



**SCTA** Sonoma  
County  
Transportation  
Authority

*Keeping Sonoma County Moving*

**PARATRANSIT COORDINATING  
COMMITTEE**

**AGENDA**

Tuesday November 16, 2004  
2pm - 3:30pm

**PRMD Hearing Room – 2550 Ventura Avenue, Santa Rosa**

**ITEM**

- I. Introductions and comments on items not on agenda
- II. Consent Items – DISCUSSION/ACTION
  - A. Approval of the agenda
  - B. Approval of August 24 , 2004 Minutes
- III. Reports – INFORMATION
  - A. Transit Agencies
  - B. SCTA Report
    1. Sales Tax Measure results
  - C. MTC Report
    1. EDAC
- IV. Transit Forum Report - enclosed
- V. Section 5310 Update – see attachments
- VI. Adjourn – ACTION

Directors

Paul Kelley, Chair  
Sonoma County

Robert Jehn, V. Chair  
Cloverdale

Steve Allen  
Windsor

Bob Blanchard  
Santa Rosa

Joe Costello  
Sonoma

Patricia Gilardi  
Cotati

Mike Healy  
Petaluma

Linda Kelley  
Sebastopol

Mike Kerns  
Sonoma County

Lisa Schaffner  
Healdsburg

Tim Smith  
Sonoma County

Vicki Vidak-Martinez  
Rohnert Park

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The next **SCTA** meeting is September 13, 2004  
The next **PCC** meeting is October 26, 2004

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

Please note that PCC agendas are available online at the SCTA website:  
[www.sonoma-county.org/scta](http://www.sonoma-county.org/scta) and click on "Agendas".  
The PCC agenda is available in pdf format and in MS Word.

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## SONOMA COUNTY TRANSPORTATION AUTHORITY PARATRANSIT COORDINATING COMMITTEE

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### MINUTES August 24, 2004

#### ATTENDEES

Dennis Battenberg, Chair	Beryl Brown, Earl Baum Center
Larry Henzerling, C.R.I.	Gail Burge, Petaluma Peoples Services
Katherine Taylor, Volunteer Wheels	Jim Wagner, Sonoma County Transit
Cynthia Petersen, Golden Gate	Jodi Curtis, Sonoma County Transit
James Ryan, City of Petaluma	Janet Spilman, SCTA
	Alice Linn, public

#### ITEM

Chair Battenberg called the meeting to order.

I. Introductions were made. Beryl Brown announced that there is a new mobility instructor at the Earl Baum Center, Leslie Bailiff, who would make a good addition to the committee.

II. Consent Items

- A. The agenda was approved
- B. The minutes were approved

III. Reports

A. Transit Agencies

1. Petaluma Transit – James Ryan reported that Petaluma has received 6 new buses, many of them arrived with mechanical problems.

2. Santa Rosa CityBus – Bruce Eisert reports that The City of Santa Rosa has just renewed its contract with MV Transportation to provide paratransit service, effective until June 2006. CityBus has a paratransit usergroup that meets bi-monthly to provide feedback on paratransit service in the city. Santa Rosa is anticipating receiving 2 new paratransit vehicles and scheduling software by December. They are also working on a No Show policy for paratransit riders that schedule a ride and then cancel late or don't show up for the ride. Old bus shelters are being replaced where needed, with new perforated metal shelters.

3. Sonoma County Transit – Jodi Curtis reports that there have not been problems with the system wide fare increase that was effective on August

1, 2004. Sonoma County Transit has received 8 new replacement vehicles. They are considering revising their No Show policy.

4. Golden Gate Transit – Cynthia Petersen reported that the system wide fare increase has not affected ridership. Policy changes considered include a No Show and cancellation policy and charging a 50cent fee for rides outside of the service area.

5. Volunteer Wheels – Katherine Taylor reported that with the arrival of eight new vans all drivers will be required to have Class B licenses. The sedan fleet was vandalized.

6. Healdsburg – Cheryl Tarter reported that Healdsburg has replaced its paratransit bus. Their short range transit plan is complete. They are involved in a marketing program to upgrade signs, brochures, schedules, buying benches, and shelters. This is especially important to Healdsburg area seniors.

#### B. SCTA report

1. Section 5310 projects scored well at Caltrans. Local project sponsors will get more projects than we originally expected.

2. The Call for Projects will go out in late September for the Regional Bicycle/Pedestrian program. An MTC representative will speak at the Sept. 28 CBAC meeting about the program.

#### IV. SCTA Sales Tax Measure

Suzanne Wilford, Executive Director of the SCTA talked about the Expenditure Plan for the Sales Tax Measure that will be on the November 2 election ballot. The SCTA directed staff to devise a sales tax based on approved planning documents that would save the train (SMART) project and help meet our transportation needs locally, especially in light of the State budget problems. The tax was set at ¼ cent instead of ½ cent to allow the other half cent to go for SMART in the 2006 election.

#### V. Survey

The new meeting time determined by the Committee is the 3<sup>rd</sup> Tuesday of the month from 2 to 3:30.

#### VI. Membership Roster

Corrections were made to the roster.

#### VII. Transit Forum

The Committee looked over the agenda and flyer for the Forum and made several changes.

**FTA Elderly & Disabled Transportation (Section 5310) Program  
Application Process and Timeline  
FY 2005-2006**

Item	Tentative Date
Caltrans sends program announcement & applicant interest forms to public	Oct. 1, 2004
Interest forms due to Caltrans for eligibility review (optional)	Nov. 19
Caltrans mails application/evaluation criteria to eligible applicants, MTC, and State Review Committee	Dec. 1
PCC's send potential applicant contact information to MTC (optional)	Dec. 1
MTC mails announcement to potential applicants with timeline and contacts	Dec. 3
MTC sends information packets and scoring templates to PCCs	Jan. 7, 2005
PCCs submit scoring team rosters to MTC	Jan. 14
MTC/ACTIA Workshop and networking session: "How to Prepare a Winning Section 5310 Application"	Jan. 25
Applicants submit draft applications to MTC if requesting pre-review assistance (not mandatory)	<b>Jan. 28</b>
Caltrans Bay Area Application Workshop	Jan. (tbd)
MTC provides applicants with written comments on draft applications (pre-review assistance)	<b>Feb. 11</b>
<b>Final application due to Caltrans, MTC, and County PCCs</b>	<b>Feb. 25</b>
<i>{Caltrans application deadline – <b>February 25 deadline should be observed</b>}</i>	<i>{Mar. 4}</i>
Application evaluations by PCCs (11 working days)	Feb. 28 – Mar. 14
<b>PCC's transmit county scores to MTC</b>	<b>Mar. 15</b>
MTC compiles scores and mails regional rankings to PCCs	Mar. 17
Applicants review scores and prepare appeals, as necessary	Mar. 17 – 25
Applicant Appeals due to MTC and County PCCs	Mar. 25
MTC reviews appeals/gathers documentation for review by PCC's	Mar. 25 - 31
<b>MTC Open Forum – Applicant appeals</b>	<b>Apr. 1</b>
MTC Elderly & Disabled Advisory Comm. reviews regional rankings	Apr. 7
MTC PAC reviews regional rankings	Apr. 13
<b>MTC Commission approval of regional rankings</b>	<b>Apr. 27</b>
MTC transmits adopted regional priorities to Caltrans	May 6
Caltrans Successful Applicant Workshop for 2004-05 Program (prior year)	May
Caltrans notification of Draft Statewide Scores for FY 2005-06 Program	July
MTC notifies PCC's of score changes; discuss with applicants and Caltrans	July
Caltrans staff level conference for appeals of statewide scores	July
<b>CTC approves final Section 5310 scores and adopts program</b>	<b>Sept. 2005</b>
Program of Projects forwarded to FTA for approval	Oct. 1, 2005

# SAVE THE DATE

**You are cordially invited to attend**

**“How to Prepare a Winning Section 5310 Grant” Workshop**

**Hosted by  
Metropolitan Transportation Commission  
and  
Alameda County Transportation Improvement Authority**

**January 25, 2005, 9:30 am – 11:30 am**

***MetroCenter Auditorium, 101 Eighth Street, Oakland, CA 94607***

The FTA Section 5310 Program is a federal program which provides capital (up to 80% of cost) for accessible buses, vans and communication equipment to nonprofits and public agencies that provide transportation for elderly and persons with disabilities.

**Attendees of this workshop will:**

- ☞ Demystify the process and learn how to save time in preparing an application
- ☞ Receive helpful tips for putting together a strong application
- ☞ Have the opportunity to network with other non-profits in your area for possible coordination opportunities
- ☞ Have the opportunity to talk with staff and consumers who were involved with scoring last year's application

***Presenters include:***

MTC's Federal Grants Liaison, Dana Lang  
Alameda County's Paratransit Coordinator, Jenny Barrett

If you plan to attend, **please RSVP by January 20, 2005** by contacting Theresa Bell at via email [Tbell@mtc.ca.gov](mailto:Tbell@mtc.ca.gov), or call (510) 464-7732. You may invite other interested applicants, however, for planning purposes all attendees should respond.

Section 5310 grant applications may be requested by calling Caltrans at 1-888-GRANT16. Additionally, program forms are now available on the Internet at:  
<http://www.dot.ca.gov/hq/MassTrans/ost.htm>.