

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 a social services transportation advisory council to serve as an advisory body to the Tahoe Regional Planning Agency regarding the 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 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, receipts 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.
5. To act as the transit advisory committee for the South Tahoe Area Transit Authority (BlueGO).
6. To conduct annual transit forums on the north shore and south shore to provide transit information and learn about ways to improve public transit in the Tahoe Basin.

MEMBERSHIP

(a) TRPA shall appoint SSTAC members in the following categories as established in Section 99238 of TDA statutes:

- (1) At least one representative of potential transit users who is 60 years of age or older.
- (2) At least one representative of potential transit users who are disabled.
- (3) At least two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
- (4) At least two representatives of local social service providers for disabled persons, including one representative of a social service transportation provider, if one exists.

(5) At least 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.

(b) TRPA may appoint additional members in accordance with the following guidelines: TRPA shall recruit candidates for appointment to the SSTAC from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, TRPA shall strive to attain geographic and minority representation among council members.

TERMS OF OFFICE

Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year terms by the TRPA Governing Board.

VACANCIES

A vacancy shall be created when an appointed member of the SSTAC misses three consecutive regular meetings without good cause, so entered in the minutes; or when due to a death, disability, or extenuating circumstances, that member can no longer carry out responsibilities as a council member.

OFFICERS

During the first meeting of the calendar year, the council shall elect a chair and vice chair to serve for one year. The chair shall preside at all meetings of the SSTAC. The vice chair shall perform the duties of the chair in his/her absence. In the event both officers are absent, the majority of quorum may appoint a presiding officer for that meeting. Upon resignation of an officer, a special election will be held.

STAFF

TRPA Transportation Team staff shall serve as primary staff to the SSTAC.

ORGANIZATION AND PROCEDURES

a) Meetings. The SSTAC shall meet regularly at time and date agreed upon by a majority of the members in order to carry out the purpose and duties described above. The meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.) The meetings are to be held in an accessible location in order to facilitate the attendance of persons with disabilities of the SSTAC and the community in general. Meetings shall alternate between the south shore and the north shore to ensure geographical representation. TRPA Transportation Team staff shall arrange for transportation to the meeting location.

b) Quorum. Five (5) voting members shall constitute a quorum for the transaction of business.

c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Any ex officio members of the council shall not vote although they may participate freely in any and all discussions of the SSTAC.

d) Limitation of Discussion. Discussion on any particular matter by either council members or by any member of the general public may be limited at the discretion of the chair, to such length of time as the chair may deem reasonable under the circumstances.

e) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Roberts' Rules of Order.

f) Minutes. Official minutes recording the members and visitors present, motions entertained and actions taken at each meeting, shall be prepared by staff and submitted to TRPA after each SSTAC meeting. The minutes shall reflect minority views in addition to the majority viewpoint.

g) Reports. In addition to reports and recommendations specifically requested by TRPA, the SSTAC shall submit an annual report containing the attendance record of each member, a summary of activities and projects undertaken during the preceding year, and the SSTAC's recommendation to TRPA on transit needs that may be reasonable to meet.

h) Bylaws. The information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the council, subject to approval by TRPA. These bylaws may be amended by a majority vote of the SSTAC members and approval by TRPA.

i) Communications. The SSTAC may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain information or opinions regarding transportation issues. Copies of all correspondence originating with the SSTAC shall be included, as it occurs, in the TRPA Governing Board agenda packets.

j) Staff Assistance. TRPA staff assistance shall consist of providing information, preparing meeting agendas, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.

k) Conflict of Interest. A SSTAC member or ex-officio member shall disqualify himself/herself from making, participating in, or attempting to influence any SSTAC decision which will have a foreseeable material financial effect, distinguishable from its effect on the public generally, on: (1) any real property in which said person has a direct or indirect interest worth more than \$1,000; (2) any source of income aggregating \$250 or more in value provided to, received by, or promised to said person within 12 months prior to the time when the decision is made; or (3) any business entity in which said person is a director, officer, partner, trustee, employee, or holds any position of management.

l) Work Plan. Each July, the SSTAC shall adopt a work plan identifying what activities will be completed in the new fiscal year.

PUBLIC HEARING PROCESS

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. 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. Unmet transportation needs identified by the SSTAC shall be reported to the relevant Local Transportation Fund (LTF) jurisdiction. The SSTAC chair may appoint SSTAC members to meet with LTF jurisdictions in regard to unmet transportation needs, and to attend each jurisdiction's public hearing on unmet transportation needs.

IDENTIFICATION OF TRANSIT NEEDS

Prior to TRPA making any allocation for streets and roads purposes, the SSTAC shall assist TRPA in annually doing the following:

- (1) Assess the size and location of identifiable groups likely to be transit dependent or transit disadvantaged, including, but not limited to, the elderly, the handicapped, and persons of limited means, including recipients under the CalWORK's program.
- (2) Analyze the adequacy of existing public transportation services and specialized transportation services, including privately and publicly provided services, in meeting the transit demand identified in the above paragraph.
- (3) Analyze any potential alternative public transportation, specialized transportation services, or transportation service improvements that would meet all or part of the identified transit demand.

ADOPT UNMET NEEDS RESOLUTION (IF WARRANTED)

The SSTAC shall annually make a recommendation to TRPA in regard to which of the following resolutions should be adopted by TRPA resolution:

- (1) there are no unmet transit needs, or
- (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.

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 TDA allocation is made for streets and roads.

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.

If all of the transit funds in the Tahoe Basin 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 Basin.