

Humboldt Transit Authority

Governing Board of Directors

AGENDA

Wednesday – October 19, 2011

HTA Conference Room – 133 V Street Eureka

9:00 a.m.

1. Call meeting to order

1. Roll Call

1. Introductions & Recognitions

1. Approval of Minutes

- 1. a. *Minutes from the September 28, 2011 special board meeting***
- 2. b. *Minutes from the September 30, 2011 special board meeting***

Action necessary: make corrections, if necessary. Approve the minutes

1. Citizens Communication

Members of the community are invited to comment on items or issues not on the agenda.

1. Consent Agenda

- 1. a. Year to date ridership statistics for all systems operated by HTA**
- 2. b. Year to date financial statements for all systems operated by HTA**

1. Discussion Agenda – Items requiring action for the board

- 1. Proposal for Legal Counsel Services for Humboldt Transit Authority**

Humboldt Transit Authority's contract with attorney Jason M. Garlick expires on October 28, 2011. At the September 28, 2011 HTA meeting, the board directed the Executive/Personnel Subcommittee to bring back options for long-term legal counsel.

Action Necessary: Review, discuss and direct staff

1. Secretary to the Board

Pursuant to Article 4.1 of the Joint Powers Agreement with the Humboldt Transit Authority, the governing board is to appoint a Secretary who may, but need not be, a member of the Governing Board.

Staff recommendation: Appoint HTA Administrative Assistant II, Brenda Fregoso, to take over duties as Secretary to the board as stated in the JPA.

1. Humboldt Transit Authority Representative for California Transportation

Insurance Pool (CalTIP)

Neleen Fregoso, who served as HTA's representative for CalTIP, retired on September 30, 2011. At the September 30, 2011 HTA Board Meeting, Administrative Assistant Laura Shodall was appointed by the HTA Board as the new CalTIP representative with Interim General Manager Greg Pratt as the alternate.

Action necessary: Authorize the appointment of Laura Shodall as Humboldt Transit Authority's representative for the California Transportation Insurance Pool and Greg Pratt as the alternate by adopting Resolution 11-07

1. California Insurance Pool Joint Powers Agreement

CalTIP JPA Agreement has remained in its original form since CalTIP's inception in 1987. As CalTIP has grown and developed over the years, there have been changes in its governance structure, the laws that govern joint powers authorities, and the general operations of CalTIP. Over the past two-years, the Oversight Committee and the Board have worked diligently in the development of the new JPA Agreement. The feedback received was later reviewed by the Oversight Committee and the Board, with the Board taking action at its April 2011 meeting to distribute the final version of the proposed JPA Agreement to the membership for

approval. A Line by line summary of the changes and a copy of the new agreement are attached

Action Necessary: Passage of the attached Resolution No. 11-08 acknowledging the Humboldt Transit Governing Board approval of the amended joint powers agreement forming the California Transit Systems Joint Powers Authority and authorizing Humboldt Transit Authority Chairman to sign the amended agreement.

1. Janitorial Services

The Humboldt Transit Authority office is in need of a cleaning service. Staff received 3 proposals and recommends that J & C Janitorial be awarded the contract for \$468.33 per month at a one-year term. A copy of the contract draft is attached.

Action Necessary: Authorize HTA Board Chairman Lovelace to sign the attached contract draft.

1. Executive/Personnel Subcommittee Report

Update and progress report by committee members

Action Necessary: Review and discuss

1. Communications:

- 1. Board**
- 2. Staff**

1. Adjournment