

## **AGENDA:** August 2026

**TO:** Elderly and Disabled Transportation Advisory Committee  
**FROM:** Sierra Topp, Transportation Planning Technician  
**RE:** RTC Bicycle Committee and Elderly and Disabled Transportation Advisory Committee Member Engagement Survey

---

### **RECOMMENDATION**

Santa Cruz County Regional Transportation Commission (RTC) Staff recommends that Advisory Committee members receive information on the Member Engagement Survey ([Attachment 1](#)).

---

### **BACKGROUND**

The RTC can establish Committees to serve as advisory bodies to the Commission. The Elderly and Disabled Transportation Advisory Committee (E&DTAC) and Bicycle Advisory Committee (BAC) are two of the RTC advisory committees established in the RTC Rules and Regulations.

The BAC serves in an advisory capacity to the RTC and its member agencies on bicycle-related issues, policies, plans, programs and projects. The E&DTAC serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238 and advises the RTC, the Santa Cruz Metropolitan Transit District (Metro), the Consolidated Transportation Services Agency (CTSA), social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs and projects for the elderly, disabled (includes physical and mental disabilities) and persons of limited means populations.

The purpose, membership, quorum and meeting frequency and location of each authorized Committee is outlined within the RTC's Rules and Regulations bylaws ([Attachment 2](#)).

### **DISCUSSION**

RTC staff are undergoing a review of committee engagement and solicited input from BAC and E&DTAC committee members through a member survey.

The survey is organized into key themes including, but not limited to meeting agenda and materials, presentations and discussions, and committee member participation and recruitment. The survey will assist staff in exploring ways to enhance member engagement and implement strategies to support the committee members and staff in meeting the committee objectives as defined in the SCCRTC Rules and Regulations.

RTC staff is requesting that all advisory committee members fill out the member survey. Staff will provide time at the August BAC and E&DTAC advisory committee meetings for members to submit responses to the survey questions.

RTC staff will return to the BAC and E&DTAC advisory committees at a future meeting to provide a summary of responses, while maintaining confidentiality, and propose recommendations for committee engagement, if appropriate.

**Staff recommend that Advisory Committee members receive information on the Member Engagement Survey (Attachment 1).**

## **SUMMARY**

The RTC has advisory committees including the Elderly and Disabled Transportation Advisory Committee (E&DTAC) and Bicycle Advisory Committee (BAC). RTC staff has prepared a Committee Membership Survey to obtain feedback about committee member engagement. As part of this process, staff are requesting all advisory committee members to complete the survey to help inform next steps and solutions.

## **Attachments:**

1. Advisory Committee Effectiveness and Engagement Survey
2. Santa Cruz County Regional Transportation Commission Rules and Regulations
  - a. Exhibit 1 – SCCRTC Committees
  - b. Exhibit 2 – Bylaws for Commission Committees
  - c. Exhibit 5 – Committee: Elderly and Disabled Transportation Advisory Committee (E&DTAC)

## Advisory Committee Effectiveness and Engagement Survey

The RTC is exploring ways to improve advisory committee meetings, increase member engagement, and ensure committee members have the information and support needed to effectively fulfill their role. Your feedback will help guide committee operations, meeting structure, member orientation, and communications. This survey is not anonymous, but responses will only be shared and summarized by RTC Staff.

**This survey should take approximately 5-10 minutes to complete.**

There are 6 sections to the survey including:

1. Staff Reports and Meeting Materials
2. Presentations and Meeting Discussions
3. Meeting Agenda Topics
4. Understanding Committee Roles
5. Committee Participation and Recruitment
6. Final Thoughts

### Staff Reports and Meeting Materials

1. Do you typically have enough information to participate meaningfully in committee discussions?

- ☐ Always
- ☐ Usually
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

## 2. How helpful would the following improvements be?

|                                                                                                                    | Very helpful          | Somewhat helpful      | Neutral               | Not helpful           |
|--------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Staff reports highlight information most relevant to the committee's objectives                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Staff reports include discussion questions at the beginning of each item                                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Staff reports clearly explain why an item is being brought to the committee                                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Members are encouraged to submit clarifying questions to RTC staff prior to meetings                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| RTC staff designate time for standing office hours where members can ask clarifying questions prior to the meeting | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Include an ongoing item under consent agenda with RTC activities                                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## 3. Do you have adequate time to review agenda packets and meeting materials? If not, how many days would be ideal to review the packet?

## Presentations and Meeting Discussions

4. How engaged do you generally feel during committee meetings?

- ☐ Very engaged
- ☐ Somewhat engaged
- ☐ Neutral
- ☐ Somewhat disengaged
- ☐ Very disengaged

5. How well do current meeting agendas support meaningful discussion and participation?

- ☐ Very well
- ☐ Well
- ☐ Adequately
- ☐ Poorly
- ☐ Very poorly

## 6. How helpful would the following improvements be?

|                                                                                         | Very helpful          | Somewhat helpful      | Neutral               | Not helpful           |
|-----------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Limiting presentation length to allow more discussion time                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Clear communication to presenters regarding meeting goals and available time            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Presentations focus on maps, plans, and technical details that supplement staff reports | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Use of temporary ad-hoc working groups to explore specific topics in more depth         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| More interactive "workshop" style discussion opportunities                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## 7. During meetings, discussions typically:

- ☐ Stay focused on agenda topics
- ☐ Are usually focused with occasional off-topic discussions
- ☐ Frequently go off-topic
- ☐ Almost always go off-topic

8. Would you support Chairs taking a more active role in keeping discussions focused on agenda topics?

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose

9. What items, projects, or topics would you like to see come before the committee?

## Meeting Agenda Topics

10. How relevant are agenda items to your committee's purpose and objectives?

- ☐ Extremely relevant
- ☐ Mostly relevant
- ☐ Somewhat relevant
- ☐ Rarely relevant
- ☐ Not relevant

11. Please indicate how helpful you believe the following changes would be.

|                                                                                                            | Very helpful          | Somewhat helpful      | Neutral               | Not helpful           |
|------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Chair and Vice<br>Chair participate in agenda-setting discussions with staff before meetings               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Future discussion topics are identified and tracked across meetings                                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Follow up from staff on items and how advisory committee comments were incorporated into plans or projects | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

12. Is there anything you would add specific to agenda topic tracking and scheduling?

## Understanding Committee Roles

13. How would you describe your role and responsibilities as a committee member?

14. Which topics would you like additional training or information about?

- ☐ Committee roles and responsibilities
- ☐ Brown Act requirements
- ☐ How committee recommendations are used by the RTC
- ☐ How agenda items are developed
- ☐ Rules and procedures for updating committee bylaws or procedures
- ☐ Transportation planning and project development processes
- ☐ Effective meeting participation practices
- ☐ Other

15. How helpful would the following opportunities be?

|                                                 | Very helpful          | Somewhat helpful      | Neutral               | Not helpful           |
|-------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| New member orientation                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Annual refresher training for all members       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Annual Chair and Vice Chair retreat or workshop | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Written committee handbook or orientation guide | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## Committee Participation and Recruitment

16. Do you believe your committee has adequate member participation?

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ Unsure

17. Do you believe your committee has appropriately diverse representation?

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ Unsure

18. How important is recruiting members for vacant positions on the committee?

- ☐ Very important
- ☐ Somewhat important
- ☐ Neutral
- ☐ Not very important
- ☐ Not important at all

19. What could RTC staff do to better support committee members' needs and increase their participation?

20. How easy is it to get to the RTC office meeting location in-person?

- ☐ Extremely easy
- ☐ Somewhat easy
- ☐ Neutral
- ☐ Not very easy
- ☐ Not easy at all

21. If remote attendance was an option, without needing an AB2449 request, would you prefer that over attending in person?

- ☐ Yes
- ☐ No
- ☐ Sometimes

### Final Thoughts

22. What is the single most important change RTC could make to improve advisory committee effectiveness?

23. What do you think works well on the advisory committee or should stay the same?

24. Is there any additional feedback you would like to share?

25. Name

26. Email

Exhibit 1

**SCCRTC COMMITTEES**

This document contains descriptions for the following committees:

BICYCLE ADVISORY COMMITTEE

BUDGET AND ADMINISTRATION/PERSONNEL COMMITTEE

ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE

INTER-AGENCY TECHNICAL ADVISORY COMMITTEE

MEASURE D TAXPAYER OVERSIGHT COMMITTEE

This document also contains a description of the special workshop meeting of the Commission:

TRANSPORTATION POLICY WORKSHOP

## Exhibit 2

### **SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION Bylaws for Commission Committees November 3, 2022**

#### CREATION OF COMMITTEES

As needs arise, the Santa Cruz County Regional Transportation Commission (Commission) can establish working Committees to serve as advisory or oversight bodies to the Commission for any designated length of time. Such Committees will adopt the bylaws below, as approved by the Commission, for rules and procedures.

#### PURPOSES, POWERS AND DUTIES

A separate attachment describing the purpose, membership, quorum and meeting frequency and location of each authorized Committee is included with these bylaws.

#### MEMBERSHIP

Consistent with state law and local ordinance, the Commission shall designate the number of members and affiliations to serve on each Committee at the Commission's pleasure. Committees may include Commissioners and non-Commission members, representatives from other agencies and jurisdictions, and members of the general public as deemed appropriate by the Commission, state statute, or local ordinance. For each committee, an individual may be appointed to one membership seat only, as either member or alternate.

#### APPOINTMENTS

Commissioner appointments to Committees with RTC board member membership are made by the Commission Chair with the concurrence of the Commission. The Chair shall ensure fair Committee representation by the entities represented on the Commission itself. Non-Commissioner appointments to agency membership slots for Committees are made by the represented agency. Each represented agency shall inform the Commission in writing of its appointment. Appointments to the Elderly and Disabled Transportation Advisory Committee and the Bicycle Advisory Committee of members of the general public representing county supervisorial districts are made by the corresponding county supervisor for that district. Appointments of other members of the general public to Committees are made by the Commission based on an open application process and consistent with state law and local ordinance. Each of the cities is encouraged to nominate members to the Bicycle Advisory Committee and the Elderly and Disabled Transportation Advisory Committee. The nominations are limited to representation for the nominating entity's jurisdiction. The nominations will be considered along with any other applications for the seats to be filled. Current membership lists shall be maintained by the Commission's Executive Director.

Commissioner appointments to committees shall be made annually at the March Commission meeting by the Chair with concurrence of the Commission. When a Commissioner vacancy on a Committee is created, the Commission Chair shall make an interim appointment with concurrence of the Commission at the next meeting.

### ALTERNATES

Commissioners' designated alternates shall serve as their alternates on Committees. Alternates for non-Commissioner committee member seats shall be appointed in the same manner as appointments to the corresponding regular membership slot.

### VACANCIES

A vacancy may be created when an appointed member of the Committee misses three consecutive regular meetings without good cause so entered in the minutes. A vacancy shall be created when due to death, disability, or extenuating circumstances, an appointed member can no longer carry out responsibilities; when an appointed member resigns as a Committee member; or when a Commissioner appointed to a Committee resigns from the Commission. Vacancies are to be filled in the same manner as the original appointments were made.

Commission staff shall notify Committee members when they have missed two consecutive meetings without good cause so entered in the minutes, in order to inform them of the potential creation of a vacancy.

For membership slots filled by members of the public not appointed by County Supervisors, Commission staff shall advertise the opening on the Commission website and in other manners as to notify the public of the membership opportunity.

The membership structure, including alternates and ex-officio members, of each Committee is included as separate attachments to these bylaws.

### COMMITTEE MEMBERS ATTENDANCE RESPONSIBILITIES

A Committee Member on a given Committee shall be responsible for contacting his or her Alternate in the event the Committee Member cannot attend a scheduled meeting.

A Committee Member or Alternate on a given Committee shall be responsible for notifying staff 24 hours prior to the meeting that the Alternate will be serving as the representative to that Committee on behalf of the Committee Member or that neither the member nor alternate will be in attendance.

Should a Committee Member comply with the above (contacting the Alternate and notifying staff), in the event the Alternate does not attend the meeting, it will be noted in the minutes that the Committee Member is excused.

Should a Committee Member fail to notify staff that his or her Alternate will be serving as the representative to the Committee, and should the Alternate not be in attendance at the meeting, the Committee Member shall be entered in the minutes as absent without cause and subject to the Vacancies requirement.

#### ALTERNATES ATTENDANCE RESPONSIBILITIES

An Alternate shall be required to attend Committee meetings only in the event that his or her Committee Member is unable to attend; however, the Alternate may attend and may participate as a member of the public (but may not vote) at Committee meetings even if the Committee Member is present.

#### TERMS OF OFFICE

Commissioners appointed to Committees shall serve a term of one year, and continue to serve until a new appointment is made. Committee members appointed by County Supervisors shall serve four-year terms beginning in April after election of the corresponding County Supervisor and will serve at the will of the appointing supervisor. Other non- Commissioner members of Committees shall serve three-year terms. Alternates shall serve a term that coincides with the term of the committee member for whom they are an alternate. Terms of office for all Committee members are renewable. At their discretion the Commission and other appointing entities may review and change Committee appointments at any time.

#### OFFICERS

A Chairperson and Vice Chairperson for each Committee shall be elected to serve for a term of one or two years. The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee's decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.

#### COMMITTEE STAFF

The Executive Director of the Commission shall appoint a staff member to serve as the primary staff to each Committee.

#### ORGANIZATION AND PROCEDURES

- a) Meetings. Committee meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in a freely accessible location in order to facilitate the attendance of disabled members of the Committee and community in general. The scheduled meeting time for each committee is listed on the separate attachments but may be changed at the decision of a quorum of the Committee. The date, time and place

of the meeting may also occasionally be changed due to availability of members or timeliness of agenda items.

- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business. No official action shall be taken during any Committee meeting at which a quorum is not present. No act of a Committee shall be valid unless a majority of the members present concur therein.
- c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Ex officio members of the Committee shall not be eligible to vote although they may participate freely in any and all discussions of the Committee.
- d) Agenda. Except as otherwise specified, all Committees shall comply with the notice and agenda requirements applicable to the Commission. All issues requiring a vote or Committee discussion must be included on the meeting's agenda. Written materials concerning these items must be included in the agenda packet of the meeting for which that item is scheduled for discussion. A Committee member may request that an issue not on the agenda be put on the next meeting's agenda for discussion and/or vote. By majority vote, the Committee may approve continuation of an agenda item to the next meeting.

Members who wish to place items on the agenda shall notify commission staff and provide appropriate documentation to staff at least two weeks prior to the meeting except for emergency items considered pursuant to requirements of the Brown Act.

- e) Limitation of Discussion. Discussion on any particular matter by either Committee members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.
- f) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Rosenberg's Rules of Order (see Exhibit 11).
- g) Minutes. Official minutes recording the members and visitors present, motions entertained, actions taken, and the votes cast at each Committee meeting, shall be prepared by staff and submitted to the Committee for approval and to the Commission for its acceptance.
- h) Oral Communications. A time for Oral Communications will be included on all agendas to hear comments from non-committee members on items not on the Committee agenda but within the jurisdiction of the Committee's business. Permission to address the Committee must first be secured from the Presiding Officer. The general time limit is three minutes, unless more time is granted by the presiding officer. Matters raised during oral communications, or at other

times, which require further information or investigation can be referred by the Committee to staff, and if action is required, placed on a future agenda.

- i) Bylaws. The information set forth herein shall be deemed sufficient to serve as the bylaws for the Commission's Committees subject to approval by the Commission. The committee descriptions included in the Commission's Rules and Regulations can be amended by a majority vote of the subject committee's members with approval by the Commission.

### CONFLICTS OF INTEREST

A member of the Commission or its committees is prohibited from participating in a governmental decision, including, but not limited to the making of a contract, in which he or she has a financial interest.

## Exhibit 5

### Committee:    **ELDERLY AND DISABLED TRANSPORTATION ADVISORY COMMITTEE (E&D TAC)**

Committee Objectives: Serves as the Social Services Transportation Advisory Council pursuant to Transportation Development Act statutes 99238. Advises the Santa Cruz County Regional Transportation Commission (SCCRTC), the Santa Cruz Metropolitan Transit District (Metro), the Consolidated Transportation Services Agency (CTSA), social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs and projects for the elderly, disabled (includes physical and mental disabilities) and persons of limited means populations. (Committee duties specifically referenced in other documents are as noted: A - Transportation Development Act Statutes, B - 1992 Paratransit Implementation Plan)

1.     Assists in the determination of transportation needs of the elderly, disabled and persons of limited means populations, including the annual assessment of unmet transit needs (A, B);
2.     Solicits input of transit dependent and transit disadvantaged persons, including elderly, disabled and persons of limited means, for the unmet needs assessment process pursuant to Transportation Development Act statutes 99238.5 (A);
3.     Reviews claims submitted to the Commission that deal with specialized transportation services or pedestrian issues;
4.     Advises the SCCRTC, Metro, CTSA, the County and other providers on policy decisions including but not limited to the coordination and consolidation of specialized transportation services, paratransit and other transportation for the county's elderly and disabled residents and residents of limited means (B);
5.     Reviews specialized transportation planning and the pedestrian sections of studies and plans prepared by the Santa Cruz County Regional Transportation Commission, the Santa Cruz Metropolitan Transit District, the Consolidated Transportation Service Agency, the local jurisdictions and other agencies, as necessary (A, B);
6.     Reviews recommendations for the specialized transportation, transit and pedestrian sections of the Regional Transportation Plan, including policies, programs and capital improvement projects (A);
7.     Reviews and advises implementing agencies on transportation capital improvement projects with pedestrian elements with regards to accessibility for projects which are either funded by the SCCRTC or are otherwise major, regional level transportation projects. Project review by the E&D TAC involves review of the proposed concept and proposed design for the accessible pedestrian features of the transportation project. Local implementing agencies may seek the advice of the E&D TAC for more localized, locally funded pedestrian projects at their discretion;

8. Monitors programs concerning transportation needs of elderly and disabled persons and persons of limited means initiated by the implementing agencies and proposes methods of using transportation to integrate the elderly, disabled and persons of limited means populations into the community (A, B);
9. Operates as a forum for communication between public and private agencies, users, and providers (B);
10. Assists in the pursuit of local, state and federal funds for specialized transportation and pedestrian projects and advises the Commission on project priorities for funding and grant applications for pedestrian projects and other projects and programs addressing transportation for the elderly, disabled and persons of limited means populations;
11. Serves as advocates on behalf of the elderly, disabled and persons of limited means populations regarding transportation related issues.

Committee Membership (\*As required by the Transportation Development Act statutes):

| <u>Representatives of:</u>                                                                                                                                 | <u># of voting members</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| potential transit users who are 60 years of age or older*                                                                                                  | 1                          |
| potential users who have a disability*                                                                                                                     | 1                          |
| local social service providers for seniors*, potentially including one representative of the Santa Cruz County Seniors Commission                          | 2                          |
| local social service providers for people with disabilities*, potentially including one representative of the Santa Cruz County Commission on Disabilities | 2                          |
| local social service provider for persons of limited means*                                                                                                | 1                          |
| one for each of the five supervisorial districts, representing the elderly, persons with disabilities and/or persons of limited means                      | 5                          |
| Santa Cruz County Consolidated Transportation Service Agency (CTSA)                                                                                        | 2                          |
| Santa Cruz Metropolitan Transit District (Metro)                                                                                                           | 1                          |
|                                                                                                                                                            | <hr/>                      |
|                                                                                                                                                            | Total 15                   |

Appointments: Members representing agencies specified above are appointed by that agency and accepted by the Commission; members representing county supervisorial districts are appointed

by the corresponding County Supervisor; all other members are appointed by the Commission based on an open application process

Quorum: A quorum is eight members, assuming that there are no vacant positions.

Meeting Frequency: Second Tuesday of every even numbered month at 1:30 pm.

Meeting Location: Preferably, one meeting annually will be scheduled for an appropriate location outside of the City of Santa Cruz and in proximity to a major transit route.

Bylaws Approval: Bylaws must be recommended for approval by the Elderly & Disabled Transportation Advisory Committee and approved by the Santa Cruz County Regional Transportation Commission. The Bylaws shall also be submitted to the Consolidated Transportation Services Agency Board for their review.