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Sean Tiedgen, AICP, Executive Director

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING

Shasta Regional Transportation Agency, Salmon Room

1255 East Street, Redding, California

Wednesday, January 15, 2025, 2:30 – 4:30 p.m.

Submit public comments on any agenda item electronically before or during the meeting. Email your comments to questions@srta.ca.gov. Emailed comments will be accepted and read into the record throughout the duration of the meeting. Submit your comments prior to the agenda item being heard to ensure timely consideration. Limit your written comments to 250 words or less.

Submit public comments by U.S. Mail to Executive Assistant Amy Lindsey, Shasta Regional Transportation Agency, 1255 East Street, Suite 202, Redding, CA, 96001, to arrive no later than 5:00 p.m., one day prior to the meeting. If you are unable to participate and would like to request an accommodation for accessibility or are having technical problems joining the meeting, contact Amy Lindsey at (530) 262-6190.

Virtual Attendance Information

Topic: January 15, 2025 SSTAC Meeting

Time: Jan 15, 2025 02:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89561165459?pwd=7HsNQOTvocbN8wEx9Wd6gwdBFyOz9u.1>

Meeting ID: 895 6116 5459

Passcode: 123456

If information is needed in another language, or parties with a disability as provided by the American Disabilities Act require special accommodations or aides in order to participate in the public meeting, SRTA should be contacted at least 48 hours prior to the meeting. If needed, call 530-262-6190.

Si se necesita información en otro idioma, o si alguien con una discapacidad según la Ley de Discapacidades de los Estados Unidos requieren adaptaciones especiales o asistentes para participar en la reunión pública, se debe contactar a SRTA al menos 48 horas antes de la reunión. Si se necesita, por favor llame 530-262-6190.

Social Services Transportation Advisory Council

Item	Topic	Time Allotted	Presenter
1	Call to Order, Welcome and Introductions	2:30 p.m.	Chair Geagan
2	Public Comment Period (Limit 3 minutes per speaker)	2:40 p.m.	Chair Geagan
	<i>No action or discussion shall be made on any item not appearing on the noticed agenda. Members and staff may briefly respond to statements made or questions proposed by persons exercising their public testimony. (Government Code 54954.2 (2)). The council may direct staff to place a matter of business on a future agenda. The council or staff may ask a question for clarification.</i>		
3	Information Items: a) Receive Updates from Transit Operators and SSTAC Members b) SRTA Updates c) Receive Brief Refresher on the Brown Act and How it Applies to SSTAC (Laurent Beauregard)	2:45 – 3:00 p.m.	Agencies and SSTAC Members
4	Discussion and Action Items: a) Elect Chair and Vice Chair b) Set Dates and Times for Upcoming SSTAC Meetings c) Approve September 2024 SSTAC Meeting Minutes (attachment A) d) Approve Letterhead Design for the SSTAC (Keith Williams) e) Review SSTAC Bylaws (attachment B) and Provide Suggestions for Potential Updates (Laurent Beauregard) f) Discuss and Evaluate Unmet Transit Needs Feedback Processes (Jenn Pollom) g) Receive Suggestions from Council Members Relative to Potential Topics for Future Meetings	3:00 - 4:30 p.m.	SRTA Staff and RABA
6	Adjourn	4:30 p.m.	Chair Geagan
<u>The next SSTAC meeting is scheduled for April 16, 2025, at 2:30 p.m.</u>			

Voting Membership:

Patrick Geagan	Transit User with Disabilities – Chair
Hallie Fonseca	Social Service Provider for the Disabled (Transportation) – Vice-Chair
Wendy Longwell	Social Service Provider for the Disabled (Non-Transportation)
Vacant	Transit User 60 years of Age or Older
Denise Highfill	Social Service Provider for Seniors (Non-Transportation)
Alef Chavarria	Social Service Provider for Seniors (Transportation)
Kary Carbone	Social Services Provider for Persons of Limited Means
Staci Wadley	Consolidated Transportation Services Agency (Administrator)
Brody Wilbourn	Consolidated Transportation Services Agency (Operator)
Christina Prosperi	Additional Member
Tamy Quigley	Additional Member
John Andoh	Additional Member
Kelly Babcock	Additional Member
Holly Duffy	Additional Member
Vacant	Additional Member
Vacant	Additional Member

Vacant Additional Member
Vacant Additional Member

Transit Technical Support Staff:

John Andoh, Yujin Copland, Steve Bade
Jennifer Pollom, Sean Tiedgen, Laurent
Beauregard

Redding Area Bus Authority (RABA)
Shasta Regional Transportation Agency (SRTA)

Brief Transportation Acronym Cheat Sheet:

Acronym	Term
SRTA	Shasta Regional Transportation Agency
SSTAC	Social Services Transportation Advisory Council
RABA	Redding Area Bus Authority
CTSA	Consolidated Transportation Services Agency
DHCL	Dignity Health Connected Living (CTSA)
TDA	Transportation Development Act
UTN	Unmet Transit Needs
TNA	Transit Needs Assessment
STA	State Transit Assistance (source of TDA funding)
LTF	Local Transportation Fund (source of TDA funding)
SCTP	Shasta Coordinated Transportation Plan

Attachments:

Attachment A: September 12, 2024, SSTAC Meeting Minutes
Attachment B: Current SSTAC Bylaws

Meeting Notes

SHASTA REGIONAL TRANSPORTATION AGENCY
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) Meeting
Thursday, September 12, 2024, 2:30-4:30 p.m.
Salmon Room
1255 East Street, Suite 202, Redding, California

*MEETING WAS HELD IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE VIA
TELECONFERENCE*

(Note: The following meeting notes are not intended to serve as a transcript or verbatim record of the proceedings of the SSTAC, but rather as a record of the meeting time, place, attendance, and actions taken, if any.

Item #1 **Call to Order, Welcome and Introductions**

Chair Geagan called the meeting to order at 2:34 p.m.

SSTAC members Hallie Fonseca, Kary Carbone, Staci Wadley, Brody Wilbourn, Christina Prosperi, and Wendy Longwell, were present. Kristen Schreder arrived at 2:39 p.m., during the transit operations update.

Item #2 **Public Comment Period**

No one wished to speak.

Item #3 **Information Items**

a. **Receive Updates from Transit Operations and SSTAC Members**

Dignity Health Connected Living (DHCL), Director of Transportation, Brody Wilbourn gave an update to the SSTAC members on the status of the Memorandum of Understanding (MOU) agreement between DHCL and Redding Area Bus Authority (RABA) and the transition of Sunday Service, now known as RABA Runabout on Demand Microtransit, to RABA.

Mr. Wilbourn stated the MOU between DHCL and RABA will be helpful to streamline coordination efforts to better utilize the resources that both agencies have from grant funds with regards to vehicle sharing and opportunities to collaborate with maintenance departments and streamlining services.

SSTAC member Wendy Longwell asked for an update on the service to Shingletown. Mr. Wilbourn stated that RABA is working on that.

b. Update on SRTA Staff SSTAC Liaison

Assistant Transportation Planner Laurent Beauregard gave an update on the Need a Ride brochure. SRTA expects the final product shortly and is printing 5,000 copies for distribution.

Item #4

a. Set Dates and Times for Upcoming SSTAC Meetings

Chair Geagan opened discussion about the SSTAC meeting schedule. Assistant Transportation Planner Beauregard stated that the SRTA Bylaws require the Council to meet twice annually. The Council set two meeting dates, January 15, 2025, and April 16, 2025, both at 2:30 p.m.

The Council set the meeting schedule for January, April, June, and September. By motion made, seconded (Longwell/Prosperi), and unanimously carried, motion passed.

b. SSTAC Request to Receive Update on RABA Service Changes (John Andoh)

Transit General Manager John Andoh gave an update to SSTAC on the RABA 2025 service plan, RABA Runabout on Demand Microtransit, and the new express route to Shingletown.

Chair Geagan asked about empty signposts around town. As someone with sight disabilities, he would like to know if they could be removed or wrapped with reflective material. Mr. Andoh suggested that this question be raised at SRTA's Technical Advisory Committee meeting.

Chair Geagan also mentioned the bus stop at Northpoint. He stated that it would be nice to have a concrete area there for ramp access so folks in wheelchairs would not have to enter through mud/grass areas to get onto the bus. Additionally, a covered shelter area would also be nice. Mr. Andoh stated that he would investigate that and report back.

Update only, no motion.

c. Letterhead Designs for the SSTAC (Keith Williams)

Senior Transportation Planner Keith Williams presented three options of new letterhead specifically for SSTAC correspondence.

The Council discussed designs and options. No motion made; Mr. Williams will bring back a final product with suggested edits for approval in January.

d. Review SSTAC Bylaws and Provide Suggestions for Potential Updates (Laurent Beauregard)

Assistant Transportation Planner Laurent Beauregard presented SSTAC Bylaws and asked for potential updates from the Council. Due to time restrictions, the council asked to revisit this item at the January meeting.

By motion made, seconded (Longwell/Wilbourn), and unanimously carried, motion passed.

e. Discuss Membership Continuation, Recruitment, and Anticipated Email Communication (Laurent Beauregard)

Assistant Transportation Planner Laurent Beauregard presented this item. SSTAC memberships are three-year terms. January 2025 the Council will be electing a new Chair and Vice-Chair and recruiting for new memberships. Mr. Beauregard asked if any SSTAC voting members are leaving, please help with recruitment for your position.

SSTAC member Kristen Schreder asked SRTA to create an email with an informative one-page or less fact sheet on what SSTAC is and the type of membership we're looking for, including an application. SSTAC members could help send that out to potential recruits.

SSTAC member Fonseca would like any new members to have Brown Act training.

SRTA staff created a new SSTAC email box. All future communication will be sent from SSTAC@srt.ca.gov.

f. Receive Suggestions from Council Members Relative to Potential Topics for Future Meetings.

The following topics will be discussed in January:

- SSTAC Letterhead;
- SSTAC Bylaws;
- Brown Act Training;
- Watch Raba Videos; and
- Additional efforts to get unmet transit needs survey out to as many folks as possible.

There being no other business to discuss, Chair Geagan adjourned the meeting at 4:33 p.m.

Item #6 **Adjourn**

Respectfully submitted,

/acl/LB

UNAPPROVED

Social Services Transportation Advisory Council Bylaws

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act. The SSTAC serves as an advisory body to the Shasta Regional Transportation Agency (SRTA) regarding the transit needs of residents of the Shasta Region, including but not limited to transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.

The SSTAC shall be governed by the following bylaws.

A. RESPONSIBILITIES

1. Advise SRTA on the following:
 - a. Transit needs of the general public (e.g. hours of service, new bus routes, shorter headways, etc.) including but not limited to transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.
 - b. Coordination between transit service providers in the region.
 - c. Potential connections for people walking or riding bikes to/from transit for funding consideration in SRTA's Non-Motorized Program.
 - d. Other issues the membership believes are relevant to transit in the Shasta Region (i.e. potential review of transit grant applications, coordination/consolidation of specialized transit services, connections to interregional transit services, etc.)
2. Annually participate in the identification of transit needs in the Shasta Region, including unmet transit needs that may exist and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services.
3. Annually review and recommend action by SRTA which finds, by resolution, that:
 - a. there are no unmet transit needs;
 - b. there are no unmet transit needs that are reasonable to meet;
 - c. there are unmet transit needs, including needs that are reasonable to meet; and/or
 - d. there are unmet transit needs that are not reasonable to meet.

B. PARTICIPANTS

1. SSTAC meeting participation shall include nine members per statutory guidelines (see Public Utilities Code Section 99238 below):
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is disabled.
 - (c) Two representatives of local social service providers for seniors, including one

representative of a transportation provider.

(d) Two representatives of local social service providers for the disabled, including one representative of a transportation provider.

(e) One representative of a local social service provider for persons of limited means.

(f) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, including one representative from an operator.

(g) The SRTA Board of directors may approve up to nine additional representatives, including representatives of residents walking and bicycling to/from transit, to participate at SSTAC meetings and serve as alternates for any of the nine statutory members, if needed.

2. In appointing council members, SRTA shall strive to attain geographic and minority representation among council members.

C. TERM OF OFFICE

1. The term of appointment shall be for three years and may be renewed.

D. VACANCIES

1. A vacancy shall be created when a member: resigns; completes their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without good cause; or when a member can no longer carry out their responsibilities as a council member.

2. If a member resigns during his/her term, SRTA's Executive Director may fill vacancies, in consultation with the SSTAC or SSTAC Chair, for the remainder of the original term.

3. The SRTA Board of Directors approves three-year appointments.

4. All SSTAC positions shall be advertised, every three years, to either extend the tenure of current positions or appoint new members.

E. ELECTION OF OFFICERS

1. During the first meeting of the calendar year, the council shall elect a Chair and Vice Chair to serve for one year. Upon resignation of an officer, a special election shall be held.

G. DUTIES OF OFFICERS

1. **Chair:** The Chair shall preside at all SSTAC meetings. The Chair may appoint committees, conduct elections to fill the positions of Chair and Vice Chair, prepare and sign correspondence reflecting SSTAC votes or input provided, and may delegate his/her responsibility to sign correspondence. The Chair or his/her designee should report to the SRTA Board of Directors on recommendations of the SSTAC.
2. **Vice Chair:** In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.
3. **Secretary:** The Secretary shall be SRTA Executive Director or his/her designee. The Secretary shall provide information and general assistance; take meeting notes for all SSTAC meetings; prepare agendas, SSTAC letters and other correspondence, as requested by the Chair; and prepare and distribute special notices, agenda announcements, staff reports and other materials, as directed by the Chair or SRTA management.

H. ORGANIZATION AND PROCEDURES

1. **Meetings:** The SSTAC shall meet at least twice per year, typically in March and September. Additional meetings may be held as needed. Alternate times and dates to those scheduled must be agreed upon by a majority of the members in order to carry out the responsibilities described above. The meetings shall be open to the public, in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.), and shall be held at the Shasta Regional Transportation Agency. If an alternate location is required, it must be an accessible location in order to facilitate the attendance of physically disabled members of the SSTAC and the community in general. In the event both the Chair and Vice Chair are absent, the majority of a quorum may appoint a presiding officer for that meeting.
2. **Quorum:** A minimum of five of the nine statutory members, or alternates, shall constitute a quorum for the transaction of official business.
3. **Voting:** Actions are generally taken by consensus of all participants. If a vote is required, it shall be by a voice vote unless any member requests a roll call vote. Where a vote is taken, passage requires five votes.
4. **Limitation of Discussion:** Discussion on any matter by council members or the general public may be limited to such length of time as the Chair may deem reasonable under the circumstances.
5. **Conduct of Meetings:** Meetings are generally to be conducted in accordance with the principles of Robert's Rules of Order.

6. **Meeting Notes:** Meeting notes recording the members and visitors present, motions entertained, and actions taken at each meeting shall be prepared by SRTA staff, posted on the SRTA website, and made available to the SRTA Board of Directors after each SSTAC meeting.
7. **Bylaws:** These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by the SRTA Board of Directors.
8. **Communications:** Official communications shall be in writing and shall be approved by the SSTAC or SSTAC Chair. Official communications approved by the SSTAC Chair shall be shared with the SSTAC as soon as reasonably practical. The Chair or his/her designee should make presentations to the SRTA Board for unmet transit needs findings.
9. **Staff Assistance:** In addition to assistance from SRTA staff, the SSTAC shall solicit technical assistance from the Redding Area Bus Authority, other transit providers, and relevant local agency staff regarding public transit and walking/bicycling access to public transit.

Approved by SSTAC on September 9, 2003; amended October 22, 2008

Approved by SCRTPA on October 21, 2003; amended December 9, 2008

Amend approved by SSTAC November 14, 2012.

Amend approved by SRTA board December 20, 2012

Amend approved by SRTA board of directors December 12, 2017