



**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**

Special Meeting  
Monday, May 15, 2017, 2:30 p.m.  
HCAOG Conference Room

**Present:**

Jaison Chand, Chair  
Wendy Howard, Vice-Chair  
Doby Class  
Dave Carstensen  
Consuelo Espinosa

Greg Pratt  
Dusty Napier

City Ambulance of Eureka  
City of Eureka  
Arcata & Mad River Transit System  
Caltrans District 1  
Consolidated Transportation Services  
Agency  
Humboldt Transit Authority  
KT/Net

**Absent:**

Kevin Carter  
Anita Huff  
Krista Paddock  
Cheryl Tucker

City of Fortuna Parks & Recreation  
Blue Lake Rancheria  
Humboldt State University, Parking/Transit  
College of the Redwoods

**Staff:**

Oona Smith  
Debra Dees  
Christie Smith

Senior Planner  
Associate Planner  
Executive Assistant

**1. Call to Order**

Chair, Jaison Chand, called the meeting to order at 2:30 p.m.

**2. Introductions**

**3. Approval of Meeting Record – February 21, 2017**

A revision was made to clarify the motion made for Action Item 5b.

**Motion was made** (Howard/Pratt) to approve the meeting record of February 21, 2017 as amended.

**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. Transportation Development Act (TDA) Triennial Performance Audits

Derek Wong of Michael Baker International participated via conference call to answer questions. The SCC reviewed the final draft TDA Triennial Performance Audits and provided minor revisions.

**Motion was made** (Pratt/Class) that the SCC recommends the HCAOG Board accept the Triennial Performance Audits for A&MRTS, ETS, Fortuna Transit, HCAR, HTA, and HCAOG.

**Motion carried unanimously.**

### b. FFY 2017 and FFY 2018 Federal Transit Administration Section 5311 Program of Projects

**Motion was made** (Pratt/Howard) that the SCC recommends the HCAOG Board approve the FFY 2016 and FFY 2018 Section 5311 Program of Projects for submittal to Caltrans.

**Motion carried unanimously.**

### c. Humboldt County Bicycle Facilities & Trail Map

Debra Dees requested that the SCC provide feedback on items that the transit agencies would like to have included in the interactive trail map.

## 6. Transit Development Plan (TDP) Meeting with LSC Transportation Consultants, Inc.

The SCC participated in a meeting for the Five-Year Transit Development Plan update. Selena McKinney, Transportation Planner, from LSC, Inc., facilitated the meeting to review study findings to date and discuss key issues for the TDP.

## 7. Information Items and Member Communication

### a. Monthly Statistical Reports

Monthly statistical reports were provided by:

- Fortuna Transit

## 8. Adjournment

The meeting adjourned at 4:25 p.m.

Respectfully submitted,  
Christie Smith, Executive Assistant



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

Special Meeting  
Monday, August 21, 2017, 2:30 p.m.  
HCAOG Conference Room

**Present:**

Jaison Chand, Chair	City Ambulance of Eureka
Dave Carstensen	Caltrans District 1
Charlotte Merkel	County of Humboldt
Dusty Napier	KT/Net
Alene Webb	Humboldt Transit Authority
Thomas Vargas (Alternate)	Blue Lake Rancheria

**Absent:**

Wendy Howard	City of Eureka
Doby Class	Arcata & Mad River Transit System
Consuelo Espinosa	Consolidated Transportation Services Agency
Kevin Carter	City of Fortuna Parks & Recreation
Krista Paddock	Humboldt State University, Parking/Transit
Cheryl Tucker	College of the Redwoods

**Staff:**

Marcella Clem	Executive Director
Oona Smith	Senior Planner
Debra Dees	Associate Planner
Christie Smith	Executive Assistant

**1. Call to Order**

Chair, Jaison Chand, called the meeting to order at 2:37 p.m.

**2. Introductions**

**3. Approval of Meeting Record – May 15, 2017**

A revision was made to correct the date on item 5b. from FFY 2016 to FFY 2017.

Due to the absence of a quorum, this item will be returned for approval at the October 16, 2017 meeting.

**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. Transit Development Plan (TDP) Update: Transit Marketing Plan Scenarios for Regional Branding and Website**

Oona Smith presented an overview of the Transit Marketing Plan and gathered feedback on the branding and web scenarios. The SCC agreed that Scenario 3 for transit regional branding would meet the goal of going towards a more unified brand. The TMP will not move forward until after the Transit Development Plan by LSC Inc., is completed.

### **b. Transit Development Plan (TDP) Update: Presentation and Review of “Technical Memo #2: Alternatives Analysis”**

Gordon Shaw, Principal, and Selena McKinney, Transportation Planner, from LSC, Inc., presented the “Technical Memo #2” and the service alternatives and performance analysis, and answered questions and gathered feedback from the SCC.

### **c. Fleet Inventory**

Debra Dees presented the fleet inventory list and requested the SCC forward their updates to her.

### **d. 5311 Funding Objectives and Criteria Yearly Review**

Due to the absence of a quorum, this item will be returned for discussion and recommendation for approval at the October 16, 2017 meeting.

## **6. Information Items and Member Communication**

### **a. Monthly Statistical Reports**

Monthly statistical reports were provided by:

- Blue Lake Rancheria
- Fortuna Transit

## **7. Adjournment**

The meeting adjourned at 4:33 p.m.

Respectfully submitted,  
Christie Smith, Executive Assistant