

PCC

Paratransit Coordinating Council

AGENDA

Thursday, November 7, 2013

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. | Executive Director Update

NCTPA's Executive Director will update the Council on agency activities. | INFORMATION | 20 min |
| 8. | Election of Officers

The Council will Elect a Chair and Vice-Chair. | APPROVE | 5 min |
| 9. | Draft Vision for SR-29 Corridor

The Council will receive a presentation and review the draft vision for improvements to the State Route 29 corridor. | INFORMATION | 20 min |
| 10. | Fare Policies and Practices

Staff will initiate a discussion regarding current and prospective policies and practices related to fares and discounts. | INFORMATION | 15 min |
| 11. | Adjourn | | |

Meeting Length Estimate: 90 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 issues with transit 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 plans to change street directions in the downtown area were discussed. Tom Roberts assured the committee that NCTPA and Veolia are staying informed about the City's decision process 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 new wheelchair securement devices allowing drivers 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 likely be used for service changes in American Canyon.
- New bus schedules were distributed on September 1st with significant changes to Routes 10 and 11 to improve on-time performance.
- Route 29 service to the Imola Park and Ride ceased. There were very few riders at the stop and conditions at the stop were not ideal.

- 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 committee Chair 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 which has now completed one fiscal 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 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 residence 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



November 7, 2013
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: 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



November 7, 2013
PCC Agenda Item 9

Action Requested: ACTION REQUIRED

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council
FROM: Eliot Hurwitz, Program Manager for Planning
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: Draft Vision for SR-29 Corridor

RECOMMENDATION

The Committee will receive a presentation and review the draft vision for improvements to the State Route 29 (SR 29) corridor.

EXECUTIVE SUMMARY

The SR29 Gateway Corridor Planning Project has been evaluating potential improvements to SR29 from the City of Vallejo to the northern part of the City of Napa. Of principal interest has been the segment in the City of American Canyon. Addressing the problem of congestion on this road is one of the highest priorities for countywide transportation planning.

Based on a year-long planning exercise, NCTPA has developed a "Draft Vision" for the roadway, in partnership with the Cities of American Canyon, Napa and Vallejo, Napa and Solano Counties, Caltrans, and a 21-member Citizens Advisory Committee, as follows:

Enhance multi-modal mobility along the SR 29 corridor, while ensuring that improvements are sensitive to adjacent land use and development context. Undertake strategic improvements to reduce automobile congestion and minimize delays. Identify opportunities for transit and passenger rail and provide for bicycle and pedestrian access and safety along and across the corridor. Maintain local access, and enhance the identity and distinctiveness of the corridor.

Based on this Draft Vision a set of nine guiding principles have been developed that would be applied to any improvements along this central gateway to Napa Valley.

- 1. Undertake improvements to reduce congestion and delays along the SR 29 Corridor, while balancing the corridor's role as both a regional and a local route through American Canyon and Vallejo.*
- 2. Develop solutions that are context sensitive.*
- 3. Reduce motorists' need to use SR 29 by managing demand and encouraging use of alternative/parallel routes.*
- 4. Expand the network of pedestrian paths and supporting infrastructure to provide convenient routes to work, schools, open space, and commercial destinations.*
- 5. Expand the network of bicycle paths and supporting infrastructure to provide convenient access to destinations and promote travel by bicycle as a viable alternative to the automobile.*
- 6. Maintain the safety, health and livability of local communities, especially adjacent residential areas.*
- 7. Promote convenient and reliable public transit to encourage its use by commuters and to provide a reasonable option for getting to local destinations.*
- 8. Use highway improvements to enhance community character and promote economic development.*
- 9. Support planned development activities.*

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

SUPPORTING DOCUMENTS

None.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

SUPPORTING DOCUMENTS

none



November 7, 2013
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: Passenger Fare Policies and Practices

RECOMMENDATION

The Council will receive an update from staff regarding passenger fare polices.

EXECUTIVE SUMMARY

Transit agencies are required to meet certain standards regarding the amount passengers pay in fares as related to the cost of providing service. This is called the "farebox recovery ratio." The VINE and Vine Go must maintain a 16% and 10% ratio respectively. Increases in expenses, such as fuel and contract transportation (e.g. Veolia Transportation), increase over time which can erode the farebox recovery ratio. Ridership growth can help offset this erosion.

NCTPA currently does not have a policy that would guide how and when fare adjustments are made. Historically, NCTPA has not imposed regular fare increases. Consequently, when fares need to be adjusted, a significant fare increase must be imposed. Some transit agencies have policies that automatically increase fares incrementally every year or two at the rate of inflation. This makes planning more predictable and reduces the economic impact to the rider.

The VINE last increased its passenger fares in January 2012. At this time staff would like to open a discussion with the Council about our current fare structure and the merits of adopting a more predictable pattern of fare adjustments.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

FINANCIAL IMPACT

SUPPORTING DOCUMENTS

None.

