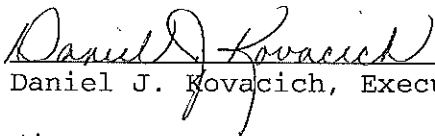


REPORT TO SHASTA COUNTY RTPA

SUBJECT		MEETING DATE	ITEM NUMBER
Minutes of the July 23, 2002 RTPA Meeting		09/24/02	3-1

RECOMMENDATION

It is recommended that the Agency approve the minutes of the July 23, 2002 RTPA meeting.



Daniel J. Kovacich, Executive Officer

/jac

Attachment: Minutes of July 23, 2002 RTPA Meeting

UNAPPROVED MINUTES

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY (MPO)

Tuesday, July 23, 2002 4:00 p.m.

City of Shasta Lake, John Beaudet Community Senior Center

1525 Median Avenue, City of Shasta Lake, California

(Note: These minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta County Regional Transportation Planning Agency, but rather as a record of meeting time, place and attendance; the order and general nature of discussion; Agency deliberations; and action taken, if any.)

Agency Members Clarke, Connick, Hawes, Kight, Duryee, and Wilson were present. Agency Member McGeorge was absent.

1. Call to Order:

Chair Connick called the meeting to order at 4:05 p.m.

2. Public Comment Period:

There was no one who wished to speak during the Public Comment Period.

Consent Calendar

3-1 Minutes of April 23, 2002, RTPA Meeting

3-2 Future RTPA Meeting Schedule Through February 2003 - Information Only

3-3 Consider Revision to the 2002/2003 Unmet Needs Findings

3-4 Advise the Agency of Letter of Support for Greyhound Lines, Inc. Planning Grant

3-5 Regional Transportation Improvement Program (RTIP) Project Status Report

By motion made, seconded and carried, the items on the Consent Calendar were approved.

Regular Calendar

4. Public Hearing to Consider Staff Recommendation Concerning Trial Rural Transit Services

Executive Officer Kovacich explained how staff has been keeping the Board advised of the status of the trial transit services by providing current information at each

meeting on the Cottonwood Express, Airport Road Corridor and the extension of the Burney Express, from Burney to Fall River Mills. Mr. Kovacich noted that between the time the packets went out and the meeting today, five letters have been received, copies of which have been provided to members. Mr. Kovacich continued to say that it is staff's position that these services are not meeting the "reasonable to meet" criteria, and it is not foreseen that they will ever get close to the standards required, so steps are starting to be taken to terminate these services.

Mike Evans, SSTAC Chair, 2777 Flagstone Court, Anderson: Mr. Evans noted that the Board does not have to make an absolute decision at this time, but could begin to set some things in motion determining what the eventual outcome would be. He stated that a two-year trial period had been requested at the unmet needs hearing and that this is still strongly supported by all the members of the committee, and by a large number of folk who work in the social service arena. Mr. Evans continued to say that there has been a gradual increase on most of the routes, particularly the Airport service that is actually serving almost 300 riders a month, showing there is some need being addressed by providing this service. The two other services, considering their location, also have a pretty good show-up rate, with the Cottonwood Express at roughly 120 to 150 riders and the Burney/McArthur run at roughly 150 to 170 riders. Mr. Evans made some suggestions to lower the cost of services, such as instead of the full service bus, which is going to be more costly, run a van service. Also, some adjustments might be possible with scheduling. The biggest complaints he has heard is the "crack of dawn" beginning time for Burney. Mr. Evans suggested that maybe an adjustment could be done to meet peoples' work schedules.

Mr. Evans disputed the calculations that are used to set the actual costs for the farebox return. He stated that currently being used is the full \$46.76 per hour service costs of the entire RABA system, including the cost for Demand Response, overhead, advertisement and other activities that are part of that system. Mr. Evans believes the costs to provide these services are substantially less than \$46.76 an hour. He stated that the Board owes both the public and all the people who have worked so hard, the opportunity for these actual numbers to surface. Mr. Evans also requested that some options be explored in respect to the scheduling and to the way in which it could be utilized.

Patrick Minturn, Shasta County Department of Public Works Director: Mr. Minturn gave some background on the trial transit services. He stated that based on past experience, these runs were not very promising. Social Services brought a \$150,000 subsidy to the table, so the RTPA thought that if these people believed in these services, even though past experience has not been favorable, the Board would give them a try. Three runs were started, trying to make them compatible to the existing system. This was done as a trial service and the results have been in line with what historically has been seen on these types of runs. Mr. Minturn continued to say these runs have not earned 20%; overall every time a passenger boards one of these busses, the County is out about \$50. The Burney to McArthur route is consistently at a 3% rate. Cottonwood Express is consistently at a 2.5% to 3.5% rate. The Airport Road Corridor, which needs to be at 20%, is at 1.6%. Of the \$61,000 that was extended to provide this service, less than \$1,000 has been recovered at the farebox. Mr. Minturn continued to say that these results, while discouraging, have been in line with what has been found in the past when attempting to run rural routes. Mr. Minturn stated that he would encourage the Agency to proceed according to the staff recommendation, unless some other information could be brought forth.

Executive Officer Kovacich addressed a few of Mr. Evans statements. Mr. Kovacich stated that the RABA short and long-range master transit plan does refer to a two-year trial period, however; it also says a 60% to 65% ridership is expected to be met for the first year. Mr. Kovacich stated that given the performance of these routes, even projecting that out, they cannot get anywhere near the 20%.

Mr. Kovacich stated that the use of fully allocated costs is what is used in the calculations; this is the methodology that was said would be used when the services were started last year. The methodology is consistent with the "reasonable to meet" policy. Mr. Kovacich stated that the services have been calculated exactly the way that is consistent with agency policies.

By motion made and seconded (Hawes/Clarke) the staff recommendation passed unanimously.

5. Public Involvement Procedure Update

Executive Officer Kovacich explained that this item is asking the Board to initiate a 45-day review of an updated draft of the "Public Involvement Policy." It is required that this policy be updated every three to four years. Mr.

Kovacich noted that nothing has really changed, that it has been updated to reflect changes in the laws and so forth.

Agency member Duryee stated that she had read over the policy several times and thinks it is probably one of the best beaurocratic pieces of information that she's ever read; that there is nothing there of any relevance. Member Duryee stated how she thinks the goal of it is good; it has a lot of objectives, but it doesn't say how they are met, quantify them or tell how the goals are reached. Member Duryee thinks that this document could be simplified and tell how we meet these objectives.

Executive Officer Kovacich stated that we are constantly looking for new ways to reach out to the public. He advised member Duryee that staff will update and incorporate her suggestions into the document.

Agency member Wilson stated that she rode busses the day before. She expressed concern that it needs to be easier for people to get on the busses.

Dialogue was held between agency members Wilson, Hawes, Duryee, Kight and Clarke concerning the need to get more people to ride the busses.

By motion made and seconded (Kight/Clarke) the staff recommendation passed unanimously.

**6. Accept Review of Shasta Senior Nutrition Program (SSNP)
Transportation Programs and RABA Demand Response Operations**

Executive Officer Kovacich explained that when RABA and RTPA held a joint meeting there seemed to be some uncertainties over exactly what services were provided by the agencies of Shasta Senior Nutrition Program and RABA Demand Response. Mr. Kovacich stated that he thought it would be beneficial to have an objective person look at these services. Sue Crowe, staff person, rode both systems recently; she observed dispatch operations and put together a report.

Sue Crowe did a Power Point presentation on Shasta Nutrition Program and RABA Demand Response. Agency member Clarke asked how Demand Response compared with Lifeline. Sue Crowe stated that she saw no Lifeline clients in the two days she did her observation. Agency member Duryee stated that it would be more relevant to have a comparison of our Demand Response and Senior Nutrition Program with other Demand Response's and Senior Nutrition providers from other places.

7. **Adopt A Policy for Annual Claimant TDA Fiscal and Compliance Audits**

Executive Officer Kovacich explained the options of the TDA claimants, concerning the annual TDA fiscal and compliance audits. Currently the SCRTPA incorporates the claimant's audits within the scope of the SCRTPA annual audit. This policy would enable the claimants to either continue this process, or include their TDA fiscal audit within the scope of their own annual fiscal audit.

By motion made and seconded (Hawes/Wilson) the staff recommendation passed unanimously.

8. **Adopt 2002 Federal Transportation Improvement Program (FTIP)**

Executive Officer Kovacich explained how this item requires a public hearing. He stated that staff has worked closely with the agencies to determine their needs.

Chair Connick opened the public hearing. There being no one who wished to speak either for or against the item, Chair Connick closed the public hearing.

By motion made and seconded (Clarke/Kight) the staff recommendation passed unanimously.

9. **Authorize the Chair to Sign a Letter of Appreciation to Outgoing RABA Executive Officer, Kurt Starman**

Executive Officer Kovacich explained that Mr. Starman has been the Executive Officer of RABA for about the last five years. Mr. Kovacich stated that during this time, Mr. Starman has been very compatible and very good to work with. Mr. Starman will be reassigned other duties within the City of Redding and will no longer fill this position.

By motion made and seconded (Clarke/Hawes) the staff recommendation passed unanimously.

There being no other business to discuss, Chair Connick adjourned the meeting at 4:50 p.m.

Respectfully submitted,

Daniel J. Kovacich, Executive Officer

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