



**CONTRA COSTA
PARATRANSIT COORDINATING COUNCIL**

DATE: Monday, March 18, 2013

TIME: 2:00 p.m.

PLACE: Board Room
Contra Costa Transportation Authority
2999 Oak Road, Suite 110
Walnut Creek, CA 94597

AGENDA

1. Pledge of Allegiance
2. Introductions
3. Public Comment on Issues Not on the Agenda
4. Minutes of the November 19, 2012 PCC Meeting ACTION
5. Minutes of the January 28, 2013 PCC Meeting ACTION
6. Update on CCCTA Mobility Management Plan -
Laramie Bowron INFORMATION
7. Federal Fiscal Year 2012 - Cycle 5310 Program ACTION
8. FY 2013-14 Measure J Claims Process Review and Schedule ACTION
9. Signage and Stops for Paratransit Vehicles at BART Stations INFORMATION
10. Senior Discounted Fares on Transit INFORMATION
11. Service Review Advisory Committee (SRAC)
Report – Janet Abelson INFORMATION
12. Bay Area Partnership Accessibility Committee INFORMATION

(BAPAC) Report – Sam Casas

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| 13. Senior Mobility Action Council (SMAC) Report – Sam Casas | INFORMATION |
| 14. Funding Opportunities | INFORMATION |
| 15. Future Agenda Items | INFORMATION |
| 16. News to Share and Adjournment of PCC | INFORMATION |
| 17. Next Meeting Date – May 20, 2013 @ 2:00pm | INFORMATION |

* Materials and/or presentation will be available at the meeting

FOOTNOTE: In accordance with Government Code Section 84308, no Commissioner shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. Any Commissioner who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding and the Commissioner shall not make, participate in making, or in any way attempt to use his or her official position to influence the decision.

A party to a proceeding before the Authority shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any Commissioner. No party, or his or her agent, shall make a contribution of more than two hundred fifty dollars (\$250) to any Commissioner during the preceding and for three months following the date a final decision is rendered by the agency in the proceeding. The foregoing statements are limited in their entirety by the provisions of Section 84308 and parties are urged to consult with their own legal counsel regarding the requirements of the law.

ANY WRITINGS OR DOCUMENTS pertaining to an open session item provided to a majority of the Authority less than 72 hours prior to the meeting shall be made available for public inspection at 2999 Oak Road, Suite 100, Walnut Creek, California, during normal business hours.

PUBLIC COMMENT: The public may comment on any matter on the agenda, or related matters not on the agenda, by completing a speaker card (available in meeting room), which should be provided to a CCTA staff member. Public comment may be limited to three minutes (or other such time period as determined by the Chair), in accordance with CCTA's Administrative Code, Section 103.4(b).

TRANSLATION SERVICES: If you require a translator to facilitate testimony to the Authority, please contact Danice at (925) 256-4722 no later than 48 hours in advance of the scheduled

meeting. Si usted requiere a un traductor para facilitar testimonio a la Authority, por favor llame Danice al (925) 256-4722, 48 horas antes de la asamblea.

ADA COMPLIANCE: This Agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact Danice Rosenbohm (925-256-4722) during regular business hours, at least 24 hours prior to the time of the meeting.

TRANSPORTATION: If you need assistance in arranging a ride to the meeting, please contact Nikki Simonsen by phone at (925)256-4744 or by email at nsimonsen@ccta.net.



**CONTRA COSTA
 PARATRANSIT COORDINATING COUNCIL
 MEMBERSHIP ROSTER
 May 2012**

18 members / 10 quorum

Membership Category	Member	Term Expires 6/30
A. Paratransit Riders - Seniors and Persons with Disabilities (9)		
West County	Janet Abelson (Vice Chair)	2013
West County	Vacant	2013
West County	Colleen Adams	2014
Central County	Vacant	2013
Central County	Vacant	2014
Central County	Vacant	2013
East County	Carl Tolentino	2014
East County	D. Daly	2014
East County	Michael D’Augelli	2013
B. Paratransit Service Provider Staff (Operators) (9)		
County Connection	Mary Burdick/Laramie Bowron	N/A
WestCAT	Charlie Anderson	N/A
Tri Delta Transit	Heidi Branson	N/A
AC Transit	Mallory Nestor	N/A
BART	Laura Timothy	N/A
Richmond	Sam Casas (Chair)	N/A
El Cerrito	Janet Bilbas	N/A
San Pablo	Erin Jimenez/Nancy Thome	N/A
Antioch	Gina Lombardi-Gravert	N/A
C. Service Agency Staff (Agencies Providing Paratransit Services) (6)		
Advisory Council on Aging	Earle Ormiston	2014
PH Commission on Aging	Vacant	2013
Develop Disabilities Council	Penny Musante	2014
Independent Living Resource	Roger Acuna	2013
	Vacant	2013
RSNC - Mt. Diablo Center	Debbie Toth	2014
D. Funding Agency Staff (Ex-Officio, non-voting Members) (2)		
	Vacant	
	Vacant	



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CONTRA COSTA PARATRANSIT COORDINATING COUNCIL
DRAFT MEETING MINUTES

November 19, 2012

Members Present: *Abelson (Vice Chair), Adams, Bilbas, Bowron, Branson, Daugelli, Musante, Nestor, Thome, Tolentino, Reddrick (rep. RSNC for Toth)*

Also Present: *Laura Corona, Erin Jiminez, Kristen Mazur, Christina Verdin*

Members Excused: *Casas*

CCTA Staff: *Peter Engel, Danice Rosenbohm*

1. Pledge of Allegiance

Janet Abelson called the meeting to order at 2:03 p.m.
Heidi Branson led the PCC in the Pledge of Allegiance.

2. Introductions

All present made self-introductions.

3. Public Comment on Issues Not on the Agenda

There were no public comments on items not on the agenda.

4. Minutes of the September 17, 2012 PCC Meeting

Michael Daugelli pointed out a correction related to his last name.

Heidi Branson moved to accept the Minutes with the

correction as noted by Mr. Daugelli, seconded by Penny Musante. The motion passed 10-0-1, with Mallory Nestor abstaining.

5. Moving Ahead for Progress in the 21st Century-(MAP-21) Overview (MTC Update).

Kristen Mazur from MTC provided an update on MAP 21, including changes to the Section 5310 Program under the new Federal Authorization Bill.

Ms. Mazur explained that currently the Section 5310 Program, used to purchase accessible vehicles and equipment for non-profit agencies serving seniors and/or the disabled, is administered by Caltrans following a statewide competition for approximately \$2.5-3 million that comes to Contra Costa each year.

Ms. Mazur said that the New Freedom Program, which is targeted for people with disabilities and can be used for public transportation or transportation alternatives that go beyond the requirements of ADA, is administered through a grant competition by MTC for the large urbanized areas of the Bay Area, or by Caltrans for smaller urbanized areas and rural areas throughout the state.

Ms. Mazur explained that under MAP-21 the two programs have been merged to serve both seniors and the disabled. She said that at least 55 percent of funding must be used for capital projects (such as vehicles), and the remaining 45 percent can be used for public transportation that exceeds ADA requirements. Although there are still a number of unanswered questions, Ms. Mazur said MTC would remain the designated recipient for the large urbanized areas, and that Caltrans would be the designated recipient for small and rural areas.

Ms. Mazur said that procuring vehicles or assisting non-profits to procure vehicles would be a new responsibility for MTC, and that a number of Regional Transportation Planning Agencies in the State were very concerned about this new responsibility and have been discussing the option of giving the funding back to the State for Caltrans to administer on their behalf.

She said that all projects from the new Section 5310 Program must be derived from the Coordinated Public Transit Human Services Transportation Plan (the Coordinated Plan), which is currently being updated and should be released for comment in January. Ms. Mazur stated that comments could be submitted through MTC's website. A brief question and answer period ensued.

6. **Transit Sustainability Study-Paratransit Recommendations (MTC Staff to Present).** Christina Verdin, who works in Programming and Allocations for the Metropolitan Transportation Commission (MTC), and is the Project Manager for the paratransit portion of the Transit Sustainability Project, gave a Powerpoint presentation on the project's Final Recommendations. The presentation included information on: project context; performance measures and targets; transit performance initiative; service and institutional recommendations; and paratransit process and recommendations. Ms. Verdin explained that the Transit Performance Initiative was started to establish performance measures and targets and direct funds where they are needed. She discussed some of the challenges of Bay Area transportation, which includes a capital deficit of \$17.2 billion. She said that they hope to attract new customers to fixed route services, improve fixed route services, reduce operating costs, increase revenues (through the creation of a two-tiered system and the implementation of conditional eligibility), and preserve money for paratransit service for those who really need it.

Ms. Verdin said that she could be reached at MTC at (510) 817-5869, or by e-mail at cverdin@mtc.ca.gov

Peter Engel noted that Heidi Branson and Mallory Nestor had participated on the Technical Advisory Group, which included representatives from 10 transit operators. He also commented that at least two of the project's recommendations related to mobility management. He suggested that this be addressed in discussions with Caltrans, to allow continued funding to fulfill some of the project's recommendations.

A brief question and answer period ensued.

7. **Update on San Pablo Service.** Nancy Thome, Community Services Manager with the City of San Pablo, gave a Powerpoint presentation on Senior Transportation & Paratransit Services. The update included an overview of the City's services, challenges, and strategies, which includes a reorganization of the Community Services Department. She introduced Erin Jimenez, Recreation Supervisor, who she said would be participating on the PCC in the future. A brief question and answer period followed.

Ms. Thome said that she would be happy to return in the future to provide the PCC with updates, including facts and figures as requested by Vice Chair Abelson.

8. **Update on CCCTA Mobility Management Plan (Laramie Bowron).** Laramie Bowron reported that CCCTA had been managing the contract with Paratransit Inc. on behalf of the County for the mobility management inventory and plan, which he said was nearing conclusion. He said that three successful transportation summits were held, to share the consultant's findings to date and receive feedback, and that the consultant was in the process of combining the notes and minutes into a draft report. Mr. Bowron said the draft report would be submitted to the stakeholder group for comment, with the final draft available in January or February 2013 at

the latest. Mr. Bowron explained that the first phase of the project was an inventory of all of the services; the second phase was the plan; and the third phase, for which CCTA has secured New Freedom funding, is to enact some of the recommendations of the plan.

Peter Engel stated that the grant that was submitted was to take the inventory and put it into a web page, which he said would depend upon the recommendations of the plan. He added that there was a question as to whether the scope of the third phase could be changed at this point, and if so, MTC would need to work with the FTA on changing it.

Heidi Branson commented that she was disappointed with the summit that was held in East County, as it did not include many of the people she recommended, perhaps because they do not use e-mail. Mr. Bowron responded that it was very important for the stakeholders to widely distribute the final draft report, possibly in alternative formats, to the appropriate parties for comments when it becomes available.

Peter Engel added that he attended all three of the summit meetings, and that he thought all were very productive.

9. PCC Bylaws Review and Direction to Sub-Committee

Peter Engel reported that at the September PCC Meeting, a PCC Bylaws Sub-committee, consisting of Janet Abelson, Sam Casas, Debbie Toth, and Michael Daugelli was formed. Mr. Engel said that there were a number of concerns that prompted the bylaws review; such as operator attendance at meetings, Antioch being included as an operator, and agency memberships. He noted that the bylaws had not been reviewed since the start of Measure J. Mr. Engel asked all members to review the bylaws and communicate to him any issues or concerns that should be discussed by the PCC Bylaws Sub-committee when it meets. Mr. Daugelli suggested that the sub-committee also discuss membership requirements. Heidi Branson requested that she be included on the sub-committee.

10. **SRAC Report** Janet Abelson reported that ridership was down, which could be due in part to the closing of social service agencies, such as adult daycare facilities, as well as fare increases, but that on-time performance had improved. She said there was a concerted effort being made to inspect vehicles for chemical odors, due to some riders' sensitivity to such things, noting, however, that East Bay Paratransit cannot prohibit riders who use strong perfumes or colognes. Ms. Abelson said that there had been some complaints about riders arriving at their destinations too early, causing some to give up on riding. She said that a pilot project was underway to centralize dispatch responsibilities among companies to improve efficiency and enhance flexibility in service. Ms. Abelson also reported that staff was working on an interactive voice response system and upgrade to the scheduling software, funded by a \$200,000 grant through Alameda County. Lastly, she reported that staff was about to release a Request for Proposals (RFP) for service providers, to replace the current service provider contract which will expire in June 2013.

11. **Funding Opportunities** Peter Engel reported that Caltrans would be doing another FTA Section 5310 funding cycle for vehicles, as reflected in the letter and fact sheet that were distributed as meeting handouts. He explained that there were actually three funding sources, including FTA Section 5317 New Freedom and FTA Section 5316 Job Access Reverse Commute (JARC) for small urban and rural areas, which would be handled through MTC.

He asked that the PCC spread the word about the funding cycle, noting that Contra Costa applicants generally score very well in the process.

12. **Future Agenda Items** Laramie Bowron said that he would bring the draft CCCTA Mobility Management Plan in January. Peter Engel said that in January there should be something from the PCC Bylaws Sub-committee for review,

and in March, Naomi Armenta, from Alameda would discuss their Measure B program.

13. **News to Share and Adjournment of the PCC** Peter Engel reminded all that the January PCC meeting would be held on January 28th, the fourth Monday in January, due to the Martin Luther King Holiday, which falls on the third Monday..

Janet Abelson adjourned the meeting at 3:55 p.m.

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CONTRA COSTA PARATRANSIT COORDINATING COUNCIL
DRAFT MEETING MINUTES

January 28, 2013

Members Present: *Casas (Chair), Abelson (Vice Chair), Acuna, Bilbas, Bowron, Branson, Daugelli, Tolentino, Daly, Toth*

Members Excused: *Adams, Ormiston, Jimenez, Thome*

CCTA Staff: *Peter Engel, Nikki Simonsen*

1. Pledge of Allegiance

Janet Abelson called the meeting to order at 2:13 p.m.
Laramie Bowron led the PCC in the Pledge of Allegiance.
There were not enough members present to form a quorum.

2. Introductions

All present made self-introductions.

3. Public Comment on Issues Not on the Agenda

There were no public comments on items not on the agenda.

4. Minutes of the January 28, 2013 PCC Meeting

There were no issues with the minutes from the November 19, 2013 meeting. Motioning on the minutes was moved to the March 18, 2013 PCC meeting.

5. Federal Fiscal Year 2012-Cycle 5310 Program

No one present attended the recent local 5310 workshop. Sam Casas said his agency applied for funds. Mr. Casas also said he will be sending out an email to find volunteers for a scoring committee for 5310 funding applications. Mr. Casas asked for clarification of the 5310 new vehicle requirements for applying for funds for the next PCC meeting.

There was also discussion regarding vehicles under the 5310 and certain requirements for getting vehicles replaced. Heidi Branson said Caltrans could offer insight on that information. Peter Engel said that the 5310 workshops would also provide valuable information. Mr. Engel brought up that a Measure J Claims committee was needed and could be created in March.

6. Update to MTC's Coordinated Public Transit-Human Service Transportation Plan

Peter Engel said there was a lot of information regarding mobility management and regional management. Mr. Engel said he was hoping there would be a lot of open discussion on that information from MTC. This item could not be voted on at the time as there was not a quorum.

7. FY 2013-14 Measure J Claims Process Review and Schedule

There was no discussion or motion on the item. Sam Cases decided the item would be moved to the March 18, 2013 PCC meeting.

8. Update in CCCTA Mobility Management Plan-Laramie Bowron

Mr. Bowron let the committee know that the consultant was not ready to give a presentation on their findings yet but will do so when they have compiled all their data and are ready to present a plan. Mr. Engel went over some changes that could be made to the inventory such as the way providers are listed. Mr. Cases suggested listing them by county. Mr. Casas would like more discussion on what items changed in the 5310. There

was discussion by the committee about the goals and role of the 5310 grant program and New Freedom and how they can work together.

9. SRAC Report-Janet Abelson

Janet Abelson reported that there was discussion of new contracts for paratransit services, and having contracts last longer, also of actions to vehicles after their contract life is over. She added that ridership is down recently which could be related to the closing of many social services agencies. Paratransit usage for day programs remains high. Mr. Casas suggested low ridership could be due to the Government's recent change in managed care. Janet Abelson said some major social centers had closed because they didn't receive grant money.

10. BAPAC Report-Sam Casas

Sam Casas and Heidi Branson both attended the Bay Area Partnership Accessibility Committee (BAPAC). They reported there was discussion regarding the Clipper Card. There was no decision made on who would handle the 5310 grant. There was member discussion that there would be a match allowed from agencies, and toll credits would also be allowed, which isn't allowed for New Freedom, just 5310.

11. Funding Opportunities

Sam Casas encouraged agencies to apply for grants. He asked Peter if there was going to be another Job Access Reverse Commute (JARC) or Lifeline Cycle? Mr. Engel replied there would not be for a few years. He mentioned there are some issues MTC is trying to address and that JARC is has now been folded into 5307. Mr. Engel Explained 5307 is the main federal funding source for regular bus for capital equipment.

12. Future Agenda Items

Sam Casas asked to add updates regarding the Senior Mobility Action Council (SMAC) on the PCC agenda as a regular item.

Mr. Casas also mentioned wanting to talk about making sure there is a quorum for the PCC meetings. He also mentioned he'd like more discussion regarding 5310. Janet Abelson said she would like to discuss paratransit signs at BART stations. Michael Daugelli said he would like discussion regarding senior discounts; if there are laws and how they should be properly handled. He also requested future discussion on public transit access and training.

13. News to Share and Adjournment of the PCC Meeting

Sam Casas adjourned the meeting at 3:35 p.m.

Federal Fiscal Year 2012 Cycle - 5310 Program

<p>Summary</p>	<p>Caltrans has released a call for projects for the federal fiscal year 2012 5310 program cycle. The 5310 program provides capital funding to non-profits and governmental agencies that provide transportation programs for seniors and individuals with disabilities. Approximately \$13 million is available in this cycle statewide. Grants are awarded on a competitive basis and applications are reviewed at the County, Regional and State levels. Applications are due to MTC before March 11, 2013. PCC would need to score applications and submit scores to MTC by that date.</p> <p>Caltrans is sponsoring a series of workshops, the first of which is in Oakland on January 22, 2013. The workshops are intended for potential applicants and PCC evaluation staff.</p>
<p>Recommendation</p>	<p>Appoint Committee to Score Applications</p>
<p>Options</p>	

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**FY 2013-14 Measure J Program 15 Claim
Schedule and Claim Review Sub-Committee**

Summary	Each year eligible recipients of Measure J funds submit a claim to the PCC and the Authority prior to allocation of any funds. Authority staff has prepared a schedule for the FY 2013-14 claim cycle for Measure J Countywide Transportation for Seniors and People with Disabilities Program (Program 15). The PCC chair shall appoint a sub-committee to review the claims and meet with the operators.
Recommendation	Approve schedule and sub-committee
Options	None

Background

Date	Activity
End of March	Claim forms and revenue estimates will be sent to Program 15 recipients and respective RTPCs. Revenue estimates for Program 20 will be sent to respective RTPCs with Program 20 funding.
April 26, 2013	Completed claims due to Authority
May 1-3, 2013	PCC Subcommittee Review of Claims and Interview Claimants
May 20, 2013	Proposed allocation and claims for Program 15 to PCC
June 5, 2013	Allocation to Authority Planning Committee
June 19, 2013	Allocation to Authority Board

Sometime between May 1-3 the PCC sub-committee shall meet to review the claims and meet with each claimant operator. The sub-committee is appointed by the PCC Chair.