

**HUMBOLDT COUNTY
ASSOCIATION OF GOVERNMENTS**

**INTRODUCTION TO HCAOG
BOARD ORIENTATION MANUAL**



Updated April 2023

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INTRODUCTION

The purpose of the Board Orientation Manual is to familiarize new Humboldt County Association of Governments (HCAOG) Board members with the organization as well as refresh the memories of veteran members of HCAOG's roles, responsibilities, policies, practices, staffing, and committee makeup.

This manual was originally created in 2014 and staff continues to update the manual as needed to keep it accurate, relevant, and useful for all Board Members. It is meant to be easy to read and tells a brief history of the formation of HCAOG. Together with the current Overall Work Program and Regional Transportation Plan, the manual should provide Board members a place to lookup information and assist them in their decision-making processes. HCAOG also maintains a robust website www.hcaog.net where you can find a complete library of all HCAOG plans, updates on current projects, and agendas and meeting records from the HCAOG Board and committees. The HCAOG staff is also here to address any questions you may have.

HCAOG may take new directions in the future. HCAOG staff will continue to embrace change and work together to provide efficient service, as directed by the Board, to the citizens of Humboldt County.

MISSION STATEMENT

To develop, operate, and maintain a well-coordinated, balanced, countywide multimodal transportation system that is safe, efficient, and provides good access to all cities, communities, and recreational facilities, and into adjoining regions. A balanced multimodal transportation system includes but is not limited to a highway, public transit, aviation, marine, railroads, recreation, bicycle, pedestrian, and utility systems.

HCAOG BACKGROUND

Pursuant to Government Code Section 6500, et seq., of the California Government Code (Title 1, Division 7, Chapter 5, Article 1), Councils of Governments were formed statewide recognizing that there are issues which transcend local boundaries and must be dealt with by local governments working together and planning a unified local response to regional concerns. HCAOG was established on May 7, 1968 as a Joint Powers Authority (JPA) through a Joint Powers Agreement. The agreement was signed by representatives from the eight local governments in the region. At that time, the purpose of the JPA was to "advise, plan for, and suggest solutions to common problems and qualify the local jurisdictions to receive allocation of state and federal funds". HCAOG's JPA was subsequently amended on May 15, 1984, June 27, 1995 and April 21, 2010. The current JPA is provided in Appendix A. In addition to the original purpose, which remains part of the JPA Agreement, the specific purpose of HCAOG currently includes engaging in:

- Mandated State and Federal Government activities
- Regional Transportation Planning Agency (RTPA) activities
- Acting as the Service Authority for Freeway Emergencies (SAFE)
- Regional trails planning, management, and development

HCAOG BOARD MEMBERSHIP

HCAOG Board membership consists of one (1) County Supervisor and a mayor or councilmember from each of the seven (7) incorporated Cities. Board meetings are seated by Board members and the Policy Advisory Committee (PAC), which consists of all the members of the Board in addition to a Caltrans representative and a Humboldt Transit Authority Board member. The purpose of the PAC is to provide recommendations to the RTPA prior to formal action on all transportation related matters. The PAC does not vote on non-transportation matters such as HCAOG personnel policies.

HCAOG COMMITTEES

Technical Advisory Committee (TAC)

HCAOG's Technical Advisory Committee (TAC) advises the HCAOG Board of Directors on technical matters. This committee consists of representatives of public works/transportation staff of each of the Joint Powers entities, Native American tribes and Rancherias, transit managers, Caltrans, and the California Highway Patrol. The TAC is involved in development of the Regional Transportation Improvement Program (RTIP), review of the Regional Transportation Plan (RTP), and development of the annual Overall Work Program (OWP). Meetings are routinely held on the first Thursday of every month.

Social Service Transportation Advisory Council (SSTAC)

A Social Service Transportation Advisory Council (SSTAC) has been established in compliance with requirements enacted by Senate Bill 498 (1987) to advise HCAOG on the transportation needs of the region. The SSTAC is required to have a minimum of nine members representing the transit community including social service provider representatives; low-income representatives, senior and disabled representatives, and representatives of the Consolidated Transportation Service Agency (CTSA). The SSTAC has the following statutory responsibilities as specified in Public Utilities Code 99238(c):

- Annually participate 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.
- Annually review and recommend 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.
- Advise the transportation planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.
- HCAOG has appointed an additional three members to the SSTAC in accordance with Public Utilities Code 99238(b). A subcommittee of the SSTAC also serves as HCAOG's Federal Transit Administration (FTA) Section 5310 Evaluation Committee to rank and review the program's applications for vehicle and equipment acquisitions. SSTAC meetings are routinely held every other month on the first Wednesday.

HCAOG ROLE AND RESPONSIBILITIES

Ultimately, HCAOG's regional role is to serve as a forum for local governments to prepare regional plans, deal with regional issues, set regional policy, strengthen the effectiveness of local government, and develop and maintain regional databases. HCAOG has the capacity to serve as a regional convener of public and/or private interests to facilitate discussion and the development of regional programs or policies which may be carried out by other institutions or leading to the establishment of new institutions.

Transportation Related (RTPA) Duties

The principal purposes of RTPAs in rural areas are to prepare and adopt planning and programming documents and to allocate funds and administer various funding programs that involve cities, counties and transit operators. HCAOG does not have service delivery responsibility, meaning that the agency does not construct roads or operate transit systems. HCAOG's role in transportation funding is as a policy planning body that guides the allocation of funds to other organizations without regulatory or service delivery authority or responsibility. Financial transactions are accomplished either in house or by the County Auditor's Office in accordance with State rules and regulations. RTPA duties are further described below.

RTPA Planning Documents

As the RTPA, HCAOG is required to prepare and adopt several planning documents. The documents discussed below are required and how often they must be updated is noted. In addition to the cyclical plans noted below, HCAOG frequently sponsors, or receives grants for additional planning efforts. Examples include the Broadway Multimodal Corridor Plan (2021), the McKinleyville Transit Study (2021), the Humboldt Regional Bicycle Plan (2018), and the Safe Routes to School Prioritization Toolkit (2020).

Regional Transportation Plan (RTP) - Updated every 4 years

A Regional Transportation Plan (RTP) describes the current 20-year vision of transportation for the region. The California Transportation Commission (CTC) periodically adopts RTP guidelines which require plans to include policy, action and financial elements. RTPs are not intended to circumvent local plans but should provide direction to local and State transportation planning. Local agencies are encouraged to integrate the circulation element of local general plans with the RTP. HCAOG is required to update the RTP every four years. Locally, our RTP is known as "VROOM" or Variety in Rural Options of Mobility. VROOM was last updated in January 2022.

Overall Work Program (OWP) - Updated annually

HCAOG's Overall Work Program (OWP) and Budget is an annual document that describes regional planning efforts which will be conducted within the fiscal year. The OWP includes much more than the required state and federal fund usage; it reflects how the overall resources (staff hours and funding) of the agency will be expended. The OWP and Budget are developed and adopted as one document. A draft OWP is due to Caltrans by March of each year, with final adoption by June 30th. The OWP must be updated throughout the year as work modifications occur to reflect priorities, funding, and staffing changes. These updates are processed as OWP amendments.

Minor amendments can be processed administratively. Major amendments will go before the Board. All amendments require approval through Caltrans.

Unmet Transit Needs (UTN) - Updated annually

The Unmet Transit Needs (UTN) process is carried out annually to identify and evaluate any potential needs that are not being met through existing public transportation services. HCAOG is required to assess unmet transit needs prior to allocating Local Transportation Funds for non-transit purposes.

Transit Development Plan (TDP) – Updated Every 5 Years

The Transit Development Plan is a planning document to assess transit and related transportation issues in the county and provide a “road map” for improvements to the public transit program over the upcoming five years. This document is often referred to as a business plan for local transit agencies.

Coordinated Public Transit and Human Services Plan - Updated every 5 years

The Coordinated Public Transit and Human Services Plan identifies the local transportation needs of seniors and individuals with disabilities and prioritizes strategies to help meet those needs.

Pavement Management Plan (PMP) - Updated every 5 years

The Pavement Management Plan (PMP) provides HCAOG member entities and participating Tribes the same, systematic method to evaluate roadway pavement conditions in the region, and prioritize their maintenance, rehabilitation, and reconstruction needs. A separate report is prepared for each entity and includes a survey and rating of physical conditions of paved street surfaces, an estimate of the projected life cycle of each roadway, maintenance and rehabilitation strategies and costs, and funding scenarios. Access to *StreetSaver* software with the information imported for each entity is provided. The report and software become a critical tool for public works staff in planning and budgeting for road improvement when limited funds are available.

Regional Transportation Improvement Program (RTIP) - updated every 2 years

The Regional Transportation Improvement Plan (RTIP) is a prioritized program of regionally significant projects on highways or local streets and roads for which HCAOG is seeking state funding. Biennially in odd numbered years HCAOG receives a fund estimate from the California Transportation Commission. After receiving the estimate staff submits a call for project to the HCAOG Technical Advisory Committee. The TAC makes recommendations to the HCAOG Board about which regionally significant projects should be funded. Projects proposed for funding through the RTIP must be documented as needs in the Regional Transportation Plan.

Once approved by the Board, the RTIP goes to the California Transportation Commission for approval and inclusion in the State Transportation Improvement Program (STIP).

Public Participation Plan (PPP) - every 3 years

The Public Participation Plan (PPP) is a guiding document that establishes the process by which the public can participate in the development of regional transportation plans and federal programs.

Title VI Program and Limited English Proficiency (LEP) Plan

The Title VI Program and Limited English Proficiency (LEP) Plan is a document prepared to ensure nondiscrimination under Title VI of the 1964 Civil Rights Act in federally funded activities. It ensures that the level and quality of HCAOG's planning services are provided in a nondiscriminatory manner and that the opportunity for full and fair participation is offered to the community.

ALLOCATION FUNDS

HCAOG is responsible for allocating a variety of funding to member agencies and transit operators. Many of these funding sources occur annually, and almost all funds are from the State. Occasionally, one time funding becomes available such as with the Coronavirus Response and Relief Supplemental Appropriations. Recurring sources are listed below.

Transportation Development Act (TDA) Funds

HCAOG is responsible for allocating Transportation Development Act (TDA) funds to cities, the County and transit operators. The TDA was enacted in 1971 and became effective July 1, 1972. The TDA provides a state funding source for use by local jurisdictions at the regional level to improve existing public transportation and encourage regional public transportation coordination. The TDA provides two funding sources:

➤ *Local Transportation Funds (LTF)*

These funds are derived from ¼ cent of the general sales tax collected statewide. A portion of these funds are taken "off the top" for administration and planning purposes. In addition, up to 2% can be used for bicycle and pedestrian projects prior to allocation to local jurisdictions. HCAOG does not have an adopted policy to reserve funds for bicycles and pedestrians. The amount the County and each city receive is based on relative populations. This fund is allocated to provide public transportation services, but can be used for streets and road purposes if HCAOG determines through the Unmet Transit Needs process that "there are no unmet transit needs that are reasonable to meet" based on adopted definitions and criteria. At least one public hearing is required and a report of the process must be adopted and submitted to Caltrans Mass Transportation before funds can be allocated for streets and roads purposes.

➤ *State Transit Assistance Funds (STA)*

These funds are derived from the statewide sales tax on gasoline and diesel fuel. This fund source was established in 1980. It is allocated by the state and is based on population and revenue.

State of Good Repair Program (SGR)

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program to provide additional revenues for transit infrastructure repair and service improvements, known as the State of Good Repair (SGR) Program. SGR funds are to be made available for eligible transit maintenance, rehabilitation and capital projects.

Together, these funds provide the revenue for the development and support of the public transportation systems in California.

LOW CARBON TRANSIT OPERATION PROGRAM (LCTOP)

The Low Carbon Transit Operations Program (LCTOP) was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Projects selected shall be expended to provide transit operating or capital assistance that meets any of the following: (1) Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities. (2) Operational expenditures that increase transit mode share. (3) Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.

COORDINATING OTHER FUNDING PROGRAMS

There are other funding programs that require HCAOG action but allocations and administration are handled by other agencies.

Transportation for Elderly Persons and Persons with Disabilities (5310)

This program (49 U.S.C. 5310) provides formula funding for capital projects to States for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each State's share of population for these groups of people. Funds are obligated based on the annual program of projects included in a statewide grant application. The State agency ensures that local applicants and project activities are eligible and in compliance with Federal requirements, that private not-for-profit transportation providers have an opportunity to participate as feasible, and that the program provides for coordination of federally assisted transportation services assisted by other Federal sources.

Formula Grants for Other than Urbanized Areas (5311)

The Formula Grants for Other than Urbanized Areas is a rural program that is formula based and provides funding to states for the purpose of supporting public transportation in rural areas. The goal of the program is to provide the following services to communities with a population less than 50,000:

- Enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, improvement, and use of public transportation systems in nonurbanized areas.

- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services.
- Assist in the development and support of intercity bus transportation.
- Provide for the participation of private transportation providers in nonurbanized transportation.

Regional Surface Transportation Program (RSTP)

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.

ADHERING TO AUDIT REQUIREMENTS

Fiscal and Compliance Audits

HCAOG, its member agencies and claimants of TDA funds are required to have annual fiscal and compliance audits of TDA funds. This audit is to be completed within 180 days after the end of the fiscal year.

Tri-Annual Performance Audits

The California Transportation Development Act (TDA) requires that each Regional Transportation Planning Agency (RTPA) and transit operators utilizing TDA funds have a triennial performance audit of its activities. As stated in Public Utilities Code (PUC) Section 99246, the performance audit is required to “evaluate the efficiency, effectiveness, and economy of the operation of the entity being audited.”

OTHER HCAOG DUTIES

Service Authority for Freeway Emergencies (SAFE)

As the Service Authority for Freeway Emergencies (SAFE) coordinator for Humboldt County, HCAOG operates and maintains a system of freeway and rural highway call boxes. The call box network of cellular telephones, designed especially to link travelers in need to the California Highway Patrol (CHP). For motorists in distress from automobile failure or other roadside emergencies, assistance is available from police, fire, ambulance, towing, and other service personnel or even from a family member or friend. The state legislation, which authorized formation of county SAFEs, went into effect on January 1, 1986. In the spring of 1993, the County and cities established a Service Authority for Freeway Emergencies in Humboldt County pursuant to Section 2550 of the Streets and Highway Code. HCAOG was designated as the Service Authority at that time. There are currently 67 call boxes on Highways 101 and 299. Expansion to Highways 36 and 96 are currently being pursued. The operation of this system is made possible by a \$1.00 yearly fee on vehicle registrations in Humboldt County assessed through the Department of Motor Vehicles.

Regional Housing Needs Allocation (RHNA)

HCAOG's Council of Governments (COG) responsibilities include a forum for area-wide planning efforts and housing allocations. State law provides that where there is a COG, it provides the allocations of regional housing needs (RHNA) to all cities and counties within its boundaries. HCAOG is also responsible for serving as the area wide clearinghouse for reviewing and assuring consistency between federal and state plans, projects and grants. As directed in State Government Code Section 65584, the Department of Housing and Community Development (HCD) determines the existing and projected housing need for distinct regions in the state. In consultation with HCD, HCAOG is required to adopt a Regional Housing Need Allocation (RHNA) Plan that allocates a share of the regional housing need to each city and county. The share of the housing need shall be attributed to all income levels within the area affected by the general plan of the city or county. It is up to each local government to plan where and how the allocated housing units will be developed in their communities through the Housing Element of each jurisdiction's General Plan.

OUTSIDE ORGANIZATION MEMBERSHIPS

The Rural Counties Task Force (RCTF)

The State of California contains 28 rural counties, which generally have populations of less than 250,000 and do not have a single urbanized area greater than 50,000. Rural counties provide food, fiber, timber and mineral products for California industry and residents, as well as recreation for urban residents and tourists. In order to provide a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs, a task force was formed in 1988 as a joint effort between the California Transportation Commission (Commission) and the rural counties. There are 28 Rural County Regional Transportation Planning Agencies (RTPAs) or Local Transportation Commissions represented on the Rural Counties Task Force (RCTF).

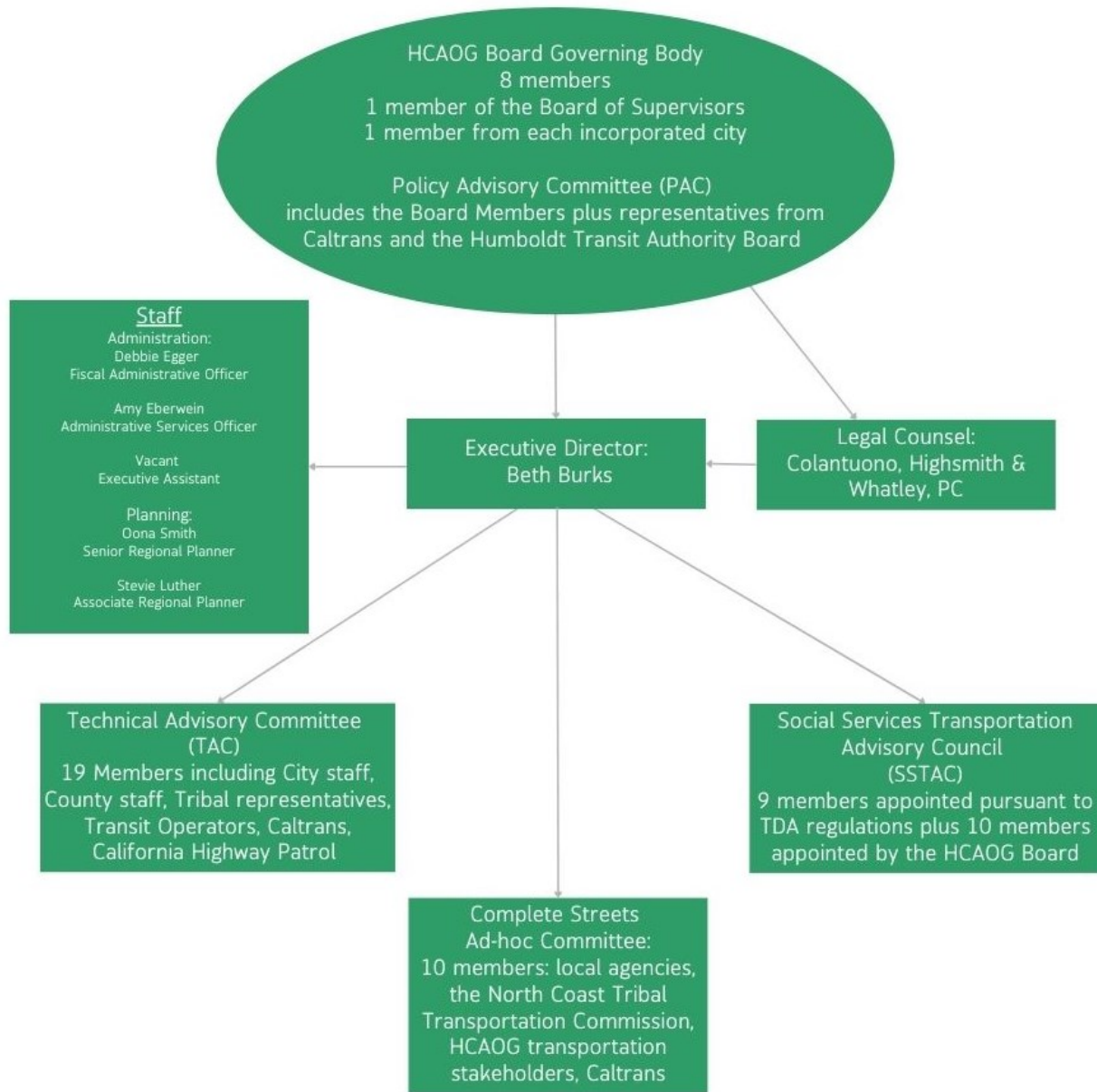
The North State Super Region (NSSR)

On October 20, 2010 sixteen regional transportation planning agencies in northern California came together to sign an agreement to promote transportation issues for the North State. The NSSR's mission is to be "an alliance to identify common issues, formulate strategies on transportation growth, land use, and communicate a unified position to the public and advocate for implementation." HCAOG pays a small annual membership fee for membership to this organization.

The California Association of Councils of Governments (CALCOG)

CALCOG is a nonprofit, social welfare organization that represents California's Regional Councils of Governments. CALCOG's two primary activities are to provide public policy advocacy and intergovernmental coordination with the state legislature, state agencies, the League of California Cities, California State Association of Counties, California's Congressional Delegation and federal officials. HCAOG appoints delegates and pays an annual membership fee for membership to this organization.

ORGANIZATIONAL CHART



HCAOG BOARD 2023

Board Members	Email	Alternate
Supervisor Steve Madrone <i>County of Humboldt</i>	smadrone@co.humboldt.ca.us	Supervisor Mike Wilson mike.wilson@co.humboldt.ca.us
Mayor Adelene Jones <i>City of Blue Lake</i>	ajones@bluelake.ca.gov	
Mayor Kim Bergel <i>City of Eureka</i>	kbergel@ci.eureka.ca.gov	
Councilmember Skip Jorgensen <i>City of Ferndale</i>	skipj@suddenlink.net	Jenny Fisk-Beck Jenfb57@gmail.com
Councilmember Stacy Atkins-Salazar <i>City of Arcata</i>	satkinssalazar@cityofarcata.org	Kimberly White kwhite@cityofarcata.org
Mayor Pro Tempore Mike Johnson <i>City of Fortuna</i>	fortunadutchoven@gmail.com	
Councilmember Robert Orr <i>City of Rio Dell</i>	orr@cityofriodell.ca.gov	Julie Woodall thewoodalls@suddenlink.net
Councilmember Jack West <i>City of Trinidad</i>	jandjwest@yahoo.com	Councilmember Dwight Miller Dmiller6@gmail.com
POLICY COMMITTEE (PAC)		
Supervisor Natalie Arroyo <i>Humboldt Transit Authority</i>	narroyo@co.humboldt.ca.us	
Tatiana Ahlstrand <i>Caltrans</i>	tatiana.ahlstrand@dot.ca.gov	

HCAOG STAFF 2023

Staff	Email
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Administration	
Debbie Egger <i>Fiscal Administrative Officer</i>	debbie.egger@hcaog.net
Amy Eberwein <i>Administrative Services Officer</i>	amy.eberwein@hcaog.net
Planning	
Oona Smith <i>Senior Regional Planner</i>	oonasmith@hcaog.net
Stevie Luther <i>Associate Regional Planner</i>	stephen.luther@hcaog.net

HCAOG COMMITTEE REPRESENTATIVES

Social Service Transportation Advisory Council (SSTAC) Members - 2023

Members (19)	Category	Email
Keenan Hilton (Chair)	Member	keenan.a.hilton@gmail.com
Sherry Dunlap <i>CTSA</i>	Consolidation Transportation Service	sherry@hta.org
Richard Johnson	Advocate for senior transit users	rfjbr@gmail.com
Tess Martin <i>Area 1 Agency on Aging</i>	Social Service Agency w/ Countywide Jurisdiction	tmartin@a1aa.org
Nicholas Vulich Humboldt <i>Senior Resource Center</i>	Social Service Provider for seniors	nvulich@humsenior.org
Juliannah Harris <i>Tri-County Independent Living</i>	Social Service Provider for the Disabled	juliannah@tilinet.org
Catherine Sundquist <i>CAE Transport</i>	Social Service Provider for the Disabled	csundquist@cityambulance.com
Isa Pritting <i>Headstart</i>	Advocate for persons of limited means (transit user)	isa@ntheadstart.org
Greg Pratt <i>HTA</i>	Regional Transit Authority/Consolidation Transportation Service Agency	greg@hta.org
Charlotte Merkel <i>County of Humboldt</i>	County of Humboldt	cmerkel@co.humboldt.ca.us
Cameron Mull <i>Fortuna Transit System</i>	Social Service Provider for seniors	cmull@ci.fortuna.ca.us
Jaison Chand <i>City Ambulance</i>	Member	jchand@cityambulance.com
Gavin Smiley <i>Humboldt Council of the Blind</i>	Advocate for persons with disabilities (transit user)	caneslinger@gmail.com
LeAnn Schuetzle <i>A&MRTS</i>	Transit Operator	lschuetzle@cityofarcata.org
Suresh Ratnam (Vice Chair) <i>Caltrans District 1</i>		suresh.ratnam@dot.ca.gov
Shane Drummond <i>Blue Lake Rancheria</i>	Transit Operator	sdrummond@bluelakerancheria.nsn.gov
Sharon Batini	Public Representative	sbatini@aol.com
Krista Paddock <i>Calpoly Humboldt</i>		krista.paddock@humboldt.edu
Melissa Miguelena <i>Yurok Tribe Transit Service</i>		mmiguelena@yuroktribe.nsn.us

Technical Advisory Committee (TAC) Members - 2023

Members (19)	Email
Brendan Byrd (CHAIR) <i>City of Fortuna - Public Works</i>	<u>bbyrd@ci.fortuna.ca.us</u>
Greg Pratt (VICE CHAIR) <i>HTA</i>	<u>greg@hta.org</u>
Netra Khatri <i>City of Arcata - Public Works</i>	<u>nkhatri@cityofarcata.org</u>
Tom Mattson <i>County of Humboldt - Public Works</i>	<u>tmattson@co.humboldt.ca.us</u>
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Jordan Ludtke <i>City of Blue Lake/Engineer (SHN)</i>	<u>jludtke@shn-engr.com</u>
Jesse Willor <i>City of Eureka, Deputy City Engineer</i>	<u>jwillor@ci.eureka.ca.gov</u>
Josh Wolf <i>City of Trinidad/Engineer (GHD)</i>	<u>joshwolf@ghd.com</u>
Steven Pearl <i>City of Rio Dell (GHD)</i>	<u>Steven.pearl@ghd.com</u>
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APPENDIX A: Current Joint Powers Agreement (Amended March 2017)
COOPERATIVE AGREEMENT FOR THE FORMATION OF THE
HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
AS AMENDED

This Cooperative Agreement is made and entered into by and among the County of Humboldt, a political subdivision of the State of California, and the incorporated cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad, all municipal corporations located within the boundaries of Humboldt County, California; as having executed this agreement. The parties, in the joint exercise of their power pursuant to Article 1 (commencing with Section 6500), Chapter 5, Division 7, Title 1 of the Government Code, mutually agree as follows:

Section 1. Declaration of Purpose.

The parties hereto, by their respective governing bodies, declare as follows:

(a) That it is necessary and desirable that an agency be created with authority to advise, plan for, and suggest solutions to common problems, assist in the preparation of proposals by utilizing talents and general plans of the various governmental jurisdictions in the county and of experts in various other fields, coordinate their efforts, and provide services to member entities as may be agreed to from time-to-time.

(b) That the creation of such an agency, and action by it upon development projects appear necessary to qualify the county, its various cities and special agencies and districts, for allocation of State and Federal funds necessary to carry out such projects.

(c) That it is not the intention of the parties hereto, in creating such an agency to require any of the parties hereto to submit its plans for any development project to said agency for its approval prior to the execution of any project unless such action shall be required as a condition to securing State or Federal financial assistance for such project.

(d) Without limiting the generality of the forgoing, the specific purpose of the Association is to engage in:

- Mandated State and Federal Government activities.
- Regional Transportation Planning Agencies activities.
- Service Authority for Freeway Emergencies (SAFE) (call boxes).
- Regional trails planning, management, and development.

Section 2. Humboldt County Association of Governments Established.

The Humboldt County Association of Governments is hereby created and established pursuant to the provisions of Sections 65060 through 65089.10, inclusive, of the Government Code of the State of California, and any amendments or successors to said sections, providing for area planning. The Association's Board of Directors shall consist of a member of the Board of Supervisors and the Mayor or a City Councilmember from each City as party to this agreement, but any such governing board may designate another *elected* member of its governing body as an alternate on the Association's Board of Directors. Such alternate shall have the powers and responsibilities of his or her principal.

Both HCAOG Board member and alternate shall serve at the pleasure of the governing body for which he or she represents so long as each shall hold the office which qualified him or her for membership on the Association's Board of Directors.

Section 3. Additional Members.

In addition to the incorporated cities mentioned in this agreement, any other city which may hereinafter be incorporated within the boundaries of the County of Humboldt and which may desire to participate in the activities of the Association may do so by executing this agreement without prior approval or ratification of the named parties to the agreement, and shall

thereafter be governed by all of the terms and provisions of this agreement, including the right of representation.

Section 4. Powers.

The powers of the Association are purely advisory to the County of Humboldt and to the respective cities which execute this agreement.

Section 5. Contributions by Members.

It is anticipated that administration expenses, including salaries and office expenses of employees, will be funded by grants from the State of California, and no provision is made herein for the sharing of expenses of administration by the parties hereto.

Section 6. Designation of Treasurer; Accountability.

(a) The Treasurer of Humboldt County is hereby designated as the depository of agency funds, and he shall discharge all of the duties set forth in Government Code Section 6505.5, including the function of auditor, and shall maintain strict accountability of agency funds.

(b) The Association is a public entity separate and apart from its individual members. Its debts, liabilities, and obligations do not constitute debts, liabilities, or obligations of any party to this Agreement.

Section 7. Custodian of Property; Distribution on Dissolution.

(a) From time to time, the parties hereto shall designate the public officers or persons, having charge of handling or having access to any property of the Authority, and shall further designate the respective amounts of the official bonds of such persons pursuant to California Government Code Section 6505.1.

(b) In the event of the dissolution of this agreement, assets, office equipment, etc. may be sold at auction with population proportionate distribution of any proceeds. Archived

or present agency informational assets, including proceedings, documents, reports, etc., shall be archived by the County of Humboldt for a minimum of ten years.

Section 8. Other Cooperative Agreements.

It is anticipated that the agency will act as a vehicle for some or all member entities to provide such coordinated municipal services as may be provided by separate cooperative agreements. But that no member entity will be required to be a party to such agreements. All policies and directives to the manager of such services shall be determined by the agency's governing Board; except that only the representative of those members which are parties to the separate cooperative agreement involved shall be entitled to vote.

Section 9. Necessary Powers.

The agency shall have such powers as are necessary to carry out the purpose hereinabove stated, including but not limited to the power to contract for goods and services, to employ an Executive Officer and other necessary personnel, experts, and consultants, to contract for special reports, surveys and studies, and to accept gifts, loans or grants from public or private sources, and to implement other cooperative agreements.

Section 10. Amendment of Agreement.

Approval of a majority of Board of Directors of the Association shall be required for amendment of this agreement.

Section 11. Organization.

An organizational meeting of the Association shall be held as soon after this Agreement has been executed by the County and by at least four (4) of the seven (7) cities in the county as is practicable and mutually agreeable. The organizational meeting shall be held to decide upon the time, place and date of ensuing regular meetings and special meetings, if any, the method of calling special meetings, the election of officers, and the use of such public entities' personnel as

may be mutually agreed upon and determined necessary and appropriate, arrangements for additional plans for organization functions and financing, rules of procedure, and any other matters properly before it, organization or not. In any event, regular meetings shall be held not less often than quarterly.

Section 12. Cooperation Pledged.

The parties to this agreement pledge full cooperation to achieve the purposes of this agreement in any or all matters which shall come before the Humboldt County Association of Governments, subject to any necessary and legal approval of its acts by the legislative bodies of the cities and the county. Any party to this agreement may terminate its participation in the Association by resolution of its governing body to this effect. Such termination shall have no effect on the continuance of this agreement among the remaining members, and the agreement shall remain in full force and effect as to the remaining members.

Section 13. Execution of Counterparts.

This agreement may be executed in any number of counterparts and when any such counterpart is executed by a party thereto, such counterpart shall be deemed to be an original hereof.

Section 14. Signatures.

This historical agreement took effect upon its execution by authorized representatives of the legislative bodies, of the County of Humboldt and at least four (4) of the Cities, all of whom were signatories of the original agreement in 1968.

APPENDIX B: HCAOG Bylaws



(HCAOG)

Bylaws
for the
Humboldt County Association of Governments
designated as the
Regional Transportation Planning Agency
and Service Authority for Freeway Emergencies

Amended
March 2017

HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

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

ARTICLE I - NAME AND COMPOSITION

Section 1.1: Name(s)

Humboldt County Association of Governments has been designated the Regional Transportation Planning Agency by the State of California.

Section 1.2: Composition

The Board shall consist of a member of the Board of Supervisors and the Mayor or a City Councilmember from each City. Any such governing board may designate another elected member of its governing body as an alternate on the Association's Board of Directors. Such alternate shall have the powers and responsibilities of his or her principle.

The Policy Advisory Committee (PAC) consists of all members of the Board in addition to a Caltrans representative and the Chair of the Humboldt Transit Authority. The PAC recommends to the Board, formal action on all transportation related matters.

ARTICLE II – OFFICERS

Section 2.1: Designation of Chairperson and Vice Chairperson

The Chairperson and Vice Chairperson shall be appointed annually at the January meeting to take effect immediately.

Section 2.2: Rights of the Presiding Officer

The Chairperson, Vice Chairperson, or such other member as may be presiding, shall be deprived of none of the rights or privileges of a member by reason of his or her occupying the chair and may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members.

Section 2.3: Chairperson Duties

The Chairperson shall preside and preserve order at all regular and special meetings of the Board. The Chairperson shall state every question coming before the Board, announce the decision of the Board on all subjects, and decide all questions of order without debate, subject, however, to an appeal to the Board on which a member shall speak but once, the Chairperson having precedence in speaking on question on order.

Section 2.4: Vice Chairperson Duties

In the absence of the Chairperson, the Vice Chairperson may perform duties and obligations of the office of Chairperson.

Section 2.5: Terms of Office

The term served by Board members shall be concurrent with their official term of office or as new appointments occur as provided by Section 1.2 above.

Section 2.6: Removal and Vacancies

The Board may remove the Chairperson or Vice Chairperson from their position as Chair or Vice Chair at any time upon majority of the Board. A vacancy in an office shall be filled by election of the majority of the Board.

ARTICLE III - MEETINGS

Section 3.1: Regular Meetings

Board meetings shall be held the third Thursday of the month at 4:00 p.m. or as called by the Chairperson.

Section 3.2: Special Meetings

A special meeting may be called in the manner specified by applicable State law.

Section 3.3: Quorum

Five (5) members of the Board shall constitute a quorum. When there is no quorum at a regular meeting, assembled Board members may hear informational items, but no actions may be taken. The Chairperson or any member of said body, shall adjourn said meeting until the next regular meeting.

Section 3.4: Session

The Chairperson shall take the chair at the hour appointed for the meeting and shall call the Board to order. In the absence of the Chairperson and the Vice Chairperson, the Executive Director shall call the Board to order, whereupon a temporary Chairperson shall be elected from among the members present. Upon arrival of the Chairperson, the temporary Chairperson shall relinquish the chair upon conclusion of the item before the Board.

Section 3.5: Order of Business

At regular meetings of the Board, the following shall be the order of business:

1. Call to Order
2. Adjournment of the HCAOG Board; Convene as the Policy Advisory Committee (PAC)
3. Public Participation
4. Approval of the Meeting Record
5. Agenda Items
6. Reconvening of the HCAOG Board
7. PAC and Executive Director Reports
8. Adjournment

Section 3.6: Voting

On all matters acted upon by the Board that are not unanimous, the voting shall be on roll call, the yeses and noes, and members present but not voting shall be entered upon the meeting record.

Section 3.7: Meeting Records

The Secretary to the Board shall be the person designated by the Board and shall record in the meeting record the time and place of each Board meeting, the names of the members present, all official acts of the Board, the votes given by the members, and shall cause the meeting record to be written up forthwith and presented for approval or amendments at the next meeting.

Section 3.8: Roberts Rules of Order

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order Revised", provided that in the event of a conflict, such rules shall be superseded by these bylaws, and resolution of the Board, and any applicable law.

Section 3.9: Ralph M. Brown Act

Board meetings shall be conducted in the manner prescribed by the Ralph M. Brown Act.

Section 3.10: Adjourned Meeting

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment, whether or not a quorum has been established. If a quorum is not established, information items may be heard but no business other than adjournment may be transacted.

ARTICLE V – OFFICES

Section 5.1: Agency Location

HCAOG's principal office for the transaction of business is located at 611 I Street, Suite B, Eureka, California 95501. The Board meetings are held at Eureka City Hall Council Chambers, 531 K Street, Eureka, California 95501. The meeting location may change at any place when the Council Chambers are not available.

ARTICLE VI - DUTIES AND RESPONSIBILITIES

Section 6.1: Designation and Duties

Pursuant to Government Code Section 6500, et seq., of the California Government Code Councils of Governments were formed statewide recognizing that there are issues which transcend local boundaries and must be dealt with by local governments working together and planning a unified local response to regional concerns. HCAOG was established on May 7, 1968 through a Joint Powers Agreement (JPA). The Agreement was signed by representatives from the eight local governments in the region. At that time, the purpose of the JPA was to “advise, plan for, and suggest solutions to common problems and qualify the local jurisdictions to receive allocation of state and federal funds”.

On July 20, 1972, HCAOG was designated by the State of California as the Regional Transportation Planning Agency (RTPA) for the County of Humboldt. RTPAs were created as a result of requirements of Section 29532 of the Government Code. In 1993, HCAOG was designated as the Service Authority for Freeway Emergencies (SAFE) for the region. In 2016, HCAOG was designated as the Local Transportation Authority by the Humboldt County Board of Supervisors.

HCAOG, per Government Code Section 29532 executed a Memorandum of Understanding, which was updated April 23, 2012, and a Master Fund Agreement (#74A0789), which was updated August 21, 2014, with the State Department of Transportation identifying the responsibilities of HCAOG as the RTPA and providing the administrative structure to implement these responsibilities.

ARTICLE VII - COMMITTEES

Section 7.1: Executive Committee

The Board annually appoints an Executive Committee to carry out administrative and executive functions between regular monthly meetings. The Executive Committee is made up of the Chair, Vice Chair and an additional member selected by the Board.

Section 7.2: Executive Committee Emergency Actions

When it is not possible because of time or other constraints to assemble a quorum of the Board for routine decisions between regular meetings, the Chairperson and at least two other Board members, but no more than a quorum, may act as an executive committee to authorize transactions not specifically required by statute to be determined by a majority with a quorum present; and any such executive committee action shall be reviewed and either approved or rescinded at the next meeting of the Board at which a quorum can be assembled. The purpose of this section is primarily to avoid a delay in meeting Work Program schedules and carrying out other general activities; the executive committee is not authorized to approve allocations or take any long-term action which for which a resolution is usually required.

Section 7.3: Creation of Committees

Additional committees of HCAOG may be created by action of the Board.

Section 7.4: Duties of Committees

Committees shall perform such other duties as are specified from time to time by the Board.

ARTICLE VIII - EXECUTIVE DIRECTOR

Section 8.1: Duties

The Executive Director shall have the power and duty to do the following:

1. Prepare agenda material for all regular and special meetings of the Board.
2. Act as directed by the Board.
3. Administer HCAOG funds, including but not limited to procurement, annual budget development, Overall Work Program preparation, and grant administration as defined in the Administrative Procurement Procedures and in accordance with applicable laws.
4. Hire, fire, conduct performance evaluations, take appropriate disciplinary actions, and propose salary increases as dictated in the annual budget, the HCAOG Personnel Policies and Procedures, and in accordance with applicable laws.
5. Administer and implement the contractual obligations of the Agency in accordance with applicable laws.

ARTICLE IV - MISCELLANEOUS

Section 9.1: Execution of Contracts

The Board may adopt such guidelines or policies as it deems appropriate with respect to the adoption and execution of contracts. The Board may authorize any officer of the Board, staff member of the Board, or agent of the Board to execute any contract in the name of and on behalf

of the Board, and such authorization may be general or specific in nature. Unless so authorized, no officer, staff member, or agent shall have any power to bind the Board to contract.

ARTICLE V - FISCAL YEAR

Section 10.1: Fiscal Year

The fiscal year shall be from July 1 to June 30.

ARTICLE VI - AMENDMENTS

Section 11.1: Amendments to the Bylaws

These Bylaws may be amended by vote of the duly appointed and qualified members of the Board at any regular or special meeting.

APPENDIX C: List of Acronyms

A&MRTS	Arcata and Mad River Transit System
AB	Assembly Bill
ATP	Active Transportation Program
CALCOG	California Association of Councils of Governments
CALTRANS	California Department of Transportation
CTC	California Transportation Commission
DAR	Dial-A-Ride
DOT	Department of Transportation
ETS	Eureka Transit Service
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FFY	Federal Fiscal Year
FY	Fiscal Year
HCD	California Department of Housing and Community Development
HIP	Highway Infrastructure Program
HSU	Humboldt State University
HSIP	Highway Safety Improvement Program
HTA	Humboldt Transit Authority
ITS	Intelligent Transportation System
KT/NET	Klamath Trinity Non-emergency Transportation
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Fund
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MFTA	Master Fund Transfer Agreement
MOU	Memorandum of Understanding
NCRA	North Coast Railroad Authority
NSSR	North State Super Region
ORIP	Office of Regional Interagency Planning
OWP	Overall Work Program
PAC	Policy Advisory Committee
PMP	Pavement Management Program
PPM	Project, Planning, and Monitoring Funds
PPP	Public Participation Plan
PSA	Public Service Announcement
PSR	Project Study Report
RCTF	Rural County Task Force
RFP	Request for Proposal
RHNA	Regional Housing Needs Assessment
RIP	Regional Improvement Program

RPA	Rural Planning Assistance
RSTP	Regional Surface Transportation Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
RTS	Redwood Transit System
SAFE	Service Authority for Freeway Emergencies
SB	Senate Bill
SCC	Service Coordination Committee
SGR	State of Good Repair
SHA	State Highway Account
SHOPP	State Highway Operation and Protection Program
SPR	State Planning and Research
SR	State Route
SSTAC	Social Service Transportation Advisory Council
STA	State Transit Assistance
STIP	State Transportation Improvement Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TDA	Transportation Development Act
TDP	Transit Development Plan
UTN	Unmet Transit Needs