

PCC

Paratransit Coordinating Council

AGENDA

Thursday, March 6, 2014

10:00 am

NCTPA / NVTA Board Room
625 Burnell Street, Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the PCC which are provided to a majority or all of the members of the PCC by PCC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the PCC, 625 Burnell Street, Napa, California, 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the PCC at the meeting will be available for public inspection at the public meeting if prepared by the members of the PCC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

**** Members of the public may speak to the PCC on any item at the time the PCC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the PCC Staff. Also, members of the public are invited to address the PCC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Deborah Schwarzbach, PCC Staff, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net.

ITEMS

1. Call to Order
2. Roll Call and Introductions
3. Public Comment ***
4. Chairperson, Committee Members' Update
5. Transit Manager's Update

Time Estimates

35 Minutes

REGULAR AGENDA ITEMS

RECOMMENDATION

Time Estimates

- | | | | |
|-----|---|-------------|--------|
| 6. | Approval of the January 9, 2014 Minutes. | APPROVE | 5 min |
| 7. | Presentation of NCTPA Annual Report.

The Council will receive the agency's annual report. | INFORMATION | 5 min |
| 8. | Selection of a Representative to the TAC

The Council will nominate a member to fill a seat on the NCTPA Technical Advisory Committee. | APPROVE | 15 min |
| 9. | Update on Mileage Reimbursement Program

The Council will receive an update on the status of the agency's New Freedom Grant which would establish a mileage reimbursement program for seniors and persons with disabilities living outside the VINE/Vine Go service area. | INFORMATION | 30 min |
| 10. | Adjourn | | |

Meeting Length Estimate: 90 mins

VINE Go
July 2013 - January 2014

Enrollments

Applied*	Approved	Denied	% Approval
138	128	10	92.8%

Full*	Restricted*	Temporary*
76	47	5

*Some riders may fall into more than one category.

American Canyon	Calistoga	Napa	St. Helena	Yountville	Other
23	2	73	10	6	

Under 65 y/o	Age 65 - 70	71 - 79	80 +
34	8	36	50
26.6%	6.3%	28.1%	39.1%

Ambulatory	Cane	Walker	Wheelchair	Other
31	26	27	35	9
24.2%	20.0%	21.1%	27.3%	7.0%

VINE Go Rides

Rides Requested	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Provided	1633	1627	1649	1932	1641	1649	1713					
Denied	0	0	0	0	0	0	0					
Trips Missed	0	0	0	0	0	0	0					
Cancellations	356	361	317	442	343	382	411					
No Shows	76	94	84	106	84	98	87					
Complaints Received	1	0	0	0	0	0	0					

Shared Vehicle Program

Agency Trips	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
	501	632	506	412	395	605	533					

Taxi Program (July 2013 - January 2014)

Enrollments			
Applied	Approved	Denied	% Approval
54	48	6	89%
**Total program members to date:			
Taxi Trips Taken*			
Year to Date	Prior Year to Date		
2,901	4,557		
Taxi Cost per Ride / Agency*			
Year to Date	Prior Year to Date		
\$8.22 / \$23,806	\$7.68 / \$34,975		

*Some data missing due to how cab companies report to NCTPA

Transit Ambassador Program (July 13- June 14)

Ambassadors in Service/Training	
Year to Date	Prior Year to Date
8/2 training	8
Bus Riders Trained	
Year to Date	Prior Year to Date
24	5

PCC
PARATRANSIT COORDINATING COUNCIL

Minutes
Thursday January 9, 2013

ITEMS

1. Call to Order

The meeting was called to order at 10:06 am.

2. Roll Call and Introductions

Members Present:

Joann Busenbark
Beth Kahiga
Doug Weir
Randy Kitch

Members Absent:

Celine Regalia

3. Public Comment

None

4. Reports: Chairperson / Committee Members / Staff

Chair Busenbark shared information from the MTC Paratransit Advisory 2014-15 Work Plan. Areas of focus included:

- Accessible Transportation-Scooter Size
- Transit Dependent Disabled Persons
- Affordable Housing for Disabled Persons

5. Transit Managers Update

Manager of Public Transit, Tom Roberts announced that staff member Matthew Wilcox has left the agency and discussed the current workload until new staff can be hired. Also discussed were

- Taxi Cost Reductions
- Upvalley Changes with expanded service in St. Helena and Calistoga
- More seniors using express services (Routes 21, 25 & 29)
- Best of Napa Valley Award: "Best Ride for Seniors"
- Marketing, low cost and effective

REGULAR AGENDA ITEMS

6. Approval of January 9, 2014 Meeting Minutes

MSC Kahiga/Weir, Unanimously Carried

7. Election of Officers

The Council elected committee member Doug Weir as PCC Chair and Beth Kahiga as Vice Chair.

MSC Kahiga/Busenbark, Unanimously Carried

7. Selection of Representative to NCTPA Board

Chair Joanne Busenbark suggested Beth Kahiga act as the ex-officio member representative for the PCC on the NCTPA Board with Doug Weir serving as alternate.

MSC Kitch/Weir, Unanimously Carried

9. Update on Mileage Reimbursement Program

Tom Roberts discussed the details of the Mileage Reimbursement Program. Once grant funds are officially awarded the program is scheduled to begin in July 2014.

The program will be modeled after a program in Riverside CA.

Committee members discussed some of the parameters of the program:

- Volunteers are identified by client
- If no volunteer can be found, one may be designated by Molly's Angels, or another volunteer agency.
- Program will be designed as a lifeline service for medical appointments and groceries.

- No duplication of Taxi Scrip or VINE Go service
- Importance of setting baseline precedence for trips
- Liability and responsibility-Agency and Volunteers

10. Adopt PCC Work Plan

The committee reviewed and adopted the proposed 2014 PCC Work Plan

MSC Kitch/Kahiga, Unanimously Carried

11. Recruitment of PCC Members

An application was received from Fran Rosenberg who would serve as a member of the public. Remaining Vacant are two seats:

- Consumer/user 60 years of age or older
- Member of the public residing in a non-urbanized area

Chair Joanne Busenbark discussed the difficulty of recruiting committee members when things are going smoothly as they are currently. Applications were received from committee member Busenbark and from Randy Kitch for reappointment. Committee members and staff will continue to recruit for open seats.

12. Select Member to Serve on VCAC

The committee recommended Doug Weir serve as the PCC representative on the VCAC.

MSC Kahiga/Busenbark, unanimously carried

13. Adjourn

Chair Busenbark thanked the committee, and wished incoming Chair Doug Weir well.

The meeting was adjourned at 11:00am until March 6, 2014.



March 6, 2014
PCC Agenda Item 8

Action Requested: ACTION REQUIRED

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council
FROM: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Nomination of PCC Delegate to the TAC

RECOMMENDATION

Nominate a member to serve on the NCTPA Technical Advisory Committee (TAC).

EXECUTIVE SUMMARY

The NCTPA Technical Advisory Committee (TAC) advises the NCTPA Board of Directors on transit and roadway issues, including planning, programming, project priorities, and polices which are referred to the Committee by the Executive Director. The committee is comprised of appointees from each jurisdiction in the County, and represent either or both Public Works and Planning Departments from their respective jurisdictions.

In accordance with the TAC by-laws, one seat on the TAC is to be held by a member nominated by the PCC and approved by the NCTPA Board of Directors. The TAC's agenda has historically been dominated by policy and funding recommendations related to surface mobility (streets, roads, sidewalks, bikeways, etc.). The TAC by-laws has always included a member representative of the PCC but in recent years, the PCC member has not been active. Given its current focus on broader multi-modal mobility issues, staff encourages the PCC to play a more active role on the TAC.

The TAC meets at 2 PM on the first Thursday of the month. Staff recommends the PCC nominate a member to be forwarded to the Board of Directors for appointment to the TAC.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

FINANCIAL IMPACT

None

SUPPORTING DOCUMENTS

None.



March 6, 2014
PCC Agenda Item 9

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council
FROM: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: New Freedom Grant: Mileage Reimbursement Program

RECOMMENDATION

That the PCC receive an Update on the Status of the Agency's New Freedom Grant.

EXECUTIVE SUMMARY

In the spring of 2013 the agency submitted an application for Federal 5317 New Freedom funding to establish a Volunteer Mileage Reimbursement Program (VMRP). The agency has been notified that we have been awarded the first year of this multi-year grant. Future year funding is possible. Staff is making preparations for a July 1 program launch.

FINANCIAL IMPACT

Is there a Fiscal Impact? The approved grant amount of \$200,000 would be included in the 2014/15 budget.

BACKGROUND

The purpose of the program is to provide financial assistance to eligible senior and disabled individuals to reimburse volunteers who provide transportation to medical appointments or to purchase groceries. The program will be open only to residents of Napa County who live outside the service areas of the VINE, VINE Go and/or the agency's Community Shuttles or are attending medical appointments outside the service areas of the VINE, VINE Go and/or the agency's Community Shuttles. The program will be based upon the successful TRIP program originally introduced by the Independent Living Partnership in Riverside County, California.

The program would be structured so that applicants for the Volunteer Driver Reimbursement Program would send in proof of age and/or condition, where they live, and designate a preferred driver. In the cases where an individual does not have a volunteer but would still like to participate in the program, they would be directed to contact Molly's Angels who would designate a driver for them.

Once approved, applicants would be able to send in their mileage for reimbursement. Mileage reimbursement would only be allowed for "lifeline services" e.g. medical appointments and groceries. To substantiate trips, users of the service would need to provide an origin and destination address to allow staff to verify mileage. The individual needing services who is enrolled in the program is reimbursed, and would then give those funds to their volunteer driver. NCTPA will not reimburse drivers directly even in the case of trips provided by Molly's Angels.

The reimbursement rate will be set at the current IRS rate.

The agency's next steps in preparing the program launch include:

- Prepare a job description, recruit and hire a part-time program coordinator
- Purchase the TRIP program manual and software
- Finalize eligibility criteria
- Design necessary documents
- Prepare marketing and outreach associated with the program launch

Staff will share additional information at the meeting.

More information on the TRIP program can be found at <http://ilpconnect.org/the-trip-model/>.

SUPPORTING DOCUMENTS

None