

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
2150 Webster Street, Oakland, CA 94612, P.O. Box 12688, Oakland, CA 94604-
2688
510-464-6000

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

July 25, 2024

2:00 p.m.

A regular meeting of the BART Accessibility Task Force (BATF) will be held on Thursday, July 25, 2024, starting at 2:00 p.m. to 4:30 pm. The meeting will be held at East Bay Paratransit's location at 1750 Broadway, Oakland, California 94612, 1st Floor conference room. The facility is served by public transportation. The nearest BART Station is the 19th Street BART Station and there are multiple AC Transit routes to the meeting site. This meeting shall consist of a simultaneous teleconference at the following locations:

East Bay Paratransit's Location 1st Floor Conference Room 1750 Broadway Oakland, CA 94612	The Accolade on Chestnut 3600 Chestnut Street Philadelphia, PA 19104
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Please note that this meeting will be held in person in the East Bay Paratransit, 1st Floor conference room, Oakland, CA 94612, and via teleconference at the locations listed above.

Presentation materials will be available via Legistar at <https://bart.legistar.com>

You may attend the Committee Meeting in person or join the Committee Meeting via Zoom by calling 1-833-548-0282 and entering access code **826 9237 9757**; logging in to Zoom.com and entering access code **826 9237 9757**; or typing the following Zoom link into your web browser:

<https://us06web.zoom.us/j/82692379757>

If you wish to make a public comment:

- 1) Submit written comments via email to evanloo@bart.gov, using "public comment" as the subject line. Your comment will be provided to the Committee and will become a permanent part of the file. Please submit your

comments as far in advance as possible. Emailed comments must be received before 10:00 p.m. on **July 25, 2024**, in order to be included in the record.

- 2) Appear in person and request to make a public comment.
- 3) Call 1-833-548-0282, enter access code **826 9237 9757**, dial *9 to raise your hand when you wish to speak, and dial *6 to unmute when you are requested to speak; log in to Zoom.com, enter access code **826 9237 9757**, and use the raise hand feature; or join the Committee Meeting via the Zoom link (<https://us06web.zoom.us/j/82692379757>) and use the raise hand feature.

Public comment is limited to two (2) minutes per person.

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

BART provides services/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.

Meeting Location

East Bay Paratransit, 1750 Broadway, Oakland, CA 94612
1st Floor Conference Room

1. Roll call of BATF members. (Information) 5 minutes
Self-Introductions: Staff and Guests.
2. Public comment. (Information)
An opportunity for members of the public to comment on items not on the Agenda.
Public comment is limited to two (2) minutes per person
3. Approval of June 27, 2024 meeting minutes. (Information/Action) 5 minutes
4. Accessibility improvement program phases 1 & 2 project update. 25 minutes
(Information/Action)
5. New committee member nomination. (Information/Action) 15 minutes
 - Sam Buman
6. Review final approved BART Accessibility Task Force (BATF) 15 minutes
By-Laws. (Information/Action)
7. Member announcements. (Information) 5 minutes
8. Staff announcements. (Information) 5 minutes
9. Chairperson announcements. (Information) 5 minutes
10. Future agenda topics – Member suggest topics. 5 minutes
Next meeting scheduled: August 22, 2024 – Thursday
11. Adjournment.

BATF

Approval of June 27,
2024 meeting minutes

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AGENDA 3

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
2150 Webster Street, P.O. Box 12688, Oakland, CA 94604-2688

BART ACCESSIBILITY TASK FORCE
Committee Meeting **DRAFT** Minutes
June 27, 2024

1. Roll Call of Members:

1. Anita Ortega
2. Annie Koruga (Vice-Chair) – ABSENT
3. Bruce Yow
4. Catherine Callahan
5. Christine Arseneault
6. Clarence R. Fischer
7. Danny Kodmur
8. Daveed Mandell
9. Emily Witkin – ABSENT
10. Herb Hastings
11. Hillary Brown
12. Janice Armigo Brown (2nd Vice-Chair)
13. Roland Wong (Chair)
14. VACANT
15. VACANT
16. VACANT
17. VACANT
18. VACANT

Quorum of seven (7) in-person BATF members. Christine Arseneault used her first “Just Cause,” out of two.

BART Customer Access and Accessibility Department Staff:

Elena Van Loo
Bob Franklin

BART Director (s), BART Staff, Speakers, and members of the public:

Director Robert Raburn
Kevin Reeg (BART Staff)
Mayra Perez (Captioner)
Anastasia Ward (Captioner)

Sam Buman (Guest)
Sara Desumala (Guest)
Aleta Dupree (Guest)
Gerald Cauthen (Guest)
Jerry Grace (Guest)

2. Public Comments

Gerald Cauthen expressed concerns about what to do in an event of an emergency at the platform level when the escalator and elevators are out order, especially for persons with disabilities or the elderly. He is aware that VTA is leading the project adding four new BART Stations in the Downtown San Jose area (28th Street/Little Portugal BART Station, Downtown San Jose BART Station, Diridon BART Station, and Santa Clara BART Station).

3. Approval of May 23, 2024 meeting minutes

Clarence R. Fischer moved approval of the May 23, 2024, meeting minutes. Daveed Mandell second the motion.

- Motion passes with ten (10) in favor, zero (0) against, and zero (0) abstention

4. K-Line construction project update

Kevin Reeg presented on the K-Line Interlocking Construction Project Update.

He defined interlocking as a combination of switches that allow trains to move from track to track and line to line.

Kevin Reeg went over the K-Line construction timeline (subject to change):

- 2016-Renewal of legacy 1972 special track work identified as a major need in preparation of Bond Measure RR
- 2016-Bond Measure RR approved
- 2017-Planning begins
- 2018-Designs begins
- 2020-2023-Analysis of construction options, route options, bus bridges
- 2021-Design completed
- 2022-2023-Board procurements
- 2024-Finalize K23 Bus Bridge Operations Plan
- 2026-Construction complete

He mentioned that K23 has 13 switches and K25 has 4 switches. He mentioned there will be additional work done, like cable and rail replacements.

He went over the bus bridge operations during weekend project for next two years at Rockridge, MacArthur, and 19th St. BART stations. Notices will be posted throughout the BART stations and under [BART news](#). There was an article about which weekends the [K-Line Construction](#) will take place.

Additionally, he mentioned East Bay Paratransit will be supporting BART in the event that accessible vans are required to transport passengers between portals and shuttle buses.

Hillary Brown asked if K-Line interlocking construction will take place during the upcoming Pride Weekend. Kevin Reeg confirmed the K-Line construction is not scheduled for June 29-30, 2024 and he mentioned the next scheduled construction date is July 20-21, 2024.

Daveed Mandell asked how people who are visually impaired or blind will know when the K-Line construction will take place. Kevin Reeg will reach out to BART staff to work on how to communicate to all riders.

Danny Kodmur asked if the construction will happen every four-five week and Kevin Reeg confirmed the construction will take place every four-five weeks and added during the wintertime, there will be no construction due to weather. Construction is planned for a two-year project but construction dates and project timeline may change.

Danny Kodmur asked what bus agencies are helping with the bus bridges. Kevin Reeg said AC Transit, Muni, and East Bay Paratransit are part of the bus-bridge contract with BART. He also added there will be additional BART Staff at the three stations to assist to use the bus bridge service or other travel options.

Herb Hasting and Clarence R. Fischer recommended improving communications and having better accessible pathway signages within the three stations.

5. Discuss potential changes to the BATF By-Laws

Elena Van Loo and Bob Franklin led agenda item, “Discuss potential changes to the BATF By-Laws.”

1. Membership, Article IV, under “Nominations and Selection Process,” to potentially change from “must attend three (3) of four consecutive meetings,”

down to “must attend two (2) of three consecutive meetings,” and then apply for membership.

Herb Hastings motioned to change the BATF By-Laws to attend two out of three consecutive meetings and then apply for membership. Clarence R. Fischer second the motion.

- Motion passes with ten (10) in favor, one (1) against, and zero (0) abstention

2. Termination of Membership, Article V, to potentially increase missed meetings per calendar year from four to five.

Herb Hastings motioned to change the BATF By-Laws to increase the number of absences from four to five with excused reasons. Janice Armigo Brown seconded the motion.

- Motion does not pass with nine (9) no’s, one (1) in favor, and one (1) abstention.

3. Term Limits for Officers, Article VI, under “D,” Election of Chair, and 2nd Vice-Chair, item #1, “Term of Office.” Potentially change from, “The officers of the BATF shall serve for one year or until the next election is held,” to change to, “the officers of the BATF shall serve for one year or until the next election is held. Officers shall serve for no more than two (2) consecutive terms in the same office, unless no other member is interested in serving in that role. After one-year break, members may serve in any officer role again.”

Herb Hasting motioned to change this BATF By-Law and Clarence R. Fischer seconded the motion.

- Motion passes with ten (10) in favor, zero (0) against, and one (1) abstention

4. Agenda, Minutes, Rules of Conduct and Accommodations, Article VIII, to potentially change from, “members may contact the chair to have items on the agenda and also each meeting agenda shall have an item when members may ask to put items on future items,” to change to, “to have both Officers and BATF members to put on future agenda while BART liaisons shall be responsible to work with BART Officers, BATF members, and BART departments to schedule items on the agenda along with prepare the agenda,

compile the associated agenda materials and distribute the final agenda for each meeting.”

Herb Hasting motioned to change the BATF By-Laws to, “have both Officers and BATF members to put on future agenda while BART liaisons shall be responsible to work with BART Officers, BATF members, and BART departments to schedule items on the agenda along with prepare the agenda, compile the associated agenda materials, and distribute the final agenda for each meeting.” Hillary Brown seconded the motion.

➤ Motion passes with eleven (11) in favor, zero (0) against, and zero (0) abstention

5. Responsibilities, Article III, to potentially adding to complete ethics training required by the State of California within six (6) months of being appointed to the BATF and take ethics training every two (2) years for active BATF members.

Clarence R. Fischer made the motion for this change and Hillary Brown seconded the motion.

➤ Motion passes with eleven (11) in favor, zero (0) against, and zero (0) abstention

6. Discussion of BATF annual update to the BART Board of Directors

Roland Wong led the agenda item, “Discussion of BATF annual update to the BART Board of Directors.”

Elena Van Loo mentioned there has been discussions with the BATF members about presenting a report or writing a memo to the BART Board of Directors about the BATF’s accomplishments and goals. Hillary Brown, Herb Hastings and Clarence R. Fischer liked this idea.

Clarence R. Fisher added that since the BATF members are appointed by the BART Board of Directors, it would be a common courtesy to report back on the BATF’s accomplishments.

Daveed Mandell suggested having an annual meeting with all the BART Board of Directors.

Danny Kodmur asked if all advisory committees report to the BART Board of Directors. Bob Franklin mentioned it varies by advisory committee.

Roland Wong mentioned it is up to the BATF committee to decide how frequently members wish to report to BART Board of Directors.

Roland Wong mentioned this item can be discussed further at a future BATF meeting.

7. Member announcements

Hillary Brown shared they have been selected as a MTC Accessibility Working Group for Improvement Transit Wayfinding.

Herb Hastings shared Alameda County Fair is happening until July 07, 2024.

Danny Kodmur shared that he was stuck inside the train at Richmond BART Station as it headed to the Richmond service yard. He stated no BART employee did a walk through to check if the train was clear of riders. He mentioned he couldn't reach the call box in the train and called the non-emergency number to let BART staff know that he is in the train at the service yard. He mentioned there needs to be ways to reach out to staff on how to address this issue.

8. Staff announcements

Elena Van Loo informed BATF members second quarter travel reimbursement will take place after June 30, 2024.

Elena Van Loo announced the BART Board Room has been reserved for December 12, 2024, for the scheduled BATF public meeting and Holiday Reception.

New committee member nomination for Sam Buman will be scheduled for July's BATF agenda.

Elena Van Loo shared nominations for Chair, Vice-Chair, and 2nd Vice-Chair will take place in September's BATF meeting. Members who wish to know more about these positions should reach out to staff.

9. Chairperson announcements

Roland Wong thanked the BATF members and members of the public for their valuable input.

10 Future agenda items – member suggest topics

- Update to VTA/BART of the four new BART Stations in San Jose location project
- Riders using Braille
 - more clarification
- Presentation from Center for Independent Living (CIL) how their program works with traveling training within BART
- Update of LED monitors
 - pilot at Lake Merritt BART Station

11. Adjournment

The meeting adjourned at 4:22 pm until the next regular meeting, Thursday, July 25, 2024.

BATF

Accessibility
improvement program
phase 1 & 2 project
update

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AGENDA 4

BART Accessibility Task Force (BATF)

July 25, 2024



Accessibility Improvement Program Phase 1 & 2 Project Update

FTA-CA-2017-029-00
FTA-CA-2018-084-00



Project Overview



Key Information As of 7/18/2024	
Monetary % complete:(Billed to date)	66.03%
Notice to Proceed	July 10, 2023
Contract Duration	500 Calendar days
Contract Time Elapsed	374 Calendar Days (75%)
Remaining Contract Time	126 Calendar Days
Contract Completion	November 20, 2024
The contractor projected the completion date on the June schedule update. (subject to review of TIA001)	January 30, 2025
Crew size	Approx. 10 Field Workers
Outstanding NCRs	0

Project Longest Path



Longest Paths

- **Interior Work (TF= -71)**

- RFI 050 → Resubmittal of 61.3 – RR – Metal Shops and Data → Fab of Metal Handrail - RR → Install Handrail - RR → Architectural Finish Punchlist → Close Out → Final Completion

- **Exterior Work (TF=10)**

- Mob Contractor -FV → Ext Work P1-FV → Ext Work P2-FV → Ext Work P3-FV → Mob Contractor-RM → Ext Work P1-RM → Ext Work P2-RM → Mob Contractor-MA → Ext Work P1-MA → Close Out → Final Completion.

Contract Budget Status



	Amount	Billed as of 06/30/2024 (Pay App #11)
Base Contract (including unused allowance):	\$10,139,875	\$6,700,644.20
Change Order:	\$7,500	\$0
Budget Completion %		66.03%
Anticipated CO:	\$7,500	
Outstanding Change Request:	\$126,824	
Forecast at Completion:	\$10,266,699	

CN, CO and Change Request



- There is only one issued CO that taps into contingency will be CO001 Part 1 in the value of \$7500. (**~0.07%**)
- Other potential CO and CN which may add to this % are as follows:
 - West Bay - Hearing loop: Submitted cost at \$108,824.00. (~1.1%)
 - Owner Trailer & furnishing at \$18,000.00. (0.18%)
- All Other CN/ CO and outstanding PCOs are expected to be tracked under the Differing Site Condition and hazardous waste abatement allowances. Attached along with this will be the PCO log tracked by the Contractor.
- All together, the Contractor had identified ~45 Potential Changes (PCO), 19 of which have cost proposals submitted.

Best Management Practices (BMPs)



A90- Fremont



Schedule: Aside from patchwork, touch-up paint, replacement of station parameter stair rails, and replacement of composite panels, the majority of the Contract work is completed, exterior punch walk occurred on 6/6/2024.

Completed the following:

- Replacement of curb ramps sidewalks, accessible paths, bus, and passenger loading zones; installed new wall protrusion detection & replacement of courtesy phones.
- Exterior Civil and Interior Stair #1 punch walks occurred 6/6/2024.

Work In progress:

- Replacement of handrails
- Exterior punch items

Work not started:

- To remove and install new stainless Steel composite panels inside the station.
- Patch to match the existing wall surface and touch-up paint.

Fremont Station - West



A50- Bay Fair



Schedule: Aside from patchwork, touch-up paint, tree removal, and little pieces of sidewalk, most of the Contract work is completed, punch walk occurred on 6/6/2024.

Completed the following:

- Replacement of curb ramps, sidewalks, accessible paths, bus, and passenger loading zones; installed new wall protrusion detection, replacement of handrails, and replacement of courtesy phones.
- Exterior punch walks occurred on 6/6/2024

Work not started:

- Patch to match the existing surface and touch-up paint.
- Phase 4 Tree removal (Change) and sidewalk.

Bay Fair



A60- Hayward



Schedule/ status: Exterior work is completed on 7/18/2024. aside from the patch work and touch-ups, the majority of the interior work was completed.

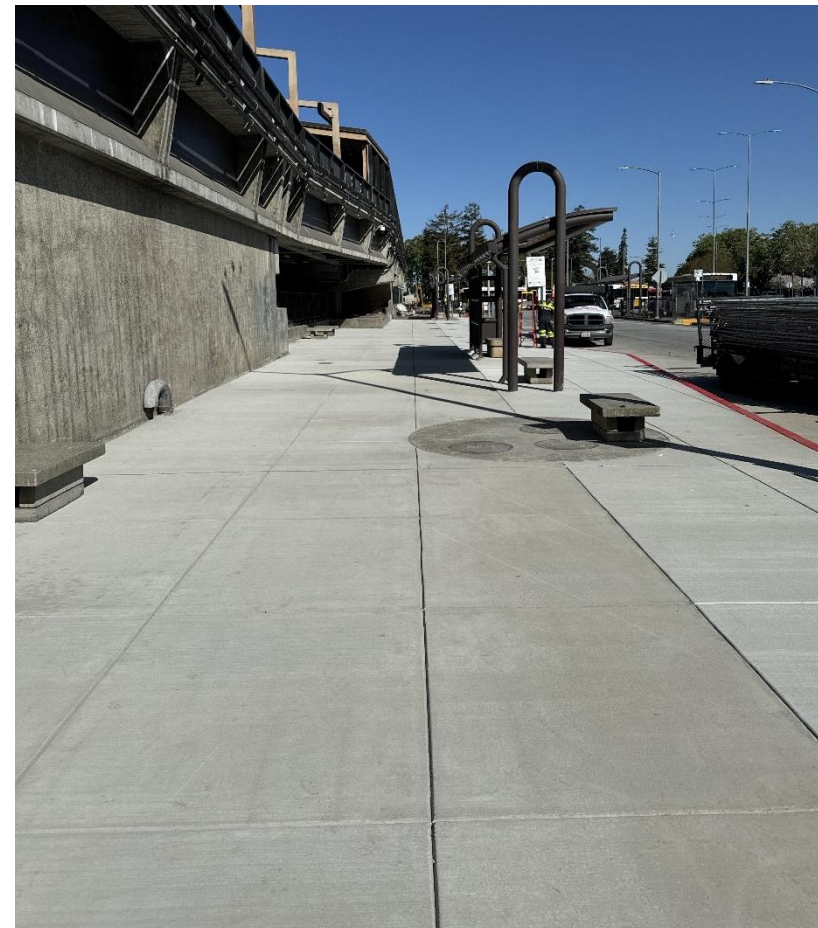
Completed the following:

- Replacement of handrails; installation of new wall protrusion detection, replacement of courtesy phones, replacement of curb ramps, installation of curb mounted barrier, sidewalks and accessible paths, bus, and passenger loading zones

Work not started:

- Patch to match the existing surface and touch-up paint.
- Grinding the top of the ramp at Aisle B. (Change)
- Removal of misc. wall-mounted items from the station.

Hayward



L10- Castro Valley



Schedule: The completion of both interior and exterior work is expected to be around 10/29/2024

Completed the following:

- replacement of courtesy phones;
- installation of elevator lobby light;
- Replacement of handrails; installation of new wall protrusion detection.

Work In progress:

- Replacement of curb ramps, sidewalks, and accessible paths, bus, and passenger loading zones.

Work not started:

- Relocation of change machine (the District to perform)
- modification to topping slab at the Station tunnel.
- Installation of platform elevator lobby light.

Castro Valley



A20- Fruitvale



Schedule: The Interior work is expected to be completed by 9/4/2024, and exterior work has begun on 7/1/2024 and be completed by the middle of August 2024

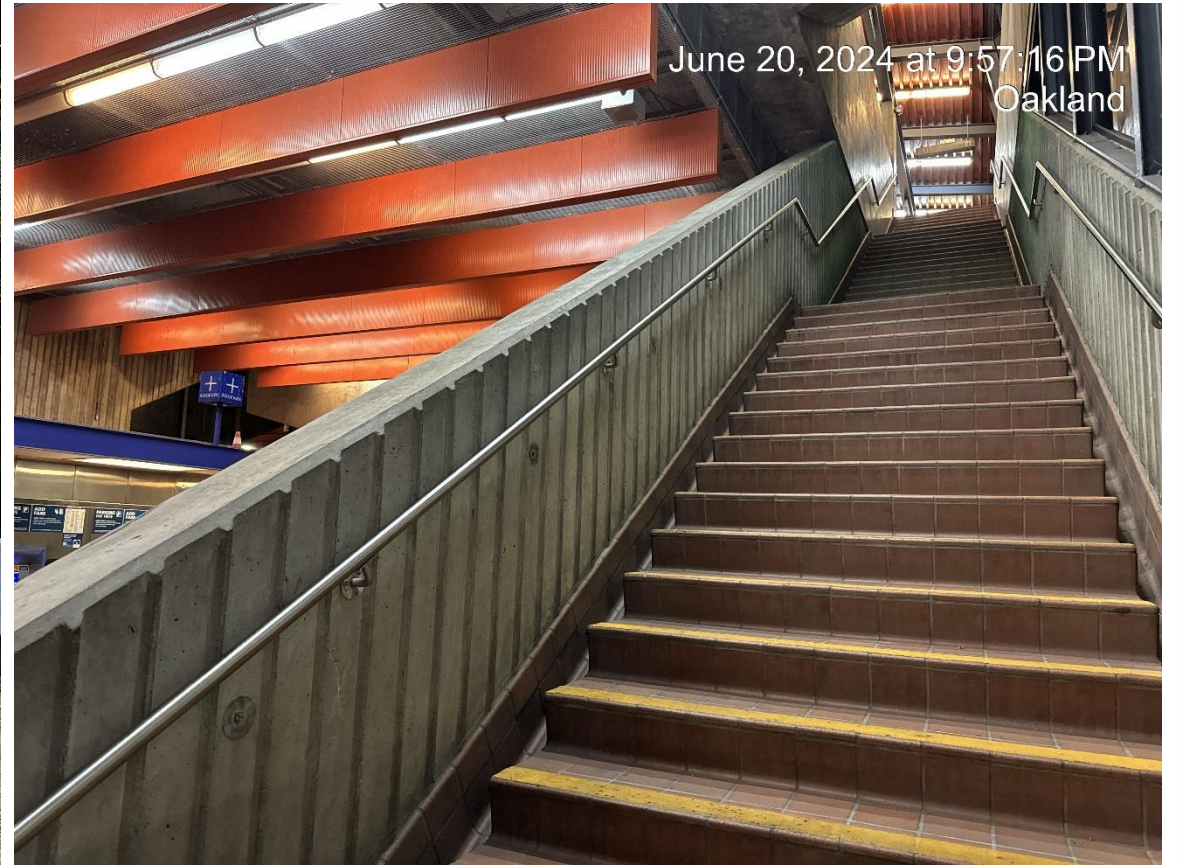
Completed the following:

- replacement of courtesy phones partially completed
- Replacement of handrails
- installation of new wall protrusion detection
- Removal of phone cube

Work In progress:

- replacement of courtesy phones.
- replacement of curb ramps, sidewalks, accessible paths, bus, and passenger loading zones.

Fruitvale



A40- San Leandro



Schedule: The contractor mobilized to this station on 6/10/2024 for exterior work. Aside from the curb-mounted guardrail, the exterior civil work was completed in the month of June, ahead of the previous forecast.

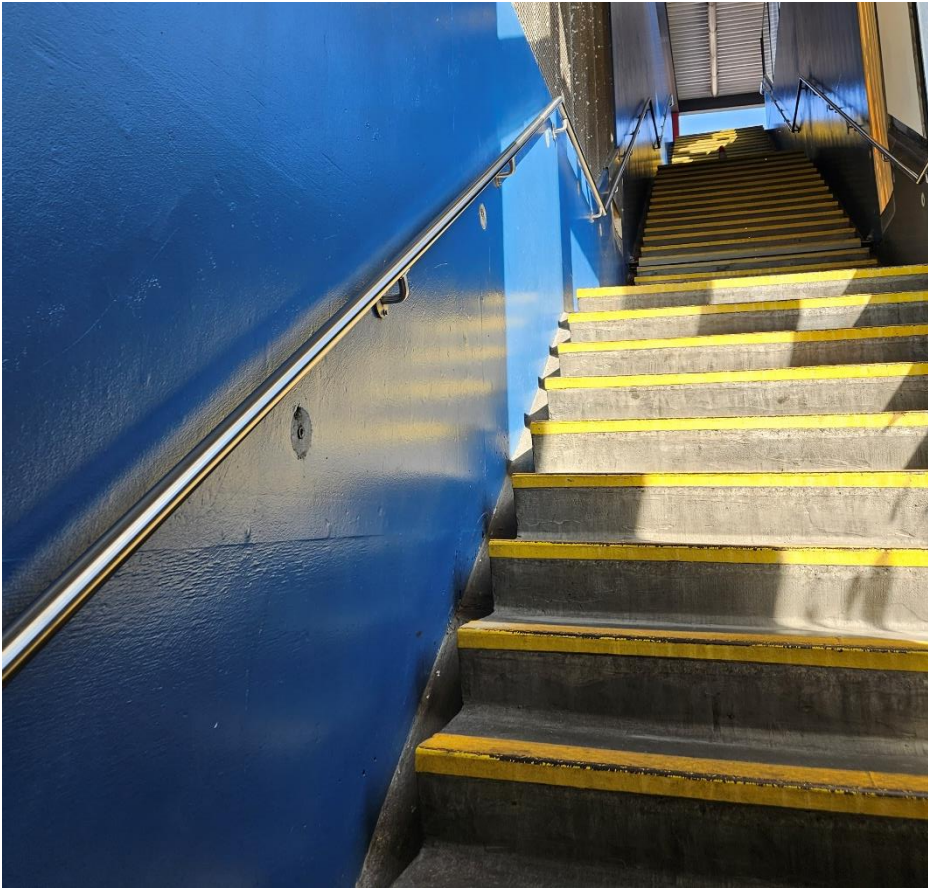
Completed the following:

- Replacement of handrails; installation of new wall protrusion detection and replacement of courtesy phones.
- replacement of curb ramps, sidewalks, accessible paths, bus, and passenger loading zones.

Work not started:

- Patch to match the existing wall surface and touch-up paint.
- Curb mounted Guardrail.

San Leandro



K30- MacArthur



Schedule: Exterior work is anticipated to begin October 9, 2024 and is expected to end around 10/28/2024. For interior work, the works have begun and work is still in progress.

Completed the following:

- replacement of courtesy phones.
- Partially removed phone shelves.

Work not started:

- Replacement of sidewalks, and accessible paths.
- Continue removal of payphone shelves and patchwork.

MacArthur



C10- Rockridge



Schedule: The exterior work is anticipated to begin on 8/28/2024 and is expected to end around 10/8/2024. For interior work, there have been delays due to potential design changes associated with the handrails.

Completed the following:

- replacement of courtesy phones.
- Install new elevator lobby light

Work not started:

- Replacement of sidewalks, and accessible paths.
- removal of payphone shelves and patchwork.
- Installation of new panel
- Removal and installation of handrail/ guard rails (potential change)

C30 - Lafayette



Schedule: The interior work began on 3/04/2024 and is anticipated to end around 10/15/2024.

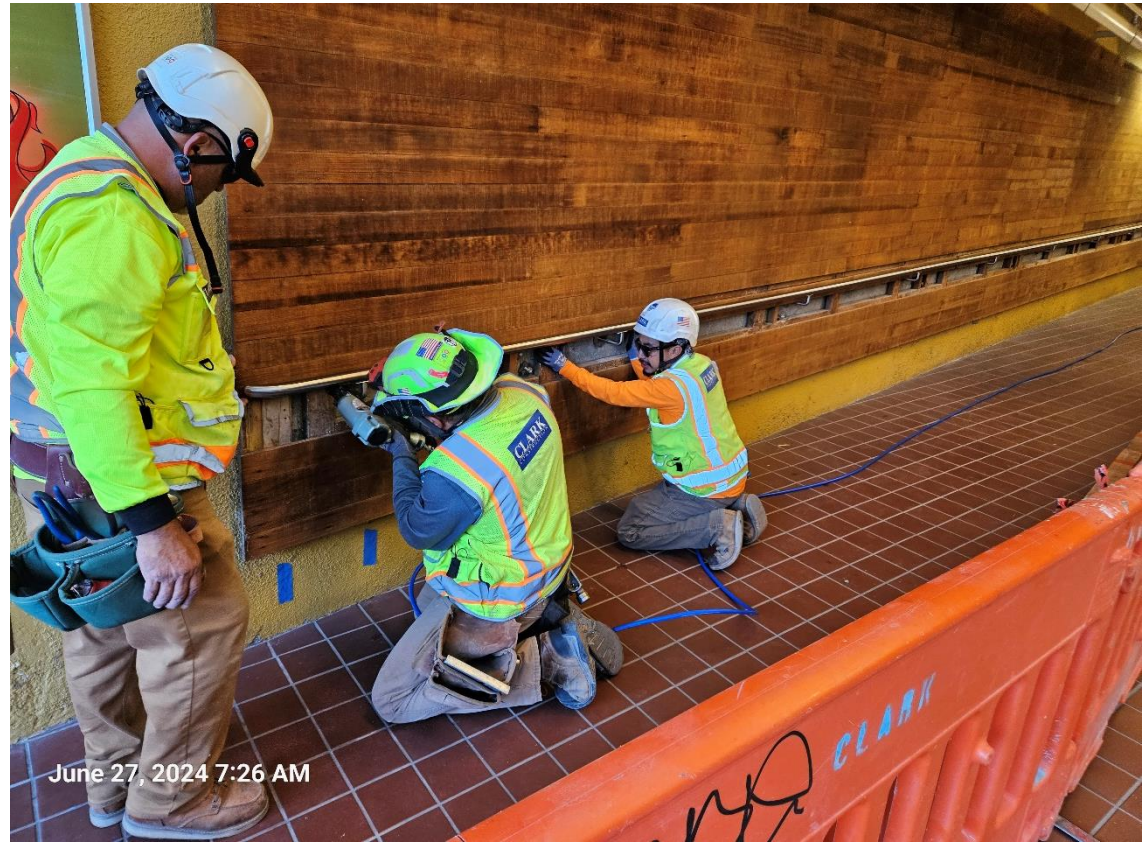
Completed the following:

- replacement of courtesy phones.
- Partially removed phone shelves.
- Stair 2 handrail replacement completed

Work not started:

- Removal and replacement of handrail for stair 1/ guard rails
- Installation of Ramp rail wooden board (patchwork)

Lafayette



R30 – North Berkeley



Schedule: The interior work began on 5/1/2024 and is anticipated to end around 10/24/2024.

Completed the following:

- replacement of courtesy phones.
- Partially removed phone shelves.
- Installed exterior elevator lighting
- Removed Phone cube

Work not started:

- Continue removal of payphone shelves and patchwork.
- Removal and replacement of handrail/ guard rails inside and outside of the station.

North Berkeley



R60 – Richmond



Schedule: The exterior work start date has been pushed to late August and is still expected to end around 10/8/2024. For interior work, some work has begun in the month of April 2024 and is expected to end around 10/28/2024

Completed the following:

- replacement of courtesy phones.
- Removed platform and concourse phone cube

Work not started:

- Replacement of curb ramps sidewalks, accessible paths, bus, and passenger loading zones.
- installed new wall protrusion detection & Replacement of handrails

Richmond



BATF

New committee
nomination –
Sam Buman

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AGENDA 5

**BART ACCESSIBILITY TASK FORCE (BATF)
MEMBERSHIP APPLICATION FORM**

The BART Accessibility Task Force advises the BART Board of Directors and staff on disability-related issues and advocates on behalf of people with disabilities and seniors to make the BART system accessible to all.

Individuals applying for membership to the BART Accessibility Task Force must fill out an application form. Applicants must be endorsed by the members of the BATF through a majority vote after attending three out of four consecutive months. Their names are submitted by the BATF staff liaison to the BART Board of Directors for final approval.

1. APPLICANT BACKGROUND

Name: Samuel Buman

3. EXPERIENCE AND SKILLS

3.a. Names and purposes of boards, commissions, or task forces you currently serve on or have served on and its relevancy to serving on BART's Task Force (BATF). Please indicate dates of service and the positions you held, if any:

An active member in the disability Grassroots group in Sonoma County in 2001 which was established the prior year as a way educate people with disabilities using public transportation and advocating for themselves. More recently I was a member of the City of El Cerrito ADA advisory committee from 2016-2019. The committee advises the city on access issues for sidewalks.

3.b. Why do you want to serve on and what skills do you bring to the BART Accessibility Task Force (BATF):

Share my experience as a person with a disability who uses BART. I can also bring my own self-advocacy skills to the committee.

3.c. How would your membership assist in establishing communication with the disability community:

I have been an active member of the disability community since 2000, which was 5 years after I attended the Youth Leadership Forum for Students with Disabilities (YLF).

Signature of Applicant: Samuel Buman **Date:** 07/03/24

BATF

Review final approved
BATF By Laws

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AGENDA 6

Agenda item #6

Review final approved BART Accessibility Task Force (BATF) By-Laws

- BATF members approved to change parts of the BATF By-Laws on June 27, 2024
- BART Board of Directors pass to update BATF By-Laws on July 11, 2024

ARTICLE III – RESPONSIBILITIES (page 2)

B. In order accomplish these responsibilities BATF shall:

#6 - Complete ethics training required by the State of California within six months of being appointed to the BATF and every two years for active BATF members. (clarification to completing ethics training to new appointed members and active members)

ARTICLE IV – MEMBERSHIP (page 3)

C. NOMINATION AND SELECTION PROCESS

... Out of three consecutive meetings, an interested applicant must attend two and then apply for membership...(shorten the time to recruit BATF members)

ARTICLE VI – OFFICERS (page 5)

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. Officers shall serve for no more than two consecutive terms in the same office, unless no other member is interested in serving in that role. After a one-year break, members may serve in any officer role again. (give more members a chance to serve as committee leaders)

ARTICLE – AGENDAS, MINUTES, RULES OF CONDUCT, AND ACCOMODATIONS (page 7)

A. AGENDAS

...The Chair shall schedule items on the agenda in consultation with the staff liaison. The BATF staff liaison shall be responsible to work with BATF Officers, BATF members and BART departments to schedule items on the agenda, prepare the agenda, compile the associated agenda materials and distribute the final agenda for each meeting...(clarify how items are placed on the agenda)

By-Laws updated, July of 2024 – Full BATF By-Laws attached

San Francisco Bay Area Rapid Transit District
BART Accessibility Task Force
By-Laws
July 2024

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 within six months of being appointed to the BATF and every two years for active BATF members.

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 three consecutive meetings, an interested applicant must attend two and then apply for membership. Prospective members may attend these two meetings in-person or remotely. 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.
7. 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. Officers shall serve for no more than two consecutive terms in the same office, unless no other member is interested in serving in that role. After a one-year break, members may serve in any officer role again.

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 a 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. The BATF staff liaison shall be responsible to work with BATF Officers, BATF members and BART departments to schedule items on the agenda, prepare the agenda, compile the associated agenda materials and distribute the final agenda 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 agendaized 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.

Robert M. Powers
General Manager