

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting November 16, 2016
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Introductions
- III. Community Members Communication
Members of the community are invited to comment on items or issues not on the agenda.
- IV. 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.
 - a. Minutes from the October 19, 2016 Regular Board Meeting. Page 01
Action Recommended: Approve minutes
 - b. September 2016 statistics and financial statements for all systems operated by HTA Enclosed
Action Recommended: Receive & File
- V. Discussion Items
 - a. Extended Saturday Service Page 03
The Humboldt County Association of Governments (HCAOG) secured funds from the Low Carbon Transit Operation Program Funds to extend Saturday night service for the Redwood Transit System. A representative from HCAOG will present the item.
- VI. Items Removed from the Consent Calendar

VII. Action items

a. Humboldt Transit Authority Solar Photovoltaic System.

Staff sent out Request for Qualifications/Proposals in September 2016 to design, construct, commission, and install a fully integrated turnkey photovoltaic system. Staff reviewed the two proposals received and has a recommendation to the Board.

Action Recommended: Award the Contract to Greenway Partners and McKeever Energy and Electric, and authorize the General Manager to negotiate the final terms for services and execute the contract.

b. Resolution of Appreciation for HTA Board member Julie Fulkerson.

Handout

Action Recommended: Approve Resolution 14-08

VIII. Communications

a. Boardb. Staff:

IX. 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

October 19, 2016

ROLL CALL

PRESENT

Board Members

Mark Lovelace, County of Humboldt

Julie Fulkerson, City of Trinidad

Tami Trent, City of Fortuna

Michael Winkler, City of Arcata

Rex Bohn, County of Humboldt

ABSENT

Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Dell

Staff

Greg Pratt, General Manager

Consuelo Espinosa, ADA Specialist

Jim Wilson, Director of Maintenance

Karen Wilson, Manager of Operations

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

CALL TO ORDER

Supervisor Lovelace called the meeting to order at 9:02 a.m.

Introductions were made.

Also in attendance was Richard Tollison, Eureka resident.

COMMUNITY MEMBERS COMMUNICATION

None

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 Councilmember Fulkerson, second by Councilmember Trent to approve the Consent Calendar.

Motion carries unanimously

- a. Minutes from the September 21, 2016 Regular Board Meeting

Action Recommended: Approve minutes

- b. August 2016 Statistics and Financial Statements for all systems

Action Recommended: Receive and File

Items removed from the Consent Calendar.

None

Discussion Items

a. Unmet Needs Process

General Manager Greg Pratt gave the board an update to the Humboldt County Association of Governments (HCAOG) yearly Unmet Needs Public Hearings and the calendar of events in Humboldt County. A synopsis of Citizen Participation Process for Assessing Unmet Needs was handed out in the meeting.

COMMUNICATIONS:

a. Board

None

b. Staff

General Manager Greg Pratt inquired to the board if there will be a quorum for the November Regular Board Meeting. Councilmember's Fulkerson, Winkler, and Supervisor's Bohn and Lovelace all confirmed they will be attending.

Meeting adjourned at 9:18 a.m.



HCAOG
*Regional Transportation
Planning Agency*

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Date: November 8, 2016
To: Chair Lovelace & all HTA Board Members
From: Oona Smith, Senior Planner
Re: Later Saturday Night Service Using Low Carbon Transit
Operation Program (LCTOP) Funds

The Low Carbon Transit Operations Program (LCTOP) is one of the programs funded from the State’s Cap-and-Trade auction proceeds. The LCTOP is a formulaic program and, since 2015, has a continuous appropriation of 5% of the annual auction proceeds. LCTOP funds provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

HCAOG, partnering with the local transit agencies, has been allocated LCTOP funds for our “Transit Takes Off” project, which will enhance RTS service with a later run Saturday nights. The new schedules will be a later southbound bus from Eureka to Fortuna, and a later northbound bus from Eureka to McKinleyville. In tandem with the enhanced service, HCAOG will be running a marketing/ incentive campaign to get people to attend local, high-volume community events by public transit. Additionally, HCAOG (through separate funds) will be implementing an outreach/marketing campaign targeting Baby Boomers to ride public transit.

LCTOP funds will pay for supplying free bus vouchers to people attending Eureka’s Arts Alive! event. Free vouchers may be used for other events/ destinations on Saturday nights, depending on what we learn from the marketing campaign and public feedback. Alternatively, if it proves more prudent logistically, all rides may initially be free on the new runs.

We have estimated that, on average, 30 passengers will board each new schedule, based on RTS’s existing latest Saturday schedule (2015). We projected ridership to increase 5% in year two. We assumed that fares would cover 30% (\$5,400) of operating costs, leaving an annual cost of approximately \$13,500. LCTOP funds will support two years, which will allow time to assess the additional runs.

HCAOG requested LCTOP eligible funds (PUC 99313), and eligible operators contributed their funds (PUC 99314) to this project, as follows:

HCAOG	\$27,000
City of Arcata	\$2,240
City of Eureka	\$5,329
City of Fortuna	\$125
	<hr/>
	\$34,694

Estimated co-benefits over two years:

- ❖ Reduce vehicle miles travelled (VMT car trips) by 20,467 miles
- ❖ Reduce greenhouse gas emissions by 10.42 MTCO_{2e}
- ❖ Increase RTS ridership by 6,396 boardings



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A Public Entity Serving Humboldt County Since 1976

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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 16, 2016

SUBJECT: Humboldt Transit Authority Solar Photovoltaic System

Through the California Office of Emergency Services (Cal OES), HTA staff was able to secure funding through Proposition 1B, also known as the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. The Transit System, Safety, Security, and Disaster Response Account (TSSDRA), is a portion of Proposition 1B that funds the CTSGP-CTAF, administered by the Cal OES. Funds are allocated by the State Controller to eligible agencies (transportation planning commissions) and public transit operators pursuant to Sections 99313 and 99314 of the Public Utilities Code. No local match is required for the project.

At the August 17, 2016 regular Board meeting, the Board adopted Resolution 16-17 which authorized the use of a design-build energy service contract to design and construct the HTA solar facility and directed staff to send out a Request for Qualifications/Request for Proposals (RFQ/P) to energy service companies. RFQ/P's were sent out to 23 local and 6 state agencies to solicit proposals to design, construct, commission, and install a fully integrated and operational turnkey Solar Photovoltaic System.

HTA received two proposals in response to its RFQ/P from 1) Roger in partnership with Paul Woodworth and 2) Greenway Partners in partnership with McKeever Energy and Electric. The selection committee qualified both consultants based off of required responses in the RFP. After reviewing and scoring both proposals, the selection committee is recommending that the HTA Board award the contract to the Greenway Partners and McKeever Energy and Electric team.

Both agencies had difficulties with the fee schedule due to unknown variables for construction costs. Greenway Partners & McKeever Energy summarized their costs at \$15,750 for phase one which includes Items 1-3 on the Proposed Fee Schedule. Construction Management, Training, and Maintenance Costs will need to be negotiated after the preliminary phase is complete.



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Roger, The Little House, summarized his costs at \$2,500 for items 1,2,5, and 6. Without having a thorough explanation of each line item made it difficult to assess what services would be provided.

Action Recommended: Award the Contract to Greenway Partners and McKeever Energy and Electric, and authorize the General Manager to negotiate the final terms for services and execute the contract.