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Daniel S. Little, Executive Director

AGENDA

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

Shasta Regional Transportation Agency
The Salmon Room 1255 East Street, Suite 202
Redding, CA 96001

Wednesday, November 15, 2017, 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 1. Update to SSTAC Bylaws a. SSTAC Review Requested b. Suggestions for Improving Attendance Requested Discussion 2. 2018/19 Unmet Transit Needs Cycle a. Unmet Transit Needs Cycle Update & Q&A. 3. Receive Transit Project Updates a. Sunday Transit Feasibility Study 4. GoShasta Update	1:35-2:15 p.m.	SRTA
4	Transit Operator Updates 1. RABA 2. DHCL 3. Other Member Updates	2:15-2:45 p.m.	All
5	Affordable Housing & Sustainable Communities (AHSC) 1. Block 7 Redevelopment Proposal Presented for Comment	2:45-2:55 p.m.	SRTA
6	Items for next SSTAC Meeting	2:55-3:00 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
Kay Hudelson	-	Consolidated Transportation Services Agency (Admin.)
Lisa White	-	Consolidated Transportation Services Agency (Operator)
Margie McAleer	-	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
DHCL	Dignity Health Connected Living
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
Monday, April 13, 2017
10:00 AM

(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
Lisa White	-	Consolidated Transportation Services Agency (Operator)
Jennifer Powell	-	Consolidated Transportation Services Agency (Admin.)
Norma Mosqueda	-	Social Service Provider Limited Means
Del Lockwood	-	Social Service Provider for Seniors
Margie McAleer	-	Additional Member
Susan Morris Wilson	-	Additional Member

Others Present:

Keith Williams	-	Shasta Regional Transportation Agency Staff
Elizabeth Shuster	-	Shasta Living Streets

1. Call to Order and Introductions:

Chair Steve Smith called the meeting to order at 10:00 AM. Introductions were made.

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

No public comments.

3. Election of Chair and Vice Chair:

Steve Smith was nominated and seconded to serve as Chair. Susan Morris Wilson was nominated and seconded to serve as Vice Chair. Both nominations carried with unanimous approval.

4. SSTAC 2017/18 Unmet Transit Needs Recommendation(s)

SSTAC members voted unanimously to support SRTA staff unmet transit needs recommendations.

5. Adjourn :

There being no further business to discuss, Chair Smith adjourned the meeting at 10:25 AM.

DRAFT

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. MEMBERSHIP

SRTA shall appoint eleven SSTAC members in the following categories:

1. Nine as established in Public Utilities Code Section 99238:
 - (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) SRTA may appoint additional members from a broad representation of social service and transit providers representing the elderly, the disabled, and persons of limited means. In appointing council members, SRTA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by SRTA.
2. Two who represent the interests of residents walking and bicycling to/from transit in the Shasta Region.

C. TERM OF OFFICE

1. The term of appointment shall be for three years. Members may be reappointed for additional terms.

D. DESIGNATION OF ALTERNATE

1. A voting member representing a provider or agency should designate an alternate representing the same provider or agency who should also attend meetings. The alternate shall have the right to vote in the absence of its agency's voting member. The SRTA Board of Directors may also approve SSTAC alternates to serve as other representatives not represented by an organization.

E. 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, a designated alternate shall continue to vote and serve as alternate .
3. When a candidate submits an application to fill a vacancy, the SSTAC shall review the application

and make a recommendation to the SRTA Executive Director, with whom SSTAC vacancy selections rest for the remainder of the original terms. The SRTA Board of Directors approves three-year appointments.

4. Except as otherwise provided in paragraph 2, SRTA shall advertise to recruit a new member when a vacancy exists. All SSTAC positions shall be advertised, every three years, to either extend the tenure of current positions or appoint new members.

F. 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 staff. SRTA staff 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 at 1:30 PM on the third Wednesday of the month, typically March and September. An alternate time and date 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.

The first meeting will be held at the outset of each annual unmet transit needs cycle (usually September) to discuss the outreach approach and entertain modifications to maximize public input from different parts of the region and different demographics.

The second meeting (usually March) will be held to discuss preliminary unmet transit needs recommendations from SRTA staff and formulate SSTAC's formal recommendation.

Additional meetings may be held as needed.

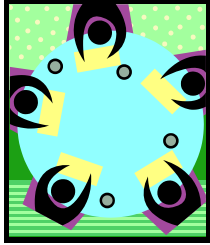
2. **Quorum:** A minimum of six TDA-required members or alternates, shall constitute a quorum for the transaction of business..
3. **Voting:** Voting on all matters shall be by a voice vote, unless any member requests a roll call vote. Approval of action items shall require a majority of members present at meetings.
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 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 majority of members in attendance. In the absence of a meeting, the Chair has the authority to query the SSTAC membership about their support/opposition to an item of potential interest to the SSTAC, and to follow-up on SSTAC direction, as needed. The Chair or his/her designee should make presentations to the SRTA Board for unmet transit needs findings.
9. **Staff Assistance:** SRTA staff shall solicit technical assistance from the Redding Area Bus Authority, other transit providers, and relevant local agency staff regarding public transit and walking/bicycling issues.

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



SHASTA COUNTY 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 transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.

The SSTAC shall be governed by the following bylaws.

A. RESPONSIBILITIES

1. Advise SRTA on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.
2. Annually participate in the identification of transit needs in Shasta County, 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 by expanding existing 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, or (d) there are unmet transit needs that are not reasonable to meet.
4. Advise the SRTA on any other major transportation issues, including the coordination and consolidation of specialized transit services.

B. MEMBERSHIP

1. SRTA shall appoint nine SSTAC members in the following categories as established in Public Utilities Code Section 99238:
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is handicapped.
 - (c) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider.
 - (d) Two representatives of local social service providers for the handicapped, including one representative of a social service 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) SRTA may appoint additional members

2. SRTA shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, SRTA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by the SRTA.

C. TERM OF OFFICE

The term of appointment shall be for three years. Members may be reappointed for additional terms.

D. DESIGNATION OF ALTERNATE

A member representing a provider or agency may designate an alternate representing the same provider or agency who may attend meetings in lieu of the member and shall have the right to vote.

E. 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, so entered in the minutes; or when a member can no longer carry out their responsibilities as a council member.
2. If a member representing a provider or agency resigns during his/her term, the member's designated alternate shall assume the term of the member.
3. Except as otherwise provided in paragraph 2, SRTA shall advertise to recruit a new member when a vacancy exists. Reappointment of an existing member shall not require advertising.
4. When a candidate submits an application to fill a vacancy, the SSTAC shall review the application and make a recommendation to the SRTA Board.

F. ELECTION OF OFFICERS

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 meetings of the SSTAC, and may appoint committees, sign correspondence, approve agendas, conduct elections, and delegate his/her responsibility to sign correspondence. The Chair or his/her designee shall report to the SRTA Board 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 the SRTA staff. The Secretary shall keep minutes of all SSTAC meetings, read correspondence at the meetings, prepare SSTAC letters, prepare and distribute special notices, agenda announcements, minutes, staff reports, and other materials, as directed by the Chair.

H. ORGANIZATION AND PROCEDURES

1. Meetings. The SSTAC shall meet at least quarterly at a time and date 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.). The meetings shall be held in an accessible location in order to facilitate the attendance of physically handicapped or 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 majority of the appointed members shall constitute a quorum for the transaction of business.
3. Voting. Voting on all matters shall be by a voice vote, unless any member requests a roll call vote.
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 to be conducted in accordance with the principles of Robert's Rules of Order.
6. Minutes. Official minutes 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 after each SSTAC meeting.
7. Bylaws. These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by SRTA.
8. Communications. Official communications shall be in writing and shall be approved by the majority of members in attendance. The Chair or his/her designee shall make presentations to the SRTA Board for unmet transit needs findings.

9. Staff Assistance. SRTA staff shall assist the SSTAC by providing information, preparing meeting agendas as directed, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC. SRTA staff shall solicit technical assistance from the Redding Area Bus Authority regarding public transit issues.

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

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

Update approved by SRTA on December 20, 2012