



**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  
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www.hcaog.net

Social Services Transportation Advisory Council (SSTAC)  
**MEETING RECORD**

Regular Meeting  
February 1, 2017 1:30 p.m.  
HCAOG Conference Room

**Members Present:**

Richard Johnson, Chair	Public Representative
Charlie Bean, Vice-Chair	Transit User
Jaison Chand	City Ambulance of Eureka (CAE)
Kevin Carter	Fortuna Transit System
Greg Pratt	Humboldt Transit Authority (HTA)
Consuelo Espinosa	Consolidated Transportation Services Agency
Maggie Kraft	Area 1 Agency on Aging (A1AA)
Isa Pritting	Headstart
Joanne Conzelmann	Humboldt Senior Resource Center (HSRC)
Sharon Batini	Public Representative
Cindy Calderon	Tri County Independent Living

**Staff:**

Oona Smith	Senior Planner
Debra Dees	Associate Planner
Debbie Egger	Fiscal Administrative Officer
Christie Smith	Executive Assistant

**Absent:**

Erik Smiley	Council of the Blind
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**1. Call to Order**

Chair, Richard Johnson called the meeting to order at 1:30 p.m.

**2. Introductions**

**3. Public Participation**

There was no public participation for items not on the agenda.

**4. Approval of Meeting Record – January 4, 2017**

Revision was made to the representative of Headstart attending the January meeting.

**Motion was made** (Batini/Bean) to approve the meeting record of January 4, 2017, as amended.

**Motion carried unanimously.**

**5. Transit Development Plan Kick-off Meeting with LSC Transportation Consultants, Inc.**

Gordon Shaw, Principal, and Selena McKinney, Transportation Planner, from LSC Inc., facilitated the kick-off meeting with the SCC and SSTAC. Minutes from the kick-off meeting are attached.

## **B R E A K**

Meeting with SSTAC members reconvened at 2:57 p.m.

### **6. Action Items**

#### **a. Draft of FY 2017-18 Unmet Transit Needs (UTN) Report of Findings**

**Motion was made** (Pratt/Bean) to recommend the HCAOG Board approve the FY 2017-18 Unmet Transit Needs Report of Findings, determining that there are no unmet transit needs that are reasonable to meet.

**Motion carried unanimously.**

#### **b. Recommend Allocation Requests for the State's Low Carbon Transit Operations Program (LCTOP)**

Oona Smith requested feedback and recommendations for LCTOP Allocation Requests. Allocation requests will go out in March 2017. The SSTAC discussed and recommended that HTA's solar panel project be submitted for consideration.

### **7. Information Items and Member Communication**

#### **a. Regional Evaluation Committee (REC) for 5310 Applications**

Debra Dees reported on the process for submitting 5310 applications and requested volunteers to the score applications. Richard Johnson, Charlie Bean, and Cindy Calderon volunteered for the scoring committee.

### **8. Adjournment**

The meeting adjourned at 3:40 p.m.

Respectfully submitted,  
Christie Smith, Executive Assistant

# Kick-off Meeting Minutes

## Humboldt Five-Year Transit Development Plan

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February 1, 2017 – 1:30 P.M.

1. **Introductions:** *see attached sign-in sheet for attendees.*

### 2. **Study Background**

- **TDP Update** *Gordon Shaw of LSC Transportation Consultants, Inc. introduced background, purpose of the TDP*
- **SSTAC Strategic Plan** *Gordon asked what the concerns are regarding the unmet needs process. Participants identified some of the following concerns:*
  - *Needs are often identified by groups who submit petitions or surveys, but the survey instruments are not scientific or may not be designed well enough to produce useful and/or valid results. It would be better to have a process where a prepared survey instrument can be used which would solicit better results, and perhaps more specific needs.*
  - *Service planning has become somewhat “reactionary” where service is implemented because of requests more than as a result of a qualitative analysis.*
  - *The unmet needs process has become politicized and subjective.*
  - *There are no metrics in place for determining which needs are valid, and which are merely voiced. The criteria should be objective, not subjective.*
  - *LSC should define parameters for an accurate survey of transit needs*
  - *When a new need is identified, how should that be balanced against an existing need which is already being provided? Resources are not limitless.*
  - *The public doesn’t understand the unmet needs process.*
  - *There should be a “risk assessment” in place to determine the likely success of new services. Often new services are started based on a small need.*
  - *How long should a service be demonstrated before it is deemed successful or not?*
  - *The unmet needs process focuses on areas that don’t use all of their TDA funds for transit; however, this is not generally where the greatest needs are. The process should consider region-wide needs.*
  - *The SSTAC would like to have a clearer definition of what constitutes an “unmet need”*

- **Study Goals and Input:**

- What are currently the important transit issues?
  - *Financial situation is always tenuous.*
  - *Accessibility to transit is limited.*
  - *For current services, balancing frequency versus coverage*
  - *In Eureka, the loop system requires long travel times and transfers. It is cumbersome and a deterrent, particularly to choice riders.*
  - *Getting from Cutten to downtown Eureka is easy, but the return trip is “crazy”*
  - *Make transit easy (like in San Francisco). The easier to understand and use, the better likelihood of success.*
  - *Service hours don’t meet employment needs (ETS). Service doesn’t start early enough or go late enough.*
  - *Overcrowding is a problem, particularly on HTA from McKinleyville to Arcata. Sometimes there is standing room only. Once students experience this early in their term, they’re likely to find other options.*
  - *Announcements for destinations are confusing. RTA buses may say “northbound” but some go only partially north, while others go the full distance. Drivers need to do a better job of conveying this.*
  - *Branding is confusing.*
  - *There is a gap in regional service (Garberville to Willits)*
- What trends or factors will influence transit in the next five years?
  - *The population is rapidly aging. Disabilities, poverty—the transit dependent population is very prevalent here.*
  - *There is a doctor/nurse shortage. Non-emergency medical needs require long-distance travel, typically to Santa Rosa or the Bay Area.*
  - *A new community services office is opening in McKinleyville*
  - *Passengers are increasingly looking for real-time information on transit services.*
- Who are the stakeholders?
  - *SSTAC/SCC participants*
  - *the VA Clinic (relatively new)*
  - *Local governments*
  - *County employees*
  - *Tribes/Rancherias*
  - *Eureka Rescue Mission*
  - *Partnership Health Plan*
  - *Social Services*
  - *College Admin*

- What other studies are being conducted, and how should the TDP update best coordinate with them? *General Plans for Eureka, Arcata, Trinidad*
- 3. Roles of Consultant, HCAOG, Transit Providers, SSTAC and SCC
- 4. Available data and resources (review of data needs list)
  - Lists distributed to providers by Christie Smith
  - Note the bus stop inventory in the appendix to the Coordinated Plan
- 5. Outreach Efforts
  - Stakeholder interviews (*see list above*)
  - Onboard and Online surveys:
    - *Don't duplicate what the UTN/community surveys provided.*
    - *A survey is being done for the ETS line study, and should be coordinated with this plan*
    - *Consultants for the Marketing Plan would like to include a couple of questions on the onboard survey*
  - SSTAC Meetings: *LSC will present study findings, address UTN process, develop strategies*
  - HCAOG / SCC Meetings: *LSC will present study findings, get feedback on alternatives*
- 6. Study Schedule and Next Steps
  - *Consultant to begin gathering data, conducting stakeholder interviews*
  - *Planning onboard surveys in late March*
- 7. Concerns? Additional Comments?
- 8. Adjourn