

Board of Directors  
NATALIE ARROYO  
City of Eureka  
REX BOHN  
County of Humboldt  
STEVE LADWIG  
City of Trinidad  
TIMOTHY MARKS  
City of Rio Dell  
PAUL PITINO  
City of Arcata  
TAMI TRENT  
City of Fortuna  
MIKE WILSON  
County of Humboldt

HTA Board Staff  
GREG PRATT  
General Manager  
BRENDA FREGOSO  
Secretary to the Board



Humboldt Transit Authority  
Governing Board of Directors  
HTA Conference Room - 133 V Street Eureka  
AGENDA

Wednesday, September 26, 2018

9:00 AM

Regular Meeting

A. Call Meeting To Order

B. Roll Call & Introductions

C. Community Members Communication

Members of the community are invited to comment on items or issues not on the agenda.

D. Special Presentations

1. 101 Eureka-Arcata Corridor Improvement: Jeff Pimentel; Caltrans, and Marcell Clem; HCAOG.

E. Consent Calendar

By motion, recommend the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the consent calendar upon request and will be heard separately.

1. Minutes from the August 22, 2018 Regular Board Meeting

Page 03

*Recommend: Approve minutes*

*Attachments: August 22, 2018 minutes*

2. July 2018 statistics and financial statements for all systems operated by HTA

Handout

*Recommend: Receive and file*

F. Items Removed from Consent Calendar

G. Old Business

## H. New Business

1. Unmet Transportation Needs Public Hearing for FY 18/19 Page 06
  - A. Open a public hearing to allow citizens to comment on transit needs in Humboldt.
  - B. Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments.
  
2. Bus Cleaning Contract Page 09

A new contract is needed for cleaning the bus shelters served by Humboldt Transit Authority buses. Staff is requesting the board extend the present contract to another three-year term.  
~Draft contract enclosed
  
3. Letter of Support: The Peninsula Community Collaborative (PCC) Page 12

The PCC submitted a request to the Humboldt Transit Authority for a letter of support for a raised crosswalk speed table near the entrance to the Manila Community Center leading to the HTA bus stop. A draft letter is enclosed.
  
4. Transportation Service for Old Arcata Road Page 15

Over the last six months, staff has been working with the County, HCAOG, and CAE Transport to address the unmet need for transportation services on Old Arcata Road. A Scope of Work has be drafted for review and comment.  
~Draft contracts enclosed

## I. Board Reports

## J. Department Reports

## K. Closed Session

1. The Board will go into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182).
2. The Board will Reconvene in Open Session and report out as necessary

## L. Adjournment

*Humboldt Transit Authority (HTA) is committed to a policy of non-discrimination pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Persons who require special accommodations, accessible seating, or documentation in alternative formats under the American with Disabilities Act or persons who require translation services (free of charge) should contact HTA at least two days prior to the meeting.*

*Humboldt Transit Authority (HTA) se compromete a una norma de no discriminación de acuerdo a los requisitos del Artículo VI del Acto Derechos Civiles de 1964. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con HTA al menos dos días antes de la reunión.*

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**REGULAR BOARD MEETING**

**August 22, 2018**

**ROLL CALL**

**PRESENT**

**ABSENT**

Board Members

Natalie Arroyo, City of Eureka  
Mike Wilson, County of Humboldt  
Paul Pitino, City of Arcata  
Rex Bohn, County of Humboldt  
Tim Marks, City of Rio Dell  
Steve Ladwig, City of Trinidad  
Tami Trent, City of Fortuna

Staff

Greg Pratt, General Manager	Consuelo Espinosa, ADA Specialist
Brenda Fregoso, Secretary to the Board	Brian Connors, Operations Manager
Alene Webb, Finance Manager	
Jim Wilson, Director of Maintenance	

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, City Ambulance; Kendall Flint, Director of Communications and Strategic Planning, Measure I.

**CALL TO ORDER**

Chairperson Arroyo called the meeting to order at 9:00 a.m. Introductions were made.

**COMMUNITY MEMBERS COMMUNICATION**

None

**SPECIAL PRESENTATIONS**

Kendall Flint, Director of Communications and strategic Planning gave the board a presentation on Measure I that will be on the November's ballot.

No public comment

**CONSENT CALENDAR**

**By motion, recommended the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.**

Motion by Supervisor Wilson, second by Councilmember Pitino to approve the Consent Calendar.

*Motion carries unanimously*

1. Minutes from the July 25, 2018 Regular Board Meeting

***Action Recommended: Approve minutes***

2. June 2018 statistics and financial statements for all systems

**Action Recommended: Receive and File**

3. HTA's Representative for California Transportation Pool

HTA board authorization is needed to appoint a CalTIP board member and/or an alternate.

**Action Recommended; Authorize the appointment of Alene Webb as Humboldt Transit Authority's representative and Greg Pratt as the alternate for the California Transportation Indemnity Pool by adopting Resolution 18-12.**

4. Agreements between Humboldt State University and the Humboldt Transit Authority

The contracts between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.

**Action Recommended; Approve the Operating Contracts between Humboldt Transit Authority, and Humboldt State University for bus service for Willow Creek, Eureka Transit and Redwood Transit.**

5. County Auditor: Authorize Signatures

Board authorization is needed to designate signatories to access the treasury account funds held by the County of Humboldt, Auditor-Controller.

**Action Recommended; Sign the interoffice memo of authorization requested by the County of Humboldt Auditor-Controller.**

**Items removed from the Consent Calendar**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

1. Amendments to the Classification Plan, Job Descriptions, Salary Schedule and Personnel Policy Manual for Unrepresented Employees

Staff is proposing changes to the Classified Plan, Salary Schedule, Job Descriptions, and Personnel Policy. All changes require board authorization.

General Manager Greg Pratt gave the board information and on the update to the Personnel Policy that mirror the recent changes to the memorandum of Understanding between AFSCME and HTA. He also gave the board a list of the other proposed changes and announced that the position of Transportation Supervisor would no longer be a position at HTA.

Motion by Councilmember Pitino, second by Supervisor Wilson to approve the amendment to the Humboldt Transit Authority's Personnel Policy Manual, Job Description & Salary Schedule for Unrepresented Employees by Adopting Resolution 18-11.

*Motion carries unanimously*

**Board Reports**

Chairperson Arroyo gave the board an update on information from the HCAOG regular board meeting.

### **Department Reports**

Human Resources Manager gave the board an update on new hires and how HTA is being staffed with professional licensed drivers in the past several months.

Director of Maintenance Jim Wilson gave the board an update on the electric bus as well as the EV program.

### **CLOSED SESSION:**

1. At 9:42 a.m. the Board went into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal Counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182).
2. The Board reconvened in Open Session at 10:21 a.m.  
It was reported that the board signed the Confidential Joint Defense Agreement to work with the City of Eureka and share documents HTA Legal Counsel Nancy Diamond.

Meeting adjourned at 10:27 a.m.



## HCAOG

*Regional Transportation  
Planning Agency*

611 I Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
www.hcaog.net

August 27, 2018

Mr. Greg Pratt, General Manager  
Humboldt Transit Authority  
133 V Street  
Eureka, CA 95501

Every year, as established by the California Transportation Development Act (TDA), the Humboldt County Association of Governments (HCAOG) is required to conduct a citizen participation process to identify any "unmet transit need" (UTN) that may exist in the region before TDA funds are distributed to local jurisdictions for non-transit purposes. If a UTN is identified, a further determination is needed to establish whether or not that need is "reasonable to meet".

The HCAOG Board of Directors will hold a public hearing on Thursday, October 15, 2018, to provide members of the public, local transit agencies, and local jurisdictions with the opportunity to discuss new or previously identified unmet transit needs.

Though not required, we encourage your agency to also conduct a public hearing between the timeline of September 24, 2018 through the end of October and forward us a record of all comments received.

Please provide your public hearing date to Christie Smith at [christie.smith@hcaog.net](mailto:christie.smith@hcaog.net) by Thursday, September 13, 2018. HCAOG will publish an ad in the Times Standard which will include a schedule of all hearing dates, times, and locations.

Enclosed for your information is a synopsis of the UTN process. If you have any questions, or if you would like me or a member of HCAOG's Social Service Transportation Advisory Council to participate at your hearing, please contact me at 444-8208. Thank you for your assistance.

Respectfully,

Marcella Clem  
Executive Director

Enclosures



**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

## **SYNOPSIS:**

### **Citizen Participation Process for Assessing Unmet Transit Needs**

#### **Transportation Development Act**

California's Transportation Development Act (TDA) legislates funding for transit purposes primarily, and for non-transit purposes under certain conditions. TDA funds are distributed through transportation planning agencies throughout the state. HCAOG is required to assess unmet transit needs prior to allocating any TDA funds for purposes *not* directly related to public transit.

#### **Public Process to Make a Finding**

Each year, HCAOG conducts a citizen participation process to gather public input concerning transit needs within the region. HCAOG's Social Services Transportation Advisory Council (SSTAC) leads the process to solicit broad input from transportation-dependent and transportation-disadvantaged persons. In consideration of public input, the SSTAC's recommendations, and adherence to HCAOG's adopted definitions, the HCAOG Board is required to make one of the following findings:

- (a) there are no unmet transit needs; or
- (b) there are no unmet transit needs which are reasonable to meet; or
- (c) there are unmet transit needs, including those that are reasonable to meet.

If a documented unmet transit need is identified within a specific jurisdiction that meets the test of reasonable to meet, the following will occur:

- The jurisdiction's Local Transportation Funds must be used to rectify the identified unmet transit need prior to using these funds for non-transit purposes such as maintenance of streets and roads;
- The addition and/or modification of the existing transit system(s) must be considered to resolve the identified unmet transit need.

#### **Report of Findings**

HCAOG's SSTAC considers all public testimony and input, applies the adopted definitions and reasonable to meet criteria and forwards a recommendation to the HCAOG Board in an annual report. The HCAOG Board will consider and adopt the Report of Findings no earlier than February of each year.

#### **Opportunities for Public Comment on Unmet Transit Needs**

Public hearings are held in the fall of each year. Comments may be provided at any of the unmet transit needs public hearings or submitted to HCAOG throughout the year via email, Facebook, in person, or telephone through the contact information below.

Email: [marcella.clem@hcaog.net](mailto:marcella.clem@hcaog.net)  
Facebook: [www.facebook.com/hcaog](http://www.facebook.com/hcaog)  
Mail or in person: HCAOG Office  
611 I Street, Suite B Eureka, CA 95501  
Telephone: (707) 444-8208

## UNMET TRANSIT NEEDS DEFINITIONS

**Unmet transit needs** are, at a minimum:

- (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 a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit–Human Services Transportation Plan.

Additionally, the HCAOG TDA Rules stipulate 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

**Reasonable to meet** criteria:

- (1) To be considered reasonable to meet, a service must be operationally feasible and financially sustainable, as defined below:
  - a) The service must have adequate roadways, and must be safe to operate.
  - b) Enough money should be available from identified sources of funding to pay for the marginal operating costs of the service continuously for three years.
- (2) 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 TDA Statutes (Public Utilities Code Section 99401.5c, 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.





133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
www.hta.org

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 26, 2018

SUBJECT: Cleaning Services for HTA Bus Stop Shelters

For the past three years, Teen Challenge has done a great job cleaning the bus shelters and have responded quickly to all our requests and emergencies. They have been helpful in reporting damage to bus stops, assisting with minor repairs, and have steam cleaned various bus stops at no cost to the Authority. Teen Challenge has also been reconditioning the shelters that are having problems with the powder coating peeling off by repairing and painting them.

Staff has put in a lot of time working with Teen Challenge to improve the overall appearance of the shelters and would like that relationship to continue. They have submitted a proposal to HTA for a three-year term at the same rate/hour as the original 2015 contract. The difference from the prior contract is the addition of four bus stops in the City of Eureka to be cleaned daily and two stops in the City of Arcata to be cleaned weekly at a monthly cost of \$4369.80.

*~The current contract amount is \$3,750.*

***Action Recommended: Execute the Contract between Teen Challenge and the Humboldt Transit Authority for a three-year term at a fixed cost of \$4,369.80/month.***

**Exhibit A (Revised 08/30/18)**

Humboldt Transit Authority  
 133 V Street  
 Eureka, CA 95501

SCOPE OF WORK  
 BUS SHELTER CLEAN & MAINTAIN

<u>County Bus Stops &amp; Bus Stops in Eureka</u>		
<b>Clean 5x's/week</b>		
<u>Northbound</u>	County Bus Stops	<u>Southbound</u>
Broadway & Del Norte		4 <sup>th</sup> & U
Broadway Cinema		4 <sup>th</sup> & Q
5 <sup>th</sup> & D		4 <sup>th</sup> & H
5 <sup>th</sup> & H		4 <sup>th</sup> & D
5 <sup>th</sup> & K		Broadway & Del Norte
5 <sup>TH</sup> & O		Bayshore Mall
5 <sup>TH</sup> & U		*Broadway & McCullens
Broadway & McCullens		
		Eureka Transit Service City Bus Stops Harris & Elizabeth Harris & F *Grocery Outlet 3 <sup>rd</sup> & H

<u>County Bus Stops &amp; Bus Stops in Eureka</u>		
<b>Clean once/week</b>		
<u>Northbound</u>	County Bus Stops	<u>Southbound</u>
Rio Dell City Hall		Trinidad
McKinleyville High School		Westhaven P.O.
*Redwood Village Shopping		McKinleyville Shops
Center Fortuna Blvd. &		School Road
Smith Lane		Manila Community
11 & N Street- Fortuna		Center
Valley West		Spruce Point/Humboldt
Valley East		Hill
		Rwd. Village Shopping
		Eureka Transit Service City Bus Stops Sequoia Park Harris & Granada General Hospital Sunny Ave. & Myrtle Burre Center Silvercrest Target 6 <sup>th</sup> & L Senior Center Veteran's Clinic

<u>Southern Humboldt Bus Shelters</u>	
<i>Clean every 2 weeks</i>	
<u>Northbound</u>	<u>Southbound</u>
Healy Senior Center	Phillipsville P.O.
Miranda General Store	

*Cleaning the bus stop shelter consists of cleaning trash around the surrounding area and sweeping.  
 Cleaning/wiping down the shelter of any cobwebs or debris. Contractor will provide their own supplies.  
 \*No Shelter-pick up trash.*

September 2018

Currently cleaning:

Daily stops=15 stops, cleaned 5 times a week, 4 weeks a month =300 cleanings a month

Weekly Stops= 21 stops, cleaned once a week, 4 weeks a month= 84 cleanings a month

Bi weekly stops= 3 stops, cleaned twice a month = 6 cleanings a month

TOTAL CLEANINGS DONE EACH MONTH=390

**Current rate is: \$3276 labor / 390 cleanings= \$8.40 per stop cleaning**

Mileage	\$371.40
Labor	\$3276.00
Add Fortuna	\$102.60
<b>TOTAL</b>	<b>\$3750</b>

**Proposed September 2018 cleaning schedule**

Daily stops= 19 stops, cleaned 5 times a week, 4 weeks a month= 380 cleanings a month (+80)

Weekly stops= 23 stops, cleaned once a week, 4 weeks a month= 92 cleanings a month (+8)

Bi weekly stops= 2 stops, cleaned twice a month = 4 cleanings a month (-2)

TOTAL STOPS CLEANED EACH MONTH=476

rate of \$8.40 per cleaning X 476=\$3998.40

New Proposed rate is:

Mileage	\$371.40 (no significant change in mileage with added stops)
Labor	\$3998.40
<b>TOTAL</b>	<b>\$4369.80</b>

Individual bus stop pressure washing can be done for \$100

## **Request for Community Support for a Speed Table and gravel shoulder on Peninsula Drive near the Manila Community Center**

Dear community member,

This letter and petition is intended to inform you about a proposal to construct a raised crosswalk speed table to slow down traffic (on Peninsula Drive in the vicinity of the Manila Community Center and Redwood Coast Montessori) and gravel shoulder to improve safety and visibility for all road users (from the Manila Community Center to Pacific Avenue). This petition and accompanying signature form is also intended to demonstrate to the Humboldt County Board of Supervisors the support from Manila residents and stakeholders for these improvements.

Manila residents have voiced interest in slowing traffic speeds along Peninsula Drive for more than 20 years. In addition, many people utilize Peninsula Drive for walking and biking, whether they are families walking to Redwood Coast Montessori school or nearby daycare programs, or residents walking to the dunes, commuting to work, or heading to the bus stop or store. The gravel shoulder and raised crosswalk would help connect people to the two transit stops in Manila.

The Peninsula Community Collaborative organized a walk audit in May 2018 to observe conditions for walking. During the walk audit, which County Public Works staff, County Supervisor Mike Wilson, and local residents attended, participants identified the opportunity to improve the roadway as described here. A walk audit report detailed the findings and opportunities, and is available as a separate document. While other safety improvements could be feasible in the longer term, a speed table could be constructed as early as summer 2019.

The type of speed table being proposed (e.g. an elevated paved area with gently sloped sides, perpendicular to the roadway) is intended to reduce speeds to 15-25 mph. Similar facilities have been installed by other rural communities in Humboldt with support from local fire and emergency personnel – including in Fieldbrook and Loleta and soon to be in Freshwater. Photographs of example speed tables and the proposed location of the raised crosswalk speed table on Peninsula Drive are shown below.

While the County's Speed Hump Policy allows for communities to petition for installation of speed humps/tables, the policy requires that communities fundraise for the construction, which is estimated at \$3,500-\$5,000 for the speed table and a yet to be determined cost for the gravel shoulder. The County is able to design these safety features, and the Peninsula Community Collaborative is able to lead fundraising efforts. Supervisor Mike Wilson has been supportive of these proposed improvements, as have the staff of the County's Public Works department who would be responsible for maintenance of these improvements.

*This effort brought to you by the Peninsula Community Collaborative.*

***Below: Examples of a speed table and raised crosswalk.***



***Proposed location of raised crosswalk speed table (yellow rectangle) on Peninsula Drive, proposed gravel shoulder to increase visibility for all modes of travel, and the Manila Trail (currently being designed by the County and Caltrans for construction in 2019-2020). (Diagram for demonstration purposes only and is not to scale.)***



**Peninsula Drive Gravel Shoulder and Roadway Improvements Project**

- Proposed Raised Crosswalk
- Proposed Gravel Shoulder
- Manila Trail (Led by the County and Caltrans with expected construction 2019-2020)
- HTA Public Bus Stop



133 V Street  
Eureka, CA 95501

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Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

September 26, 2018

Humboldt County Board of Supervisors  
825 5<sup>th</sup> Street  
Eureka, CA 95501

Dear Supervisors:

Thank you for the opportunity to express support for the installation of a raised crosswalk speed table on Peninsula Drive near the Manila Community Center. Humboldt Transit Authority operates a Redwood Transit Service bus stop on Peninsula Drive across from the community center. Driving speeds along Peninsula Drive and the lack of visibility for all roadway users have been safety concerns in the Manila community for many years. The proposed raised crosswalk speed table would greatly benefit transit users in Manila by slowing traffic in front of the Manila Community Center and providing a clearly designated crosswalk between the bus stop and this important community destination.

Humboldt Transit Authority (HTA) bus drivers currently operate buses on routes within Eureka, Myrtle town, Cutten and Arcata that have speed tables (e.g. W Street, Park Street, Holly Drive and Sunset Avenue, respectively). These speed tables have not caused any disruption to transit service.

Thank you for your consideration of these improvements to improve safety for transit users and Samoa Peninsula residents utilizing walking and biking to move about their community.

Sincerely,

Paul Pitino  
Humboldt Transit Authority Vice-Chair



133 V Street  
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826  
Fax: (707) 443-2032  
www.hta.org

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 26, 2018

SUBJECT: Transportation Service for Old Arcata Road

On January 15, 2016 the Humboldt County Association of Governments Board adopted the Unmet Transit Needs Report of Findings. Included in that report was the need for transportation services to the residents that live along Old Arcata Road. (See Page 17).

At that time, the cost to the County of Humboldt was \$240,000 for two 17 passenger vans and a yearly operating cost of \$117,260 minus \$18,144 in fares. (See Page 19) The County did not have the excess Local Transportation Funds available to sustain the service after it had funded bus service to the Tish Non-Village area. It should be noted that HTA serviced Old Arcata Road in the early 80's but discontinued it due to lack of ridership.

After speaking with Consultants and other operators in California, Staff began working on the concept of using the current taxi service to supplement regular bus service to gauge interest in alternative transportation. It is Staff's intention to contract with CAE Transport at \$19/trip to utilize their vehicles already in service and the software they currently use for dispatching to provide a "Pilot Program" for the remainder of the 18/19 Fiscal Year. (See Consultants Recommendation on Page 21)

At a cost of \$19.00/trip, we are able to set the fares to ensure that the system successfully achieves its minimum 10% farebox ratio, or 10% of the operating cost of each trip. The goal is to start this service by November 1<sup>st</sup>, and to promote it by selected media outlets and free ticket vouchers paid for by a Low Carbon Transit Operations Program grant that was recently awarded to HTA. Staff will closely monitor the service and bring the item back to the HTA board for an evaluation on how to proceed for fiscal year 19/20.

***Action Recommended: 1.) Review and discuss the contract between HTA, the County of Humboldt, and CAE Transport, and if approved 2.) Authorize the General Manager to execute both documents and 3.) Bring the item back to the January 2019 Regular Board Meeting for further evaluation.***

## *Executive Summary*

The Humboldt County Association of Governments (HCAOG), is Humboldt's designated Regional Transportation Planning Agency (RTPA). As an RTPA, HCAOG is responsible for the administration of the Transportation Development Act (TDA) funds received for the Humboldt region. HCAOG's membership includes the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad, in addition to the County of Humboldt.

The purpose of the Unmet Transit Needs process is to ensure that all unmet transit needs, that are reasonable to meet, are met before funds are expended for non-transit uses, such as streets and roads. If the HCAOG Board determines that there are unmet needs that are reasonable to meet, the affected jurisdiction must satisfy those needs before any TDA funds may be expended for non-transit purposes.

Each year, pursuant to the California State TDA, HCAOG must identify any unmet public transit need that may exist in Humboldt County. Public meetings are held to discuss transportation needs and hear concerns. HCAOG has established, by law, a Social Service Transportation Advisory Council (SSTAC), comprised of the transit-dependent, including disabled, elderly and low-income representatives. SSTAC members have worked with local agencies in developing unmet transit needs criteria, which are used in making project approval decisions. As mandated in Section 99238(c) of the Transportation Development Act (TDA), the SSTAC is responsible for:

- (1) Annual participation in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
- (2) Annual review and recommended action by the transportation-planning agency for the area within the jurisdiction of the council, which finds, by resolution, that (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.
- (3) Advising the transportation-planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.

### The SSTAC recommendation:

The SSTAC recommended that the HCAOG Board approve the FY 2015-16 Unmet Transit Needs Report of Findings identifying new bus service for the Tish Non Community Village and Old Arcata Road as reasonable to meet. Staff was directed to gather ridership and operating cost data for service requests discussed on pages 17 through 19 of this report for consideration next year.



The HCAOG Board's finding:

The HCAOG Board adopted findings of unmet transit needs, including needs reasonable to meet. The needs were identified as new services on Old Arcata Road and to the Tish Non Community Village.

The finding has been made based on deliberation and consideration of comments generated during the unmet needs public participation process, and measured against the evaluative criteria established in the RTPA's adopted definitions for the terms "unmet transit need" and "reasonable to meet" (described on pages 5-6 of this report).

## 4. Unmet Transit Needs Findings

The unmet transit needs process is necessary to evaluate how current transit services are meeting community needs. The HCAOG Board makes a finding based on testimony received, the recommendation of the Social Service Transportation Advisory Council (SSTAC), and HCAOG's adopted definitions of "unmet transit needs" and "reasonable to meet."

The HCAOG Board must make 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. (§99401.5(d))

The HCAOG's TDA Rules stipulate that unmet transit needs *do not include minor or operational improvements or changes such as bus stops, schedules, and minor route changes.*

### **Previous Year Recap: FY 2014-15**

In last year's UTN process, a "focus" survey was conducted based on prior year comments to determine ridership for potential transit service on Old Arcata Road (between Hall Avenue and Sunny Brae). Additionally, the Bear River Band of Rohnerville Rancheria conducted a survey and submitted a request for transit service to the Tish Non Community Village.

These two services met the evaluation criteria but were not determined to be reasonable to meet based on Criteria #4, which states:

An unmet transit need, meeting the tests in criteria #3, may be determined *not reasonable to meet* only once based on an inability to initiate service within the coming fiscal year. The claimant(s) should use this time to plan, acquire vehicles, or submit additional information needed to begin service. If the service is not initiated in the next fiscal year and still meets the tests in criteria #3, it will be determined reasonable to meet.

The HCAOG Board made a finding that there were no unmet transit needs that are reasonable to meet with consideration of Criteria #4 for evaluations on the following two potential services: 1) service on Old Arcata Road (between Hall Avenue and Sunny Brae) and 2) service to the Tish Non Community Village (Bear River Band of Rohnerville Rancheria).

Updated cost and anticipated ridership information is provided in Table 4a and 4b for new service on Old Arcata Road and in Table 5a and 5b for new service to the Tish Non Community Village. Service to these areas meet the adopted criteria and are not eligible for the application of Criteria #4 for the 2015-16 Report of Findings.

**Table 4a - Evaluation Criteria for Potential Service-Old Arcata Road**

Potential service:	Fixed route bus service on Monday-Friday Servicing Hall Avenue to Buttermilk Lane 2 northbound trips and 2 southbound trips in the AM 2 northbound trips and 2 southbound trips in the PM	
Transit Operator:	HTA	
a. Forecast of anticipated ridership if service is provided.	See Table 4b	
b. Estimate of capital and operating cost for providing such service	See Table 4b	
c. Do adequate roadways and turnouts exist to accommodate transit vehicles?	Yes. The County is researching bus stop locations and cost	
d. Are necessary vehicles available in the marketplace?	Yes	
e. Does potential transit service duplicate existing service	No	

**Table 4b - Estimated Cost and Ridership –Old Arcata Road**

Anticipated Cost	Anticipated Ridership (passengers)	Estimated Cost Per Ride	Estimated Revenue	Anticipated Farebox Ratio
\$451 per day \$2,255 per week \$117,260 per year	36 per day 756 per month	\$2.00	\$72 per day \$1,512 per month \$18,144 per year	15.47%
36 passengers x 21 days per month = 756 passengers per month \$2.00 day x 36 passengers x 21 days/month = \$1,512 monthly revenue Farebox Ratio: Yearly revenue \$18,144 divided by yearly costs \$117,260 = 15.47%				
Monthly Projected Cost*		Annual Projected Cost*		
\$9,772 - \$1,512 = <b>\$8,260</b>		\$117,260 - \$18,144 = <b>\$99,116</b>		
*Expenditures include: Fuel tires, vehicle maintenance, vehicle insurance, vehicle registration, driver (incl taxes), administrative.				
Additional cost - Purchase of two 17 passenger vans for total cost of \$240,000 to be funded by the 5311 program & LTF funding.				
Additional cost – bus stop signs and/or shelter(s) – \$				

## Definition of “Unmet Transit Need”

Unmet Transit Needs shall be defined as:

Unmet transit needs are, at a minimum:

- (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): a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit–Human Services Transportation Plan.*

Additionally, the HCAOG TDA Rules stipulate that, for this process, unmet transit needs do not include the following:

- *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.*

For further clarification regarding “minor operational improvements” are those 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. As most of the costs associated with transit service are tied to the hours of service (such as driver wages) rather than the miles of service, the cost implications are minimal for service modifications that change miles but not hours of service.

Furthermore, the SSTAC agreed to drop “trips for purposes outside of Humboldt County” as an exclusion to unmet transit needs, and will in the future consider trips outside of the county as a potential unmet transit need.

## Definition of “Reasonable to Meet”

The SSTAC has identified the following criteria in determining “Reasonable to Meet” transit needs:

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”<sup>10</sup> 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 newly-introduced services.<sup>11</sup>*
  
- (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 within 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.*

## **Policy Review**

Several policies were also reviewed and acted upon as described below.

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<sup>10</sup> The marginal farebox return ratio is determined by dividing the marginal fare revenue (that fare revenue collected specifically for the new service) by the marginal operating cost (the operating cost of the additionally provided service).

<sup>11</sup> Thresholds for services introduced as a means of meeting UTNs are discussed in the Policy Discussion of the SSTAC Strategic Plan.