

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, April 25, 2018

9:00 AM

Regular 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. Closed Session

1. Public Comment
2. The Board will go into Closed Session pursuant to Government Code Section 54957.6.
Agency designated representative: Jack Hughes; Employee organization: Local 1684,
American Federation of State, County and Municipal Employees.
3. The Board will Reconvene in Open Session

E. Special Presentations

F. 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 March 28, 2018 Regular Board Meeting

Page 03

Recommend: Approve minutes

Attachments: March 28, 2018 minutes

2. February 2018 statistics and financial statements for all systems operated by HTA

Handout

Recommend: Receive and file

- 3. Humboldt Transit Authority’s Drug & Alcohol Policy: Addendum
 Because of changes to the Federal Regulations 49 CFR Part 40, an Addendum is needed for Humboldt Transit Authority to stay in compliance with its Drug & Alcohol Policy.

Action Recommended: Approve Addendum to Humboldt Transit Authority’s Drug and Alcohol Policy.

Attachments: Notice of required changes from Division of Mass Transportation : Addendum

G. Items Removed from Consent Calendar

H. Old Business

I. New Business

- 1. Responses to Transit Development Plan

Every five years, the Regional Transportation Planning Agency (HCOAG) has the regions transit system reviewed to provide recommendations and planning tools for the next five years. Staff has prepared responses to those recommendations cited in the Transit Development Plan.

Action Recommended: Discuss, Review, and Direct Staff as Needed.

J. Board Reports

K. Department Reports

L. 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

March 28, 2018

ROLL CALL

PRESENT

Board Members

Tami Trent, City of Fortuna

Steve Ladwig, City of Trinidad

Rex Bohn, County of Humboldt

Mike Wilson, County of Humboldt

Paul Pitino, City of Arcata

Natalie Arroyo, City of Eureka

ABSENT

Tim Marks, City of Rio Dell

Staff

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Karen Wilson, Manager of Operations

Consuelo Espinosa, ADA Specialist

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, CAE Transport.

CALL TO ORDER

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

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATION

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 Supervisor Wilson, second by Council Member Trent to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the February 28, 2018 Regular Board Meeting

Action Recommended: Approve minutes

2. January 2018 statistics and financial statements for all systems

Action Recommended: Receive and File

3. Amendment Number Seven to Lease: New Cingular Wireless

An amendment to the contract is needed (contract enclosed) for any additions, modifications or changes of use of space on the tower and must first subject to a fully executed amendment to the Lease by both parties.

Action Recommended: Approve Amendment Number Seven between the Humboldt Transit Authority and New Cingular Wireless.

4. Amendment No. 1 to Design Build Contract for HTA Bus Facility and Solar Photovoltaic System

Board authorization is needed to amend the Design-Build Contract between McKeever Energy & Electric Inc., and the Humboldt Transit Authority for a bus facility solar photovoltaic system.

Action Recommended: Approve Amendment Number one to the Contract between the Humboldt Transit Authority and McKeever Energy & Electric, Inc. and authorize the General Manager to sign.

Items Removed from the Consent Calendar

None

OLD BUSINESS

None

NEW BUSINESS

1. Establish Board Meeting Process Guidelines

Chairperson Arroyo gave the board information on the proposed guidelines for this board meetings guidelines. Supervisor Wilson suggested to bring back to the next board meeting examples from the City and County to base ideas and make recommendations. Chairperson Arroyo agreed and this agenda item will be brought back to a future regular board meeting.

2. Responses to the 2016/17 Fiscal and Compliance

During the board's regular February 2018 meeting the 2016/17 Fiscal and Compliance Audit was presented. The board directed staff to prepare the necessary responses to the entity affected by the audit finds. Those responses were included in this board packet for the board's final review.

General Manager Greg Pratt went over the two findings from the 2016/17 Fiscal and Compliance Audit with the board with a decision to return the excess TDA to the Regional Transportation Planning Agency.

3. Earth Day

Staff would like to discuss promotion Earth Day to the Board on the Redwood Transit System.

General Manager Greg Pratt gave the board information on 2018's Earth Day. Secretary to the Board Brenda Fregoso gave the board information on Transportation Week May 13 – 19, 2018 and gave ideas that Staff would like to do for HTA employees as well as the public and bring back at a future meeting.

4. Low Carbon Transit Operators Program (LCTOP) Grant

Staff is recommending submitting an application to LCTOP to apply for funds available to our region for transit improvement projects.

General Manager Greg Pratt gave the board information and several projects that HTA would like to do with LCTOP funds.

Motion by Supervisor Wilson, second by Councilmember Ladwig to adopt resolution 18-03 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP.

Board Reports

Councilmember Pitino asked at the request of Alternate Councilmember Winker if HTA is 100% renewable. Supervisor Bohn and Chairperson Arroyo agreed that HTA is not 100% renewable.

Supervisor Wilson announced that he attended the Local Governments Committee Meeting and advised that there will be dramatic changes moving forward.

Department Reports

General Manager Greg Pratt gave the board and update on the status of W Street.

Meeting adjourned at 9:52 a.m.



133 V Street
Eureka, CA 95501

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www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 28, 2018

SUBJECT: Humboldt Transit Authority's Drug & Alcohol Policy: Addendum

On March 6, 2018 the Division of Rail and Mass Transportation (DRMT), Office of Project Management sent out a letter (attached) to encourage updates to all 5311 subrecipient agency Drug and Alcohol policies. This update is required by the Federal Transit Administration (FTA) so that drug testing commences nationwide for opioids, specifically four semi-synthetic opioids – hydrocodone, oxycodone, hydromorphone and oxymorphone.

To bring HTA into compliance, the attached Addendum needs to be signed by the Board of Directors. The language has been approved by subcontractor hired by the California Association for Coordinated Transportation (CalACT) under the direction of the DRMT Federal Transit Grants Office, and the California Rural Transit Assistance Program (RTAP).

Action Recommended: Approve Addendum to Humboldt Transit Authority's Drug and Alcohol Policy.

DEPARTMENT OF TRANSPORTATION
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*Making Conservation
a California Way of Life.*

March 6, 2018

To: Federal Transit Administration Funding Subrecipient:

Federal regulations at 49 CFR Part 40 require that recipients of specific Federal Transit Administration (FTA) Section 5311 funds establish and implement anti-drug and alcohol misuse testing programs. Recipients are also required to prepare and maintain a Drug and Alcohol Program.

New regulations went into effect on January 1, 2018. Among the new rules, each recipient shall include the testing of four semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone), as well as adds methylenedioxyamphetamine as an initial test analyte. Additionally, the testing for methylenedioxyethylamphetamine is no longer required.

Each Division of Rail and Mass Transportation FTA Section 5311 subrecipient is required to review their current Drug and Alcohol Plan, update it to reflect the new rules, and submit it for review and approval. Since this Program generally requires Board approval, we are establishing a June 30, 2018, submittal due date.

A copy of the Summary of Changes, Revised Drug and Alcohol Rules, the California Association of Transportation Drug and Alcohol Webinar, and transcript are attached. These materials may be helpful in preparing your agency's Program update.

We are using e-mail addresses from the new BlackCat system. If this e-mail should be directed to a different person at your agency, please forward this e-mail to them, and cc: Lea Simpson so that we can update our contact list. You should also update the contact information in the BlackCat system.

Thank you in advance for your efforts to complete your agency's Drug and Alcohol Program update by the June 30, 2018, deadline.

If you have any questions about this email, please contact Lea Simpson. She can be reached by e-mail at lea.simpson@dot.ca.gov or by phone at (916)654-7184.

Sincerely,

Handwritten signature of Angel Pyle in black ink.

ANGEL PYLE

Chief

Office of Program Management

Attachments



DRUG AND ALCOHOL POLICY ADDENDUM EFFECTIVE: JANUARY 1, 2018

The United States Department of Transportation (USDOT) – Office of Drug and Alcohol Policy and Compliance (ODAPC) has issued an update to USDOT’s drug and alcohol testing regulation (49 CFR Part 40). The new regulation has been revised and the changes (summarized below) will become effective on January 1, 2018. Therefore, the Humboldt Transit Authority’s drug and alcohol testing policy is amended as follows:

1. CHANGES TO THE DRUG TESTING PANEL

- a. Four new opioids added to the drug testing panel –
 - i. The USDOT drug test remains a “5-panel” drug test; however, the list of opioids for which are tested will expand from three to seven opioids.
 - ii. The “opioid” category will continue to test for codeine, morphine, and heroin; however, the “opioid” testing panel will now be expanded to include four (4) new semi-synthetic opioids:
 1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.
 2. Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.
- b. ‘MDA’ will be tested as an initial test analyte
- c. ‘MDEA’ will no longer be tested for under the “amphetamines” category.

2. BLIND SPECIMEN TESTING

- a. The USDOT no longer requires blind specimens to be submitted to laboratories.

3. ADDITIONS TO THE LIST OF “FATAL FLAWS”



- a. The following three circumstances have been added to the list of “fatal flaws”:
 - i. No CCF received by the laboratory with the urine specimen.
 - ii. In cases where a specimen has been collected, there was no specimen submitted with the CCF to the laboratory.
 - iii. Two separate collections are performed using one CCF.

4. MRO VERIFICATION OF PRESCRIPTIONS

- a. When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee’s prescribing physician before notifying the employer of a medical qualification issue or significant safety risk.
 - i. Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO’s reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee’s prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

5. DEFINITIONS

- a. The term “*DOT, the Department, DOT Agency*”



- i. Modified to encompass all DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary (OST), and any designee of a DOT agency.
 - ii. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes.
- b. The term "**Opiate**" is replaced with the term "**Opioid**" in all points of reference.
- c. The definition of "**Alcohol Screening Device (ASD)**" is modified to include reference to the list of approved devices as listed on ODAPC's website.
- d. The definition of "**Evidential Breath Testing Device (EBT)**" is modified to include reference to the list of approved devices as listed on ODAPC's website.
- e. The definition of "**Substance Abuse Professional (SAP)**" will be modified to include reference to ODAPC's website. The fully revised definition includes:
 - i. A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

NOTE: The revisions listed in this addendum include only those revisions to 49 CFR Part 40 which may be referenced in our drug & alcohol testing policy. A list of all the revisions made to 49 CFR Part 40 can be found at <https://www.transportation.gov/odapc>.



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Addendum Authorization Date: April 25, 2018

Authorized Official (Printed Name): Natalie Arroyo

Authorized Official (Signature): _____

Employee (Printed Name): _____

Employee (Signature): _____

Employee Receipt Date: _____



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 25, 2018

SUBJECT: Responses to the Transit Development Plan

At the February 28, 2018 regular board meeting, a representative from LSC transportation Consultants, Inc. gave the board a presentation on the regions five-year plan. In that report were six recommendations for the HTA board to review. Staff has prepared responses to those recommendations.

1. *RTS Mainline Eureka – Arcata Express*
2. *Eliminate Southern Humboldt Local, Add Southern Humboldt Intercity weekends*
3. *Willow Creek stop in Blue Lake*
4. *Eliminate Tish Non-Village*
5. *Later Saturday & Sunday service on Mainline*
6. *Earlier Weekday on ETS*

Items 1, 5, & 6:

The County of Humboldt, The City of Eureka, and the City of Arcata already use 100% of their Local Transportation Funds (LTF) funds for public transit. Ridership in the early morning or late at night is much lower than at peak times between 9:00 am – 5:00 pm. Staff will look into grant funding for the RTS Mainline Eureka – Arcata with next year's grant cycle.

Item 2:

Staff will have this completed for the upcoming 18/19 FY.

Item 3:

The Consultants recommended on "on demand" or "on call" options for The Willow Creek System to stop in Blue Lake. The issue is the timing of transfers in Willow Creek to Trinity Transit and/or KT-Net and then back in Arcata to transfer to the Redwood Transit System. Currently, there is no room in the schedule to add a stop in Blue Lake. A complete reconstruction of the route would need to take place and staff does not feel that there is a need at this time

Item 4:

Staff has met with officials of the Bear River Band of Rohnerville Rancheria to discuss options to bring the farebox into compliance. If the system does not make its farebox this fiscal year, it faces the possibility of being eliminated. Staff is hopeful that ridership will steadily improve with new facilities opening and the Rancheria purchasing passes.

Action Recommended: Review, discuss, and direct staff if needed.