



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 6a
SSTAC Meeting
August 2, 2023

DATE: July 25, 2023
TO: Social Services Transportation Advisory Council (SSTAC)
FROM: Stevie Luther, Associate Regional Planner
SUBJECT: **FY 2024-25 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 2024-25 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 2024-25. 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 timeline includes adopting revised TDA Rules and Regulations in order to update the 'reasonable to meet' criteria as discussed further in the Performance Audit Recommendations staff report. Staff would make the minor update to the TDA Rules and bring for approval to the HCAOG Board in September, which would allow time for the UTN Synopsis that accompanies the public hearings to be updated with the new standard.

The SSTAC is asked to review and move to approve the below FY 2024-25 UTN timeline.

FY 2024-25 Unmet Transit Needs (UTN) Timeline	
Action	Benchmark
Discuss upcoming process and timeline.	August 2, 2023 SSTAC meeting
Public outreach activities	August - December 2023
Request to jurisdictions to schedule UTN public hearings. Allow jurisdictions sufficient time to schedule meeting in October or November.	August 25, 2023
Bring TDA Rules to Board for adoption with proposed updates to reasonable to meet criteria.	September 21, 2023 HCAOG Board Meeting
Publish notification of all UTN scheduled meetings adhering to the 30-day Notice requirement. Distribution of public hearing schedules in the region.	September 22, 2023 Times Standard/North Coast Journal
UTN Public Hearings at City Council Meetings	October & November
HCAOG (statutorily required) UTN Public Hearing	November 16 or December 21, 2023 HCAOG Board Meeting
SSTAC public meeting as needed to discuss UTN reasonable to meet definitions or other UTN process.	December 7, 2023 SSTAC Meeting
FY 2024-25 Comment period deadline.	December 31, 2023. Comments received after included in next year's UTN report.
Provide comments to Transit Operators for comment.	January 6, 2024
Comment due date from Transit Operators	February 16, 2024
Review draft UTN Report of Findings	April 3, 2024 SSTAC Meeting
HCAOG's Technical Advisory Committee recommendation for approval of Report of Findings	May 2, 2024
Approval of UTN Report of Findings by the HCAOG Board.	May 16, 2024