

Transit/Paratransit Coordinating Committee

AGENDA

Tuesday, January 17, 2006

2:00 p.m. – 3:30 pm

Directors

Paul Kelley, Chair
Sonoma County

Robert Jehn, V. Chair
Cloverdale

Steve Allen
Windsor

Bob Blanchard
Santa Rosa

Stanley Cohen
Sonoma

Patricia Gilardi
Cotati

Mike Healy
Petaluma

Linda Kelley
Sebastopol

Mike Kerns
Sonoma County

Jake Mackenzie
Rohnert Park

Lisa Schaffner
Healdsburg

Tim Smith
Sonoma County

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

-
- I. Introductions and public comment on items not on agenda
 - II. Consent Items – DISCUSSION/ACTION
 - A. Approval of the Agenda
 - B. November 22, 2005 Minutes
 - III. Reports
 - A. Members
 - B. SCTA
 - IV. Bylaws update- ACTION
 - V. FTA Section 5310
 - VI. SCTA Bicycle & Pedestrian Plan update
 - VII. TPCC Work Plan
-

The next **TPCC** meeting is March 21, 2006
The next **SCTA** meeting is February 6, 2006

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.

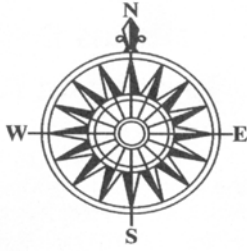
Suzanne Wilford
Executive Director

Staff: Janet Spilman 565-5373

jspilman@sctainfo.org

520 Mendocino Avenue
Suite 240
Santa Rosa, CA 95401
PH: 707-565-5373
FAX: 707-565-5370

This agenda packet is available online at www.sctainfo.org/scta



**TRANSIT PARATRANSIT COORDINATING COMMITTEE
MINUTES
November 22, 2005**

ATTENDEES

Bailiff, Leslie	Earle Baum Center of the Blind
Battenberg, Dennis	TPCC Chair
Burge, Gail	Petaluma People Services
Cuneo, Robert	Earle Baum Center of the Blind
Curtis, Jodi	Sonoma County Transit
Dionne, Daniel	Pride Industries
Fuller, Sara	Senator Wes Chesbro's office
Henzerling, Larry	Community Resources for Independence
Ivory, Michael	Santa Rosa CityBus
Jachag, Dubi	
Hall, Larry	Coalition for Better Transportation
Heatherly, Daren	Petaluma People Services
Murray, Joan	Pride Industries
O'Leary, Tim	
Peterson, Cynthia	GGBHTD
Picton, Linda	Transcultural Literacy
Ryan, Jim	City of Petaluma
Sutton, Liz	North Bay Industries
Taylor, Katherine	Volunteer Wheels
Theremy, Loreen	Sonoma State University
Tierra, River	Becoming Independent

SCTA Staff Present: Chris Barney, Nina Donofrio, Janet Spilman

Chair Battenberg called the meeting to order at 2:00 p.m.

ITEM

I. Introductions

Introductions were made.

II. Public comment on items not on agenda

Larry Hall expressed concern regarding the current transfer policy, safety issues, and cited a case of a stranded passenger. Robert Cuneo cited another case of a stranded passenger. Linda Picton inquired as to the possibility of a complete overhaul of the entire transit system, and how Golden Gate Transit and Santa Rosa CityBus function together. She noted that recent growth necessitates upgrading the system.

Cynthia Peterson of the Golden Gate Transit Highway and Bridge District responded that to the degree this agency has demand for service south to Marin County or San Francisco, additional service is added. She recommended that circulation and transit needs be addressed more at the local level, and that the regional providers would then be available to assist with transit outside the County. Jodi Curtis of Sonoma County Transit noted that in the past few weeks the YMCA has granted permission to use the inner lobby of their offices for the official passenger transfer point. An automatic door has been provided, and the curb will be painted as a loading zone. This will provide a more secure and sheltered transfer point.

III. Consent Items – DISCUSSION/ACTION

- A. The agenda was approved as presented.
- B. The minutes of the meeting of July 19, 2005 were approved as submitted.

IV. Reports – INFORMATION

A. Transit Agencies

1. Sonoma County Transit:

Ms. Curtis reviewed that at the previous meeting Sonoma County Transit had announced its 25th anniversary of service. They are anticipating their latest shipment of five 40-ft. compressed natural gas fueled buses. The entire fleet of large, 40-ft. buses will then be powered by natural gas. This will replace all diesel buses in this size. Two new vans have been ordered for paratransit service to replace two older vans. Delivery of the vans is anticipated by late spring or early summer.

2. Volunteer Wheels:

Katherine Taylor of Volunteer Wheels had nothing new to report, but responded to the transfer issue raised earlier in the meeting by Larry Hall. She said she did not believe that Volunteer Wheels was involved in the two reported cases of stranded passengers, but said she could be contacted personally if, in fact, this agency was involved in these incidents.

3. Golden Gate Bridge Highway and Transportation District:

Ms. Petersen reported that this agency works with Whistle Stop Wheels. Eight new Type 2 paratransit vans have been added to the fleet. Some of these vehicles will be used for the local Marin service. The Golden Gate Bridge Highway and Transportation District is one of the first agencies in the Bay area to honor the Translink proximity card for fare payment. They are anticipating having this in place by fall of next year (September). The card will be similar to the BART card. It will not have to go through a scanner but is placed beside a card reader. The card reader marks the card, and when the passenger exits, the card is debited. Card holders should be able to use this on any of the transit agencies once all Bay area transit operators have this system in place.

As part of preparing for this new service, Ms. Petersen noted that Golden Gate Transit is simplifying their fare program, reducing it to six zones instead of ten so that there are not as many possible fare combinations. Information about this new fare program is posted on their website at www.goldengate.org. It is effective beginning December 11, 2005. As a result of simplifying their fare program, some fares will be reduced. This is because three to four fare zones will be absorbed into other fare zones. A single zone has been created to the East Bay – passengers coming from the Bay area would pay the same flat fare. It will be much more cost effective for passengers coming from the North Bay. Translink will not be put on paratransit operators' vehicles until all fixed route operators have this installed. Fixed route operators are part of Phase 2 of this program, and paratransit is Phase 3. Therefore, this will not be in place on paratransit for some time.

4. City of Petaluma

Jim Ryan reported that the short range transit plan is just being completed. This was delayed when some of the staff at MTC was changed. It is anticipated that this will be completed in January. The Petaluma Transit Mall will be up for a final review by County Council and hopefully will be going out to bid in December. Requests for proposals for fixed route and paratransit providers will be going out in February to either implement service changes or continue with existing providers on July 1. Frames on the transit buses have been welded and the first of the six fuel tanks is to be installed in the near future.

5. City of Santa Rosa:

Speaking on behalf of the City of Santa Rosa, Ms. Spilman reported that she attended the grand opening of the Transit Center at Stony Point Road, and that it is a fine new facility. In response to an inquiry as to whether Santa Rosa Transit will be maintaining their office at City Hall, Ms. Spilman replied in the affirmative. She noted that they still have their parking facility at this location. Staff offices will remain at City Hall.

6. Petaluma People Services

Gail Burge had nothing new to report.

B. SCTA Report

Ms. Spilman reported that the SCTA has been very involved in Measure M funding agreements, getting various projects signed off by the various City Councils and transit agencies to make sure all entities are paid.

This project has resulted in the hiring of new staff, to include Guy Preston, the new Deputy Director of Projects and Programming, and Chris Barney, the new Transportation Planner. Another transportation planner is scheduled to be hired within the next 30 days. This position will assist in alternative modes of transportation.

The offices of SCTA will be moving, and this is the last meeting to take place at this facility. Meetings will continue to be held at the PRMD Hearing Room.

V. Transit Forum Update – INFORMATION

Ms. Spilman reported that final comments from the public were received up until the deadline of October 28. These comments will be consolidated and included in the report to the Committee, and then will be presented to the Board. These will be presented at the next Committee meeting in January. The PRMD Hearing Room has already been reserved for next year's Transit Forum, and it is currently scheduled for September 27, approximately the same date as the past Transit Forum.

Mr. Battenberg recommended the formation of a review committee for the past Transit Forum, to examine how the Forum might be improved in the future. He noted that it would be desirable to have one or two transit operators represented on this ad hoc committee. He invited any available Committee members to participate. He will be working with Ms. Spilman to schedule a meeting time after the holidays.

VI. Section 5310 Update

Ms. Spilman presented a schedule for submitting request for grants for 5310 funds. This is a special Federal Transit Administration (FTA) program that assists public agencies (mainly non-profits) in purchasing vehicles for paratransit service. The lengthy screening and grant application process essentially begins now. This information is being provided so that those agencies that are interested can begin completing their application.

Final applications are due in February. Ms. Spilman noted she would be asking for a scoring committee to score the applications at the next meeting, in January. A new

component to the application packet is the addition of pre-screening forms, which provide an indication as to whether the applicant will qualify for this grant.

In response to questioning, Ms. Spilman noted that there is no limit on the number of vehicles an agency can request, but the issue is how many vehicles the agency qualifies for.

VII. 2006 Schedules

Ms. Spilman presented the meeting schedule for 2006. Meetings will take place on the third Tuesday of every other month. The next meeting will be held January 17, 2006. The exception to this would be the Transit Forum, which is currently scheduled for Wednesday, September 27, 2006.

Other Business:

In response to requests, Ms. Spilman confirmed that a mailing list and email list would be compiled to send out agenda packets for TPCC meetings.

Larry Hall requested that agenda packets and meeting information be made available for the vision impaired in an alternate media, such as Braille or audio tape. It was confirmed that computers are also available for use at the public library, and that users can check email.

Mr. Battenberg noted that the Bylaws Committee would be meeting after the holidays regarding bylaw changes. If there are changes, it will be brought back to the full Committee in January. In response to questioning, Mr. Battenberg reported that officers are currently elected annually, but this is one of the issues the Bylaw Committee will be reviewing.

Ms. Spilman reported that the SCTA is currently engaged in a contract with MTC to hire a consultant to write a community-based transportation plan. The plan will be set in the Roseland area in particular, to identify transportation gaps in this area. Ms. Spilman will be looking to Committee members for feedback. This will be taking place as soon as a consultant is hired. Ms. Spilman will report on this at the next meeting in January. The Roseland area is an "island" under County jurisdiction that is surrounded by the City of Santa Rosa, which makes this a more complicated issue.

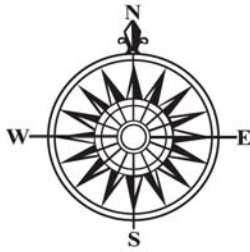
Mr. Battenberg asked that the Committee roster be updated, identifying those who are voting members, and that meeting attendance be tracked. He also noted that he would like to see the MTC under "elderly disabled," also indicating the members' meeting attendance. He said he would work with Ms. Spilman on this.

VIII. Adjourn – ACTION

There being no further business, the meeting was adjourned at 2:58 p.m.

Respectfully submitted,

Nina Donofrio Administrative Assistant



SCTA SONOMA
COUNTY
TRANSPORTATION
AUTHORITY

Keeping Sonoma County Moving

DATE: January 17, 2006
TO: Transit/ Paratransit Coordinating Committee
FROM: Janet Spilman
SUBJECT: **ITEM VI Update of TPCC Bylaws**

Background:

Bylaws of the TPCC were last amended May 14, 2002. In December 2005 the SCTA adopted an administrative code (Ordinance #3) that establishes basic procedures for the SCTA and all of its advisory committees, including TPCC. For consistency (and simplicity) election of officers will happen at the first meeting of the year starting next year. This change and other proposed changes identified by the Executive Committee are marked in italics (for new language) and strikethroughs (for old language) in the bylaws below. Most proposed changes are updates reflecting current TPCC procedures and tasks and do not represent substantive policy changes.

Current bylaws require notice of 14 days before any amendments can be voted on by the Committee. Therefore, this staff report serves as notice for the next meeting of the TPCC (March 21).

Action Requested

This is not an action item. Please review the proposed changes. Any additional changes are requested to be directed to staff by February 28, 2006 for inclusion in the next agenda packet.

BYLAWS OF THE SONOMA COUNTY
TRANSIT/ PARATRANSIT COORDINATING COMMITTEE (TPCC)
With Proposed Changes

ARTICLE 1. NAME

The name of this organization shall be the Sonoma County *Transit Paratransit Coordinating Committee (TPCC)*, 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, in January, or the first meeting of the year, 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 by posting agendas in known public spaces and on the SCTA website.~~
- 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 TPCC including bylaw amendments, development of membership position papers, legislative issues, and preparation of agendas for general meetings and making recommendations to the full TPCC 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 TPCC 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 TPCC 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.

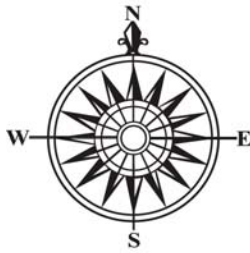
- b. Community Education Subcommittee will provide recommendations for developing ways to educate the community on issues related to paratransit, such as informing legislators about paratransit issues, encourage legislator membership, promoting paratransit services through the utilization of media, and advocating and/or mediating for paratransit users, if needed.
- ~~e. 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.



Keeping Sonoma County Moving

DATE: January 17, 2006
TO: Transit/ Paratransit Coordinating Committee
FROM: Janet Spilman
SUBJECT: **ITEM V FTA Section 5310**

Issue: Programming of FTA Section 5310, selection of the Grant Review and Allocation Subcommittee to score applications.

Background:

Federal Transit Act Section 5310 provides funds to non-profits and public agencies for the purchase of paratransit vans and related equipment for the disabled and elderly. This is an annual process that involves project sponsors, the Transit Paratransit Coordinating Committee, MTC and Caltrans.

The schedule is included (as it was in November). **Please note that three (3) copies are due to the SCTA by February 24.**

Scoring Committee: The Grant Review and Allocation Subcommittee is an adhoc subcommittee formed annually to score FTA Section 5310 grant applications. Depending on the number of applications the process of scoring may take up to 5 hours. Inexperienced members interested in serving on this committee are encouraged to review materials relevant to scoring procedures provided by staff. Grant applicants may not serve on the committee.

Next Steps

For applicants:

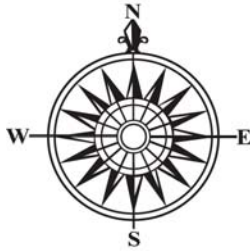
- It is strongly recommended that every applicant scores their own project with the scoring sheet provided by Caltrans. This has been included in your application packet. SCTA staff is willing to pre-score applications if the draft is delivered before February 14 (ten days before the due date).
- The SCTA is pleased to provide letters regarding coordination. **Please make requests to staff by February 3.** Requests should include explanations about how and with whom your agency coordinates services.

For Committee members:

TPCC members willing and able to assist scoring projects between Feb. 27 and Mar. 10 please let staff or the Chair know as soon as possible.

**FTA Elderly & Disabled Transportation (Section 5310) Program
Application Process and Timeline
FY 2006-2007**

Item	Tentative Date
Section 5310 planning meeting with PCCs at MTC	Oct. 26, 2005
Caltrans begins mailing applicant interest forms to public; Forms also available at: http://www.dot.ca.gov/hq/MassTrans/ost.htm	Nov. 1
MTC mails program announcements to potential applicants in Bay Area	Nov. 11
Caltrans application workshop, 111 Grand Ave, Oakland	Jan. 2006 (tbd)
MTC/ACTIA workshop and networking, "Preparing a Winning Section 5310 Application," 101 - Eighth Street, Oakland (MTC Auditorium)	Jan. 12
Applicants submit draft applications to MTC and/or to PCCs if requesting pre-review assistance (not mandatory)	Jan. 27
MTC provides applicants with written comments on draft applications (pre-review assistance)	Feb. 10
Final applications due to Caltrans, MTC, and SCTA (Caltrans has earlier deadline in rest of state; Feb. 24 deadline should be observed in Bay Area)	Feb. 24
Applications are evaluated by PCC scoring committees	Feb. 27 - Mar. 10
PCC's transmit county scores to MTC	Mar. 13
MTC compiles scores and mails regional rankings to PCCs	Mar. 15
Applicants review scores and prepare appeals, as necessary	Mar. 16 – 24
Applicant Appeals due to MTC and County PCCs	Mar. 24
MTC reviews appeals/gathers documentation for review by PCC's	Mar. 24 – 30
MTC Open Forum – Applicant appeals	Mar. 31
MTC Commission approval of regional rankings	Apr. 27
MTC transmits adopted regional priorities to Caltrans	May 6
Caltrans notifies region of Draft Statewide Scores	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	September



SCTA SONOMA COUNTY TRANSPORTATION AUTHORITY

Keeping Sonoma County Moving

DATE: January 17, 2006
TO: Transit Paratransit Coordinating Committee
FROM: Janet Spilman
SUBJECT: **ITEM VII Work Plan**

The Transit Paratransit Coordinating Committee (TPCC) meets the 3rd Tuesday of every other month at 2:00 p.m. at the PRMD Hearing Room, 2550 Ventura Avenue, Santa Rosa.

January	17	August	None
February	None	September	27
March	21	October	None
April	None	November	28
May	16	December	None
June	None		
July	18		

Draft 2006 TPCC Work Plan

Activity	Tasks	2006 Timeline
Administrative	Appoint Chair and Vice Chair	January
	Reappoint vacant positions	January - March
	Review and update bylaws	January - March
	Information sharing	On-going
Planning	Prepare Transit Forum Report	September- January
	Review Coordinated Claim	February- March
Funding	FTA Section 5310	January - March
Hearings	Transit Forum	July - September