



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

AGENDA ITEM 5c
SSTAC Meeting
January 2, 2020

DATE: December 16, 2019
TO: Social Services Transportation Advisory Council (SSTAC)
FROM: Philip Johnson, Associate Planner
SUBJECT: **FY 2020-21 Determining Unmet Transit Needs (UTN) Reasonable to Meet**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Comments Matrix
- Attachment A: Unmet Transit Needs Flowchart

Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. After receiving public comment and discussing, make the following motion:

“The SSTAC directs staff to update the UTN comments matrix as discussed, and determines the unmet needs comments discussed to be reasonable or not reasonable to meet.”

Staff Summary:

As the Regional Transportation Planning Agency (RTPA) for Humboldt County, HCAOG is responsible for the administration of Transportation Development Act (TDA) funds. TDA funds (funded through ¼ percent of the statewide sales tax) are the primary funding source for most transit systems. As part of its TDA duties, HCAOG is required to implement an annual unmet transit needs process, which has three key components: soliciting testimony on unmet transit

needs; analyzing needs in accordance to adopted definitions of unmet transit needs and reasonable to meet; and adoption of a finding regarding unmet transit needs that may exist for the upcoming fiscal year. Unmet transit needs findings ensure that jurisdictions expend all TDA funds on transit purposes, if there is a need found reasonable to meet.

The SSTAC is required by TDA law to participate in the process and recommend to the HCAOG Board one of the following findings:

- (A) there are no unmet transit needs;
- (B) there are no unmet transit needs that are reasonable to meet; or,
- (C) there are unmet transit needs including needs that are reasonable to meet.

Below is the definition of an unmet transit need:

1. Trips requested from residents who do not have access to public transportation, specialized transportation, or private transport services or resources for the purpose of traveling to medical care, shopping, social/recreational activities, education/training, and employment; or
2. Proposed public transportation, specialized transportation, or private transport services that are identified in the following (but is not limited to): Transportation Development Plans, the Regional Transportation Plan, the Coordinated Public Transit–Human Services Transportation Plan.

Additionally, the TDA stipulates that, for this process, unmet transit needs do *not* include:

- Improvements funded or scheduled for implementation in the next fiscal year.
- Minor operational improvements or changes such as bus stops, schedules, and minor route changes.
- Trips for primary or secondary school transportation.
- Sidewalk improvements or street and road needs.

"Minor operational improvements" are changes to service which do not affect the operating cost of the transit service either by requiring additional staff and/or additional vehicle hours of service or miles of service.

Unmet transit needs may be found to be *reasonable to meet* by means of the following criteria:

1. To be considered reasonable to meet, a service must be operationally feasible and financially sustainable, as defined below:
 - a) To be considered operationally feasible, the service must have adequate running time, adequate roadways, and must be safe to operate.
 - b) To be considered financially sustainable, enough money should be available from identified sources of funding to pay for the marginal operating cost of the service continuously for three years.
2. Additionally, to be considered "reasonable to meet" the service must be projected to meet a minimum "marginal farebox return ratio" of 10 percent within two years. If multiple competing services are requested, other factors such as estimated subsidy per passenger trip and passengers per vehicle hour of service may also be considered. Ridership and farebox return ratio thresholds will also be considered for continuing new introduced services.

3. Pursuant to the requirements of Transportation Development Act (TDA) Statutes (Public Utilities Code Section 99401.5(c)), a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.
4. Once a service is determined to be "reasonable to meet" and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically, whether the service meets a minimum 10 percent marginal farebox ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent with the first year, or 100 percent within two years, the service may be cancelled and deemed "no longer reasonable to meet." An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.

Outreach efforts for the UTN process were robust. HCAOG published the UTN public meeting dates in the Times Standard. Operators also posted the flyers on buses. Additionally, HCAOG promoted the UTN process ad on social media, which informed the public of the hearing dates, and asked for the public's input on unmet need comments. The paid social media ad reached 1,946 people. HCAOG also accepted comments through our website, by email, telephone, and mail.

Staff summarized comments in a matrix to assist the SSTAC in their discussion. Staff categorized comments as "unmet needs" or "operational" and shared those recommendations with operators. The matrix reflects feedback received from the operators.

The SSTAC will determine if comments are operational or unmet needs, and identify which unmet needs are reasonable to meet according to the HCAOG's adopted definitions and criteria. Once all determinations are complete, the SSTAC will forward a recommendation to the HCAOG Board. Any unmet transit needs that require additional information will be discussed at a future meeting.



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AGENDA ITEM 9d
HCAOG Board Meeting
August 15, 2019

DATE: August 6, 2019
TO: HCAOG Policy Advisory Committee
FROM: Philip Johnson, Associate Planner
SUBJECT: **California Highway Patrol (CHP) State Routes 36 and 96 Supplemental Patrols 2018-19 Informational Report**

INFORMATIONAL REPORT

At the May Board meeting, the Board authorized extending the CHP Standard Agreement contract for supplemental patrols on State Routes 36 and 96, not to exceed \$100,000 per year. Captain Stacy Barr, Area Commander of the CHP, provided an update pertaining to such service.

The Board requested information, not available at the time of the presentation, regarding the number of assistance services and warnings that CHP handled in their supplemental patrols. Captain Barr provided the following in response to the Board's questions. The category "Enforcement Contacts" includes both warnings and citations. In the future, citations will be tracked separately from warnings.

CHP Supplemental Patrols Update*

Total Motorist Services	173
Total Enforcement Contacts	125
Total Miles Driven	19,004

*September 2018-June 19, 2019



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RESOLUTION 19-19
RESOLUTION OF THE HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
APPROVING THE HUMBOLDT TRANSIT AUTHORITY FY 2019-20
TRANSPORTATION CLAIM FOR THE EUREKA TRANSIT SERVICE

WHEREAS, Humboldt Transit Authority has submitted a Local Transportation Fund (LTF) claim for FY 2019-20 dated May 28, 2019 pursuant to all applicable statutes and regulations for the following purposes:

\$ 365,530	Article 4, Section 99260(a) City of Eureka RTS Contribution Share
\$ 302,317	Article 4, Section 99260(a) Eureka Transit Service
<u>\$ 425,533</u>	Article 4, Section 99260.7 City of Eureka Dial A Ride
\$1,093,380	Total

WHEREAS, the Association in its capacity as the Regional Transportation Planning Agency does hereby find said claim in conformance and consistent with the adopted Regional Transportation Plan.

NOW, THEREFORE, BE IT RESOLVED that the Association authorizes the Executive Director to execute the Humboldt Transit Authority’s Eureka Transit Service claim in the total sum of \$1,093,380 (one million, ninety-three thousand, three hundred eighty dollars).

PASSED AND ADOPTED by the Humboldt County Association of Governments, in the County of Humboldt, State of California, this 15th day of August 2019, by the following vote:

AYES: MEMBERS:

NOES: MEMBERS:

ABSENT: MEMBERS:

ABSTAIN: MEMBERS:

Attest:

 Christie Smith, HCAOG Executive Assistant

 Susan Ornelas, HCAOG Vice-Chair



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AGENDA ITEM 5a
SSTAC Meeting
January 2, 2020

DATE: December 16, 2019
TO: Social Services Transportation Advisory Council (SSTAC)
FROM: Philip Johnson, Associate Planner
SUBJECT: **Consolidated Transportation Services Agency (CTSA) Goals**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Scope of Work from the 2016 CTSA Contract, Appendix A

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 direct staff as necessary.

Staff Summary:

The Humboldt Transit Authority (HTA) was designated the Consolidated Transportation Services Agency (CTSA) for Humboldt County in July 2016. As one of their duties, they administer Dial-A-Ride (DAR) service for qualified individuals in both complementary and supplemental coverage areas in Humboldt County. The SSTAC discussed strategies for improving DAR's financial viability at the last two SSTAC meetings. Those discussions led to the necessity to further develop CTSA goals to guide appropriate strategies to improve the DAR system.

The discussion should build on existing goals already in place. Appendix A of the 2016 contract between HCAOG and HTA, provided as an attachment to this staff report, includes three high level goals:

- Increase transportation options for seniors, the disabled, and persons of low income.
- Reduce the costs for public transportation.
- Identify and implement efficiencies in community transportation operations.

As discussed in the Humboldt County Transit Plan (TDP), these goals may be “inherently contradictory” (e.g., cost effectiveness vs. service area), and suggests that transit agencies “balance trade-offs between goals,” and adopt policy statements.

The Council should also consider the following objectives and policies set in the Regional Transportation Plan (RTP), when considering improvements to the CTSA goals:

OBJECTIVE: BALANCED MODE SHARE/COMPLETE STREETS Specific Public Transportation Objective: Expand and improve local and interregional transit services to improve mobility for people in Humboldt County.

- Policy PT-1 To grow and meet transit demand, fund programs to increase trip frequency. Prioritize programs with the highest potential to increase ridership and reduce the number of single occupancy vehicle trips made in Humboldt County...
- Policy PT-3 HCAOG shall support paratransit providers to maintain a zero trip-denial rate ...

OBJECTIVE: EFFICIENT & VIABLE TRANSPORTATION SYSTEMS: Specific Public Transportation Objective: Maximize operating efficiency and productivity without lowering service quality. Specific Public Transportation Objective: Ensure that transit systems meet minimum performance standards.

- Policy PT-8 HCAOG shall evaluate and consider requests for extending service hours, expanding service area, and adding service frequency, based on the potential of the new service(s) to meet minimum productivity standards or better.

OBJECTIVE: ENVIRONMENTAL STEWARDSHIP Specific Public Transportation Element objective: Coordinate long-range transit planning with land use policy, environmental policy, and development projects to help achieve a balanced transportation system.

OBJECTIVE: EQUITABLE & SUSTAINABLE USE OF RESOURCES Specific Public Transportation Element objective: HCAOG’s priority is to make transit service as affordable and convenient as possible for Humboldt’s primary transit users, who are low-income households, youth, seniors, students, and persons with disabilities.

- Policy PT-15 HCAOG shall help promote integrated social services and public transportation services, including specialized transportation programs for the county’s disabled and elderly population.

CTSA goals are usually developed prior to identifying objectives and strategies. Goals and objectives are closely tied but different. A goal is a desired result or outcome you want to achieve, and is typically broad and long term. An objective is a more clearly defined target, or direction, to achieve a goal. It defines the specific, measurable steps needed to achieve the overall goal. A strategy is the approach taken to achieve the goal. Below are definitions to help aid the conversation.

Goals – “Where are we going?” A broad aim toward which your efforts are directed (e.g. provide a DAR system which is financially sustainable).

Objective – A specific and measurable milestone that must be achieved to reach a goal (e.g., run farebox at 15%).

Strategy – “How do we get there?” A plan of action designed to achieve an objective (e.g. reduce or cut underperforming service times).

The current contract between HCAOG and HTA for CTSA duties is up for renewal in June 2021. The associated scope of work includes three goals and a number of tasks that could be considered strategies, but there are not stated objectives. HCAOG staff is requesting assistance from the SSTAC to revise and improve the Scope of Work for consideration by the HCAOG and HTA Boards. Thus far, the Council has discussed the following goals and objectives:

- Meet farebox
- Keep existing level of service for medical appointments
- Decrease costs for passengers
- Decrease vehicle miles traveled (VMT)



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AGENDA ITEM 5b
SSTAC Meeting
January 2, 2020

DATE: December 16, 2019
TO: Social Services Transportation Advisory Council (SSTAC)
FROM: Philip Johnson, Associate Planner
SUBJECT: **Dial-A-Ride (DAR) Farebox and Operational Improvement Strategies**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Dial-A-Ride Former and Updated Methodology
- Origin and Destination Statistics
- Member Contributions and Statistics
- Chart of Service 1
- Chart of Service 2

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 direct staff as necessary.

Staff Summary:

The SSTAC discussed strategies for improving DAR's financial viability at the last two SSTAC meetings. Once goals are identified, objectives and strategies to meet those goals should be identified.

The SSTAC has discussed the following strategies at the last two SSTAC meetings to address current DAR operational challenges:

1. Discount single-zone trips: Discounting single-zone trips may encourage riders to stay within their city, as opposed to taking inter-zonal trips.

2. Remove the maximum zone cap/proposed zone changes: There is currently a three-zone (\$9) cap on fares. HTA's costs increase due to longer trips that pull vehicles away from the more efficient to serve urban areas. HTA has shared a map proposing eight DAR zones, up from the current five.
3. Increase fares for non-medical trips in supplemental coverage areas: HTA has flexibility in setting service parameters in their supplemental coverage areas (e.g., outside Eureka and Arcata).
4. Offer free fixed-route transit passes to DAR-approved passengers: Other transit agencies have found that this decreases demand on their DAR system, since all DAR-approved passengers are not able to take public transit.
5. Hours of operation: The Council discussed hours of operation, specifically evening service between 6 p.m. and 7 p.m. Passengers seem to utilize early a.m. service more than evening service, especially with medical appointment demand.
6. Rides per trip: HTA should design the system in a way that maximizes passengers per trip, and consider cutting trips with exceptionally low rides.
7. Allow the general public on trips for an increased fare: Some transit providers open their DAR doors to the general public for an increased fare. These higher fares can help offset farebox and help provide a more viable transportation option to those who need personalized service.
8. Reducing passenger costs: The Council discussed reducing costs for all riders.

Greg Pratt, HTA General Manager, has developed materials to illustrate potential changes to the current DAR structure included in this staff report for discussion.



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AGENDA ITEM 5c
HCAOG Board Meeting
August 15, 2019

DATE: August 6, 2019
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Philip Johnson, Associate Planner
SUBJECT: **Approval of the FY 2018-19 Regional Surface Transportation Program (RSTP) Allocations**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- FY 2018-19 RSTP Policy and Allocations

Staff's Recommended Action:

Motion to be approved by consent:

“The PAC recommends the HCAOG Board approve the FY 2018-19 RSTP allocations.”

Staff Summary:

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program (Federal) Funds (§133 of USC Title 23). Annually, HCAOG and the California Department of Transportation (Caltrans) execute an RSTP agreement to exchange these federal RSTP funds for state funds, thus eliminating the administrative burden of some federal requirements.

The RSTP apportionment for FY 2018-19 is \$1,348,874, which is an increase of \$86,764 from the previous year. The distribution of RSTP funds includes a Regional Apportionment and an Excess Fund Apportionment. The Regional Apportionment totals \$262,188. This amount has remained constant since the development of the distribution formula. The Excess Fund Apportionment is the remaining amount of \$1,086,686.

From the Regional Apportionment (\$262,188), \$100,000 is taken off the top and allocated to Humboldt County in exchange for an annual dedication of \$200,000 of County Local Transportation Funds to transit agencies supporting capital improvements. The remaining Regional Apportionment amount (\$162,188) is then apportioned to the four former Federal Aid Urban (FAU) recipients, based on percentages set in the 1990s:

- 46.6% Eureka
- 23.8% Arcata
- 15.0% McKinleyville
- 14.6% Fortuna

From the Excess Fund Apportionment (\$1,086,686), funds are first allocated for small agencies through the Small Agency Program. The Small Agency Program amount is based on the percentage of the population of the four small cities (Blue Lake, Ferndale, Rio Dell and Trinidad) in the region, as well as populations of tribes that are members of the TAC (Blue Lake Rancheria, Bear River Band of the Rohnerville Rancheria, Hoopa Valley Tribe, Karuk Tribe, Trinidad Rancheria, and the Yurok Tribe).

The remaining Excess Fund Apportionments are then given to the FAU and Federal Aid Secondary (FAS) agencies. As the FAS recipient, Humboldt County receives 67.2% of the remaining Excess Fund Apportionments, with the FAU recipients receiving the remaining 32.8% of the Excess Fund Apportionment. The 32.8% allocation is apportioned according to the 1990 percentages for each FAU recipient listed above.

The California Department of Finance Table E-1 is used for local population data. The North Coast Tribal Transportation Commission provides tribal population data.

The enclosed “FY 2018-19 RSTP Administrative Policy and Allocations,” provides program background, the apportionment breakdown, and an RSTP claim form.

<u>RSTP 18-19 Allocations</u>	
County of Humboldt	839,312
Arcata	115,992
Blue Lake	9,981
Eureka	227,111
Ferndale	10,720
Fortuna	71,154
Rio Dell	26,707
Trinidad	2,891
Tribal Governments	45,007
Total	\$1,348,874

The Technical Advisory Committee has reviewed the FY 2018-19 RSTP Administrative Policy and Allocation and has forwarded a recommendation of approval.