

MINUTES OF THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

January 20, 2010

ROLL CALL

Present

Absent

BOARD MEMBERS

Julie Woodall, Rio Dell	Dean Glaser, Fortuna
Mark Lovelace, Humboldt County	Jill Duffy, Humboldt County
Ken Zanzi, Fortuna (Alt.)	Julie Fulkerson, Trinidad
Michael Winkler, Arcata	
Frank Jaeger, Eureka	

STAFF

Neleen Fregoso, General Manager

Jim Wilson, Director of Maintenance

Laura Shodall, Administrative
Assistant

Greg Pratt, Secretary to the Board

CALL TO ORDER

Vice Chairman Lovelace called the meeting to order at 9:09 a.m.

APPROVAL OF MINUTES

There were no minutes prepared for approval at this meeting. The December minutes will be included in the February board packet along with several past meeting minutes wherein approval was held up for one reason or another.

SPECIAL REPORTS

Dominique Kilmer, from the CPA firm Anderson, Lucas, Sommerville & Borges was present at the meeting to review the annual Fiscal and Compliance Audit with the board and answer any questions they might have. There were a couple of findings which were pointed out, excess TDA funds received by some of the entities and the inadequacies that need to be addressed in HTA's accounting software. The board directed staff to prepare the necessary responses to the findings of the audit and bring them to the board during the regular February meeting for their approval.

CITIZENS COMMUNICATIONS

There were no members of the public in attendance at this meeting.

CONSENT AGENDA

The financial and statistical information which was to be handed out during the meeting was not ready, therefore, there were no items to be approved on the consent agenda.

DISCUSSION AGENDA

1. 1. Amendment of vehicle lease agreement between hta and city ambulance of eureka.

Staff recommended to the board that the vehicle lease agreement for the three dial-a-ride vehicles between HTA and City Ambulance of Eureka be amended to turn over the routine maintenance of those vehicle to CAE. In the past HTA has been performing all of the maintenance on these vehicles, however, due to difficulties getting the vehicles to our facility in a timely manner and the fact that the vehicles are nearing the end of their useful life, staff felt it was more prudent to allow CAE to do the maintenance for the remainder of the lease term.

***Motion by** Councilmember Jaeger, **second by** Councilmember Woodall to amend the lease agreement between HTA and CAE turning the maintenance responsibilities of the three dial-a-ride vehicles over to CAE.*

Motion carried unanimously

2. AMENDING THE HTA SALARY MANUAL

Staff recommended amending the HTA Salary Manual to add a new staff position, Administrative Assistant II, and amend Appendix A to compensate the staff members for the additional duties placed upon them by the addition of two new transit systems.

The board directed staff to prepare more financial information demonstrating that the new revenues from the Southern Humboldt transit services would be adequate to fund the new position and possibly the newly requested pay increases for staff and to bring that information to the Finance & Operations Committee for their review and recommendation to the full board.

3. SOUTHERN HUMBOLDT RURAL TRANSIT SYSTEM

General Manager Fregoso gave an update on the first few weeks of the new services in Southern Humboldt.

1. 4. ANNUAL ELECTION OF OFFICERS

Nominations and elections of new officers for calendar year 2010.

The following officers were nominated and elected unanimously:

Chairman of the board – Supervisor Mark Lovelace

Vice Chairman – Councilmember Julie Fulkerson

Finance & Operations Committee –

Supervisor Mark Lovelace, Councilmembers Julie Woodall & Michael Winkler

ADJOURNMENT Chairman Lovelace adjourned the meeting at 10:42 a.m.