

PCC

Paratransit Coordinating Council

SPECIAL MEETING

AGENDA

Thursday, January 9, 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

25 Minutes



REGULAR AGENDA ITEMS

RECOMMENDATION

Time Estimates

6.	Approval of September 5, 2013 Minutes	APPROVE	5 min
7.	Election of Officers The Council will Elect a Chair and Vice-Chair	APPROVE	5 min
8.	Selection of Representative to NCTPA Board The Council will select a member to fill an ex-officio seat on the NCTPA Board of Directors.	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 transportation services provided to Napa seniors and persons with disabilities that reside outside the VINE/Vine Go service area.	INFORMATION	20 min
10.	Adopt 2014 Work Program The Council will review, amend and adopt its 2014 work program.	APPROVE	10 min
11.	Recruitment of PCC Members The Council will review open positions on the PCC.	INFORMATION	10 min
12.	Select Member to Serve on the VCAC The Council will appoint a representative to the VINE Consumer Advisory Committee.	APPROVE	5 min
13.	Adjourn		

Meeting Length Estimate: 95 mins

PCC
PARATRANSIT COORDINATING COUNCIL

Minutes
Thursday September 5, 2013

ITEMS

1. Call to Order

The meeting was called to order at 10:07 am.

2. Roll Call and Introductions

Members Present:

Joann Busenbark
Beth Kahiga
Doug Weir
Celine Regalia

3. Public Comment

None

4. Reports: Chairperson / Committee Members / Staff

Committee member Beth Kahiga thanked Veolia for their quick service on repair of their agency vehicle wheelchair lift.

Chair Joann Busenbark requested an update on transit issues during Bottle Rock. Tom Roberts commented as did Veolia GM Cheryl Drake. Primary issues surrounding the concert were:

- Transportation Company Bauer pulled out of their promise to add service to supplement VINE routes.
- Many people stayed away from the downtown area keeping First and Third St. clear with no major delays reported.
- CHP provided good traffic control and closures keeping traffic and pedestrians moving.

- Veolia augmented VINE service to accommodate extra passengers.

Other comments from Chair Busenbark about the City of Napa plan to change street directions in the downtown area were discussed. Tom Roberts assured the committee that NCTPA and Veolia are keeping informed about the City's decisions and will participate as needed in providing feedback for potential changes and how they relate to transit service and circulation in the downtown area.

Chair Busenbark also announced she has been reappointed as a member with the MTC Paratransit Advisory Committee.

5. Correspondence

None.

REGULAR AGENDA ITEMS

6. Approval of Minutes of the PCC Meeting March 7, 2013

MSC" Weir/Kahiga to Approve

7. Transit Manager's Update

Transit manager Tom Roberts gave an update with the following highlights:

- 5310 Grant application was not approved. Scoring criteria and discrepancy regarding unduplicated clients were factors with the lower score. The concept of unduplicated clients is often misunderstood and a new application will be submitted in the next round. Having more clients using the program would improve chances for receiving funding.
- 6 new Eldorado diesel buses were received and are now running on local routes. All six are fitted with a new wheelchair securing device which allows a driver to secure wheelchairs in less than one minute.
- The new Fairfield service, Route 21 Express was launched in July and has been successful.
- The St. Helena Shuttle launched new service with expanded hours/days of operation on August 1st with great success. The service provides a morning and afternoon route with door-to-door service throughout the day and evening. This model may be considered for service changes in American Canyon.
- New bus schedules were distributed on September 1st with significant changes to Routes 10 & 11 to improve on time performance.
- Route 29 service to the Imola Park and Ride ceased. There were very few riders using the stop and conditions at the stop were unsafe.

- Installation of new fareboxes is scheduled to begin the second weekend in September. A new fare media pass phase-in will ensure a smooth transition for passengers. Committee member Kahiga mentioned potential for difficulty with developmentally disabled clients learning how to use the new fare media. She suggested a training session on the new system so they can teach clients as needed.
- Committee member Kahiga requested the ability to purchase passes and possibly taxi scrip online. Staff will investigate the options.
- NCTPA/VINE will staff a booth at the Senior Celebration taking place in downtown Napa on October 5th

INFORMATION

8. Nomination of Officers

A review of committee member terms lists the following for each member:

Celine Regalia-1year

Doug Weir-3 years

Joanne Busenbark-Term Complete-New Application

Beth Kahiga- 1 year

Randy Kitch-2 years-Term expiring-Must reapply

Chair Busenbark described her role as the Chair of the committee and reiterated that this is a non-voting position. There are perfunctory duties on the NCTPA Board of Directors.

Committee member Doug Weir volunteered to take the Chair position

Chair Busenbark nominated Beth Kahiga as Vice Chair of the committee.

Elections will take place at the November PCC meeting. The terms for elected officers begins January 1, 2014.

INFORMATION

9. Update on VINE Go

NCTPA staff member Diana Meehan gave an update on VINE Go service. It has been a year since changes were made to improve the system. Highlights for program service improvements are:

- Application form update and renewal process improvements to keep clients up to date in the system
- Applications no longer require a physician signature, only an authorization for medical information release
- Applications now available through the Ridethevine.com website in both English and Spanish
- Multiple meetings with community agencies serving elderly and disabled populations to educate them on the service.

- Marketing efforts created awareness of the program and improved access for members of the public who were unaware of the service availability

There were robust enrollments during the third quarter due to efforts to improve the re-enrollment process for clients with expired eligibility. Since the time of new enrollments, approximately 40 applications per month are processed into the system with 10-20 per quarter re-enrollments. There are 385 individuals currently using the system and the program should reach its full capacity potential within the next two years as enrollments and need for the system continue with an ever growing aging population.

The primary reason for denial in the program is that the applicant resides outside the service coverage area. Staff assured the committee that efforts to improve transportation options for this group will continue.

INFORMATION

10. Review and Update PCC Work Plan

The committee reviewed and updated changes to the PCC work plan.

INFORMATION

12. Adjourn

11:35am until November 7, 2013



January 9, 2014
PCC Agenda Item 7

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: Election of Chair and Vice-Chair

RECOMMENDATION

Elect a Chair and Vice-Chair.

EXECUTIVE SUMMARY

Each year the PCC elects a Chair and Vice-Chair before the end of the calendar year. The Council by-laws direct that nominations should be made at the September meeting with the election held at the subsequent November meeting.

At the September 2013 meeting the Council nominated Doug Weir to serve as Chair and Beth Kahiga as Vice Chair.

Staff recommends the Council formally elect the nominees to the positions of Chair and Vice-Chair.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

FINANCIAL IMPACT

SUPPORTING DOCUMENTS



January 9, 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: Selection of Representative to NCTPA Board

RECOMMENDATION

Select a member to fill an ex-officio seat on the NCTPA Board of Directors.

EXECUTIVE SUMMARY

The Napa County Transportation and Planning Agency is a Joint Powers Authority (JPA) whose mission is to ensure the development of an efficient, effective and equitable transportation system for the residents, businesses and visitors to the Napa region through a coordinated inter-jurisdictional decision making process. The agency's Board is primarily made up of elected officials from jurisdictions within the county. In addition, article 4.3.1(b) of the NCTPA Joint Powers Agreement designates one non-voting seat on the Board to a designee of the PCC.

4.3.1(b) Non-Voting Member Representing the PCC. The nonvoting Member appointed by NCTPA Board upon nomination by the Paratransit Coordinating Council (PCC) shall also be a member or alternate member of the PCC, selected by and serving at the pleasure of the PCC.

At this time staff requests the PCC select a member to serve as the non-voting representative to the NCTPA Board.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

FINANCIAL IMPACT

None

SUPPORTING DOCUMENTS

None.



January 9, 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

The Council Receive an Update on the Status of the Agency's New Freedom Grant.

EXECUTIVE SUMMARY

In the spring of 2013, NCTPA submitted an application for Federal 5317 New Freedom funding to establish a Volunteer Mileage Reimbursement Program (VMRP). The purpose of the program is to provide mileage reimbursement to volunteers for providing eligible senior and disabled individuals rides to medical appointments and grocery stores. 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 within Napa County but that are outside the service areas of the VINE, VINE Go and/or the agency's Community Shuttles.

At the time of this writing the agency has been advised that the federal grant has been "tentatively" approved. NCTPA has inquired about the final approval. Staff will update the Council on the latest information available at the PCC meeting.

FINANCIAL IMPACT

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

SUPPORTING DOCUMENTS

None.



January 9, 2014
PCC Agenda Item 10

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: 2014 Work Plan

RECOMMENDATION

The Council review, amend, and adopt its 2014 Work Plan.

EXECUTIVE SUMMARY

NCTPA was created under a Joint Powers Agreement (JPA) that specifically delineates the many roles and responsibilities of the agency and its advisory bodies. In addition, each advisory committee has its own by-laws and areas of particular focus.

NCTPA staff must delineate committee objectives, maintain agency programs and complete projects within available financial and human resources. To optimize available resources, staff has developed a draft Work Plan for each committee. The supporting document contains the proposed 2014 Work Plan for the Council's consideration

Staff has proposed the 2014 PCC Work Plan shown on the following page.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

SUPPORTING DOCUMENTS

2014 Work Plan (next page)

Proposed 2014 PCC Work Plan

	Item	Anticipated Date
A.	Review service stats for VINE Go, Taxi, Transit Ambassador, and Shared Vehicle programs	On-going
B.	Review/propose changes to VINE Go, Taxi, Transit Ambassador, and Shared Vehicle programs	As needed
C.	Review bus stops/facilities related to access issues	As needed
D.	Review various transit projects	As needed
E.	Review competitive grants	As needed
F.	Receive updates on various plans and reports, such as the Countywide Transportation Plan	As needed
G.	Recruitment for PCC Members	January 2014
H.	Review Mileage Reimbursement Program Plans	March 2014
I.	Review Passenger Survey Results	March 2014
J.	Review Annual Report	March 2014
K.	Review Maintenance Facility Proposal	March 2014
L.	Review 2013/14 Budget	May 2014
M.	Review Travel Demand Study	May 2014
N.	Nomination of Officers	September 2014
O.	Election of officers	November 2013



January 9, 2014
PCC Agenda Item 11

Action Requested: INFORMATION

**NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
PCC Agenda Letter**

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

RECOMMENDATION

That the PCC discuss its membership and recruitment strategy for new members.

EXECUTIVE SUMMARY

The PCC has two members whose terms expire in February 2014. Current members are welcome to reapply. In addition, there are several open positions on the PCC. The NCTPA Board will be asked to make appointments to the PCC at their meeting in February. At this time staff seeks to engage the PCC in a discussion regarding filling PCC vacancies.

PCC (9 members total in specific categories)		
Category	Appointee(s)	Term Expires
Consumer/user 60 years of age or older (1):	Vacant	
Consumer/user persons with disabilities (1):	Doug Weir	:March 2015
Social services provider for seniors (1):	Celine Regalia	: March 2016
Social services providers for persons with disabilities (2):	Beth Kahiga, Randy Kitch	:March 2015, March 2014
Social services provider for persons of limited means (1):	Vacant	
Member of the public residing within an urbanized area (2):	Joann Busenbark, Vacant	:March 2014
Member of the public residing within a nonurbanized area (1):	Vacant	

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

SUPPORTING DOCUMENTS None.



January 9, 2014
PCC Agenda Item 12

Action Requested: ACTION REQUIRED

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council (PCC)
FROM: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Selection of VINE Consumer Advisory Committee Representative

RECOMMENDATION

That the PCC appoint a member to sit on the VINE Consumer Advisory Committee (VCAC)

EXECUTIVE SUMMARY

The VINE Consumer Advisory Committee (VCAC) advises the Napa County Transportation Planning Agency (NCTPA) Board and staff on issues related public transportation. The VCAC's objective is to advise NCTPA on the deployment and optimization of Napa County's public transit system to meet the needs of residents in a practical, cost efficient manner.

One seat on the VCAC is held by a public transit consumer/user with a physical disability, to be nominated by the PCC. Presently, that position is held by Doug Weir whose term on the VCAC expires in February 2014. Staff requests the PCC appoint a representative to serve on the VCAC beginning in March 2014.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

FINANCIAL IMPACT

None

SUPPORTING DOCUMENTS

None.

VINE GO
July 2013 - November 2013
Enrollments

Applied*	Approved	Denied	% Approval
102	92	10	90.2%
Full*	Restricted*	Temporary*	
50	41	4	

*Some riders may fall into more than one category.

American Canyon	Calistoga	Napa	St. Helena	Yountville	Other
18	2	57	10	5	
Under 65 y/o	Age 65 - 70	71 - 79	80 +		
21	7	30	34		
22.8%	7.6%	32.6%	37.0%		
Ambulatory	Cane	Walker	Wheelchair	Other	
20	23	16	26	8	
21.5%	20.0%	17.2%	28.0%	8.6%	

Taxi Program (July 2013 - November 2013)

Enrollments		
Applied	Denied	% Approval
55	6	89%

**Total program members to date:

Taxi Trips Taken*	Prior Year to Date
2,901	4,557

Taxi Cost per Ride / Agency*	Prior Year to Date
\$8.22 / \$23,806	\$7.68 / \$34,975

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
11	5

*Some data missing due to how cab companies report to NCTP A

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

