

# access

## AGENDA

### TRANSPORTATION PROFESSIONALS ADVISORY COMMITTEE (TPAC) MEETING

Thursday, August 11, 2011

9:30 a.m. – 11:30 a.m.

Access Services Headquarters  
3449 Santa Anita Avenue, 3rd Floor  
Council Chamber Room  
El Monte CA, 91731

#### TPAC MISSION STATEMENT

Through our diversity and expertise in the transportation industry, the Transportation Professionals Advisory Committee provides the Access Board our perspective, advice, and advocacy with an understanding of the community, environment, and regulations.

TPAC promotes innovative, cost effective and high quality specialized transportation solutions.

Time	Item	Item Description	Disposition	Pages
	1.	Call to Order	Action	
	2.	TPAC Mission Statement		
	3.	Introductions		
	4.	Chairperson's Report		
	5.	Approve June 9, 2011 TPAC Meeting Minutes	Action	3-6
5	6.	Staff Report	Information	

5	7.	General Public Comment	Information	
5	8.	Report from Board of Directors	Information	
5	9.	TAP Card Implementation Update	Information	
5	10.	Review of Revised TPAC Bylaws	Possible Action	7-15
5	11.	Free Fare Program Year End Review	Presentation	
5	12.	Access Safety Roadeo 2011	Presentation	
5	13.	New Business Raised Subsequent to the Posting of the Agenda	Possible Action	
	14.	Adjournment	Action	

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services to facilitate communication. In determining the type of auxiliary aids and services for communication that will be provided, primary consideration is given to the request of the individual with disabilities. However, the final decision belongs to Access Services. To help ensure availability of those auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: ASI board meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementally prior to the meeting at the agency's offices located at 707 Wilshire Blvd., 9th Floor, Los Angeles California and on its website at <http://asila.org>. Documents, including Power Point handouts distributed to Board Members by staff or Board members at the meeting will simultaneously be made available to the public. Three opportunities are available for the public to address the board during a board meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the board is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a yellow Public Comment Form and submit it to the Secretary to the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the board at a normal rate of speed may request the accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is in the discretion of the Chair.

The Board of Directors will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the board may direct staff to investigate and/or schedule certain matters for consideration at a future Board of Directors Meeting and the staff will respond to all public comment in writing prior to the next board meeting.

## TRANSPORTATION PROFESSIONALS ADVISORY COMMITTEE MEETING MINUTES FOR THURSDAY, JUNE 9, 2011

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### CALL TO ORDER

Chairperson Jesse Valdez called the meeting to order at 9:45 a.m.

### READ TPAC MISSION STATEMENT

Chairperson Jesse Valdez read the TPAC Mission Statement.

### INTRODUCTIONS

TPAC Members and alternates in attendance: Jesse Valdez, Kathryn Engel, Dana Lee, Ian Dailey, Joyce Rooney, Diane Amaya, Elizabeth Carter, Kevin McDonald, Martin Gombert, Kari Derderian, Gracie Davis, Wayne Wassell, Valerie Gibson.

TPAC Members absent: Ernie Crespo, Matt Gleason, George Sparks, Jose Medrano

Guest: David Howie-Jones, CARE Evaluators

Access staff in attendance: Mark Maloney, Matthew Avancena, Giovanna Gogreve, Eric Haack, Louis Burns, F Scott Jewell, Ngan Adams

### CHAIRPERSON'S REPORT

No Chairperson's report at this time as there was no Board of Directors Meeting in May.

### APPROVE APRIL 14, 2011 TPAC MEETING MINUTES

- Motion:** Mr. Valdez entertained a motion to approve the April 14, 2011 minutes as submitted.
- First:** Moved by Ms. Lee
- Second:** Seconded by Mr. McDonald
- Vote:** All members were in favor and the motion passed.

## STAFF REPORT

Mr. Avancena reported the following:

1) New TPAC member - Ms. Valerie Gibson

Ms. Gibson is the acting Transit Manager for the City of Pasadena and is responsible for the Transit Department, including, Pasadena ARTS, and Pasadena Dial-A-RIDE. Ms. Gibson was selected to replace retiring TPAC member Deborah Moraza, City of El Monte. Her nomination will go to the Access Services Board of Directors for formal confirmation.

2) Mobility Management Summit

On June 8, 2011 Access Services hosted the first Mobility Management summit. The purpose of the summit was to acquire feedback from social services agencies and transit agency representatives about establishing a Regional Mobility Resource Center and more specifically on whether to have a "one stop shop" or multiple centers for mobility management services. The summit was very successful with more than 50 guests in attendance. Once the final report is finished it will be disseminated to TPAC.

3) Second Annual Access Services Rodeo

The rodeo is scheduled for September 24, 2011 and Access staff is asking for volunteer judges.

4) Board of Directors Elections: Municipal and Local Operators; City Selection Committee

The local transit operators nominated Jano Baghdanian, City of Glendale and Martin Gombert, Palos Verdes Peninsula Transportation Authority for representation on the Access Board. The municipal transit operators nominated Mr. Joe Sticher, Santa Monica's Big Blue Bus to represent them on the Access Board. Mr. Doran Barnes was appointed to the Access Board by the City Selection Committee Corridor Transportation Representatives. All nominations were uncontested.

Mr. Avancena then explained the history of representation by the Local and Municipal Operators' three seats on the Access board.

### GENERAL PUBLIC COMMENT

Ms. Evelyn Galindo, Resource Developer from the South Central Los Angeles Regional Center briefed TPAC on the changes occurring in transportation for the seven regional centers in LA County. The changes are due to the budget cuts that will directly affect transportation of Regional Center clients.

### REPORT FROM BOARD OF DIRECTORS

No report was given at this time.

### TAP CARD IMPLEMENTATION UPDATE

Mr. F Scott Jewell updated TPAC members on the Access Rider ID cards. The card design was finalized in March 2011 and the TAP system programming and testing was completed in April and May of 2011. The fact sheet and fare board design were completed in June 2011 and the TAP cards will be rolled out starting August 2011.

### FY-2011-2012 BUDGET

Mr. Jewell gave an overview of the proforma budget for FY 2011-2012. The budget was reviewed by Access Board Budget Subcommittee. For 2011-2012 the budget is \$116 million and will go to the Board of Directors for approval at the June 2011 Board of Directors Meeting.

### TPAC OFFICER ELECTIONS

Mr. Avancena requested that the TPAC officer election be postponed until the next TPAC Meeting.

Mr. Avancena explained that the Access Board formed a subcommittee to review the committee structure of the Community Advisory Committee and TPAC. Mr. Avancena explained that it would be prudent for TPAC to wait on this item pending the outcome of the Board Subcommittee decision on moving forward with the governance and make-up of the two committees.

Since the officers terms will expire at the end of June, Mr. Avancena suggested making a motion to extend the terms of the Chair and Vice Chair's positions through September or October 2011.

- Motion:** Mr. McDonald made a motion to continue with the current TPAC Committee Officer positions pending Access Board Action.
- Second:** Seconded by Ms. Rooney
- Vote:** All members were in favor and the motion passed.

### 511 TRAVELER INFORMATION INTEGRATION

Ms. Ngan Adams gave a presentation on the 511 toll free number and Go-511.com website and the integration with Access Services. 511 provides traffic, public transit and commuter service information in the Southern California Area. The 511 information is designed to improve communications regarding commute and transit options for the community. Access riders can use a phone or website to get information about Access' service area and free fare trip planner. Riders also will have the options of providing feedback, such as commendations, complaints, suggestions, and an evaluation of the 511 system as it relates to Access Services. This item will be presented to the Access Services Board of Directors.

### NEW BUSINESS RAISED SUBSEQUENT TO THE POSTING OF THE AGENDA

No new business was heard at this time.

### MV-1 PARATRANSIT VEHICLE DEMONSTRATION

Mr. Rick Streiff, Access Services Fleet Administrator provided a live demonstration of the new MV-1 Paratransit vehicles to TPAC members. The MV-1 is the first purpose built compressed natural gas fueled paratransit vehicle in production.

### ADJOURNMENT

- Motion:** Mr. Valdez entertained a motion to adjourn.
- First:** Mr. McDonald
- Second:** Ms. Lee
- Vote:** All were in favor and the motion passed.

AUGUST 11, 2011

ITEM 10

TO: TPAC

FROM: MATTHEW AVANCENA, MANAGER OF PLANNING AND  
COORDINATION

RE: TPAC BYLAWS REVISION

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**ISSUE:**

The Board of Directors took action at the June 27, 2011 Board meeting to restructure the Community Advisory Committee (CAC) and approved a number of recommendations for CAC and Transportation Professionals Advisory Committee (TPAC). Specifically, the Board reduced the committee membership of CAC from a maximum of 27 to 15 and tasked CAC and TPAC committee members to develop the following:

- 1) A formal application process;
- 2) Committee composition;
- 3) Membership qualifications;
- 4) Bylaw changes reflecting the above changes.

In addition, the Board chair will appoint the officers of the committees.

**RECOMMENDATION:**

Attached is a copy of TPAC's current bylaws with proposed changes marked up to address the Board's recommendations. The proposed changes also incorporate some of the comments received from committee members thus far.

The Board asked CAC and TPAC to revise its application process and bylaws no later than September 2011.

## BACKGROUND:

During the Access Services Board of Directors Strategic Planning retreat held on April 18, 2011, the Board and Access staff had extensive discussions concerning the function and make-up of Access' two advisory committees: the CAC and TPAC. Before this meeting, a subcommittee of the Board met several times to discuss the role of the committees and outline the possible improvements that could be made in both committees to better reach Agency goals.

In general, many Board members believe the Advisory Committees' contribution to the Board could be improved by reorganizing them and by taking another look at the method by which their members and officers are appointed.

# Transportation Professionals Advisory Committee (TPAC) Bylaws

## Article I - Name

The name of the committee shall be the *Transportation Professionals Advisory Committee (TPAC)*. The TPAC will be hereafter referred to as the "Committee."

## Article 2 - Purpose

The Committee was formed to provide input and advice to the Access Services Board of Directors on operational and policy issues regarding Access Services' ADA and CTSA services.

## Article 3 - Membership

The Committee consists of 15 voting members comprised of transit, paratransit, and social service transportation professionals representing all regions of Los Angeles ~~County~~ and surrounding counties. Members are approved by the Access Services Board of Directors according to criteria that ensures the committee represents the public transportation community ~~in Los Angeles County~~. Members serve at the pleasure of the Board of Directors and may be removed at any time.

Each member ~~will have a~~ named an alternate member that must attend the Committee meetings in place of the member. The alternate member will have the same voting rights as the member. If the member and alternate member are both in attendance, only the member will have voting privileges. The member and alternate member account for one vote total.

Any member, or alternate member, who misses two meetings during a one-year calendar period, may be subject to removal from the committee. Such

members will be notified in writing and may be requested to provide justification for continued membership. The committee shall review such justification and recommend to the Access Services Board of Directors whether the member should continue to serve on the committee. The Access Services Board will then make the final determination whether or not to remove a member.

Applications to TPAC membership are submitted to staff for review. A membership subcommittee comprising of two to three TPAC committee members will review and consider the application and may forward ~~to the~~ Board for approval. If the membership subcommittee receives applications from potential members and there are no vacancies in the committee, the applicant will be placed on a waiting list.

#### **Article 4 - Terms**

Membership will be appointed in two groups which will be appointed for two year terms. The terms will expire in alternating (even and odd) years. There shall be eight (8) members ~~appointed to a two-year term (known as in~~ Group A) and seven (7) members ~~appointed to a one-year term (known as in~~ Group B). Group A members have term expiration dates which occur on odd numbered years. Group B members have term expiration dates, which occur on even numbered years.

Group A terms will expire on October ~~27~~<sup>1</sup>, 20~~13~~<sup>03</sup> and every two years thereafter on the date of the Board of Directors meeting; Group B terms will expire on October ~~12~~<sup>8</sup>, 20~~12~~<sup>02</sup> and every two years thereafter on the date of the Board of Directors meeting.

Members who are unable to complete their terms may submit their resignations to the Committee through the Access Services Administrator. The seat vacated by the primary member may be assigned to the alternate member from the same agency. The membership subcommittee will determine if the primary member seat vacated shall remain with the same agency or allow another agency to fill the vacant seat, based on the transit qualifications of the agency alternate or persons on the membership waiting list.

The Access Services Board of Directors will approve any new members as vacancies occur. Access staff and the membership subcommittee will provide nominations for all vacancies.

## Article 5 - Officers

~~The Committee will have a Chairperson and a Vice-Chairperson. The term is one year from August through July. Committee members will recommend a Chairperson and Vice-Chairperson for appointment by the Board Chair. If appointed by the Board Chair, the term is one year from September through October.~~

Officers will be elected every year at the August meeting by a **ROLL CALL VOICE VOTE** of the majority of the members present. Officer seats will be limited to two consecutive terms served by any one individual, subject to Board chair appointment.

### Duties of the Chairperson

The Chairperson will preside at the meetings and will represent the Committee at meetings of the Access Services Board of Directors and Board committees, when appropriate.

### Duties of the Vice Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

### Vacancies of Officer Positions

A vacancy of an officer position shall exist in the following circumstances:

- (a) the resignation or death of an officer;
- (b) the removal of an officer by a **ROLL CALL VOICE VOTE** of the majority

of the Committee;

- (c) the removal of an officer as a member of the Committee by the Board of Directors as provided in Article 3 of these bylaws.

### Filling Vacancies of Officer Positions

Except as otherwise provided in these Bylaws, vacancies of an Officer position shall be filled by approval of the affirmative **ROLL CALL VOICE VOTE** of the members present at a regularly scheduled or special meeting held pursuant to Article 7 of these bylaws. Access staff will provide nominations to the Board of Directors. One (1) or more individuals may be nominated for any Committee vacancy.

In the event of a vacancy of the officer position of Chair, the presiding Vice-Chair officer will automatically assume the role of Chair for the remaining term. There will then be an election conducted for the Vice-Chair position by approval of the affirmative ROLL CALL VOICE VOTE of members present at a regularly scheduled or special meeting held pursuant to Article 7 of these bylaws.

### Article 6 – Subcommittees

#### Officer Nomination Subcommittee

The Chairperson may establish a two to three ~~3 or 5~~ member nominating subcommittee at its ~~April~~ June meeting to recommend nominees, preferably two or more, for each officer position. In addition to the slate of officers developed by the subcommittee, nominations may be received from the floor. The nominating subcommittee report shall be presented in writing to the members in ~~June~~ August prior to the election of officers.

#### Other Subcommittees

The Chairperson may establish subcommittees and appoint members to subcommittees, as appropriate. The Chairperson may also request the

participation of TPAC members on [AST-Access](#) standing subcommittees, as appropriate.

### Executive Committee

The Executive Committee consists of the Chair and Vice Chair of the Committee.

### Duties of Subcommittees

All meeting locations shall be posted at the Access Services headquarters. An Access Services staff person will be assigned to each subcommittee and will attend subcommittee meetings.

Subcommittees shall report their activities to the Committee on a regular basis. The Committee shall take subcommittee recommendations under advisement and determine further action, if appropriate.

### Article 7 - Meetings

Committee meetings are subject to the Ralph M. Brown Act (Government Code Section 54952.3), requiring that all meetings involving Committee deliberations are open to the public, with at least 72 hours advance posting of agenda(s). Special meetings of the Committee may be called by Access Services staff or at the request of the Chairperson.

To facilitate full discussion of issues by the Committee, discussion of items will first involve Committee members. Public comment will be limited to brief comments of three minutes on each agenda item after the items have been discussed. If appropriate, the Chairperson may suggest persons contact staff directly regarding specific questions.

Meetings shall be held at the Access Services corporate offices, unless Access Services staff identify a special location and notify members at least seven (7) days in advance and follow the required posting procedure.

Committee meetings ~~will be held~~ [are scheduled](#) monthly; taking place on the

2<sup>nd</sup> Thursday of each month. At the discretion of the Chair, a monthly meeting may be cancelled 2 weeks prior to the meeting date.

Alternative formats are available upon request by contacting Access Services three (3) business days prior to the date of a meeting.

### **Article 8 - Compensation and Reimbursement**

Access Services Transportation Professionals Advisory Committee members may receive parking reimbursement while conducting Committee business at the Access Services corporate offices. Members may also receive mileage reimbursement for personal vehicle use to and from the Committee meetings and when conducting Committee business.

### **Article 9 - Voting/Quorum**

A majority of the members must be present at a meeting for a quorum; an affirmative vote of a majority of the members present is required for any action items.

A committee member, or alternate member, may be present at the time of a vote to vote on a particular issue. The vote of the person chairing the meeting will be counted only in the event of a tie. An absent member cannot authorize a written proxy vote.

Committee members are expected to actively participate in regularly scheduled Committee and Subcommittee meetings.

### **Article 10 - Amendments**

These bylaws may be amended at any regularly scheduled Committee meeting as defined by Articles 7 and 8 and are subject to the approval of the Access Services Board of Directors.

## Article 11 - Minutes

Minutes of the Committee shall be recorded by Access Services staff and provided to the Committee for review and approval. Minutes of the Committee shall be forwarded to the Access Services Board of Directors.

| Draft TPAC Bylaws ~~87~~-11 (committee restructure)