



1405 N. IMPERIAL AVE., SUITE 1  
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October 2, 2015

### **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL AGENDA**

**DATE:** Wednesday, October 7, 2015

**TIME:** 10:00 a.m.

**LOCATION:** ICTC Offices  
1405 N. Imperial Ave., Suite 1  
El Centro, CA 92243

Chairperson: Leticia Zuno

Vice-Chair: Mike Hack

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#### **PUBLIC COMMENTS**

Any member of the public may address the Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any actions on items that are not on the agenda.

#### **DISCUSSION/ACTION ITEMS**

1. Introductions
2. Approval of Minutes of September 2, 2015 *ACTION*
3. CTSA Reports *DISCUSSION*
4. Transit 101 *PRESENTATION*
5. Transit Operator Reports *DISCUSSION*
  - a. El Centro Dial-a-Ride
  - b. Med-Express
  - c. Imperial Valley Transit (IVT)
  - d. IVT Access
  - e. IVT Ride
    - i. Brawley
    - ii. Calexico
    - iii. Imperial
    - iv. West Shores

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,  
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

6. General Discussion

DISCUSSION

7. Adjournment

For questions or comments, please call Cristi Lerma or David Salgado at 760-592-4494, or email at [crستيرlerma@imperialctc.org](mailto:crستيرlerma@imperialctc.org) and [davidsalgado@imperialctc.org](mailto:davidsalgado@imperialctc.org).



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**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

**MINUTES**

September 2, 2015

Present

Voting Attendees:

Letty Zuno (Chair)	Access to Independence
Michael L. Hack (Vice-Chair)	Consumer
Heddy McNeer	Consumer
Cheryl Viegas-Walker	Area Agency on Aging
Ted Ceasar	Imperial Valley College
Mitzi Perez	ARC – Imperial Valley
Lorena Arambula	San Diego Regional Center
Michelle Soto	Imperial County CCS
Rosyo Ramirez	Imperial County Public Authority/IHSS
Alexa Garcia	Work Training Center
Raul Martinez	Imperial County Public Health
David Salgado	CTSA – ICTC
Kathi Williams	CTSA – ICTC

Non-Voting Attendees:

Cristi Lerma	ICTC
Michelle Bastidas	ICTC
Digna Herrera	ICTC
Charles Brockwell	IVT/IVT Access/IVT Ride
Cesar Sanchez	IVT/IVT Access/IVT Ride
Narcisa Montemayor	IVT/IVT Access/IVT Ride
Karla Pacheco	IVT/IVT Access/IVT Ride
Reyna Gutierrez	Dept. of Rehab
Dr. Kathleen Lang	California Health and Wellness
Elizabeth	Clinicas De Salud Del Pueblo
Cynthia Atondo	Clinicas De Salud Del Pueblo

1. Chair Zuno called the meeting to order at 10:02 a.m. A quorum was present. Introductions were made.
2. Minutes adopted for May 6, 2015 (Ramirez/Hack) 1 Abstention by Viegas-Walker, **Motion Carried.**
3. Discussion/Review of SSTAC's Roles and Responsibilities

Ms. Williams described the charge of the SSTAC and referred to Public Utilities Code (PUC) 99238. Each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint

powers agreement, which is not subject to the apportionment restriction established in Section 99232(c). The social service transportation advisory council has the following responsibilities:

- Participate in the identification of transit needs including unmet transit needs which are “Reasonable to Meet”
- Annually review and recommend action by the ICTC through the Unmet Transit Needs Hearing process
  - No Unmet Transit Needs
  - No Unmet Transit Needs which are “Reasonable to Meet”
  - There are Unmet Transit Needs which are “Reasonable to Meet”
- Advise RTPA on any major transit issues, including coordination and consolidation of specialized transportation services
- Definitions for “Unmet Need” and “Reasonable to Meet” have been previously adopted by the Commission.
  - Unmet Transit Needs are at a minimum, those public transportation or specialized transportation services that are identified in the Regional Short Range Transit Plan, Regional Transportation Plan or similar Mobility Plan, that have not been implemented or funded
  - Reasonable to Meet shall include all of the following factors:
    - Community Acceptance: Whether or not the community will allow buses or a facsimile in their area.
    - Timing: Whether or not the social, economic or political environment is amiable to project implementation.
    - Equity: The fair availability of the service to all affected persons.
    - Economy: The project can be implemented at reasonable cost.
    - Cost Effectiveness: The ratio of the service cost to product shall be at or below the standards of evaluation criteria, or minimum farebox ratio (10%).
- Membership Composition of the SSTAC:
  - Participants in the Social Services Transportation Advisory Council (SSTAC) under Section A are users, purchasers or providers of transit services. Voting members serve three year terms and are appointed by the Commission. Alternates attend and vote as necessary in the absence of the Primary Appointee.
  - The SSTAC is made up of the following groups;
    - One potential transit users who is a representatives of the general public, seniors
    - One potential transit users who is a representatives of the general public, disabled
    - Two social service providers for seniors
    - Two social service providers for disabled
    - One social service providers for persons of limited means
    - Two representatives from the local consolidated transportation service agency (CTSA)
    - The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b) of PUC 99238.
  - Section B refers to Non-Voting Technical Resource members such as:
    - Public Transit Providers, Private Transit Providers, Caltrans, Interested Parties and Advocates, and Others
- SSTAC Officers, such as the Chairperson, Vice Chairperson and the Secretary are nominated for terms from voting membership for one year terms.
- The Consolidated Transportation Services Agency (CTSA) works to expand the availability and use of specialized transportation services; serves as an information resource and provides technical assistance for specialized transportation providers; provides public outreach to increase awareness of specialized transportation options.
- After reviewing SSTAC’s Charge, Ms. Williams gave an update regarding the focus for FY 2015-16
  - Review of Demonstration Routes

- for Transition into the permanent fixed route system
- for Suspension
- for Retirement
- Recruitment of a Mobility Coordinator
- Requests for Proposals:
  - IVT RIDE El Centro
  - Medexpress
  - Bus Stop Inventory
  - New Transfer Terminals - Calexico and Imperial
- Ms. Williams provided a monthly schedule of anticipated topics for discussion and events for FY 2015-16
  - October 7, 2015 - Transit 101 (Condensed Version)
    - Review of Imperial Valley Transit (IVT)
    - Review of IVT Access
    - Review of IVT RIDE
    - Review of Medexpress
    - Review of Specialized Transportation Options
  - November 4, 2015
    - Review of Agencies' Missions and Clientele
    - Review of Agencies Transportation
    - Review of Perceived Transportation Gaps
  - December 2, 2015
    - Identification of Perceived Transportation Gaps
    - Review of Potential Transportation Solutions
    - Review of ICTC's Definition of "Reasonable to Meet" and "Unmet Transit Need"
    - Identification of Unmet Transit Needs
  - January 2, 2016
    - Adoption of the SSTAC Master Unmet Needs List
    - Selection of Priorities for the FY 2016-17 Unmet Transit Needs Public Hearing Process
    - Development of the SSTAC Letter
    - Nomination of the SSTAC Representative to deliver the SSTAC Letter
  - February 2016 - Dates to be Determined
    - Unmet Transit Needs Public Hearing
  - March - Dates to be Determined
    - Review and Respond to the Unmet Transit Needs Public Hearing Panel "Findings"
  - April - Date to be Determined
    - Review and Respond to the Unmet Transit Needs Public Hearing Panel FY 2016-17 Unmet Transit Needs "Findings"
  - May 6, 2016 – updates on transit services
  - June 3, 2016 – updates on transit services
  - July 2016 – no meeting
  - August 2016 – no meeting

#### 4. Reappointment of Voting Positions

The term for Category 4 member(s) (Providers for the Disabled) Letty Zuno and Ted Ceasar will expire in November. Both members expressed continued interest. A **motion** was made to re-establish the voting positions for FY 15/16 for a 3 year term ([Zuno/Hack](#)), **Motion Carried**.

The term for Category 5 member (Providers for Limited Means) Rosyo Ramirez will expire in November. Ms. Ramirez expressed continued interest. Dr. Kathleen Lang expressed interest in serving as a voting member in Category 5. There was consensus from the group to appoint Dr. Lang as a voting member and assign Calworks as an alternate. A **motion** was made to establish the voting positions for FY 15/16 for a 3 year term ([Ramirez/Hack](#)), **Motion Carried**.

The term for Category 6 member (CTSA) Kathi Williams will expire in November. Ms. Williams will also continue on the SSTAC. A **motion** was made to re-establish the voting positions for FY 14/15 for a 3 year term ([Ramirez/Hack](#)), **Motion Carried**.

5. Installation of Officers

A **motion** was made to appoint Letty Zuno as the Chairperson for FY 2015-16 ([Williams/McNeer](#)), **Motion Carried**.

A **motion** was made to appoint Mike Hack as the Vice Chairperson for FY 2015-16 ([Ramirez/Williams](#)), **Motion Carried**.

6. CTSA Reports

Mr. Salgado had the following updates:

- The Emilio Nares Foundation is a non-profit agency that is providing free transportation services from Imperial Valley to San Diego to children with cancer.
- The Safe Routes to School Masterplan outreach activities are underway. The plan will identify hazardous areas near schools and funding opportunities. Outreach is scheduled in the communities of Brawley, Calexico, El Centro, and Heber, details are provided below. Input from the public is important and all are encouraged attend or inform interested parties.
  - Sept. 23, 2015, 6 – 8 pm.  
Calexico Unified School District, Jefferson Elementary School Multipurpose Room, 1120 E. 7th St. Calexico, CA 92231
  - Sept. 24, 2015, 6 – 8 pm.  
El Centro Elementary School District, El Centro Elementary School District Board Room, 1256 Broadway, El Centro, CA 92243
  - Sept. 30, 2015, 6 – 8 pm.  
Heber Elementary School District, Heber School Multipurpose Room, 1052 Heber Ave., Heber, CA 92249
  - Oct. 1, 2015, 6 – 8 pm.  
Brawley Elementary School District, Brawley Elementary School District Community

7. Transit Operator Reports

- a. El Centro Dial-a-Ride: No update.
- b. Med-Express: No update.
- c. Imperial Valley Transit: Updates were given by Mr. Sanchez for the month of August
  - IVT Ridership was 3,500 average daily
  - Sunday services: There were an average of 440 passengers per Sunday
  - Saturday services: There were an average of 1200 per Saturday
  - IVC Express: There were an average of 50 passengers per trip in the morning and an average of 48 passengers in the evening.
- d. IVT Access: Updates were given by Ms. Pacheco for the month of August
  - On time performance was 95%
  - No Shows: 81
  - Late Cancellations: 35
  - Wheelchairs: 772
  - Passenger Count: 2,503
  - Saturdays: 16 per Saturday
  - Sundays: 8-10 per Sunday
- e. IVT Ride – Updates were given by Ms. Montemayor for the month of August
  - i. City of Brawley
    - 60 or older or disabled can use this service with an ID card
    - Passenger per revenue hour: 3.05
    - On time performance was 97%
    - Wheelchairs: 187
    - Passenger Count: 830 weekday; 64 Saturday
    - No-Shows: 85
    - Late Cancellations: 5

- ii. City of Calexico
  - 60 or older or disabled can use this service with an ID card
  - On time performance was 95%
  - Passenger per revenue hour: 4.22
  - Wheelchairs: 503
  - Passenger Count: 2,223 weekday; 1,335 Saturday
  - No-Shows: 85
  - Late Cancellations: 5
  
- iii. City of Imperial
  - 60 or older or disabled can use this service with an ID card
  - On time performance was 98%
  - Passenger per revenue hour: 1.99
  - Wheelchairs: 13
  - Passenger Count: 392 weekday passengers; 42 passengers (Saturday)
  - No-Shows: 13
  - Late Cancellations: 2
  
- vi. West Shores
  - 60 or older or disabled can use this service with an ID card
  - On time performance was 96%
  - Tuesdays/Thursdays service
  - Passenger per revenue hour: 1.61
  - Wheelchairs: 0
  - Passenger Count: 94 passengers for the month
  - No-Shows: 10
  - Late Cancellations: 0

8. General Discussion

- Ms. Williams requested that next month, transit providers be prepared to provide detailed information about their services.
- Ms. Ramirez requested that ARC-IV provide statistics for Me-Express.
- Ms. McNeer announced that the United Way will be having their 6<sup>th</sup> Annual Kick-Off breakfast at the El Centro PAL on September 16, 2015 from 7:30 a.m. to 8:30 a.m.
- Ms. Gutierrez passed out a flyer for the Department of Rehabilitation. She stated that they assist people with disabilities with vocational services.

9. Adjournment

- Meeting adjourned at 11:25 a.m.

# **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)**

September 2<sup>nd</sup> 2015

ICTC Offices

1405 N. Imperial Ave. Suite #1

El Centro, CA 92243



## **SSTAC'S "CHARGE"**

California Public Utilities Code (PUC) 99238

- Participate in identification of transit needs including unmet transit needs which are "Reasonable to Meet"
- Annually review and recommend action by the ICTC through the Unmet Transit Needs Hearing process
  - - No Unmet Transit Needs
  - - No Unmet Transit Needs which are "Reasonable to Meet"
  - - There are Unmet Transit Needs which are "Reasonable to Meet"
- Advise RTPA on any major transit issues, including coordination and consolidation of specialized transportation services



## SSTAC'S Membership

Section A refers to Appointed Membership

- Potential Transit Users age 60 and over (1)
- Potential Transit User who is disabled (1)
- Representatives from local social service providers for seniors, including one who is a transportation provider (2)\*
- Representatives from local social service providers for the disabled, including one who is a transportation provider (2) \*
- Representative of a local social service provider for persons with limited means (1) \*
- Local reps from the CTSA (2)
- The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b) of PUC 99238
- Alternates

\* If one exists

## SSTAC'S Membership

- Members are appointed by the Commission
- Members serve a three year period
- Alternates attend and vote as necessary in the absence of the Primary Appointee

## SSTAC'S Membership

Section B refers to Non Voting Technical Resource Members

- Public Transit Providers
- Private Transit Providers
- CALTRANS
- Interested Parties and Advocates
- Others

## SSTAC Officers

Officers are nominated for terms from voting membership for one year terms

- Chairperson
- Vice Chairperson
- Secretary – ICTC/CTSA staff (facilities, agendas, minutes etc.)

## **CONSOLIDATED TRANSPORTATION SERVICES AGENCY (CTSA)**

- Works to expand the availability and use of specialized transportation services.
- Serves as an information resource and provides technical assistance for specialized transportation providers
- Provides public outreach to increase awareness of specialized transportation options.
- Other duties as assigned

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## **ICTC'S TRANSIT FOCUS FOR FY 2015-16**

- Review of Demonstration Routes
  - for Transition into the permanent fixed route system
  - for Suspension
  - for Retirement
- Recruitment of a Mobility Coordinator
- Requests for Proposals:
  - IVT RIDE El Centro
  - Medexpress
  - Bus Stop Inventory
  - New Transfer Terminals - Calexico and Imperial

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## NEXT UP

October 7, 2015 - Transit 101 (Condensed Version)

- Review of Imperial Valley Transit (IVT)
- Review of IVT Access
- Review of IVT RIDE
- Review of Medexpress
- Review of Specialized Transportation Options

## NEXT UP

November 4, 2015 - Transit 101 (Continued)

- Review of Agencies' Missions and Clientele
- Review of Agencies Transportation
- Review of Transportation Gaps

## NEXT UP

December 2, 2015 - Transit 101  
(Continued)

- Identification of Transportation Gaps
- Review of Potential Transportation Solutions
- Review of ICTC's Definition of "Reasonable to Meet"
- Identification of Unmet Transit Needs

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## NEXT UP

January 2, 2015

- Adoption of the SSTAC Master Unmet Needs List
- Selection of Priorities for the FY 2016-17 Unmet Transit Needs Public Hearing Process
- Development of the SSTAC Letter
- SSTAC Representative to deliver the SSTAC Letter

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## NEXT UP

February - Dates to be Determined

- Unmet Transit Needs Public Hearing

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## NEXT UP

March - Dates to be Determined

- Review and Response to the Unmet Transit Needs Panel Recommendations

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## NEXT UP

April - Date to be Determined

- Review and Response to the Unmet Transit Needs Panel Recommendations

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## NEXT UP

May 6, 2016    updates on services

June 3, 2016    updates on services

July 2016        no meeting

August 2016    no meeting

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**QUESTIONS ?**

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