



**SAN JOAQUIN COUNCIL OF GOVERNMENTS**  
555 E. Weber Avenue, Stockton, CA

**SOCIAL SERVICES TRANSPORTATION ADVISORY COMMITTEE  
(SSTAC)**

**July 6, 2016**

**AGENDA**

- |      |                                     |         |
|------|-------------------------------------|---------|
| I.   | Call Meeting to Order/Introductions | 3:30 PM |
| II.  | Approve April 6, 2016 Minutes       | Action  |
| III. | Public Comments                     |         |

**STAFF ITEMS**

- |       |  |                   |
|-------|--|-------------------|
| IV.   | Nomination/Election FY 16/17 Officers                                    | Action/Staff Rpt  |
| V.    | FY 16/17 Work Plan   | Action/Staff Rpt  |
| VI.   | Fiscal Year 16/17 Meeting Schedule                                       | Info/Staff Rpt    |
| VII.  | Reports/Updates from Committee Members                                   | Info/No Staff Rpt |
| VIII. | Reports/Updates from Transit Providers                                   | Info/No Staff Rpt |
| IX.   | Access Advisory Committee Update   | Info/No Staff Rpt |
| X.    | Adjourn – <b>Next Meeting Scheduled for September 19, 2016 @ 3:00 PM</b> |                   |

**SPECIAL ACCOMODATIONS** - The San Joaquin Council of Governments is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for persons with disabilities to participate in employment, programs, and access facilities. Persons requiring assistance or auxiliary aid in order to participate should contact Rebecca Montes at 209-235-0600 at least 24 hours prior to the meeting.

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# SOCIAL SERVICES TRANSPORTATION ADVISORY COMMITTEE (SSTAC)

San Joaquin Council of Governments  
555 E Weber Avenue, Stockton, CA 95202  
Wednesday, April 6, 2016

## MINUTES

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

The SSTAC meeting was called to order at 2:42 p.m. by Ms. Julia Tyack. Introductions were made.

#### **Committee Members Present:**

Daniela Romero	SJRTD
Denoris Motley	SJRTD
Nate Knodt	SJRTD
Melissa Ogren	Human Services Agency- Department of Aging
Julia Tyack	City of Lodi
Joni Bauer	Community Center for the Blind
Richard Demonte	UCP
Georgia Lantsberger	City of Manteca
Deborah Gurley	Transit user 60 years or older

#### **Committee Members Not Present:**

Nick Phan	Caltrans
John Andoh	City of Escalon
Jayne Pramod	City of Tracy
DeAnna Nava	UCP
Mary Bailey	UCP
Ann Fisler	San Joaquin ARC
Joga Singh	Community Center for the Blind
Robert Balderama	State Council on Development Disabilities
George Lewis	State Council on Development Disabilities
Joshua Swearigen	Caltrans
Vacant	Human Services Agency –Department of Aging

#### **SJCOG Staff Present:**

Daniel Meza	Associate Regional Planner
Rosemary Romero	Administrative Clerk II
Jonathan Spencer	Assistant Regional Planner
Kari McNickle	Assistant Regional Planner

### 2. **Approval of Minutes from June 3, 2015:**

It was moved/seconded (Bauer/Demonte) to approve the minutes of June 3, 2015. Motion passed unanimously by voice vote.

### 3. **Public Comment:**

None.

4. **FY 16/17 Unmet Transit Needs Final Report:**

Mr. Spencer provided information to the members in regard to the Unmet Transit needs for Fiscal Year 2016/2017. Mr. Spencer stated that SJCOG had completed the Final Analysis and briefed the members on the findings of the report by going through the report by the outcome of each city. A discussion ensued between the members of the committee, with Mr. Nate Knodt providing general information on certain transportation methods and systems.

It was moved/seconded (Bauer/Knodt) to Approve the Finding that there are no Unmet Transit Needs that are Reasonable to Meet in San Joaquin County for Fiscal Year 2016-2017, and (2) Adopt and Approve the Analysis and Determination of Unmet Transit Needs for Fiscal Year 2016-2017 Draft Report.. Motion passed unanimously by voice vote.

5. **Bike / Walk to Work Month 2016:**

Ms. Kari McNickle of Commute Connection (SJCOG staff) presented on the Bike / Walk to work Month and provided the members with the upcoming dates for various cities within San Joaquin County. Ms. McNickle told the members that Bike Month is to motivate and support commuters in making the transition from driving alone to a viable alternative such as biking or walking. This is accomplished through the partnerships and relationships established with local businesses, organizations and jurisdictions to offer events, incentives and prizes to encourage participation and action. Ms. McNickle shared various ways of participating in Bike Month other than riding a bike, and confirmed that the events are going on in both San Joaquin and Stanislaus Counties. Ms. McNickle invited the committee members to participate and to help spread the word.

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

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

Ms. Bauer shared with the members that on May 7, 2016, the Stockton Lions Club is putting on a Hawaiian and all you can eat breakfast for \$8.00, and also shared that the Health and Human Services and San Joaquin Public Health have formed a “Senior Walkability Committee” and invited the members to participate. Ms. Tyack provided the members with updates from the City of Lodi and shared that they are working on a real-time application for transit riders, including an ADA compliance automatic announcements and said she will update all when they are near completion. Ms. Tyack said once the summer season is in full force, and school is out, express routes will be reduced to one route and there will be extended services for Farmers Market.

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

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

Mr. Knodt told the committee that RTD will be running extra services for the Asparagus Festival and shared the routes with the members.

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

8. **Access Advisory Committee Update:**

None.

10. **Adjourn:**

There being no further business to discuss, the meeting was adjourned at 3:21 p.m. to reconvene on June 3, 2016.

## STAFF REPORT

**SUBJECT:** Election of Social Services Transportation  
Advisory Committee Officers for Fiscal Year  
2016-2017

**RECOMMENDED ACTION:** Election of Chair and Vice-Chair

### DISCUSSION:

This is an action by the SSTAC to select a Chair and Vice-Chair for Fiscal Year (FY) 2016-2017. The first action will be to elect a Chair; then Vice-Chair.

Julia Tyack has served as Chair for the FYs 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2014-2015, and 2015-2016. Richard DeMonte served as Vice-Chair in 2014-2015 and 2015-2016. SJCOG staff would like to acknowledge and thank both for their contributions to the SSTAC.

The elected chair and vice-chair will begin service at the September 19, 2016 meeting.

# STAFF REPORT

**SUBJECT:** Work Program for Fiscal Year 2016-2017

**RECOMMENDED ACTION:** Approval of Work Program for Fiscal Year 2016-2017

## DISCUSSION:

### Introduction

This document is the fiscal year 2016-2017 work program for the Social Services Transportation Advisory Committee (SSTAC). It includes the topical areas that the Committee will consider in the upcoming fiscal year. This work program gives SSTAC members an outline of the scope of work planned for the upcoming year.

### Background

The Council of Governments' Policy Committee founded the SSTAC in 1979. The Council of Governments' Board subsequently absorbed the Policy Committee. The SSTAC was directed to "oversee the coordination of specialized transportation services."

### **Social Service Transportation Improvement Act: Social Service Transportation Coordination - AB 120 Action Plan**

Additional functions were added with the passage of the Social Services Transportation Improvement Act. That Act, among other things, encouraged social service agencies to combine their transportation functions into one or more Consolidated Transportation Service Agencies (CTSA) to be designated by the SJCOG. As the Regional Transportation Planning Agency (RTPA), SJCOG is required to prepare an action plan that would detail the steps needed to increase coordination of specialized transportation services. In response to the state requirements, the task of maintaining and updating the AB 120 Action Plan is conducted by SJCOG staff with the assistance of the SSTAC.

The latest updated AB 120 Social Service Transportation Providers Inventory and Report was submitted to the State of California in December of 2001. The report consisted of a survey of social service agencies in the County.

With the passage of AB 2647 in July 2002, SJCOG is no longer required to submit its AB-120 Action Plan to the State of California.

## **Transportation Development Act: Unmet Transit Needs Process**

The SSTAC is actively involved in SJCOG's annual assessment of transit needs. The committee's role and responsibility in this regard are found in State Statute. Section 99238 of the Public Utilities Code describes the SSTAC responsibilities as follows:

1. Annually 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.
3. Advise the regional transportation-planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.

### **Scope of Work for Fiscal Year 2016-2017**

- A. Meeting the requirements of the TDA law regarding the UTN process:
  1. Participate in the unmet transit needs hearings.
  2. Review public comments and identify potential unmet transit needs for inclusion in the FY 2016-2017 planning process.
  3. Review and recommend action by the SJCOG Board for the area within the
  4. jurisdiction of the SJCOG 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.
- B. Monitor implementation of recommendations resulting from the FY 2016-2017 Unmet Transit Needs process.
- C. Conduct a grant application preparation workshop for FY 16/17 Federal Grant applications.
- D. Establish FTA Section 5310, 5316, and 5317 application review committee as necessary.
- E. Review and evaluate project proposals for FTA Section 5310, 5316, and 5317 funds as necessary.
- F. Review and monitor the implementation of new and or updated short- and long-range transit plans.
- G. Review SSTAC Bylaw

## **SSTAC Meeting Schedule**

The SSTAC generally holds six meetings per year on a Monday of every other month beginning in September. Special purpose meetings can periodically augment this schedule. SSTAC needs to discuss the possibility of combining meetings with the Interagency Transit Committee. The schedule of SSTAC meetings for the coming fiscal year is as follows:

### **September 19, 2016**

- Unmet Transit Needs (UTN) - Process/Public Hearing Schedule
- Grant Application Preparation Workshop
- Develop UTN Community Outreach Contacts for the FY 2017-2018 cycle

### **December 19, 2016**

- Unmet Transit Needs Update
- Unmet Transit Needs Public Hearing
- Form SSTAC Subcommittee to Review Unmet Transit Needs Comments

### **January 23, 2017**

- SSTAC UTN Advisory Subcommittee Meeting to Review Public Comments and make initial findings and determinations for the FY 2017-18 UTN Process

### **April 24, 2017**

- Status of Unmet Transit Needs process
- Review findings from SSTAC Subcommittee Review of Unmet Transit Needs
- Review Draft Unmet Transit Needs Report
- Unmet Transit Needs - Findings and Approval
- FTA § 5310 Funding Cycle – Announcement if necessary
- FTA § 5316 and 5317 Funding Cycle - Announcement if necessary

### **June 19, 2017**

- Nominate and Elect FY 2017/18 Officers
- Review and establish SSTAC Composition, if necessary
- Local Review and scoring of 5310 Applications if necessary
- Local Review and scoring of 5316 and 5317 Applications if necessary

## **Other Topics of Interest to be Covered:**

Regular updates on:

- Local Transit Systems at each SSTAC meeting;
- Social Service Agencies at each SSTAC meeting;
- Coordinated Human Services Transportation Plan;
- FTA Job Access and Reverse Commute and New Freedoms Programs;
- Transit promotion through various presentations;
- SJCOG Sustainable Communities Strategy and 2018 Regional Transportation Plan update; and
- Other topics as the determined by the SSTAC.

## STAFF REPORT

**SUBJECT:** FY 2016/17 Meeting Schedule

**RECOMMENDED ACTION:** Information Only

### DISCUSSION:

The Social Services Transportation Advisory Committee (SSTAC) Fiscal Year 2016/17 meeting schedule is listed below for your information. All meetings are scheduled for Monday afternoons at 3:00 PM unless otherwise noted and will be held in the San Joaquin Council of Governments Board Room located at 555 E. Weber Avenue in Stockton.

- July 25, 2016 @ 3:00 PM
- August 22, 2016 @ 3:00 PM
- September 19, 2016 @ 3:00 PM
- October 24, 2016 @ 3:00 PM
- November 21, 2016 @ 3:00 PM
- December 19, 2016 @ 3:00 PM
  - *January 23, 2017 @ 1:30 PM (SSTAC UTN Advisory Sub-Committee)*
- February 20, 2017 @ 3:00 PM
- March 20, 2017 @ 3:00 PM
- April 24, 2017 @ 3:00 PM
- May 22, 2017 @ 3:00 PM
- June 19, 2017 @ 3:00 PM

The option to teleconference into regularly scheduled meeting is also allowable for SSTAC members. The Ralph M. Brown Act, which outlines the meeting requirements for governing



bodies, allow for committee members to attend from a remote location via electronic means, transmitting audio or audio/video. According to Section 54953(b),

“..the conduct of meetings by legislative bodies through teleconferencing under specified circumstances. Teleconferencing may be used for all purposes in conjunction with any meeting within the subject matter jurisdiction of the body. However, at least a quorum of the members of the body must participate from locations that are within the boundaries over which the body exercises jurisdiction. All votes taken during a teleconference meeting must be conducted by roll call.”

In order for a committee member to participate via teleconference, a request must be made to SJCOG at least seven days prior to the meeting. The committee member must indicate the location that they will call in from and attest that the location will be fully accessible to members of the public. The SSTAC Agenda will be posted in all teleconference locations which are accessible 24 hours a day for the 72 hours prior to the meeting. The agenda and public notice cannot be placed in buildings which are locked for some portion of the 72 hours immediately prior to the meeting.

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