

Attention!!!

Please note that the June 24, 2013 PAPCO meeting will be from 1 to 3:00 p.m. at 1333 Broadway, Suite 300. **The ending time is 30 minutes earlier than usual.** Please plan your transportation accordingly. The agenda packet is enclosed.

If you have any questions, please contact Naomi at (510) 208-7469.

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Paratransit Advisory and Planning Committee Meeting Agenda

Monday, June 24, 2013, 1 to 3:00 p.m.

Meeting outcomes:

- Elect Officers for Fiscal Year 2013-14 (Chair, Vice Chair, SRAC, and CWC)
- Receive Coordinated Funding/One Bay Area Grant Program update
- Receive 2013 Annual Mobility Workshop update

1:00 – 1:12 p.m. **1. Welcome and Introductions**

Sylvia Stadmire

1:12 – 1:15 p.m. **2. Public Comment**

Public

1:15 – 1:20 p.m. **3. Approval of May 20, 2013 Minutes**

Sylvia Stadmire [03 PAPCO Meeting Minutes 052013.pdf](#) – Page 1

1:20 – 2:05 p.m. **4. Elect Officers for Fiscal Year 13-14**

Staff

Annually, PAPCO elects officers in June. PAPCO will nominate and elect the chair, vice chair, Citizens Watchdog Committee representation, and East Bay Paratransit SRAC representative.

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[04A Officer Roles and Responsibilities.pdf](#) – Page 9

[04B Per Diem Policy.pdf](#) – Page 11

2:05 – 2:20 p.m. **5. Coordinated Funding/One Bay Area Grant Program Update**

Staff

The Committee will receive an update on the One Bay Area Grant Program.

2:20 – 2:35 p.m. **6. Member Reports on PAPCO Mission, Roles, and Responsibilities Implementation**

PAPCO

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- 2:35 – 2:45 p.m. **7. Committee Reports** |
- Rev. Carolyn Orr and Harriette Saunders
- A. East Bay Paratransit Service Review Advisory Committee (SRAC)
 - B. Citizens Watchdog Committee (CWC)
- 8. Mandated Program and Policy Reports**
- [08 Hayward Monthly Report April.pdf](#) – Handout
 - [08A WAAC Minutes 022813.pdf](#) – Page 21
 - [08B Transit Correspondence 051413.pdf](#) – Page 23
 - [08C Transit Correspondence 061113.pdf](#) – Page 25
- 2:45 – 3:00 p.m. **9. Information Items** |
- Staff
- A. Mobility Management
 - [09A ESPA Update.pdf](#) – Page 27
 - B. Annual Mobility Workshop Update
 - C. Outreach Update
 - D. Other Staff Updates
- 10. Draft Agenda Items for September 23, 2013 PAPCO Meeting** |
- A. Workshop outcomes report
 - B. Develop and approve PAPCO work plan for FY 13-14
- 3:00 p.m. **11. Adjournment**

Key: A – Action Item; I – Information/Discussion Item; full packet available at www.alamedactc.org

Annual Mobility Workshop:

Date: July 1, 2013
Time: 9:30 a.m. to 4 p.m.
Location: Ed Roberts Campus, 3075 Adeline Street, Berkeley, CA 94703
(at Ashby BART Station)

Next PAPCO Meeting:

Date: September 23, 2013
Time: 1 to 3:30 p.m.
Location: Alameda CTC Offices

Staff Liaisons:

John Hemiup, Senior Transportation
Engineer
(510) 208-7414
jhemiup@alamedactc.org

Naomi Armenta, Paratransit
Coordinator
(510) 208-7469
narmenta@alamedactc.org

Location Information: Alameda CTC is located in Downtown Oakland at the intersection of 14th Street and Broadway. The office is just a few steps away from the City Center/12th Street BART station. Bicycle parking is available inside the building, and in electronic lockers at 14th and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org). There is garage parking for autos and bicycles in the City Center Garage (enter on 14th Street between Broadway and Clay). Visit the Alameda CTC website for more information on how to get to the Alameda CTC: <http://www.alamedactc.com/directions.html>.

Public Comment: Members of the public may address the committee regarding any item, including an item not on the agenda. All items on the agenda are subject to action and/or change by the committee. The chair may change the order of items.

Accommodations/Accessibility: Meetings are wheelchair accessible. Please do not wear scented products so that individuals with environmental sensitivities may attend. Call (510) 893-3347 (Voice) or (510) 834-6754 (TTD) five days in advance to request a sign-language interpreter.

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Paratransit Advisory and Planning Committee Meeting Minutes Monday, May 20, 2013, 1 p.m., 1333 Broadway, Suite 300, Oakland

Attendance Key (A = Absent, P = Present)

Members:

<u> P </u> Sylvia Stadmire, Chair	<u> P </u> Sandra Johnson- Simon	<u> P </u> Carmen Rivera- Hendrickson
<u> P </u> Will Scott, Vice-Chair	<u> P </u> Gaye Lenahan	<u> P </u> Michelle Rousey
<u> A </u> Aydan Aysoy	<u> P </u> Jane Lewis	<u> P </u> Harriette Saunders
<u> P </u> Larry Bunn	<u> P </u> Jonah Markowitz	<u> P </u> Esther Waltz
<u> P </u> Shawn Costello	<u> P </u> Rev. Carolyn Orr	<u> P </u> Hale Zukas
<u> A </u> Herb Hastings	<u> P </u> Suzanne Ort	
<u> P </u> Joyce Jacobson	<u> P </u> Sharon Powers	
	<u> P </u> Vanessa Proee	

Staff:

<u> P </u> Matt Todd, Principal Transportation Engineer	<u> P </u> John Nguyen, Hatch Mott MacDonald
<u> P </u> John Hemiup, Senior Transportation Engineer	<u> P </u> Krystle Pasco, Paratransit Coordination Team
<u> P </u> Naomi Armenta, Paratransit Coordinator	<u> P </u> Margaret Strubel, Acumen Building Enterprise, Inc.
<u> P </u> Cathleen Sullivan, Nelson/Nygaard	

1. Welcome and Introductions

Sylvia Stadmire called the meeting to order at 1 p.m. The meeting began with introductions and a review of the meeting outcomes.

Guests Present: Margaret Walker, Paratransit consumer

2. Public Comments

There were no public comments.

3. Approval of April 22, 2013 Meeting Minutes

Jonah Markowitz moved to approve the April 22, 2013 PAPCO meeting minutes. Sandra Johnson-Simon seconded the motion. The motion carried (16-0-1).

4. Review and Approval of PAPCO Bylaws

Naomi Armenta gave an overview of the PAPCO Bylaws including the background, review process, and the responsibilities of the committee. She reviewed the PAPCO Bylaws stipulations and noted staff proposed language changes to Article 1, Section 21 and Article 7, Section 4.

Questions and feedback from PAPCO members:

- When do PAPCO member terms officially end? Naomi stated membership terms end when the Commission appoints that member's successor. Members are allowed to serve until the new appointment is processed and finalized. Membership status information is available on the meeting sign-in sheet or by contacting staff.
- Members will continue to receive the Calling Post, meeting reminder call, one week prior to the PAPCO meetings.

Requested amendments to the PAPCO Bylaws:

- Language regarding "programmatic funding" will be redefined in Article 1, Section 21.
- Language regarding the new paperless meeting policy will be included in Article 7, Section 4. Staff will follow up with the other Alameda CTC public advisory committees.

Jonah Markowitz moved to approve the PAPCO Bylaws with the requested amendments. Sandra Johnson-Simon seconded the motion. The motion carried unanimously (16-0).

5. Coordinated Funding/One Bay Area Grant Program Update

Matt Todd provided an update to the FY 12-13 Coordinated Funding Program. He noted that the funding program includes multiple fund sources allocated by the Alameda CTC under a unified programming and evaluation schedule. The program contained \$70.6 million in available funding for transportation projects. This funding is comprised of \$53.9 million from One Bay Area Grant federal funds (STP and CMAQ), \$5.2 million from local Measure B funds, and \$11.5 million from local Vehicle Registration Fee funds. He also noted eligibility for Federal funds required projects to be located in or accessible to

one of the 17 Priority Development Areas (PDAs) designated as “active PDAs” approved by the Alameda CTC in December 2012.

Matt reported there were 69 applications requesting a total of \$121.1 million. He noted that project applications were screened for eligibility, in which the criteria was adopted by the Commission, and the overall goal is to fund projects which will best serve Alameda County. Alameda CTC’s staff review panel completed reviewing and scoring applications.

The draft FY 12-13 Coordinated Funding Program will be presented to the committees and Commission at the May 2013 meetings and the final program for consideration will be presented at the June 2013 meetings.

Questions and feedback from PAPCO members:

- How will the studies be conducted and how will respondents be chosen? Staff received six requests for feasibility studies through the application process and those applications were reviewed by the review panel. Staff selected the highest ranked feasibility study of the applications received and will be allocating funding towards that request accordingly. Staff noted that this study may be used for a potential capital project in the future.
- Will there be charging stations for different types of wheelchairs installed through these projects? Staff stated there were no applications submitted that requested these elements in their project.
- Should all infrastructure projects consider charging stations moving forward? Staff stated requiring charging stations in all projects may limit the ability to construct primary infrastructure components such as roadways, paths, sidewalks and other facilities, given the limited funding available.
- A member stated as a consumer, I would rather use large amounts of funding for paving more sidewalks than installing charging stations in possibly inappropriate areas.
- How often does this Coordinated Funding Program process occur? Matt stated this process includes multiple fund sources with varying funding cycles. However, staff expects the next round of funding to be available in two years.
- Why did AC Transit get so little? Matt stated their project applications were not very competitive after being scored by the review panel.

6. Annual Mobility Workshop Update

Cathleen Sullivan gave an update on the Annual Mobility Workshop that will take place on Monday, July 1, 2013. Staff noted Outreach in Santa Clara County was unavailable to participate on the mobility management panel. However, staff is inviting a representative from the Regional Mobility Management Working Group to speak on the mobility management efforts of the region and a representative from the Metropolitan Transportation Commission. The agenda will also include a presentation on universal design from the architect of the Ed Roberts Campus and an accessible parking policy presentation. Staff will send out invitation flyers soon.

7. Member Reports on PAPCO Mission, Roles, and Responsibilities Implementation

Carmen Rivera-Hendrickson attended the Pleasanton Senior Center Transit Fair on May 1st. She was also in Sacramento advocating for transportation funding on April 25th.

Vanessa Proee will be at the Community Resources for Independent Living (CRIL) action day on May 22nd. She will also be attending another action day in Sacramento on May 27th.

Sylvia Stadmire will be attending the Downtown Oakland Senior Center Senior Town Hall on May 23rd at 10:00 a.m. This event will also be a celebration for Older American's Month. She also attended several outreach events with Krystle such as the Albany Senior Center Senior Resource Fair. Sylvia also attended the retirement event for the Executive Director of the Center for Elders' Independence (CEI).

Harriette Saunders shared information regarding the June 4th movement in Los Angeles to advocate for more funding in Sacramento.

Will Scott attended the North Berkeley Senior Center Health Fair with Krystle, Sylvia, Jonah, and Esther.

Joyce Jacobson noted that she was able to help recruit a volunteer driver for the Senior Helpline Services' Volunteer Drivers Program.

Jane Lewis attended the Pleasanton Senior Center Transit Fair on May 1st. She also attended the 7th Annual Senior Health and Wellness Resource Fair at the Castro Valley Senior Center.

Esther Waltz attended the North Berkeley Senior Center Health Fair and was planning to attend the Asian American Heritage Festival but did not end up attending.

8. Committee Reports

A. East Bay Paratransit Service Review Advisory Committee (SRAC)

Rev. Carolyn Orr, Sharon Powers and Naomi Armenta reported on the last SRAC meeting. At the SRAC meeting, Mark Weinstein gave an update on East Bay Paratransit's on-time performance and other information related to their performance measures. Naomi clarified that the dispatching is going to be housed under one roof and Mark mentioned that East Bay Paratransit staff is currently working on the wrinkles of this new transition. Richard Weiner from Nelson\Nygaard was also at the SRAC meeting to discuss the new inventory project that they will be leading for AC Transit. Stand by policies were also discussed at the meeting.

B. Citizens Watchdog Committee (CWC)

Harriette Saunders reported that the next meeting is in June. The CWC has been convening subcommittees in preparation for the auditors and planning for the next fiscal year.

9. Mandated Program and Policy Reports

PAPCO members were asked to review these items in their packets.

10. Information Items

A. Mobility Management

Naomi reviewed the draft Coordinated Public Transit – Human Services Transportation Plan Update. She noted the draft plan is now finalized and it discusses the region's mobility management programs and projects and how we will be coordinating our efforts.

She also gave an update on the Alameda CTC's mobility management project and noted that there will be a countywide travel training working group meeting coming up. Staff is inviting Gap grant recipients and local agencies to the travel training working group meetings to facilitate information sharing on travel training.

B. Outreach Update

Krystle Pasco gave an update on the following upcoming outreach events:

- 5/1/13 – Transit Fair, Pleasanton Senior Center from 10 a.m. to 1 p.m.
- 5/2/13 – 7th Annual Senior Health and Wellness Resource Fair, Kenneth C. Aitken Senior and Community Center from 9 a.m. to 1 p.m.
- 5/4/13 – Cinco de Mayo Celebration, Ashland Community Center from 10 a.m. to 1 p.m.
- 5/19/13 – Asian American Heritage Festival/Older American Month Celebration, Hayward City Hall Plaza from 10 a.m. to 5 p.m.
- 6/7/13 – Four Seasons of Health Expo, Fremont Multi-Service Senior Center and Central Park from 9:30 a.m. to 1:30 p.m.
- 6/20/13 – Senior Day at the Alameda County Fair, Alameda County Fairgrounds from 12:00 p.m. to 5:00 p.m.
- 6/27/13 – Senior Day at the Alameda County Fair, Alameda County Fairgrounds from 12:00 p.m. to 5:00 p.m.
- 7/1/13 - Annual Mobility Workshop, Ed Roberts Campus from 9:30 a.m. to 4:00 p.m.
- 7/18/13 - Healthy Living Festival, Oakland Zoo from 8:00 a.m. to 2:00 p.m.

C. Other Staff Updates

Staff gave an update on PAPCO's funding recommendation for 12 Gap Cycle 5 grants. Staff noted the grants were accepted by the committees and will be going to the Commission in June.

11. Draft Agenda Items for June 24, 2013 PAPCO Meeting

- A. Elect Officers for FY 13/14 (Chair, Vice Chair, SRAC, CWC)
- B. 2013 Annual Mobility Workshop Update

12. Adjournment

The meeting adjourned at 3:25 p.m.

PAPCO Evaluation Fiscal Year 2012/13

Membership

Since June 2012, the following committee members have left PAPCO:

- Herb Clayton
- Betty Mulholland

The following committee members were appointed PAPCO:

- Suzanne Ortt

Recruitment efforts undertaken by PAPCO: PAPCO receives a list of appointments and vacancies in every packet. The PAPCO Chair reminds the CTC Commission of vacancies in the monthly report when appropriate.

Outreach

According to the Bylaws section 2.3.9, members have a responsibility to “*Perform outreach regarding PAPCO activities and Measure B funds at least once each fiscal year. Examples of outreach may include attending a transit fair or Transportation Forum, accompanying staff to Alameda CTC outreach presentations, or publishing an article in a local publication.*”

In Fiscal Year 2012/13, all 21 members have participated in outreach activities, including:

- Attending Transportation Forums and Senior and Health Fairs
- Providing information to Senior Centers
- Attending and speaking at other Advisory Committee meetings

Attendance

Average PAPCO Meeting attendance: **86.7%**

Average attendance to appointed subcommittees: **84.1%**

Number of members who have missed 3 or more PAPCO meetings: **3**

PAPCO has attained quorum for every meeting in Fiscal Year 2012/13.

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Roles and Responsibilities of PAPCO Officers

At the end of each fiscal year, PAPCO elects four new officers to serve a one-year term from July through June, including a PAPCO Chair, a PAPCO Vice Chair, an Alameda CTC Citizen's Watchdog Committee (CWC) member, and an East Bay Paratransit Consortium Service Review Advisory Committee (SRAC) member. Officers receive a great deal of support from Staff and no one should feel too inexperienced to run for office. Every month Staff draws up agendas with the input of the Chair and Vice Chair and meets to go over them at an "agenda planning session." The agenda planning session is also a chance to discuss and plan how the meeting will be run. Staff will also assist with writing notes for any presentation Officers or other members would like to make to other committees or meetings.

Roles and responsibilities of each electorate are outlined below:

PAPCO Chair

- Provides overall leadership to PAPCO
- Facilitates the monthly PAPCO meetings to ensure full and fair participation from all members
- Weighs in on all decisions of PAPCO and provides opinion
- Participates in a monthly planning session with staff to plan PAPCO's agenda
- Participates with staff to plan the annual mobility workshop
- When possible, attends TAC meetings to represent PAPCO view and update TAC on key PAPCO actions
- Participates in most subcommittees
- Provides monthly reports to the Alameda CTC Commission
- Eligible for up to four per diems per month for PAPCO, TAC, and Commission meetings
- Eligible for additional per diems for eligible subcommittees

Estimated Time Commitment per month: 15 – 20 hours (can vary depending on how many "extra" meetings are attended)

PAPCO Vice Chair

- Provides overall leadership to PAPCO
- Assists the PAPCO Chair to ensure full and fair participation from all Committee members

Roles and Responsibilities of PAPCO Officers

- Participates in a monthly planning session with staff to plan PAPCO's agenda
- Participates with staff to plan the annual mobility workshop
- Participates in some subcommittees
- Eligible for up to two per diems per month for PAPCO and Commission meetings, or four if filling in for Chair
- Eligible for additional per diems for eligible subcommittees
- Actively participates in outreach efforts

Estimated Time Commitment per month: 8 – 10 hours per month (can vary depending on how many “extra” meetings are attended)

Citizen's Watchdog Committee Appointee

- Participates in CWC meetings, usually held quarterly on the second Monday of the month from 6:30 – 8:30pm
- Responsible for scrutinizing all Alameda CTC expenditures and reporting directly to the public on how Measure B funds are spent, including paratransit funding
- Responsible for updating PAPCO on CWC actions and activities
- Eligible for per diem for CWC meeting

Estimated Time Commitment per Quarter: 4 – 8 hours

East Bay Paratransit Service Review Advisory Committee Appointee

- Participates in SRAC meeting on the first Tuesday of the month, approximately every other month, from 12:30 – 3:00pm
- Responsible for representing PAPCO position on decisions
- Responsible for updating PAPCO on SRAC actions and activities

Note: If the PAPCO member who is elected SRAC representative is already a member of the SRAC but not the PAPCO rep, they will give up their original SRAC seat to become the PAPCO representative. When their term as PAPCO representative to SRAC ends, they will need to reapply to be a member of SRAC.

Estimated Time Commitment per quarter: 3 – 5 hours

Per Diem Policy

The table below summarizes the PAPCO Per Diem Policy. In order to be paid, members should sign-in to meetings attended or verify attendance with Staff.

	PAPCO Appointee	PAPCO Chair	PAPCO Vice Chair
Regular PAPCO meetings	Yes	Same as Appointee	Same as Appointee
Special PAPCO meetings (if scheduled on a different day from PAPCO)	Yes	Same as Appointee	Same as Appointee
TAC meetings	No	Yes	Yes if filling in for Chair
Alameda CTC Commission meetings	Yes (or the Commission Subcommittee)	Yes	Yes if filling in for Chair
Alameda CTC Commission Subcommittee meetings (e.g. PPLC, PPC, FAC)	Yes (or the Commission)	Yes	Yes if filling in for Chair
Standing Subcommittees (Bylaws, Fiduciary and Finance, Program Plan Review, and Section 5310)	Yes	Same as Appointee	Same as Appointee
Ad hoc Subcommittees that result in funding recommendations on Paratransit programs or grants to the Commission (e.g. Gap Review)	Yes	Same as Appointee	Same as Appointee
Other Ad hoc Subcommittees	No	Same as Appointee	Same as Appointee
Outreach Event	One per year	Same as Appointee	Same as Appointee

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PAPCO Calendar of Events for June 2013 through September 2013

Full Committee Meetings

- **Regular TAC monthly meeting:**
Tuesday, June 11, 2013, 9:30 to 11:30 a.m., Alameda CTC
- **Regular PAPCO monthly meeting:**
Monday, June 24, 2013, 1 to 3:30 p.m., Alameda CTC
- **Mobility Workshop:**
Monday, July 1, 2013, 10 a.m. to 3 p.m., Ed Roberts Campus
- **Regular PAPCO monthly meeting:**
Monday, September 23, 2013, 1 to 3:30 p.m., Alameda CTC
(New office location! More info to come.)

Outreach

Meeting Date	Event Name	Meeting Location	Time
6/7/13	Four Seasons of Health Expo	Fremont Multi-Service Senior Center and Central Park, 40086 Paseo Padre Parkway, Fremont, CA 94538	9:30 – 1:30 p.m.
6/20/13	Senior Days at the Alameda County Fair	Alameda County Fairgrounds, 4501 Pleasanton Ave., Pleasanton, CA 94566	12:00 – 5:00 p.m.
6/21/13	Celebrating Seniority	Downtown Oakland Senior Center, 200 Grand Avenue, Oakland, CA 94610	10:00 – 1:00 p.m.
6/27/13	Senior Days at the Alameda County Fair	Alameda County Fairgrounds, 4501 Pleasanton Ave., Pleasanton, CA 94566	12:00 – 5:00 p.m.
7/1/13	Annual Mobility Workshop	Ed Roberts Campus, 3075 Adeline Street, Berkeley, CA 94703	8:00 – 4:00 p.m.

Meeting Date	Event Name	Meeting Location	Time
7/18/13	Healthy Living Festival	Oakland Zoo, 9777 Golf Links Road, Oakland, CA 94605	8:00 – 2:00 p.m.
8/7/13	Healthy Aging Fair	Chabot College, 25555 Hesperian Boulevard, Hayward, CA 94545	10:00 – 2:30 p.m.

You will be notified of other events as they are scheduled. For more information about outreach events or to sign up to attend, please call Krystle Pasco at (510) 208-7467.

PAPCO Work Plan FY 2012-13

PAPCO activities throughout the year will be guided by PAPCO Goals and Bylaws. The PAPCO Chair or Vice Chair will report to the Alameda CTC Board every month.

Topic: PAPCO Development and Outreach			
Goal: Continue PAPCO's development as an informed and effective community advisory committee; accomplish outreach in a variety of ways in all areas of the County			
Actions	Completed	In-Progress	
All members to participate in at least one Outreach activity – write an article, speak at another meeting, visit Senior Centers, and/or attend an event		x	
Assist in distributing updated Access Alameda		x	
Assist in distributing TEP materials	x		
Assist in publicizing AccessAlameda.org website (magnets, etc)		x	
Monitor PAPCO appointments and vacancies		x	
Assist in planning Annual Workshop for 2013		x	
Staff will continue to be available to help draft talking points or articles for members		x	

Topic: Mobility Management			
Goal: Learn about and contribute to Alameda County's Mobility Management project			
Actions	Completed	In-Progress	
Provide input on Alameda County Mobility Management project		x	
Review materials regarding Mobility Management provided in meeting packet		x	

Topic: Planning and Sustainability

Goal: Participate in discussions regarding policies for future funding of service.

Actions	Completed	In-Progress
Participate in discussion on amending Implementing Guidelines	x	
Participate in discussion on funding formula and potential TEP funding	x	
Participate in discussion on Gap Policies	x	
Participate in Gap Grant Cycle 5 Call	x	

Topic: Fiduciary Oversight

Goal: Continue fiduciary oversight over pass-through and grant funding

Actions	Completed	In-Progress
Receive Gap grant summary report in October	x	
Receive regular reports from reports from conditionally funded programs - LAVTA and Hayward		x
Participate in 5310 Call and scoring in March	x	
Hold a fiduciary training and finance subcommittee meeting in March	x	
Continue to evaluate pass-through and grant programs and expenditures	x	

PAPCO Work Plan FY 2012/13

Topic: Planning and Policy Input

Goal: Provide input on local and regional planning efforts and policy discussions

Actions	Completed	In-Progress
Receive a report from TAC at Joint meetings October February April	x x x	
Participate in other committees (e.g. SRAC, WAAC, AAC, City Commissions, etc.) and inform Chair and Paratransit Coordinator		x
Receive regular summaries of ADA committees' minutes and Transit Access Reports		x
Receive reports on MTC and Regional issues/events		x
Staff will continue to forward opportunities for comments and participation via email		x

Topic: Customer Service

Goal: Participate in driver training and serve as a resource to providers; and facilitate communication and resolution of consumer complaints

Actions	Completed	In-Progress
Continue to be available to assist in East Bay Paratransit Driver Training and related items		
Continue to be available to assist LAVTA with Driver Training and related items		
Ensure that taxi providers have access to resources such as pocket guides from Easter Seals Project ACTION		

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CURRENT PAPCO APPOINTMENTS

Appointer

- AC Transit
- Alameda County
Supervisor Scott Haggerty, D-1
Supervisor Richard Valle, D-2
Supervisor Wilma Chan, D-3
Supervisor Nate Miley, D-4
Supervisor Keith Carson, D-5
- BART
- LAVTA
- City of Alameda
- City of Albany
- City of Berkeley
- City of Dublin
- City of Emeryville
- City of Fremont
- City of Hayward
- City of Livermore
- City of Newark
- City of Oakland
- City of Piedmont
- City of Pleasanton
- City of San Leandro
- City of Union City
- Union City Transit

Member

- Hale Zukas
- Herb Hastings
- Michelle Rousey
- Sylvia Stadmire
- Vacant
- Will Scott
- Sandra Johnson Simon
- Esther Waltz
- Harriette Saunders
- Jonah Markowitz
- Aydan Aysoy
- Shawn Costello
- Joyce Jacobson
- Sharon Powers
- Vanessa Proee
- Jane Lewis
- Vacant
- Rev. Carolyn M. Orr
- Gaye Lenahan
- Carmen Rivera-Hendrickson
- Vacant
- Suzanne Ortt
- Larry Bunn

If you have any questions, please contact Naomi at (510) 208-7469.

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LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
1362 Rutan Court, Suite 100
Livermore, CA 94551

WHEELS Accessible Advisory Committee

Meeting

DATE: Thursday, February 28, 2013

PLACE: Diana Lauterbach Room LAVTA Offices
1362 Rutan Court, Suite 100, Livermore, CA

TIME: 3:30 p.m.

DRAFT MINUTES

1. Call to Order

The Chair Carmen Rivera-Hendrickson called the meeting to order at 3:32 pm.

Members present:

Herb Hastings	Alameda County
Sue Tuite	City of Dublin
Shawn Costello	City of Dublin - Alternate
Mary Evelyn Hummel	City of Livermore – Alternate
Carmen Rivera-Hendrickson	City of Pleasanton
Claire Iglesias	City of Pleasanton – Alternate
Jennifer Cullen	Social Services

Staff Present:

Paul Matsuoka	LAVTA
Sylvia Cox	LAVTA
Kadri Kulm	LAVTA
Tamara Edwards	LAVTA
Angie Perkins-Haslam	LAVTA
John Hayes	ALC

Others:

Esther Waltz	LAVTA's PAPCO Representative
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- 2. Citizens' Forum: An opportunity for members of the audience to comment on a subject not listed on the agenda (under state law, no action may be taken at this meeting)**
None
- 3. Minutes of January 2, 2013 Meeting of the Committee**
Minutes Approved. (Hastings/Iglesias)
- 4. LAVTA Measure B GAP Grant Applications**
The committee reviewed and approved LAVTA's Measure B Gap grant applications for the continuation and expansion of the Para-Taxi program and the continuation and expansion of Dial-A-Ride Scholarship program.
Approved. (Hastings/Costello)
- 5. ADA Paratransit Application Part 2 – Medical Care Professional's Verification**
The committee provided their comments and recommendations for LAVTA's ADA paratransit application's Medical Care Professional's part. This item will be brought back to the committee for action at the next WAAC meeting.
- 6. PAPCO Report**
Esther Waltz provided an overview of January and February PAPCO meetings. PAPCO formed sub-committees that will be reviewing the Measure B pass-through and GAP applications. LAVTA and EBP gave their 2nd quarter report at the PAPCO's January meeting.
- 7. Operational Issues – Suggestions for Changes**
WAAC reviewed the issues log. Esther Waltz complimented LAVTA on a bus stop.
- 8. Adjourn**
The meeting was adjourned at 5:05 pm.

ATTACHMENT 7
Transit Correspondence

Wheelchair User Asks a Court To Rule on Drivers' Obligations – Priority Seating

A man disabled by rheumatoid arthritis, who uses a power wheelchair for mobility, asked a federal court to help him gain access to Los Angeles County Metropolitan Transportation Authority (LAMTA). The Plaintiff states that over a 2-year period, he has been continuously denied service by bus drivers failing or refusing to ask nondisabled passengers to move from buses' securement areas. The Plaintiff also claims that drivers have told him, on multiple occasions, to wait for the next bus because priority seating and securement areas were full. However, on each occasion the driver failed and/or refused to ask non-disabled riders to move from the priority seating and securement locations. The Plaintiff has made complaints to LAMTA but incidents were neither properly address nor resolved. The Plaintiff is asking the court to order LAMTA to 1) modify policies to make services and programs readily accessible to persons with disabilities, and 2) properly train drivers on obligations under federal and state anti-discrimination law.

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ATTACHMENT 7
Transit Correspondence**FTA Allows Nonstandard Braille On Tallahassee Bus Stop Poles**

FTA has allowed StarMetro, a transit agency in Tallahassee, FL, to go ahead with plans to put Braille markings on bus stop poles in a non-standard configuration. The Braille will be oriented vertically, to be read from top to bottom, rather than left to right, and will provide a unique 7-digit identifier for each bus stop. By texting the bus stop ID to a dedicated number, StarMetro riders can receive a reply text with next-bus arrival times for routes serving that stop. Blind riders can listen to the text on a smartphone. Because Braille is normally read from left to right, standards adopted pursuant to the ADA appear to assume that Braille will be oriented horizontally. Given this assumption, StarMetro filed a request for a determination of "equivalent facilitation" under the ADA to allow vertical orientation of the Braille on the bus stop poles. The Federal Transit Administration replied that a determination of equivalent facilitation is "not necessary," because the DOT's ADA standards have no requirement for Braille at bus stops. The signage with the bus stop IDs will appear on octagonal poles, which are intended as a distinctive feature by which riders with vision disabilities can recognize the location as a bus stop.

Two different vertical options are being considered for Braille signage on the bus stop poles. Vendors invited to bid on creating Braille plates in either of two ways: 1) by "placing the individual Braille characters on top of each other with the proper Braille nomenclature distinguishing between a letter or a number," or 2) by "spelling out the entire code in Braille horizontally but rotated 90 degrees for a vertical display."

William Benjamin, former Tallahassee Council of the Blind president, stated that the blind community in Tallahassee is "elated" by installation of the octagonal bus stop poles and is looking forward to addition of the Braille plates for obtaining the bus stop codes.

Agency Denies Lawsuit's Claim It Ignored Pass-By Complaints

The LA County MTA denies that drivers on one of its bus routes passed by a power wheelchair user with impunity. The denial responds to claims by the rider, in a federal lawsuit, that a Route 603 bus passed by without picking him up on nine occasions in 2012. The rider claimed that he reported each incident to the MTA by e-mail or by phone but said "the incidents were neither properly addressed nor resolved." MTA acknowledged receiving three of the complaints but denied the remaining allegations. In effect, MTA denied that the incidents "were neither properly addressed nor resolved."

It remained unexplained how the complaints may have been dealt with at the time. The case is Calderon v. Los Angeles County MTA et al., No. 13-1381 in U.S. District Court for the Central District of California. The suit asks for a court order that, among other points, would require proper training of personnel.

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UPDATE



Easter Seals
DISABILITY SERVICES

Accessible
Community
Transportation
In Our Nation

Spring 2013 • Volume 25 • Number 2 • www.projectaction.org

Safety: An Integral Part of Successful, Accessible Travel

Introduction

From businessmen rushing to get to the subway to parents driving to pick up their children at school, safety is an important aspect of daily travel for all members of a community. Pedestrians should use crossing signals when navigating an intersection; bus operators are responsible for keeping passengers safe; which includes securing a passenger's wheelchair, and automobile drivers must stay focused on the road and aware of pedestrians and cyclists around their vehicles. Together, pedestrians, transit providers and drivers can work to ensure that everyone is able to arrive at their destinations safely.

Many features that make transportation more accessible for people with disabilities make travel safer for all. For instance, accessible pedestrian symbols (APS)—which provide the visual "WALK" information in a manner that is an audible signal, verbal command, and/or vibrotactile surface—help people who are blind or have visual impairments know when it is safe to cross the street. All pedestrians, however, can benefit from APS and the messages such signals provide regarding when to cross an intersection. The photo to the right shows an example of an APS in Minnesota.

This *Update* information brief includes information and resources on transportation safety features as well as innovative practices, industry news and a preview of a new Easter Seals Project ACTION pocket guide focused on safe transportation for pedestrians, drivers and operators.

Numbers of Interest

- In 2010, traffic crashes killed 4,280 pedestrians and injured 82,000. (National Highway Traffic Safety Administration, Traffic Safety Facts 2010. www.nrd.nhtsa.dot.gov/Pubs/811659.pdf)
- The non-occupant (people not in the vehicle) fatality rate per 100,000 population has declined by 58.9 percent from 1975 to 2010. (NHTSA)
- On May 13, 2013, the Federal Transit Administration announced it is making \$21.9 million available to help strengthen public transportation safety for riders and transit workers.



An APS in Minnesota, courtesy of the Minnesota Department of Transportation www.dot.state.mn.us/signs/aps/index.html



Industry News

The U.S. Department of Transportation, Federal Transit Administration has placed a strong focus on safety, and the transportation law, Moving Ahead for Progress in the 21st Century Act (MAP-21), has strengthened that focus by granting federal authority over safety in transit. Regarding this shift, FTA Administrator Peter Rogoff stated, "FTA's new safety authority marks a significant change in how we do business going forward to keep transit travel safe for millions of riders and transit workers." (www.fta.dot.gov/newsroom/12286_15445.html)

One way in which FTA is helping communities to make transit safe is through the new regulatory framework, Safety Management Systems (SMS). This approach will help the areas of management and labor better work together to share data more effectively, detect problems earlier and more clearly measure performance. The SMS approach is scalable to the size of the organization, from a large urban transportation agency to a small rural system. No matter the size, the premise of SMS is "Every public transportation agency that assumes responsibility for the safety of its employees and passengers should have a system in place to identify risks and act upon them." (www.fta.dot.gov/tso_15177.html)

Easter Seals Project ACTION

Easter Seals Project ACTION is funded through a cooperative agreement with the U.S. Department of Transportation, Federal Transit Administration, and is administered by Easter Seals, Inc. This document is disseminated by ESPA in the interest of information exchange. Neither Easter Seals nor the U.S. DOT, FTA assumes liability for its contents or use.

Update

ESPA publishes *Update* quarterly on special topics of interest. Sign up to receive *Update* through ESPA's *Extra* e-newsletter at www.projectaction.org,



A TARC3 paratransit van in Louisville, Kentucky with a red ribbon on the right side mirror for the Make the Right Choice campaign.

Innovative Practices for Operators

Greater Louisville Area, Kentucky and Indiana

A good time to look at safety is at the very start of establishing service, such as when a transit agency initiates a contract for its paratransit services. First Transit, Inc. in Louisville, Kentucky, for example, began providing paratransit service last October under a contract with the Transit Authority of River City and immediately launched safety campaigns. TARC's paratransit service, known as TARC3, provides 350,000 rides a year for people with disabilities. First Transit believes the safety campaigns helped reduce accidents (i.e., from seven in October to two in December) and injuries (i.e., from six in October to one in December).

The safety campaign opened in October with the theme, *Make the Right Choice*, which focused on addressing the most common types of paratransit accidents that occur on the curb or "right" side of vehicles. Drivers were reminded of the "right choice" message while on the road, with a red ribbon tied to every vehicle's right side mirror. Other activities included a driver obstacle

course requiring effective use of left and right side vehicle mirrors and a poster contest for children of employees.

The campaign closed in March with a theme of *Don't Crack the Egg*, designed to improve brake safety and reduce injuries when brakes are applied abruptly and with force. During the first week of March, pictures of cracked eggs were posted around the First Transit office to draw the attention of drivers. The second week, drivers were asked to pretend their vehicle had a basket of Easter eggs on the floor and they needed to drive carefully to avoid breaking the eggs.

Due to these efforts, First Transit, Inc.'s corporate offices in Cincinnati awarded the Louisville branch the 2013 Outstanding Team Safety Award.

Southwest Colorado

In addition to special campaigns, regular formal trainings on driving and operating procedures are another way that transit systems can ensure their system is safe. The Southwest Colorado Transit Coordinating Council, which represents a rural region that includes tribal lands, has worked to bring safety courses for its drivers closer to home, helping to ensure that all of its drivers can go through the training process.

In 2011, the coordinating council participated in ESPA's Accessible Transportation Coalitions Initiative with a goal to provide driver trainings in the region and ultimately initiate volunteer driver programs. In August, Montezuma Transit, a member



A Durango Transit trolley in Durango, Colorado

of the coordinating council, worked with a state consortium of transit providers to hold a defensive-driving course, Passenger Service and Safety (PASS), in Durango, Colorado. The course was fully funded from money collected from course fees and support from Montezuma Transit.

The Southwest Colorado Transit Coordinating Council succeeded in bringing these trainings to the Southwest Colorado area, and the coordinating council now makes PASS training available to other providers in various towns. Whereas individuals previously had to travel to Denver in order to receive these types of training, future transportation providers can learn the necessary skills in their own community.

Safety Tips for Pedestrians

In addition to operators and drivers being careful, pedestrians can also help to ensure the road is safe for themselves and others using it. Intersections are one area that can especially be dangerous. To help drivers and pedestrians use the road as safely as possible, ESPA will soon release a new pocket guide, *Driver & Pedestrian Guide to Sharing the Road Safely*. Tips from the guide include:



www.pedbikeimages.org/
Dan Burden

- Wear reflectors and light-colored clothing; small lights and reflective straps are inexpensive and can be found at local bike stores.
- Warn others when approaching and allow plenty of space when passing slower pedestrians, especially when using a bicycle, wheelchair or scooter.
- Establish eye contact with drivers before crossing in front of them. Don't assume that all drivers will yield.
- Plan your route and consider all options to travel safely. Traffic and lighting may vary by time of day. The shortest route may not be the safest.

Find out about new resources in ESPA's monthly e-newsletter, *Extra*. Sign-up online at www.projectaction.org.

Conclusion

To ensure that transportation is inclusive for all, community members must make safety a top priority at all times. Many factors contribute to the safety of community transportation—accessible pedestrian signals, policies and laws prohibiting drivers from talking on or texting from cellular phones, proper landing pads for wheelchair lifts, as well as proper training for drivers. Through including people with disabilities, older adults, and other people of various ages and backgrounds in coalitions that plan for safety in transportation, groups can address areas in which safety can be improved and make transportation options safe and accessible.

ESPA Resources

For ideas and examples of ways to help make transportation accessible and safe in your community, download or access the following material for free at www.projectaction.org.

Accessible Pedestrian Signals: Making Your Community Safer and More Accessible for Everyone

- This fact sheet describes the purpose and benefits of accessible pedestrian signals (APS) for communities across the nation. An overview of the issue, funding, safety, online resources, and ADA requirements is provided.

Driver & Pedestrian Guide to Sharing the Road Safely Pocket Guide

- To be released soon, this guide includes tips for sharing the road, driving safely, walking and cycling safely, and ways to avoid distractions.

GET Going! Guiding Everyday Travel

- This personal pocket guide provides transit riders with tips on what to do if they find themselves unsure of how to proceed with their trip. The guide includes spaces for writing destination, fare amount, and contact numbers and contains suggestions on what travelers can do if they lose their fare; miss their stop, bus, or train; get lost; or feel unsafe.

Safety & Securement: Equipment Operation for Passengers with Disabilities

- Developed in partnership with the American Bus Association, this 2012 DVD is part of the ADA Training Program for Motorcoach Companies and

was originally released in 2002 as a VHS. The updated DVD covers facts about wheelchairs and other mobility aids, pre-trip inspection, lift operation, securing wheelchairs, and assisting passengers using wheelchairs with deboarding the motorcoach.

Toolkit for the Assessment of Bus Stop Accessibility and Safety

- This how-to manual provides guidelines for optimal bus stop design including a comprehensive assessment tool. It addresses shelter design, lighting, security, pedestrian environment, signage, wayfinding, technology, urban/rural considerations and organizational collaboration.

Other Resources

Transportation Research Board

Produces many research reports, including ones focused on safety. Available at www.trb.org:

- National Cooperative Highway Research Program (NCHRP) Report 674: Crossing Solutions at Roundabouts and Channelized Turn Lanes for Pedestrians with Vision Disabilities
- National Cooperative Highway Research Program (NCHRP) Synthesis 436: Local Policies and Practices That Support Safe Pedestrian Environments

Pedestrian Safety Action Plan Webinars

Offered by the Federal Highway Administration Office of Safety and the Pedestrian and Bicycle Information Center. Available online at www.walkinginfo.org/training/pbic/psap_webinars.cfm:

- Technical Assessment of State Pedestrian Safety Programs
- Pedestrian Safety and Accessibility Considerations at Modern Roundabouts
- Safety and Operations of the Pedestrian Hybrid Beacon (HAWK) and Rectangular Rapid Flashing Beacon (RRFB)

Pedestrian Safety: A Road Safety Manual for Decision-Makers and Practitioners

- Released by the World Health Organization, this publication describes the magnitude of pedestrian deaths and injuries around the world; key risk factors; ways of assessing the pedestrian safety situation in a given setting and preparing an action plan; and how to select, design, implement, and evaluate effective interventions. Available at www.who.4