PCC
PARATRANSIT COORDINATING COUNCIL

Minutes
Thursday May 2, 2013

<u>ITEMS</u>

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
Randy Kitch
Celine Regalia (10:12am)

3. Public Comment

None

4. Reports: Chairperson / Committee Members / Staff

Chair Joann Busenbark reported on the Housing Authority meeting; specifically a reference made to "special populations and affordable housing policy." Seniors are the fastest growing population in the area, with a 135% increase over the last 35 years.

Tom Roberts made a point on possibly bringing for-profit care facilities to the table on transportation issues affecting their clients. It would be beneficial to get all stakeholders together to discuss the possibilities for sharing resources.

Tom Roberts made a request to take the agenda out of order and allow item 10 in place of item 7 on the agenda.

5. Correspondence

None.

REGULAR AGENDA ITEMS

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

MSC" KITCH/REGALIA to APPROVE

7. One Bay Area Grant Final Selection

NCTPA Associate Planner Danielle Schmitz provided an update on One Bay Area Grant (OBAG) project selections for Napa County.

Ms. Schmitz gave an overview of how the Metropolitan Transportation Commission (MTC) allocates funding for projects in the Bay Area. A brief description of Priority Development Areas (PDA's), Complete Streets and the importance of the Housing Element certification was described.

Currently the County of Napa does not have a housing element certification due to a lawsuit expected to be resolved in 2014. Chair Busenbark asked about certification and Danielle described that without certification, projects can be eligible, and listed, but cannot move forward until the State's Housing and Community Development Agency certifies a jurisdiction's housing element.

A Call for projects (OBAG Cycle 2) was issued by the NCTPA board in October of 2012. There were a total of 18 projects submitted totaling $15.7 million. In the four northern counties, OBAG requirements stipulate that at least 50% of program funding be used for projects in PDA's.

Approximately $4 million in OBAG funds was appropriated for Napa County projects over a 4-year cycle beginning in FY 2012-13 through FY 2015-16.

The Board approved four projects for Napa County totaling $3,988,000. One project is the City of Napa California Boulevard Roundabout project with the largest amount allocated. Chair Busenbark asked about the California Boulevard Roundabout project. This project was funded in 2011 and the cost for environmental mitigation was high. OBAG is not funding the actual Roundabouts, but does fund the Complete Streets Elements of the project.

INFORMATION

8. Review of FY 2013-14 Transit Budget/ Transit Development Act (TDA) Claim

NCTPA Manager of Finance, Antonio Onorato presented the FY 2013-14 public transit budgets, which serve as the basis of the agency's annual TDA claim. He explained that the process begins in December each year. Approximately 70% of the overall budget is Transit related, and 30% is attributable to Congestion Management activities. The following are highlights from the budget:

- $20.9 Million total budget (16.3% increase over last year mostly due to service expansion for VINE services.
- Transit Statistics were added at the request of the Board
- 3 Sources of Income: FTA (Federal) population based formula
  TDA (State)-48% Urbanized Area, Article 4.5 Paratransit, Article 8- Small jurisdictions >500k populations, Farebox Fares
- 20% for new projects—Most other costs are carry-over from last year
- VINE Go costs are likely to change as amount of passengers increases. Beth asked why numbers went down for VINE Go. Tom explained the significance in transitioning from "group" transportation to individual service.
- Community Shuttles-Service improvements and expansions
- Taxi Scrip-Increase in Budget

Tom Roberts explained how the totality of spending for the VINE, Community Shuttles, VINE Go and Taxi services improves transportation options for seniors, and special needs populations.

INFORMATION

9. Review of Short Range Transit Plan

Tom gave a brief overview of the current status of the Short Range Transit Plan. Tom apologized for and explained that there are several errors in the draft plan, and that corrections will have to be made before a complete presentation to the PCC can be made.

Chair Busenbark suggested an approach for review would be for PCC to look at chapters specifically of interest to them.

Given the errors in the draft, Councilmember Kahiga asked if we were confident with the projections. Tom Roberts noted that all projections are

good and that communication between the consultant and NCTPA staff has been good and corrections will be made.

Councilmember Kitch was "completely confused" and asked to "have this thing cleaned up" and make a special meeting prior to approval.
Chair Busenbark requested emailing changed or an updated draft and to include more on mobility management in the draft. If PCC members have suggestions, they are to get them to Tom Roberts as soon as possible.

Councilmember Regalia requested more demographic information on needs for rural populations as well as information on the future needs of senior populations which are the fastest growing populations.

If necessary, a special meeting may be called for the PCC to review the plan and elicit its approval and recommendation to the NCTPA Board of Directors.

INFORMATION

10. Transit Managers Update

Tom Roberts gave a status update on the several Transit area projects. Highlights are:
- New Schedules Printed: All in One instead of two separate maps
- Changes in Route 6 to improve service
- There has been a 30% increase in ridership since Dec. 2012 changes
- New fare boxes will be arriving in June—Beth requested training on how to use the new fare boxes for special needs clients
- Online pass sales
- July 1, 2013 the new Route 21 to Fairfield/Suisun begins
- St. Helena service improvements
- 6 new diesel buses arriving this summer
- Grant application for funding a voucher program in 2014
- FTA Section 5310-Shared Vehicle Replacement-NCTPA's application did not score well because the Shared Vehicle Program currently only serves one agency.
- Bottle Rock Challenges
- Dashboard-Renewals for VINE Go—discussion on policy for cancellations and the possibility of creating a newsletter to educate people on the service.

No meeting in July, next meeting will take place in September.

INFORMATION

12. Adjourn 11:40 am

PCC

Paratransit Coordinating Council

AGENDA
Thursday, September 5, 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

Time Estimates

1. Call to Order	
2. Roll Call and Introductions	
3. Public Comment ***	**10 Minutes**
4. Chairperson, Committee Members' Update	
5. Correspondence	
6. Transit Manager's Update	

REGULAR AGENDA ITEMS	**RECOMMENDATION**	
		Time Estimates
7. Approval of May 2, 2013 Minutes	APPROVE	**5 min**
8. Nomination of Officers The Council will nominate a Chair and Vice-Chair	INFORMATION	**30 min**
9. Update on Vine GO The PCC will receive a status update on Vine GO reflecting on one year after the service's reorganization.	APPROVE	**10 min**
10. Review and Update PCC Work Plan The Council will review and update its annual work plan	INFORMATION/DISCUSSION	**30 min**
11. Adjourn	DISCUSSION	**20 min**
		5 min
	Meeting Length Estimate:	***110 mins***

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
PCC Agenda Letter

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TO: Paratransit Coordinating Council

FROM   Tom Roberts, Manager of Public Transit
                 (707) 259-8778 / Email: troberts@nctpa.net

SUBJECT: Nomination of Chair and Vice-Chair

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RECOMMENDATION

Nominate a Chair and Vice-Chair in advance of November election.

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.

FINANCIAL IMPACT

Is there a Fiscal Impact?   No.

FINANCIAL IMPACT

SUPPORTING DOCUMENTS

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
Board Agenda Letter

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TO: Paratransit Coordinating Council

FROM: Diana Meehan, Assistant Program Planner/Administrator
                (707) 259-8327 / Email: dmeehan@nctpa.net

SUBJECT: VINE Go Service Update

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EXECUTIVE SUMMARY

In late 2011, NCTPA staff identified Americans with Disabilities (ADA) Compliance deficiencies with the VINE Go system. In FY 2012-13, changes were made to the program correcting the deficiencies. It has been a year since changes to the VINE Go system were made, and there have been many positive outcomes for VINE Go riders and for the community. This memo summarizes the changes made to the VINE Go program and subsequent outcomes.

COMMITTEE RECOMMENDATION

Information and discussion

BACKGROUND
To address Federal Transit Administration (FTA) compliance issues, and to improve service availability in the VINE Go program, NCTPA made changes to the system which were implemented in July of 2012.   These changes included:

- Application renewal process improvements, including improvements to the application forms
- Made applications available on NCTPA's ridethevine.com website in both English and Spanish
- Met with community agencies serving elderly and disabled populations
- Made information available to members of the public through advertising and marketing efforts

The program application was overhauled to clarify eligibility requirements and further facilitate explanation of mobility challenges when using fixed route public transit. In addition, a significant effort has been made to expedite and process applications. Applications are now processed within a week of receipt minimizing wait times for entry

into the program. NCTPA also eliminated the requirement that applicants had to have an evaluation by a licensed medical professional. Now applicants have the option to sign an "Authorization to Release Medical Information" form instead. When further information is required to assess VINE Go client eligibility, additional medical information can be obtained by NCTPA staff by contacting the physician or care provider indicated on the signature form.

As client circumstances can sometimes change, and to keep eligibility and information up to date, it is NCTPA's policy that ADA paratransit eligibility be renewed once every three years. NCTPA staff implemented an intensive renewal process in January 2013. Renewal applications were mailed to VINE Go users with expired/expiring eligibility. Of the applications mailed out to clients, at least 90 renewal applications were received between January and April. A regular renewal process is now in place keeping rider data and eligibility current. Applications for new riders and renewals can now be obtained on the ridethevine.com website in both English and Spanish.

In FY 2012/13, 385 individuals used VINE Go. Enrollments during this period were robust, with as many as 40 new enrollees in some months. The enrollment increase is partially due to the streamlined renewal process and staff outreach efforts to educate people about the program availability. Several outreach meetings with senior advocacy groups and senior/disabled service providers occurred throughout the year. These efforts proved helpful to educate both the public and elderly/disabled communitiesas well as facility staff about the VINE Go program and the population it is best designed to serve. Marketing efforts included advertising in local magazines as well as handouts distributed with each meal provided by the Meals on Wheels program.

There were very few denials in the application and renewal process over the course of the year. When denials occurred, it was primarily because some applicants resided outside of NCTPA's service area. Applicants were also denied because they were found to be able to use regular fixed route service. These persons are referred to the transit ambassador program for training to help transition them to use the regular fixed route service.

Serving the growing "aging in place populations" in rural counties is becoming a more significant issue. Non-profit organizations and private sector transportation providers are making efforts to improve mobility to elderly and disabled populations living outside the VINE Go service area. In addition, NCTPA will continue to seek grant funding for services that go beyond the ADA and identify programs that support improved mobility in areas that are not traditionally served by public transit in the County of Napa.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments
3. Discussion

SUPPORTING DOCUMENTS

Attachment(s): (A) VINE Go Statistics Table

VINE *Go*
July 2012 - June 2013

Enrollments

Applied*	Approved	Denied	% Approval
300	276	24	92.0%

*Renewals Feb./March

Full*	Restricted*	Temporary*
244	53	9

*Some riders may fall into more than one category.

American Canyon	Calistoga	Napa	St. Helena	Yountville	Other
35	6	206	12	16	1

Under 65 y/o	Age 65 - 70	71 - 79	80 +
80	28	49	119
29.0%	10.1%	17.8%	43.1%

Ambulatory	Cane	Walker	Wheelchair	Other
73	56	71	66	10
26.4%	20.3%	25.7%	23.9%	3.6%

Taxi Program (July 2012-June 2013)

Enrollments

Applied	Approved	Denied	% Approval
140	139	1	99%

**Total program members to date: 1205

Taxi Trips Taken

Year to Date	Prior Year to Date
9,972	14,354

Taxi Cost per Ride / Agency

Year to Date	Prior Year to Date
$7.78/ $78,591	$8.59 / $123,354

Transit Ambassador Program (July '12 - June '13)

Ambassadors in Service/Training

Year to Date	Prior Year to Date
8/0	5/0

Bus Riders Trained

Year to Date	Prior Year to Date
74	N/A for this period

VINE *Go* Rides

	July '12	Aug '12	Sept '12	Oct '12	Nov '12	Dec '12	Jan '13	Feb '13	Mar '13	April '13	May '13	June '13
Rides Requested	1814	1751	1522	1729	1477	1396	1694	1682	1644	1574	1691	1551
Provided	1814	1751	1522	1729	1477	1396	1694	1682	1644	1574	1691	1551
Denied	0	2	0	0	0	0	0	0	0	0	0	0
Trips Missed	0	0	0	0	0	0	0	0	0	0	0	0
Cancellations	364	276	391	401	370	362	357	352	339	292	338	281
No Shows	137	86	74	94	83	77	79	67	108	60	79	69
Complaints Received	0	0	0	0	0	0	0	0	0	0	0	0

Shared Vehicle Program

	July '12	Aug '12	Sept '12	Oct '12	Nov '12	Dec '12	Jan '13	Feb '13	Mar '13	April '13	May '13	June '13
Agency Trips	346	723	492	696	492	557	673	357	618	681	582	581

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
PCC Agenda Letter

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TO: Paratransit Coordinating Council

FROM   Tom Roberts, Manager of Public Transit
              (707) 259-8778 / Email: troberts@nctpa.net

SUBJECT: PCC Work Plan

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RECOMMENDATION

Review and Update 2013 work plan.

EXECUTIVE SUMMARY

In March 2013 the Council adopted its first work plan. This six month review will update the plan and provide Council members the opportunity to provide input to staff on related areas of interest. See table on next page.

FINANCIAL IMPACT

Is there a Fiscal Impact?   No.

	Item	Date
A.	Review service stats for VINE Go, Taxi, Transit Amb, and Shared Vehicle programs	On-going
B.	Review/propose changes to VINE Go, Taxi, Transit Amb, 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.	Review/Approve Countywide Transportation Plan	Periodic Updates
G.	Review transit performance measures and service policies	March 2013
H.	Review draft Short Range Transit Plan	~~April 2013~~ May 2013
I.	Review 2013/14 Budget	May 2013
J.	Review SR 29 Study results	~~Sept. 2013~~ Nov. 2013
K.	Election of officers	Nov. 2013
L.	Review Annual Report	~~Nov. 2013~~ January 2014
M.	Review Traveler Study	~~Nov. 2013~~ February 2014
N.	Other projects, programs, and policies as appropriate	As needed

SUPPORTING DOCUMENTS

None.