



**CONTRA COSTA
PARATRANSIT COORDINATING COUNCIL**

DATE: Monday, September 16, 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 May 20, 2013 PCC Meeting | ACTION |
| 5. New Freedom Cycle 5 | INFORMATION |
| 6. Section 5310 Program Update | INFORMATION |
| 7. PCC Bylaws Update | INFORMATION |
| 8. Service Review Advisory Committee (SRAC) Report – Janet Abelson | INFORMATION |
| 9. Bay Area Partnership Accessibility Committee (BAPAC) Report – Sam Casas | INFORMATION |
| 10. Senior Mobility Action Council (SMAC) Report – Sam Casas | INFORMATION |
| 11. Funding Opportunities | INFORMATION |

12. Future Agenda Items

INFORMATION

13. News to Share and Adjournment of PCC

14. Next Meeting Date – November 18, 2013 @ 2:00pm

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 2013**

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)	2014
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	2014
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

May 20, 2013

Members Present: *Casas (Chair), Abelson, Acuna, Anderson, Bilbas, Bowron, Daly, Daugelli, Huffman, Jimenez, Musante, Ormiston, Tolentino, Toth*

Members Excused: *Branson, Nestor, Lombardi-Gravert, Timothy*

CCTA Staff: *Peter Engel, Nikki Simonsen*

1. Pledge of Allegiance

Sam Casas called the meeting to order at 2:04 p.m.

Charlie Anderson 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.

4. Minutes of the May 20, 2013 PCC Meeting

Janet Abelson asked to be added to the Excused list from the March 18, 2013 PCC minutes.

Charlie Anderson made a motion to accept the minutes from the March 18, 2013 PCC meeting, seconded by Earle Ormiston. The motion passed unanimously.

5. Expiration of Member Terms

Peter Engel explained that member terms expire each year in June. He asked if Janet Abelson and Michael Daugelli would like to stay on as members, and both replied they would. Roger Acuna wasn't present to confirm whether or not he would be staying on as a member.

Charlie Anderson made a motion to approve the new member terms for Janet Abelson and Michael Daugelli, seconded by Kim Huffman. The motion passed unanimously.

6. Transportation sales Tax Programs in Contra Costa-Measure C and Measure J

Peter Engel presented a PowerPoint presentation which outlined several components of the Measure C and J tax programs, specific funding, and the origins of the Measure C and J tax funds. He pointed out Paratransit specific funding going to local agencies. Mr. Engel said he could show information in a future meeting about which resolutions formed the PCC.

7. FY 2013-14 Measure J Claims Approval and Recommendation to CCTA Board

Peter Engel explained that the claims for fiscal year 2013-2014 were submitted, had been reviewed and now needed to be approved. Debbie Toth pointed out how much smoother the claims process was compared to earlier years, due to Peter Engel's updating of the process. She added that operator's seemed more confident in the numbers they were getting.

Michael Daugelli moved to approve the 2013-2014 Measure J claims, seconded by Janet Bilbas. The motion passed unanimously.

8. Update on Contra Costa Mobility Management Plan

Peter Engel reported that CCCTA had a comments deadline of May 10, and were currently reviewing the comments. Laramie Bowron added the stakeholders review would happen after that process is complete and another draft was due at the end of the week.

9. Service Review Advisory Committee (SRAC) Report-Janet Abelson

Janet Abelson reported that she had attended the May 7 meeting and there was a presentation regarding upcoming paratransit resources inventory and another regarding the use of stand-by's for scheduling. Kim Huffman expressed her concern over the significant amount of stand-by's used by agencies lately. She also suggested the system of mentoring riders to reduce stand-bys. Janet Abelson agreed with her concern and felt it was a way out of giving a rider a denial, yet they had to wait for long periods of time.

10. Bay Area Partnership Accessibility

Sam Casas reported that BAPA was working on their mission statement and expressing their central purpose. He said the committee included many transit providers.

11. Senior Mobility Action Council (SMAC) Report-Sam Casas

Sam Casas said he did not attend the SMAC meeting, but Debbie Toth had. Mrs. Toth offered information regarding the Out of Isolation event happening May 31st and said she would forward the PCC a copy of the flyer for information.

12. Funding Opportunities

There were none presented.

13. Future Agenda Items

Sam Casas asked if a list of regularly used acronyms could be in the next PCC Agenda. Mr. Casas also asked for a by-laws review at the July PCC meeting.

14. News to Share and Adjournment

Michael Daugelli announced he'd been using WestCAT for one year total to go to West County, successfully, and thanked Charlie Anderson for his help.

Sam Casas adjourned the meeting at 3:41 p.m.

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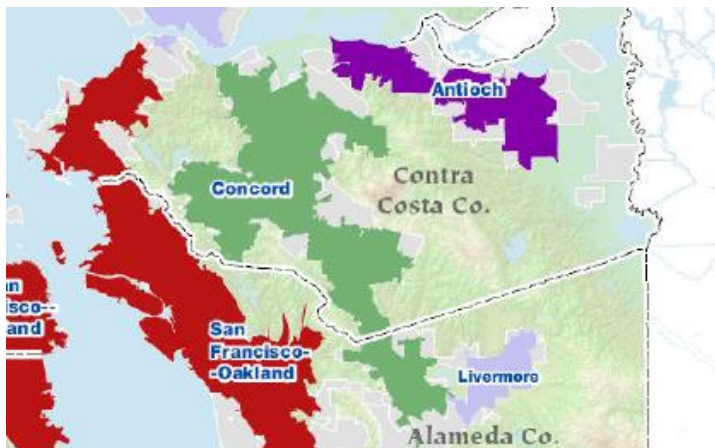
New Freedom Cycle 5

Background	The Metropolitan Transportation Commission (MTC) is preparing to release a Call for Projects for New Freedom funding Cycle 5. New Freedom funds are federal funds for projects and programs that provide services beyond the requirements of the Americans with Disabilities Act (ADA)
Options	None at this time
Recommendation	This item is for informational purposes only

Background

The Federal Transit Administration’s (FTA) New Freedom Program provides grants for new capital and operating projects aimed at reducing transportation barriers faced by individuals with disabilities beyond the requirements of the Americans with Disabilities Act of 1990.

Funds are apportioned by formula to large urbanized areas (UAs), small UAs, and rural areas based on the population of persons with disabilities. Funds are required to be spent on projects that provide transportation services within those areas. Contra Costa has three large UAs: Portions of the Concord and San Francisco-Oakland UA



and all of the Antioch UA. There are no small or Rural UAs in Contra Costa.

MTC is responsible for conducting a competitive selection process to determine which projects should receive funding. MTC is the designated recipient for the Bay Area’s large UA funds. Caltrans is the designated recipient for the state’s small UA and rural area

funds.

According to federal requirements, projects selected for funding under the New Freedom program must be derived from a locally developed, coordinated public transit-human services transportation plan (“Coordinated Plan”). The Bay Area’s Coordinated Plan was updated in March 2013 (www.mtc.ca.gov/planning/pths/), and part of that effort involved identifying strategies to enhance coordination of service delivery in the region. One of the key strategies identified in the plan is to “strengthen mobility management in the Bay Area.” The plan further recommends that future New Freedom funds be prioritized for implementing projects and activities consistent with the plan’s strategies.

MTC has completed four cycles of New Freedom funding, and has approximately \$2.0 million in FY12 New Freedom large UA funds that will be programmed as part of the upcoming fifth grant cycle. Consistent with the updated Coordinated Plan, MTC staff is proposing to emphasize mobility management in Cycle 5.

Area	Cycle 5 Targets
Bay Area Large UA	\$1,802,982
Antioch	\$67,775
Concord	\$136,196
San Francisco-Oakland	\$1,062,707
San Jose	\$446,731
Santa Rosa	\$89,572

MTC is proposing that all activities that were eligible in the previous four New Freedom cycles continue to be eligible, including mobility management, operations and capital projects; however, there will be increased emphasis on mobility management and coordination. For example, the scoring criteria may be adjusted to give more weight to mobility management projects, or additional points may be awarded for specific coordination activities that result in better utilization of and access to resources.

MTC staff is also proposing to set aside a portion of the Cycle 5 administrative funds to conduct a regional mobility management “Roadmap” study. The “Roadmap” study is envisioned as the first step toward implementing the Mobility Management and coordination strategies that were recommended in the Coordinated Plan update. The scope of the study is still being developed, but it may include tasks such as determining the regional budget needed to provide ongoing funding for mobility

management efforts, and/or identifying the steps each county needs to take in order to provide basic mobility management services in their county.

Below is the proposed timeline for New Freedom Cycle 5:

- July-August 2013: Outreach to working groups and Policy Advisory Council
- September 2013: Cycle 5 Program Guidelines to PAC & Commission
- Sept.-Dec. 2013: Call for Projects
- January 2014: Project Selection
- February 2014: Program of Projects to working groups and Policy Advisory Council
- March 2014: Program of Projects to PAC & Commission

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Section 5310 Program Update

Background	The new two year federal surface transportation authorization – MAP 21 – adopted in 2012 combined two programs (5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program and 5317 – New Freedom) into a new 5310 Program. The new program requires that at least 55 percent of the funding be used for projects which meet the traditional 5310 requirements. MTC staff and Caltrans staff are working together to develop program guidelines and procedures that will meet the new requirements under MAP 21.
Options	None at this time
Recommendation	This item is for informational purposes only

Background

Under the new two-year federal surface transportation authorization, Moving Ahead for Progress in the 21st Century (MAP-21), the New Freedom program has been eliminated as a stand-alone program, and consolidated with the Section 5310 Elderly and Disabled program into a single program, Section 5310 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities, which provides for a mix of capital and operating funding for projects.

On July 10, MTC and 20 staff from Bay Area organizations and agencies who receive Section 5310 and/or New Freedom funds participated in the Caltrans sponsored MAP-21 Section 5310 dialogue session. The session was facilitated by Mineta Transportation Institute (MTI) consultants, and the purpose of the session was to obtain stakeholder input on how the new consolidated Section 5310/New Freedom program should be administered, particularly whether Caltrans or the metropolitan planning organizations (MPOs) should serve as the designated recipient in large urbanized areas (UAs). The designated recipient is responsible for programming the

funds, submitting the FTA grant, developing pass-through funding agreements with subrecipients, and ensuring compliance with all FTA requirements.

Caltrans staff provided an overview of how the old Section 5310 program has been administered, with an emphasis on the tasks involved in procuring and monitoring vehicles for subrecipients, including extensive technical assistance and financing. The presentation also stressed Caltrans's reliance on the 5310 administrative funds (FTA allows 10% but state law limits Caltrans to 5%). The presentation scarcely included information on the incorporation of New Freedom into 5310, or the role of the MPOs in managing New Freedom.

Caltrans presented the administration of the new 5310 program as a choice between two models:

- 1) Caltrans would serve as the designated recipient and administer the program for the entire state, with the implication that Caltrans would make few if any changes from how they have administered the old 5310 program, including vehicles continuing as the top priority, or
- 2) The MPOs would serve as the designated recipients for their large Urbanized Areas (UAs), and would assume all of the roles and responsibilities that Caltrans has been performing for their regions, with Caltrans continuing to manage all small UA and rural funds.

MTC suggested a third model (the "middle path"): Caltrans would continue to serve as designated recipient but would delegate program development in large UAs to MPOs. Caltrans would continue to submit the FTA grant, administer subrecipient funding agreements, and do vehicle procurement, technical assistance and FTA compliance monitoring. Arguments made for the "middle path" included the following:

- MTC recently updated its Coordinated Public Transit Human Services Transportation Plan ("Coordinated Plan") and is ready to implement the strategies recommended in that Plan. Because the Coordinated Plans are prepared by the MPOs at the regional level, a regional programming effort is the best way to support the strategies recommended in those plans.
- The Bay Area's regional priorities are not necessarily the same as priorities in other regions.
- MTC has strong working relationships with the agencies and organizations that sponsor Section 5310 and New Freedom projects.

- MTC has a successful history of managing the New Freedom program in large UAs and programming other FTA formula funds for the Bay Area.
- Caltrans has extensive experience with vehicle procurement and maintenance issues. In summary, the “middle path” would take advantage of each agency’s strengths and expertise.

Caltrans staff expressed interest in exploring MTC’s proposal.

Outstanding Issues

- Administrative Funds: Under MAP-21 the admin allowance goes to the designated recipient, i.e., Caltrans under MTC’s proposal. Caltrans may be able to allocate admin funds to MPOs to cover the cost of program development, but the amounts and mechanism for passing through admin funds has not been worked out.
- Uniform Approach: The question of whether all MPOs would do 5310 programming if MTC’s approach is adopted was not clearly addressed in the meeting.
- Small UA & Rural Funds: MTC staff suggested that MTC could also do 5310 programming for the Bay Area small UAs and rural areas, but Caltrans staff seems to want to continue to do the programming for those funds. Under MAP-21, the state is the designated recipient for these areas. Caltrans staff did not explicitly state how they would program small UA and rural funds, but the emphasis on vehicles in their presentation suggested they would continue to make vehicles the top priority, which is a concern for some Bay Area stakeholders. MTC will continue to raise this issue with Caltrans.

The MTI consultants developed descriptions of the three options and distributed them to the dialogue participants. They also set up an online survey to get input from stakeholders as to the preferred administration method. The survey results showed a significant preference for the “middle path” or shared model.

Caltrans convened a second dialogue session in on September 5th to continue discussions and, hopefully, reach a consensus with the MPOs and other stakeholders as to the preferred administration model.

The following are the next steps:

1. Caltrans will send out an email instructing MPOs to choose an option ASAP for each of their Large UAs. The email will also contain instructions on how to formally notify Caltrans of the decision. (Note: FTA confirmed that the MPOs decision is adequate, because they assume that the MPO is consulting locals and can best speak on behalf of the region.)

2. MPOs will notify Caltrans of their choice (below is the tentative plan, to be verified in the email from Caltrans):
 - a. if MPOs choose Option #2 (MPO is designated recipient), they will need to send a Board resolution to Caltrans indicating that they are willing to take on that responsibility
 - b. if MPOs choose Option #3 (Caltrans is designated recipient & MPO does programming), they will need to simply send a letter to Caltrans with a statement to that effect.

3. Caltrans will prepare a letter for the Governor to sign, which will say who is the designated recipient for each of the large UAs. (FTA indicated that if some MPOs decide before others, Caltrans could prepare multiple letters so that the designation process isn't held up for those who are ready to proceed.)

4. The governor will sign the letter(s) and submit them to FTA.

5. Caltrans will convene a 5310 working group/committee to develop a standard 5310 application form, which MPOs can modify for their own competitive selection processes. This activity may take place concurrently with #1-4 above. Caltrans asked for volunteers to serve on the working group/committee. They expressed an interest in having MTC participate.