



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 7a
HCAOG Board Meeting
December 12, 2024

DATE: December 5, 2024
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Beth Burks, Executive Director
SUBJECT: **FY 2024-25 Overall Work Program (OWP) & Budget Amendment #2**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Budget Summary Review
- Budget Summary Spreadsheet
- Draft FY 2024-25 OWP & Budget Amendment #2
- Resolution 24-22

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 Board adopt Resolution 24-22 approving the FY 2024-25 OWP & Budget Amendment #2, appoint Debbie Egger as Interim Executive Director beginning December 21, 2024, and direct staff to enter into an employment agreement with Debbie Egger.”

Staff Summary:

Annually, Regional Transportation Planning Agencies are required to develop and submit an Overall Work Program (OWP). HCAOG's OWP & Budget outline regional transportation planning activities to be accomplished between July 1 and June 30 of the state fiscal year with a focus on its transportation goals and objectives. The OWP is intended to provide a comprehensive overview of transportation planning and regionally significant activities.

The California Department of Transportation (Caltrans) requests an amendment to the OWP if funding, schedules, work products, or other items change. Amendment #2 includes the following significant changes to the adopted FY 2024-25 OWP:

1. Inclusion of new Work Element 24: Partnering Assets and Authorities for Comprehensive Transit (PAACT) funded by the Caltrans FY 2024-25 Sustainable Transportation Planning Grant: Strategic Partnerships - Transit program. HCAOG is the primary applicant; Humboldt Transit Authority (HTA) is the secondary applicant. The grant award is \$479,500 and local matches total \$62,150 (11.47%), for an estimated total project cost of \$541,650. A significant portion of the local match will be expended in future fiscal years. The project will focus on building strong working relationships among HCAOG, HTA, other transit and mobility-service providers, Caltrans, local tribes, cities, and county agencies in order to plan transportation and land use together, considering socio-economic and equity factors and funding mechanisms.
2. Benefit and administrative cost changes. This includes updates to health and dental insurance costs, employer retirement contribution, CalPERS unfunded accrued liability (UAL), and the outgoing Executive Director's vacation payout. Direct costs for Legal Services were increased in anticipation of services needed for researching the steps required for formalizing the Regional Climate Committee.
3. Additional funding source of \$19,407 in Work Element 5 for the remaining Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds. This money will pass through HCAOG for supplemental tribal pavement management plan work to be done by a consultant.
4. Staffing changes. This amendment includes the removing the current executive director from quarters 3 and 4 and estimates for costs for an interim executive director in quarter 3 and a new executive director in quarter 4. Debbie Egger, HCAOG's former Fiscal Administrative Officer, has agreed to step in as the interim executive director beginning January 2, 2025. At the Board's direction staff will prepare an employment agreement with Debbie specifying the hourly wage, start date, a limitation to work no more than 960 hours (a CalPERS requirement for retired annuitants) and that no other benefits are being offered (i.e. paid benefit time, retirement contributions, or provisions for health insurance).
5. Carryover funds from Fiscal Year 2023-24. The amendment includes carryover RPA and PPM funds from the prior fiscal year in the amount of \$42,830. As well as an updated carryover amount for SAFE.

Other changes to direct expense projections and funding sources have been made. Funding changes affecting work elements are shown on the Budget Summary Review and Budget Summary Sheet pages enclosed with this staff report and can be found on pages 21-24 in the OWP.

The total budget is being revised from \$4,459,145 to \$5,143,134 an increase of \$683,989.