



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**  
611 I Street, Suite B  
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**AGENDA ITEM 6b**  
**SSTAC Meeting**  
**August 7, 2024**

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DATE: July 31, 2024  
TO: Social Services Transportation Advisory Council (SSTAC)  
FROM: Stevie Luther, Associate Regional Planner  
SUBJECT: **FY 2025-26 Unmet Transit Needs (UTN) Cycle and Proposed Timeline**

### **STAFF REPORT**

#### **Contents:**

- Staff's Recommended Action
- Staff Summary

#### **Staff's Recommended Action:**

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:  
"I move that the SSTAC approve the FY 2025-26 UTN timeline and provide staff direction on changes to this year's process."

#### **Staff Summary:**

The next Unmet Transit Needs (UTN) cycle is for the Fiscal Year 2025-26. The draft timeline for the Unmet Transit Needs process is included in this staff report for discussion. As the SSTAC leads the UTN process, the Council is invited to provide additional direction to staff regarding public outreach methods and UTN report content at this meeting.

The SSTAC is asked to review and move to approve the below FY 2025-26 UTN timeline.

<b>FY 2025-26 Unmet Transit Needs (UTN) Timeline</b>	
<b>Action</b>	<b>Benchmark</b>
Discuss upcoming process and timeline	August 7, 2024 SSTAC meeting
Public outreach activities	August - December 2024
Request to jurisdictions to schedule UTN hearings	September 9, 2024
Publish notification of all UTN scheduled meetings adhering to the 30-day Notice requirement. Distribution of public hearing schedules in the region.	October 4, 2024 Times Standard/North Coast Journal
UTN Public Hearings at City Council Meetings	November - December
HCAOG (statutorily required) UTN Public Hearing	November 21 or December 19, 2024 HCAOG Board Meeting
SSTAC public meeting as needed to discuss UTN reasonable to meet definitions or other UTN process.	December 4, 2024 SSTAC meeting
FY 2025-26 Comment period deadline.	December 31, 2024. Comments received after will be included in next year's UTN report.
Provide comments to Transit Operators for comment.	January 10, 2025
Comment due date from Transit Operators	February 14, 2025
SSTAC review initial findings and provide direction on UTN report	March 5, 2025 SSTAC meeting
SSTAC review final draft UTN Report of Findings and recommend for approval	May 7, 2025 SSTAC meeting
Approval of UTN Report of Findings by the HCAOG Board.	May 15, 2025 Board meeting