



## SOCIAL SERVICES TRANSPORTATION ADVISORY COMMITTEE (SSTAC)

**San Joaquin Council of Governments**  
**555 East Weber Ave, Stockton Ca**  
**Board of Directors Meeting Room**

**December 3, 2014**

### AGENDA

- |      |                                                          |         |
|------|----------------------------------------------------------|---------|
| I.   | Call Meeting to Order/Introductions                      | 3:00 PM |
| II.  | September 3, 2014 Minutes                                | Action  |
| III. | Public Comments                                          |         |
| IV.  | Fiscal Year 2013-2014 Unmet Transit Needs Public Hearing | Hearing |

### **STAFF ITEMS**

- |       |                                                                                  |                   |
|-------|----------------------------------------------------------------------------------|-------------------|
| V.    | FY 15/16 Unmet Transit Needs (UTN) Process Update                                | Info/Staff Rpt    |
| VI.   | Fiscal Year 13/14 UTN Advisory Subcommittee Formation                            | Info/Staff Rpt    |
| VII.  | FTA 5310 Scoring Committee                                                       | Info/Staff Rpt    |
| VIII. | Reports/Updates from Committee Members                                           | Info/No Staff Rpt |
| IX.   | Reports/Updates from Transit Providers                                           | Info/No Staff Rpt |
| X.    | Access Advisory Committee Update                                                 | Info/No Staff Rpt |
| XI.   | Adjourn – <b>Next Meeting Scheduled for April 1<sup>st</sup>, 2013 @ 3:00 PM</b> |                   |

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# SOCIAL SERVICES TRANSPORTATION ADVISORY COMMITTEE (SSTAC)

San Joaquin Council of Governments  
555 E Weber Avenue, Stockton, CA 95202

Wednesday, September 3, 2014

## MINUTES

### 1. Call Meeting to Order/Introductions:

The SSTAC meeting was called to order at 2:39 p.m. by Julia Tyack. Introductions were made.

#### Committee Members Present:

Jayne Pramod	City of Tracy
Julia Tyack	City of Lodi
Georgia Lantsberger	City of Manteca
Daniela Romero	RTD
Adam Doi	RTD
Melissa Ogren	Human Services Agency- Department of Aging
Richard Demonte	United Cerebral Palsy UCP
Joni Bauer	Community Center for the Blind
Joga Singh	Community Center for the Blind
George Lewis	State Council on Development Disabilities

#### Committee Members Not Present:

Wilma Murray	Valley Mountain Regional Center
Nathan Atherstone	RTD
Sara Hunter	UCP
Mary Bailey	UCP
John Andoh	City of Escalon
Johanna Ferriera	City of Manteca
Ann Fisler	San Joaquin ARC
Barbara Schneider	City of Ripon
Robert Balderama	State Council on Development Disabilities
Annette DePauli	Human Services Agency –Department of Aging
Barbara Hempstead	Caltrans Metropolitan Planning
Nick Phalm	Caltrans Metropolitan Planning
Deborah Gurley	Transit user 60 years or older

#### SJCOG Staff Present:

Daniel Meza	Associate Regional Planner
Sandra Rodriguez	Office Assistant I

### 2. Approval of Minutes from June 2, 2014:

It was approved/seconded (Bauer/Romero) to approve the minutes of the June 2, 2014 meeting.

3. **Public Comment:**

There were no public comments received.

4. **FY 2014/15 FTA Section 5310 Elderly Individuals with Disabilities Call for Projects Workshop:**

Daniel Meza stated the 5310 is a program that gives grants to non-profit agencies for programs that helps to serve the transportation needs of the elderly and disabled individuals in areas where mass transportation is not available or insufficient. He added that there will be a Workshop held in October 2014 to explain the application process. There will be more workshops available but these workshops are more technical it will involve going around surrounding cities, such as Sacramento, Modesto, and Riverside Counties. He added that there will be a summary of the grant requirements, including daily vehicle operation maintenance, agency monitoring, vehicle usage requirements, FTA certifications, assurances and title 6 compliance.

This item was for information only, no action was taken.

5. **Public Participation-Guest speaker Nicole Gorham:**

Nicole Gorham stated we need public participation and to brainstorm some ideas for implementing the next Unmet Transit Needs. Ms. Gorham added that here at SJCOG, we do a lot of different public participation events depending on the project or program. One of the things that works well is public meetings and getting on agendas for existing agency committees meetings. She explained that going out into communities and presenting a presentations and passing out surveys has been very successful.

Ms. Gorham stated that SJCOG will try to rap this process up this year. She invited members and asked if anyone knew of any new community organizations or other interest groups that will allow us to get on their agenda and get them involved in the process to pass the information to Daniel Meza to register the agency/groups. Another good process is the local media has a program called "My Neighborhood" and the Stockton record has something called "My Record" which allows individuals to sign up with a login to post your own news briefs and it is immediately posted on the news feed of the website. Ms. Bauer stated that there is an area off Morada very interested in having an Unmet Transit Needs advocate at one of their Home Owners Association meetings. She continued to explain that they are very interested in bringing new services into that area. Ms. Romero stated that there were some modifications to some of the routes in that area as well.

Daniel Meza mentioned that as he was putting together a good portion of his comments he noticed a larger percentage of the comments came from the Community Center for the Blind. from the event the center was hosting. Mr. Meza gave a speech about Unmet Transit Needs and spoke to everyone who had any comments or ideas about route changes or ideas that weren't been met. He asked the members of the committee that if anyone had any new ideas to please forward those ideas via e-mail. His intentions are to expand the network and wants to get more comments since this network works under participation. He added that if no one speaks up, nothing will change. Ms. Bauer asked how SJCOG was outreaching to the unincorporated area such as Thornton, Acampo and Clements. Mr. Meza responded by asking if anyone knew of any groups or meeting that happen in those areas and that he would reach out to those groups. Mr. Singh apologized for missing a few meeting. Mr. Singh thanked all the planners that made the bus stop more accessible.

He appreciates the outreach that is being done by SJCOG and RTD in order to get more people involved and get more feedback from transit users regarding routes. Mr. Singh suggested that maybe offering a free ride for transit users would encourage more people in remote areas to ride the bus system. Ms. Daniela Romero added that new bus riders are getting a free 7 day ride pass and receive a 20% off first the month. Ms. Joni Bauer asked how RTD identifies new riders. Ms. Romero responded by saying that RTD keeps track of all the people that call to get their free passes. Ms. Bauer stated that everyone needs to come together.

This item was for information only, no action was taken.

**6. Unmet Transit Needs Survey:**

Daniel Meza stated that he has attached a survey to get some ideas and input. He added that he uses this matrix to put in to an excel spreadsheet to gather all the comments, where the comments came from and what types of routes people are taking. He stated that there's a translated version of the survey as well. Ms. Lantsberger asked if there was a way to simplify question #6 on the survey to make it easier for transit riders to understand the survey better. Mr. Demonte mentioned that he had some modifications to the RTD Section #2.

This item was for information only, no action was taken.

**7. Service Change Matrix SMA and County Routes:**

Daniela Romero stated that some changes and minor modifications are to depart earlier and briefly discussed the changes. Ms. Romero asked if there are any questions to please let her know or call customer service line for assistance.

This item was for information only, no action taken.

**8. Reports/Updates from Committee Members:**

Joni Bauer announced that the Community Center for the Blind will be celebrating their 15<sup>th</sup> Anniversary Lobster Dinner, Friday October, 3<sup>rd</sup> the price is \$75.00. She announced The Pedaling Paths to Independence is on the calendars for February 28, 2015. Mr. Demonte stated that UCP will be starting their Steptember challenge, last year it was known as the World Wide CP Challenge which is 10K steps a day. Mr. Demonte mentioned that he had flyers available for this event. He added that there is sponsorship if anyone would like to be a sponsor. Mr. Demonte stated the purpose of this event is to create awareness. After registration it takes about 3-5 business days to receive the package in the mail. He stated that he had sponsor registration forms as well as team registration forms and after registration it takes about 3 days to get the packages in the mail.

This item was for information only, no action was taken.

**9. Reports/Updates from Transit Providers:**

Jayne Pramod announced that Tracy will be hosting the Bean Festival on Saturday, September 13, 2014 from 10:00 a.m. to 2:00 p.m. and the location will be at Plaza Station. Ms. Bauer stated that there was an update with schedules and maps and that the new Route A and B are now running every 30 minutes starting from 7:00 a.m. to 8:00 p.m. And that usually on of the commuter buses would run for certain hours of the day, now are there are routes running every hour. Ms. Lanstberger stated she did not have any updates at the moment but commented she has attended meetings and has gone back to some archives.

Ms. Tyack stated that the City of Lodi will hold its annual 16<sup>th</sup> Stuff the Bus food drive, Friday, November 14 through Sunday, November 16, 2014. RTD will once again lead a countywide effort, in Lodi, Manteca, and Escalon at different Food for Less locations in the area.

This item was for information only, no action was taken.

**10. Access Advisory Committee Update:**

No other Updates were discussed or mentioned.

**11. Adjourn:**

There being no further business to discuss, the meeting was adjourned at 3:10 p.m. to reconvene on Wednesday, December 3, 2014.

# STAFF REPORT

**SUBJECT:** Fiscal Year 2015/16 Unmet Transit Needs  
Public Outreach and Process Update

**RECOMMENDED ACTION:** Information

## DISCUSSION:

### SUMMARY:

The Fiscal Year (FY) 2015/2016 Unmet Transit Needs (UTN) process began in August of this year. Since then, San Joaquin Council of Governments (SJCOG) staff has coordinated with each of the local jurisdictions to schedule public hearings to receive public comments on the existing transit needs. To date, sixteen public hearings have been held throughout the San Joaquin region with the final UTN public hearing scheduled for the December 3<sup>rd</sup>, 2014 SSTAC meeting.

Similar to years past, SJCOG staff has prepared flyers, inserts, and surveys to assist in the public outreach process and receive comment from those unable to attend the public hearings. The survey has also been posted on the SJCOG website ([www.sjcog.org](http://www.sjcog.org)). SJCOG staff is in the process of receiving and compiling comments from the local jurisdictions and anticipates presenting them for review and comment at the UTN Advisory Committee meeting in January 2015 and to the SSTAC at the April 1, 2015 meeting. The schedule for the remaining FY 2015-16 UTN process is as follows:

### SCHEDULE:

Date	Milestone/Deliverable
November 2014 – January 2015	<ul style="list-style-type: none"><li>• Collect UTN public comments, meeting minutes, and meeting notices from partner agencies and community organizations</li></ul>
December 3 <sup>rd</sup> , 2014	<ul style="list-style-type: none"><li>• Public Hearing—SSTAC Meeting</li><li>• Form special UTN Advisory committee composed of SSTAC members and partner agencies to review UTN comments</li></ul>
January 2015-April 2015	<ul style="list-style-type: none"><li>• Review UTN public comments</li><li>• Present findings to partner agencies</li><li>• Revise comments as necessary</li><li>• Develop first draft of FY 15/16 UTN Analysis</li></ul>

	<ul style="list-style-type: none"> <li>• Present draft analysis for 30 day public comment</li> </ul>
March 2015	<ul style="list-style-type: none"> <li>• Hold a public hearing to receive comments on final report</li> <li>• Revise draft as necessary</li> </ul>
April 2015	<ul style="list-style-type: none"> <li>• Present final FY 15/16 UTN Analysis to SSTAC for approval</li> <li>• Present final FY 15/16 UTN Analysis to SJCOG Board for approval</li> </ul>

**BACKGROUND:**

In 1978, the Transportation Development Act (TDA) was amended to require an Unmet Transit Needs analysis be undertaken before the allocation of local TDA funds for non-transit purposes could be administered.

As the Regional Transportation Agency, SJCOG must annually identify any unmet transit needs that exist in the county. If any unmet needs are found, further deliberations must be made to determine whether or not these needs are reasonable to meet. As part of this process, SJCOG is required to perform the following:

- Ensure that several factors have been considered in the planning process, including: size and location of groups likely to be dependent on transit, adequacy of existing services, and potential alternative services and service improvements that could meet all or part of the travel demand.
- Hold a public hearing to receive testimony on unmet needs.
- Determine definitions for “unmet transit needs” and “reasonable to meet.”
- Adopt a finding regarding unmet transit needs and allocate funds to address those needs, if necessary, before street and road TDA allocations.

The definition of an unmet transit need and the reasonableness criteria, as adopted by the SJCOG Board of Directors, are included in Attachment 1, Definition of Unmet Transit Need and Reasonable to Meet Criteria.

**ATTACHMENTS:**

1. Definition of Unmet Transit Need and Reasonable to Meet Criteria

## Attachment 1

### Definition of Unmet Transit Need and Reasonable to Meet Criteria

The Transportation Development Act (TDA), (Sec 99238 (C)(1) and (C)(2)), assigns the SSTAC with the responsibility of initially reviewing and approving the region's unmet transit needs report along with any resolutions outlining findings and conclusions. In addition, after considering the available information, the SJCOG Board of Directors is required to annually adopt unmet transit needs findings for each agency that claims TDA funds. If a documented unmet transit need is found within a specific jurisdiction that meets the test of "reasonable to meet," the following will occur:

- A. The jurisdiction's TDA Local Transportation Funds (LTF) must be used to rectify an unmet transit need prior to using these funds for non-transit purposes such as maintenance of streets and roads; and,
- B. The addition and/or modification of the existing transit system(s) must be considered in order to resolve an unmet transit need.

The definition of an unmet transit need, as adopted by the SJCOG Board, is as follows:

- ❖ **UNMET TRANSIT NEEDS** are defined as transportation services not currently provided to those residents who use or would use public transportation regularly, if available, to meet their life expectations. This includes, but is not limited to: trips for medical and dental services, shopping, employment, personal business, education, social services, and recreation.

An unmet transit need that meets the definition above and meets all of the following criteria shall be considered reasonable to meet:

1. **Community Acceptance** - There should be a demonstrated interest of citizens in the new or additional transit service (i.e. multiple comments, petitions, etc.)
2. **Equity** - The proposed new or additional service will benefit the general public, residents who use or would use public transportation regularly, the elderly population, and persons with disabilities.
3. **Potential Ridership** - The proposed transit service will maintain new service ridership performance measures, as defined by the Social Services Transportation Advisory Committee (SSTAC).
4. **Cost Effectiveness** - The proposed new or additional transit service will not affect the ability of the overall system to meet the applicable Transit Systems Performance Objectives or state farebox ratio requirement after exemption period, if the service is eligible for the exemption. The Transit Systems Performance Objectives are defined as 1)



operating cost per revenue hour, 2) passengers per revenue hour, and 3) subsidy per passenger. If the exemption is not used, the service must meet minimum applicable Transit Systems Performance Objectives or farebox ratio return requirements as stated in the TDA statutes. Cost effectiveness is not applicable to transit services operating within an exemption period.

5. **Operational Feasibility** - The system can be implemented safely and in accordance with local, state, and federal laws and regulations.
6. **Funding** - The imposed service would not cause the claimant to incur expenses in excess of the maximum allocation of TDA funds.

# STAFF REPORT

**SUBJECT:** Fiscal Year 2015-2016 Unmet Transit Needs  
Advisory Subcommittee Formation

**RECOMMENDED ACTION:** Information Only

## DISCUSSION:

The Social Services Transportation Advisory Committee (SSTAC) is actively involved in SJCOG's annual assessment of transit needs as required by Section 99238 of the Public Utilities Code. As per the Transportation Development Act (TDA) of 1974, the SSTAC is responsible for defining an "Unmet Transit Need" and the "Reasonable to Meet" criteria for the annual Unmet Transit Need (UTN) process. Additionally, the SSTAC has the following roles:

- 1) Participate in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
- 2) Annually review and recommend action by the transportation-planning agency for the area within the jurisdiction of the council, which finds by resolution, that:
  - a. There are no unmet transit needs
  - b. There are no unmet transit needs that are reasonable to meet, or
  - c. There are unmet transit needs, including needs that are reasonable to meet.

A UTN Advisory Subcommittee is typically formed from SSTAC members to review each UTN comment against the definitions of "Unmet Transit Need" and "Reasonable to Meet". The subcommittee also determines whether the need can be accommodated by the existing transit systems and services in place. The results of this meeting will be a list of recommendations as to whether there are a) no unmet transit needs, b) no unmet transit needs that are reasonable to meet, or c) unmet transit needs, including needs that are reasonable to meet.

The UTN Advisory Committee meeting is tentatively schedule for Wednesday, January 21<sup>st</sup>, 2015, from 1:30 PM to 3:30 PM. Please contact Daniel Meza, via email at [meza@sjcog.org](mailto:meza@sjcog.org) or phone at 209-235-0389, if you are interested and available to participate in the meeting.

## STAFF REPORT

**SUBJECT:** FY 2014/15 Federal Transit  
Administration Section 5310 Enhanced  
Mobility of Seniors and Individuals with  
Disabilities Program Scoring Committee

**RECOMMENDED ACTION:** Establish Volunteers for Scoring  
Committee

### DISCUSSION:

This is a request for volunteers who would be interested in taking part in the Scoring Committee for the 5310 process. The committee would use the Caltrans Scoring parameters in order to determine the ranked list of projects from the applications for the 5310 funds available. The Scoring Committee will take place on January 7<sup>th</sup>, 2015.

### FISCAL IMPACT:

Additional discretionary funding may be realized in the San Joaquin Region as a result of successful grant applications.

### BACKGROUND:

The FTA Section 5310 program has been around since the 1970s and seeks to improve mobility for senior citizens and individuals with disabilities throughout the country. The program awards grants to private non-profit organizations, as well as public agencies to serve the transportation needs of senior citizens and individuals with disabilities in areas where public mass transportation services are otherwise unavailable, insufficient, or inappropriate. It allows for the procurement of accessible vans and buses; communication equipment; mobility management activities; and computer hardware and software for eligible applicants. MAP-21 introduced service expansion and operating activities as new eligible project categories to the FTA Section 5310 program.

The 5310 program is a statewide competitive process with approximately \$13 million statewide available for this call for projects.

#### Eligible Applicants

Program eligibility is limited to private non-profit organizations and public agencies where no private non-profits are readily available to provide the proposed service. Public agencies that

have been approved by the State to coordinate services for the elderly or individuals with disabilities are also eligible applicants.

### Eligible Projects

FTA Section 5310 funds capital and operations projects that improve mobility for senior citizens and individuals with disabilities. Eligible project types fall into the three categories below.

#### 1. Vehicle Purchases

- a. Accessible vans and buses
- b. Mobile radios and communication equipment
- c. Computer hardware and software

#### 2. Service Expansion

- a. Services to additional seniors and/or individuals with disabilities
- b. Expanded service area or hours
- c. Increased number of and/or frequency of trips

#### 3. Operations Projects

- a. Expansion of hours/service of para-transit service beyond the requirements of the Americans with Disabilities Act
- b. Enhancement of service (same day service for scheduled transit rides, etc.)
- c. New or expansion of Volunteer Driver Programs

A minimum of 55% of total statewide funds must go to capital projects. At a maximum, up to 45% of total statewide funds may be allocated to Operations and Mobility Management projects.

Vehicle types eligible for purchase are: mini-vans, small buses, medium buses, and large buses. Sedans, SUVs and School buses are ineligible. All vehicles will be purchased through the State Procurement program based on estimated costs identified in the Procurement Program. Projects categorized as replacements can only be used to replace ADA accessible vehicles previously purchased through the FTA Section 5310 program that have met their useful life. All other vehicle purchases will be categorized as service expansions.

### Grant Process

Projects are awarded through a competitive statewide grant application process. Regional Transportation Planning Agencies, such as SJCOG, score projects from their region utilizing the California Transportation Commission (CTC) adopted project-scoring criteria and send a ranked

list of their projects to Caltrans. After SJCOG forwards the SJCOG region’s ranked project listing to Caltrans, a statewide review committee reviews the scores and develops a statewide-prioritized list of projects based on available funding. The list reflects 110% of total funding to ensure additional projects are identified should a funded project become undeliverable, The California Transportation Commission awards 100% of funding to top applicants based on the Statewide Review Committees prioritized list of projects. If a funded project on the list cannot be delivered the next highest ranking unfunded project is approved for funding.

**SCHEDULE:**

<b>Date</b>	<b>Milestone/Deliverable</b>
December 1, 2014	Applications due to SJCOG by 5 p.m.
January 7, 2015	Scoring Committee will meet to develop Ranked Project Listing
January 22, 2015	Anticipated SJCOG Board Action on Ranked Project Listing
February 2, 2015	SJCOG submits Ranked Project Listing to Caltrans
March 2015	Statewide Review Committee Develops Ranked Listing of Projects
November 2015	Caltrans Coordination with Successful Grant Applicants (Note: No funding can be expended prior to completion of the required Caltrans/federal process)

**Attachments:** None

*Prepared By: Daniel Meza, Regional Planner*