



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Commission Chair

Supervisor Scott Haggerty, District 1

Commission Vice Chair

Vice Mayor Rebecca Kaplan,
City of Oakland

AC Transit

Director Elsa Ortiz

Alameda County

Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART

Director Thomas Blalock

City of Alameda

Mayor Trish Herrera Spencer

City of Albany

Mayor Peter Maass

City of Berkeley

Councilmember Laurie Capitelli

City of Dublin

Mayor David Haubert

City of Emeryville

Mayor Ruth Atkin

City of Fremont

Mayor Bill Harrison

City of Hayward

Mayor Barbara Halliday

City of Livermore

Mayor John Marchand

City of Newark

Councilmember Luis Freitas

City of Oakland

Vice Mayor Larry Reid

City of Piedmont

Mayor Margaret Fujioka

City of Pleasanton

Mayor Jerry Thorne

City of San Leandro

Mayor Pauline Russo Cutter

City of Union City

Mayor Carol Dutra-Vernaci

Executive Director

Arthur L. Dao

Paratransit Advisory and Planning Committee

Monday, July 27, 2015, 1:00 p.m.

1111 Broadway, Suite 800

Oakland, CA 94607

Please note that the Monday, July 27, 2015 PAPCO meeting will be from 1:00 to 1:45 p.m. Immediately after the PAPCO meeting, Alameda CTC will be hosting a paratransit strategic planning workshop from 2:00 to 4:00 p.m. Please plan your transportation accordingly.

Mission Statement

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

Public Comments

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

Reminder

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

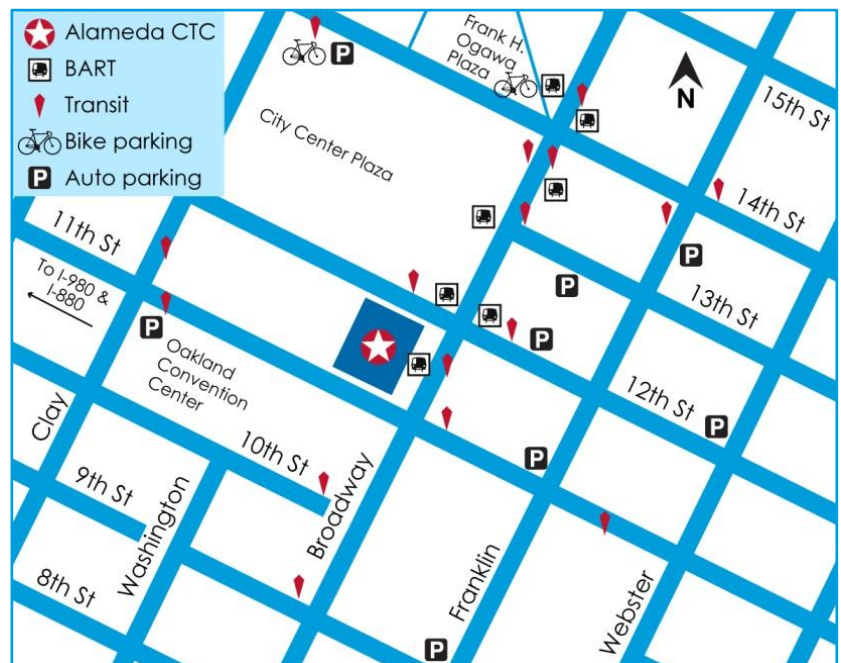
Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

Location Map

★ Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit www.511.org.

Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome.

Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at www.AlamedaCTC.org/events/upcoming/now.

Paperless Policy

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now. Any other notice required or permitted to be given under these bylaws will follow the same policy. PAPCO members receive an exception to the paperless policy and will continue to receive notices via U.S. Postal Service in addition to electronic versions. Members can request to opt-out of paper notices.

Glossary of Terms

A glossary of terms that includes frequently used industry terms and acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

Connect with Alameda CTC

www.AlamedaCTC.org



facebook.com/AlamedaCTC

[@AlamedaCTC](https://twitter.com/AlamedaCTC)

youtube.com/user/AlamedaCTC

This page is intentionally left blank.



Paratransit Advisory and Planning Committee Meeting Agenda Monday, July 27, 2015, 1:00 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Chair: Sylvia Stadmire

Vice Chair: Will Scott

Staff Liaisons: Naomi Armenta,
Jacki Taylor

Public Meeting Coordinator:
Krystle Pasco

1:00 – 1:12 p.m.
Chair

1. Welcome and Introductions

1:12 – 1:15 p.m.
Public

2. Public Comment

Page A/I

1:15 – 1:45 p.m.
Chair

3. Administration

3.1. June 22, 2015 PAPCO Meeting Minutes

1 A

Recommendation: Approve the
June 22, 2015 PAPCO meeting
minutes.

Staff

3.2. FY15-16 PAPCO Bylaws

9 I

The Committee will receive an
update on the PAPCO Bylaws.

4. Draft Agenda Items for September 28, 2015 PAPCO Meeting

I

4.1. Gap Grant Cycle 5 Progress Reports

1:45 p.m.

5. Adjournment

Next PAPCO Meeting: September 28, 2015

All items on the agenda are subject to action and/or change by the Committee.

Reminder: Alameda CTC is hosting its first paratransit strategic planning workshop immediately after the PAPCO meeting. The workshop will begin promptly at 2 p.m. and the topic is Dialysis Transportation: Trends, Challenges, and Opportunities.



Paratransit Advisory and Planning Committee Meeting Minutes Monday, June 22, 2015, 1:00 p.m.

3.1

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

MEETING ATTENDEES

Attendance Key (A = Absent, P = Present)

Members:

P Sylvia Stadmire,
Chair

P Will Scott,
Vice-Chair

A Larry Bunn

P Shawn Costello

P Herb Hastings

P Joyce
Jacobson

P Sandra
Johnson-Simon

P Jonah Markowitz

A Rev. Carolyn Orr

P Thomas Perez

A Sharon Powers

P Vanessa Proee

A Carmen Rivera-
Hendrickson

P Michelle Rousey

P Harriette

Saunders

P Esther Waltz

P Hale Zukas

Staff:

P Jacki Taylor, Program Analyst

P Naomi Armenta, Paratransit Coordinator

P Krystle Pasco, Paratransit Coordination Team

P Terra Curtis, Paratransit Coordination Team

P Christina Ramos, Project Controls Team

Guests:

Ken Bukowski, Public Member; Catherine Callahan, CIL; Finn Chen, UC Berkeley; Lou Hexter, MIG; Quiana Jackson, ATU Local 192; Yana Price, CIL; Rebeca Servin, CIL; Alli Yu, UC Berkeley

MEETING MINUTES

1. Welcome and Introductions

Sylvia Stadmire, PAPCO Chair, called the meeting to order at 1:10 p.m. and confirmed a quorum. The meeting began with introductions and a review of the meeting outcomes.

2. Public Comment

There were no public comments.

3. PAPCO Committee Effectiveness Training

Lou Hexter, a project manager with MIG, facilitated committee effectiveness training for PAPCO members. He reviewed the committee framework and discussed topics including managing group process, group goals, stages of group process, facilitative behaviors, effective communication, body language, and time management.

PAPCO members had the opportunity to provide feedback on dynamics that are working well in the Committee:

- Keeping to the agenda – Chair, Vice Chair, Staff
- Work well together
- Consistency...persistence
- Skills of leadership – fair
- Staff preparation and support
- Info everyone brings
- Materials in advance
- Mutual respect
- Safe place to share
- Learn from each other
- Accomplishment
- We are changing people's lives for the better
- Committed, passionate
- High functioning
- Involvement in community and transportation.

PAPCO members also had the opportunity to provide feedback on some of the issues in the Committee:

- Sometimes don't feel "heard" or understood
- Personal agendas or soapboxes, not moving forward
- Ineffective, inconsistent reports from grant recipients
- Meeting attendance
- Orientation for new members - that's good!
- Vacancies from cities
- Attention span
- Private conversations

4. Administration

4.1. May 18, 2015 PAPCO Meeting Minutes

Michelle Rousey moved to approve the May 18, 2015 PAPCO Meeting minutes as written. Sandra Johnson-Simon seconded the motion. The motion passed (12-0-1; Member Shawn Costello abstained). Members Shawn Costello, Herb Hastings, Joyce Jacobson, Sandra Johnson-Simon, Jonah Markowitz, Tom Perez, Vanessa Proee, Michelle Rousey, Harriette Saunders, Will Scott, Sylvia Stadmire, Esther Waltz, and Hale Zukas were present.

4.2. FY 15-16 PAPCO Elections

Naomi Armenta reviewed the PAPCO officer roles and responsibilities and referenced the memo in the agenda packet.

Naomi then referenced the Brown Act with regards to public advisory committees and their leadership elections process. Naomi then commenced the nomination process.

PAPCO members nominated the following members:

- Sylvia Stadmire as Chair
- Will Scott as Vice Chair
- Shawn Costello and Herb Hastings as the Independent Watchdog Committee (IWC) representative
- Jonah Markowitz and Esther Waltz as the Service Review Advisory Committee (SRAC) representative

The committee elected the following officers and committee representatives:

- *Sylvia Stadmire, PAPCO Chair*
- *Will Scott, PAPCO Vice Chair*
- *Herb Hastings, IWC Representative*
- *Esther Waltz, SRAC Representative*

4.3. FY 15-16 PAPCO Meeting Day, Time, and Location Approval

Naomi Armenta reviewed the meeting calendar and location for the Committee's meetings for FY15-16.

Herb Hastings moved to approve the FY15-16 PAPCO meeting day, time and location as outlined in the memo. Esther Waltz seconded the motion. The motion passed (13-0-0). Members Shawn Costello, Herb Hastings, Joyce Jacobson, Sandra Johnson-Simon, Jonah Markowitz, Tom Perez, Vanessa Proee, Michelle Rousey, Harriette Saunders, Will Scott, Sylvia Stadmire, Esther Waltz, and Hale Zukas were present.

4.4. FY 15-16 PAPCO Work Plan

Naomi Armenta reviewed the FY 15-16 PAPCO Work Plan. PAPCO members had an opportunity to discuss and finalize the Work Plan.

Questions and feedback from PAPCO members:

- What does the Eden I&R 2-1-1 resource entail? This year CIL will be working with AC Transit on training their staff and publicizing the Eden I&R 2-1-1 project. They may have materials for us to distribute to our networks and communities.

Harriette Saunders moved to approve the FY 15-16 PAPCO Work Plan as written. Esther Waltz seconded the motion. The motion passed (12-0-0). Members Shawn Costello, Herb Hastings, Joyce Jacobson, Sandra Johnson-Simon, Tom Perez, Vanessa Proee, Michelle Rousey, Harriette Saunders, Will Scott, Sylvia Stadmire, Esther Waltz, and Hale Zukas were present.

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

Esther Waltz attended the Senior Day at the Alameda County Fair on June 18th.

Harriette Saunders attended the Albany Senior Center's Senior Resource Expo on June 11th.

Joyce Jacobson talked about the 2-1-1 project at the City of Emeryville's Commission on Aging. She is working on promoting the service more within her community.

Sylvia Stadmire attended the Albany Senior Center's Senior Resource Expo on June 11th and she also attended the Senior Day at the Alameda County Fair on June 18th. She was also an invited guest to a California Senior Legislature event in San Francisco. Lastly, she noted that Supervisor Wilma Chan is holding an event where she will be giving funding to the Alameda County Meals on Wheels program. The invitation is open to PAPCO members who are interested in attending.

Herb Hastings and Shawn Costello plan to attend the next Senior Day at the Alameda County Fair.

Tom Perez noted that the surgeries that he underwent to stop his vision loss went smoothly and he is appreciative of the committee's patience and understanding. He is excited to be back.

Vanessa Proee noted that CRIL is currently working on improving the crosswalks and signals in the Hayward, Dublin and Fremont areas.

Shawn Costello noted that he was hit by another car. Naomi encouraged PAPCO members to share information with staff regarding pedestrian concerns as this information can be forwarded to Alameda CTC's BPAC and other local BPACs if necessary.

6. Committee Reports (Verbal)

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

Harriette Saunders noted that at the last SRAC meeting on May 5th they received ethics training. They also received an update on the Interactive Voice Response (IVR) system and the current issues they are working through. The next meeting is on July 7th. Naomi also noted that the East Bay Paratransit open house is on July 29th.

6.2. Citizens Watchdog Committee (CWC)

Herb Hastings noted that the last meeting on June 8th, members discussed the annual report and its distribution. They also had a discussion regarding the auditors' roles in the financial review process and their accessibility to the committee members. The next meeting is on July 13th.

7. ADA Mandated Program and Policy Reports

PAPCO members were asked to review the information provided in their meeting agenda packets.

8. Information Items

8.1. Mobility Management – AARP Weaving It Together: A Tapestry of Transportation Funding for Older Adults

Naomi Armenta reviewed the mobility management attachment in the meeting agenda packet. She noted that the attached report discusses the different types of funding for services for older adults. She also emphasized the importance of local and federal legislation that supports providing funding for services for people with disabilities and older adults.

8.2. Outreach Update

Krystle Pasco gave an update on the following outreach events:

- 6/5/15 – Four Seasons of Health Expo, Fremont Senior Center from 10:00 a.m. to 2:00 p.m.
- 6/11/15 – Senior Resource Expo, Albany Senior Center from 10:00 a.m. to 1:00 p.m.
- 6/18/15 – Senior Day at the Alameda County Fair, Alameda County Fairgrounds from 12:00 p.m. to 5:00 p.m.

8.3. Other Staff Updates

Jacki Taylor gave an update regarding the PAPCO Bylaws and noted that staff will be providing an update at the July PAPCO meeting. She noted that since the workshop will also be held next month, there will just be a short PAPCO meeting beforehand.

Naomi Armenta reviewed the PAPCO meeting, subcommittee meeting and outreach per diem process. She reminded committee members that the per diems are intended for reimbursement purposes and checks may take up to 30 days to process.

9. Draft Agenda Items for September 28, 2015 PAPCO Meeting

9.1. Gap Grant Cycle 5 Progress Reports

9.2. PAPCO Bylaws Update

10. Adjournment

The meeting adjourned at 3:30 p.m. The next PAPCO meeting and paratransit strategic planning workshop is scheduled for July 27, 2015 at Alameda CTC's offices located at 1111 Broadway, Suite 800, in Oakland.

This page is intentionally left blank.



Memorandum

3.2

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: July 20, 2015

SUBJECT: Paratransit Advisory and Planning Committee Bylaws

RECOMMENDATION: Receive an update on the Paratransit Advisory and Planning Committee Bylaws

Summary

The Commission is scheduled to review and approve the bylaws for Alameda CTC's four advisory committees in September, which includes the bylaws for the the Alameda County Technical Advisory Committee (ACTAC), the Bicycle and Pedestrian Advisory Committee (BPAC), the Independent Watchdog Committee (IWC) and the Paratransit Advisory and Planning Committee (PAPCO). The bylaws have been modified to incorporate information regarding the 2014 Transportation Expenditure Plan and to maintain structure and standardization among the various advisory committees.

Approval of the bylaws formalizes the roles, structure, function and procedures for advisory committee operations. The bylaws will be effective as of July 1, 2015 once approved by the Commission and will apply to all future meetings.

The proposed changes to the PAPCO bylaws are presented in redline in Attachment A. Below is a summary of bylaw changes to all of the committees.

- Definitions: This section was updated to include definitions for:
 - 2014 Transportation Expenditure Plan

- Bicycle and Pedestrian Advisory Committee (BPAC) to describe its new role
 - Independent Watchdog Committee to replace CWC
 - Measure BB, Measure BB Program, and Measure BB Project
- Purpose and Responsibilities: This section was updated to include requirements of Measure BB as defined in the 2014 Transportation Expenditure Plan.
- Members: This section was updated for all bylaws, except for ACTAC, to specify the members' term limit and to specify that when vacancies are filled, the appointee must meet the requirements to serve on the committee.
- Meetings: This section was updated to allow the chair to limit the amount of time a member of the public may speak and to include the Overall Work Program and budget which governs the number of regular/subcommittee meetings a committee may hold based on what has been funded in the budget.
- Subcommittees: This section was updated to reference the Overall Work Program and budget, which the Commission approves.
- General Matters: This section was updated to specify that the bylaws of each committee are approved and adopted by the Commission to ensure that the committees meet the needs of the Commission based on the committee's purpose, as established by the Commission.

Changes to Specific Bylaws

- ACTAC: The general changes made apply to all bylaws.
- BPAC: Measure BB was included where applicable to programs and projects.
- IWC: The reference for meeting minutes and the language regarding election of officers was standardized to match the other bylaws. Additional changes include:
 - A definition was added for performance measures.

- The responsibilities were updated to include IWC's new role of reviewing performance measures.
 - Qualifications of membership on the IWC were included.
- PAPCO: The standing subcommittees (bylaws, fiduciary and finance, program plan review, and section 5310) are no longer listed in the bylaws. These are now covered under the Overall Work Program and budget. Measure BB was included where applicable to programs and projects.

Fiscal Impact: There is no fiscal impact.

Attachments

- A. Paratransit Advisory and Planning Committee Bylaws

Staff Contact

[Tess Lengyel](#), Deputy Director of Planning and Policy

[Naomi Armenta](#), Paratransit Coordinator

[Jacki Taylor](#), Program Analyst

This page is intentionally left blank.



Paratransit Advisory and Planning Committee Bylaws

Article 1: Definitions

1.1 2000 Transportation Expenditure Plan. The plan for expending Transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.

1.2 2014 Transportation Expenditure Plan. The Plan for expending transportation sales tax (Measure BB) funds, presented to the voters in 2014, and implemented in 2015.

1.1-3 Alameda County Transportation Commission (Alameda CTC). Alameda CTC is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency ("ACCMA") and the Alameda County Transportation Improvement Authority ("ACTIA"). The 22-member Alameda CTC Commission ("Commission") is comprised of the following representatives:

1.13.1 All five Alameda County Supervisors.

1.13.2 Two City of Oakland representatives.

1.13.3 One representative from each of the other 13 incorporated cities in Alameda County.

1.13.4 A representative from Alameda-Contra Costa Transit District ("AC Transit").

1.13.5 A representative from San Francisco Bay Area Rapid Transit District ("BART").

1.2.4 Alameda County Transportation Improvement Authority (ACTIA). The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed responsibility for ~~the~~ administration of the sales tax.

1.3.5 ADA Eligible Person. A person with disabilities who is eligible for Americans with Disabilities Act (ADA) paratransit services within the legal requirements of the ADA. The general definition of an ADA-eligible individual is a person who is unable, due to disability, to utilize regular fixed-route transit services.

1.4.6 Appointing Party. A person or group designated to appoint committee members.

1.5.7 Bicycle and Pedestrian Advisory Committee (BPAC). The Alameda CTC Committee that involves interested community members in the Alameda CTC's policy, planning, and implementation efforts related to bicycling and walking.~~The Alameda CTC Committee that reviews all competitive applications submitted to Alameda CTC for the Bicycle and Pedestrian Safety funds, along with the development and updating of the Alameda Countywide Pedestrian and Bicycle Plans. Serving as the countywide BPAC, the Committee also provides input on countywide educational and promotional programs, and other projects of countywide significance.~~

1.6.8 Brown Act. California's open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*

1.7 Citizens Watchdog Committee (CWC). ~~The Alameda CTC Committee of individuals created by the ACTIA Board, as required by Measure B, with the assistance of the League of Women Voters and other citizens groups, and continued by the Commission. The Committee reports directly to the public and is charged with reviewing all expenditures of the agency. Citizens Watchdog Committee members are private citizens who~~

~~are not elected officials at any level of government, nor individuals in a position to personally benefit from the sales tax.~~

1.8-9 Consumer. Any individual who uses any public transportation services available in Alameda County for seniors and people with disabilities. Consumers may or may not be eligible for services mandated under the Americans with Disabilities Act.

1.9-10 Coordination/Gaps in Service Funds (Tier 1). Discretionary ~~Fundings~~ available under Measure B on a cCountywide basis for gaps in the special transportation service network and/or for coordination among systems. ~~These funds would be allocated by PAPCO to reduce differences in service that might occur based on the geographic residence of any individual needing special transportation services for seniors and people with disabilities. Comprising 1.43 percent of overall net Measure B revenues, this funding is allocated by PAPCO,~~ subject to approval by the Commission.

1.10 Expenditure Plan. ~~The plan for expending Transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.~~

1.11 Fiscal Year. July 1 through June 30.

1.12 Independent Watchdog Committee (IWC or “Committee”). The Alameda CTC Committee of individuals created by the Commission as required by Measure BB, with the assistance of the League of Women Voters and other citizens groups. This Committee was originally created by the ACTIA Board and called the Citizens Watchdog Committee as required by Measure B, and was continued by the Commission subsequent to the passage of Measure BB as the Independent Watchdog Committee. The Committee is the same committee as the Citizens Watchdog Committee required by Measure B. The Committee reports directly to the public and is charged with reviewing all Measure B expenditures and Measure BB expenditures and performance measures of the agency, as appropriate. IWC members are private citizens who are

not elected officials at any level of government, nor individuals in a position to benefit personally in any way from the sales tax.

1.12-13 Mandated Services. Paratransit services mandated by the Americans with Disabilities Act (ADA), also known as “ADA Paratransit.” These services are provided by regular route transit operators, including AC Transit and BART, acting together as the East Bay Paratransit Consortium, as well as Union City Transit and LAVTA.

1.13-14 Measure B. The measure approved by the voters authorizing the half-cent sales tax for transportation services now collected and administered by the Alameda CTC and governed by the 2000 Transportation Expenditure Plan. Collections for The-the sales tax authorized by Measure B will be in effect for 20 years, beginning on April 1, 2002 and extending through March 31, 2022.

1.15 Measure BB. The measure approved by the voters authorizing the sales tax for transportation services collected and administered by the Alameda CTC and governed by the 2014 Transportation Expenditure Plan. Measure BB augments the half-cent Measure B sales tax by a half-cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

1.14-16 Organizational Meeting. The annual regular meeting of the PAPCO in preparation for the next fiscal year's activities.

1.15-17 Measure B Program. The transportation or transportation-related program specified in the Expenditure2000 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues basis-or grant allocation basis.

1.16-18 Measure B Project. Transportation and transportation-related construction projects specified in the Expenditure2000 Transportation Expenditure Plan for funding in the amounts allocated in the Expenditure2000 Transportation Expenditure Plan.

1.19 Measure BB Program. Transportation or transportation-related program specified in the 2014 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.20 Measure BB Project. Transportation and transportation-related capital projects specified in the 2014 Transportation Expenditure Plan for funding in the amounts allocated in the 2014 Transportation Expenditure Plan.

1.17-21 Non-mandated Services. Special transportation services, including paratransit, that are not subject to the requirements of the Americans with Disabilities Act. In Alameda County, ~~the non-mandated services that receive~~ Measure B and Measure BB funds are provided ~~by to~~ the cities and the County of Alameda for non-mandated services. Examples of non-mandated services include, but are not limited to, shuttle service, taxi programs and special group trips.

1.18-22 Paratransit Advisory and Planning Committee (PAPCO or “Committee”). The Alameda CTC Committee that meets to address funding, planning, and coordination issues regarding paratransit services in Alameda County. Members must be an Alameda County resident and an eligible user of any transportation service available to seniors and people with disabilities in Alameda County. PAPCO is supported by a Technical Advisory Committee ~~comprised composed~~ of Measure B and Measure BB-funded paratransit providers in Alameda County.

1.19-23 Planning Area. Geographic groupings of cities and of Alameda County for planning and funding purposes. North County: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont; Central County: Hayward, San Leandro, unincorporated county (near Hayward); South County: Fremont, Newark, Union City; East County: Dublin, Livermore, Pleasanton, the unincorporated area of Sunol.

1.20-24 Programmatic Funding. Measure B and Measure BB ~~funds~~ revenues distributed on a monthly basis based on a distribution formula.

also referred to as “Direct Local Distribution” funds. Approximately 5.63 percent and 6 percent of net Measure B and Measure BB revenues, respectively. Approximately 10.45 percent of net Measure B revenues are distributed to AC Transit and BART for ADA-mandated paratransit service. Approximately 3.39 percent and 3 percent of net Measure B and Measure BB revenues, respectively, are distributed within the four planning areas for ADA-mandated and city-based, non-mandated specialized transportation services based on a formula developed by PAPCO and approved by the Commission.

1.21-25 Residents with Disabilities. Alameda County residents who have physical or mental impairments that substantially limit one or more of the major life functions—caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, working—of an individual. Residents with disabilities are ADA-eligible for ADA-mandated paratransit services if their disabilities prohibit them from using regular fixed route transit.

1.22-26 Special Transportation. Transportation services for seniors and people with disabilities, aimed at improving the mobility of seniors and people with disabilities by supplementing conventional fixed-route transit service. Examples of special transportation services may include, but are not limited to, paratransit, local senior shuttles, transportation to meal sites, and meal delivery and subsidized taxi programs.

1.23-27 Paratransit Technical Advisory Committee (ParaTAC). A committee of Measure B and Measure BB service providers of, including both the providers of mandated and services and the providers of non-mandated services. The Paratransit Technical Advisory Committee will meet in joint session with PAPCO at least three times per year, and may meet independently at other times to discuss issues of relevance to service providers.

1.24-28 Tier 2 Funds. Additional funds that may be available for capital expenditures over the life of the 2000 TEP sales tax measure. These funds are not guaranteed; however, should they become available, up to \$7.5 million dollars would be allocated to coordination of service gaps

and special transportation for seniors and persons with disabilities. These funds would be ~~allocated~~ recommended for allocation by PAPCO to reduce differences in service that might occur based on the geographic residence of any individual needing specialized transportation services for seniors and people with disabilities, subject to approval by the Commission.

1.25-29 Vehicle Registration Fee (VRF). ~~The A~~ \$10 fee imposed on each annual motor vehicle registration or vehicle registration renewal ~~of registration~~ in Alameda County. ~~The fee, approved by voters as~~ Measure F approved by Alameda County voters in 2010, is collected and administered by the Alameda CTC, ~~and governed by the Alameda County Transportation Improvement Measure Expenditure Plan.~~

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The Committee purpose is to fulfill the functions mandated for the Committee in the 2000 and 2014 Expenditure Plans and to advise the Alameda CTC on all matters related to special transportation ~~matters~~.

2.2 Committee Roles and Responsibilities from Expenditure 2000 and 2014 Transportation Expenditure Plans. As defined by the ~~Measure B Expenditure 2000 and 2014 Transportation Expenditure~~ Plans, the roles and responsibilities of the Committee are to:

2.2.1 ~~Determine-Develop~~ the formula ~~to be used~~ to distribute Measure B and Measure BB programmatic funds ~~for non-mandated services~~ to the cities in Alameda County and the County of Alameda for mandated and non-mandated special transportation services, subject to approval by the Commission.

2.2.2 Recommend allocation of ~~Allocate~~ funds identified for coordination/gaps in service in Tier 1 of the 2000 Transportation Expenditure Plan, subject to approval by the Commission ~~subject to approval of the Alameda CTC.~~

2.2.3 Recommend allocation of ~~Allocate~~ funds identified for capital expenditures for coordination/gaps in service in Tier 2 of the ~~Expenditure~~2000 Transportation Expenditure Plan, assuming funds are available for allocation, subject to approval ~~of by~~ the ~~Commission~~Alameda CTC.

2.3 Additional Responsibilities. Additional PAPCO member responsibilities are to:

2.3.1 Review performance data of mandated and non-mandated services, including cost-effectiveness and adequacy of service levels, with the objective of creating a more cost-efficient, productive and effective service network through better communication and collaboration of service providers. ~~for cost effectiveness and adequacy of service levels and to make recommendations to the Alameda CTC regarding the approval of requests for funding.~~ In this capacity, the Committee may identify and recommend to the Alameda CTC alternative approaches that will improve special transportation service in Alameda County.

~~**2.3.2** Review performance data submitted by mandated and non-mandated special transportation service providers, with the objective of creating a more productive and effective service network, through better communication and collaboration of service providers.~~

2.3.23 Report annually ~~to the Alameda CTC and all providers~~ on the status of special transportation services. ~~This report will include~~ing ~~at a minimum~~ service availability, quality, and improvements made as compared to the previous year.

2.3.34 Provide a forum for consumers to discuss common interests and goals ~~in making recommendations~~ affecting all special transportation services funded in whole or in part by Measure B and Measure BB funds in Alameda County.

2.3.45 Encourage coordination of special transportation and public transit services as they relate to seniors and individuals with disabilities in Alameda County.

~~2.3.6 Solicit information from consumers and the larger community on special transportation service needs and disseminate findings to consumers, the Alameda CTC, and other concerned individuals and agencies.~~

2.3.57 Participate in surveys and planning activities undertaken by various public agencies as they relate to seniors and individuals with disabilities in Alameda County.

~~2.3.8~~ **2.3.6** Fulfill all responsibilities as the County Paratransit Coordinating Council (PCC), as assigned by the Metropolitan Transportation Commission, the County, the state or the federal government.

~~2.3.9~~ **2.3.7** Perform outreach regarding Alameda CTC activities related to transportation for seniors and people with disabilities at least once each fiscal year. Examples of outreach may include attending a transit or senior fair, accompanying staff to Alameda CTC outreach presentations, or publishing an article in a local publication.

Article 3: Members

3.1 Number of Members. The PAPCO will consist of 23 members.

3.2 Appointment. The Commission will make appointments in the following manner:

3.2.1 One member per County Supervisor (five total).

3.2.2 One member per City (14 total).

3.2.3 One member per Transit Agency—AC Transit, BART, LAVTA, and Union City.

3.3 Membership Qualification. Each member must be an Alameda County resident and a special transportation consumer.

3.4 Membership Term. Appointments shall be for terms of up to two-years or until the Commission appoints a successor. ~~terms. There is no maximum number of terms a member may serve. Members shall serve until the Commission appoints their successors.~~

3.5 Attendance. Members are expected to actively support committee activities and regularly attend meetings. Accordingly, more than three consecutive absences in any fiscal-year period may be cause for removal from the Committee. ~~However, a member removed from the Committee may be reappointed by a Commissioner.~~

3.6 Termination. A member's term shall terminate on the occurrence of any of the following:

3.6.1 The member voluntarily resigns by written notice to the chair or Alameda CTC staff.

3.6.2 The member fails to continue to meet the qualifications for membership, including residency and attendance requirements.

3.6.3 The member becomes incapable of continuing to serve.

3.6.4 The appointing party or the Commission removes the member from the Committee.

3.7 Vacancies. An appointing party shall have the right to appoint a person to fill the vacant member position, ~~(subject to approval by the Commission)~~ a person to fill the vacant member position to the ability of the person to meet the requirements to serve on the committee and approval of the Commission. Alameda CTC shall be responsible for notifying an appointing party of such vacancy and for urging expeditious appointment of a new member, as appropriate.

Article 4: Officers

4.1 Officers. The PAPCO shall annually elect a chair and vice chair. Each officer must be a duly appointed member of the PAPCO.

4.1.1 Duties. The chair shall preside at all PAPCO meetings ~~except when the PAPCO discusses the chair position and/or nomination and. The chair~~ will represent the PAPCO before the Commission to report on PAPCO activities. The chair shall serve as an ex-officio member of all subcommittees ~~except a nominating subcommittee (when the PAPCO discusses the chair position). In addition, if MTC convenes Paratransit Coordinating Council (PCC) meetings, the PAPCO chair or his/her designee will attend and report back to PAPCO on these meetings.~~ The vice chair shall assume all duties of the chair in the absence of, or on the request of the chair. In the absence of the chair and vice chair at a meeting, the members shall, by consensus, appoint one member to preside over that meeting. In addition, if MTC convenes Paratransit Coordinating Council (PCC) meetings, the PAPCO chair or his/her designee will attend and report back to PAPCO on these meetings.

4.2 Office Elections. Officers shall be elected by the members annually at the Organizational Meeting or as necessary to fill a vacancy. An individual receiving a majority of votes by a quorum shall be deemed to have been elected and will assume office at the meeting following the election. Officers shall be eligible for re-election indefinitely.

4.3 Elected Representatives. PAPCO shall annually elect a representative to serve on AC Transit and BART's East Bay Paratransit Service Review Advisory Committee (SRAC). This representative will attend SRAC meetings, report on PAPCO activities to the SRAC, and report to the full membership of PAPCO on SRAC activities. PAPCO shall annually elect a representative to serve on Alameda CTC's Citizen's Independent Watchdog Committee (IEW~~C~~). This representative will attend IEW~~C~~ meetings, report on PAPCO activities to the IEW~~C~~, and report to the full membership of PAPCO on IEW~~C~~ activities.

Article 5: Meetings

5.1 Open and Public Meetings. All PAPCO meetings shall be open and public and governed by the Brown Act. Public comment shall be allowed at all PAPCO meetings. Comments by a member of the public in the general public comment period or on any agenda item shall be up to 3 minutes per speaker ~~limited to five minutes per item. In at~~ the discretion of the chair, ~~the time limit may be increased or reduced, but not to less than two minutes.~~ The number of PAPCO meetings, including regular meetings, sub-committee meetings, and special meetings, will be limited to the number of meetings approved in Alameda CTC's annual overall work program and budget, as approved by the Commission.

5.2 Regular Meetings. The PAPCO will hold up to 10 meetings per year. Annually, at the Organizational Meeting, PAPCO shall establish the schedule of regular meetings for the ensuing year. Meeting dates and times may be changed during the year by action of PAPCO. On a quarterly basis, PAPCO is expected to meet jointly with the Paratransit Technical Advisory Committee (ParaTAC) of paratransit providers. ParaTAC members will not have voting privileges at these joint meetings, but ~~will~~ may engage in all discussions and ~~will~~ may present their point of view prior to any decision-making at those meetings.

5.3 Quorum. For purposes of decision making, a quorum shall consist of at least half (50 percent) plus one of the total number of members appointed at the time a decision is made. No actions will be taken at meetings with less than 50 percent plus one member present. Items may be discussed and information may be distributed on any item even if a quorum is not present.

5.4 Special Meetings. Special meetings may be called by the chair or by a majority of the members on an as-needed basis. Attendance at special meetings is not counted as part of members' attendance requirement. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Specialized meetings shall be concerned with studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time

and location to be announced in the tabling motion. Notice of such meetings shall be given to all members at least 72 hours prior to such meetings and shall be published on the Alameda CTC's website and at the Alameda CTC office, all in accordance with the Brown Act.

5.5 Agenda. All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. Items for a regular meeting agenda may be submitted for consideration by any member to the chair and ~~committee~~ Alameda CTC staff. The Commission and/or ~~Committee~~ Alameda CTC staff may also submit items for the agenda. Every agenda shall include provision for members of the public to address the Committee. The chair and the vice chair shall review the agenda in advance of distribution. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties upon request. The agenda shall be posted on the Alameda CTC website and office and provided at the meeting, all in accordance with the Brown Act.

5.6 Roberts Rules of Order. The rules contained in the latest edition of "Roberts Rules of Order Newly Revised" shall govern the proceedings of the PAPCO and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process, and to the extent that these actions are consistent with these bylaws.

5.7 Place of Meetings. PAPCO meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

5.8 Meeting Conduct. PAPCO members shall conduct themselves during meetings in a manner that provides a welcoming and safe

environment for all attendees characterized by an atmosphere of mutual trust and respect. Members shall work with each other and staff to respectfully, fairly, and courteously deal with any conflict between attendees.

Article 6: Subcommittees

6.1 Establishment. The PAPCO may establish subcommittees subject to the approved Alameda CTC overall work program and budget as approved by the Commission ~~when and as necessary or advisable to make nominations for office of PAPCO, to develop and propose policy on a particular issue,~~ to conduct an investigation, ~~to~~ or draft a report or other document or recommendation, ~~or for any other purpose~~ within the authority of PAPCO. ~~The standing subcommittees are Bylaws, Fiduciary and Finance, Program Plan Review, and Section 5310.~~

6.2 Membership. PAPCO members will be appointed to subcommittees by PAPCO, on a voluntary basis, or by the chair. No subcommittee shall have fewer than three members, nor will a subcommittee have greater than the number of members needed to constitute a quorum of PAPCO.

Article 7: Records and Notices

7.1 Minutes. Minutes of all meetings, including actions and the time and place of holding each meeting, shall be kept on file at the Alameda CTC office.

7.2 Attendance Roster. A member roster and a record of member attendance shall be kept on file at the Alameda CTC office.

7.3 Brown Act. All PAPCO meetings will comply with the requirements of the Brown Act. Notice of meetings and agendas will be given to all members and any member of the public requesting such notice in writing and shall be posted at the Alameda CTC office at least 72 hours prior to each meeting. Members of the public may address PAPCO on any matter not on the agenda and on each matter listed on the agenda, in

~~compliance with the Brown Act and time limits, up to three minutes per speaker, set at the discretion of the chair, pursuant to procedures set by the chair and/or committee.~~

7.4 Meeting Notices. On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now. Any other notice required or permitted to be given under these bylaws will follow the same policy. PAPCO members receive an exception to the paperless policy and will continue to receive notices via U.S. Postal Service in addition to electronic versions. Members can request to opt-out of paper notices.

Article 8: General Matters

8.1 Per Diems. Committee members shall be entitled to a per diem stipend for meetings attended in amounts and in accordance with policies established by the Alameda CTC.

8.2 Conflicts of Interest. A conflict of interest exists when any Committee member has, or represents, a financial interest in the matter before the Committee. Such direct interest must be significant or personal. In the event of a conflict of interest, the Committee member shall declare the conflict, recuse him or herself from the discussion, and shall not vote on that item. Failure to comply with these provisions shall be grounds for removal from the Committee.

~~**8.3 Amendments to Bylaws.** These bylaws will be reviewed annually, and may be amended, repealed or altered, in whole or in part, by a vote taken at a duly constituted Committee meeting at which a quorum is present.~~
Bylaws governing the meetings and activities of PAPCO are approved by the Alameda CTC.

8.4 Public Statements. No member of the Committee may make public statements on behalf of the Committee without authorization by

affirmative vote of the Committee, except the chair, or in his or her place the vice chair, when making a regular report of the Committee activities and concerns to the Alameda CTC.

8.5 Conflict with Governing Documents. In the event these bylaws conflict with the 2000 ~~Alameda County~~ Transportation Expenditure Plan, the 2014 Transportation Expenditure Plan, California state law, or any action lawfully taken by ACTIA or the Alameda CTC, the conflicting provision in the Transportation Expenditure Plans, state law, or the lawful action of ACTIA or the Alameda CTC shall prevail.

8.6 Staffing. Alameda CTC will provide ~~all~~ staffing to the Committee including preparation and distribution of meeting agendas, packets, and minutes; preparation of reports to the Alameda CTC Committees and Commission; tracking of attendance; and per diem administration.