
SONOMA COUNTY TRANSPORTATION AUTHORITY PARATRANSIT COORDINATING COMMITTEE

AGENDA

Please note change of
scheduled date

Tuesday, January 14, 2003

1:30- 3:00

PRMD Hearing Room – 2550 Ventura Avenue
Santa Rosa

Please note that the meeting is scheduled earlier than planned. This is so the PCC can create ad hoc scoring committee (Item IV) by Jan 17 deadline.

Directors

Jake Mackenzie, Chair
Rohnert Park

Paul Kelley, V. Chair
Sonoma County

Steve Allen
Windsor

Joe Costello
Sonoma

Geoffrey Fox
Cotati

Mike Healy
Petaluma

Robert Jehn
Cloverdale

Mike Kerns
Sonoma County

Lisa Schaffner
Healdsburg

Tim Smith
Sonoma County

Sam Spooner
Sebastopol

Sharon Wright
Santa Rosa

ITEM

- I. Introductions and public comment on items not on agenda
- II. Consent Items – DISCUSSION/ACTION
 - A. Approval of the Agenda
 - B. Approval of November 18, 2002 Minutes
- III. Reports – INFORMATION
 - A. Transit Agencies
 - B. SCTA Report
 - C. Other announcements/information
- IV. Section 5310 Program Application Process – Volunteers needed for Scoring Committee! - ACTION
- V. PCC Roster update – DISCUSSION
- VI. PCC Subcommittees – DISCUSSION
- VII. Adjournment of PCC Meeting - ACTION

SCTA Staff

Suzanne Wilford
Executive Director

Janet Spilman
Transportation Planner

Angela Caruso
Executive Assistant

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The next **SCTA** meeting is February 10, 2003
The next **PCC** meeting is March 25, 2003

For special accessibility needs please contact SCTA at least 10 days in advance of meeting.

SONOMA COUNTY TRANSPORTATION AUTHORITY

PCC/CAC Joint meeting

MINUTES November 18, 2002

ITEM

- I. Introductions and public comment on items not on the agenda
 - a. A member of the public had complaints about paratransit service provided by MV Transportation under contract to Santa Rosa. He was referred to Bruce Eisert of Santa Rosa Transit.
- II. Consent Items
 - a. Approval of minutes – the minutes were approved
 - b. Approval of agenda – the Committee agreed to move Item IV before Item III
- III. (Item IV) Review and Evaluation of Regional ADA Paratransit Eligibility Program – Presentation by Nelson/Nygaard Consulting Associates. Richard Weiner explained the process of studying ADA Paratransit Eligibility throughout the Bay Area. They can be reached at (415)284-1544 if there are additional comments. The process will end with a presentation to MTC, who will then make regional standards.
- IV. (Item III) Reports
 - a. Sonoma County Transit – SCT has made the transition to use all of Volunteer Wheels capacity. Ridership has doubled, yet there have been zero denials.
 - b. MTC report – the Elderly and Disabled are becoming a bigger factor in transit ridership and planning. The Elderly and Disabled Advisory Committee of MTC has developed a workplan.
 - c. SCTA - the first segment of HOV lanes are open on Highway 101 in the five miles south of Highway 12. There is construction remaining on this project. The remaining segments will be completed over the next 10 years.

Remainder of PCC agenda is put over to next meeting so that the Joint Committees may meet.

Chair Bob Anderson called the meeting to order. This was a joint meeting of the CAC and Paratransit Coordinating Committee (PCC) to discuss the 2002 Transit Forum.

I. Introductions

Introductions were made by the CAC and PCC members.

II. 2002 Transit Forum

Janet Spilman noted that SCTA did not receive many comments from people concerning the forum so there were not many to include in the final report.

May Huddleston said Joel Woodhull's remarks at the forum were very interesting. She said she was unhappy that so many of the remarks were critical in nature however.

Jim Caddick said there were a lot of incorrect statements made that went uncorrected, but it was more or less the only place for people to air their grievances.

George Ellman said that if it were a public meeting, then there would be some people who come and lodge complaints. He said that in summarizing the comments made, that it was clear that

more service is needed. The bottom line is that it always comes down to money that the providers don't have. People will need to get on board when it comes time to pass a sales tax measure. Those measures need to be supported.

Linda Branscomb agreed with Mr. Ellman and said it was important to get people's feedback. We need to know their concerns.

Ms. Huddleston said she didn't think there were enough transit providers who attended the forum that were very high up in the ranks to hear the complaints being made.

Ms. Spilman thanked the PCC and CAC members for all their help in setting up the forum. She asked what they thought worked and what didn't (e.g., location, time of day, time of year).

Mr. Ellman asked that the SCTA Board comment on the report.

Dennis Battenberg said the report was being presented to the Board at their December meeting.

Chair Anderson asked Jim Ryan, Petaluma Public Facilities and Services, and Bryan Albee, Sonoma County Transit, if they have a set of benchmarks for tracking things from year to year.

Mr. Albee said their bus performance is tied mainly to paratransit. He had just given his first report to the PCC before the CAC joined the meeting. He said Sonoma County Transit is currently working on their budget for 2005. Both ridership and revenue has dropped for the first time in 13 years. He said there is room for improvement on coordination, while there is no room for inefficiencies in the system.

Chair Anderson said it was a good sign that there were few complaints regarding fixed route bus service.

Mr. Albee said improvements were needed on Sunday service and late night service and that there would be incremental improvements as money permitted. All the requests coming in now concerned paratransit bus service. It needs to be brought up to the same level of service as fixed route, however, to do that, money will have to come from fixed route service.

Mr. Battenberg asked about having the transit forum on cable television next year.

Ms. Spilman said that while the broadcasting was free, filming was not.

Mr. Caddick thought that the change to an afternoon time from the previous year was a good thing.

Mr. Battenberg said it might have been a little too late for people who worked.

Mr. Albee said when revenue is down marketing costs go down. He said the transit operators do want to hear from the riders about what is bad, so they can fix it, and what is good, so they can capitalize on it.

It was noted that there is a large 65+ population in Sonoma County and that group represents a large ridership base. Education on riding a bus is key. This applies to paratransit users and seniors. It's more likely they would use it if they were familiar with how it works.

Mr. Caddick said that programs like a free week should occur more often, not just once a year or on a one-time only basis. More frequent programs would encourage more ridership.

Mr. Albee said another good location for the forum would be right across from the Santa Rosa transit mall.

Mr. Caddick suggested having the next forum in the springtime, which would allow for longer daylight. Serving refreshments might also be good.

Mr. Albee said that if it was held in the spring, then he could talk more about the immediate financial picture.

Mr. Battenberg suggested advertising on the radio next time.

Mr. Caddick thanked Janet Spilman for all her hard work and long hours, particularly getting it filmed and having hearing devices available.

Chair Anderson asked that people be told about the final report being presented to the SCTA Board in December.

III. Adjournment

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Angela Caruso
Executive Assistant, SCTA

<p style="text-align: center;">PARATRANSIT COORDINATING COMMITTEE STAFF REPORT</p>

DATE: January 14, 2003
TO: Paratransit Coordinating Committee (PCC)
FROM: Janet Spilman, Transportation Planner
SUBJECT: Items IV, V, and VI

ITEM IV – Section 5310 Program Application Process

The Section 5310 program is a statewide competitive grant program to provide funds to purchase accessible vans and buses or other transportation related equipment to serve paratransit clients. Potential applicants have already received application forms and evaluation criteria.

The PCC needs to appoint a subcommittee (of 3 or 4) to evaluate the applications. Possible applicants are not eligible to serve on the scoring committee.

Attached is a schedule of the application process.

Who will serve on the PCC Section 5310 Scoring subcommittee?

ITEM V – PCC Roster update

The roster is a list of members that will be periodically approved by the SCTA and is available to the public. Policy regarding membership information should be discussed.

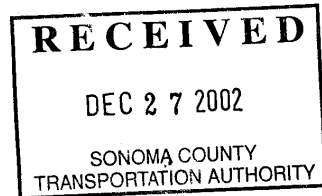
ITEM VI – PCC Subcommittees

In addition to Item IV – and the establishment of the ad hoc subcommittee for grant review there has been interest in establishing a subcommittee for a Community Education for the purpose of raising consciousness about paratransit and the challenges of the disabled. Should this subcommittee be formed? Who will serve on the subcommittee?



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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December 20, 2002

Sharon J. Brown, Chair
Cities of Contra Costa County

Steve Kinsey, Vice Chair
Marin County and Cities

Tom Ammiano
City and County of San Francisco

Keith Axtell
U.S. Department of Housing
and Urban Development

James T. Beall Jr.
Santa Clara County

Mark DeSautnier
Contra Costa County

Bill Dodd
Napa County and Cities

Dorene M. Giacopini
U.S. Department of Transportation

Scott Haggerty
Alameda County

Randell H. Iwasaki
State Business, Transportation
and Housing Agency

Barbara Kaufman
San Francisco Bay Conservation
and Development Commission

Sue Lempert
Cities of San Mateo County

John McLemore
Cities of Santa Clara County

Michael D. Nevin
San Mateo County

Jon Rubin
San Francisco Mayor's Appointee

James P. Sperring
Solano County and Cities

Pamela Tortiati
Association of Bay Area Governments

Sharon Wright
Sonoma County and Cities

Shelia Young
Cities of Alameda County

Steve Heminger
Executive Director

Ann Flemer
Deputy Director/Operations

Therese W. McMillan
Deputy Director/Policy

To: Potential Section 5310 Applicants

Caltrans' Mass Transportation Program provided us with your agency's name and indicated that you have requested a FTA Section 5310 program application packet. The purpose of this letter is to provide you important information on MTC's regional project evaluation process and program dates and milestones.

Background

As the Regional Transportation Planning Agency (RTPA) for the San Francisco Bay Area, MTC is required to submit a regional Section 5310 prioritized project listing for the nine county Bay Area to the Statewide Review Committee (SRC), which will be established by the California Transportation Commission (CTC). The regional rankings will then be reviewed by the SRC and compiled into a statewide listing, which provides the basis for funding projects in priority order. The regional process each RTPA uses to develop the listing, however, is at the region's discretion.

MTC's FY 2003-2004 Section 5310 Regional Process

During the last three funding cycles, MTC organized county scoring teams to review and score applications. Based on feedback received from various county Paratransit Coordinating Councils (PCCs) and their scoring team members, this process worked quite well. As a result, MTC will continue this county level process for evaluating and ranking projects in our region this year.

For FY 2003-2004, the PCCs will again organize county teams to review and score projects submitted in their respective counties. The composition of the teams will be determined entirely by each PCC. The only restriction is that applicants may *not* serve on the scoring team. The county PCC will decide its own meeting times and locations. According to the attached proposed timeline (Attachment A) for FY 2003-2004, the PCC evaluation will take place from February 26 through March 13, 2003. Each PCC is required to evaluate the projects in accordance with the statewide evaluation criteria.

Section 5310 Interested Applicants
December 20, 2002
Page 2

All applicants in the MTC region are required to submit the original completed application plus three copies to Caltrans, one copy to MTC, and one copy to their respective county PCC **concurrently by February 26, 2003**. This due date has been moved ahead of Caltrans' deadline of March 7, 2003 because each RTPA has the option to require completed applications earlier if it is necessary to accommodate its own regional evaluation process. Applications received after February 26, 2003 will **not** be considered by either MTC or Caltrans.

To assist applicants to compete more successfully in the process, MTC is offering to review the draft applications prior to their formal submittal to Caltrans, MTC, and the respective PCCs. Although this is not mandatory, it is highly recommended that potential applicants take advantage of this service. MTC staff will review the draft applications for completeness and will notify applicants if additional information and/or supporting documentation is missing prior to the application deadline. The draft application must be received by MTC no later than Friday, January 24, 2003 in order to take advantage of this service. Late submittals will not be reviewed. (Please note that applications will not be returned.)

Attachment B outlines the responsibilities for each participant of the regional evaluation process. The specifics of these responsibilities remain unchanged from last year.

Finally, Caltrans is hosting an applicant workshop on Tuesday, January 14, 2003 in the SF Bay Area at Caltrans District 4 Headquarters, 111 Grand Avenue, 15th Floor, Oakland. MTC recommends that **all** potential applicants attend this workshop as it offers valuable advice and information. Other workshops around the state will also be held; a complete listing of these workshops is attached as Attachment C. Your county PCC may also hold information sessions to assist applicants with the process. Please contact your PCC for more information. Attachment D provides a complete listing of the PCC contacts in the MTC region.

If you have any further questions about the above, please call Dana Lang of my staff at 510-464-7764.

Sincerely,



Dianne Steinhauser
Manager
Programming and Allocations Section

cc: Bay Area Paratransit Coordinating Councils

DM/DL

Attachment A
**FTA Elderly & Disabled Transit
 (Section 5310) Program
 Application Process and Timeline
 FY 2003-2004**

Item	Tentative Date
Caltrans sends funding and screening forms to public	October 2002
Screening forms due to Caltrans for eligibility review	November 15
Caltrans mails application/evaluation criteria to eligible applicants, RTPA, and State Review Committee	November 27
Caltrans' Bay Area Scoring Workshop	January 14, 2003
MTC transmits to PCCs county scoring templates	January 10
PCCs submit MTC scoring team rosters	January 17
Completed draft applications due to MTC (not mandatory)	January 24
MTC provides comment on draft applications	February 12
Final application due to Caltrans, MTC, and County PCC	February 26
{Caltrans application deadline – <i>the February 26 deadline should be observed</i> }	March 7
Evaluation	February 26 – March 13
PCC transmits county scores due to MTC	March 14
MTC compiles scores and mails regional rankings to PCCs	March 20
Applicants review scores and prepare appeals, as necessary	March 21
Appeals due to MTC and to County PCC	March 27
MTC staff reviews appeals/gathers documentation for review by PCCs	March 27
MTC Open Forum	April 4
MTC PAC reviews regional rankings	April 9
MTC Commission approval	April 23
MTC transmits adopted regional priorities to Caltrans	May 2
Caltrans notification of Draft Statewide Scores	July 2002
Caltrans staff level conference for appeals of statewide scores	July 23
CTC approves final Section 5310 scores and adopts program	August 2002
Program of Projects forwarded to FTA for approval	October 1

ATTACHMENT B

FY 2003-04 SECTION 5310 PROGRAM: MTC REGIONAL EVALUATION AND RANKING PROCESS

CALTRANS RESPONSIBILITIES

- Mails FY 2003-04 applications and evaluation criteria out to interested applicants by December 6, 2002.
- Hosts applicant workshops (dates and locations on Attachment C) to answer questions on the statewide evaluation process.
- Continues to advise applicants on how to complete applications after workshops.
- Screens applicants and applications for eligibility and notifies respective applicants the screening results in a timely fashion.

MTC RESPONSIBILITIES

- Reviews draft applications for completeness and informs those applicants whenever their applications are incomplete and/or are lacking the required supporting documentation.
- Provides guidance to county Paratransit Coordinating Councils (PCCs) on how to evaluate and score applications.
- Hears and deliberates on appeals not resolved at the county scoring team level.
- Develops, adopts and transmits to Caltrans the final regional rankings of all submitted projects.
- Distributes Caltrans' funding results to PCCs.

PARATRANSIT COORDINATING COUNCIL RESPONSIBILITIES

- Encourages applicants and scoring team members to attend the Caltrans-sponsored applicant workshop. Although attendance at these workshops is not mandatory, it is highly recommended.
- Establishes scoring teams to review and score applications. (Each PCC decides its own team composition and organizes its own scoring meetings. The only requirement is that applicants shall not be members of the scoring teams.) Each PCC needs to submit to MTC a scoring team roster by January 17, 2003.
- Notifies applicant of regional score.
- When appropriate, advise its applicants on the appropriate media (electronic file, audio tapes, etc.) in which to submit applications to accommodate needs of the PCC scoring team members.
- Evaluates and scores applications in accordance with the statewide criteria. Submits final county scores (one composite score for each project) to MTC no later than March 14, 2003. (MTC will provide PCCs county scoring templates by January 10, 2003.)
- Resolves scoring issues with the applicants. Only issues not resolved at the county level may be advanced to the Local Review Committee (LRC) Open Forum meeting.
- Selects a representative to attend the MTC Open Forum meeting, which is scheduled for April 4, 2003. Each county will need to be represented at the Open Forum.
- Notifies successful applicants of funding results.

APPLICANT RESPONSIBILITIES

- Attends Caltrans Applicant Workshops (see attachment).
- Submits draft applications to MTC by January 24, 2003 in order for MTC to review it for completeness. This is *not* mandatory, though highly recommended. (Only those draft applications submitted by January 24, 2003 will be reviewed - late submittals will not be reviewed.)
- Submit final applications to MTC, Caltrans, and county PCC by February 26, 2003.



**Need Assistance
With Completing A
Section 5310 Application?**

**Attend One Of
The Upcoming
Section 5310
Application Workshops**



<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 7, 2003	11:00 - 2:30	Fresno Caltrans North Regional Office 1635 N West Pine Avenue
January 8, 2003	10:00 - 1:30	Los Angeles Los Angeles County Metropolitan Transportation Authority One Gateway Plaza
January 9, 2003	10:00 - 1:30	San Bernardino Caltrans Electric Shop. Tr. Room 175 Cluster Street
January 10, 2003	10:00 - 1:30	San Diego Caltrans District Office 2829 Juan Street
January 14, 2003	10:00 - 1:30	Oakland Caltrans Dist. 4 Headquarters 111 Grand Avenue, 15 th Floor
January 15, 2003	10:00 - 1:30	Sacramento Caltrans Headquarters Building 1120 N Street
January 16, 2003	11:00 - 2:30	Redding Shasta College 11555 Old Oregon Trail

**RSVP By Calling The Section 5310
Toll Free Assistance Line At 1-888-GRANT16**

A map of workshop locations will be forwarded to those confirming their attendance.

