



December 26, 2011

Dear PCC Member,

Please find enclosed your copy of the agenda and related staff reports for the upcoming meeting. In addition to updating the Council on a host of transportation projects, we anticipate adoption of the revised PCC by-laws and committee appointments and terms, review of the Napa Shuttle application and a discussion of the VineGo enrollment process and related issues.

I look forward to seeing you on the 5th of January.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tom Roberts", with a long, sweeping horizontal line extending to the right.

Tom Roberts,  
Manager of Public Transit



*PCC*

## Paratransit Coordinating Council

### AGENDA

Thursday, January 5, 2012

10:00 am

NCTPA / NVTA Board Room  
707 Randolph Street, Suite 100, 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, 707 Randolph Street, Suite 100, 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](http://www.nctpa.net).*

#### ITEMS

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

**REGULAR AGENDA ITEMS**

**RECOMMENDATION**

- |     |   |                 |
|-----|---|-----------------|
| 6.  | Approval of Minutes of November 3, 2011   | ACTION REQUIRED |
| 7.  | Review of Council By-laws<br><br>The Council will receive a presentation from NCTPA legal counsel regarding the by-laws and recommend changes to the Board of Directors.                                  | ACTION REQUIRED |
| 8.  | Assignment of Terms<br><br>The PCC will assign members to representative categories consistent with the Council's By-laws, assign staggered terms, and recommend their adoption by the Board of Directors | ACTION REQUIRED |
| 9.  | Nomination of PCC members to serve on the VCAC<br><br>The Council will select and recommend two individuals to be appointed to the VCAC.  | ACTION REQUIRED |
| 10. | Napa Shuttle Application<br><br>Staff will provide the PCC a sample application form and process to be used for Napa Shuttle enrollees.   | INFORMATION     |
| 11. | Review of VINE Go Application process<br><br>Staff will provide the PCC with an overview of the VINE Go application process and related issues.   | INFORMATION     |
| 12. | Approval of 2012 Meeting Schedule<br><br>The Council will be asked to adopt its meeting schedule for 2012.  | APPROVE         |
| 13. | Adjournment   |                 |

**PCC**  
**PARATRANSIT COORDINATING COUNCIL**

**Minutes**  
Thursday November 3, 2011

**ITEMS**

**1. Call to Order**

The meeting was called to order at 10:00 am.

**2. Roll Call and Introductions**

Members Present:

Beth Kahiga  
Joann Busenbark  
Celine Regalia  
Doug Weir

Members Absent:

Randy Kitch, Betty Rhodes

**3. Public Comment**

None

**4. Reports: Chairperson / Committee Members / Staff**

Chair Busenbark updated the committee on the new MTC/ABAG building in SF.

Chair Busenbark acknowledged visitor to meeting as Edie Thomas from Transportation Connection Solano/Napa County.

**5. Correspondence**

None.

## **REGULAR AGENDA ITEMS**

- 6. Approval of the next meeting date of September 1, 2011**  
The September 1, 2011 meeting was an informational meeting and there were no minutes to approve.  
**(No Action)**
  
- 7. Review of Council By-Laws**  
NCTPA Legal Council reviewed the VCAC By- Laws with the Committee, and made suggestions for change.  
**(Information)**
  
- 8. Nomination/Election of Officers**  
An election was held to nominate Chair and Vice Chair for the VCAC. Joanne Busenbark was elected to be Chair and Doug Weir was elected to Vice Chair for the next term.  
**(Action Required)**
  
- 9. Update of Planned System Improvements**  
Tom Roberts provided information about planned system improvements.  
**(Information)**
  
- 10. Transit Operations and Service Report**  
Tom Roberts provided a Transit Operations and Service Report done by Deborah Brunner.  
**(Information)**
  
- 11. Review of Changes in Taxi Program**  
Tom Roberts provided information about the NCTPA Taxi Scrip changes for 2012.  
**(Information)**
  
- 11:42 Chair Busenbark left meeting to Vice Chair Beth Kahiga
  
- 12. Approval of the next meeting on Thursday January 5, 2012 and Adjournment.**  
Doug moved and Celine 2<sup>nd</sup>.  
**(Information)**



January 5, 2012  
PCC Agenda Item 7

Action Requested: **ACTION REQUIRED**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

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**TO:** Paratransit Coordinating Council  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Review of PCC By-laws

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### **RECOMMENDATION**

a) Adopt PCC By-laws as presented; and b) forward Bylaws to NCTPA Board for formal approval/adoption.

### **EXECUTIVE SUMMARY**

At the November 3, 2011 PCC meeting, the Council reviewed and made suggestions for changes to the PCC By-laws and directed staff to return at the January 2012 meeting for final review, adoption and forwarding to the NCTPA Board of Directors for approval. Staff recommends the PCC review and adopts the revised PCC By-laws and forwards them to the NCTPA Board of Directors for final approval/adoption.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

(1) PCC By-laws





# BYLAWS FOR THE PARATRANSIT COORDINATING COUNCIL

## Article I GENERAL PROVISIONS

### 1.1 Purpose

These Bylaws govern the proceedings of the Paratransit Coordinating Council (PCC), an advisory committee established by the Board of Directors of the Napa County Transportation and Planning Agency (NCTPA).

## Article II DUTIES AND AUTHORITY

### 2.1 Duties

Pursuant to Metropolitan Transportation Commission's policies related to Paratransit Coordinating Councils, attached as Attachment A, the PCC shall advise the NCTPA Board of Directors and the Metropolitan Transportation Commission (MTC) regarding setting priorities for transportation services, review and make recommendations regarding the submission of claims for certain TDA and UMTA funds and allocations consistent with its priorities, and address coordination of paratransit services within Napa County.

### 2.2 Limitations on Authority

PCC shall have no independent duties and no authority to take actions that bind NCTPA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

## Article III MEMBERSHIP

### 3.1 Membership

Members shall be appointed by, and serve at the pleasure of, NCTPA. There shall be Nine (9) voting members of the PCC, representing the following categories:

- (1) Consumer/user 60 years of age or older
- (1) Consumer/user persons with disabilities
- (1) Social services provider for seniors
- (2) Social services providers for persons with disabilities
- (1) Social services provider for persons of limited means.
- (2) Member of the public residing within an urbanized area
- (1) Member of the public residing within a nonurbanized area

Representatives of no more than two separated contracted transportation service providers may be included as ex-officio, advisory, non-voting members.

Members may represent more than one of the above categories.

### 3.2 Member Terms

Initial appointments to the PCC shall be one-third for one year, one-third for two years, and one-third for three years. Subsequent appointments shall be for three years. Members shall draw lots to determine the term of initial appointment.

Non-attendance at three consecutive meetings without excuse may result in termination.

## Article IV OFFICERS

### 4.1 Chairperson and Vice Chairperson

The PCC shall elect from its membership a chairperson and a vice chairperson. Nominations for officers shall be made at the September meeting with elections held at the November meeting, annually. New officers shall take office at the January meeting and hold office for one year.

The chairperson shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The vice chairperson shall perform the duties of the chairperson when the chairperson is absent. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term, and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position as provided below. If both officers are absent from a meeting, the remaining members shall select one member to preside at the meeting.

### 4.2 Staff Resources

The NCTPA shall furnish clerical services to prepare and distribute PCC agendas, notices, minutes, correspondence and other documents and shall assign an employee to attend each meeting. The NCTPA shall maintain a record of all proceedings of the PCC as required by law and shall perform other duties as provided in these Bylaws.

## Article V MEETINGS

### 5.1 Regular Meetings

The PCC shall meet at least bimonthly. A meeting calendar shall be adopted the first meeting in January each year.

### 5.2 Special Meetings

A special meeting may be called by the chairperson. The meeting may be called and noticed as provided in Section 5.3 below. (For a general description of the noticing procedures, see the Rules of Procedure of the Board of Directors.)

### 5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Executive Director and General Counsel shall be given notice of all meetings.

### 5.4 Quorum; Vote

A quorum of the PCC shall consist of five members. All acts of the Committee shall require the presence of a quorum and the affirmative vote of a majority of the total membership present.

## Article VI MISCELLANEOUS

### 6.1 Adoption and Amendment of Bylaws

These Bylaws shall be adopted and amended by the PCC by the affirmative vote of a majority of its total membership and with the approval of the NCTPA Board.

### 6.2 Parliamentary Procedure

The rules contained in the "Standard Code of Parliamentary Procedure", by A. Sturgis, shall govern the PCC in all cases to which they are applicable and not inconsistent with these bylaws.

### MTC Policies Related to Paratransit Coordinating Councils

The following provisions shall be applicable for TDA Article 4.5 claimants (PUC Sections 99275 et seq.) and Article 8 transit claimants (PUC Sections 99400(c) and (d)) effective immediately:

#### Role and Responsibilities of Paratransit Coordinating Councils:

A. Membership: Membership on the PCCs shall include representatives of paratransit providers, relevant public agencies including public transit operators, and paratransit users, including, but not limited to, the elderly, handicapped, minority and low-income, as well as representatives of urbanized and nonurbanized areas of the county. The executive committees of the PCCs, where they exist, shall reflect the diverse membership of the PCCs.

MTC staff will review the charter and organizational structure of each county's PCC to determine that appropriate groups are represented on the PCC and its executive committee.

B. Setting Priorities for Transportation Services: Priorities for transportation services (funded under Article 4.5 or Article 8) shall be developed by the PCCs for their respective counties and their communities. The PCCs shall consider the local and regional AB 120 Action Plans and the transit service recommendations of the Minority Transit Needs Assessment Project (MTNAP) as they develop priorities for transportation needs in their counties. MTC's policy is to encourage the use of Article 4.5 and Article 8 transit funds for coordinated services to meet the general transportation needs of persons eligible for service.

C. Submission of Claims to Paratransit Coordinating Councils: All claimants for Article 4.5 and Article 8 transit funds shall participate in their county Paratransit Coordinating Council. Copies of all claims for TDA Article 4.5 or Article 8 transit funds and the quarterly and annual reports that claimants are required to submit to MTC shall also be submitted by the claimants to the appropriate PCC for their review and recommendations to MTC. Copies of all applications for UMTA Section 16(b)(2) and Section 18 funds and any other requests for funds for paratransit services shall also be forwarded to the appropriate PCC(s) for their review and recommendations to MTC.

D. Review of Claims by Paratransit Coordinating Councils: Each PCC shall review all applications for TDA Article 4.5 and Article 8-transit funds according to its priorities for service. Each PCC shall present to MTC its recommendations for the allocation of Article 4.5 and Article 8 transit monies. These recommendations are advisory and not binding on MTC. MTC staff

shall include the PCC recommendations with the staff evaluations presented to MTC's Grant Review and Allocations Committee.

Each PCC shall also review and make recommendations regarding priorities for UMTA Section 16(b)(2) applications and requests for UMTA Section 18 funds and any other requests for funds for paratransit services.

E. Coordination of Paratransit Services: Each Paratransit Coordinating Council shall address coordination of paratransit services within the county. Such coordination shall, to the maximum extent possible, involve the coordination of TDA-funded services with non-TDA-funded paratransit services. Coordination efforts shall include, but not be limited to, those activities described in the Social Service Transportation Improvement Act, Government Code Sections 15950 et seq. Each PCC shall develop definitions and policies regarding comparable fares and comparable services.

F. Coordination with Transit Services: Paratransit services shall complement and interface with transit services whenever possible. This coordination of paratransit services with fixed-route, public transit is especially important in areas where paratransit can provide transfers to regional trunkline transit service. Each Paratransit Coordinating Council shall address coordination between paratransit services and fixed-route services as part of their planning effort.

The following provisions shall be applicable for TDA Article 4.5 claimants (PUC Sections 99275 et seq.) and Article 8 transit claimants (PUC Sections 99400(c) and (d)), effective with claims for FY 1983-84.

I. Definitions:

A. "Special Transportation Services" are intended to serve those population groups who cannot use existing conventional fixed-route, public transit services and facilities for any of the following reasons:

- The traveler, because of age or disability (as determined by the local PCC priority process), cannot use existing public transit.
- Local public transit service is not otherwise available in the area or for the trip required.
- The majority of route miles are within the nonurbanized area of a nonurbanized county, as determined by the 1980 federal census.

Standards and definitions for determining whether a program qualifies as a "special transportation service" shall be adopted by each county's PCC, subject to review by MTC's Grant Review and Allocations Committee at the time claims are considered for approval.

B. "Operating Cost" means all costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the Uniform System of Accounts and Records adopted by the State Controller pursuant to PUC Section 99243 and exclusive of all direct costs for providing charter services and exclusive of all vehicle lease costs and exclusive of the costs of the following, for which, notwithstanding 21 Cal. Admin. Code Section 6634(e), MTC may allocate Article 4.5 and Article 8-transit funding:

- a) a performance audit;
- b) special planning studies or demonstration projects, including those funded with State Transit Assistance (STA) funds; and
- c) Paratransit Coordinating Council staffing for purposes such as planning and administration: however, other planning and administration costs funded under PUC Section 99275 and 99400(d) shall not be excluded.

For the purpose of determining a transit service claimant's compliance with its local match requirement, "operating cost" shall also exclude liability and casualty insurance premiums and payments in settlement of claims arising out of the transit service claimant's

liability. This exclusion shall remain effective only until June 30, 1991 and shall not apply for purposes of determining a claimant's maximum eligibility for TDA/STA funds.

In the case of a transit service claimant that is allocated funds for payment to an entity which is under contract with it to provide transportation services, "operating cost" also includes the amount of the fare revenues that are received by the entity providing the services and not transferred to the claimant.

The above definition shall apply in lieu of PUC Section 99247(a) and 99268.17 and 21 Cal. Admin. Code 6611.1.

C. "Local Match" means the revenue object classes 401, 402, and 403 as specified in Section 630.12 of Title 49 of the Code of Federal Regulations, as now or as may hereafter be amended, and private contributions, funds available under the Older Americans Act of 1965 (as amended) or through agreement with a Regional Center for persons with developmental disabilities (referenced in Welfare and Institutions Code Sections 4620 et seq.), and local support revenues in revenue account object classes 406, 408, 409 (excluding funds allocated under the Transportation Development Act or the State Transit Assistance Program), 410, 413.991, 430 and 440 of the Uniform System of Accounts and Records adopted by the Controller pursuant to PUC Section 99243, as now or as hereafter may be amended.

Contributed services reported under revenue object class 430 shall be considered local match only to the extent that the value of these services is reported as a contra account for expense. Contributed services of a paid employee of the transit service claimant or another entity shall be valued at a rate not to exceed the hourly wage of that employee for the number of hours that can be verified by the annual independent audit. Contributed services of a volunteer shall be valued at a rate not to exceed the federal minimum wage for the number of hours that can be verified by the annual independent fiscal audit.

The above definition shall apply in lieu of PUC Section 99205.7.

D. "Service Extensions": The required ratio of local match to operating cost prescribed by this resolution shall not apply to an extension of transportation services until two years after the end of the fiscal year in which the extension of services was put into operation. As used in this section, "extension of transportation services" shall include additions of geographical areas or route miles, or improvements in service frequency or hours of service greater than 25 percent of the route total, or the addition of new days of service, and for transit service claimants also includes the addition of a new type of service, such as van, taxi, or bus. Within 90 days after the end of each year of implementation, the claimant shall submit to MTC a report on the extension of public transportation services, including, but not limited to, the area served, the revenues generated, and the cost to provide the extended services.

In addition, for a claimant that is designated a consolidated transportation service agency (CTSA), coordination activities undertaken to implement an action plan to meet the legislative intent expressed in Section 15951 of the Government Code shall be considered an extension of public transportation services. Such coordination activities are limited to activities

initiated after designation as a CTSA which include ongoing coordination with non-TDA-funded social service transportation services as well as TDA claimants. Any questions concerning whether an activity falls within the above limits shall be resolved by MTC.

The above definition shall apply in lieu of PUC Section 99268.8.

E. "Community" is defined as a population group sharing common interests within a geographic area.

II. General Rules:

A. For Special Transportation Service Claimants: The maximum contribution of TDA and STA funds to a special transportation service (as defined above) claimant shall be 90% of total operating costs (as defined above). For any fiscal year, at least 10% of the operating cost of a special transportation service shall be provided with local match revenues (as defined above).

B. Other Claimants: All claimants for TDA Article 4.5 or Article 8 transit funds that are determined by MTC to not qualify as special transportation services shall be considered as providers of general transportation. The maximum contribution of TDA and STA funds for such general transportation shall be 80% of total operating costs (as defined above). For any fiscal year, at least 20% of the operating cost of a general transportation service shall be provided with local match revenues (as defined above).

However, for a transit service claimant providing general transportation in a county with a population of 500,000 or less and serving an urbanized area, MTC may set the maximum contribution of TDA and STA funds for the service at no more than 85% and the local match requirement at not less than 15% if a finding is made pursuant to PUC Section 99268.12.

C. Noncompliance with Local Match Requirements: Noncompliance with the above stated local match provisions during Fiscal Year 1983-84 1986-87 or future fiscal years shall result in a reduction in the claimant's eligibility to receive TDA and STA by the amount of the difference between the required local match and the actual local match, as prescribed by PUC Section 99268.9 and 21 Cal. Admin. Code Section 6633.9.

D. Fare Coordination: Comparable fares shall be charged for comparable services throughout each county.

E. Separability: If a claimant is responsible for more than one type or area of service, the claimant may request that these rules may be applied separately or collectively to the services provided by the claimant. However, quarterly and annual reports shall be submitted for each service.

F. Maximum Allocation of TDA Article 4.5 Funds: It is MTC policy that, pursuant to PUC Code Section 99233.7, 5 percent of the funds available shall be allocated, in those counties with eligible claimant(s), for community transit purposes. Unused funds made available



for Article 4.5 purposes in one year shall be reserved in the Local Transportation Fund for use in subsequent years for Article 4.5 purpose





January 5, 2012  
PCC Agenda Item 8

**Action Requested: ACTION REQUIRED**

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

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**TO:** Paratransit Coordinating Council  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Assignment of Terms

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### **RECOMMENDATION**

a) Approve the assignment of individuals to fill seats on the PCC as recommended in the staff report; b) randomly assign individuals to serve terms of one, two, or three years; c) forward the PCC assignments to the NCTPA Board of Directors for approval.

### **EXECUTIVE SUMMARY**

In accordance with the PCC by-laws, individuals serving on the PCC are to represent specified stakeholder groups. In addition, "...Initial appointments to the PCC shall be one-third for one year, one-third for two years, and one-third for three years. Subsequent appointments shall be for three years. Members shall draw lots to determine the term of initial appointment." As the agency is unable to adequately trace back specific assignments and when terms were set to expire, staff is recommending member assignments be made and "draw lots" at this time.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **BACKGROUND AND DISCUSSION**

In accordance with the PCC by-laws, individuals serving on the PCC are to represent specified stakeholder groups. In addition, "...Initial appointments to the PCC shall be one-third for one year, one-third for two years, and one-third for three years. Subsequent appointments shall be for three years. Members shall draw lots to determine the term of initial appointment." As the agency is unable to adequately trace

back specific assignments and when terms were set to expire, staff is recommending member assignments be made and lots drawn at this time.

The PCC By-laws read in part:

*Members shall be appointed by, and serve at the pleasure of, NCTPA. There shall be Nine (9) voting members of the PCC, representing the following categories:*

- (1) Consumer/user 60 years of age or older*
- (1) Consumer/user persons with disabilities*
- (1) Social services provider for seniors*
- (2) Social services providers for persons with disabilities*
- (1) Social services provider for persons of limited means*
- (2) Member of the public residing within an urbanized area*
- (1) Member of the public residing within a nonurbanized area*

*Representatives of no more than two separate contracted transportation service providers may be included as ex-officio, advisory, non-voting members.*

*Members may represent more than one of the above categories.*

In December 2011, NCTPA staff surveyed all current members of the PCC to ascertain which categories members might represent. Based on this survey staff recommends the following assignments:

- (1) Consumer/user 60 years of age or older: Vacant
- (1) Consumer/user persons with disabilities: Doug Weir
- (1) Social services provider for seniors: Celine Regalia
- (2) Social services providers for persons with disabilities: Beth Kahiga, Randy Kitch
- (1) Social services provider for persons of limited means: Vacant
- (2) Member of the public residing within an urbanized area:  
Joann Busenbark, Betty Rhodes
- (1) Member of the public residing within a nonurbanized area: Vacant

### **SUPPORTING DOCUMENTS**

None.



January 5, 2012  
PCC Agenda Item 9

Action Requested: **ACTION REQUIRED**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

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**TO:** Paratransit Coordinating Council  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Appointments to VCAC

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### **RECOMMENDATION**

Recommend Doug Weir and George Blankenstock be appointed by the PCC to serve on the Vine Consumer Advocacy Committee.

### **EXECUTIVE SUMMARY**

In accordance with the Vine Consume Advocacy Committee By-laws:

"The VCAC will consist of nine (9) voting members. Composition is to be reflective of NCTPA's transit service users throughout the service area. Generally members will be appointed based on their representation of the following constituencies:

... Public transit consumer/user over age 60, to be nominated by the Paratransit Coordinating Council ...Public transit consumer/user with a physical disability, to be nominated by the Paratransit Coordinating Council..."

Staff recommends the PCC nominate Doug Weir and George Blankenstock be nominated to serve as members of the PCC to the positions of a consumer with a disability and a consumer over the age of 60, respectively.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

None.





January 5, 2012  
PCC Agenda Item 10

**Action Requested: INFORMATION**

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

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**TO:** Paratransit Coordinating Council  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Napa Shuttle Application

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### **RECOMMENDATION**

The Council review and provide feedback to staff regarding the new Napa Shuttle application form.

### **EXECUTIVE SUMMARY**

The Napa Shuttle is a shared ride, curb-to-curb program designed to improve mobility for specific elderly and disabled individuals, and low income residents. Given the program's eligibility requirements, some form of application is required to enroll clients.

Staff has developed a draft application for review and comment by the committee.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

(1) Draft Application





# NAPA SHUTTLE APPLICATION

The Napa Shuttle is a shared ride, curb-to-curb program designed to improve mobility for specific elderly and disabled individuals, and low income residents living and travelling within the city limits of Napa. To enroll in the program, please complete/provide the information below.

**A. Which description below best applies to you? (Check one)**

- I am ADA paratransit certified.
- I am frail-elderly and cannot ride the regular bus.
- I am low income and cannot ride the regular bus.

**Family Income Limits**

Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low	\$18,100	\$20,700	\$23,300	\$25,850	\$27,950	\$30,000	\$32,100	\$34,150
Very Low	\$30,150	\$34,450	\$38,750	\$43,050	\$46,500	\$49,950	\$53,400	\$56,850
Low	\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400	\$80,600	\$85,800

**B. Napa has an extensive public bus system and a travel training program to help people learn how to ride the bus. Please explain why you are unable to use the regular bus system:**

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**C. Please attach proof of age and/or income status.**

(Please see reverse side.)





Janaury 5, 2012  
PCC Agenda Item 11

**Action Requested: INFORMATION**

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

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**TO:** Paratransit Coordinating Council  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** ADA Vine Go Application process

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### **RECOMMENDATION**

The Council receive an update from the Manager of Public Transit regarding the current status of the ADA Vine Go Application process.

### **EXECUTIVE SUMMARY**

The Manager of Public Transit will provide the Council with an update on the current status of the ADA Vine Go Application process.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

None.





January 5, 2012  
PCC Agenda Item 11

**Action Requested: INFORMATION**

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

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**TO:** Paratransit Coordinating Council  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** ADA Vine Go Application Process

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### **RECOMMENDATION**

The Council receive an update from the Manager of Public Transit regarding the current status of the ADA Vine Go Application process.

### **EXECUTIVE SUMMARY**

The Manager of Public Transit will provide the Council with an update on the current status of the ADA Vine Go Application process.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

None.





January 5, 2012  
PCC Agenda Item 12

**Action Requested: INFORMATION**

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

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**TO:** Paratransit Coordinating Council  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** PCC Meeting Schedule

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### **RECOMMENDATION**

Staff recommends the PCC adopt a meeting schedule (below) for calendar year 2012.

### **EXECUTIVE SUMMARY**

Staff recommends the PCC adopt the following meeting schedule for 2012:

January 5, 2012  
March 8, 2012  
May 3, 2012  
July 12, 2012\*  
September 6, 2012  
November 1, 2012

Meetings to be held at 10 AM at NCTPA.

\*Note: As the first Thursday in July would be the 5<sup>th</sup>, staff has recommended moving the meeting one week later in the month of July.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

None.

