

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, October 24, 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. 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 September 26, 2018 Regular Board Meeting Page 03
Action Recommended: Approve minutes
Attachments: September 26, 2018 minutes
2. August 2018 statistics and financial statements for all systems operated by HTA Enclosed
Action Recommended: Receive and file
3. Waiver of Potential Adverse Interests with the City of Arcata Concerning Arcata & Mad River Transit System (AMRTS) Bus Maintenance and Driver Training Services Page 06
City of Arcata Transit Manager/City Engineer Doby Class expressed interest in HTA assisting AMRTS in training their drivers to obtain a Class B license.
Action Recommended: Approve Waiver of Potential Adverse Interests with the City of Arcata Concerning AMRTS Bus Maintenance and Driver Training Services.

F. Items Removed from Consent Calendar

G. New Business

1. Eureka Transit Service Line Feasibility Study

Enclosed

Emily Sinkhorn from Redwood Community Action Agency will present the Eureka Transit Service Line Feasibility Study.

Action Recommended: Review, discuss, and accept the report.

H. Old Business

1. Old Arcata Road Transportation Services

Page 08

Staff will give the board an update on progress being made to provide transportation services to the residents on Old Arcata Road.

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

2. Humboldt Transit Authority Regular Meeting Dates

Page 09

Because of the upcoming holidays, staff would like to check availability of its members for the November 28, 2018 and December 26, 2018 meeting dates.

I. Board Reports

J. Department Reports

K. Closed Session

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

September 26, 2018

ROLL CALL

PRESENT

Board Members

Natalie Arroyo, City of Eureka

Paul Pitino, City of Arcata

Rex Bohn, County of Humboldt

Tim Marks, City of Rio Dell

Tami Trent, City of Fortuna

ABSENT

Mike Wilson, County of Humboldt

Steve Ladwig, City of Trinidad

Staff

Greg Pratt, General Manager

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Jim Wilson, Director of Maintenance

Consuelo Espinosa, ADA & Safety Coordinator

Brian Connors, Operations Manager

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, CAE Transport, Inc.; Marcella Clem, HCAOG; Charlotte Merkel, Humboldt County, Public Works; Jeff Pimentel, Caltrans.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:00 a.m. Introductions were made. Marcella Clem with HCOAG thanked HTA for their partnership and support with all of the recent changes in transit.

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATIONS

Jeff Pimentel with Caltrans, and Marcell Clem with HCAOG gave a presentation to the board on the 101 Eureka-Arcata Corridor Improvement Plan.

No public comment

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 Trent to approve the Consent Calendar.

Motion carries

1. Minutes from the August 22, 2018 Regular Board Meeting

Action Recommended: Approve minutes

Items removed from the Consent Calendar

2. July 2018 statistics and financial statements for all systems

General Manager Greg Pratt gave the board information on the statistics and addressed several changes in ridership. He also addressed that HTA will be receiving LCTOP funds that could help increase ridership. Motion by Councilmember Pitino, second by Councilmember Trent to approve the July 2018 statistics and financials for all systems.

Motion carries unanimously

OLD BUSINESS

None

NEW BUSINESS

1. Unmet Transportation Needs Public Hearing for FY 18/19

- A. A public hearing was opened to allow citizens to comment on transit needs in Humboldt County.
- B. No comments so the public hearing was closed and staff was directed to forward a summary of the meeting to the Humboldt County Association of Governments.

General Manager Greg Pratt gave the board information on the upcoming public hearings and the unmet needs process. Chairperson Arroyo indicated that she would like to invite Dolby Class from AMRTS for comment.

2. Bus Shelter Cleaning

A new contract is needed for cleaning the bus shelters served by Humboldt Transit Authority buses. Staff is requesting the board extend the present contract to another three-year term.

General Manager Greg Pratt gave the board information and an update on HTA's contract with Redwood Teen Challenge and announced what a great job they are doing. The only difference in the proposal from the 2015 contract is to add an additional four (4) shelters in the City of Eureka and two (2) bus shelters in Arcata for a monthly cost of \$4369.80.

Motion by Councilmember Pitino, second by Councilmember Trent to execute the contract between Teen Challenge and Humboldt Transit Authority for a three-year term at a fixed cost of \$4369.80/Month

Motion carries unanimously

3. Letter of Support: The Peninsula Community Collaborative (PCC)

The PCC submitted a request to the Humboldt Transit Authority for a letter of support for a raised crosswalk speed table near the entrance to the Manila Community Center leading to the HTA bus stop.

General Manager Greg Pratt gave the board information on the request from PCC for a letter of support. Councilmember Pitino also gave the board information on PCC and their need for the raised crosswalk and gave his support for the board to authorize his signature for support.

Motion by Councilmember Trent, second by Councilmember Marks to authorize Councilmember Pitino to sign the letter of support for the Peninsula Community Collaborative.

Motion carries unanimously

4. Transportation Service for Old Arcata Road

Over the last six (6) months, staff has been working with the County, HCAOG, and CAE Transport to address the unmet need for transportation services on Old Arcata Road. A scope of work has been drafted for review and comment.

General Manager Greg Pratt addressed the unmet need for transportation service for Old Arcata Road and addressed the draft for the scope of work. Marcella Clem with HCAOG indicated that HCAOG would be willing to help with advertising expenses for this service.

Motion by Councilmember Pitino, second by Councilmember Trent to approve the Old Arcata Road Service, Authorize the General Manager to execute both documents and bring back to the January 2019 Regular Board Meeting for further evaluation.

Motion carries unanimously

Board Reports

None

Department Reports

General Manager Greg Pratt gave the board an update on the electric bus. Director of Maintenance Jim Wilson gave an update on the changes with the electric bus.

General Manager Greg Pratt gave the board an update on the Nixon House and moving forward with the project. HTA's Legal Counsel, Nancy Diamond gave the board information on the Eureka's Historic Preservation Commission Meeting held on September 5, 2018 and Jill McDonald's role. Supervisor Bohn encouraged board members to attend their City Council Meetings to hear more information regarding this issue.

CLOSED SESSION:

None

Meeting adjourned at 10:20 a.m.

Memorandum

To: The Honorable Chair and Members of the Governing Board of the HTA
cc: Greg Pratt, General Manager
From: Nancy Diamond, General Counsel
Date: October 18, 2018
Re: Waiver of Potential Adverse Interests with the City of Arcata
Concerning AMRTS Bus Maintenance and Driver Training Services

The California attorneys' Rules of Professional Conduct require attorneys to notify a client due to the simultaneous representation of clients with interests that have the potential of becoming adverse to each other. The attorney may seek a written waiver from both clients in order to proceed with the simultaneous representation.

As the Board may know, in addition to the services I provide to HTA as its General Counsel, I am the City Attorney for the City of Arcata. I am currently seeking a waiver of the potential for a conflict of interest arising from certain services HTA provides, or may provide, under contract to Arcata in support of the City's transit system, the AMRTS. HTA first entered into a contract with the City to park, repair, and maintain AMRTS buses beginning in 2001, and it has been amended in 2004, 2006 and 2008. The initial contract and its amendments were prepared without my involvement, and I have not previously been asked to interpret any of its provisions. Recently, City staff has discussed with HTA's General Manager the possibility of HTA providing driver training for AMRTS bus drivers. I anticipate providing assistance to HTA in developing a standard form of contract for these services so that they may be possibly offered to other entities. However the specific scope of services between Arcata and HTA for driving training services would be most likely negotiated by staff without my involvement. No adverse interests, and therefore no actual conflict of interest, currently exist in regard to either the existing maintenance contract or a possible future driver training contract. However, because of the potential for conflict, the California Rules of Professional Conduct require me to seek this waiver.

If the Board desires not to approve the waiver and to obtain independent representation for this matter, I will assist the General Manager and the Board in finding appropriate alternate representation.

WAIVER OF POTENTIAL ADVERSE INTERESTS

A potential conflict of interest exists in regard to the representation by Law Offices of Nancy Diamond (“Attorney”) of the Humboldt Transit Authority (“HTA”) and the City of Arcata (“City) concerning contracts for services between the City and HTA whereby HTA provides transit bus maintenance and/or bus driver training services for the City. Legal advice or representation may be required in drafting or interpreting these contracts for services.

California law prohibits an attorney from simultaneously representing clients that have potential or actual interests adverse to each other unless the clients have in writing waived the potential conflict of interest. Whenever an attorney has an actual or potential conflict of interest, she is required to inform her clients of that fact in writing and they, based on that information, must sign a waiver of the conflict. The waiver is made knowing that wherever a conflict exists, actually or in potential, it may be best to have independent legal counsel.

Pursuant to these legal requirements, you are therefore advised that because of the potential for conflict, it may be in your best interests to have legal independent counsel. Despite this advice, you would prefer to have the Law Offices of Nancy Diamond, represent you, and you hereby waive the conflict. In the event a conflict becomes actual, that is, an adverse interest actually exists, you will be notified of such actuality, and representation by the Law Offices of Nancy Diamond on the matter giving rise to the conflict, shall be discontinued unless and until the HTA and City can provide additional informed consent.

By motion of the Governing Board of the Humboldt Transit Authority made on _____, 2018.

Humboldt Transit Authority

By: _____
Natalie Arroyo, Chair of the Board



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A Public Entity Serving Humboldt County Since 1976

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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 24, 2018

SUBJECT: Transportation Service for Old Arcata Road

On January 15, 2016 the Humboldt County Association of Governments Board adopted the Unmet Transit Needs Report of Findings. Included in that report was the need for transportation services to the residents that live along Old Arcata Road.

The HTA board approved the contract for services for Old Arcata Road at the September 26, 2018 board meeting and it was recently approved by Public works. Staff has worked with several different agencies and community members identifying current resources available for the service, funding opportunities, and pick up locations.

The target date to start the new service, as a pilot program, is November 5, 2018. A few details about the service are as follows:

- It is a reservation system that utilizes the software program in place for Dial-A-Ride. Old Arcata Road residents will need to call 24 hours in advance to schedule a ride.
- The two forms of payment are cash and Token Transit (TT). TT is a cellular phone application that can be downloaded for free on iPhone or Android. The cost of a regular fare is \$3.00 and the reduced fare is \$2.00 for seniors, children 17 or under, or persons with disabilities.
- This is a "Pilot Program" that will run between November 5, 2018 to June 20, 2019 to gauge the public's interest and provide feedback for the 2019/20 FY. Staff will bring ridership statistics and comments back to the HTA board at the February 27, 2019 regular board meeting for review.
- Staff is working with HCAOG to contact residents on Old Arcata Road to distributing information and to announce a public meeting.

Pick Up/ Drop Off Locations

75 Greenwood Heights	4th/5th & H Eureka
7650 Myrtle Avenue	Arcata Transit Center
7882 Myrtle Avenue	Humboldt State University (Library Circle)
1836 Old Arcata Road	Humboldt Transit Authority (2nd & V in Eureka)
1610 Old Arcata Road	

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

November 2018

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Thanksgiving Office Closed	23	24
25	26	27	28 HTA Board Meeting	29	30	1

December 2018

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Christmas HTA Office Closed	26 HTA Board Meeting	27	28	29
30	31	1	2	3	4	5