



NEVADA COUNTY TRANSPORTATION COMMISSION

Grass Valley • Nevada City • Nevada County • Truckee

MINUTES OF MEETING January 15, 2014

A meeting of the Nevada County Transportation Commission (NCTC) was held on Wednesday, January 15, 2014 in the City of Grass Valley Council Chambers, 125 East Main Street, Grass Valley, California. The meeting was scheduled for 9:30 a.m.

Members Present: Nate Beason, Carolyn Wallace Dee, Jason Fouyer, Ann Guerra, Sally Harris, Larry Jostes, and Ed Scofield

Staff Present: Daniel Landon, Executive Director; Mike Woodman, Transportation Planner; Nancy Holman, Administrative Services Officer; Toni Perry, Administrative Assistant

Standing Orders: Chairman Jostes convened the Nevada County Transportation Commission meeting at 9:41 a.m.

Pledge of Allegiance

PUBLIC COMMENT

There was no public comment.

CONSENT ITEMS

1. Financial Reports

A. October 2013 and November 2013. *Approved.*

2. NCTC Minutes

December 11, 2013 NCTC-NCALUC Meeting Minutes. *Approved.*

Commissioner Beason made a motion to adopt the Consent Calendar. Commissioner Harris seconded the motion. The motion passed unanimously with Aye votes from Commissioners Beason, Dee, Fouyer, Guerra, Harris, Jostes, and Scofield.

INFORMATIONAL ITEMS

3. Correspondence

There were no comments or discussion on the correspondence.

4. Executive Director's Report

4.1 Performance Planning and Measurement Coordination Workshop

Commissioner Guerra said it was a very nice highlight for NCTC to have Executive Director Landon give a presentation at the statewide workshop co-hosted by Caltrans, the Federal Highway Administration, and the Federal Transit Administration. She congratulated staff on the accomplishment.

5. Project Status Reports

A. Caltrans Projects: Winder Bajwa, Caltrans District 3 Project Manager for Nevada County

Executive Director Landon stated that Mr. Bajwa was unable to attend the meeting due to another commitment. Mr. Bajwa told Mr. Landon that there was no change from the report he gave at the December 11, 2013 NCTC Meeting. He said everything is still moving forward, but over the holiday season there was no change in status.

B. Truckee's SR 89 "Mousehole" Project: Becky Bucar, Associate Engineer, Town of Truckee

Executive Director Landon reported that Ms. Bucar was not in attendance at the meeting and referred to her report that stated Administrative Draft Plans, Specifications, and Estimates are at 100% and were given to the Union Pacific Railroad (UPRR) and Caltrans for review on December 10th. He said Ms. Bucar established a series of telephone communications between the Town of Truckee, Federal Highway Administration (FHWA), Caltrans, and NCTC staff to discuss the issue that the FHWA was requiring all the money be allocated prior to them contributing their funds. Mr. Landon said the California Transportation Commission (CTC) will not allocate funds until probably June 2014, so in the first phone conversation FHWA allowed that there could be some flexibility in their requirement, and CTC staff indicated it may be possible to do the allocation for the Mousehole project early; that is assuming the project gets included in the State Transportation Improvement Program (STIP). Mr. Landon stated there looks to be flexibility on both sides. The Regional Transportation Improvement Program (RTIP), which was approved in December by NCTC, has been submitted. Mr. Landon has been in conversation with CTC staff and a presentation will be made to the CTC on January 30th. He anticipates approval in March.

Chairman Jostes asked where the UPRR approval falls in this continuum. He noted there are funding sources waiting for each other. Executive Director Landon replied Ms. Bucar is expecting comments from the UPRR in mid-January. Commissioner Dee said the UPRR was waiting for the 100% plan in order to make a final determination. She said their comments thus far have been minimal and she hopes they stay that way. Chairman Jostes asked, with the 100% plan, was there a chance the railroad might actually come forward with something in the next month or two or will they hold off until June. Commissioner Dee said they will comment before June. UPRR knows the Town's timeframe to move things forward and the commitment is there for the funding, but the funding will not be allocated until the railroad approves the project.

6. Status Report – Community Transit Services Allocation for Gold Country Telecare, Inc.

Executive Director Landon said he provided information to the Commission as to the trips Telecare has provided starting at the beginning of the fiscal year through December. They provided a total of 672 trips and there is a client base of 112 individuals utilizing their services. He said things will be monitored as they move through the fiscal year.

Commissioner Harris commented that the previous week she called on behalf of a friend who lives on Squirrel Creek and needed bus service. She said Gold Country Lift referred her to Telecare, based on the geography that her friend lives outside the ADA Corridor. She felt the process went smoothly and since Gold Country Lift is almost at capacity, the system set up is working. Executive Director Landon said he gets detailed reports from Telecare at the end of each month giving the names of the riders, their destinations and origins, and what was charged to them. Then he checks to be sure there is no competition or crossover; so far that has not occurred.

Chairman Jostes asked if the ridership number was in the ballpark of what was expected. Executive Director Landon replied it is low if the full allocation is to be utilized between now and the end of the fiscal year, but it jumped up significantly once they got going. Mr. Landon said he will continue to monitor the service and see how it goes. He stated if the ridership is not there, the money will not be expended.

7. Overview of the Town of Truckee's Transit Operations

Executive Director Landon introduced Kelly Beede, Town of Truckee's Parking Services Manager, who oversees their transit operations. Ms. Beede gave an overview of the performance for FY 2012/13 and then spoke on near-term and long-term projects. She compared the performance parameters of FY 11/12 and 12/13. The One-Way Passenger Trips were down, in part, due to a lesser number of young adults from foreign countries coming into the area during the winter months to work at the resorts. Ms. Beede said the winter shuttle operates to and from Donner Summit and the resorts fully fund this operation. She reported the Vehicle Service Hours and Miles were also down, due to a few snow storms where they had to cancel service over the course of winter for four days due to safety issues. Ms. Beede said Operating Costs went up and she explained in FY 11/12 about 20% of her time was allocated to transit, and in FY 12/13 50% of her time was in transit and 50% in parking. By the end of FY 12/13 about 60% of her time was in transit. She said their Farebox Revenues increased in spite of the passenger trips being lower. The Town had a fare increase in October 2012, which resulted in the farebox increase. Ms. Beede explained that with Operating Costs higher and Passenger Trips lower, they see an increase in the Operating Cost per One-Way Passenger Trip and also the Operating Cost per Vehicle Service Hour increased. There was a slight decrease in Passengers per Vehicle Service Hour and Mile and a slight increase in the Farebox Ratio from FY 11/12 to 12/13.

Ms. Beede reported that the Eastern Nevada County Transit Development Plan (TDP) was updated the previous summer by LSC Transportation Consultants and the Town of Truckee has implemented many of the recommendations in the plan. She said the Town entered into an agreement with Gold Country Telecare to operate their Dial-A-Ride (DAR) service. Telecare began service in Truckee on December 18, 2013, which was the same day they started their winter shuttle service. Ms. Beede explained that in previous years the Town had a non-winter service that operated less hours during the day and did not serve Donner Summit. During the winter months they operate more hours per day, serve Donner Summit, and operate seven days per week to accommodate the employees getting to the resorts for work. Ms. Beede noted that one of the recommendations of the TDP was to provide more consistent service throughout the day and for the entire year, so this year's service is the first step in that direction. The new

schedule provides hourly service in Truckee from 6:15 a.m. to 6:15 p.m. and there are five runs to the summit each day. She noted, in years past, due to the restrictions of the former transit contractor, they were unable to provide enough staff to get to the service level they desired this summer. She said they operated a twelve hour day, but there was a three hour headway in Truckee and there was a three hour break during the course of the day. In the non-winter months, they only operated seven hours a day and there was a one hour lunch break. Ms. Beede reported that currently they have twelve hour uninterrupted service on hourly headways in Truckee. She said as a result of that they have seen an increase in their ridership and farebox. She said between December 19th and 31st their rural ridership was up 30% and their farebox was up 282% for that same time period, with 48% of that due to an increase in DAR service.

Ms. Beede reported, in prior years for the Fixed Route, everyone rode for free during the winter months. The Town fully funded the portion of the service in Truckee and the summit resort partners fully funded the portion of the service on the summit. She said to get to the point where they are increasing their ridership and farebox, the Town felt it was appropriate on fixed route service to have everyone pay a fare to get on the bus year-round, except for the employees of the funding resort partners who ride for free by showing their employee pass. Ms. Beede said the other part of having consistent year-round service is the Town wants to improve their service in Truckee, see more riders, and accommodate people going to and from work. The prior service was unable to do that. She said during the non-winter months the farebox ratio was quite low, and then it jumped in the winter months. She said because the resorts are fully funding that portion, their contribution goes towards the farebox. Ms. Beede said the Town would like to see their baseline service meeting the 10% farebox recovery ratio on a year-round basis, and at this point it is not doing that. The Town's goal of improving the schedule is to increase ridership, which will increase the farebox recovery ratio. She mentioned that the summit partners are critical at this point to the Town's service that is continuing to be funded by meeting the farebox, but the Town would like the baseline service to be able to stand alone.

Ms. Beede said another TDP recommendation was to improve the DAR management and performance. She stated that Gold Country Telecare has a lot of experience that the Town did not have with their former contractor. Telecare has a computerized scheduling system that increases efficiency on the DAR, and they are also educating the riders that they need to call within 24 hours in advance to schedule their rides. She said the prior contractor was allowing same day service, and in some cases it was almost like a limousine service to a particular segment of the community. They have held meetings, particularly with the seniors, to let them know the transition from one service provider to another. Ms. Beede said they are hearing great things and seeing good things with the increased ridership and farebox recovery as a result of the change in their service provider.

Ms. Beede reported that the Near Term Projects for Truckee Transit include partnering with Placer County on grant opportunities and also on providing a single-branded regional transit system. She said currently Placer County's Tahoe Area Regional Transit (TART) service operates on SR 89 and also goes into the downtown Truckee train depot. That is a year-round service that the Town contributes to financially. Ms. Beede said TART also provides winter-only service along SR 267. She said the collective regional vision is to have year-round service on SR 267 between Truckee and Kings Beach, and on SR 89 between Truckee and Tahoe City. She noted that all of the unmet needs hearings over the years had individuals in Truckee and Placer County who asked for a year-round fixed route on SR 267. Ms. Beede said the Town and Placer County are planning to put together a grant for the next cycle to bridge the funding gap from a winter-only service to a year-round service. She said the Resort Triangle Transportation Planning Coalition is the first step toward a regional vision of a seamless, consistent service that

will be more reliable and have more frequency for riders to use as a single brand regional transit system. Ms. Beede reported that currently they have two bus services that provide service through Truckee, Truckee Transit and TART, and at several of the bus stop shelters there are separate signs for both services with two separate phone numbers. They are planning to create a single brand between Truckee Transit and TART with the same fare structure, one pass possibly with an electronic farebox scanning system that better audits the money, which Placer County has currently, and a single phone number. Ms. Beede said there are a lot of pieces to combining both services and they are working toward it.

Ms. Beede reported for Long Term Projects there is a need for non-emergency medical service to Reno and Kings Beach. Their desire is to free up some of the funds that Truckee spends now contributing to Placer County for the SR 267 TART service to put toward this non-emergency medical service need. She said there is also a desire to have a transit connector service from eastern Nevada County to western Nevada County and connecting with Placer County Transit Services in the Colfax area. Ms. Beede said there are many opportunities for partnership and they will be reaching out to western Nevada County and Placer County when they get to a point to negotiate any potential connecting of services. She asked if there were any questions.

Commissioner Harris asked what Truckee Transit's fare structure is currently. Ms. Beede responded that on the fixed route it is \$1.50 for seniors/disabled, \$2.50 for adults, and free for 3 year olds and under. She said for Dial-A-Ride the fare is \$2.00 for seniors/disabled and the general public can ride also but their fare is \$6.00. Commissioner Harris asked who would be the potential ridership for a service that would connect to western Nevada County. Ms. Beede said the local community has mentioned they would like to come to western Nevada County; they may have medical appointments or want to go to Sacramento to do other type of business. She said they hear a lot from the residents at the senior apartments that they have medical appointments in Sacramento at Kaiser Hospital and other facilities, so a non-emergency medical ride could result in a number of transfers, which may not be ideal. Some Truckee residents have said they would like to be able to get on the light rail in Sacramento to go on to the Bay Area. Ms. Beede said they did not want to take dollars out of their community, but they are hearing there is a desire to connect the two sides of Nevada County. Commissioner Harris said the desire may not be to travel to Nevada City and Grass Valley as much as to Colfax, Auburn, and Sacramento. Ms. Beede said there is definitely the interest to connect to other transit systems that could meet the needs of the communities on both sides. There may be western Nevada County residents that would love to go to the Truckee area, but they do not want to drive.

Commissioner Dee said the Medicare office for Truckee citizens services are based in Auburn, so even though Reno is much closer, they are required to go to the Auburn office. She said if they want to go to the Bay Area they can connect on Amtrak, which has very unusual rules. They can take the Zephyr train to Auburn or Sacramento, but they cannot take the Amtrak bus because it competes with Greyhound. Therefore, unless you are connecting to the Capitol Corridor train services, you cannot take the Amtrak bus.

Commissioner Beason said it was mentioned that some of the Truckee businesses subsidize the fares. He asked if the businesses were not doing that, would the Town still run with the same fares. Ms. Beede replied no, if the Town did not have the partnership with the Donner Summit resorts for the winter shuttle, the Town would not be meeting their 10% farebox ratio. She said that is why they are striving to have their baseline service without the winter shuttle meet that 10% ratio, which is why they have expanded their hours and plan to continue their current schedule, less the summit, starting April 1st when the winter shuttle service ends.

Commissioner Dee asked if the Town has been able to adjust the summit service at all, seeing that Royal Gorge and Donner Ski Ranch have closed. Ms. Beede said they reached out to the summit partners and Donner Ski Ranch decided not to participate in the winter shuttle service this year; therefore, their employees have to pay to ride the bus. She said Sugar Bowl asked them to not serve Royal Gorge this year because the ridership was so low last year and the majority of their staff are local and will drive their own vehicles instead of using the bus service. Ms. Beede said they are providing a more efficient route this year, instead of doing the double loop along Donner Lake and up Old Highway 40 to the resorts, then up to I-80 and Boreal and back down Old Highway 40. That was almost a two hour trip, so they have reduced that time on the summit in half. Now they do a counterclockwise loop in the morning up I-80 to Boreal first and then to the Old Highway 40 resorts, and back down. In the afternoon they do a clockwise loop. Ms. Beede said that also has a significant cost savings to the summit with less service hours for the contractor and a savings of fuel and maintenance costs. She said at this point Boreal and Sugar Bowl are able to make snow and they are not requesting that the service be modified. She added they may not close down all together, but they could have layoffs, which would reduce the need to have five runs a day. They have discussed providing the latest morning run at 8:15 a.m. and then doing the first run in the afternoon that is at 3:45 p.m., so the people who are living at the summit resorts in their housing can get down to Truckee for errands and still get back up to the summit.

Chairman Jostes asked if there is any scheduled service currently from Truckee to Auburn and Sacramento through Greyhound or another carrier. Ms. Beede said there are about eight to ten Greyhound buses that go between Sacramento and Reno, but only two of those buses stop in Truckee. She said they stop at a time during the day where you can get to Sacramento, but you cannot get back to Truckee on the same day. She said Denny Dickinson, a Truckee resident, has been reaching out to Greyhound trying to get them to modify their schedule. Ms. Beede added that there is a desire to serve their community with transit, but they also want to keep the dollars in their community. Therefore, if residents want a bus available to go to Sacramento to shop for the day, that is not necessarily something that the Town would support. She said if the need is to get to these areas for medical appointments and things that they cannot be served in the Truckee community, then the Town desires to support that in some fashion.

Chairman Jostes said he recalled there has been a period of significant changes with the contractor and configuration of service, and it appears things are moving forward and improving. He thanked Ms. Beede for her presentation.

ACTION ITEMS

8. Contract with LSC Transportation Consultants, Inc. to Update the Nevada County Coordinated Public Transit-Human Services Transportation Plan

Mike Woodman, Transportation Planner, reported that the intended purpose of the coordinated plan is to insure that there is continued coordination between public transit operators and human service agencies. He said the plan identifies potential needs of their patrons, potential solutions, and also opportunities for them to coordinate amongst themselves. In order for projects to be eligible for several of the Federal Transit Administration (FTA) grant funding sources, projects must be included in the current plan and the plan is required to be updated every five years. Mr. Woodman noted the last Coordinated Public Transit-Human Services Transportation Plan was completed in October 2008. The requirement to have these plans came out of SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), which was the previous federal transportation funding bill, and the requirement was carried forward

into the current funding authorization known as MAP-21 (Moving Ahead for Progress in the 21st Century).

Mr. Woodman reported that in order to keep the plan current, the project was included in the FY 2013/14 NCTC Overall Work Program. In August 2013 Caltrans notified NCTC that they had been awarded a Caltrans Planning Grant to update the plan, and then Caltrans gave NCTC authorization to begin spending those grant funds in October. He noted that NCTC then issued the Request for Proposal and has selected LSC Transportation Consultants, Inc. to do the work. He asked for questions from the Commission.

Commissioner Guerra asked what the relationship is of this plan to the Transit Development Plan (TDP). Mr. Woodman said the two plans go hand-in-hand with similar information. He said the consultant looks at the previous plans as they do the update, and one of the key things is going to be identifying all of the existing transportation options that the different social and human service agencies are providing. He said many times you will have different agencies that are not aware that there is a service being provided by another agency that could actually meet the needs of their client. Mr. Woodman said they have done some of that comparing with the Mobility Action Partners Group that Susan Healy-Harman leads and have identified those services. He said this study will take that activity one step further and really flush out eastern and western Nevada County to list what are the services, what are the needs, identify some potential solutions and maybe bridge those gaps. Then they can identify potential FTA funding sources that could be applied to for grants to meet those needs. He said the needs and some of those strategies will be incorporated into the TDP when that is updated again. Mr. Woodman said one of the products they are hoping to get from this is a one page handout that social service agencies and health and human service agencies can give to their clients that lists what is available with all the options; a one-stop shop that does not exist currently.

Commissioner Beason said he was having a hard time understanding why the two plans could not be coordinated and the cycle of updating could not be brought into synch and possibly save some time and energy, if not money. Mr. Woodman said he and Executive Director Landon had discussed that possibility. He said the Eastern Nevada County Transit Development Plan (ENCTDP) update was just completed in December 2013, so it would take some effort and be challenging to line up the timing, but you could potentially do it. He said staff would need to work with Caltrans and the FTA to be sure that by packaging the right components that they require for the two plans into one that it would meet their intended purpose. Mr. Woodman said it would take some planning, but for this update cycle, to insure that the county stay eligible for these funding sources, he thought it was important to just move forward at this point. Commissioner Beason said he was not suggesting they jeopardize the funding sources, but he thought he should have asked these questions some time ago. Mr. Woodman said he and Executive Director Landon can pursue this concept by talking with Caltrans and the FTA to see if there is a way to meet those requirements prior to the next update cycle of the TDP. He added they may still need to do separate plans for eastern Nevada County and western Nevada County, but they could potentially incorporate the coordination plan requirements into the scope. He said they could explore it.

Chairman Jostes said in the past four or five years he has been on the Commission, it seems they are studying transit constantly. He hoped things are progressing based on the recommendations in these studies. Mr. Woodman said in the report Ms. Beede just gave, many of the recommendations from the ENCTDP recently completed are being implemented. Chairman Jostes said that was good, but the Commission does a lot of studies. He said he is still not completely sure what the plan is studying that is under discussion. Chairman Jostes asked, if he

were on the study team, would he go to health and human services and social services type of offices and talk to them and ask what their transit needs are for their clients. The agencies would then tell him they have a certain number of clients that need to do this, and then there is another agency, and you would say for them to talk to each other, and that probably does not happen. Chairman Jostes said this plan is forcing the different agencies to talk to the consultant and then the study will talk for each individual agency. Mr. Woodman said the consultant will be contacting many of those agencies individually, as well as having workshop group meetings where they are all brought together, identify what individual services they are providing, transportation and otherwise, what their individual needs are, and see if they can actually solve some of these issues themselves through coordination. If not, they will be identifying some strategies to potentially bridge those gaps or meet those needs to be funded through FTA grant funding. Commissioner Beason asked what agencies they are talking about. Mr. Woodman replied there are county health and human service agencies, social service agencies, and many nonprofit organizations. Commissioner Beason said there is an organization called the Adult and Family Services Commission that brings all of those people together. He said health and human services are the umbrella for all of the social services in the county.

Commissioner Beason said he gets the sense that there are different agencies doing different studies. Commissioner Fouyer said it seems you have to create a plan in order to have another source of funding to make another plan. Commissioner Scofield said this plan is already in place; the proposal is just updating the five year plan for \$40,000. Mr. Woodman said it would update the plan and hopefully improve on the last plan that was funded by Caltrans. Chairman Jostes said it is like all of these things, there is always a catch; unless you do this, you do not get the money.

Commissioner Beason made a motion to adopt Resolution 14-01 authorizing the Chairman to execute the contract with LSC Transportation Consultants, Inc. to update the Nevada County Coordinated Public Transit-Human Services Transportation Plan, with an amount not to exceed \$39,995. Commissioner Harris seconded the motion. The motion passed unanimously with Aye votes from Commissioners Beason, Dee, Fouyer, Guerra, Harris, Jostes, and Scofield.

9. Election of Officers

Chairman Jostes said this would be a selection of Chairman and Vice Chairman, and he would entertain self-nominations from the Commissioners. Commissioner Beason nominated Chairman Jostes for reappointment as Chairman. Commissioner Guerra seconded the motion. The motion passed unanimously with Aye votes from Commissioners Beason, Dee, Fouyer, Guerra, Harris, Jostes, and Scofield.

Chairman Jostes asked for a nomination for Vice Chairman. Commissioner Beason nominated Commissioner Fouyer. Commissioner Guerra seconded the motion. The motion passed unanimously with Aye votes from Commissioners Beason, Dee, Fouyer, Guerra, Harris, Jostes, and Scofield.

COMMISSION ANNOUNCEMENTS

There were no Commissioner announcements.

SCHEDULE FOR NEXT MEETING

The next regularly scheduled meeting of the Nevada County Transportation Commission is on March 19, 2014 at the City of Nevada City Council Chambers, 317 Broad Street, Nevada City, CA.

ADJOURNMENT OF MEETING

Commissioner Dee made a motion to adjourn the meeting. Commissioner Harris seconded the motion. Chairman Jostes adjourned the meeting at 10:25 a.m.

Respectfully submitted: Antoinette Perry
Antoinette Perry, Administrative Assistant

Approved on: March 19, 2014

By: L. A. Jostes
Lawrence A. Jostes, Chairman
Nevada County Transportation Commission

