

Board of Directors
NATALIE ARROYO
County of Humboldt
LESLIE CASTELLANO
City of Eureka
DEBRA GARNES
City of Rio Dell
STEVE LADWIG
City of Trinidad
ALEX STILLMAN
City of Arcata
TAMI TRENT
City of Fortuna
MIKE WILSON
County of Humboldt

HTA Board Staff
GREG PRATT
General Manager
CONSUELO ESPINOSA
Secretary to the Board



Humboldt Transit Authority
Governing Board of Directors
HTA Conference Room - 133 V Street Eureka
AGENDA

Public Participation In-person or Teleconference
Microsoft Teams
Join on your computer, mobile app or room device
[Click here to join the meeting](#)
Meeting ID: 263 166 159 009
Passcode: TLw8Np
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April 3, 2024

9:00 AM

Regular Board 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

Reconnecting Arcata Project

[City of Arcata: Netra Khatri, Engineer](#)

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 March 6, 2024, Special Board Meeting and March 6, 2024, Regular Board Meeting.

[Staff: Consuelo Espinosa](#)

Action Recommended: Approve Minutes

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F. Items Removed from Consent Calendar

G. Reports

1. Draft January 2024 statistics and financial statements for all systems operated by HTA. Enclosed
Staff: [Katie Collender](#)
Action Recommend: Review and Discuss

H. New Business

1. HTA Projects Update Page 07
Staff: [Jerome Qiriazzi](#)
Staff will update the Board on current and future projects.
Action Recommended: Review, Discuss, and Make Recommendations if Necessary.
2. Ratify Contract with LDA Partners for Site Design Survey Page 10
Staff: [Jerome Qiriazzi](#)
Board ratification of this contract would be consistent with a conservative interpretation of HTA's Procurement Policy and would provide comprehensive Project records.
~Contract enclosed
Action Recommended: Ratify contract with LDA Partners for the development of a site design survey to 2021 ALTA/ANSI standards.
3. Strategic Planning Discussion
The Board will begin development on a timeline for strategic planning and provide direction to Staff on next steps.
Action Recommended: Review, Discuss, and Direct Staff if Necessary.
Board: [Supervisor Arroyo](#)

I. Board Communications

J. Staff Communications

K. 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

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
SPECIAL BOARD MEETING

March 6, 2024

8:30 am

PRESENT

ABSENT

Board Members

Tami Trent, City of Fortuna
Alex Stillman, City of Arcata
Steve Ladwig, City of Trinidad
Debra L. Garnes, City of Rio Dell
Natalie Arroyo, County of Humboldt
Mike Wilson, County of Humboldt

Leslie Castellano, City of Eureka

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager
Katie Collender, Finance Manager
Carolann Aggeler, Administration and Finance Assistant
Andi Evans, Bookkeeper
Jerome Qiriazzi, Transit Planner
Sherry Dunlap, Safety & ADA Coordinator
Jim Wilson, Director of Maintenance

Brian Connors, Operations Manager

Also in attendance was Nancy Diamond, HTA's Legal Counsel, and Jack Hughes, Agency Designated Representative.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 8:34 am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATIONS

None

CLOSED SESSION

The board meet in closed session at 8:34am, pursuant to Government Code Section 54957.6 with Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.

REPORT OUT OF CLOSED SESSION

Nothing to report.

ADJOURNMENT

9:00 a.m.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

March 6, 2024

9:00 am

PRESENT

Board Members

Tami Trent, City of Fortuna
Alex Stillman, City of Arcata
Steve Ladwig, City of Trinidad
Debra L. Garnes, City of Rio Dell
Natalie Arroyo, County of Humboldt
Mike Wilson, County of Humboldt

ABSENT

Leslie Castellano, City of Eureka

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager
Katie Collender, Finance Manager
Carolann Aggeler, Administration and Finance Assistant
Andi Evans, Bookkeeper
Jerome Qiriazzi, Transit Planner
Sherry Dunlap, Safety & ADA Coordinator
Jim Wilson, Director of Maintenance

Brian Connors, Operations Manager

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Beth Burkes, HCAOG, Stevie Luther, HCAOG, Vance Law, AMRTS, and Kelsey Martin, Coalition for Responsible Transportation Priorities.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:02 am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATIONS

None

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.

Motion by Councilmember Stillman, second by Supervisor Wilson to approve the Consent Calendar. Motion carried unanimously.

Minutes from February 7, 2024, Regular Board Meeting

Items Removed from Consent Calendar

None

Surplus Equipment

HTA has three driver relief vehicles that have surpassed their useful life. They are as follows: 2007 Ford Focus and 2001 Chevy Venture

Action Recommended: Declare HTA vehicles as Surplus and Authorize its Sale by Adopting Resolution 24-01.

REPORTS

Finance Manager Katie Callendar gave the board an update that there is an overall 5% ridership increase and a 15% increase to student ridership. She also shared that the farebox has increased to 16.42% and that the fare revenues have also increased by 9%. Additionally, soon we will be able to collect enough data to report on Credit Card fares.

NEW BUSINESS

HTA Projects Update

HTA's Transit Planner Jerome Qiraizi gave the board an update on future projects:

- *HTA had two firms complete the mandatory site walk completed on February 27, with bids due on April 3, in preparation for the Hydrogen Fueling Station. Staff are also starting preparations to move offices out of the Cedar house in expectation for demolition in the fall.*

Public Comment:

NONE

BOARD COMMUNICATIONS

Councilmember Alex Stillman announced that at the Arcata & Mad River Transit Center, informational box cases have been installed on both sides of the building for public notices.

Supervisor Arroyo announced that next month, HTA would be acknowledging Steve Ladwig as a form of thanking him, for serving four to five years as the HTA Board Vice Chair.

STAFF COMMUNICATIONS

General Manager Greg Pratt announced that passengers can now travel from Crescent City to Ukiah and onto Santa Rosa for the same fare, using Tap & Pay, and that HTA is working closely with HCAOG to promote the service. Additionally, Greg announced that soon HTA will extend late night RTS service with the addition of newly hired staff.

ADJOURNMENT

9:20 a.m.



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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: April 3, 2024

SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Cycle 5 Grant

This project funds the purchase of fuel cell electric city buses, construction of a hydrogen fueling station, upgrades to maintenance bays, and construction of an intermodal transit center.

- Redwood Coast Express (RCX)
 - a. HCAOG under contract negotiations with marketing consultant.
- Hydrogen Fueling Station
 - a. The RFP was released on February 15th.
 - b. The mandatory site walk was completed on February 27th
 - c. Bids are due April 3rd
 - d. Staff are starting preparations to move offices out of the Cedar house in expectation for demolition of the Cedar house in Fall. This is to clear sufficient room for the hydrogen fueling station.
- Hydrogen Buses & Pilot Bus
 - a. On track for delivery of the pilot bus in December, 2024
 - b. HVIP funding has been preliminarily approved for the pilot bus
- Intermodal Transit Center
 - a. No update

TIRCP Cycle 6 Grant

This project will fund the development and testing of a fuel cell electric over-the-road coach.

- HTA staff sent our funding allocation plan and formal request for funding in February. We are waiting to hear back from CalSTA staff on next steps.

Microtransit

This topic captures various microtransit-related projects.

- Humboldt Bay Region
 - a. HTA continuing soft launch of microtransit. HTA staff continue to do extensive testing and improving driver training.
- Samoa-Manila Service Area
 - a. Samoa stops were added to the service soft launch service area
- Eureka Service Area
 - a. AHSC funding was awarded which provides funding for extended microtransit within Eureka. Timeline unknown at this time when contracting for funds will start.
- McKinleyville Service Area



- a. Funds were awarded for extended microtransit service within McKinleyville. Timeline unknown at this time when contracting for funds will start.

First Mile / Last Mile Service

This topic captures various projects related to first mile / last mile mobility.

- Eureka Oldtown Service
 - Discussions regarding autonomous vehicles.
- Bikeshare
 - No update

Planning and Operations

This is a catch-all for various projects related to planning and operations.

- Simplified Time-Based Fare Structure
 - a. HTA staff are close to finalizing a streamlined ticketing system. Update from staff anticipated soon.
- Credit Card Validators
 - a. No update
- System Planning and Scheduling
 - a. Staff are making progress on setting up a software platform called Optibus which will integrate route planning, vehicle and crew scheduling and bids, day-to-day operations, and payroll. This will streamline HTA processes, and help reduce duplication and errors. We expect to roll out a fully developed platform this fall.

Regional Projects Coordination

This is a catch-all for projects that we are currently coordinating on and/or providing input.

- Service to/from Blue Lake
- New bus stop in Arcata on Foster Ave
- County Climate Action Plan
- CalTrans project considering a Mobility Hub at Herrick Ave

Facility Redesign

This project captures the long term goal of redesigning the HTA Administrative and Maintenance Facility, including replacing the majority of buildings which are reaching their end of useful life.

- Staff continues to look for funding to complete a permit-ready design package.

North State Intercity Bus Coordination

This project captures work with CalTrans, North State transit agencies, and bus-to-rail operators to coordinate routes, schedules, and operators to achieve the California State Rail Plan and the California Intercity Bus Study.

Zero Emission Fleet Transition

This captures the various efforts related to transitioning our fleet to zero emission. HTA's current Zero Emission Fleet Rollout Plan can be found at the following link:

https://hcaog.net/sites/default/files/hta_zero_emission_bus_rollout_plan_v1.0.pdf



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- State Hydrogen Fuel Procurement effort officially released a Request for Information (RFI) last week. The RFI can be found at [Low Carbon Hydrogen Fuel RFI - Event ID 0000030229](#). This RFI can be distributed widely, and will help inform the statewide procurement effort. This procurement could significantly impact the price of hydrogen that we pay.
- The Rural Hydrogen Case Study funded by Go-Biz is progressing well. The goal of this project is to proactively identify and address challenges with adoption of hydrogen as a fuel in rural areas. HTA staff continues to provide data to consultants for the development of a business model to understand the true costs of hydrogen.
- Prototype fuel cell 26,000 GVWR cutaway, waiting on grant award announcement from CARB.
- Hydrogen station and New Flyer buses, see TIRCP Cycle 5 Grant
- Prototype hydrogen coach, see TIRCP Cycle 6 Grant

Action Recommended:

- *Review, discuss, and make recommendations of other items if necessary.*



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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: April 3, 2024

SUBJECT: Ratify Contract with LDA Partners for Site Design Survey

BACKGROUND and RATIONAL

On July 6, 2022 the Board voted unanimously to approve the release of a Request for Qualifications (RFQ) for Project 22-01: Administrative and Maintenance Facility Re-Design Concept. This project is intended to perform an overall assessment of HTA's facility at 133 V St., Eureka to address aging infrastructure, current and anticipated growth, and the transition to a zero-emission fleet including infrastructure planned through the TIRCP grant. The Project is envisioned in three phases:

- Phase 1: 2D mapping of proposed vehicle circulation, and location and draft footprint of all existing, retrofitted, and/or new infrastructure;
- Phase 2: Completion of 30% schematic design of all proposed new, retrofitted, and/or otherwise modified infrastructure, not inclusive of hydrogen fueling infrastructure, along with an estimate of project cost sufficient for inclusion in one or more grant proposals; and
- Phase 3: Completion of a complete set of constructions documents (construction set and permit set), inclusive of all proposed new, retrofitted and/or modified infrastructure.

On July 7, 2022 staff released the RFQ with a due date of July 29th. On August 10, 2022 the Board unanimously approved LDA Partners as the successful bidder and authorized the General Manager to negotiate a contract with LDA Partners for Project 22-01.

HTA staff entered into negotiations to develop a Master Plan, Schematic Design, and estimate of probable cost which would be used to competitively procure a design-build contractor. Unfortunately, HTA did not have sufficient funding at the time to move forward with the master planning process. However, staff retained LDA Partners as a qualified bidder to support funding applications for this work.

In December, 2022 staff entered into a contract for \$44,500 to support grant applications to both TIRCP Cycle 6 (Board approved on November 2, 2022) and Federal 5339(b) (Board authorized on May 5, 2021). The dollar amount of this contract was within the General Manager's discretion per HTA's current Procurement Policy. LDA Partners provided a high level site layout concept, visual rendering, and conservative cost estimate to fully design and construct the concept. This contract was completed in February, 2023. Both grant applications were unsuccessful (note that all other TIRCP Cycle 6 project elements were successful except the facility redesign element).

In the Fall of 2023, while developing the RFP for procuring a Design-Build entity for the Hydrogen Fueling Station Project 23-01 (Board approved on July 5, 2023), staff were advised by Consultants that a design



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survey of HTA's Facility would be useful to include in the RFP to reduce uncertainty in the cost for bidders and reduce risk of change orders once under contract. Although not included in the Maintenance Facility Re-Design Project scope of work, site design survey work supports the hydrogen fueling station Project and was within the scope of work proposed by LDA Partners in response to the Facility Redesign Project 22-01 RFQ. Staff therefore believed that executing a contract with LDA to complete the site design survey was within the Board's Hydrogen Station Refueling RFQ/RFP approval authorizations (pursuant to Board delegation, the TIRCP Ad-hoc Committee authorize release of the Hydrogen Fueling Station RFP on February 13th, 2024).

HTA was successful in securing FY 22/23 State Transit Assistance (STA) funding for site design survey work, and on November 17, 2023, HTA and LDA Partners entered into an Agreement for a cost of \$124,500 to complete a Facility-wide site design survey to 2021 ALTA/ANSI standards (contract enclosed) LDA Partners and their subcontractors are finalizing the survey now and anticipate final delivery this week. A draft of the survey has been included in the RFP for the Hydrogen Refueling Station Project 23-01, and the final design will be added as an addendum.

On subsequent review, staff believes that because the dollar amount exceeds the \$50,000 General Manager's spending limit, having express Board ratification of this contract would be consistent with a conservative interpretation of HTA's Procurement Policy and would provide comprehensive Project records. Staff now seeks Board ratification of the contract with LDA Partners for the site design survey.

FISCAL IMPACT

Total cost for requested services is \$124,500. These funds have already been identified and reserved.

PRIOR RELEVANT BOARD ACTION / POLICIES

- Board action on May 5th, 2021, authorizing the GM to apply for grants that provide funding for zero emission bus projects.
- Board action on July 6, 2022 authorizing HTA staff to release an RFQ for the Facility Re-Design Project 22-01
- Board action on August 10, 2022 which authorized staff to negotiate a contract with LDA Partners as the successful bidder for the RFQ for Project 22-01
- Resolution 22-21, adopted October 14th, 2022, which authorized the GM to execute a Master Agreement and Program Supplements for State-Funded Transit Projects.
- Board action on November 2, 2022 authorizing staff to pursue the TIRCP Cycle 6 grant.
- Resolution 23-05, adopted March 29th, 2023, which rescinded and replaced Resolution 22-13 with HTA's current procurement policy.
- Board action on July 5, 2023 authorizing staff to release a design-build RFQ for Project 23-01, forming the TIRCP Ad-Hoc Committee, and authorizing the TIRCP Ad-Hoc Committee to approve release of the RFP for Project 23-01.

Action Recommended: Ratify contract with LDA Partners for the development of a site design survey to 2021 ALTA/ANSI standards.