

## Committee for Transit Accessibility

Wednesday, April 8, 2009

### MINUTES

#### CALL TO ORDER

The Regular Meeting of the Committee for Transit Accessibility (CTA) was called to order at 1:00 p.m. by Chairperson Morrow in Building A, Auditorium, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

#### 1. ROLL CALL

Attendee Name	Title	Status
Lori Arnberg	Member	Absent
Emma Eljas	Member	Absent
Christina Fernandez	Staff Aide to Ex-Officio Board Liaison Reed	Present
Linda Gallo	Member	Absent
Sandra Gouveia	Second Vice Chairperson	Present
David Grant	Member	Present
Katie Heatley	Ex-Officio Member	Present
Troy Hernandez	Member	Present
Marjorie Jensen	Member	Present
David Julian	First Vice Chairperson	Absent
Connie Langford	Member	Absent
Martin Lasich	Member	Absent
Laura Michels	Member	Absent
Mike Montague	Member	Present
Aaron Morrow	Chairperson	Present
Shawna Nourzaie	Member	Present
Larry Saltman	Member	Present
Dilip Shah	Member	Present
Thomas Slack	Member	Absent
Barbara Stahl	Member	Present
William Zhu	Member	Present

#### 2. INTRODUCTION OF AUDIENCE MEMBERS

David Sausjord, Revenue Services Manager; Camille Williams, Accessible Services Program Manager; Sandra Weymouth, Policy and Administration Manager; Dan Smith, Chief Operating Officer; Ann Carey, Executive Assistant to the General Manager; Walter Schinke, South County Advocate; David Ledwitz, Management Analyst; Ali Hudda, Deputy Director of Accounting; Jennie Loft, Public Information Officer; and Deborah Harrington, Board Secretary.

### **3. PUBLIC PRESENTATIONS:**

Walter Schinke, Interested Citizen, thanked staff for addressing concerns regarding community bus safety issues, noting there has been an improvement with drivers securing tie downs and placing seats in proper position. Mr. Schinke expressed concern regarding the bus stops in South County that are not accessible to individuals with mobility devices and announced inventory will be taken of all bus stops and priority given to those which should be completed first.

### **4. Minutes of March 11, 2009**

Member Stahl noted the minutes reflected a request to amend changing the Committee name at the April meeting and indicated the item was not on the Agenda.

Chairperson Morrow indicated the item would be discussed as part of the Mission Statement.

**M/S/C (Gouveia/Jensen)** to approve the Minutes of March 11, 2009.

### **5. Chief Operating Officer's Report**

Dan Smith, Chief Operating Officer, provided a brief report highlighting the following:

- Solar panels are being installed at the Cerone Division. The panels have the potential to market a new type of solar collector that collects more energy than the traditional flat panels. This will result in \$15,000 to \$20,000 in savings for VTA.
- The security contract was fully transitioned to Allied Barton on March 13, 2009. A smooth transition was achieved due in part to the retention of a majority of Securitas Personnel.
- On March 6, 2009, transit officers responded to an attempted robbery at the Curtner Light Rail Station. Closed Circuit Television (CCTV) cameras aided in the apprehension of the suspect. On March 15, 2009, a light rail operator reported a robbery on the Great Mall Platform. The suspect was apprehended and the passenger treated for minor injuries.
- A fare enforcement detail was conducted at the McKee Light Rail station. Approximately 90 passengers were checked, 15 citations issued and two arrests made by sheriff's transit deputies.

Member Grant questioned standard procedures for boarding a passenger using a walker if there are already two people on board with wheelchairs occupying the two secured areas. Jim Unites, CTA Liaison, indicated it is an error on the operator's part if the passenger in the walker is refused boarding and noted there was a memo being prepared addressing the concern.

**NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.**

Member Grant questioned the order of boarding when there are both cognitively disabled and ambulatory passengers. Mr. Smith indicated it is handled at the discretion of the operator based on the situation, and encouraged anyone who is denied service to contact Customer Service.

**On order of Chairperson Morrow** and there being no objection, the Committee received the Chief Operating Officer's Report.

## **BUSINESS REFERRED TO COMMITTEE BY THE BOARD OF DIRECTORS/GENERAL MANAGER**

### **6. 5310 Local Review Committee Appointment**

David Ledwitz, Management Analyst, provided a brief update on the Fiscal Year 2009 Federal Transit Administration (FTA) Section 5310 Program and asked the CTA to select three members to serve on the Local Review Committee (LRC) to evaluate and rank applications. Mr. Ledwitz indicated the applications are due May 20, 2009 and the LRC will meet on May 26, 2009 and if additional work is required the committee will meet again on May 27th.

Chairperson Morrow questioned if there were any new guidelines for the process. Mr. Ledwitz indicated the major changes were implemented in 2008 and this is the second year the LRC will be working with those changes.

Ex-Officio Member Heatley indicated there were two additional questions on the application which may require coordination with the Office of Emergency Services or the broker to answer.

Chairperson Morrow indicated he would like to serve on the LRC and asked for additional volunteers. He suggested a courtesy call be given to Member Julian and Member Langford to ask if they would like to serve.

Member Jensen questioned the days and times of the meetings. Mr. Ledwitz indicated the LRC would meet to evaluate the applications on May 26<sup>th</sup> from 9:00 am - 3:00 pm, and on May 27<sup>th</sup> if needed.

**On order of Chairperson Morrow** and there being no objection, the Committee appointed three members from the Committee for Transit Accessibility (CTA) to serve as the Local Review Committee (LRC) to evaluate and rank Fiscal Year 2009 Federal Transit Administration (FTA) Section 5310 Program project applications.

### **7. Advanced Farebox System**

David Sausjord, Revenue Services Manager, provided a brief update and review of the Advanced Farebox System. He indicated the Request For Proposals (RFP) will be issued in June. Proposals, features, and bids will be evaluated and the contract awarded by the end of the calendar year.

Member Stahl questioned if the device can be checked by a person in a wheelchair. Mr. Sausjord indicated equipment will be brought to VTA and CTA will be invited to observe and comment.

Member Grant questioned the type of fare media the boxes would accept noting a token system would be easier for a disabled passenger. Mr. Sausjord indicated a system which recognizes electronic fare media is what is being looked at for the long term, but token capabilities are being researched as well.

Member Grant questioned the timeline for a final decision and requested the item be agendized again. He questioned if there was a chance the replacement of fareboxes would be postponed due to budget constraints.

Ali Hudda, Deputy Director of Accounting, indicated the fareboxes generate a significant amount of road calls because the system is fragile and vulnerable and needs to be replaced.

Member Grant questioned if passengers would be able to pay using a credit card. Mr. Hudda indicated the overall strategy is to get a farebox which has a card reader, but going in the system may not be able to read them because there is additional back end work that needs to be done and would be an add-on item.

**On order of Chairperson Morrow** and there being no objection, the Committee received the status update for the Advanced Farebox System project.

#### **8. Advisory Committee Enhancement (ACE) Subcommittee Update**

Jennie Loft, Public Information Officer, and Stephen Flynn, Senior Management Analyst, provided a brief overview VTA's Advisory Committee Enhancement (ACE) update and provided a list of the following top three priorities designated by the ACE Task Force:

- Add to Board memo advisory committee vote and major comments/concerns
- Advisory committees should have the ability to identify, for Board of Directors consideration, future trends or potential areas of concern to the Board, Member Agencies, or constituent groups.
- Committees need to review and provide input to staff on items and issues in early development, not final completion stage.

Christina Fernandez, Staff Aide to Ex-Officio Board Liaison Reed, left the meeting at 1:44 p.m.

Member Stahl requested clarification regarding the review of projects priority. Ms. Loft indicated the Task Force suggested the items coming to the advisory committees for consideration be brought forth earlier in the process.

Chairperson Morrow noted he is trying to understand what the goal is in adding major comments and advisory vote to Board Memos. He indicated he is uncomfortable writing a report when the Board Secretary's Office records the meeting, and thinks it should come from them. It would be the responsibility of the Chairperson to convey the meaning when reporting to the appropriate Board.

Member Grant questioned why CTA is reporting to Transit Planning and Operations Committee (TPO) noting the Americans with Disability Act (ADA) pertains to the whole organization.

Chairperson Morrow indicated CTA could report straight to the Board if there was a pressing issue. He noted that in his meeting with Greg Sellers, TPO Chairperson, some of the issues affecting CTA were addressed and noted they are actively seeking ways to communicate.

Member Grant indicated there were similar issues with the former CTA Chairperson, Randy Tamez. Member Grant referenced correspondence between Dolly Sandoval, former TPO Chairperson, and the CTA. Chairperson Morrow indicated the memo Member Grant referenced was from December 2007 in response to questions and issues brought forward by Mr. Tamez.

Ex-Officio Member Heatley requested clarification on the process of proposing strategies to create a uniform way of presenting items to the Board.

Ms. Loft indicated the Task Force has developed the priorities and the subcommittees are charged with presenting to their respective committee to create strategies. The ideas will be taken back to the Task Force, and as a group, they will discuss the best way of approaching and accomplishing the priorities.

Member Grant questioned if there was a process to introduce the other issues. Ms. Loft indicated the top three will be addressed first and over time, the other issues will be reviewed by the entire group and they will define the process.

Member Grant questioned the timeline of addressing the top issues. Ms. Loft indicated the Subcommittees and Task Force would not be rushed and there is no closing time frame. The Task Force will however, provide a mid-year report to Administration and Finance Committee.

Chairperson Morrow expressed concern with the information CTA has received in the past. Ms. Loft suggested the group collectively develop some solutions to achieve the priorities.

Ex-Officio Member Heatley addressed the need to develop standardized ways to present ideas and have transparent movement of information.

Member Grant questioned if developing an annual report would be a way CTA could communicate to the Board what was done and what the areas of interest are. Jim Unites, CTA Liaison, indicated the Workplan is developed to present issues the CTA would like to address.

Member Grant indicated input is not made in the development stage where CTA could present more information and possibilities.

Member Gouveia expressed concern with the Task Force noting the information coming back has not always been concise and makes it hard to participate in the discussion.

Member Stahl indicated the information is brought back from the Task Force to get input from CTA.

Member Grant expressed concern with regards to Board Members reading the material and the committee comments. Member Stahl suggested the committee comments and recommendations be placed on the first page of the Board memo and not the last.

Ex-Officio Member Heatley suggested the structural flow and timeliness of getting the information out to the committees be reviewed.

Member Grant expressed concerns with the inability to pursue issues not favorable with staff due to other constraints and indicated information needs to be provided to the Committees so they can advise staff.

Chairperson Morrow indicated he will review the recording from the meeting and take some of the strategies back to the ACE Subcommittee.

**On order of Chairperson Morrow** and there being no objection, the Committee received an update and provided direction to the CTA Advisory Committee Enhancement (ACE) subcommittee members on strategies to achieve the Task Force priorities.

Chairperson Morrow left his seat at 2:27 pm and the meeting was recessed.

Chairperson Morrow took his seat at 2:29 pm and the meeting was reconvened.

## **9. Provisional Committee for Transit Accessibility (CTA) Mission Statement**

Chairperson Morrow indicated he met with staff regarding the Mission Statement and they were not in favor of adding the words “economically disadvantaged”.

Chairperson Morrow made a motion to approve the provisional mission statement to read, “The Committee for Transit Accessibility (CTA) advises the Board of Directors and staff on transportation options and all matters under VTA’s purview pertaining to equal access, accessibility, availability, and affordability to public transportation to meet the mobility needs for individuals with disabilities, seniors, and economically disadvantaged persons.”

Member Jensen questioned the advantage of removing economically disadvantaged persons from the mission statement. Ms. Loft indicated other advisory committees review that aspect as they review fares.

Member Stahl requested an amendment to the provisional mission statement to change the “Committee for Transit Accessibility” to the “Committee for Transportation Accessibility”, and Member Gouveia requested an additional amendment to delete the words “under VTA’s purview” from the provisional mission statement.

Chairperson Morrow made a new motion to include the amendments which was seconded by Member Saltman.

**M/S/C (Morrow/Saltman)** to consider amending the provisional Committee for Transit Accessibility (CTA) Mission Statement to include the indicated modifications requested by CTA members subsequent to CTA adoption of the provisional Mission Statement.

Chairperson Morrow expressed his concern with the Mobility Options Task Force, noting that it is covered under the purview of the mission statement. He noted in October 2007, a motion was made by former CTA Chairperson Randy Tamez and seconded by Member Slack, that all issues in regard to the Mobility Options Training program would fall under the purview of a CTA subcommittee. He questioned the lack of involvement of CTA members and inclusion of VTA staff and contractors and expressed concern with the lack of public process.

Chairperson Morrow indicated there is a brochure and travel training video which were created and questioned why they have not been presented to the Committee. He noted as the Vice Chairperson, he instructed the Mobility Options Task Force be a standing item on the CTA Agenda and it's been pushed out to a quarterly review process.

Chairperson Morrow made a motion that the Mobility Options Task Force be stopped and the whole program be brought back under the purview of the CTA. He referenced a memo from former TPO Chairperson Sandoval, to Mr. Tamez which states CTA is to develop, in conjunction with staff, the Mobility Options program.

Chairperson Morrow indicated on March 31, 2009, he sent a message to Jim Unites, CTA Liaison, expressing concern in regards to the Mobility Options program process. He was by Mr. Unites asked who else he would like to have participating in the program. Chairperson Morrow indicated he tried to slow down the process and got shunned and noted his displeasure with staff.

Member Grant requested Dan Smith, Chief Operating Officer, address the issues and concerns of Chairperson Morrow.

**M/S/C(Morrow/Jensen)** to immediately cease and desist the current make-up of the Mobility Options Task Force and to force staff to bring the purview back to the CTA.

**10. Advisory Committee Enhancement Process Update**

**On order of Chairperson Morrow** and there being no objection, the Committee received the Advisory Committee Enhancement Process Update.

**11. Committee Workplan**

Jim Unites, CTA Liaison, provided a brief update on the Committee Workplan noting the Quarterly Legislative Report will be added and the Farebox item will be placed back on the Workplan to allow CTA to review the choices.

**On order of Chairperson Morrow** and there being no objection, the Committee received the Workplan Update.

**REPORTS**

**The Agenda was taken out of order.**

**15. Chairperson's Report**

Chairperson Morrow provided a brief report noting he met with TPO Chairperson, Greg Sellers, to discuss CTA concerns and indicated a letter will be drafted and forwarded to the Committee. He noted CTA is aware of the economic downturn and conveyed how important the paratransit program is to the county.

Member Grant questioned the legal implications and role of contractors who sit on the Travel Training Committee and other VTA Committees.

Chairperson Morrow requested staff provide the information with the Mobility Options program update in May. Dan Smith, Chief Operating Officer, indicated contractors may sit on a committee as a non-voting member.

Mr. Unites requested clarification of the information CTA was requesting questioning if it pertained to the contractor doing Travel Training. Chairperson Morrow confirmed it was the issue but indicated the Mobility Options program was not on the agenda; therefore they would need to refrain from having a lengthy discussion on the topic.

Chairperson Morrow indicated he has met with senior staff on many occasions and requested Mr. Smith meet with the entire committee to have an open discussion regarding the problems that exist.

Chairperson Morrow announced his upcoming meeting with Michael T. Burns, General Manager, to address CTA's pressing issues, notably the Mobility Options Task Force.

**On Order of Chairperson Morrow** and there being no objection, the Committee received the Chairperson's Report.

**12. City of San Jose Disability Advisory Commission (DAC) Report**

**On Order of Chairperson Morrow** and there being no objection, the Committee deferred the City of San Jose Disability Advisory Commission (DAC) Report.

**13. Board of Directors Report**

Christina Fernandez, Staff Aide to Ex-Officio Board Member Reed, provided a written report which was placed on the dais.

Member Saltman suggested the Board of Director's Report be placed at the beginning of the Agenda to accommodate Ms. Fernandez's schedule.

**On Order of Chairperson Morrow** and there being no objection, the Committee received the Board of Directors Report as contained on the dais.

**14. Committee Staff Report**

Jim Unites, Deputy Director, Operations and Staff Liaison, announced the Board Workshop on April 24, 2009 and invited the CTA to attend, noting the budget will be presented.

Ex-Officio Member Heatley indicated the MTC will have a number of drills and exercises for emergency planning that will use persons with disabilities and requested CTA be informed when that comes into focus.

Dan Smith, Chief Operating Officer, provided follow-up information regarding the March CTA meeting, noting a referral has gone out to address the Bus Procurement item and recommended it be agendized for the May meeting.

**On Order of Chairperson Morrow** and there being no objection, the Committee Staff Report was received.

**OTHER**

**16. Announcements**

There were no Announcements.

**17. ADJOURNMENT**

**On order of Chairperson Morrow** and there being no objection, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Menominee L. McCarter, Board Assistant  
VTA Board of Directors