

## Transit Paratransit Coordinating Committee

### MEETING AGENDA

**January 15, 2019 - 1:30 p.m.**

Sonoma County Transportation Authority

**\*\*NEW MEETING LOCATION\*\***  
**411 King Street**  
**Santa Rosa, California 95404**

#### ITEM

1. Introductions
2. Approval of Meeting Notes: November 20, 2018 – **DISCUSSION / ACTION\***
3. 2019 Meeting Calendar – Information\*
4. Officer Elections for 2019 – **DISCUSSION / ACTION\***
5. Roundtable Updates - Discussion
  - 5.1. Transit / Paratransit Operators
  - 5.2. Mobility Partners Reports
6. Public Comment
7. Items for Next Agenda – Discussion
8. Other Business / Comments / Announcements
9. Adjourn

\*Materials attached.

---

The next **S C T A** meeting will be held **February 4, 2019**

The next **TPCC** meeting will be held **March 19, 2019**

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

ACCOMMODATION FOR PERSONS LIVING WITH A DISABILITY: 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 411 King Street, 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 November 20<sup>th</sup>, 2018**

**ITEM**

**1. Introductions**

Meeting called to order at 1:36 p.m. by Chair Dennis Battenberg.

Committee Members: Dennis Battenberg, Chair; Stan Gow, Vice-Chair; Patricia Kearns; Jon Gaffney, Golden Gate Transit; Silvia Martinwz-Palacios, Petaluma Transit; Bob Cuneo; Lake Kowell, Disability Services and Legal Center; Tim Webster, Earle Baum Center; Steven Schmitz, Sonoma County Transit; April Pearson, Volunteer Wheels/Sonoma County Transit; Turi Koslen, Santa Rosa CityBus; Mohammed Ali, MV Transportation.

Guests: Steve Birdlebough, Sonoma County Transportation and Land Use Coalition; Diane Detuch; Michael Ivory.

Staff: Dana Turrey; Drew Nichols.

**2. Approval of Meeting Notes: May 15, 2018 -  
DISCUSSION / ACTION\***

Approved as submitted.

**3. Notice of office elections**

Dana Turrey announced the notice of officer elections for the next calendar year. This item is informational.

The Chair and Vice-Chair position will be elected by the committee on January 15<sup>th</sup> and nominations can be requested on the same day.

Bob Cuneo expressed support for the renomination of Dennis Battenberg as Chair and Stan Gow as Vice-Chair of the TPCC.

**4. Round Table Updates**

**4.1. Transit / Paratransit Operators**

*Golden Gate Transit:*

Jon Gaffney announced the launching of the redesigned Golden Gate Transit website will be in early February.

Additionally, Mr. Gaffney reported on the increasing service for the Marin local transit service.

Furthermore, the software update for Trapeze is incoming and will be able to set up web scheduling. There is an interest for a future launch to include a prepaid account payment method.

Lastly, 20 new paratransit vehicles have been ordered.

*Sonoma County Transit:*

Steven Schmitz updated the committee on scheduling software for paratransit service in which tablets can be used by drivers to use to update passengers on real time arrivals. This will allow notifications for email, voice, and text messaging communication.

The system is currently being tested and Mr. Schmitz announced the interest for volunteers from this committee to help participate in this testing phase.

April Pearson or Jodi Curtis can be contacted for those interested.

Staff aims to expand this service in February.

Ms. Pearson also announced on beginning of night dispatch service and announced that when calling

after 5pm, select option 2 for an update on ride time.

Staff is not able to schedule rides after 5pm, however, a staff member will be available to answer questions.

*Santa Rosa CityBus:*

Yuri Koslen spoke on the installation of “No Smoking” signage at bus stops.

As well, Mr. Koslen spoke on the delivery of three new busses, with service expected soon. CityBus staff is also in the process of ordering new paratransit vehicles.

Mr. Koslen also spoke on two items that will be presented to the Santa Rosa City Council on November 27<sup>th</sup> agenda. First, the council will consider making permanent the SRJC free transit for students program, and will consider the suspension of the ParkSMART downtown shuttle service in March.

However, there are ideas being discussed to compensate for the absence of ParkSMART, such as to offer discounted parking for transit users in the parking garage neighboring the downtown Transit Mall to encourage the use of public transit. There are 10 busses that drive between the Transit Mall and SMART station per hour.

This opportunity can also be an option to promote the emergency ride home program and other future programs.

Mohammed Ali spoke on the new busses in service that have windows that can be opened by passengers.

*Petaluma Transit:*

Silvia Martinez-Palacios announced the hiring of a General Manager for the contracting services and announced remaining openings for drivers and in the utilities department.

Ms. Martinez-Palacios also spoke on the high, late, or no show statistics, stating these figures are higher than wished.

Staff is encouraging individuals to cancel rides when needed two hours ahead of the time scheduled. If the cancellation is within the two hours, it violates of the policy and chronic violations will result in consequences.

Lake Kowell asked what the consequences would be.

Ms. Martinez-Palacios responded a formal warning letter of a possible suspension if the policy continues to be violated.

*SMART:*

Steve Birdlebough spoke on the decision by the SMART Board to delay the discussion of changes in the schedule or fare structure until after the Larkspur extension is completed.

Bob Cuneo asked about ridership.

Mr. Birdlebough responded the ridership levels are about as expected. The cash flow is above what they were expecting.

**4.2. Mobility Partners**

Dana Turrey announced to the committee that Norine Doherty has left her position at the Area Agency on Aging. A replacement has been hired and is hoped to be in attendance in January.

Furthermore, Ms. Turrey spoke on the TIES (Transit Integration and Efficiency Study) study.

SCTA is leading a study with Santa Rosa CityBus, Sonoma County Transit and Petaluma Transit to study how the bus operators can collaborate to make the transit user experience better, make operations more efficient, be more cost effective, etc. The study is well into the “data exploration” and information gathering.

Steve Birdlebough asked if the study will include the transferring between the systems and public input.

Ms. Turrey responded that if the consultants find there are “opportunities to fix the transfers” or other public facing issues, then they will look into a public input section.

The study is hoped to be wrapped up in the summer.

#### **5. Articles of Interest - Discussion**

This is an informational item stating that Proposition 6 failed, thus ensuring the gas tax funding for transit remains in place.

#### **6. Public Comment**

Lake Kowell recalled a recent inquiry where an individual mentioned that scheduling a ride on paratransit must be made seven days in advance and asked the transit operators about the validity of that statement.

The transit operators equally responded that one-time rides may be scheduled up to 7 days in advance. One can reserve a ride before 5pm the day before they wish to schedule.

Mohammed Ali added that if a passenger wishes to transfer between the systems, it is advised to reserve the ride at least 48 hours in advance.

Mr. Ali further mentioned the idea to include this information on the Sonoma Access website, stating the importance of this information and how easily it can be misconstrued.

Steven Schmitz announced the Sebastopol shuttle will be served by the new electric bus. Service will commence on December 10<sup>th</sup>.

Furthermore, there local free fares program have been established in Windsor and Healdsburg.

#### **7. Items for next agenda**

This item is a request for committee member to contact Dana Turrey if there are items for discussion on the January agenda.

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

Diane Deutch acknowledged, and expressed full appreciation, the paratransit services for their allowance and accommodation of service dogs on the vehicles.

#### **9. Adjourn – ACTION**

The committee adjourned at 2:45 p.m.

## Staff Report

**To: Transit Paratransit Coordinating Committee**  
**From: Dana Turréy, Transportation Planner**  
**Item: TPCC Officer Elections for 2019**  
**Date: January 15, 2019**

---

### **Issue:**

Who shall be elected Chair and Vice Chair of the Transit Paratransit Coordinating Committee (TPCC) for 2019?

### **Background:**

The Committee's purpose is to advise the Sonoma County Transportation Authority (SCTA) on the transit needs of communities of people with special needs, including elderly, disabled, and those of low income.

The TPCC facilitates communications between transit and paratransit users and the operators of such services. The TPCC may review transit proposals involving Transportation Development Act (TDA) and Federal Transit Administration (FTA) 5310, and other funds. TDA funds are available for various types of transportation projects including the provision of transit and paratransit services. The TPCC also reviews the annual Coordinated Claim for transit funding in Sonoma County.

The TPCC is involved in raising awareness of the many issues faced in both using and providing transit and paratransit services. The committee has an interest in both paratransit and fixed route transit issues.

### **Officers:**

SCTA's Ordinance No.3 requires that a Chair and Vice Chair be elected at the first meeting of the year to lead the TPCC during the calendar year. Dennis Battenberg has served as Chair and Stan Gow as Vice-Chair during 2018. Any nominations for Chair and Vice Chair, including the current Chair and Vice Chair, are now invited. Nominations for Chair shall be limited to members having attended six (6) or more meetings in the preceding three (3) years.

### **Meetings:**

The TPCC normally meets the 3rd Tuesday of every other month at 1:30 p.m. Meetings are held in SCTA's conference room.

### **Action Requested:**

TPCC Members are requested to elect a Chair and Vice Chair for service in 2019.

**2019 PROPOSED SCTA/RCPA BOARD OF DIRECTORS  
AND TRANSIT PARATRANSIT COORDINATING COMMITTEE MEETING DATES**

<b>COMMITTEE</b>	<b>SCTA / RCPA</b>	<b>TPCC</b>
<b>FREQUENCY</b>	<b>2nd Monday of the Month</b>	<b>3rd Tuesday of Every Other Month</b>
<b>TIME</b>	<b>2:30 p.m.</b>	<b>1:30 p.m.</b>
<b>MONTH</b>	<b>MEETING DATES</b>	
<b>JAN</b>	<b>None</b>	01/15/19
<b>FEB</b>	2/4/2019**	<b>None</b>
<b>MAR</b>	03/11/19	03/19/19
<b>APR</b>	04/08/19	<b>None</b>
<b>MAY</b>	05/13/19	05/21/19
<b>JUN</b>	06/10/19	<b>None</b>
<b>JUL</b>	07/08/19	07/16/19
<b>AUG</b>	08/12/19	<b>None</b>
<b>SEP</b>	09/09/19	09/17/19
<b>OCT</b>	10/14/19	<b>None</b>
<b>NOV</b>	11/18/2019**	11/19/19
<b>DEC</b>	12/09/19	<b>None</b>
<b>MEETING LOCATION</b>	<b>SCTA/RCPA Board Room, 411 King Street, Santa Rosa, CA 95404</b>	<b>SCTA/RCPA Conference Room, 411 King Street, Santa Rosa, CA 95404</b>

**\*\*This is rescheduled from its regular date due to holidays.**

SCTA/RCPA

Sonoma County Transportation Authority / Sonoma County  
Regional Climate Protection Authority Board of Directors

TPCC

SCTA Transit Paratransit Coordinating Committee

Please note that some meeting dates may have been changed from their regularly scheduled dates due to holidays. Dates also change due to unforeseen circumstances. Changes will be noticed on meeting agendas in advance.