Sonoma County Transportation Authority
Regional Climate Protection Authority

Transit Paratransit Coordinating Committee

MEETNG AGENDA

January 21, 2019 – 1:30 p.m.

Sonoma County Transportation Authority,
Large Conference Room
411 King Street
Santa Rosa, California 95404

ITEM

1. Introductions
2. Approval of Meeting Notes: November 19, 2019 – **DISCUSSION / ACTION***
3. Administrative Items
   - 3.1. Officer Elections for 2020 – **DISCUSSION / ACTION***
   - 3.2. SCTA/RCPA Meeting Schedule for 2020 – Information*
   - 3.3. TPCC By-Laws – Information*
   - 3.4. TPCC Current Members – Information*
4. Roundtable Updates - Discussion
   - 4.1. Transit / Paratransit Operators
   - 4.2. Mobility Partner Reports
5. Public Comment
6. Items for Next Agenda – Discussion
7. Other Business / Comments / Announcements
8. Adjourn

*Materials attached.

The next **SCTA/RCPA** meeting will be held **February 10, 2020**
The next **TPCC** meeting will be held **March 17, 2020**

Copies of the full Agenda Packet are available at www.scta.ca.gov.

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

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the ***Transit Paratransit Coordinating Committee*** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 411 King Street, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

Sonoma County Transportation Authority
Regional Climate Protection Authority

TRANSIT PARATRANSIT COORDINATING COMMITTEE MEETING NOTES

Meeting Notes of November 19, 2019

ITEM

1. Introductions

Meeting called to order at 1:34 p.m. by Chair Dennis Battenberg.

Committee Members: Dennis Battenberg, Chair; Bob Cuneo; April Pearson, Sonoma County Transit; Tim Webster, Earle Baum Center for the Blind; Lake Kowell, Disability Services and Legal Center; Diane Deutsch; Steven Schmitz, Sonoma County Transit; Jon Gaffney, Golden Gate Transit.

Guests: Steve Birdlebough, Sonoma County Transportation and Land Use Coalition; Adrienne Haycock, RECCB; Tobias Weare, SCDD; Jo Ellen Kelly.

Staff: Dana Turrey; Drew Nichols; Kiara Ryan.

2. Approval of Meeting Notes: September 17, 2019 - **DISCUSSION / ACTION***

Approved as submitted.

3. Notice of Office Elections for 2020

Dana Turrey announced the notice for officer elections for the TPCC on January 21, 2020.

Information on the committee was provided.

Bob Cuneo nominated Dennis Battenberg and Stan Gow as Chair and Vice-Chair. Members may make nominations at any time before or during the elections.

4. Round Table Updates

4.1. Transit / Paratransit Operators

Sonoma County Transit

Steven Schmitz spoke on the evacuation needs and the cancelled service during the Kincade Fire.

A high level of paratransit evacuations were required.

April Pearson spoke on the online portal for agencies to book rides for clientele and the amenities that will be a part of this project.

Tim Webster asked about the interrupted transit service, and emergency services, asking if there is anything online which explains how to address emergencies, what constitutes an emergency, for example, and how do individuals know if they will be able to receive assistance during evacuations.

Ms. Pearson responded that door-to-door service was done in evacuation zones. Santa Rosa CityBus and Petaluma Transit both provided assistance when needed.

Mr. Webster further added the need to have this information posted online for those who need assistance.

Bob Cueno also added the most unique piece of this event was the absence of death and minimal injuries despite the size of the evacuation.

April Pearson also added that gurney service during the evacuation was full.

SMART:

Steve Birdlebough commented that SMART did not run service during the Kincade Fire evacuations due to the lack of electricity at gates.

Yuri Koslen spoke on coordination with SMART and its potential to operate as an option for evacuations.

Mr. Birdlebough added the Larkspur extension is sought for opening in December and will include a system-wide schedule change.

Golden Gate Transit:

Jon Gaffney spoke on the change of hosting Golden Gate Transit's scheduling software, Trapeze.

Jon Gaffney also spoke on the large regional planning effort, taking place with the Bay Area transit operators.

Santa Rosa CityBus

Yuri Koslen reported on agenda item at the Santa Rosa City Council for purchasing four paratransit vehicles and on training for fixed route drivers.

5. Caltrans District 4 Pedestrian Plan

Dana Turrey spoke on the Caltrans District 4 Pedestrian Plan. A flier was attached the agenda packet.

Ms. Turrey provided a background to the Plan. A policy document called *Toward an Active California* was published a couple years ago to identify priorities to incorporate pedestrian access along the state highway system.

The current effort will identify projects and staff will be developing a pedestrian toolkit to help implement recommendations in the document.

A representative from Caltrans will present this update at the SCTA Countywide Bicycle and Pedestrian Advisory Committee meeting next week.

Kiara Ryan presented on Street Story; a tool provided by UC Berkeley that can be used in conjunction with the Pedestrian Plan update.

The benefits of this tool for transportation planning will provide valuable and honest local knowledge for challenges facing the bicycle and pedestrian community.

6. Transit Integration and Efficiency Study

Dana Turrey presented on Transit Integration and Efficiency Study. This Study is a technical analysis on the opportunities for greater integration and efficiency of the three local bus operators. The Study looked at the governance and structural organizations of the three systems in Sonoma County.

Ms. Turrey provided a background to this project and the related work in previous years. This report is a deeper and more local study funded by the City of Santa Rosa and MTC, and was conducted by SCTA with consultant support from Nelson/Nygaard and McGuire Management Consultancy.

A link to the document was included in the agenda packet, and available on the SCTA website.

7. Public Comment

Tobias Weare, State Council on Developmental Disabilities, announced the 2022-2026 State Plan will begin its update with the federal government and is requesting input from the community.

8. Items for next agenda

Please contact Dana Turrey should there be any items of interest to be added to the January 20, 2020 agenda.

9. Other Business / Comments / Announcements

Lake Kowell announced the Disability Service and Legal Center has Yeti back-up batteries available for loan to seniors who have CPAP during the PSPS. Users must be on Medical for eligibility.

As well as funding for transportation, DSLC also can help with hotels in the event the loaner battery does not function.

Ms. Lake also recalled that over 200 phone calls were recieved in a 48 hour span during the Kincade Fire.

Lastly, Ms. Lake spoke on the disaster preparedness planning and announced a workshop scheduled for November 22.

10. Adjourn – **ACTION**

The committee adjourned at 2:15 p.m.

Sonoma County Transportation Authority
Regional Climate Protection Authority

Staff Report

To:	Transit Paratransit Coordinating Committee	**Meeting Date:**	1/21/20
From:	Dana Turrey, Senior Transportation Planner	**Item Number:**	**3**
Subject:	Officer Elections for 2020		

Consent Item: ☐ **Regular Item:** ☐ **Action Item:** ☒ **Report:** ☐

Issue

Who shall be elected Chair and Vice Chair of the Transit Paratransit Coordinating Committee (TPCC) for 2020?

Recommendation

Staff requests that the TPCC elect a Chair and a Vice Chair for service in 2020 by a majority vote.

Executive Summary

SCTA's Ordinance No. 3 requires that the TPCC elect a Chair and a Vice Chair at the first meeting of the year to lead the TPCC during the calendar year. Dennis Battenberg has served as Chair and Stan Gow as Vice-Chair during 2019. Any nominations for Chair and Vice Chair are now invited. Nominations for Chair shall be limited to members having attended six (6) or more meetings in the preceding three (3) years.

Financial Implications

Is there a fiscal impact? Yes ☐ No ☒

Is there funding in the current budget? Yes ☐ No ☐

The funding source(s) to be used are:

Background

The TPCC's purpose is to advise the Sonoma County Transportation Authority (SCTA) on the transit needs of communities of people with special needs, including elderly, disabled, and those of low income.

The TPCC facilitates communications between transit and paratransit users and the operators of such services. The TPCC may review transit proposals involving Transportation Development Act (TDA) and Federal Transit Administration (FTA) 5310, and other funds. TDA funds are available for various types of transportation projects including the provision of transit and paratransit services. The TPCC also reviews the annual Coordinated Claim for transit funding in Sonoma County.

The TPCC is involved in raising awareness of the many issues faced in both using and providing transit and paratransit services. The committee has an interest in both paratransit and fixed route transit issues.

The TPCC normally meets the 3rd Tuesday of every other month at 1:30 p.m. Meetings are held in SCTA's conference room.

DRAFT DRAFT

SONOMA COUNTY TRANSPORTATION AUTHORITY / REGIONAL CLIMATE PROTECTION AUTHORITY
2020 PROPOSED COMMITTEE MEETING DATES

COMMITTEE	SCTA / RCPA	T-TAC	PAC	TPCC	CBPAC	TAC	*CAC*	RCPA CAAC	SR 37 Policy Committee
FREQUENCY	2nd Monday of the Month	2nd Wednesday of the Month	3rd Thursday of the Month	3rd Tuesday of Every Other Month	4th Tuesday of Every Other Month	4th Thursday of the Month	*Last Monday of the Month*	2nd Friday of every third Month	First Thursday, quarterly
TIME	2:30 p.m.	10:00 a.m.	9:00 a.m.	1:30 p.m.	1:30 p.m.	1:30 p.m.	*4:00 p.m.*	11:30a.m.	9:30 a.m.
MONTH	*MEETING DATES*								
JAN	01/13/20	01/08/20	01/16/20	01/21/20	01/28/20	01/23/20	01/27/20	1/10/2020	1/16/2020
FEB	02/10/20	**None***	02/20/20	**None**	**None**	02/27/20	02/24/20	**None**	**None**
MAR	03/09/20	03/11/20	03/19/20	03/17/20	03/24/20	03/26/20	03/30/20	**None**	3/5/2020
APR	04/13/20	04/08/20	04/16/20	**None**	**None**	04/23/20	04/27/20	4/10/2020	**None**
MAY	05/11/20	05/13/20	05/21/20	05/19/20	05/26/20	05/28/20	**None***	**None**	**None**
JUN	06/08/20	06/10/20	06/18/20	**None**	**None**	06/25/20	06/29/20	**None**	**None**
JUL	07/13/20	07/08/20	07/16/20	07/21/20	07/28/20	07/23/20	07/27/20	7/10/2020	6/4/2020
AUG	08/10/20	08/12/20	08/20/20	**None**	**None**	08/27/20	08/31/20	**None**	**None**
SEP	09/14/20	09/09/20	09/17/20	09/15/20	09/22/20	09/24/20	09/28/20	**None**	**None**
OCT	10/12/20	10/14/20	10/15/20	**None**	**None**	10/22/20	10/26/20	10/9/2020	10/1/2020
NOV	11/09/20	**None***	11/19/20	11/17/20	11/24/20	**None**	11/30/20	**None**	**None**
DEC	12/14/20	12/09/20	12/17/20	**None**	**None**	12/3/20**	**None***	**None**	**None**
MEETING LOCATION	SCTA/RCPA Board Room, 411 King Street, Santa Rosa, CA 95404	SCTA/RCPA Conference Room, 411 King Street, Santa Rosa, CA 95404						**SCTA/RCPA Board Room, 411 King Street, Santa Rosa, CA 95404**	**Various Locations between Marin, Napa, Solano, and Sonoma Counties**

No regularly scheduled meeting due to a County holiday.

****This is rescheduled from its regular date due to holidays in November and December.***

No regularly scheduled meeting due to a County holiday.

***Additional dates may be selected by the Policy Committee.**

SCTA/RCPA	Sonoma County Transportation Authority / Sonoma County Regional Climate Protection Authority Board of Directors
TAC	SCTA Technical Advisory Committee
CAC	SCTA Citizen's Advisory Committee
TPCC	SCTA Transit Paratransit Coordinating Committee
CBPAC	SCTA Countywide Bicycle Pedestrian Advisory Committee
TTAC	SCTA Transit Technical Advisory Committee
PAC	SCTA Planning Advisory Committee
RCPA CAAC	RCPA Climate Action Advisory Committee
SR 37 Policy Committee	State Route 37 Policy Committee/Resilient 37

Please note that some meeting dates may have been changed from their regularly scheduled dates due to holidays. Dates also change due to unforeseen circumstances. Changes will be noticed on meeting agendas in advance.

Adopted 7/18/2017

BYLAWS OF THE SONOMA COUNTY TRANSPORTATION AUTHORITY TRANSIT PARATRANSIT COORDINATING COMMITTEE (TPCC)

ARTICLE 1. NAME

The name of this organization shall be the Sonoma County Transportation Authority Transit Paratransit Coordinating Committee (TPCC), hereinafter called the 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 is codified in Section 99238 of the Transportation Development Act, which calls 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 transit users who is disabled;

c. one representative of potential transit users who is Hispanic/Latino;

d. two members representing local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;

e. two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

f. one member representing each fixed route public transit and paratransit operator within the county;

g. one representative of a local social service provider for persons of limited means;

h. one member representing each jurisdiction in Sonoma County;

i. additional members at the discretion of the (SCTA);

j. 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. Memberships may be automatically renewed.

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 transit and 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 SCTA 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 any new pertinent transportation planning documents 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 transit and/or

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 first regular meeting of the calendar 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 TPCC 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 TPCC shall attempt to notify all COMMITTEE members at least 72 hours in advance of the said meeting. Whenever possible, the Staff to TPCC shall also provide for notice of the meeting to the public by posting agendas on the SCTA website.

7.3 Items for the agenda shall be submitted to the TPCC 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 grant applications, as requested by funding agencies or governmental entities.
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. SCTA Resolution 2001-008 recognized the increased need for paratransit services and continuing unmet transit needs, and determined that TDA funds would be dedicated to transit purposes.

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

Sonoma County Transportation Authority
Regional Climate Protection Authority

Staff Report

To:	Transit Paratransit Coordinating Committee	**Meeting Date:**	1/21/20
From:	Dana Turrey, Senior Transportation Planner	**Item Number:**	**3.4**
Subject:	Member Roster and Vacancies		

Consent Item: ☐ **Regular Item:** ☒ **Action Item:** ☐ **Report:** ☐

Issue

Who are the current TPCC representatives and what are the current vacancies?

Recommendation

Staff requests that TPCC members make suggestions for filling vacancies.

Background

TPCC members broadly represent social service and transit providers representing the elderly, persons with disabilities, and persons of limited means. Members also include public representatives who are users of these services, specifically; one transit paratransit user of limited means, one potential transit user who is disabled, one potential transit user 60 or older, one representative of Hispanic/Latino community. 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. Members of the Committee shall serve terms of three (3) years. Memberships may be automatically renewed.

Financial Implications

Is there a fiscal impact? Yes ☐ No ☒

Is there funding in the current budget? Yes ☐ No ☐

The funding source(s) to be used are:

Current Membership

TPCC membership currently includes the following individuals and organization representatives:

Dennis Battenberg, Public
Stan Gow, Public
Bob Cuneo, Public
Tim Webster, Earle Baum Center of the Blind (New)
Tyler Hewitt, Becoming Independent
Kathleen Cortez, /Rabon Saip, Area Agency on Aging
Jodi Curtis/Steven Schmitz/Bryan Albee, Sonoma County Transit
April Pearson, Volunteer Wheels
Yuri Koslen/Rachel Ede, Santa Rosa CityBus
Peter Edwards, MV Transportation
Emily Betts, Petaluma Transit
Dawne Ivory, MV Transportation
Jon Gaffney/Barbara Vincent, Golden Gate Transit
Tony Sense, Whistlestop
Joanne Parker, Sonoma Marin Area Rail Transit (SMART)

Vacancies and Opportunities for New Members

Vacancies on the TPCC currently include the following categories:

One Representative of Hispanic/Latino Community, Public
Local Social Service Provider for Seniors - Transportation Provider
Local Social Service Provider for Persons of Limited Means

Alternates may be appointed in any of the categories.