



SCTA Sonoma
County
Transportation
Authority

Keeping Sonoma County Moving

Transit - Paratransit Coordinating Committee

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AGENDA

Tuesday February 22, 2005
2pm - 3:30pm

**The meeting will be held in the SCTA Conference Room
520 Mendocino Avenue, Suite 240A, Santa Rosa, California**

ITEM

- I. Introductions and comments on items not on agenda
- II. Consent Items – DISCUSSION/ACTION
 - A. Approval of the agenda
 - B. Approval of November 14, 2004 Minutes
- III. Reports – INFORMATION
 - A. Transit Agencies
 - B. SCTA Report
 1. SCTA Committee structure, schedules
 2. Measure M Strategic Plan update
- IV. Coordinated Claims - Discussion/Action
- V. Section 5310 Update – Discussion
- VI. Adjourn – ACTION

The next **SCTA** meeting is March 14, 2005
The next **PCC** meeting is March 15, 2005

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

SONOMA COUNTY TRANSPORTATION AUTHORITY
TRANSIT PARATRANSIT COORDINATING COMMITTEE

MINUTES
November 16, 2004

ATTENDEES

Dennis Battenberg, Chair	Van Tipton, Area Agency on Aging
Larry Henzerling, C.R.I.	Jim Wagner, Sonoma County Transit
Katherine Taylor, Volunteer Wheels	Jodi Curtis, Sonoma County Transit
Cynthia Petersen, Golden Gate	Janet Spilman, SCTA
James Ryan, City of Petaluma	Cheryl Tarter, Healdsburg Transit
Janice Cordova, Southwest ADS	Bruce Eisert, City of Santa Rosa
	Linda Picton

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 minutes were approved

- III. Reports
 - A. Transit Agencies
 1. Golden Gate Transit – Cynthia Petersen reported that service area changes have not affected ridership. Golden Gate Transit will not receive funding and the impact of Measure A on GGT services will not be known until Marin County Transit decides what to do with the funding it receives.
 2. Healdsburg Transit – Cheryl Tarter reported that Healdsburg recently finished their Short Range Transit Plan (SRTP) and is looking at a fare increase (\$.25) and expects to go to hold a public hearing at the Council meeting on December 2.
 3. Petaluma Transit – James Ryan reported that Petaluma has finally received a van awarded through the FTA 5310 process 2 years ago. They have also finished their SRTP and will go to Council in December or January. They are preparing for a performance audit meeting.
 4. Santa Rosa CityBus – Bruce Eisert reports that paratransit ridership in the City of Santa Rosa is 4000-4200 trips per month – or around 50,000/year. The Earl Baum Center accounts for a significant percentage of those riders.

Santa Rosa is considering a no show monetary penalty (\$2) for passengers that don't make their scheduled trips. Currently, Santa Rosa has 300 no shows a month.

Early next year Santa Rosa will receive new vehicles, and is still evaluating scheduling software.

5. Sonoma County Transit – Jodi Curtis reports that the issuance and design of monthly passes will be changed in order to reduce counterfeiting. Eight new vehicles are on the roads. Sonoma County Transit

B. SCTA report

1. Measure M passed in the November, 2004 election. The SCTA will develop a strategic plan to implement the Measure by April. Details of the Expenditure Plan were discussed.

C. MTC Report

There was no MTC report.

IV. Sonoma County Transit- Modification of current Paratransit Policies

As a result of increasing no shows (350-400/month), Sonoma County Paratransit is considering a change in the no show policy. The 4th no show within 90 days would trigger a suspension. A letter will go out to explain the changes and timeframe. Feedback should be received by Jan 1. Board approval is anticipated in January

V. Transit Forum Report

The SCTA accepted the Transit Forum Report at the November meeting.

VI. Section 5310 Update

The FTA Section 5310 schedule was discussed. Larry Henzerling and Dennis Battenberg volunteered to be part of the scoring committee. Several members indicated an interest in applying for the grant but had not yet decided.

VII. The meeting was adjourned.

<p style="text-align: center;">TRANSIT- PARATRANSIT COORDINATING COMMITTEE STAFF REPORT</p>
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DATE: February 22, 2005
TO: Transit Paratransit Coordinating Committee (TPCC)
FROM: Janet Spilman, Senior Transportation Planner
SUBJECT: Staff Reports

Item III B. SCTA Staff report

Item 1. – SCTA Committee structure, schedules

The names and tasks of SCTA advisory committees have come under review due to recognition of the existing responsibilities and anticipated needs. As a result, this committee has been renamed to include Transit because the PCC has consistently discussed fixed route as well as paratransit. Similarly, the Countywide Bicycle Advisory Committee (CBAC) name is amended to the Countywide Bicycle & Pedestrian Advisory Committee (CBPAC) to reflect the increasing number of discussions about pedestrian issues.

The SCTA has also created a new committee, the Planning Advisory Committee (PAC), to address smart growth, traffic impact analysis and transportation and land use linkages. Like the current Technical Advisory Committee (TAC), the membership of the PAC is primarily staff of the cities and the County.

Item 2. – Measure M Strategic Plan update

The SCTA is on a fairly fast paced schedule to implement Measure M. The process involves developing and adopting a Strategic Plan by June. The TAC and the Citizens Advisory Committee (CAC) are meeting nearly weekly to discuss a lengthy list of issues, including the costs and benefits of bond issuance, criteria for determining the readiness of projects, and a host of other details. Staff will bring a draft of the Plan to the TPCC.

Item IV – Coordinated Claims

The Transit TAC meets on February 17th to discuss the Coordinated Claim. If there is agreement by the transit TAC at that meeting over the details of the Coordinated Claim staff will immediately send the document to TPCC members for approval at this (February 22) meeting. If this is not possible the TPCC will approve the Coordinated Claim in March for adoption by the SCTA in April.

Item V – Section 5310 Update

Note to applicants – applications are due to Caltrans, MTC and the SCTA by 5pm on Feb. 25. Late applications will not be accepted.

Several non-profits have indicated that they will submit applications for the Section 5310 grants for paratransit vehicles. Staff has met with several of them and will provide letters of recommendation. The scoring committee will meet between February 28 and March 11. See the schedule below for more details – or call the SCTA at 565-5373.

**1. 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)	Jan. 28
Caltrans Bay Area Application Workshop	Jan. (tbd)
MTC provides applicants with written comments on draft applications (pre-review assistance)	Feb. 11
Final application due to Caltrans, MTC, and County PCCs	Feb. 25
<i>{Caltrans application deadline – February 25 deadline should be observed}</i>	<i>{Mar. 4}</i>
Application evaluations by PCCs (11 working days)	Feb. 28 – Mar. 14
PCC's transmit county scores to MTC	Mar. 15
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
MTC Open Forum – Applicant appeals	Apr. 1
MTC Elderly & Disabled Advisory Comm. reviews regional rankings	Apr. 7
MTC PAC reviews regional rankings	Apr. 13
MTC Commission approval of regional rankings	Apr. 27
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
CTC approves final Section 5310 scores and adopts program	Sept. 2005
Program of Projects forwarded to FTA for approval	Oct. 1, 2005