



**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  
(707) 444-8208  
www.hcaog.net

**SERVICE COORDINATION COMMITTEE (SCC)**  
**MEETING RECORD**

Regular Meeting  
Monday, December 19, 2016, 2:30 p.m.  
HCAOG Conference Room

**Present:**

Greg Pratt (Chair)	Humboldt Transit Authority
Larry Pardi	City of Arcata (A&MRTS)
Doby Class	City of Arcata
Jaison Chand	City Ambulance of Eureka
Wendy Howard	City of Eureka
Josielyn Gilbaugh	County of Humboldt
Consuelo Espinosa	Consolidated Transportation Services Agency
Dusty Napier	KT/Net

**Absent:**

Anita Huff	Blue Lake Rancheria
Dave Carstensen	Caltrans District 1
Kevin Carter	City of Fortuna Parks & Recreation
Traci Ferdolage	Parking/Transit, Humboldt State University
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 2:31 p.m.

**2. Introductions**

**3. Approval of Meeting Record – October 17, 2016**

**Motion was made** (Howard/Pardi) to approve the meeting record of October 17, 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. HCAOG Transportation Development Act (TDA) Rules Amendment

**Motion was made** (Howard/Gilbaugh) to recommend the HCAOG Board adopt the HCAOG TDA Rules as amended

**Motion carried.**

**Abstention:** Chand

### b. Draft FY 2017-18 Overall Work Program & Budget

**Motion was made** (Chand/Pardi) to recommend the HCAOG Board approve the Draft FY 2017-18 OWP & Budget.

**Motion carried unanimously.**

### c. Chapter Revisions for the 2017 Transit Development Plan (TDP) Update

The SCC reviewed and provided feedback on the TDP Existing Conditions Administrative Draft and the Fare Structure Appendix. Additional comments are due by December 23, 2016.

## 6. Election of Officers

The SCC elected Jaison Chand to Chair and Wendy Howard to Vice-Chair for the 2017 calendar year.

## 7. Information Items and Member Communication

### a. Monthly Statistical Reports

Monthly statistical reports were provided by:

- Fortuna Senior Bus
- Blue Lake Rancheria Transit System (BLRTS)
- Arcata & Mad River Transit System (A&MRTS)

### b. Preferred Consultant for the Transit Development Plan/Transit Marketing Plan

Oona Smith reported that LSC Transportation Consultants, Inc. was selected for the Five-Year Transit Development; Moore & Associates was selected for the Transit Marketing Plan.

### c. Federal Transit Administration Transit Asset Management

Debra Dees reported on the new FTA regulation that applies to all transit providers to establish a nationwide system to monitor and manage transportation assets. Agencies will be asked to set targets, develop criteria, report inventory, and develop agency Transit Asset Management plans. Data will need to be reported by January 1, 2018. More information will be available at the spring CalACT Conference in April 2017.

### d. Master Vehicle Inventory List

Debra Dees requested that seating information such as number of seats and wheelchair seating be included on the Master Vehicle Inventory List.

## 8. Adjournment

The meeting adjourned at 3:45 p.m.

Respectfully submitted,  
Christie Smith, Executive Assistant