

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, December 20, 2017

9:00 AM

Special 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

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 October 27, 2017 Regular Board Meeting Page 03
Recommend: Approve minutes
Attachments: October minutes
2. October 2017 statistics and financial statements for all systems operated by HTA Handout
Recommend: Receive and file
3. County Auditor: Authorized Signatures Page 05
Board authorization is needed to designate signatories to access the treasury account funds held by them.
Recommend: Sign the interoffice memo of authorization requested by the County of Humboldt Auditor - Controller
Attachment: Auditor-Controller Authorized Signatures

F. Items Removed from Consent Calendar

G. Old Business

H. New Business

1. Tish Non-Village Transit Review

The board will review the current operating statistics for the Tish Non-Village transit and discuss possible solutions for meeting the minimum requirements.

Recommend: Review, Discuss, and Direct Staff.

Attachments: Excerpts from the Transportation Development Act.

2. Elections of Officers

At the beginning of the year, new officers are elected to the Following positions:
Chair, Vice-Chair, and Finance & Operations Committee.

The HTA Chair also serves on the Policy Advisory Committee for HCAOG.

Current Positions:

Chair: Councilmember Arroyo, Vice Chair: Councilmember Pitino

Finance & Operations Committee – Bohn, Wilson, Trent

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I. Board Reports

J. Department Reports

K. 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 25, 2017

ROLL CALL

PRESENT

Board Members

Tim Marks, City of Rio Dell
Rex Bohn, County of Humboldt
Paul Pitino, City of Arcata
Natalie Arroyo, City of Eureka

ABSENT

Mike Wilson, County of Humboldt
Steve Ladwig, City of Trinidad
Tami Trent, City of Fortuna

Staff

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

Alene Webb, Finance Manager

CALL TO ORDER

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

Also in attendance were; Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, City Ambulance; Rob Holmlund, City of Eureka; Nate McKeever, McKeever Energy & Electric.

COMMUNITY MEMBERS COMMUNICATION

None

PRESENTATION

Rob Holmlund for the City of Eureka gave a presentation on walking distance from transit stops to trailheads.

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 Pitino, second by Councilmember Marks to approve the Consent Calendar.
Motion carries unanimously

- a. Minutes from the September 27, 2017 Regular Board Meeting

Action Recommended: Approve minutes

- b. August 2017 statistics and financial statements for all systems

Action Recommended: Receive and File

ACTION ITEMS

- a. Preliminary design for New Meter Main Service

Nate McKeever from McKeever Energy & Electric, Inc. gave the board and update on the design and planning.

- b. HTA Meeting Dates

Discuss meeting dates for November & December.

Motion by Councilmember Pitino, second by Council Member Marks to cancel November's regular board meeting and move December's regular board meeting to December 20, 2017 and to direct staff to notify all board members as to these changes.

- c. Southern Humboldt Transit Service

Staff presented a recommendation to the Board on consolidating the two systems and adding weekend service. General Manager Greg Pratt gave the board members an update on the meeting with Supervisor Fennell in Southern Humboldt held on October 13, 2017 and announced that there will be a Public Forum held in Southern Humboldt on December 11, 2017. Board supported staff in moving forward with the consolidation the two Southern Humboldt bus systems and adding weekend service.

COMMUNICATIONS:

- a. **Board**

None

- b. **Staff**

General Manager Greg Pratt gave the board and update on Dial-a-Ride vehicles. Secretary to the Board, Brenda Fregoso gave an update HTA's new website and information on HTA's Holiday party and announce that the Board is all invited.

Meeting adjourned at 10:03 a.m.



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: December 20, 2017

SUBJECT: County of Humboldt: Auditor - Controller Authorized Signatures

The County of Humboldt Auditor – Controller’s office requires authorization of signatories to access the treasury account funds held by them. Staff is recommending that the HTA Chair, Finance Department, and Human Resources be authorized to sign documents requesting reimbursement of expenditures, payment of certain accounts payable and requests for treasury account statements.

Action Recommended: Sign the interoffice memo of authorization requested by the County of Humboldt Auditor - Controller



COUNTY OF HUMBOLDT
Auditor-Controller
Interoffice Memo

DATE: July 27, 2016
TO: All Special Districts
FROM: Joseph Mellett, Auditor-Controller
SUBJECT: Authorized Signatures on Documents

As a Special District Board, you are responsible for all funds expended by your Special District. It is your Board's responsibility to determine that all proposed expenditures are for legitimate purposes and that there are sufficient appropriations available to cover the expenditures.

Please provide us with a current listing of individuals authorized by your Board to sign claims by completing the bottom section of this memo and returning it to us at your earliest convenience.

Effective December 20, 2017, the following individuals are authorized to sign claims and purchase orders for the following Special District:

SPECIAL DISTRICT NAME: Humboldt Transit Authority

SPECIAL DISTRICT FUND NUMBER(S): 2810, 2811, 2812

Names and signatures of authorized individuals:

Alene Webb
Name (please print)

Signature

Kerri Baker

Brenda Fregoso

SPECIAL DISTRICT BOARD MEMBERS

Natalie Arroyo, Chair



133 V Street
Eureka, CA 95501

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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 20, 2017

SUBJECT: Tish Non-Village Transit Review

Transportation services provided by the Humboldt Transit Authority for Tish Non-Village began in July 2015. According to the Transportation Development Act (TDA), the service needs to meet the minimum standard of receiving 10% in fares (of the total operating costs) to be considered a viable system.

The TDA states that the first two fiscal years for “extension of services” is exempt from the required ratios. June 30, 2017, marked the end of the system’s exemption. If the new service does not meet the minimum requirement after the exemption, it is afforded a one-time grace year. If there is no improvement after the grace year, the system will need to come into compliance by June 2019 or be in jeopardy of losing its funding.

Staff and Supervisor Bohn have met with the transportation department at the Bear River Band of Rohnerville Rancheria to discuss possible solutions to bring the farebox into compliance. Below is a summary of ridership statistics through September 2017.

<u>Exempt Year #1</u>	<u>Exempt Year #2</u>	<u>Year #3 (Grace Year)</u>
FY 2015/2016	FY 2016/2017	FY 2017/2018 (First Quarter)
3,444 Total Passengers	3,358 Total Passengers	806 Total Passengers
13.72 Rides/Day	13.27 Rides/Day	12.79 Rides/Day
\$169,301 Operating Cost	\$178,489 Operating Cost	\$50,491 Operating Cost
3.78% Farebox Return	4.02% Farebox Return	4.16% Farebox Return

Action Recommended: Review, Discuss and Direct Staff.