

## Transit Paratransit Coordinating Committee

### MEETING AGENDA

*May 16, 2017 – 1:30 p.m.*

Sonoma County Transportation Authority  
SCTA Large Conference Room  
490 Mendocino Avenue, Suite 206  
Santa Rosa, California 95401

#### ITEM

1. Introductions
2. Approval of Meeting Notes: March 21, 2017 - **DISCUSSION / ACTION\***
3. Roundtable Updates
  - 3.1. Transit / Paratransit Operators
  - 3.2. Mobility Partners
4. Notice of Draft Proposed Updates to Bylaws – DISCUSSION
5. Public Comment
6. Other Business / Comments / Announcements
7. Adjourn - **ACTION**

\*Materials attached

\*\*Materials to be handed out

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The next **SCTA/RCPA** meeting will be held June 12, 2017  
The next **TPCC** meeting will be held July 18, 2017

Copies of the full Agenda Packet are available at [www.scta.ca.gov](http://www.scta.ca.gov).

**DISABLED ACCOMMODATION:** If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

**SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS:** Materials related to an item on this agenda submitted to the **Transit Paratransit Coordinating Committee** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

## TRANSIT PARATRANSIT COORDINATING COMMITTEE MEETING NOTES

### Meeting Notes of March 21, 2017

#### ITEM

##### 1. Introductions

Meeting called to order at 1:34 p.m. by Chair Dennis Battenberg.

Members: Dennis Battenberg, Chair; Stan Gow, Vice-Chair; Norine Doherty, Area Agency on Aging; Mohamed Ali, Santa Rosa Paratransit; Jon Gaffney, Golden Gate Transit; Paul George, Disability Services.

Guests: Bettina O'Brien, Citizen; Patricia Kerns, Citizen.

Staff: Dana Turrey; Drew Nichols.

- 1.1. Please share a few sentences about yourself and what you hope to get out of this Committee

Attendees gave a brief introduction of who they are, the organization they represent, and their vision for transit and paratransit in Sonoma County.

##### 2. Approval of Meeting Notes: January 17, 2017 - **DISCUSSION / ACTION\***

Bettina O'Brien corrected the spelling of her name under Item 8 – Public comment

The minutes were approved following the corrections.

##### 3. Roundtable Updates

Transit / Paratransit Operators  
Mohamed Ali reported on behalf of the City of Santa Rosa and Santa Rosa CityBus. CityBus has

ordered five new paratransit busses, four for Santa Rosa and one specifically for Oakmont.

Paratransit service in Oakmont has been officially transferred to Sonoma County Transit. CityBus will provide shopping service outside of Oakmont.

Plans for SMART launch are still in the works.

Bettina O'Brien wondered about sustainable powered busses.

Mr. Ali responded there is no concrete design; however, efforts towards sustainable alternatives are championed.

Jon Gaffney, Golden Gate Transit, announced there will be paratransit vehicles replacement plan with 5370 funding and starting July 1, a new fare increase of 4% will be in effect. Additionally, service at the Tiburon Ferry has begun.

##### 3.1. Mobility Partners

Norine Doherty announced the 5130 application process with Caltrans was recently closed and that Area Agency on Aging has applied for \$410,000 to expand the volunteer program in Healdsburg and Cloverdale, plus travel vouchers and non-emergency medical transportation funding. An additional \$276,000 was requested for Russian River area to provide a feeder shuttle service from Guerneville to greater Santa Rosa.

Announcement of awards are anticipated around July.

Stan Gow inquired on the fares from Guerneville to Santa Rosa.

Ms. Doherty responded fares will be calculated on a sliding scale to no charge.

Mr. Ali reported that Santa Rosa applied for 5310 funding for four paratransit vans, one bus for the Oakmont route, and antennae equipment.

#### **4. Coordinated Claim for Transit Funding FY 18 – DISCUSSION/ACTION**

Dana Turrey described the Coordinated Claim for FY 18. This is included in the Agenda packet.

The Coordinated Claim was approved by the T-TAC at their last meeting, and the TPCC is requested to approve the Coordinated Claim.

Norine Doherty moved to approve the Coordinated Claim for Transit Funding for FY 18, Stan Gow seconded.

The motion passes unanimously.

#### **5. Paratransit passenger survey concept – Discussion**

In response to Chair Dennis Battenberg's previous inquiry about surveying paratransit riders, Dana Turrey contacted MTC staff to find out about examples in the region. MTC staff noted that most surveys conducted in the past focused on customer satisfaction.

A discussion around the types of surveys conducted was held.

Patricia Kerns wondered why to survey.

Jon Gaffney described previous survey strategies, responses, and outreach efforts that he was familiar with at Marin Transit.

Bettina O'Brien suggested to ask paratransit riders directly.

Chair Dennis Battenberg elaborated on who uses paratransit and the costs associated.

Ms. Kerns asked Mohamed Ali regarding paratransit card holder's free use on Santa Rosa CityBus fixed route once Reimagining is implemented.

Mr. Ali described the history of the incentive and how weather impacts paratransit and fixed route ridership.

Ms. Kerns expressed that the potential rider increase is anticipated due the growing aging population in Sonoma County, and is disappointed the incentive may be dropped.

#### **6. Regional PCC Meeting Debrief – Discussion**

Dana Turrey described the recent Paratransit Coordinating Committee meeting in San Mateo. It was a workshop where transportation providers were able to discuss activities and share ideas.

Stan Gow illustrated same day service and how to bring this idea to Sonoma County.

Jon Gaffney spoke on a recent attendance to the San Francisco PCC meeting, and expressed excitement for future PCC meetings.

#### **7. Public Comment**

Bettina O’Brein announced March is Multiple Sclerosis awareness month and provided awareness kits.

There will be a Multiple Sclerosis walk at Maria Carrillo High School on April 23<sup>rd</sup>.

**8. Other Business / Comments / Announcements**

Dana Turrey noted the SCTA Board meeting has changed. The next meeting will be next Monday, and none in April.

Bettina O’Brien recalled the public transit system in Karlsruhe, Germany.

**9. Adjourn – ACTION**

The meeting adjourned at 2:48 p.m.

## Staff Report

**To:** Transit Paratransit Coordinating Committee  
**From:** Dana Turrey, Transportation Planner  
**Item:** Notice of Draft Proposed Updates to TPCC Bylaws  
**Date:** May 16, 2017

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**Issue:**

What are the proposed updates to the Transit Paratransit Coordinating Committee (TPCC) bylaws?

**Background:**

The current TPCC bylaws were adopted in May 2007. While there have been no major changes to the Transportation Development Act regulations that guide the formation of the TPCC, there has been an interest in refreshing the language for clarity and alignment with current practices of the Committee. The attached draft proposed updates to the bylaws include minor additions marked by underlined text and deletions marked by ~~struck out~~ text.

**Requested Action:**

The TPCC is requested to review the attached draft proposed updates to the TPCC bylaws. A vote on this item is proposed at the next TPCC meeting, scheduled on July 18, 2017.

**DRAFT BYLAWS OF THE SONOMA COUNTY TRANSPORTATION AUTHORITY**  
**TRANSIT PARATRANSIT COORDINATING COMMITTEE (TPCC)**

**ARTICLE 1. NAME**

The name of this organization shall be the Sonoma County Transportation Authority Transit Paratransit Coordinating Committee (TPCC), hereinafter called the COMMITTEE.

**ARTICLE 2. PURPOSE**

The COMMITTEE was established pursuant to SB498 (L. Greene), Chapter 673, amending the Public Utilities Code, the Revenue and Taxation Code, and the Vehicle Code, effective January 1, 1988. This act is codified in Section 99238 of the Transportation Development Act, which called~~sed~~ for each transportation planning agency to provide for the establishment of a social services transportation advisory council. Initially, the COMMITTEE advised the Sonoma County Transportation Planning Council, which was established in 1989. By resolution, May 3, 1993, the COMMITTEE was recognized as an advisory body to the Board of Directors of the Sonoma County Transportation Authority (SCTA) which had been established in 1990.

**ARTICLE 3. MEMBERSHIP**

3.1 Pursuant to SB498, the COMMITTEE shall be composed of:

- a. one potential transit user of 60 years of age or over;
- b. one representative of potential transit users who is disabled;
- c. one representative of potential transit users who is Hispanic/Latino;
- d. two members representing local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;
- e. two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
- f. one member representing each fixed route public transit and paratransit operator within the county;
- g. one representative of a local social service provider for persons of limited means;

- h. one member representing each jurisdiction in Sonoma County;
- i. additional members at the discretion of the (SCTA);
- j. alternates in each category may be appointed.

3.2 Appointments to the COMMITTEE will be made by the SCTA based on recommendations made by the COMMITTEE, and where appropriate by city councils and the Board of Supervisors. Appointments should be broadly representative of social service and transit providers representing the elderly, persons with disabilities, and persons of limited means, and should strive for geographic and minority representation.

3.3 Members of the COMMITTEE shall serve terms of three (3) years. ~~They may be reappointed for additional three (3) year terms~~ Memberships may be automatically renewed.

#### ARTICLE 4. RESPONSIBILITIES

4.1 The COMMITTEE shall advise the SCTA, the Metropolitan Transportation Commission (MTC), Caltrans and other appropriate funding sources on their expenditures, with the aim of improving availability of transportation services for the special needs population groups, primarily the elderly, disabled and low-income communities. The COMMITTEE shall coordinate this effort with appropriate public, private, and nonprofit agencies, including transit and paratransit operators, within the County.

4.2 The COMMITTEE shall advise the SCTA Board on how to increase cooperation, coordination and effectiveness of specialized transportation services.

4.3 On referral by the SCTA Board, the COMMITTEE shall review proposals requesting Federal, State and/or local transit monies and make recommendations to the SCTA Board and other appropriate agencies.

4.4 The COMMITTEE shall provide a forum for discussion of common goals and recommended actions affecting paratransit between agencies, organizations and individuals who are members of the COMMITTEE. Opportunity for comment by members of the public shall also be provided at regular or special meetings.

4.5 The COMMITTEE shall annually review and comment on ~~the Sonoma County Five year Transportation Plan (i.e., Unmet Transit Needs Plan) for Elderly and Disabled Persons~~ any new pertinent transportation planning documents and assist with the process pursuant to SB 498 when necessary.

4.6 The COMMITTEE shall facilitate an annual public forum on transit issues pursuant to CA Public Util. Code Section 99238

- 4.7 The COMMITTEE may offer assistance to groups and/or agencies applying for funds for transit and/or paratransit services as appropriate; 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 5. OFFICERS

The COMMITTEE shall nominate and elect annually a Chairperson and a Vice-Chairperson. These officers shall comprise the Executive Subcommittee. Former Chairpersons may also be included in the Executive Subcommittee. Elections shall take place at the first regular meeting of the calendar year, nominations being made at the regular meeting preceding the elections. Nominations for Chairperson shall be limited to members having attended six (6) or more meetings in the preceding three (3) years.

- a. It shall be the duty of the Chairperson to preside over all meetings, to preside over the Executive Committee of the COMMITTEE and to appoint Subcommittees as necessary.
- b. It shall be the duty of the Vice-Chairperson to assist the Chairperson in the execution of that office, preside at meetings in the event of the absence of the Chairperson, and participate in the Executive Subcommittee.

#### ARTICLE 6. STAFF

The COMMITTEE shall be staffed by the Executive Director of the SCTA or his/her designee.

#### ARTICLE 7. MEETINGS

- 7.1 The COMMITTEE shall conduct open meetings in accordance with the Brown Act.
- a. The COMMITTEE shall regularly scheduled meetings bi-monthly or as needed.
  - b. Additional meetings may be called by the chairperson as required or requested by COMMITTEE voting members.
  - c. Executive Subcommittee meetings shall be scheduled prior to regular general membership meetings and as needed to deal with administrative issues.
  - d. Subcommittee meetings shall be called by the subcommittee chairperson as needed.
- 7.2 The TPCC Staff shall give written notice of each regular meeting of the COMMITTEE to each member at least one week prior to the meeting date. In the event that a special meeting is called, the Staff to TPCC shall attempt to notify all COMMITTEE members at least 72 hours in advance of the said meeting.

Whenever possible, the Staff to TPCC shall also provide for notice of the meeting to the public by posting agendas on the SCTA website.

7.3 Items for the agenda shall be submitted to the TPCC Staff two weeks prior to a meeting.

#### ARTICLE 8. VOTING

8.1 Each member of the COMMITTEE shall have one vote. An alternate shall assume that right to vote when acting on behalf of the member representative.

8.2 Six voting members excluding the Chair shall constitute a quorum authorized to transact any business duly presented at a meeting of the COMMITTEE.

8.3 Members of the COMMITTEE shall refrain from participating in any activities of the COMMITTEE in which the member has a material financial interest that would foreseeably be affected by COMMITTEE action. To that end, no member shall vote on any grant review issue or funding recommendation if that member represents any agency or group that is applying for funds or would be a contractor for such funding.

#### ARTICLE 9. SUBCOMMITTEES

9.1 Composition, length of term, and basic function of standing subcommittees shall be determined by a majority vote of the COMMITTEE. Standing subcommittees should be formed for:

a. Executive Subcommittee works closely with staff in performing administrative functions of the TPCC including bylaw amendments, development of membership position papers, legislative issues, and preparation of agendas for general meetings and making recommendations to the full TPCC membership.

b. Operators Subcommittee will consist of agencies with vehicles to discuss issues of training, service delivery, coordination, dispatching, insurance, vehicle maintenance, et cetera.

9.2 Adhoc Committees may be formed and convened as needed for various purposes such as but not limited to the following. Recommendations will be brought forth to the full TPCC membership. Adhoc Committees may be convened as described below.

a. Grant Review and Allocation Subcommittee is responsible for the review and formation of recommendations for all TPCC membership action on all grant applications, as requested by funding agencies or governmental entities. ~~The primary responsibility of this subcommittee is to review FTA Section 5310 applications.~~

- b. Community Education Subcommittee will provide recommendations for developing ways to educate the community on issues related to paratransit, such as informing legislators about paratransit issues, encourage legislator membership, promoting paratransit services through the utilization of media, and advocating and/or mediating for paratransit users, if needed.
- c. Accessibility/Unmet Transit Needs Subcommittee will provide recommendations on issues related to fixed route and paratransit accessibility including travel training, mobility devices, mediation, accessible vehicles and shelters, senior citizen mobility issues and advocating and/or mediating for paratransit users, if needed. In addition, the subcommittee will evaluate and monitor unmet transit needs in the county to verify that subcommittee findings identifying such needs are incorporated into the unmet transit needs process. SCTA Resolution 2001-008 recognized the increased need for paratransit services and continuing unmet transit needs, and determined that TDA funds would be dedicated to transit purposes.

#### ARTICLE 10. PARLIAMENTARY PROCEDURE

The rules contained in Roberts' "Rules of Order" shall govern the proceedings of the COMMITTEE to the extent they are not inconsistent with these bylaws.

#### ARTICLE 11. AMENDMENTS, CORRECTIONS, OR CHANGES IN THE BYLAWS

These bylaws may be amended, replaced, or altered, in whole or in part, by a majority vote at any duly organized meeting of this COMMITTEE, provided that a copy of any amendment proposed for consideration shall be mailed or emailed to the last recorded address of each member at least fourteen (14) days prior to the date of the meeting.