

## **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL GUIDELINES AND BYLAWS**

Senate Bill No. 498, approved by the Governor of California on September 16, 1987, required the establishment of social services transportation advisory councils to serve as advisory bodies to Regional Transportation Planning Agencies regarding transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and person of limited means.

The Social Services Transportation Advisory Council (SSTAC) shall be governed by the following guidelines and bylaws.

### **Purpose and Duties**

1. To advise Tahoe Regional Planning Agency (TRPA) on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means including, but not limited to, recipients of the CalWORKS program.
2. To annually participate in the identification of transit needs that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. To annually review and recommend action to be taken by TRPA 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. This process is only required if transit funds are no longer used for transit.
4. To advise TRPA on any other major transit issues, including the coordination and consolidation of specialized transportation services.

### **Membership Requirements**

The Transportation Development Act sets forth membership requirements of SSTACs, per PUC Section 99238.

- A. The SSTAC shall consist of the following members:
  1. One representative of potential transit users who is 60 years of age or older.
  2. One representative of potential transit users who are disabled.
  3. Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
  4. Two representatives of local social service providers for persons with disabilities, including one representative of a social service transportation provider, if one exists.
  5. One representative of a local social service provider for persons of limited means.
  6. Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
  7. The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (B).
  
- B. Members of the SSTAC shall be appointed by the transportation planning agency which 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, the transportation planning agency shall strive to attain geographic and minority representation. Of the initial appointments to the council, one-third of the members shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term. The transportation planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.

### **Council Responsibilities**

The SSTAC shall have the following responsibilities:

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 transportation planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.

### **Citizen Participation Process**

- A. TRPA shall ensure the establishment and implementation of a citizen participation process, utilizing the SSTAC as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, disabled, and persons of limited means. The process shall include provisions for at least one public hearing. Hearings shall be scheduled to ensure broad community participation. Notice of the hearing, including the date, place, and specific purpose of the hearing shall be given at least 30 days in advance through publication in a newspaper of general circulation. TRPA shall also send written notification to those persons and organizations which have indicated, through its citizen participation or any other source of information, an interest in the subject of the hearing.
- B. In addition to public hearings, TRPA shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.

### **Unmet Transit Needs Findings**

Prior to making any allocations not directly related to public transportation services, specialized transportation services or facilities provided for the exclusively use of pedestrian and bicycles, the TRPA shall annually do all of the following:

- A. Consult with the SSTAC.
- B. Identify the transit needs of the jurisdiction which have been considered as part of the transportation planning process, including the following:

1. An annual assessment of the size and location of identifiable groups likely to be transit dependent or transit disadvantaged, including, but not limited to, the elderly, the handicapped, including individuals eligible for paratransit and other special transportation services pursuant to the Federal Americans with Disabilities Act of 1990, and persons of limited means, including, but not limited to, recipients under the CalWORK's program.
  2. An analysis of the adequacy of existing public transportation services and specialized transportation services, including privately and publicly provided services necessary to implement the plan prepared pursuant to Section 12143 © (7) of Title 42 of the United States Code, in meeting the transit demand identified in the above paragraph.
  3. An analysis of the potential alternative public transportation and specialized transportation services and service improvements that would meet all or part of the identified transit demand.
- C. The definition adopted by TRPA for the terms "unmet transit needs" and "reasonable to meet" shall be documented by resolution or in the minutes of TRPA. The fact that an identified transit need cannot fully be met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.
- D. Adopt by resolution a finding for the jurisdiction, after consideration of all available information compiled. The finding shall be that:
1. there are no unmet transit needs
  2. there are no unmet transit needs that are reasonable to meet, or
  3. there are unmet transit needs, including needs that are reasonable to meet

The resolution shall include information which provides the basis for the finding.

- E. If TRPA adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any allocation is made for streets and roads.

If all of the transit funds in the Tahoe Region are used for transit operations and capital, then the SSTAC will sponsor informative transit forums on the north shore and south shore to provide transit information and learn about ways to improve public transit in the Tahoe Region.