



**Final**

**Agenda, Minutes & Reports**

**(Includes PAL Committee Minutes)**

**April 11, 2023**

**1:30pm**

**San Mateo County  
Paratransit Coordinating Council (PCC)  
P.O. Box 1035  
San Carlos, CA 94070  
Phone: (650) 299-1442**

**[www.sanmateopcc.org](http://www.sanmateopcc.org)  
[sanmateopcc2@gmail.com](mailto:sanmateopcc2@gmail.com)**

This meeting will be at SamTrans headquarters building at  
1250 San Carlos Ave., San Carlos CA 94040

Tuesday, April 11 2023  
1:30 pm Pacific Time

Members of the public can join the meeting remotely, via Zoom, here:  
<https://samtrans.zoom.us/j/2925800493?pwd=aEZ3eE1oaiddoZHBUSHlOT0hIUjRBQT09>

Or join by phone:  
**1-669-900-9128**

Meeting ID (for both phone and computer): **292 580 0493**  
Password (for both phone and computer): **762722**

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

**\*9** - Raise hand to make a comment or ask a question  
**\*6** - Toggle mute/unmute

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## Meeting Schedule for 2023

(Subject to change, pending review for Brown Act compliance.)

<b>PCC</b> San Mateo County Paratransit Coordinating Council	<b>PCC</b> Executive Committee	<b>PAL</b> Policy-Advocacy- Legislative Committee*	<b>PCC</b> Education Committee	<b>SamTrans</b> <b>Board of Directors</b>
2 <sup>nd</sup> Tuesday Monthly <b>1:30-3:30pm</b>	1 <sup>st</sup> Tuesday Monthly <b>1:00-2:00pm</b>	2 <sup>nd</sup> Tuesday Monthly <b>1:30pm-3:30pm</b>	1 <sup>st</sup> Friday Bi-Monthly <b>1:00pm</b>	1 <sup>st</sup> Wednesday Monthly <b>2:00pm</b>
January 12, 2023	January 3, 2023	January 12, 2023	January 6, 2023	January 4, 2023
February 14, 2023	February 7, 2023	February 4, 2023		February 8, 2023
March 14, 2023	March 7, 2023	March 14, 2023	March 3, 2023	March 1, 2023
April 11, 2023	April 4, 2023	April 11, 2023		April 5, 2023
May 9, 2023	May 2, 2023	May 9, 2023	May 5, 2023	May 3, 2023
June 13, 2023	June 6, 2023	June 13, 2023		June 7, 2023
July 11, 2023	July 4, 2023 (will change)	July 11, 2023	July 7, 2023	July 5, 2023
<b>NO MEETING</b>	August 1, 2023	<b>NO MEETING</b>		August 2, 2023
September 12, 2023	September 5, 2023	September 12, 2023	Sept. 1, 2023	September 6, 2023
October 10, 2023	October 3, 2023	October 10, 2023		October 6, 2023
November 14, 2023	November 7, 2023	November 14, 2023	November 3, 2023	November 1, 2023
December 12, 2023	December 5, 2023	December 12, 2023		December 6, 2023

### NOTES:

Coastside Transportation Committee (CTC) quarterly meeting dates TBD.

ERC (Efficiency Review Committee) meets as needed.

\*Included with PCC meeting.

AGENDA  
**San Mateo County**  
**Paratransit Coordinating Council (PCC) Meeting**

April 11, 2023

1. Welcome / Roll Call	1:30
2. Approval of March 14, 2023, PCC Meeting Minutes*	1:35
3. Public Comments (for items not on the agenda)	1:40
4. Future PCC meetings alignment with Brown Act – Discussion*	1:45
5. Committee Reports	2:00
a. Policy/Advocacy/Legislative (PAL) – Mike Levinson, Chair	
i. Approval of March 14, 2023, PAL Meeting Minutes*	
ii. Legislative	
1. AB817 – Amendments to the Brown Act*	
iii. Advocacy	
1. Transit Recovery Update – Tina Dubost	
iv. Policy Issues	
b. Grant/Budget Review – Sammi Riley, Chair	
c. Education – Sammi Riley, Chair	
d. Executive – Benjamin McMullan, Chair	
i. Bylaws amendments for May	
e. Nominating/Membership Report – Evan Milburn	
6. SamTrans / Redi-Wheels Reports	2:25
a. Operational Report – Tina Dubost	
b. Performance Summary – Tina Dubost	
c. Comment Statistics Report – Tina Dubost	
d. Safety Report – Charles Posejpal	
7. Liaison Reports	2:35
a. Agencies – Marie Violet & Dao Do	
b. ERC – Mike Levinson	
i. Update on Trapeze scheduling software – Tina Dubost	
c. Commission on Disabilities (COD) – Evan Milburn	
d. Center for Independence (CID) – Ben McMullan	
e. Commission on Aging (COA) – Kathy Uhl	
f. Coastside Transportation Committee (CTC) – Tina Dubost	
g. Trans. Auth.-Citizens’ Advisory Committee (TA-CAC) – Sandra Lang	
8. Other Business	2:45
a. ADA policy refresher – Tina Dubost	
9. Adjournment	3:00

\*Action Item

## SAN MATEO COUNTY

### PARATRANSIT COORDINATING COUNCIL (PCC)

Minutes of March 14, 2023, Meeting

#### **ATTENDANCE:**

##### Members in person:

Susan Capeloto, Dept. of Rehabilitation; Dinae Cruise, Vice Chair, Consumer; Dao Do, Rosener House (represented by Jane Stahl); Tina Dubost, SamTrans; Benjamin McMullan, Chair, CID; Sammi (Wilhelmina) Riley, Consumer, Educ. Comm. Chair; Kathy Uhl, CoA  
(Member attendance = 7/13, Quorum = Yes)

##### Members on Zoom:

Judy Garcia, Consumer; Sandra Lang, Community Member; Mike Levinson, Consumer, PAL Chair; Marie Violet, Dignity Health

##### Guests:

Charles Posejpal, First Transit/Redi-Wheels; Lynn Spicer, SamTrans; Henry Silvas, SamTrans; Kelly Shanks, SamTrans; Sarah Verity, Ability Path; Jane Stahl, PCC Staff; David Koffman, Nelson\Nygaard; Larisa Vaserman

##### Absentees:

Alex Madrid, Consumer; Evan Milburn, Consumer, CoD.

#### **WELCOME/INTRODUCTIONS:**

Chair Ben McMullan called the meeting to order at 1:40 pm. The meeting was held in person and via Zoom conference call.

Ben McMullan made a motion to allow Sandra Lang and Mike Levinson to participate remotely per the Brown Act "just cause" provision. Tina Dubost seconded the motion; the motion was approved.

#### **APPROVAL OF FEBRUARY MINUTES:**

Sammi Riley moved to approve the February meeting minutes; Dinae Cruise seconded the motion; the minutes were approved.

## **PUBLIC COMMENTS:**

None.

## **PCC Meetings and the Brown Act**

Tina Dubost led a discussion of how PCC meetings now need to be conducted to comply with the Brown Act. These apply to committees created by the SamTrans Board of Directors, and any sub-committees.

All committee meetings must be posted at least 72 hours in advance, must be in person, and must be held in an accessible location. Members of the public should be able to attend any PCC meeting either in person or remotely (if remote access is available.) Tina offered to arrange a conference room at SamTrans for any of the meetings.

There are currently four standing committees mentioned in the PCC bylaws: Policy, Advocacy, Legislative (PAL); Budget/Grant Review; Education; and Executive. The Membership/Nominating committee is not mentioned in the by-laws.

Tina outlined the following options for meetings:

1. Hold a committee meeting as part of the PCC meeting.
2. Hold a committee meeting before or after the PCC meeting.
3. Hold a committee meeting on a different date and time.
4. Disband a committee and give reports at a PCC meeting as needed or meet on an ad hoc basis.

Communication among committee members should be “one-way” with PCC staff sending a communication to members, who could only respond to staff (no “reply all”) and thus avoid “hub and spoke” communication.

After much discussion of the various needs and options, it was proposed that:

1. The Budget/Grant Review committee would be replaced with an ad hoc committee and/or a request for budget information or grants as needed.
2. The PAL committee will continue as part of the monthly PCC agenda.
3. The Education Committee plans to meet before the monthly PCC meeting, probably at noon.
4. The Executive Committee will meet on the first Tuesday of April to discuss plans for future meetings. Staff will confirm the time and location.

There was discussion on the need to increase opportunities for the public to participate.

## **COMMITTEE REPORTS:**

### **Policy/Advocacy/Legislative (PAL) – Mike Levinson, Chair**

See page 10.

### **Grant/Budget Review – Sammi Riley, Chair**

No updates.

### **Education – Sammi Riley, Chair**

There was no meeting as a quorum wasn't met. Members will be advised of the next meeting.

### **Executive – Ben McMullan**

There was no meeting in March as the quorum wasn't met.

The full PCC committee then reviewed some proposed changes to the by-laws.

Ben moved to accept the minor grammatical changes; Sandra Lang seconded the motion. It was approved.

Under ARTICLE VI: OFFICERS, Section 1. Wording was amended to add one more term after the four terms allowed if no one else steps up. Plus, wording was added to allow the Executive Committee to appoint someone to fill a vacancy, as follows:

“Additional terms can be served if there are no other candidates for the office.”

“If the Chairperson and/or vice-chairperson is removed, resigns, or the offices are otherwise vacant, the Executive Committee will call for a new election for that vacancy. In the interim, the executive committee can appoint an individual to fill the vacancy.”

Mike made a motion to accept these changes; Ben seconded the motion. It was approved.

Under ARTICLE XI: AMENDMENT, CORRECTIONS, OR CHANGES IN THE BYLAWS. Any amendment proposed for consideration shall be “sent electronically to their last known email address” or mailed to the last recorded address of each member at least fifteen (15) days prior to the date of the meeting. Note: A motion was not made on this so it will be added to the May agenda with another amendment.

Under ARTICLE V: MEMBERSHIP, Section 7. Tina asked for clarification on member absences. All agreed that this section is not clear and will be discussed at a future meeting.

Kathy Uhl advised that there are four PCC meetings that she cannot attend; she was advised to send an alternate to attend in her place; that person can vote and be counted in a quorum.



## **Nominations/Membership – Evan Milburn**

Evan Milburn was absent; there was no report.

## **OPERATIONAL REPORTS**

### **PERFORMANCE REPORT**

Tina reported on data from February 2023. Trips served were a little lower than in January although this is a seasonal trend. Total ridership increased by 17% from the same time in 2022. Subscriptions are approximately 20% of trips; agency trips are around 5%; trips sent to taxi were low. The percentage of same day trips was typical. On time performance met the standard. Productivity was 1.47 passengers per hour.

David Koffman had asked about on-time performance for appointments. For January it was 94.29%.

Mike asked about the number of drivers. Charles Posejpal said it has increased and the number of routes and distance per trip has also increased.

### **COMMENT STATISTICS REPORT**

Data from January showed fewer total comments compared with pre-COVID, with most received as consumer reports. There are no discernable patterns.

Mike asked about the number of calls on the 800 number. Tina said that the operators receive many questions about Caltrain, time of buses, etc., not just about paratransit.

### **SAFETY REPORT**

Charles Posejpal reported that there were two non-preventable and two preventable incidents in February.

## **LIAISON REPORTS**

### **Agency – Dao Do & Marie Violet**

No report.

### **ERC – Mike Levinson**

No ERC meeting is scheduled.

Tina reported that work continues for the implementation of the updated scheduling software. There is no date for when the system will be ready for testing.

Sammi asked if this testing is the reason for not receiving messages about rides. Lynn said it shouldn't, but they will check into this.

Larisa asked if not receiving a reminder call means that there no ride is available. Tina responded that no, it probably means that the system is having trouble obtaining an outside line. She suggested calling the dispatcher if there are concerns about a scheduled ride.

#### **Commission on Disabilities (CoD) – Evan Milburn**

Ben reported that they are continuing to work on the fixed-route and paratransit survey.

#### **Center for Independence (CID) – Ben McMullan**

Ben reported that work continues on developing the Aging and Disability Resource Connection (ADRC).

Mike reported that an offer had been made and accepted by a candidate for the Executive Director position.

#### **Commission on Aging (CoA) – Kathy Uhl**

The CoA returned to in person meetings and met with the new commission members. She is the current chair for Transportation and Living in the Community for Seniors committee. They are hoping to work with agencies providing housing or services to seniors and making such information available to seniors.

#### **Coastside Transportation Committee (CTC) – Tina Dubost**

There will be a meeting in April; she will notify the committee of the date.

#### **Citizen's Advisory Committee for the San Mateo County Transportation Authority (TA) – Sandra Lang**

The CAC-TA met on February 28<sup>th</sup> and the Citizens Oversight committee on March 6th. She will send a report by email. (See attachment A.)

#### **Department of Rehabilitation (DoR) – Susan Capeloto**

Susan reported on their Sector-Based program that has counsellors focusing on certain work fields, e.g., tech, health, green energy, electricians, manufacturing. They will work with clients to obtain the necessary skills.

#### **Other Business**

ADA Refresher: Tina reminded the committee that people may have hidden disabilities or variable health that could rapidly change.

David Koffman had followed up on a comment provided by a Consumer Corps member about a long ride. He had spoken to the member. The length of the trip was within ADA guidelines. However, the trip was reserved with an appointment time and was late. He asked Tina about the number of appointment rides that were on time; this was 94% which is good.

He thought there was a need to provide more training to Consumer Corps members. This had happened at some point. He, Tina and Jane will compile some orientation materials for new members and perhaps refresher training of existing members as well.

Kathy asked if the drivers know when someone has an appointment. Tina said that drivers must follow their manifest and cannot change the order of pickups or drop-offs. The schedule is made the day before, but routes can change on the day based on customer needs, drivers available, etc.

Mike said that we shouldn't require the Consumer Corps riders to be overwhelmed with too much training. Lynn said that the goal is to obtain accurate data. Tina said that the program was supposed to provide information on all rides taken by a customer.

The meeting ended at 3:25pm. The next meeting is on April 11<sup>th</sup>, in person, and the public are encouraged to attend.

## Minutes of Policy/Advocacy/Legislative (PAL) Meeting – Mike Levinson, Chair

The minutes from the February PAL meeting were included in the meeting packet. Dinae cruise moved to approve the minutes; Mike Levinson seconded the motion; the minutes were approved.

### **Legislative**

Mike did not have any updates on changes to AB2449 – the Brown Act. There were no other updates.

Sandra offered to forward the legislative matrix from the CAC-TA meeting. Mike thought this would be a good idea and she should send it to staff for distribution.

### **Transit Recovery Update – Tina Dubost**

Tina reported that paratransit recovery continues as in previous months with increased ridership compared to last year, and approximately 55% of pre-COVID rates. SamTrans bus ridership is recovering more quickly; the rate was 74.8% in December. Ridership varies a great deal across the nation. Service provided by Redi-Wheels trips is very important to the customer.

San Mateo County Public Health Department and California State Health Department have both ended the state of emergency and we are now transitioning to “living with COVID.” The state-sponsored testing stations have closed. If people are sick, it’s recommended that they not ride public transit.

Kathy Uhl asked how people who are sick can get to the doctor. Tina suggested calling 211 (a non-emergency number for the county) for help. Mike thought that the 988 Suicide and Crisis Lifeline might also be helpful.

### **Advocacy**

David Koffman advised there is a move to amend the Brown Act and make it easier for groups like the PCC to operate.

### **Policy Issues**

None.

The next PAL meeting will be on April 11, 2023.

## Redi-Wheels Reports

Performance Measures

Total Trips

Taxis – Percentage of Total Trips

On-Time Performance

Productivity (Passengers/Revenue Vehicle Hour)

Monthly Comment Statistics

CC=Comment Card

CR=Comment Report

‡ Excludes weekends and holidays

March 29, 2023

TA-CAC Report for March 14, 2023

Submitted by Sandra Lang

The TA-CAC met on February 28, 2023 in person at SamTrans in San Carlos. Agenda items of note:

1. The Statement of Revenues and expenditures ending January 31, 2023 was reviewed.
2. Acceptance of Capital Projects Quarterly Status Report for the 2nd quarter Fiscal Year 2023 revised.
3. There was an informational report regarding Redwood City Grade Separations.
4. Program and Allocation of \$450,000 for the Development of the Regional Transit Connections Plan was moved to approve. This directs the Board of Directors to allocate \$450,000 from the Measure W regional Transit Connections Program Category for development of the RTC plan.

Measure W Citizens Oversight Committee

March 6, 2023

In person at SAMTRANS and by Zoom

I attended in person. The purpose of this meeting:

- To hold a public hearing of the annual audit of Measure W Tax Revenues and expenditures in Accordance with Congestion Relief Plan for the fiscal Year ended June 30, 2022 .
- The independent audit was prepared by Eide Bailly LLP who is contracted with the District.
- The independent Auditor's Report has an unmodified "clean opinion."
- The COC heard the presentation and was provided with copies of the audit.
- Public input was invited in advance and for acceptance during the hearing.
- Committee questions followed by discussion were heard for the purpose of drafting a report in June 2023