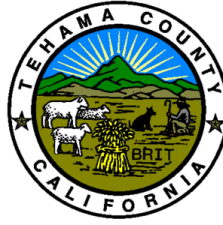


TEHAMA COUNTY SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)



TCTC Conference Room
1509 Schwab Street
Red Bluff, CA

AGENDA FOR THURSDAY, OCTOBER 2, 2025

3:00 PM

Chairman: Sharon Young, Vice Chairman: Desiree Oglesby
Terry Rapley, Greg Jones, Rob Burroughs

Vacant: Representative of the potential transit users who are 60 years or older

Vacant: Representative of the potential transit users who are handicapped

Vacant: Representative of the local social service providers for seniors

Vacant: Representative of the local social service providers for disabled

Vacant: Representative of a local consolidated transportation service agency

*Vacant positions do not impact meeting quorum

This meeting conforms to the Brown Act Open Meeting Requirements, in that actions and deliberations of the SSTAC created to conduct the people's business are taken openly; and that the people remain fully informed about the conduct of its business. Any written materials related to an open session item on this agenda that are submitted to the Deputy County Clerk less than 72 hours prior to this meeting, and that are not exempt from disclosure under the Public Records Act, will promptly be made available for public inspection at Tehama County Transportation Commission, 1509 Schwab St., Red Bluff, CA. 96080.

1. Call to Order / Introductions / Pledge of Allegiance

2. Public Comment

This time is set aside for citizens to address this Council on any item of interest to the public that is within the subject matter jurisdiction of the SSTAC provided the matter is not on the agenda or pending before this Council. The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of the speaker's identity is purely voluntary during the public comment period.

3. Announcement of Agenda Corrections**4. Approval of Minutes - Associate Transportation Planner Houghtby [25-1705](#)**

Waive the reading and approve the minutes from April 3rd, 2025, Tehama County Social Services Transportation Advisory Council (SSTAC) regular meeting.

Attachments: [4.3.25 SSTAC Minutes](#)

5. Unmet Transit Needs Process Kick-off - Senior Transportation Planner Fox [25-1706](#)

a. Overview of the Unmet Needs Process.

b. Review of Tehama County Transit Agency Board "Unmet Transit Needs" and "Reasonable to Meet" definitions.

c. Distribute materials.

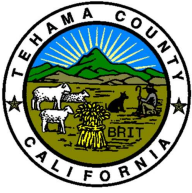
Attachments: [UNMET TRANSIT NEEDS PROCESS](#)
[Adopted Definitions 2013](#)
[Unmet Transit Needs Matrix](#)

6. Fleet Improvements - Deputy Director Riske-Gomez [25-1740](#)

Informational Presentation: Current and future bus upgrades to improve reliability, sustainability, and rider experience.

7. Items for Future Agendas**8. Closing Comments****9. Adjourn**

The County of Tehama does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the County's ADA Coordinator: Tom Provine, County of Tehama, 727 Oak St., Red Bluff, CA 96080, Phone: (530) 527-4655. Individuals with disabilities who need auxiliary aids and/or services or other accommodations for effective communication in the County's programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Tehama County Transportation Commission meetings, please contact the ADA Coordinator prior to the day of the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator.



Tehama County

Agenda Request Form

File #: 25-1705

Agenda Date: 10/2/2025

Agenda #: 4.

Approval of Minutes - Associate Transportation Planner Houghtby

Requested Action(s)

Waive the reading and approve the minutes from April 3rd, 2025, Tehama County Social Services Transportation Advisory Council (SSTAC) regular meeting.

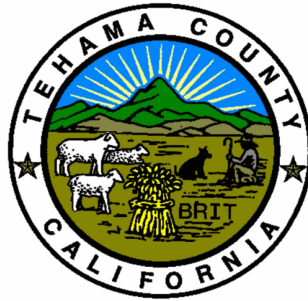
Financial Impact:

None.

Background Information:

See attached minutes

Tehama County



Meeting Minutes

Thursday, April 3, 2025

3:00 PM

Board Chambers

Social Services Transportation Advisory Council (SSTAC)

Chairman: Sharon Young, Vice Chairman: Desiree Oglesby
Terry Rapley, Greg Jones, Rob Burroughs

Vacant: Representative of the potential transit users who are 60 years or older

Vacant: Representative of the potential transit users who are handicapped

Vacant: Representative of the local social service providers for seniors

Vacant: Representative of the local social service providers for disabled

Vacant: Representative of a local consolidated transportation service agency

*Vacant positions do not impact meeting quorum

Present Vice Chair Desiree Oglesby, Director Terry Rapley, and Chairperson Sharon Young

ABSENT Director Greg Jones, and Director Rob Burroughs

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1. Call to Order / Introductions / Pledge of Allegiance

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3. Announcement of Agenda Corrections

Regular Items #3 and #5 have been tabled to the next SSTAC regular meeting.

Regular Items

1. Approval of Minutes - Transportation Planning Aide Houghtby

Attachments: [SSTAC Minutes 2-6-2025.pdf](#)

RESULT: APPROVE

MOVER: Desiree Oglesby

SECONDER: Terry Rapley

AYES: Vice Chair Oglesby, Director Rapley, and Chairperson Young

ABSENT: Director Jones, and Director Burroughs

2. Finance Briefing - Accountant II Jensen & Deputy Director Riske-Gomez

3. Swiftly Implementation Project: Deployment for TCTAB - Senior Transportation Planner Fox

4. Background and History of the Council - Deputy Director Riske-Gomez

5. Optional TRAX Facility Tour and Trolley Ride

Items for Future Agendas

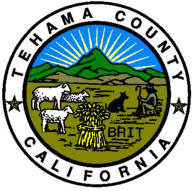
Closing Comments

Adjourn

With no further business, the meeting was adjourned at 3:51 PM.

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the ADA Coordinator.



Tehama County

Agenda Request Form

File #: 25-1706

Agenda Date: 10/2/2025

Agenda #: 5.

Unmet Transit Needs Process Kick-off - Senior Transportation Planner Fox

Requested Action(s)

- a. Overview of the Unmet Needs Process.
- b. Review of Tehama County Transit Agency Board "Unmet Transit Needs" and "Reasonable to Meet" definitions.
- c. Distribute materials.

Financial Impact:

Transfer of Local Transportation Funds (LTF) following adopted finding.

Background Information:

The annual unmet needs process and public hearing are requirements of the Transportation Development Act (TDA). This process consists of the following steps:

1. The Transit Agency Board holds a public hearing to receive comments.
2. The Transit Agency Board of Directors refer the public comments to the Social Services Transportation Advisory Council (SSTAC) for review.
3. Identify "unmet transit need" and "reasonable to meet" in order to develop a recommendation for SSTAC who compares the comments to the attached adopted definition for the Commission.
4. The Transit Agency Board of Directors consider the recommendation and then adopt a finding by resolution.
5. Transit needs that are "determined to be reasonable to meet" are funded prior to allocating Local Transportation Funds (LTF) to local streets and roads.

UNMET TRANSIT NEEDS PROCESS

TEHAMA COUNTY TRANSIT AGENCY BOARD



UNMET TRANSIT NEEDS PROCESS

- Overview
- Defining an Unmet Need
- Determining if an Unmet Need is Reasonable to Meet
- Public Hearing Process
- Questions

- The unmet transit needs process is an annual review of transit needs of individuals or groups within the region
- Public hearings are held on an annual basis to determine unmet needs and receive comments from the public
- Unmet transit need comments are also received and analyzed throughout the year
 - We collect surveys, emails, comments and recommendations throughout the year, which we keep on file to include in this process

OVERVIEW

PUBLIC TRANSPORTATION FUNDING

- Fares bring in only 10-20% of operating expenses for public transit
- Money for operations and capital is primarily derived from 1/4 of the 1% of fuel sales tax
 - Local Transportation Funds (LTF) & State Transit Assistance (STA)
- FTA Grant programs, such as Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) – Paratransit Services, and 5311- Rural Transit, also provide funding to transit operators
- Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. Staff will utilize this funding for operations, hazard pay and fare free service.

FUNDING DISTRIBUTION

- As the the advisory board to the Board of Supervisors, TCTAB staff manages transit funding dollars
- Distribution of funds is based on the population of the eligible claimant jurisdiction, i.e., the cities and the unincorporated areas of the county
- Urbanized areas, as defined by the latest Bureau of Census report, are used to determine required farebox recovery ratios
- TCTAB is within a rural county and has adopted alternative measures, as we are allowed by code. Due to CARES Act funding, effective September 1, 2020, TRAX and ParaTRAX became fare free for the duration of the funding.

-
- Requests for transit service must meet the adopted definition of an unmet need
 - An unmet need exists if an individual of any age or physical condition is unable to transport himself or herself because of deficiencies in the existing transportation system

DEFINITION

EXCLUSIONS TO THE DEFINITION OF AN UNMET NEED

- Exclusions from the definition of an unmet need:
 - Those requests for *minor* operational improvements such as stops and minor route changes
 - Primary and Secondary educational transportation
 - Those improvements funded and *scheduled* for implementation in the following fiscal year

DETERMINING IF AN UNMET NEED IS REASONABLE TO MEET

- A transit need must pass the “reasonable to meet” definition
- Reasonable to meet is defined as:
 - **Operational Feasibility:**
 - The requested improvement must be *safe to operate* and there must be *adequate roadways for transit vehicles*
 - **Duplication of Service:**
 - The proposed service shall not duplicate other existing transit services
 - **Timing:**
 - The proposed service shall be in response to an existing need, rather than future needs

- Service must meet the legally required farebox ratio with fares close to fares of similar service
- A farebox recovery ratio of 10% for social service systems, 10% for rural systems, and 20% for urban systems. However, TCTAB has established alternative measures that better fit Tehama County. Due to CARES Act funding, effective September 1, 2020, TRAX and ParaTRAX are fare free for the duration of the funding. The fare box revenue has been replaced with the federal funding.
- A detailed report shall be filed within 90 days after the end of the first fiscal year in which any extension of service is implemented and the associated costs are subject to exclusion from farebox ratio recovery requirements.

DETERMINING IF AN UNMET NEED IS REASONABLE TO MEET

CHALLENGES OF FUNDING NEW TRANSIT SERVICE

- *Safety* of passengers, drivers, and vehicles is very important
- There is often no transportation sales tax *money* for new transit services
- *Ridership* on a new service could be insufficient to recover the mandated 10% farebox expense ratio or alternative
 - TCTAB has alternative measures, but they still need to be met

-
- Each fiscal year TCTAB must adopt one of the following findings:
 - There are no unmet transit needs
 - There are no unmet transit needs that are reasonable to meet
 - There are unmet transit needs, including those that are reasonable to meet

UNMET NEEDS PUBLIC HEARING PROCESS

UNMET NEEDS PUBLIC HEARING PROCESS

- Prior to the annual Unmet Needs hearing, each transit operator/claimant advertises and conducts a public hearing.
 - Today is the official public hearing
- The SSTAC submits an annual finding to the governing body after the public hearing and compiling public comment
- Following the hearings and SSTAC recommendation, TCTAB adopts an unmet transit needs finding by Resolution
- TCTAB staff is then tasked with carrying out findings (if any are identified)

QUESTIONS?

THANK YOU FOR YOUR FEEDBACK!

**TEHAMA COUNTY TRANSPORTATION COMMISSION ADOPTED
DEFINITIONS OF “UNMET TRANSIT NEEDS” & “REASONABLE TO MEET”
Adopted August 27, 2013**

“UNMET TRANSIT NEEDS”

Those public transportation services that have not been funded or implemented but have been identified through public input, including the annual unmet transit needs public hearing, transit needs studies, and other methods approved with the commission.

Unmet transit needs specifically include:

- Public transit services not currently provided for persons who rely on public transit to reach employment or medical assistance, shop for food or clothing, or obtain social services such as health care, county welfare programs and educational programs.
- Trips requested by the transit dependent or transit disadvantaged persons, for which there is no other available means of transportation. Transit dependent or transit disadvantaged shall include, but not be limited to, the elderly, the disabled, and persons of limited means.

Unmet transit needs specifically excludes:

- Primary and secondary school transportation.
- Minor operational improvements or changes, involving issues such as bus stops, schedules and minor route changes.
- Improvements funded or scheduled for implementation in the following fiscal year.

“REASONABLE TO MEET”

The definition of Reasonable to Meet is based on the requirements of the Transportation Development Act (TDA). More specifically, those public transportation services that are Reasonable to Meet are those which meet the following criteria:

- (1) Pursuant to the requirements of PUC Section 99401.5(c), a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the needs for streets and roads. The fact that an identified 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.
- (2) If projected cost per passenger by route and/or passenger per hour of the requested service are within 50% of current fiscal year averages. For example 2013 average cost per passenger by route is \$12.00 and within 50% would be a cost per passenger by route of \$18.00. Thus a new service that meets a cost per passenger by route of \$18 is reasonable to meet. Also, in 2013 the average number of passengers per hour was 9 and within 50% would be 4 passengers per hour for a new service. Thus a new service that has 4 passengers per hour is reasonable to meet.
- (3) If new service(s) do not meet the above-mentioned performance criteria within six months service may be terminated.
- (4) Services which if implemented or funded, would not duplicate or replace existing services. The Commission may use the following as a determinant in the implementation of new services:
 - a. Forecast of anticipated ridership if service is provided
 - b. Estimate of capital and operating costs for the provision of such services.

- (5) Services, which, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of:
- a. Local Transportation Funds and State Transit Assistance Funds, which may be available for such operator to claim.
 - b. Federal Transportation Administration (FTA) Funds or other support for public transportation services which are committed by federal and/or state agencies by formula or tentative approval of specific grant requests.
- (6) Opportunities for coordination among adjoining public entities or with private transportation providers and/or funding agencies. This should include consideration of other existing resources, as well as the legal or customary responsibilities of other entities (e.g., social services agencies, religious organizations, schools, carpools). Duplication of other services or resources is unnecessary and not a prudent use of public funds

If comment does not meet the definition of unmet transit need, no further review is needed.
 If comment is an unmet need, ask if it is a reasonable need to meet.
 Or refer comment to staff for cost analysis.

Public Comment for Review	Does it meet definition of Unmet Transit Need (Yes, No)	Is need reasonable to meet? Yes, No, Refer to staff for cost analysis	Recommended Action From Executive Director



Tehama County

Agenda Request Form

File #: 25-1740

Agenda Date: 10/2/2025

Agenda #: 6.

Fleet Improvements - Deputy Director Riske-Gomez

Requested Action(s)

Informational Presentation: Current and future bus upgrades to improve reliability, sustainability, and rider experience.