



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoultc.org

190 Greenhorn Road
Yreka, California 96097
Phone: 530.709.5060

Regular Meeting of the Social Services Transportation Advisory Council (SSTAC)

Date: Monday, September 23, 2024

Time: 10:00 a.m. PST

In-Person Location:

Siskiyou County Administration Building
190 Greenhorn Road
Yreka, CA 96097

Karuk Tribe
Department of Transportation
37960 Highway 96, Building A
Orleans, California 95556

Information to participate by Zoom:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 830 5395 3330

All agendas are available at: <https://siskiyoultc.org/meetings/agendas-minutes/>

SCLTC Social Services Transportation Advisory Council Members

Transit users 60 or older.

Potential transit users who are disabled.

Social services provider for seniors. (1)

Social services provider for seniors. (2)

Social services provider for the disabled. (1)

Social services provider for the disabled. (2)

Social services provider for persons of limited means.

Consolidated Transportation Service Agency (CTSA). (1)

Consolidated Transportation Service Agency (CTSA). (2)

Member-at-Large

Denise Patterson

Vacant

Teri Gabriel

Kelly Harris

Emily Tuholski

Vacant

Vacant

Vacant

Vacant

Misty Rickwalt

The agenda items are as follows:

1) Roll Call

2) Pledge of Allegiance

3) Presentations from the Public



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PLEASE NOTE: This time slot is for information from the public. No action or discussion will be conducted on matters presented at this time. You will be allowed three (3) minutes for your presentation. The Executive Director can extend the time for appropriate circumstances. When addressing the Council, please state your name for the record prior to providing your comments. Please address the Council as a whole through the Executive Director. Comments should be limited to matters within the jurisdiction of the Council.

4) Consent Agenda

- a) Approval of the Minutes of the SSTAC Regular meeting held on April 29, 2024.

5) New Business

- a) Discussion – Update on current Council membership from Executive Director.
- b) Discussion/Action – Update on Outstanding FY 2024/2025 Unmet Transit Needs Requests.
- c) Review new unmet transit needs requests received since April 2024.

6) Other Business

- a) Other Items from Council Members
- b) Discussion/Action – Next Meeting Date - Spring 2024
- c) Adjourn

NOTE:

Siskiyou County Local Transportation Commission offers teleconference participation in the meeting via Zoom, or similar technology, as a courtesy to the public, who have the option and right to attend in person. If no member of the Council is attending the meeting via teleconference and a technical error or outage occurs, or if a participant disrupts the meeting in a manner that cannot be specifically addressed, the Commission, or their Committees or Councils, reserve the right to discontinue Zoom, or similar technology, access and to continue conducting business.

Topic: Social Services Transportation Advisory Council

Time: September 23, at 10:00 a.m. Pacific Time (US and Canada)



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Zoom Attendees:

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I declare a copy of this agenda was posted at each of the locations identified in this agenda, by September 20, 2024, by 10:00 AM.

A printed agenda packet will be available for public review by 10:00 a.m. on September 20, 2024, at the Siskiyou County Transit Center and online at:
<https://siskiyoucoltc.org/docs-category/meeting-agenda/>

NOTE:

Public participation is encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and in compliance with the Ralph M. Brown Act, if you plan on attending the public meeting and need a special accommodation because of a sensory or mobility impairment or disability, or have a need for an interpreter, please contact Melissa Cummins at 530.709.5060, 48 hours in advance of the meeting to arrange for those accommodations. (Government Code 53953)



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To: Social Services Transportation Advisory Council

Item: 4a

Date: September 23, 2024

Subject: Approval of the minutes for previous Social Services Transportation Advisory Council meetings.

Past Action

Not applicable.

Background

Staff is submitting the minutes for the April 29, 2024, meeting for review and approval by the Council.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Approval of minutes, with amendments, if necessary.

Attachments (1)

- Minutes of the Social Services Transportation Advisory Council meeting of April 29, 2024.



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Minutes of the Social Services Transportation Advisory Council

Date: Monday, April 29, 2024

The Social Services Transportation Advisory Council meeting of April 29, 2024, 2024, was called to order by Executive Director Melissa Cummins at 9:05 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

SSTAC Members in attendance included:

Denise Patterson
Kelly Harris (attending from Tulelake)
Emily Tuholski
Misty Rickwalt (attending from Orleans)

SSTAC Absent:

Teri Gabriel

Staff Present:

Melissa Cummins, Executive Director, SCLTC
Angie Stumbaugh, Transportation Services Manager, County of Siskiyou
Andy Gilman, Transportation Services Coordinator, County of Siskiyou

The agenda items included:

1) Roll Call

2) Pledge of Allegiance

3) Introductions

Each attendee gave a brief overview of their work and who they represent.

Kelly Harris – Director of the Tulelake Family Resource Center
Emily Tuholski – Program Manager for IHSS, APS, Foster Care, and Housing Programs provided by Social Services
Denise Patterson - Executive Director of the Yreka Food Bank, Local Emergency and Safe Shelter Board Chair, Local Representative for Salvation Army
Angie Stumbaugh – Transportation Services Manager – STAGE
Andy Gilman – Transportation Services Coordinator – STAGE



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Melissa Cummins – Executive Director, SCLTC
Misty Rickwalt, Transportation Director, Karuk Tribe

4) Presentations from the Public

None

5) New Business

- a) Discussion/Action – Review draft bylaws for the Social Services Transportation Advisory Council.

The Executive Director provided some history regarding bylaws for the SSTAC. There were no recommended changes from the Council.

A motion was made by Denise Patterson, seconded by Emily Tuholski, to refer the draft bylaws to the SCLTC for adoption.

Ayes: Harris, Patterson, Rickwalt, Tuholski

Noes: None

Absent: Gabriel

Motion passed unanimously.

- b) Discussion/Action – Election of Chair and Vice Chair for 2024

Executive Director Cummins provided an overview of the requirements of Chair and Vice Chair. Denise Patterson nominated herself for Chair. Emily Tuholski nominated herself for Vice Chair.

Ayes: Harris, Patterson, Rickwalt, Tuholski

Noes: None

Absent: Gabriel

Motion passed unanimously.

- c) Discussion/Action - Review unmet transit needs requests received and finalize recommendation to the SCLTC.

Executive Director Cummins reviewed Resolution No. 24-05 that was approved by the SCLTC. This resolution defines Unmet Transit Needs and



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Reasonable to Meet. These definitions were reviewed by SSTAC prior to reviewing each of the requests for services.

The Council reviewed the following requests:

ID 121: Map depicting STAGE routes.

- Staff Input: STAGE has requested funding through the State (SB125) to build a new interactive website with maps, etc.
- Determination: Reasonable to meet with funding to build a new website.

ID 122: Early morning stops at Cold Creek Inn.

- Staff Input: STAGE plans to release the early south county to north county as their next new route. They have two buses on order, which they need before they can start this new route.
- Determination: Per Resolution No. 24-05 – 3(b) this does not meet the definition of an unmet need.

ID 123, 125, 126, 127: Afternoon bus between Yreka to Scott Valley.

- Staff Input: This has already been addressed by STAGE.
- Determination: This need has already been met.

ID 124: More service between Easy Street and Yreka.

- Staff Input: STAGE already provides multiple pickups both north and south. They will reach out to the requester to provide information on the existing services offered.
- Determination: N/A

ID 128: Stop from Raley's to Campbell Tracts.

- Staff Input: This has already been implemented by STAGE.
- Determination: This need has already been met.

ID 129, 130, 131, 132, 133, 134:

McCloud to Mt Shasta to arrive prior to the high school's start time.

- Staff Input: STAGE has already modified their existing routes to address this need.
- Determination: This need has already been met.

ID 135: Later pick up at Mt Shasta High School and go back to McCloud.



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- Staff Input: This one has not been addressed and will require additional work in the future. They feel this request is feasible once they receive new buses.
- Determination: Reasonable to meet once new buses arrive.

ID 136: More frequent service between Gazelle and Yreka.

- Staff Input: STAGE already offers six times.
- Determination: Services already offered so this is not considered an unmet need.

ID 137, 138: Additional service for Probation clients.

- Staff Input: STAGE already implemented changes to address this request.
- Determination: This need has already been met.

ID 139: Office stop at a driveway on Highway 3.

- Staff Input: STAGE has added this an on-call stop.
- Determination: Per Resolution No. 24-05 – 3(b) this does not meet the definition of an unmet need.

ID 140: Bus stop replacement at Greenview Post Office.

- Staff Input: The pole that held the sign was damaged. STAGE will have staffed install new sign.
- Determination: Per Resolution No. 24-05 – 3(b) this does not meet the definition of an unmet need.

ID 141: Saturday service during the summer.

- Staff Input: This meets the definition of an unmet transit need. STAGE provided Saturday service in 2017/2018 (approximately) for about nine months. The route did not meet farebox ratio requirements and was discontinued.
- Determination: This request requires additional information. SSTAC requires additional information to make a determination.

ID 142: Service between College of the Siskiyous and McCloud/Dunsmuir.

- Staff Input: STAGE has existing services between these communities.



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- Determination: STAGE staff will contact this person to gather additional information and determine if there is an additional unmet transit need.

ID 143: STAGE information more readily available and easier to find. Service to Lake Shastina.

- Staff Input: Please refer to ID 121 for response on website. The Lake Shastina request STAGE staff advised they plan to implement a new route that would also provide service to Lake Shastina. Target for implementation is September 1, 2024.
- Determination: Per Resolution No. 24-05 – 3(b) this does not meet the definition of an unmet need.

ID 144: Additional service to Rain Rock Casino.

- Staff Input: STAGE already provides services to the casino. The casino is in the process of building a hotel and expects to have increased staff who may need transportation.
- Determination: This request requires additional information from the requestor before a decision can be made.

ID 146: Easier access for discount applications. Access to medical services, food banks, legal services. ADA route deviation requests.

- Staff Input: Applicants need to come into the office or submit via email or to a driver. Current discounts are based on income only. They also gave an overview of how they handle ADA route deviation requests. STAGE plans to arrange visits at a location in south county to allow passengers to submit discount applications without having to come to the office. Cards would be mailed back to them.
- Determination: Councilmembers suggested a brochure about services provided by STAGE and additional information on Facebook.

ID 145, 149: Service to Dorris for access to state specific sources.

- Staff Input: Dorris and Tulelake do not receive any STAGE services. Ms. Cummins recommends an analysis of the need and potential.
- Council Input: Emily also mentioned that there is a need for access to social services programs for residents.



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- Determination: Staff to obtain additional information to complete an analysis on this request.

Councilmember Tuholski also asked about restoration of service to Happy Camp. Angie provided an update to the Council on the status of the service. They received grant funding to provide service two days a week. They have been recruiting a driver, but thus far have been unsuccessful in finding a candidate.

ID 148: Service to Lake Shastina.

- Staff Input: The Lake Shastina request STAGE staff advised they plan to implement a new route that would also provide service to Lake Shastina. Target for implementation is September 1, 2024.
- Determination: Per Resolution No. 24-05 – 3(b) this does not meet the definition of an unmet need.

ID 150: More frequent service in Yreka.

- Staff Input: Staff feel this need is already being met by the circular bus between Montague and Yreka. Ridership has been very low.
- Determination: N/A

Public outreach ideas offered by the Council included the Healthy Aging Fair in Yreka on May 15th and Mt Shasta on June 18th.

6) Other Business

- a) Discussion/Action – Next Meeting Date - Fall 2024

The Council set the next meeting for 10 a.m. on Monday, September 23, 2024.

- b) Other Items from Council Members

None

- c) Adjourn

The meeting was adjourned at 10:07.



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To: Social Services Transportation Advisory Council

Item: 5a

Date: September 23, 2024

Subject: Update on current Social Services Transportation Advisory Council membership.

Past Action

Kelly Harris was appointed to SSTAC on April 9, 2024, for a three-year term.

Background

Information was recently received that Kelly is no longer employed with the Family Resource Center in Tulelake.

The Council's bylaws state a quorum will exist if two-thirds (2/3) of the currently appointed council members are in attendance (in-person or remotely).

The Council currently has a total of five appointed members so to meet the quorum requirement three (3) members must be in attendance.

Discussion

If necessary, as requested by the Council.

Recommended

Discussion and informational item.

Attachments (0)



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To: Social Services Transportation Advisory Council

Item: 5b

Date: September 23, 2024

Subject: Update on Outstanding FY 2024/2025 Unmet Transit Needs Requests.

Past Action

The SSTAC last met on April 29, 2024, to review unmet transit needs requests for FY 2024/2025. During that meeting there were requests that required additional information before a determination could be made by SSTAC.

Background

The following were unmet transit needs requests that required additional information.

ID 141: Saturday service during the summer.

Determination: This request requires additional information.

ID 142: Service between College of the Siskiyous and McCloud/Dunsmuir.

Determination: STAGE staff will contact this person to gather additional information and determine if there is an additional unmet transit need.

ID 144: Additional service to Rain Rock Casino.

Determination: The request required additional information from Rain Rock before a decision can be made.

ID 146: Easier access for discount applications. Access to medical services, food banks, legal services. ADA route deviation requests.

Determination: Councilmembers suggested a brochure about services provided by STAGE and additional information on Facebook.

ID 145, 149: Service to Dorris for access to state specific sources.

Determination: Staff to obtain additional information to complete an analysis on this request.

More detailed information on these requests can also be found in the draft minutes included under agenda item 4a.



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Discussion

Staff will provide an update on each of the outstanding requests.

Recommended

Discussion, direction, and possible action regarding unmet transit needs requests.

Attachments (0)



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To: Social Services Transportation Advisory Council

Item: 5c

Date: September 23, 2024

Subject: Review new unmet transit needs requests received between April and August 2024.

Past Action

The SSTAC reviewed unmet transit needs requests received between July 2023 and early April 2024 at their last meeting on April 29, 2024.

Background

A summary of new unmet transit needs received since April 2024 is included as an attachment.

Discussion

Review each request to determine if requests meet definition of unmet transit needs.

Recommended

Discussion regarding unmet transit needs requests.

Possible direction to staff to conduct additional analysis on reasonable to meet if appropriate.

Attachments (2)

- Resolution No. 24-05 – Definition of Unmet Transit Needs and Reasonable to Meet
- Chart of unmet transit needs requests received since April 15, 2024

Siskiyou County Local Transportation Commission

Resolution No. 24-05

Resolution Approving the Definitions of Unmet Transit Needs and Reasonable to Meet for FY 2024/2025

WHEREAS, the Transportation Development Act (TDA) requires each regional transportation planning agency to find, prior to making 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 be reasonable met, or (3) if there are unmet transit needs, including some that are determined reasonable to meet, that they have been funded; 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 § 99401.5(c); and

WHEREAS, the Siskiyou County Local Transportation Commission hereby defines “Unmet Transit Needs” as travel by public transit for the following purposes:

- 1) A population group in the proposed transit service area that 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) Trips made by the public, including elderly and handicapped, within the region to access the following services in order of priority:
 - a) To obtain non-emergency medical and health care services;
 - b) To attend school, college, or programs for functioning individuals, who are elderly or disabled by the Americans with Disabilities Act (ADA);
 - c) To obtain, maintain or prepare for employment, including vocational training, college and workshops teaching job search or employment skills;
 - d) To handle personal business such as financial services or shopping;
 - e) For religious, social, and recreational purposes.
- 3) Unmet Transit Needs specially 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) Primary and secondary school transportation.

WHEREAS, an unmet transit need that meets the definition above and meets all the following minimum criteria shall be considered reasonable to meet:

Minimum Requirements:

- 1) Proposed services can be proven operationally feasible;
- 2) Proposed services can demonstrate a farebox recovery ratio (fare revenue to operational cost) of fifteen (15) percent during the first twelve (12) months of operation and twenty-five (25) percent beginning with month thirteen (13) of operation;
- 3) Proposed services are consistent with the most recent Short Range Transit Plan;

- 4) Proposed transit services will benefit the public, with particular consideration for those who rely on public transportation, seniors, and disabled person, within the meaning of Title VI or other similar assessments.

Other Areas for Consideration:

- 5) Proposed services will not reduce the existing level of transit services;
- 6) Unless the proposed transit service is eligible for a two-year exemption period, it must not reduce the ability of the overall transit system service to meet minimum fare box return requirements as stated in the Transportation Development Act
- 7) The proposed expenditure shall not be used to support or establish a service in direct competition with an existing private service.
- 8) Proposed services shall, in all cases, be evaluated to coordinate with transit services currently provided, either publicly or privately.

NOW, THEREFORE, BE IT RESOLVED that the definitions set forth above shall govern SCLTC'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 SCLTC.

PASSED AND ADOPTED this 9th day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch 04/10/2024 PDT

Signer ID: FHALASYR11...

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins 04/11/2024 PDT

Signer ID: JRK1PM8M11...

Melissa Cummins

Executive Director

STAGE - Requests for Service - April 16, 2024 through August 16, 2024

ID	Date of Request	City	Requested Service	Reason for Request	# of Expected Users	STAGE's Comments
147	18-Apr-24	Weed	More stops at Siskiyou Garden Apartments in Weed. More transfer options through Yreka connecting to So. County buses at Walmart and the Transit Center.	No morning bus at Siskiyou Garden Apartments. No connection from rt. 2 at Wal Mart going north connecting rt 2 at 1:30 pm when the first available bus from Siskiyou Garden Apartments comes in from Weed at 1:30. The next available connecting bus comes over an hour later.	1	We believe this is a stop we could adjust. Rt 2 would stop at Siskiyou Gardens at 9:30 am as an On-Call going northbound. Rt 2 would arrive at Walmart at 10:11am. Rt 4 would pick them up at 10:25 am and go to the north end of Yreka. Right now Rt 2 picks up at Siskiyou Gardens at 12:57 pm gets to Walmart at 1:30 pm. The next bus going north in Yreka is Rt 5 at 2:42 pm.
151	22-Apr-24		Add a stop to Route 2 AM northbound to the College of the Siskiyous at 9:30 am.	I see that the Northbound bus for Route 2 stops at Greyhound and Comfort Inn at 12:50 pm and at college of the Siskiyous at 12:55 pm, and stops at the inn at 9:28 am but does not stop at COS on the first run. I have a class at cos that starts at 12:10 pm, so I cannot take The bus to get to that class from Mount Shasta with the current route to northbound schedule. A Family member has been driving me to the class, but if the bus stopped at College of the Siskiyous at around 9:30 am.	Unknown	Andy and Angie have reviewed and we can make this an on call stop. The bus currently drops off at Shastina Drive and S Weed Blvd. We will call and inform this rider of the stop.
152	30-Apr-24	Dunsmuir	Please put a bus stop sign in front of Dollar General in Dunsmuir so people know where to wait.	The schedule says the northbound bus picks up at Dollar General at 9:01 am. The passenger was unsure where to stand. He was calling the office and saw the bus go by.	Unknown	Andy and Angie have reviewed all stops in Dunsmuir. The Dollar General in Dunsmuir is scheduled to get a Simme Seat near the end/side of building.
153	29-May-24	Montague	Need bus service from Mercy Mt. Shasta Medical to Doctor's Park, over the freeway overpass. Please extend the Route a short distance.	I can't walk over the overpass to the Doctor's Park from Mercy Medical because of the freeway overpass and the hill.	Unknown	STAGE does not currently service that side of the freeway. STAGE is looking into on demand services that will provide all these type of needs.
154	06-Aug-24		People that want to commute from south Siskiyou County don't have available to accommodate an eight hour work day.	I need an earlier departure time so that I can commute to and from Mt. Shasta to Yreka arriving in Yreka before 8:00 am.	5	We have already had this request. This will require another route and driver. Our previous plan was to start this route in September 2024, but our two purchased buses are delayed till the end of the year and STAGE also had one driver resigned.
155	09-Aug-24	Yreka	Bus Pick-up at Deer Cr. Apartments	Many residents at the Deer Creek Apartments are not able to walk very well. Approximately 15 people are non ambulatory.	15	Andy and Ange have reviewed this area and would like to investigate the bus turnaround further for an On-Call stop. The Montague bus would provide the service.
156	16-Aug-24	Weed	Child + 1 need a bus from COS to Golden Eagle Charter School. The previous schedule leaving COS @ 07:15 was preferred because it arrived at the school at 07:45 am. Now with recent changes the bus leaves at 06:38 am or 11:39 am which neither time serves the	Cost to transport children of low income families in need of educational accommodations. To save time and energy.	Unknown	The current bus it 37 minutes earlier and gets the child to Golden Eagle at 7:08am. At this time we will not be able to accommodate the 7:15 am pickup. The express bus does pickup at the Dollar General in Weed at 7:36am and drops off at Mt Shasta Shopping Center at 7:52.



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To: Social Services Transportation Advisory Council

Item: 6a/b/c

Date: September 23, 2024

Subject: Other Business Items

6a. Other Items from Council Members or Staff not requiring an agenda item.

6b. Discussion/Action

Discussion and possible action regarding the spring 2025 SSTAC meeting date.

Staff recommends scheduling the spring meeting in April after the Commission meeting. This will provide time for the required unmet transit needs advertising and public hearing to be held with all requests then referred to SSTAC for consideration and recommendation.

Recommended

Set next meeting date for spring 2025.

6c. Adjourn.