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Daniel S. Little, Executive Director

AGENDA

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

Shasta Regional Transportation Agency

1255 East Street, Suite 202

Redding, CA 96001

Wednesday, March 21, 2018, 1:30 p.m.-3:00 p.m.

Item	Topic	Time Allotted	Presenter
1	Call to Order and Introductions	1:30 p.m.	Chair
2	Public Comment Period (Limit 3 minutes per speaker)	1:30 -1:35 p.m.	Chair
	<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	Action Item SSTAC Election of Chair and Vice-Chair	1:35-1:40 p.m.	SRTA
4	Updates - Sunday Transit Service Study - State of Good Repair Grants - Overview of Benefits from SB1 Funding - Overview of 2018-19 Unmet Transit Needs Process Action Item - SSTAC 2018/19 Unmet Transit Needs Recommendation(s)	1:40-2:30 p.m.	SRTA
5	Transit Operator Updates - RABA - SSNP Other Member Updates	2:30-2:55 p.m.	All
6	Items for next SSTAC Meeting	2:55-3:00 p.m.	Chair
7	Adjourn	3:00 p.m.	Chair

MEMBERSHIP:

Steve Smith	-	Transit User 60 years of Age or Older
Robert Hale	-	Citizen, Disabled Transit User
VACANT	-	Social Service Provider for Seniors (Transportation)
Del Lockwood	-	Social Service Provider for Seniors
VACANT	-	Social Service Provider for The Disabled (Transportation)
Kao Saechao	-	Social Service Provider for The Disabled
Norma Mosqueda	-	Social Service Provider Limited Means
VACANT	-	Consolidated Transportation Services Agency (Admin.)
Lisa White	-	Consolidated Transportation Services Agency (Operator)
Elizabeth Cifu-Shuster	-	Additional Member
Susan Morris Wilson	-	Additional Member

Transit Technical Support Staff

Melissa Estrada	-	Redding Area Bus Authority
Chuck Aukland	-	Redding Area Bus Authority
Al Cathey	-	Shasta County Public Works

Transportation Acronym Cheat Sheet

Acronym	Term
SRTA	Shasta Regional Transportation Agency
RABA	Redding Area Bus Authority
CTSA	Consolidated Transportation Services Agency
SSNP	Shasta Senior Nutrition Program
TDA	Transportation Development Act
STA	State Transit Assistance (source of TDA funding)
LTF	Local Transportation Fund (source of TDA funding)

Shasta Regional Transportation Agency (SRTA)

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
MEETING NOTES**

Shasta Regional Transportation Agency, Large Conference Room
1255 East Street, Suite 202
Redding, CA 96001
Wednesday, November 15, 2017
1:30 PM

(NOTE: These notes are not intended to serve as a transcript or verbatim record of the proceedings of the Social Services Transportation Advisory Council, but rather as a record of the meeting time, place, attendance, and the order and general nature of the Advisory Council discussion, deliberations, and actions taken, if any.)

Members Present:

Steve Smith	-	Transit User 60 years of Age or Older
Kao Saechao	-	Social Service Provider for the Disabled
Anne Thomas	-	Additional Member

Others Present:

Melissa Estrada	-	Redding Area Bus Authority (RABA)
Hallie Fonseca	-	TransDev (RABA Contractor)
Daniel Knott	-	K2 Development
Kathy Grah	-	Caltrans, District 2
Aaron Casas	-	Caltrans, District 2
Keith Williams	-	Shasta Regional Transportation Agency Staff
Dan Wayne	-	Shasta Regional Transportation Agency Staff
Brett Setterfield	-	Shasta Regional Transportation Agency Staff
Kathy Urlic	-	Shasta Regional Transportation Agency Staff

1. Call to Order and Introductions:

Chair Steve Smith called the meeting to order at 1:40 PM. Introductions were made. **There was no quorum of SSTAC representatives.** SSTAC representatives agreed to an informal discussion of items numbers 4 and 5 of the agenda.

2. Public Comment Period (Limit Three Minutes per Speaker):

No public comments.

3. Affordable Housing & Sustainable Communities (moved up from agenda item #5):

Daniel Knott of K2 Development presented the company's Block 7 Redevelopment Proposal for questions and comments. He described the project, summarizing it as a good mix of low, moderate, and market-rate housing. The company is proposing free transit passes for affordable units and will promote bike and car share opportunities. He came to the SSTAC for input on how to implement the proposal programmatically.

4. Transit Operator Updates:

- RABA – Melissa Estrada reported the Crosstown Express is offering free fares through December. She also announced that RABA has new fareboxes and real-time information.

5. Adjourn:

There being no further business to discuss, Chair Smith dismissed the meeting.

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

Unmet Transit Needs Recommendations for SSTAC

Transit Service Request	Unmet Transit Need?	Reasonable to Meet?	Response
Sunday Service	Yes	Pending Analysis	SRTA is working on the development of a pilot project for Sunday transit service that serves the region. 299 participants filled out ridership surveys (41 online) in October and November of 2017, and the survey data is currently being analyzed to develop service alternatives. SRTA anticipates recommending a service solution later in 2018.
More frequent service	Yes	No	Needs and service options will be included in the next short-range transit plan anticipated in 2019. It is unlikely that changes could be made system-wide initially, but pilot programs could be introduced in high-use transit areas. On-demand pilot projects may also have applicability to these service enhancements.
Extended service hours	Yes	No	
Crosstown Express	Yes	Yes	Introduced in September 2016, the service was slow to grow ridership with an average of 290 trips per month in the first four months. However, RABA made service adjustments which have increased the average number of trips to 834 per month in the final four months of 2017. This service is funded with free transit days from an LCTOP grant. RABA and SRTA will continue to monitor ridership to determine its feasibility beyond the expiration of LCTOP funds.
Whiskeytown "Beach Bus"	Yes	No	Seasonal service began two years ago but ridership remains low. The Beach Bus was funded, in part by a grant secured by the National Park Service from Dignity Health. However, last year's service still operated at a 6.54% farebox, which is below the 10% minimum for non-urban routes. The National Park Service has indicated that it will not be pursuing another grant from Dignity Health. Unless the Beach Bus is fully funded by a grant or one of the local agencies, this service will be discontinued.

RESOLUTION NO. 16-14

DEFINITION OF UNMET TRANSIT NEEDS AND REASONABLE TO MEET

WHEREAS, the Transportation Development Act (TDA) requires each transportation planning agency to find, prior to any allocation of Local Transportation Fund (LTF) monies for streets and roads, (1) that there are no unmet transit needs, or (2) that there are no unmet transit needs which can reasonably be met, or (3) if there are unmet transit needs, including some such needs that are reasonable to meet, that those needs determined reasonable to meet have been funded (California Public Utilities Code (PUC) Section 99401.5); and

WHEREAS, the TDA further permits the agency to define the terms “unmet transit needs” and “reasonable to meet” as it determines appropriate, consistent with PUC Section 99401.5(c); and

WHEREAS, Shasta Regional Transportation Agency (SRTA) staff, having consulted with claimant jurisdiction representatives and the Social Services Transportation Advisory Council and have concluded that minor technical changes consistent with the TDA and prior RTPA practice are appropriate, and have therefore recommended the following revised definitions:

Unmet Transit Needs. An “unmet transit need” under the Transportation Development Act shall be found to exist only under the following conditions:

1. A population group in the proposed transit service area has been defined and located which has no reliable, affordable, or accessible transportation for necessary trips. The size and location of the group must be such that a service to meet their needs is feasible within the definition of “reasonable to meet” as set forth below.
2. Necessary trips are defined as those trips which are required for the maintenance of life, education, access to social service programs, health, and physical and mental well-being, including trips which serve employment purposes.
3. Unmet transit needs specifically include:
 - (a) Transit or specialized transportation needs identified in the transit system’s Americans with Disabilities Act Paratransit Plan or short-range Transit Plan which are not yet implemented or funded.
 - (b) Transit or specialized transportation needs identified by the Social Services Transportation Advisory Council and confirmed by the RTPA through testimony or reports which are not yet implemented or funded.
4. Unmet transit needs specifically exclude:

- (a) Minor operational improvements or changes, involving issues such as bus stops, schedules and minor route changes.
- (b) Improvements funded or scheduled for implementation in the following fiscal year.
- (c) Trips for any purpose outside of Shasta County, in accordance with PUC Section 99220(b).
- (d) Primary and secondary school transportation.

Reasonable to Meet. An identified unmet transit need shall be found “reasonable to meet” only under the following conditions:

1. It has been demonstrated to the satisfaction of the Agency that transit service adequate to meet the unmet need can be operated with a minimum farebox recovery of 20% in urbanized areas and 10% in non-urbanized areas. Where anticipated farebox revenue from proposed services do not meet these minimum requirements, the following exceptions may apply as determined by the SRTA Board of Directors:
 - a) Transit services that are funded entirely with grants.
 - b) Transit services that are funded entirely by a local agency at that agency’s discretion.
 - c) Urban transit services that represent a critical or essential service, as determined by the SRTA Board of Directors, providing such services do not result in farebox penalties for the transit system as a whole.
 - d) Pilot projects and new services for up to two years.
 - e) When a transit service primarily serves urban areas but also includes non-urban areas, a pro-rated farebox recovery standard based on the ratio of urban and non-urban in-service transit vehicle miles may be used.

It must also have been demonstrated that the unsubsidized portion of operating costs can be recovered by fare revenues as defined in the State Controller’s Uniform System of Accounts and Records. The “Cost Allocation Method” as shown in Exhibit (A) is the method to be used for determining fare box ratio.

- (A) Transit service farebox recovery minimums may be determined on an individual route or service area basis.

2. The proposed expenditure of Transportation Development Act funds required to support the transit service does not exceed the authorized allocation of the claimant, consistent with Public Utilities Code Sections 99230-99231.2 and TDA Regulations Sections 6649 and 6655.

The fact that an identified need cannot fully be met based on available resources, however, shall not be the sole reason for finding that a transit need is not Reasonable to Meet.

3. The proposed expenditure shall not be used to support or establish a service in direct competition with an existing private service, nor to provide 24-hour service.

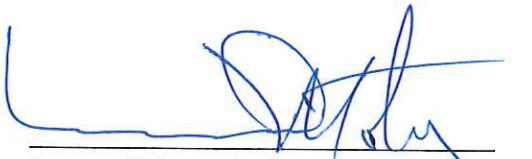
4. Where transit service is to be jointly funded by two or more of the local claimant jurisdictions, it shall be demonstrated to the satisfaction of the SRTA Board of Directors that the resulting inter-agency cost sharing is equitable. In determining if the required funding equity has been achieved the SRTA Board of Directors may consider, but is not limited to considering whether or not the proposed cost sharing formula is acceptable to the affected claimants.

5. Transit services designed or intended to address an unmet transit need shall in all cases make coordinated efforts with transit services currently provided, either publicly or privately.

NOW, THEREFORE, BE IT RESOLVED that the definitions set forth above shall govern SRTA's determinations of unmet transit needs that are reasonable to meet pursuant to applicable TDA statutes and regulations, and the resulting allocation of TDA funds by the SRTA Board of Directors;

BE IT FURTHER RESOLVED that Resolution 00-21 of the Shasta Regional Transportation Agency dated December 12, 2000, is hereby rescinded and superseded.

PASSED AND ADOPTED this 13th day of December, 2016, by the Shasta Regional Transportation Agency.



Leonard Moty, Chair
Shasta Regional Transportation Agency