

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
300 Lakeside Drive, P.O. Box 12688, Oakland, CA 94604-2688
510-464-6000

**NOTICE OF MEETING AND AGENDA
BART ACCESSIBILITY TASK FORCE (BATF)**

August 27, 2020

A meeting of the BART Accessibility Task Force (BATF) will be held on Thursday, August 27, 2020, from 2:00 p.m. – 4:00 p.m.

Please note: Pursuant to Governor Newsom’s Executive Order N-29-20 and the California Shelter-in-Place mandate, public participation for this meeting will be via teleconference and video conference only.

Join Zoom Meeting Online <https://zoom.us/j/99930925961>

Meeting ID: 999 3092 5961

One tap mobile: +16699009128,,99930925961#

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AGENDA

- | | | |
|----|---|------------|
| 1. | Self-Introductions of Members, Staff, and Guests. (Information)
BATF roll call and introductions of individuals present. | 05 minutes |
| 2. | Public Comments. (Information)
Opportunity to comment on items not on the agenda.
(Two minutes per speaker) | 05 minutes |
| 3. | Approval of June 25, 2020 and July 23, 2020 Draft Minutes.
(Information/Action) | 05 minutes |
| 4. | BART Transbay Rail Crossing Program. (Information/Action) | 15 minutes |
| 5. | New Embarcadero BART Station Elevator. (Information/Action) | 15 minutes |
| 6. | Clipper® Start – Means Based Fare Discount Program Pilot.
(Information/Action) | 20 minutes |
| 7. | BATF By-Laws Discussion. (Information/Action) | 15 minutes |

8. Member Announcements. (Information) 05 minutes
9. Staff Announcements. (Information) 05 minutes
10. Chairperson Announcements. (Information) 05 minutes
11. Future Agenda Topics – Members Suggest Topics. (Information/Action) 05 minutes
Next meeting scheduled: Thursday, September 24, 2020
12. Adjournment.

BART provides service/accommodations upon request to persons with disabilities and individuals who are limited English proficient who wish to address Committee matters. A request must be made within one and five days in advance of Board/Committee meetings, depending on the service requested. Please contact the Office of the District Secretary at (510) 464-6083 for information.

Material attached for August 27, 2020 BATF meeting:

- June 25, 2020 draft minutes
- July 23, 2020 draft minutes
- BATF By-Laws

Future Agenda Topics:

1. Meet the current BART General Manager (annually)
2. Meet the current Deputy General Manager (annually)
3. Meet Customer Access and Accessibility Managers (annually)
4. Armando Sandoval meet with members – Update BART Police Department (annually)
5. Meet BART Chief of Police (annually)
6. Report of accomplishments – BATF members (annually)
7. Update, establish annual, strategic goals – BATF members (annually)
8. Fiscal Year Budget – Finance Department Presents (annually)
9. Provide a letter to BART Board of Directors’ BATF letter of accomplishments; highlights (annually)
10. Station announcements (emergency and non-emergency)
11. Announcements on board trains (not always clear or too load, or too low)
12. Elevators: Odor concerns – Cleanup efforts
13. How to report when things are not working in the BART system via bart.gov
14. Test new elevator(s) – comply with ADA
15. Low income fare discount pilot program – Under the Clipper program
16. Bay Fair BART Station Modernization
17. Coliseum BART Station Modernization
18. Powell BART Station Modernization
 - a. Powell BART Station restrooms update
19. West Oakland BART Station Modernization
20. Have more seating in and around the bus locations
21. Status, updates of signages (some signs are too bright)
22. How to use BART Watch App
23. BART Transbay Tube update

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
BART ACCESSIBILITY TASK FORCE
DRAFT Minutes
June 25, 2020**

1. Self-Introduction of Members, Staff, and Guests:

Members:

Alan Smith (2nd Vice-Chair)
Catherine Callahan
Chris Mullin
Clarence Fischer
Don Queen
Emily Witkin
Gerry Newell (Vice-Chair)
Herb Hastings
Janet Abelson
Janice Armigo Brown
Marjorie (Marji) McWee
Mussie Gebre - ABSENT
Randall Glock (Chair)
Roland Wong
Valerie Buell

BART Customer Access and Accessibility Department Staff:

Elena Van Loo
Jessica Kuo
Laura Timothy
Bob Franklin

Director (s), Speakers, Staff, and Guests of the Public:

Robert Raburn (BART Board of Director)
Christopher Simi (Staff)
Joel Soden (Staff)
Greg Lombardi (Staff)
David Coggshall (Staff)
Kimberly Peterson (Captioner)
Katie Arioli (Captioner)
Hale Zukas (Guest)

Anita Ortega (Guest)
Larry Bunn (Guest)
Jeshua Aveno (Guest)
Donnie Denome (Guest)
Helena Chang (Guest)

2. Public Comments

No public announcements.

3. Approval of February 27, 2020 Draft Minutes

Herb Hastings moved approval of the February 27, 2020 meeting with the amended minutes. Gerry Newell seconded the motion.

- Motion passes with thirteen (13) in favor, zero (0) against, one (1) abstention

4. BART Services

Joel Soden gave a PowerPoint presentation on the item. Members were allowed to ask questions and/or share any concerns they had after the presentation.

Joel Soden introduced himself and mentioned he works in the Operations Planning Department.

Joel Soden wanted to highlight three quick items to go over:

- June service adjustments:
 - Berryessa/South San Jose and Milpitas BART Stations opened on June 13, 2020
- Service adjustments to the early bird express and regular BART service:
 - Monday-Friday service 5:00 am-9:00 pm, run every 30 minutes, due to COVID-19
 - Sunday's schedule service is 8:00 am to 9:00 pm, run every 30 minutes, due to COVID-19
 - Flexibility to add in trains if ridership goes up to continue the social distancing rule
- Other construction-related service adjustments:
 - Train track interlocking, with a bus bridge between Rockridge BART Station and Lafayette BART Station, has been completed.

- Starting July 18, 2020, there will be a bus bridge between Bay Fair and Hayward to work on the train track interlocking between these two stations.
- Single tracking will occur in the Transbay Tube during the evenings for a retrofit project.
- Downtown San Francisco BART tracks are being repaired.

There were no comments or questions from the BATF members or from the public.

5. BART Budget Fiscal Year 2020-2021

Chris Simi introduced himself as the Budget Director and gave a PowerPoint presentation on the item. Members were allowed to ask questions and/or share any concerns they had after the presentation.

Chris Simi announced the BART Board of Directors passed the Fiscal Year 2021 budget for the period of July 1, 2020 through June 30, 2021.

Chris Simi shared how unemployment has spiked up in April due COVID-19 and this affects the ridership on BART trains, but ridership is slowly coming back.

Chris Simi shared the impacts of COVID-19 on the Fiscal Year 2021 budget:

- Reduce service to reflect lower ridership while enabling social distancing
- Focus on employee and rider safety
- Implement aggressive cleaning protocols
- Accelerate capital projects where it is safe and feasible
 - Cable replacement
 - Track replacement
 - Rebuilding track interlockings
- National leader in conversation around COVID-19 and transit, advocating for our needs at local, state, and federal levels

Chris Simi shared the timeline for the Fiscal Year 2021 budget:

- BART Board of Directors passed the FY2121 budget on June 25, 2020
- First quarter update; check point in October 2020
- Second quarter update; checkpoint in January 2021
- Third quarter update; checkpoint in April 2021

Gerry Newell asked about the Fleet of the Future (FOF) trains slowly coming on board. He wanted to know if this project been halted due to the much lower Fiscal Year 2021 budget.

Chris Simi answered Gerry Newell's question and stated there are two different types of budgets: The Operating Budget and the Capital Budget. The deliveries of the FOF trains will continue under the Capital Budget and has not been impacted during the Fiscal Year 2021 Operating Budget.

Alan Smith asked if during these economic challenges whether the senior/disabled discounts will remain the same.

Bob Franklin answered Alan Smith's question that in order to change any discounts in fares for the senior/disabled riders, BART would have to go through an extensive public process, including a Title VI study, and that there are no plans to change the senior/disabled discount amount.

Alan Smith made a motion to thank the BART Board of Directors for not changing the percentage of the senior/disabled discounts. Gerry Newell seconded the motion.

➤ Motion passes with fourteen (14) in favor, zero (0) against, zero (0) abstention

Janet Abelson asked if BART has any reserve funding if COVID-19 continues for many months.

Chris Simi answered Janet Abelson's question by stating BART does have some reserve funding that has been used in the last few years and is not being used for the Fiscal Year 2021, but we are prepared to use it if needed.

BATF members thanked Chris Simi for his time presenting.

6. BART Passenger Welcome Back Plan

David Coggshall and Greg Lombardi presented this item, using the BART news article published on May 27, 2020, "BART Releases 15-Step Plan to Welcome Back Riders as Region Reopens." Members were allowed to ask questions and/or share any concerns they had after the presentation.

"BART Releases 15-Step Plan to Welcome Back Riders as Region Reopens," article link, <https://www.bart.gov/news/articles/2020/news20200526>:

1. Cleaning
 - a. Train poles are being wiped down with a disinfectant at the end of the line during service hours.
 - b. Disinfectant mist is being used on inside train cars.
 - c. Station touchpoints are being wiped down throughout the day
 - i. Elevators are being cleaned both inside and outside
2. Run long trains
 - a. Allow riders to maintain social distancing
 - b. Running every thirty (30) minutes
3. Increase train frequency
 - a. More trains were added to accommodate more riders
4. Pilot new seat configuration (to new Fleet of the Futures (FOF) trains only)
 - a. To create space between riders
 - i. No changes to the bike rack locations
 - ii. Dedicated wheelchair spaces remain the same
5. Require face coverings when riding BART
6. Police enforcements
 - a. Enforcing face covering requirement
 - b. Provide education and provide masks for those who need them
7. Visual indicators
 - a. large decals, posters, and banners remind people to be six feet apart and to wear masks
8. Hand sanitizers
 - a. BART is offering hand sanitizers at every station
 - i. Posted large signs so the dispensers are easy to find
9. Contactless payment
 - a. Riders are encouraged to use Clipper cards and load funds online in advance
 - i. Reduce customer touchpoints
 - b. Can still continue to use fare machines to purchase paper tickets
 - i. Being wiped down regularly
10. Personal Hand Straps
 - a. Can be purchased for use in the trains and to take home
11. Data Transparency
 - a. Will continue to post ridership numbers showing what percentage ridership is at compared to pre-COVID-19 ridership
12. New technologies and industry best practices being pursued.
13. Business community outreach

14. Healthy workforce

- a. BART's number one priority is to make sure its employees remain healthy in order to provide customer service
 - i. Provide workers with PPE
- b. Station Agents have been advised to stay in their station booth as much as they can to limit exposure
 - i. Constantly being disinfected at station booths

15. Rebuild infrastructure

- a. With low ridership, accelerate infrastructure rebuilding projects

Chris Mullin asked if there will be more outreach to people with disabilities about the 15-step plan to welcome back riders, especially people who are visually impaired, blind, or simply do not have easy access to go online to read up any updates.

Laura Timothy let Chris Mullin know if any member knows of anyone who would like more information about the 15-step plan to reach out to her or Elena Van Loo and ask about the specific question (s) regarding to the COVID-19 coming back and we can put something together and post any updates on the BART website.

Janet Abelson asked if the hand sanitizers being were at least 70% alcohol.

Greg Lombardi verified that the hand sanitizers are over 70% alcohol.

Janet Abelson also wanted to add to have signs outside the elevator to remind riders of social distancing while riding in the elevators.

Emily Witkin asked whether the new pilot seating reconfigurations have fewer seats.

Greg Lombardi addressed Emily Witkin's question by answering the number of seats are the same as the pilot seat reconfiguration. Greg Lombardi believes only one train on the Fleet of the Future (FOF) is doing the pilot seating reconfiguration and to his knowledge, he believes the pilot seat reconfiguration doesn't apply to the older legacy cars. Greg Lombardi also added the pilot seats can be easily be put back to where it was before the COVID-19.

Gerry Newell asked to describe the hand straps. Gerry Newell let David Coggshall know that he is blind.

David Coggshall described the personal hand straps as blue colored, which will be for sale soon on BART's merchandise webpage. He added the hand straps look just like the black ones which already mounted inside the train.

BATF members thanked David Coggshall and Greg Lombardi for presenting.

7. **BATF New Member Nominations (s)**

Randall Glock lead this agenda item.

Randall Glock announced there are two members who are interested to be a BATF member. He announced Hale Zukas and Anita Ortega are the two nominations.

Elena Van Loo let members know there are fifteen (15) active member and there are three (3) open spaces.

Randall Glock asked who would like to make the first and second motion for Hale Zukas and Anita Ortega to be nominated. Herb Hasting did the first motion for both Hale Zukas and Anita Ortega. Gerry Newell seconded the motion for both Hale Zukas and Anita Ortega.

Randall Glock asked Hale Zukas and Anita Ortega if they would like to share why they would like to be a BATF member.

Hale Zukas had no comment.

Anita Ortega gave a short speech why she is interested in becoming a BATF member.

Hale Zukas

13 (thirteen) yes, 0 (zero) no, 1 (one) abstention

Anita Ortega

11 (eleven) yes, 1 (one) no, 2 (two) abstentions

Since both nominations passed, Elena Van Loo let members know that the next step will be for these nominations to be considered by the BART Board of Directors at their next meeting for final approval.

8. **Member Announcements**

Valerie Buell was happy to share that she had a wonderful, successful meeting last night at the state council with Development Disabilities Regional Advisory meeting. Marjorie (Marji) McWee announced that the Contra Costa County Transportation Authority (CCCTA) has a survey called Contra Costa Accessible Transportation Strategic Plan and encouraged BATF members to fill out the survey. She added she will send the survey to Elena Van Loo so she can pass it on to members.

Roland Wong shared he went to the Richmond BART Station on June 5, 2020 to test the new accessible swing faregates. He stated his experience was positive and had no problems entering and exiting the swing gate. He added the faregates did not make loud noises and was quiet. Roland Wong expressed the swing gates stayed open too long and was worried about passengers fare evading.

Roland Wong's second comment was to provide an update that the lights inside the elevator at South Hayward BART Station have been fixed.

9. Staff Announcements

Jessica Kuo shared that on July 26, 2020 the Americans with Disability Act (ADA) will celebrate 30 years and BART Marketing, Communication Department will feature some of the BATF members on bart.gov about what ADA meant to them.

10. Chairperson Announcements

Randall Glock and Alan Smith shared the annual BATF report was submitted to the BART Board of Directors on March 12, 2020, and the report was well received.

Randall Glock had a few announcements to share:

- Thanked the members for joining by phone or video for the first time
- Would like to have the next BATF meeting phone/video conferencing meeting from 2:00 pm to 4:00 pm
- Would like to see about getting hand straps to members
- Reminded members when riding the trains to wear face masks, wash your hands, but stay home if you can.

11. Future Agenda Topics – Members Suggest Topics

- New member nomination – Jeshua Aveno
- New accessible swing faregate pilot at Richmond BART Station update
- When it safe to travel in large group to go to the two newest BART Stations; Berryessa/Milpitas BART station to celebrate the opening as a committee

12. Adjournment

The meeting adjourned at 4:06 pm. The next regularly scheduled meeting will be **July 23, 2020.**

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
BART ACCESSIBILITY TASK FORCE**

DRAFT Minutes

July 23, 2020

1. Self-Introduction of Members, Staff, and Guests:

Members:

Alan Smith (2nd Vice-Chair)
Anita Ortega
Catherine Callahan
Chris Mullin
Clarence Fischer - ABSENT
Don Queen - ABSENT
Emily Witkin
Gerry Newell (Vice-Chair)
Hale Zukas
Herb Hastings
Janet Abelson
Janice Armigo Brown
Marjorie (Marji) McWee
Mussie Gebre - ABSENT
Randall Glock (Chair)
Roland Wong
Valerie Buell

BART Customer Access and Accessibility Department Staff:

Elena Van Loo
Jessica Kuo
Laura Timothy
Bob Franklin

Director (s), Speakers, Staff, and Guests of the Public:

Jumana Nabti (Staff)
Wendy Wheeler (Staff)
Jennie Nguyen (Staff)
Tanner Amador (Staff)
Kimberly Peterson (Captioner)

Mayra Perez (Captioner)
Larry Bunn (Guest)
Jeshua Aveno (Guest)

2. Public Comments

No public announcements.

3. Approval of June 25, 2020 Draft Minutes

Randall Glock pulled the June 25, 2020 draft minutes until the next scheduled meeting, August 27, 2020, to allow time to correct errors in the minutes.

4. Walnut Creek BART Station Accessible Pathways

Jumana Nabti gave a PowerPoint presentation on the item. Members were allowed to ask questions and/or share any concerns that they had after the presentation.

Jumana Nabti shared that there are three major projects that BART is working on and BART is also maintaining access during these projects for all passengers. The three major projects are the following:

1. Transit Orientated Development
 - i. The project is continuing for about two years
2. Replacing a substation on the north side of the station
 - i. The project plans to start in about two years.
3. Walnut Creek BART Station modernization project
 - i. The project plan is to start in early in 2021 and to finish in early 2022

Jumana Nabti highlighted the Walnut Creek Bart Station modernization project by explaining the new layout on the north-west end of the station where there will be an expansion of the platform right next to the existing platforms and there will be a new set of stairs between the platform and the concourse level. She also explained the new accessible pathway during construction and where the new location of the accessible pathway will be when construction has been completed.

Marjorie McWee thanked the presenter and said the area on the north-west end of the station is a little tricky area when using my wheelchair, as it is steep. She wants to see what the plans are to have that area leveled and flattened to be safer. Jumana responded that this will be looked at during the final construction stages and that during construction, the temporary accessible pathway will be easier for people in wheelchairs to maneuver.

Randall Glock asked if there will be signs installed during construction and Jumana Nabti confirmed there will be wayfinding signs during construction to direct people to the location of the temporary accessible pathway.

Gerry Newell asked if the new stairways being installed will be Americans with Disabilities Act (ADA) compliant on the edges of the stairs for those who are visually impaired or blind. Jumana Nabti responded that she will get clarification and pass along the information to members on how stair-nosings will be treated and that they are ADA compliant.

Alan Smith commented when Walnut Creek project was first presented a few years ago, there would be accessible pathways signages and suggested to bring examples of wayfinding signs to the BATF meeting to discuss whether the fonts were large enough and the colors were easy to read especially, for people are visually impaired.

5. Accessible Swing Gate Pilot at Richmond BART Station Updates

Wendy Wheeler gave a PowerPoint presentation on the item. Members were allowed to ask questions and/or share any concerns they had after the presentation.

Wendy Wheeler shared that the Board of Directors had approved to move forward with new faregates. A lot of people did not like the new barriers at the accessible faregate that was installed at the Richmond BART Station with the double-stacked paddles coming down. There was a lot of concerns from Americans with Disabilities Act (ADA) communities. Ms. Wheeler stated that BART did listen and went back and redesigned the faregates and came up with a new faregate design. They are clear doors were five feet tall gates that open in the direction of travel, similar to the faregates at Muni, with stickers on each panel. The stickers were to call attention to the faregate panels for sight-impaired passengers.

Wendy Wheeler shared they are getting ready to deploy four more of these accessible faregates in the Oakland Coliseum BART Station, including at the elevator location, which will be deployed around September. Additionally, there will be a new faregate installed at the Montgomery BART Station also near the elevator location around October 2020, and two faregates in the Concord BART Station around December 2020.

Ms. Wheeler also spoke about sensors at the faregates, with the current sensors unable to detect guide dogs. The focus will be to figure out whether wheelchairs are fully through the faregates, and to differentiate between people, luggage and bicycles. She said new improved sensors will better detect people and objects from a distance, as well as going through the swing faregates.

Roland Wong commented that the path of travel going through the faregate at Richmond was really good. He added when going through the gate, it was much more quiet and it does not feel intimidating like the double-stacked faregates. The height of it was good and he said there will be less people crawling underneath the new swing faregates to fare evade. Roland thanked staff for the improvements.

Wendy Wheeler thanked Roland Wong for his feedback that he gave to staff at the Richmond BART Station open house back in June about the swing faregate doors staying open too long. Her staff had gone back and improved some the sensors to close the faregates faster after passengers have gone through.

Herb Hasting requested to see a video of someone going through the new swing gate. Bob Franklin provided a short video showing Roland Wong going through the new swing faregate at the Richmond BART Station from the open house in June 2020.

6. El Cerrito del Norte BART Station Bus Location Updates

Jumana Nabti gave a brief update presentation on the item. Members were allowed to ask questions and/or share any concerns they had after the presentation.

Jumana Nabti shared that the El Cerrito del Norte BART Station at west-side bus island remains under construction and is projected to be completed by October 2020. BART is currently working with all of the bus operators in relocating the stops from west-side bus island area. Ms. Nabti will update the BATF when the final bus layout design is ready.

Jumana Nabti added the concrete on the north side of the station between the faregates and the ticket vending machines will be reconstructed. She added access to the elevators, fare machines, and at the faregates will not be affected during construction, but the pathways through the station will change while reconstruction is happening.

Randall Glock asked for the rough timeline when construction will be done and Jumana Nabti stated February 2021 is the current estimate to reopen the east-side bus lane.

Janet Abelson voiced her concerns regarding the locations of the stops for the public buses, including AC Transit, due to lack of accessibility especially for people who uses wheelchairs and the safety of the riders. Jumana Nabti stated that her concerns will be addressed with her staff and will share with members at another scheduled meeting regarding about the new AC Transit bus locations and the safety of the riders.

7. Member Announcements

Valerie Buell shared the State Council of Development Disabilities (SSCD) is working with The Community Living Campaign (CLC) to send out flyers that may be of interest to a lot of people here because this is about equal access. CLC is doing a “Broken Sidewalks: Quack Me Up,” contest and basically you identify an unsafe or inaccessible sidewalk and take a photo of the damaged sidewalk and send it in. Valerie Buell will email Elena Van Loo the “Broken Sidewalks: Quack Me Up,” contest, which will have more detailed information and Elena will forward to the members.

8. Staff Announcements

Elena Van Loo had two announcements to share:

- Hale Zukas and Anita Ortega are now officially BATF members starting today, July 23, 2020. The BART Board of Directors voted to approve both new memberships this morning.
- Nominations for the Chair, Vice-Chair, and 2nd Vice-Chair nominations are scheduled for the September 24, 2020 meeting. Elena said to contact her if anyone had any questions.

9. Chairperson Announcements

Randall Glock asked members if they received their hand straps.

Gerry Newell stated he has not received his hand strap yet.

Randall Glock informed members if they wish to request a hand strap, to email Elena Van Loo for one.

Randall Glock shared he used his hand strap and it made a big difference. He added it was nice to grab on to the hand strap knowing that it is clean and shared he washed his hand strap and it washed just fine. He expressed he’s glad to have the hand strap.

Randall Glock announced Anita Ortega and Hale Zukas are now members.

Randall Glock announced Hale Zukas was recognized for his Americans with Disabilities Act (ADA) activism on the 30th anniversary of the ADA.

Randall Glock shared he received a message from a member of the Committee for Transportation Mobility and Accessibility (CTMA) regarding the Berryessa BART

Station. He said Santa Clara Valley Transportation Authority (VTA) staff will work on the accessible path of travel issue that was brought up and hopes it will be fixed soon.

10. Future Agenda Topics – Members Suggest Topics

- Powell BART Station restrooms update
- Transbay Tube construction update

11. Adjournment

The meeting adjourned to the next regularly scheduled meeting for **August 27, 2020.**

[Meeting adjourned at 3:34 pm]

San Francisco Bay Area Rapid Transit District
BART Accessibility Task Force
By-Laws
September 2017

ARTICLE I – NAME OF TASK FORCE

The name of this task force shall be the BART Accessibility Task Force and may be referred to as “BATF.”

ARTICLE II – MISSION STATEMENT

The mission of the BATF is to advise the BART Board of Directors and staff on ways to maintain and improve the accessibility of the BART system for people with disabilities and for seniors. This mission is consistent with the District’s Strategic Plan goal to encourage public input.

ARTICLE III – RESPONSIBILITIES

A. Work with staff to:

1. Review, analyze and prepare recommendations on issues and policies, capital projects, compliance with local, state and federal legislation relating to the provision of accessible services at BART and other issues that might be brought to the BATF by the public, staff or the Board.
2. Develop recommendations which take into consideration the needs of people with different disabilities and seniors.
3. Participate in the development of proposed new policies and the planning and implementation of new services that affect people with disabilities and seniors who use BART.
4. Provide a public forum for discussion of all BART related issues concerning people with disabilities and seniors.
5. Act as a resource group to BART staff who interact with people with disabilities and seniors to answer complaints, to develop new programs, to solve architectural problems in the system, to conduct staff disability trainings, and other areas as needed.

B. In order to accomplish these responsibilities BATF shall:

1. Educate themselves about the BART system, the budget process, the administrative process, the ADA as it relates to transportation accessibility issues, the project cost-analysis process, and the Brown Act.
2. Establish annual goals for BATF.
3. Make reports or recommendations to appropriate BART staff through the staff member designated to support the BATF as needed.
4. Report to the BART Board of Directors and send additional reports or recommendations as needed, which reports may be accompanied by a staff report as appropriate.
5. Recuse themselves from any matter before the Task Force in which they have a financial interest.
6. Complete ethics training required by the State of California.

ARTICLE IV – MEMBERSHIP

A. COMPOSITION

Members should be active BART users, who are people with disabilities or seniors over the age of 65. Except as stated above, BATF does not discriminate based on race, color, origin, sex, religion, sexual orientation, disability, or age in its membership.

The BATF shall be composed up to 18 members. The number of active members and the actual vote on actions shall be included on all communications to the Board and staff. If there are more than 18 applicants for the BATF, BART staff shall recommend 18 from among all those endorsed by the BATF, taking into consideration the goal of including people from all the parts of the BART system representing a diversity of disabilities and ages. There shall be no minimum number of members.

Some exceptions may be made to these eligibility criteria. The membership may include up to two non-disabled persons with special knowledge or technical training regarding the transportation needs for a particular disability.

B. TERM OF OFFICE

The term for each member of the BATF shall end on June 30 of odd-numbered years or when the BART Board announces appointments and reappointments for a new term, whichever occurs later.

C. NOMINATION AND SELECTION PROCESS

During the 2nd quarter of each odd-numbered calendar year, the staff liaison will contact each member to determine if they are interested in continuing to serve.

In addition, staff shall seek members through notices, in stations, on the BART website, contact with underrepresented disabled groups and seniors, and other means as appropriate. Out of four consecutive meetings, an interested applicant must attend three and then apply for membership. Applicants must be endorsed by the members of the BATF through a majority vote. Their names are submitted by the BATF staff liaison to the BART Board of Directors for final approval. The BATF staff liaison will notify the applicant of the Board's decision regarding their application.

D. VOTING RIGHTS

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote at a meeting of the BATF. Proxy, telephonic, electronic, or absentee ballots shall not be permitted.

E. RESIGNATION

Members may resign by notifying the BATF Chair or staff liaison, who then will inform the staff and BART Board of Directors.

ARTICLE V – TERMINATION OF MEMBERSHIP

A. A member's appointment to the BATF shall be terminated upon a determination by the BATF that:

1. A member has missed four regular meetings in a calendar year. Because it is important that all views be represented at meetings, there is no provision for excused absences.
2. At the time of appointment, a member materially misrepresented information on their application.

3. A member has engaged in a consistent pattern of disruptive behavior in BATF or other BART related meetings which includes use of slurs, derogatory comments, or any other conduct, whether physical, verbal or written directed at another person or based upon another person's race, color, origin, sex, religion, sexual orientation, disability, or age.
 4. A member has ceased to reside in the BART District.
 5. Notification has been received that a person is not available to serve as a member.
 6. A member has failed to complete the required ethics training.
- B. Staff liaison will notify the terminated individual about the termination, first by e-mail. If there is no response, then by phone. If there no response, then the individual will be notified about the end of their membership during the next two regularly scheduled meetings.

ARTICLE VI – OFFICERS

A. CHAIR

The BATF shall elect from its membership a Chair. The Chair will work with BART staff to develop an agenda, lead meetings and keep order, appoint members to subcommittees, present reports to the BART Board of Directors, and prepare and sign all letters, reports and other communications of the BATF. The Chair shall perform such other duties as may be requested from time to time by the BATF or BART staff.

B. VICE-CHAIR

The BATF shall elect from its membership a Vice-Chair who, in the absence or inability of the Chair to serve, shall have all of the powers and shall perform all of the duties of the Chair. The Vice-Chair shall perform such other duties from time to time as may be requested by the Chair.

C. 2nd VICE-CHAIR

The BATF shall elect from its membership a 2nd Vice-Chair who, in the absence or inability of the Chair and Vice-Chair to serve, shall have all the powers and shall perform all of the duties of the Chair and Vice-Chair. The 2nd Vice-Chair shall perform such other duties from time to time as may be requested by the Chair.

D. ELECTION OF CHAIR, VICE-CHAIR AND 2ND VICE-CHAIR

1. Term of Office

The officers of the BATF shall serve for one year or until the next election is held.

2. Nomination

At the September meeting, nominations and election of officers will be held. People may self-nominate or be nominated by other members. Nominations will be accepted from the floor prior to the close of nominations on the day of elections. The election of officers shall be by simple majority vote.

3. Vacancy

A vacancy in any office shall be filled by election for the unexpired term.

4. Temporary or Permanent Vacancies

If the Chair, Vice-Chair, and 2nd Vice-Chair are absent from any meeting and/or are unable to act, the meeting shall be called to order by staff. The staff shall immediately call for the selection of a Temporary Presiding Officer.

5. Failure to Elect

If the BATF fails to elect a Chair, Vice-Chair, or 2nd Vice-Chair, the existing Chair, Vice-Chair, or 2nd Vice-Chair shall continue to serve until the BATF elects a successor.

E. STAFF SUPPORT

The BART General Manager or her designee shall designate a person to serve as BATF staff to prepare meeting notices, agendas, and minutes as required and to serve as liaison between BATF and other BART staff and the Board of Directors.

ARTICLE VII – MEETINGS

A. REGULAR MEETINGS

All regular and special meetings of the BATF shall be conducted in accordance with the Ralph M. Brown Act. Meeting agendas shall be posted in a public place in the same manner as agendas posted for meetings of the BART Board of Directors.

Meetings will be open to the public, held in a location accessible to people with disabilities, and within the geographical boundaries of the BART District.

At least 72 hours prior to a regular meeting, an agenda must be posted which contains a brief general description of each item to be transacted or discussed at the meeting.

Members of the public have the right to directly address BATF during public comment for issues which are not on the agenda, or for any item on the agenda, before or during the consideration of the item. Agendas will be mailed or emailed (based on preference) to members of the BATF and to persons requesting them according to the requirements of the Brown Act.

B. SPECIAL MEETINGS

Special meetings may be called by the Chair when in the opinion of the Chair the business of the BATF requires it or by the request of a majority of the BATF membership. Notice for special meetings will conform to the requirements of the Brown Act. No other business shall be considered at such meeting.

C. QUORUM

A majority of the appointed members of the must be present in order to constitute a quorum necessary for the transaction of the business of the BATF.

D. ADVICE AND DECISIONS OF THE BATF

All decisions of the BATF which require a formal vote shall be made only after an affirmative vote of a majority of its members present and voting. Minutes of meetings, as well as any special reports or communications desired by the BATF, shall be forwarded by staff to the BART Board of Directors. In addition, the Chair or a designee may present reports to the BART Board of Directors or an appropriate committee in person.

E. BATF MEETING EXPENSES FOR MEMBERS

BART will cover travel costs on public transit for BATF members to attend regular or special BATF meetings.

ARTICLE VIII – AGENDAS, MINUTES, RULES OF CONDUCT, AND ACCOMODATIONS

A. AGENDAS

Members may contact the chair to have items put on the agenda. Also, each meeting agenda shall have an item when members may ask to put items on future agendas.

The Chair shall schedule items on the agenda in consultation with the staff liaison. Staff shall be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials shall normally be mailed to members one week prior to each meeting, but agenda distribution shall always conform to the requirements of the Brown Act.

B. MINUTES

Draft minutes of each BATF meeting shall be prepared by staff and distributed to BATF members and others together with the agenda for the next meeting. Minutes shall be made final after a majority vote of those BATF members who were present at the meeting.

C. RULES OF CONDUCT

All regular and special meetings of the BATF shall be conducted in accordance with these bylaws and with the Rules of Order used by the BART Board. In case of conflict, these bylaws shall take precedence.

The Chair, or a member appointed by the Chair, may represent the BATF to the BART Board of Directors with prior notice to the BATF and staff if possible. No member shall represent the BATF or BART to the general public unless authorized by the Board of Directors or its designee.

D. ACCOMMODATIONS FOR MEMBERS AND THE PUBLIC

On-going arrangements will be made with individual BATF members to accommodate their disability-related need for alternative formats for minutes, correspondence, exhibits and other graphic information, sign language interpreters, and captioning. Non-routine requests for accommodation must be made in a timely fashion.

The general public can also request routine or one-time provision of materials in alternative formats by making a request to the BART staff liaison in a timely fashion in advance of scheduled meeting times.

ARTICLE IX – SUBCOMMITTEES

The Chair has authority with concurrence by the BATF to appoint subcommittees and/or ad-hoc committees to address issues as needed.

ARTICLE X – BYLAWS AMENDMENTS

The bylaws may be proposed for amendment or repeal by a motion that is made and seconded and passed by a three-fourths (3/4) vote of members present at any regular or special meeting. In addition, written notice of the proposed amendment must be agendized and distributed given at the meeting prior to that at which action will be taken. The notice must contain both the original language and the proposed amending language to the bylaws. The proposed bylaws change must be reviewed by the BART legal staff and will be made final upon approval by the BART Board of Directors or their designee.

In addition to the procedure above, any bylaw may be altered, amended or annulled at any time by a majority vote of the BART Board of Directors after consultation with or by recommendation of the BATF and approval of BART legal staff.

ARTICLE XI – TERM OF BATF

BATF Term: The BATF shall remain in existence until discharged by action of the BART Board of Directors. The Board may periodically review the need for the BATF and may modify its composition, structure or bylaws after consultation with the BATF.

Grace Crunican,
General Manager