be reviewed by the Executive Director and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or consistent with Board policies, the letter will be sent out. In all other cases the letter must be approved by Board action.

PCC

DATE: August 10, 2015
TO: Paratransit Coordinating Council (PCC)
FROM: Sheila Ernst, Administrative Assistant II/PCC Clerk
RE: 2015 PCC Meetings and Locations

A. 2015 PCC Meetings and Locations:

Ulatis Community Center, Room D

Thursday, September 17, 2015

1:00 – 3:00 p.m.

1000 Ulatis Dr.

Vacaville, CA 95687

(707) 469-4000

John F. Kennedy Library, Joseph Room ****THE JOSEPH ROOM IS COLD, PLEASE DRESS WARM****

Thursday, November 19, 2015

1:00 – 3:00 p.m.

505 Santa Clara St.

Vallejo, CA 94590

(866) 572-7587

Recommendation:

Informational.