



**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 4b**  
TAC Meeting  
August 1, 2024

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DATE: July 26, 2024  
TO: Technical Advisory Committee (TAC)  
FROM: Beth Burks, Executive Director  
SUBJECT: **FY 2024-25 Overall Work Program (OWP) & Budget Amendment #1**

## STAFF REPORT

### Contents:

- Staff's Recommended Action
- Staff Summary
- Budget Summary Review
- Budget Summary Spreadsheet
- Draft FY 2024-25 OWP & Budget Amendment #1

### Staff's Recommended Action:

Motion to be approved by consent:

“The TAC recommends the HCAOG Board approve the FY 2024-25 OWP & Budget Amendment #1.”

### 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 #1 includes the following significant changes to the adopted FY 2024-25 OWP:

1. Inclusion of new Work Element 23: North State Hydrogen Fueling Station Siting Analysis. This grant, which is funded through Caltrans Discretionary Rural Planning Assistance funds, was awarded after the FY 24-25 OWP was adopted. Under this work element HCAOG will lead a study to identify strategic locations for hydrogen fueling stations across the north state region that will allow for interregional transit to transition

to zero emission hydrogen buses. The funding for this grant is \$222,000 and no matching funds are required. The project will last 2 years.

2. Inclusion of \$300,000 in carbon reduction funds for the Regional Zero Emission Vehicle Fleet Transition Plan and adding this study as Task 8 in Work Element 4. The OWP already included matching funds in the amount of \$25,000 of Regional Planning Assistance Funds for this effort, but the grant funds and specific task were not reflected in the OWP.
3. Staffing changes. Associate Regional Planner, Stevie Luther will be taking a 1-year leave of absence to pursue a master's degree in urban design for healthy cities from the Universitat Internacional de Catalunya in Barcelona, Spain. He will be returning in October of 2025. The OWP budget has been changed to reflect that he will be working for only the first quarter of FY 2024-25. To augment the short staffing for the remainder of the FY, I propose an early step increase for Amy Eberwein (she will be filling in on some of the funding programs typically led by the Associate Planner, such as LCTOP, and 5311), and moving the remainder of his time to direct costs to support an on-call planning consultant and a Civic Spark Fellow.
4. Removal of \$70,000 of State Transit Assistance. This was initially reserved for a Dial a Ride study. This work is being performed under a technical assistance grant provided by the Western Transportation Institute at no cost to HCAOG.

Other minor changes to direct expense projections and funding sources have been made. There will be another OWP amendment processed in the coming months, after the official close out of FY 2023-24 to incorporate carryover and to add the Caltrans Sustainable Communities Planning Grant - Strategic Partnerships - Transit grant that we just received an award notice for.

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 \$3,992,552 to \$4,459,145 an increase of \$466,593.