

# COORDINATED HUMAN SERVICES TRANSPORTATION PLANNING

CHAIR – MIKE EARL · VICE CHAIR – SUSAN JOHNSON · PLANNING MANAGER – CURT HUTCHINGS

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## AGENDA

### Five County Regional Mobility Council Meeting

January 21, 2014, 1:00 pm

Five County Association of Governments

1070 W 1600 S Bldg B, St George, UT

#### QUORUM & MINUTES

- I. Welcome and Call to Order (Mike Earl)
- II. Approval of November 19 Minutes (Mike Earl)

#### PLANNING AND REPORTS

- III. COA Director Reports (Pam McMullin, Donna Chynoweth, Connie Lloyd, Fayann Christensen)
- IV. Transit Director Reports (Tammy Nay, Fred Davies)
- V. Mobility Management Report (Levi Roberts)
- VI. Bus Shelter Work Group Progress Report (Mike Earl)
- VII. Five County CAP Travel Voucher Program (Clint Cottam)

#### OTHER

- VIII. FTA Grant Application Process Update (Levi Roberts)
- IX. Committee Membership Announcement (Levi Roberts)
- X. Review Action Items (Dave Demas)
- XI. Other Business (Group)
- XII. Next meeting to be held January 21 at 1:00 PM at Five County AOG Offices in St George
- XIII. Adjourn (Susan)

Electronic participation will be available for any CHSTP Committee members to participate in this meeting. The physical "anchor location" for this meeting is: 1070 W 1600 S, Bldg B, St George, UT

**The public should attend at the physical anchor location.**

Members may participate via telephone conference call by calling toll-free: 1-800-444-2801.

When prompted for a Conference Session ID number please enter: 8143271.

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In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Levi Roberts, Associate Planner, Five County Association of Governments; 1070 West 1600 South, Bldg B, St George, UT - Phone # (435) 673-3548 - FAX # (435) 673-3540, at least three working days prior to the meeting.

# REGIONAL MOBILITY COUNCIL

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## MINUTES

### Five County Regional Mobility Council Meeting

November 19, 2014, 1:00 p.m.

Five County Association of Governments

1070 W. 1600 S. Bldg. B, St. George UT

#### **MEMBERS IN ATTENDANCE**

Ms. Susan Johnson  
Ms. Tammy Nay  
Mr. Dennis Broad  
Ms. Donna Chynoweth  
Ms. Pam McMullin  
Mr. Neal Smith  
Mr. Clint Cottam

#### **MEMBERS IN ATTENDANCE BY PHONE**

Ms. Fayann Christensen

#### **MEMBERS ABSENT**

Mr. Mike Earl  
Mr. Fred Davies  
Mr. Jeff Turek  
Ms. Connie Lloyd  
Ms. Christine Holliday  
Mr. Todd Edwards  
Ms. Carrie Schonlaw

#### **OTHERS IN ATTENDANCE**

Mr. Levi Roberts  
Ms. Teena Pittman

#### **REPRESENTING**

TURN Community Services  
Cedar Area Transportation Services  
Department of Workforce Services  
Garfield County Council on Aging  
Beaver County Council on Aging  
Southwest Center for Behavioral Health  
Five County AOG Community Action Planner

#### **REPRESENTING**

Kane County Council on Aging

#### **REPRESENTING**

Red Rock Center for Independence  
SunTran Manager  
Washington City Councilmember  
Iron County Council on Aging  
Washington County Council on Aging  
Washington County Public Works  
Five County AOG Human Services Director

#### **REPRESENTING**

Five County Association of Governments  
Garfield County

## QUORUM & MINUTES

### **I. Welcome and Call to Order**

Ms. Susan Johnson, Vice-Chair, called the meeting to order and welcomed all present. Ms. Fayann Christensen was in attendance and participating via phone. It was noted that a quorum was not present and that non-action agenda items would be discussed until a quorum was available.

### **II. Approval of July 30, 2014 and September 24, 2014 Minutes**

Once a quorum arrived, Ms. Johnson returned to this agenda item to approve minutes for the July 30, 2014 and September 24, 2014 meetings.

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**A motion was made by Neal Smith, seconded by Dennis Broad, to approve minutes of the September 24, 2014 meeting. MOTION CARRIED, with Fayann Christensen acknowledging Aye via telephone.**

**A motion was made by Tammy Nay, seconded by Fayann Christensen, to approve minutes of the July 30, 2014 meeting. MOTION CARRIED BY UNANIMOUS VOTE, with Fayann Christensen acknowledging Aye via telephone.**

## PLANNING AND REPORTS

### III. COA Director Reports

Ms. Pam McMullin reported that things are going well in Beaver County. Meals are served in all three centers and good crowds are participating in each center. A heart and hearing clinic was conducted in July at all three centers with large crowds participating. During September some mechanical difficulties were experienced with the meals-on-wheels truck. Repairs were not too costly and the truck is back in service. Several fund raising events have been held at the centers and trips have been provided to movies and other events. The Milford Center has a new director and numbers of participants at the center have increased dramatically. A new driver started in Beaver that is doing very well. The majority of participants and those eating at the centers are able to drive themselves. There has not been a need to bus people to the center for meals. It is nice to report that the senior programs in Beaver County are now fully staffed.

Fayann Christensen participated via telephone and reported that Kane County is utilizing transportation for out-of-town trips quite frequently. Vehicles must pass through Arizona in order to get to St. George and travel is also allowed to Page, Arizona. The meal counts and transportation for meals are down slightly. A lot of this is attributed to people moving into extended care or passing away. There is still a need for two four-wheel drive meals-on-wheels trucks to better serve the Kane County area. Another CDBG application will be submitted in FY 2015 for the two new trucks. She indicated that the county decided to keep the van rather than sell it.

Donna Chynoweth reported that things are pretty much the same in Garfield County. They are still having trouble with the one ADA bus demonstrating a lot of mechanical issues. The volunteer bus driver is very nervous that they are going to break down on SR-20 on one of their trips. The check engine light is on continuously, even though the computer has been checked numerous times. Mechanics insist that there is nothing wrong with bus, and it is very expensive to take it to Cedar City for repairs. Two busses were needed from the Bryce Valley/Escalante area the last time the group traveled for shopping and medical visits. There has also been an outpouring of new people interested in driving the senior vans. Garfield County would like to purchase a new bus, but their application last year was denied. She indicated that the county was denied again this year on their Letter of Intent (LOI) to purchase a bus. Levi Roberts explained that the LOI is basically used to determine eligibility of a project and the county should not be denied to apply for a project. A copy of the letter will be forwarded to Levi for review. Because of the distance between the Bryce Valley area and Escalante, there is a

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real need for another ADA bus to service this area. After continued discussion, it was determined that there may be some confusion and that a Letter of Intent for this year's funding may not have been completed by Garfield County as required. This came up really fast and there was a very short time frame for submitting this letter. The Plan amendment and LOI were being discussed and both came up at the same time. Fayann Christensen explained that the Letter of Intent had to be submitted to UDOT via an online application. Donna explained that even though their van is five years old, it only has only been driven 35,000 miles. The van is utilized three days a week at the center and around town. In addition, trips there are typically two trips monthly to either Cedar City or St. George. UDOT has indicated that there are not enough miles on the van to warrant purchase of another van. Levi Roberts explained that one of the factors in prioritizing applications for funding is the amount of mileage on the vehicle. Those with higher mileage receive a higher prioritization. The issue is not the amount of mileage, but the fact that this vehicle may be considered a lemon because of the extent of mechanical issues. Garfield County will need to plan on re-applying next year for UDOT funds. In a new application, the county should provide documentation regarding the number of mechanical problems and the fact that the check engine light is on continually. Include the number of breakdowns as well as the amount of funds that have been expended in trying to address the issues.

Ms. Susan Johnson acknowledged that a quorum was present for conduct of business and returned to agenda item #II to approve previous meeting minutes.

#### **IV. Transit Director Reports**

Ms. Tammy Nay, CATS, provided copies of the Cedar Area Transportation Service schedule and pointed out additional stops that have been added due to demand. Stop 8A has been added by Christensen's because of its proximity to the Dollar Tree and Vocational Education, and Stop 7 has been relocated. Stop 13, which was in front of the Randall Jones Theater, has been relocated across University Boulevard adjacent to the Alumni House. A new stop, 15A, has been added across the street from the Visitor's Center (Brian Head Tourism) office. Stop 16 by Parkway Motors in a new stop, another stop (16A) has been added at the light by the hospital, and 16B has been moved to a different location. This allows the bus to make a loop and provide clients with access to fill prescriptions as needed. A stop has been added at the Cascade Springs Apartments (17A). This is an out of the way stop that requires clients to call dispatch to request a pickup at this location. Several other stops, including Convergys, Southwest Behavioral Health Center and the Aquatic Center, are managed this way because they are out of the way areas. Stop 21A, just off of Main Street, was also added. This provides a quicker way to get to the Iron County Care & Share facilities. It was learned that by law the bus is not allowed to stop in a parking lot. Therefore the bus stop by the hospital has been moved out onto the street. This also allows easier access to other stops in this area. It was also noted that stop 20 (Kolob) has a new bus shelter that was constructed last spring and this may not have been included in previous schedules. Ms. Nay also mentioned that it may be a few months before all of the bus stop signs for the new stops are in place, but drivers are picking up passengers at all of the stops. Mr. Levi Roberts indicated that he would make these changes in Google, but it may be necessary for him to drive to each stops to obtain GPS coordinates. That way the information

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posted would be accurate for the public. This is something that UDOT has requested that the cities provide if they have the capacity. However, Five County staff can continue as necessary. Ms. Nay indicated that all of the schedule changes are posted on Cedar City's website. It is anticipated that the revised bus schedule will be in place for the next few years without any other major changes.

Ms. Nay reviewed ridership counts for the fixed routes which depict fluctuations up and down. These counts are currently in a downward trend, whereas dial-a-ride counts continue to increase. A handout was provided with ridership totals for stops 1 through 30. Counts are not available for some of the new stops that were recently added. Ridership counts by month are included in the middle of the sheet. The bottom of the sheet provides a ranking of stops to indicate which are the busiest. Stop #6 at Walmart is the busiest. The Advisory Board likes to have information presented that shows which stops are the most utilized. Total ridership is fairly consistent with numbers from last year. Dial-a-ride eligibility of rider applications has decreased from 149 to 91 individuals. Applications are being submitted as required and verification of eligibility has revealed that some individuals were not actually disabled. Denial letters have been sent to those individuals that did not qualify as being disabled. The decrease in numbers of disabled individuals is due to people moving or passing away. It was noted that several TURN clients either ride the bus or utilize dial-a-ride services. A number of clients prefer to utilize taxi service rather than dial-a-ride. Mr. Levi Roberts suggested that CATS may want to discuss formulating an agreement with TURN to provide rides for their clients. SunTran has entered into an agreement with TURN and this helped to provide the required local match for operations. SunTran is also working with the Southwest Behavioral Health Center and University to provide rides for clients that will also count toward local match requirements. Ms. Nay also reported that they are in the process of hiring two additional drivers. Cedar City has a new ordinance that governs advisory boards and CATS is now required to have a seven member board. A name will be submitted to the City Council tonight for consideration of this appointment. She reviewed current membership of the board representatives as follows: Vocational Rehab, Oasis House, Care & Share, Iron County School Bus Garage, Cedar City Councilmember, and Citizen at Large. The new member is a representative of the Transportation Department. At the last Advisory Board meeting members rode the bus route to approve all of the routing and bus stop changes. Funding is in place for the new vehicle that will be used for the dial-a-ride service. CATS staff is interested in coordinating with SunTran to find out where they have their signs made. After the first of the next year, staff will work on the training plan for new hires. Ms. Nay asked if the binder for the Brian Head study RFP would be of benefit to anyone at this point. Mr. Roberts indicated that Dave Demas is still working on this possibility and the Mayor of Brian Head is very favorable. Ms. Nay mentioned that the Cedar City Council would not likely support of a route at this point.

## **V. Five County CAP Travel Voucher Program**

Mr. Levi Roberts reported that the first bicycle travel training was provided to a gentlemen living in Bloomington Hills who lives two miles from a bus stop. He is an elderly gentleman who felt he could ride to the bus stop and save himself from having travel eight miles on his bicycle to a medical clinic. This option also incorporates an

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exercise plan for him to lose weight. He noted that it has not been very busy in terms of travel training, but he wanted to get out to agencies to discuss travel training integration with their operations. It may also be good to meet with CATS to determine how this could be incorporated there as well. It seems to be working well with SunTran. Staff has also been working on a Travel Voucher Program that Clint Cottam will discuss later in the meeting. All fixed routes are now included on Google Maps in the region for the St. George and Aztec shuttle service, SunTran and CATS. Staff is working to transfer this responsibility over to the respective agencies for management. Staff is still working on route options between St. George and Zion National Park for a possible bus route. Meetings have been conducted with stakeholders along this corridor including mayors, city managers and park staff and UDOT. It was determined that another study which would include an implementation plan would be required to show what the ridership would be. Staff is working to develop a scope of work for this study. A consultant will likely be hired to complete this study. He noted that work is continuing on the Regional Transit Plan and bike/ped plan for inclusion into the Dixie MPO Regional Transportation Plan. He mentioned that some entities have made application to UDOT that do not have a Title VI Plan. He noted that he would be available, upon request, to assist with development of these plans. The UDOT template for a Title VI is available online and a link can be provided.

## **VI. Bus Shelter Work Group Progress Report**

Mr. Levi Roberts reported that the Bus Shelter Work Group has been meeting regularly. SunTran has order four bus shelters for their system. Work is still in progress to obtain agreement from agencies to place the shelters in various locations. One is proposed for Wingstop, one at Southwest Behavioral Health Center, and one at Target. It was anticipated that one would be at Sterling Court, but staff was unable to reach agreement and they indicated that they did not want a shelter. In addition to Sterling Court, other medical facilities, the VA office, and Red Cliffs Manor are located in this immediate area. It is difficult for those in a wheelchair to navigate because of the slope in this area and a pad is definitely needed for accessibility. It is exciting that four shelters will be installed this year. Ms. Nay mentioned that one apartment owner in Cedar City, who rents to SUU students, is going to install a bus shelter at his own expense. In fact, he has even purchases bus passes for his tenants. The Cedar City Council is also considering making the student pass a semester based pass rather than a monthly pass. Mr. Roberts mentioned that SunTran is working with Dixie State University to obtain an amount of funding from the University to where students could be offered free bus passes. This may be something that CATS may want to consider and discuss with SUU. This can also be used as local match to help in leveraging funds. SunTran is proposing to obtain \$25,000 annually from the University to use as match for a grant application.

## **VII. Five County CAP Travel Voucher Program**

Mr. Clint Cottam reported that when he assumed the CAP Director position at Five County things were messed up in terms of eligibility and the use of bus passes through SunTran. It was mutually agreed between St. George City and Five County that the community action office should issues less bus passes and let the city determine those needs. This means that providers have to work directly with St. George City to obtain

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passes for their clients. There has been some disappointment with this arrangement, but it will work best for both entities in the long run. This will allow for approximately \$8,000 of Social Services Block Grant funds to be redirected to other needs throughout the Five County region. A flexible gas voucher program has been developed by the Five County Community Action office as a pilot program that will begin in December 2014. Use of this program will allow staff to spend down some funds that are available for direct client services. Funds from the Community Services Block Grant program will be used for clients that are living below the 125% poverty level. Clients would be responsible to recruit their own drivers. The Community Action office would be responsible to determine eligibility and provide case management for this voucher program. Reimbursement would then be made to friends and/or family that provided the rides for these clients. This is a mileage reimbursement to cover gasoline only. It would not include wages or other costs. The intent is to encourage more natural support groups to be involved. The Community Action goal continues to be to provide assistance that enables individuals to work towards self-sufficiency. Assistance with this program will vary by county and the details are still being worked out. It is proposed that funding from the CSBG and SSBG programs be directed to the gas voucher program as follows: **1) CSBG FY 15-- \$6,000; 2) CSBG FY 14-- \$4,000; and 3) SSBG FY 15-- \$8,000** for a total of \$18,000. This is the amount that would have normally been available to purchase SunTran bus passes. A letter of intent has also been submitted to UDOT to apply for \$5,000 in funding for next fiscal year that would also be directed into this program. The intent is to specifically target seniors and clients with disabilities. This would need to be accepted by the Regional Mobility Management Council as an amended project into the Southwest Utah Coordinated Human Services Public Transportation Plan to include the CAP Travel Voucher Program. Eligibility guidelines are included on the back side of the handout and these follow very closely to guidelines utilized for bus passes. Mr. Roberts indicated that this provides agencies with the opportunity to refer clients to the CAP office for eligibility determination. Mr. Cottam indicated that it is important that clients are utilizing other services that may be in place before seeking assistance from the gas voucher program. Ms. Donna Chynoweth mentioned that this will be very beneficial in Garfield County where transportation options are limited and volunteers are stretched pretty thin. It provides an opportunity for family members and/or friends to assist elderly individuals when other services would not be available. Mr. Cottam indicated that it also provides the Community Action office with an opportunity to offer more services in other areas than just St. George. It was noted that this will be based on distance from the closest bus stop in determining those that would be able to utilize the program and whether a client is receiving para-transit service. Reimbursement will be made determined on mileage, but the rate for some of the outer areas such as Beaver, Garfield and Kane counties will be higher than a local trip reimbursement. This will be more selective and likely for seniors with medical needs. The cap on miles in St. George will be lower but there could more trips that could be reimbursed. This has to be called a voucher program in order to be eligible for UDOT funding. Mr. Roberts explained that this would be considered a flexible voucher program where clients in the St. George and Cedar City area could utilize SunTran or CATS. Those not within those areas would be able to use the flexible voucher pilot program through the Community Action office. Mr. Cottam noted that this will not be a program where gas cards will be provide, but it

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will be administered on a reimbursement basis for the approved miles traveled on a case-by-case basis. The voucher form would need to be signed by a doctor or agency that provided the service in order for a reimbursement to be made and the client receiving the service would have to meet income eligibility requirements. Reimbursement rates have not been set at this point and proposed rates may change as program details are worked out. Funding from the CSBG program will need to include income verification and a sustainability plan in order to be eligible for a client to participate. As funding from SSBG is utilized, seniors would be automatically eligible as an eligible class. There is a lot more flexibility when using SSBG funds.

## ACTION ITEMS

### I. **Consideration to Amend Southwest Utah Coordinated Human Service Public Transportation Plan to include CAP Travel Voucher Program**

Mr. Levi Roberts indicated that action will be required to amend the plan to include the Community Action Program (CAP) Travel Voucher program.

**A motion was made by Ms. Donna Chynoweth to amend the Southwest Utah Coordinated Human Serviced Public Transportation Plan to include the Community Action Program (CAP) Travel Voucher program in the amount of \$5,000 per year from 2015 to 2018. Motion was seconded by Mr. Dennis Broad. The motion CARRIED BY UNANIMOUS VOTE, with Fayann Christensen acknowledging Aye via telephone.**

## OTHER

### VIII. **Review Action Items**

Action items were not reviewed at the meeting.

Items that have not been completed are carried forward from last meeting as follows:

Item #13 – Mr. Demas indicated that he does not know what the answer is for this action item, but asked the group to look it over.

Item # 30 – Members that have not thus far reviewed the CHSTP website are encouraged to do so and provide feedback to Mr. Roberts. This will help in determining information that needs to be updated and/or changed.

Item #31 – To add CHSTP website link to other agency's websites. Committee members were asked to add this link to their websites. Mr. Roberts indicated that SunTran and CATS both added something to the site. This serves as a reminder to other agencies.

Item #34 – Ms. Nay is not in attendance to obtain an update.

Item #35 – This is in regards to the van pool update for the Newcastle area. Staff has been trying to work with Millgrow, and has had some communication. However, it has been difficult to reach the appropriate individual. Staff will continue to pursue this opportunity and to open the lines of communication.

Item #36 – Staff is in the process of organizing participants on this particular corridor. Meetings have been held with Springdale, Hurricane, and other entities. This will be ongoing for a while.

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Item # 37– Ms. Susan Johnson reported that the Utah Association of Non-Profits is preparing to present to the legislature, but right now the group is trying to work through the health care issues with small non-profit organizations.

Mr. Demas indicated that the last two items are being coordinated by Mr. Roberts and he will need to report the status on those items.

**IX. Other Business**

**X. Next Meeting**

The next meeting to be held Wednesday, January 21, 2015 at 1:00 p.m. at the Five County Association of Governments office in St. George.

**XI. Adjournment**

Being no further business, the meeting adjourned at 2:08 p.m.