



**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 5a**  
SCC Meeting  
December 16, 2019

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DATE: December 4, 2019  
TO: Service Coordination Committee (SCC)  
FROM: Philip Johnson, Associate Planner  
SUBJECT: **FY 2020-21 Unmet Transit Needs (UTN) Comment Review**

### **STAFF REPORT**

#### **Contents:**

- Staff's Recommended Action
- Staff Summary
- Comments Matrix

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

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Direct staff as necessary.

#### **Staff Summary:**

As the Regional Transportation Planning Agency (RTPA) for Humboldt County, HCAOG is responsible for the administration of Transportation Development Act (TDA) funds. Those duties require HCAOG to conduct an annual unmet transit needs process, which has three key components: gathering comments, analyzing needs in accordance to adopted definitions, and adopting a finding.

The Social Services Transportation Advisory Committee (SSTAC) makes determinations and recommendations in this process as to whether there are unmet transit needs “reasonable to meet” as required by TDA law. HCAOG then forwards SSTAC’s recommendations to the HCAOG Board for approval.

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. (“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)
- Trips for primary or secondary school transportation.
- Sidewalk improvements or street and road needs.

HCAOG staff is asking for operator input this cycle in determining whether a comment is an unmet need or operational. HCAOG staff categorized comments as “unmet needs,” or “operational,” and shared those recommendations with operators. HCAOG staff received comments from operators pertaining to this, and invites operators to discuss this further. Staff will then make needed changes to the matrix and present it to the SSTAC, where the Council will make their final determinations. HCAOG staff will present the SSTAC’s recommended “Report of Findings” to the Board for approval.