



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
611 I Street, Suite B
Eureka, CA 95501
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www.hcaog.net

SERVICE COORDINATION COMMITTEE (SCC)
MEETING RECORD

Regular Meeting
Monday, October 17, 2016, 2:30 p.m.
HCAOG Conference Room

Present:

Greg Pratt (Chair)	Humboldt Transit Authority
Larry Pardi	City of Arcata A&MRTS
Jaison Chand	City Ambulance of Eureka
Wendy Howard	City of Eureka
Kevin Carter	City of Fortuna Parks & Recreation
Dave Carstensen	Caltrans District 1
Amanda Mager (Alternate)	Blue Lake Rancheria
Consuelo Espinosa	Consolidated Transportation Services Agency
Josielyn Gilbaugh	County of Humboldt

Absent:

Traci Ferdolage	Parking/Transit, Humboldt State University
Dusty Napier	KT/Net
Cheryl Tucker	College of the Redwoods

Staff:

Oona Smith	Senior Planner
Debbie Egger	Fiscal Administrative Officer
Debra Dees	Associate Planner
Christie Smith	Executive Assistant

1. Call to Order

Chair, Greg Pratt, called the meeting to order at 2:32 p.m.

2. Introductions

3. Approval of Meeting Record – August 15, 2016

Motion was made (Chand/Pardi) to approve the meeting record of August 15, 2016 as submitted.

Motion carried unanimously.

4. Public Participation

There was no public participation for items not on the agenda.

5. Action Items

These items are reserved for matters that require a specific action.

a. Review Chapter Revisions and an Administrative Draft Scope of Services for the 2017 Transit Development Plan Update and Marketing Plan

Oona Smith requested the SCC provide edits by October 31, 2016. Oona will update and distribute a preliminary draft to the SCC before forwarding to the consultant.

b. Review Amendments to HCAOG's Transportation Development Act (TDA) Rules and Forward a Recommendation

The SCC reviewed and discussed the amendments to HCAOG's TDA Rules and the additional recommended amendments include:

- on page 10, the priorities were renumbered as follows:
 - 1st Priority – *Consolidated Transportation Service Agency*
 - 2nd Priority – *Existing Operating*
 - 3rd Priority – *Capital Purposes*
 - 4th Priority – *Vehicle Equipment*
 - 5th Priority – *Dial-A-Ride*
- on page 11, under *STA Fund Allocations by Priority*, the *Operating* priority was revised to read *Existing Operating*
- on page 11, under *STA Criteria* changed the language: “STA requests submitted after the project solicitation deadline will ~~only be considered if there are remaining STA funds after all other requests are funded~~ not be considered.”

Motion was made (Chand/Pardi) to recommend the HCAOG Board adopt the HCAOG TDA Rules as amended.

c. Discuss HCAOG Applying to the Sustainable Transportation Planning Grant Program for a “Mobility on Demand” Planning Project

Oona Smith requested the SCC provide ideas on objectives and goals. To include with the Sustainable Transportation Planning grant application, Oona requested letters of support from the operators by October 31, 2016.

d. Review and Provide Comments for the FY 2017-18 Unmet Transit Needs (UTN) Cycle

Debra Dees requested that SCC members who will be attending and reporting comments on the UTN public hearings record names of the individuals providing comments and take notes on details of the issues.

e. Implementation of the Humboldt County Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)

The SCC discussed project implementation steps for the Coordinated Plan projects.

6. Information Items and Member Communication

a. Monthly Statistical Reports

Monthly statistical reports were provided by:

- Fortuna Senior Bus
- Blue Lake Rancheria Transit System (BLRTS)

- Oona Smith reported that there is a new policy manual available for the National Transit Database FTA's National Transit Database. The database records the financial, operating and asset conditions of transit systems.
- Debra Dees reported that Derek Wong of Michael Baker International, the Consultant for the Performance Audit, will participate via conference call at the April 17, 2017, SCC meeting to discuss the administrative draft of the Performance Audit and gather comments. A Special SCC meeting will be scheduled on May 15, 2016, to review the final Performance Audit report.

7. Adjournment

The meeting adjourned at 4:43 p.m.

Respectfully submitted,
Christie Smith, Executive Assistant