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Tim Smith  
Sonoma County

## Transit - Paratransit Coordinating Committee

### AGENDA

Tuesday July 19, 2005

2:00 pm - 3:30 pm

PRMD conference room

2550 Ventura Avenue

Santa Rosa

### ITEM

- I. Introductions
- II. Public comment on items not on agenda
- III. Consent Items – DISCUSSION/ACTION
  - A. Approval of the agenda
  - B. Approval of May 17, 2005 Minutes
- IV. Reports – INFORMATION
  - A. Transit Agencies
  - B. SCTA Report
- V. Election of Officers – DISCUSSION/ ACTION
- VI. Transit Forum – September 28 – Ad hoc committee to plan & facilitate event – DISCUSSION/ ACTION
- VII. Coordination of Non-Profit Transportation Services (Per: George Sachs) – DISCUSSION
- VIII. Bylaws Evaluation – Ad hoc committee to evaluate bylaws, determine if update is necessary
- IX. Adjourn – ACTION

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The next **SCTA** meeting is September 12, 2005  
The next **TPCC** meeting is September 28, 2005 Transit Forum

**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.sctainfo.org](http://www.sctainfo.org) and click on "Agendas".

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**TRANSIT PARATRANSIT COORDINATING COMMITTEE**  
**MINUTES**  
May 17, 2005

**ATTENDEES**

|                        |                                      |
|------------------------|--------------------------------------|
| Battenberg, Dennis     | TPCC Chair                           |
| Brown, Beryl           | EBC (Earle Baum Center Of The Blind) |
| Burge, Gail            | Petaluma People Services             |
| Cuneo, Robert          |                                      |
| Donofrio, Nina         | SCTA                                 |
| Duarte-Cordova, Janice | Southwest Adult Day Services         |
| Petersen, Cynthia B.   | GGBHTD                               |
| Sachs, George          | Pride Industries                     |
| Spilman, Janet         | SCTA                                 |
| Sutton, Liz            | North Bay Industries                 |
| Taylor, Katherine      | Volunteer Wheels                     |
| Tierra, River          | Becoming Independent                 |
| Wagner, Jim            | Sonoma County Transit                |

**ITEM**

Chair Battenberg called the meeting to order.

- I. Introductions were made.
  
- II. Public comments on items not on agenda  
No additional comments or issues were addressed.
  
- III. Consent Items
  - A. The agenda was approved as presented.
  - B. The minutes were approved as submitted.
  
- IV. Reports
  - A. Transit Agencies
    1. Sonoma County Transit: Jim Wagner reported that Jodi Curtis is expected to return from maternity leave in approximately two to three weeks.

The agency is preparing to begin Route 29 (service to the coast) beginning in July, to September. In addition to the normal service, a Coast Walk will be planned, bridging with some buses along the coast.

The Town of Windsor has also requested shuttle service via trolley for the free film program planned every other Thursday night during the summer season. This trolley will provide shuttle service from Windsor

High School to the Town Green. The agency will also provide transportation for the Jazz Festival taking place Memorial Day weekend (Thursday, May 26, Friday, May 27, Saturday, May 28, and Sunday, May 30) in Sonoma. Service will operate from the high school to the Festival.

Polices for paratransit service are being updated. As part of this undertaking, approximately 1200 letters were sent out to riders and those who are served by the agency. This is in an effort to make it easier for people to use the subscription service. The agency is going to try to increase its subscription service and limit the lull time at individual pickups.

Mr. Wagner noted that an issue remains with clients who are habitually late for pickups. Discussion took place regarding the possibility of implementing prepaid service, utilizing a debit or credit card (i.e.; express toll service).

Discussion ensued regarding the involvement of Sonoma County Transit in "Spare the Air." Mr. Wagner reported that the agency would offer free one-way transportation for the first five events this year.

Mr. Wagner reported that Sonoma County Paratransit recently got eight new vans.

2. Petaluma Transit – was not represented at this meeting.
3. Santa Rosa Transit – Bruce Eiser was not present.
4. Volunteer Wheels – Katherine Taylor had no new issues to report, but noted that this agency is looking forward to the policy changes, which will enhance their service and on-time performance.

Beryl Brown of E.B.C. addressed the issue of returning to pick up passengers who are not ready at the time of pickup, and confirmed with Ms. Taylor that the agency does wait for the passenger to be ready as long as long as the schedule will allow, and, if it is necessary for them to return to pick up the passenger later, they make every effort to do so.

5. Petaluma People Services – Gail Burge had no news to report on Paratransit. She reported that work is scheduled to begin soon on the Petaluma Transit Mall. Discussion ensued regarding this project. Janet Spilman of the SCTA noted that work on the rail station is under way. Mr. Wagner added that retail business would be developed in this area.

6. Golden Gate Bridge, Highway & Transportation District – Cynthia Peterson reported that the agency does not have many service changes. No major service changes are planned until after the sales tax changes take place for Sonoma and Marin County.

In connection with Paratransit, Ms. Peterson reported that their ridership continues to grow. Last October the agency declared a  $\frac{3}{4}$  mile service limit area. They are increasingly finding that they are unable to meet requests that are out of the service area, and have had to deny these requests on a more frequent basis.

A proposal was submitted for a 5% fare increase so that there is not a sudden, large increase in the agency's fare range. A new fare schedule will be in place effective March 2006.

Chairman Battenberg commented on the impressive retrofit work that has been completed on the Golden Gate Bridge and the excellent job that was done on this project.

Discussion followed regarding zones for the Agency and their boundaries. Ms. Peterson reported that there are 10 zones, approximately five miles apart, going north to south.

#### B. SCTA Report

Janet Spilman of the SCTA reported that the SCTA has been undergoing many changes as a result of Measure M. The implementation plan needs to be approved by the SCTA Board by next month. The draft of the Strategic Plan presented at this meeting has been circulated at the previous SCTA meeting, and has had a good deal of editing. It will be printed and ready for distribution by June. Ms. Spilman reviewed the time frames for specific projects.

Ms. Spilman reported that the SCTA is currently hiring for two new deputy directors. One position will be in charge of projects. The other position will manage funding and financial issues.

#### V. Review of Transit Forum Findings – DISCUSSION

The next Forum will take place September 28. As suggested by Dennis Battenberg, Ms. Spilman pointed out that it would be advisable to review the past Forum prior to the next Forum. The Executive Summary of the previous Transit Forum has been sent to all transit operators. She felt that, despite the low turnout for the past Forum, many of the issues addressed were resolved at that Forum. She expressed the need to be sure this is documented. Copies of the Transit Forum Executive Summary were distributed. Ms. Spilman reviewed the Executive Summary, summarizing

policy concerns that were raised. She noted that she would need more information regarding transit operations decision making from the transit operators – how fares are changed, how routes are changed, etc. Interest was expressed at the past Forum in increased ridership and how to get information about the transit systems. Other issues addressed included the R.E.D. (Regional Eligibility Database) and temporary delays in accessibility by staff and agencies to this system, the need for comprehensive transit maps, and for more bus shelters.

VI. There being no further business, the meeting was adjourned at 3:30 p.m.

**BYLAWS OF THE SONOMA COUNTY  
PARATRANSIT COORDINATING COMMITTEE (PCC)**

**ARTICLE 1. NAME**

The name of this organization shall be the Sonoma County Paratransit Coordinating Committee (PCC), hereinafter called 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 called 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 users who is disabled;
  - c. two members representing local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;
  - d. two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
  - e. one member representing each fixed route public transit and paratransit operator within the county;
  - f. one representative of a local social service provider for persons of limited means;

- g. one member representing each jurisdiction in Sonoma County;
- h. additional members at the discretion of the (SCTA);
- i. 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.

#### 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 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 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 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 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 last regular meeting before July 1, 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 PCC 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 PCC shall notify all COMMITTEE members at least 24 hours in advance of the said meeting. Whenever

possible, the Staff to PCC shall also provide for notice of the meeting to the public by publication in newspapers of general circulation in Sonoma County.

7.3 Items for the agenda shall be submitted to the PCC 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 PCC including bylaw amendments, development of membership position papers, legislative issues, and preparation of agendas for general meetings and making recommendations to the full PCC 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 PCC 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 PCC 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.

#### 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 to the last recorded address of each member at least fourteen (14) days prior to the date of the meeting.

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