

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting November 18, 2015
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Citizen's Communications
Members of the community are invited to comment on items or issues not on the agenda.
- IV. Closed Session
 - a. Public Comment
 - b. 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.
 - c. The Board will go into Closed Session pursuant to Government Code Section 54956.9(b) to confer with Legal counsel regarding potential exposure to litigation.
The Board will Reconvene in Open Session
- V. Action Items
 - a. HTA Fueling Facility Project Page 01
In October 2015, SHN announced the Invitation to Bid for HTA's Fueling Facility Project to the local paper and Builders Exchange. The board will review the submissions and select the lowest responsive responsible bid.
 - b. California Office of Emergency Services (Cal OES) Grant Page 02
Staff is requesting authorization to submit a Modification Request for facility security to be forwarded to Cal OES.
 - c. Low Carbon Transit Operations Program (LCTOP) Page 06
Board authorization is needed to submit a grant to CalTRANS for the LCTOP.
 - d. Approval of Minutes Page 14
Minutes from the October 21, 2015 Regular Board Meeting.
Action Recommended: Approve minutes

- VI. Discussion Agenda Enclosed
- a. September 2015 statistics for all systems operated by HTA
 - b. September 2015 financial statements for all systems operated by HTA
- VII. Communications
- a. Board
 - b. Staff
- VIII. 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.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Winkler
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 18, 2015

SUBJECT: HTA Fueling Facility Project

During the board's regular meeting of September 16, 2015, the board authorized staff to send out an Invitation for Bids to construct a new fueling station on the main lot. This project includes a 15,000 gallon aboveground storage fuel tank, a 60' x 44' metal canopy over the fuel island, two new fuel dispensers, and reconstruction of the entryway and gates.

In October 2015, the Invitation for Bids was sent out to local contractors and the Humboldt County Builders Exchange titled: HTA Fueling Facility Project. Interested parties met here at the HTA facility on October 20, 2015, for a mandatory pre-bid site walk. The purpose of the site walk was to provide clarity and familiarization with the project location and scope of work.

The bid schedule is as follows: November 17th at 2:00 p.m. the bids will be opened and read aloud to all attendees. At that time, HTA and SHN staff will evaluate the bids for compliance, completeness, and accuracy. After careful evaluation, SHN will produce a detailed bid comparison for the board's review, along with a recommendation for award of the bid. The award is to be based on the lowest responsive responsible bid.

Once the board has chosen the successful bid and awarded the contract, HTA will issue a Notice to Proceed. Work will commence within ten (10) working days after the Notice to Proceed has been issued.

A pre-construction meeting is scheduled to be held with the successful bidder on December 8, 2015.

Action Recommended: (to be provided the morning of the meeting)



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TO: Chair Winkler
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 18, 2015

SUBJECT: California Office of Emergency Services (Cal OES) Grant

The Cal OES funding opportunity is through Proposition 1B, also known as the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. The Transit System, Safety, Security, and Disaster Response Account (TSSDRA), is a portion of Proposition 1B that funds the CTSGP-CTAF, administered by the Cal OES.

On October 18, 2012, the HTA board signed a funding agreement in the amount of \$322,885 with the Humboldt County Association of Governments (HCAOG) to provide ADA accessible bus stops in the Region. HTA has worked with HCAOG and the Social Services Transportation Advisory Council (SSTAC) to identify bus stops that were not ADA compliant, and has made several improvements.

At the onset of this grant, the funding was intended to be used to repair damaged sidewalks leading to existing bus stops for improved accessibility. It was later reported back to HCAOG that it is up to the jurisdictions to repair sidewalks, and that Cal OES would only reimburse the funds for the 5'x 8' landing pad. Because of the limitations to sidewalks, and not being able to install landing pads for Old Arcata Road, (new service is not covered), staff is requesting a modification to the grant to install solar lighting, panels, office security, driver security, reinforced fencing, and surveillance cameras to the HTA bus yard. There is still \$193,000 in funds that need to be expended by March 31, 2015.

If the modification request is approved by the HTA board, it will go to the HCAOG board to amend their resolution, and then sent to Cal OES for final approval.

~Eligible expenditures attached

Action Recommended: Authorize the General Manager to Submit a Modification Request for Facility Security to HCAOG

Eligible Expenditures

Eligible activities include the following:

- A.** A capital project that provides increased protection against a security or safety threat including, but not limited to, the following:
 - a.** Construction or renovation projects that are designed to enhance the security of public transit stations, tunnels, guideways, elevated structures or other transit facilities and equipment;
 - b.** Explosive device mitigation and remediation equipment;
 - c.** Chemical, biological, radiological and nuclear explosives search, rescue or response equipment;
 - d.** Interoperable communications equipment;
 - e.** Physical security enhancement equipment;
 - f.** The installation of fencing, barriers, gates or related security enhancements that are designed to improve the physical security of transit stations, tunnels, guideways, elevated structures or other transit facilities and equipment; and
 - g.** Other security and safety-related projects approved by Cal OES.

- B.** A capital project that increases the capacity of transit operators to prepare for disaster-response transportation systems that can move people, goods, emergency personnel and equipment in the aftermath of a disaster.

- C.** Other allowable costs under California Government Code 16727 (a) include costs directly related to construction or acquisition including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, necessary easements, and warranties, as approved by Cal OES.

NOTE: Management and Administration (M&A) costs are not allowable for Prop 1B funds.

Modification Request Template

Grantee Name: _____
Grant _____
Year _____ FIPS ID #: _____
(2007-08, 2008-09, 2009-10, 2010-11) (xxx-xxxxx)

Return the Transit Security Grant Modification Request to the following address:

The Governor's Office of Emergency Services
Homeland Security and Prop 1B Grant Unit
Proposition 1B Program Representative
3650 Schriever Avenue
Mather, California 95655

Modification Changes:

- **Reason for Request to Modify -**

- **Background -**

For questions regarding this modification please contact:

Grantee contact: _____
(Printed Name) (Title)

Phone number: _____ E-Mail: _____

Request for Approval of Modifications to Grant submitted by:

Authorized Agent: _____
(Printed Name) (Title)

Signature: _____ Date: _____

Modification Request Instructions

**** Note: No scope change.

1 Grantee Information

- A. Grantee name.
- B. Grant ID number.
- C. Seven digit FIPS number.

2 Modification Information

- A. Reason for request: A detailed explanation of the modification and why the modification is needed.
- B. Background: A detailed description of the project and the current status.

3 Grantee contact for questions regarding the modification

- A. Contact name and title.
- B. Phone number.
- C. Email address.

4 Authorized Agent's Information

- A. Authorized agent's name and title.
- B. Authorized agent's signature and date.

5 Modification Submittal

- A. Send a completed hard copy with signature to: Transit Security Grant Unit, using the address located under the header.



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TO: Michael Winkler, Vice Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 18, 2015

SUBJECT: Low Carbon Transit Operations Program (LCTOP)

LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

Staff was notified by the Humboldt County Association of Governments (HCAOG) that there is \$153,369 in LCTOP funds available to the region for projects that will reduce greenhouse gases by reducing passenger vehicle miles with operation improvements.

Board authorization is needed to submit an application to CalTRANS for the LCTOP. They are tentatively due the beginning of January 2016, so staff needs to begin the application process as soon as possible. Depending on the amount available, HTA would apply for operating assistance to possibly lease an electric vehicle, increase weekend service, frequency at peak times to relieve over crowded buses, and purchase ticket vouchers.

Action Recommended:

- 1.) Adopt Resolution 15-17 Authorizing the Execution to the Certifications and Assurances.***

Division of Rail and Mass Transportation
Low Carbon Transit Operations Program (LCTOP)
Authorized Agent Form
Effective 1/15



Authorized Agent

AS THE BOARD CHAIR

OF THE HUMBOLDT TRANSIT AUTHORITY

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid for Fiscal Year 2015-2016 funds. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

GREG PRATT, GENERAL MANAGER OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent)

MICHAEL WINKLER HTA CHAIR
(Print Name) (Title)

(Signature)

Approved this 18TH day of NOVEMBER, 2015

Attachment: Board Resolution approving Authorized Agent

ATTACHMENT I

RESOLUTION # 15-17

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Humboldt Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority, that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

AGENCY BOARD DESIGNEE:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board

Low Carbon Transit Operations Program (LCTOP)

Certifications and Assurances

Project Sponsor: Humboldt County Association of Governments

Agency Name: Humboldt Transit Authority

Effective Date of this Document: November 18, 2015

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project sponsors (both Project Lead and Contributing Sponsors) must comply with these terms and conditions.

A. General

- (1) The project sponsor agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (3) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (4) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (5) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (6) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.

- (7) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (8) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (9) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by February 15th and August 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARAB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARAB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and
 - b. those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49

CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other

agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Greg Pratt, HTA General Manager



ATTACHMENT I

(INSERT Agency Board Resolution approving this document)

See Sample attached

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

October 21, 2015

ROLL CALL

PRESENT

Board Members

Mark Lovelace, County of Humboldt

Tami Trent, City of Fortuna

Michael Winkler, City of Arcata

Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Dell

West, Jack, City of Trinidad (Alt)

ABSENT

Julie Fulkerson, City of Trinidad

Rex Bohn, County of Humboldt

Staff

Karen Wilson, Manager of Operations

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Jim Wilson, Equipment and Facilities Manager

Greg Pratt, General Manager

CALL TO ORDER

Councilmember Winkler called the meeting to order at 9:00 a.m.

Introductions were made.

Also in attendance were Nancy Diamond, Humboldt Transit Authority's Counsel; John Gengenbach; Veteran, Humboldt County resident.

CITIZEN'S COMMUNICATIONS

John Gengenbach, a Veteran and a Humboldt County Resident addressed with the board the possibility of HTA partnering with Veteran's to have a reduced pass.

At 9:05 a.m. the board went into closed session.

a. Public Comment

None

b. 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.

c. Pursuant to Government Code Section 54957.1, at the conclusion of the closed session, a public report will be made by the Board Chair disclosing action taken as required.

The board resumed open session at 10:32 a.m. Chairperson Winkler announced that was nothing to report.

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 Supervisor Lovelace, second by Councilmember Arroyo to approve the Consent Calendar.
Motion carries unanimously

a. Approval of Minutes

Minutes from the September 16, 2015 regular board meeting.

Action Recommended: Approve minutes

b. Bus Advertising Services Amendment

The current contract for Bus Advertising Services needs to be extended through the end of this calendar year.

Action Recommended: Approve and Execute Amendment No. 1 Extending the Bus Advertising Services Contract to December 31, 2015.

c. Humboldt State University Jack Pass Contract

The contracts between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.

Action Recommended: Approve the Contracts Between Redwood Transit, Willow Creek, and Humboldt State University.

d. Letter of Support

Humboldt County Association of Governments is requesting a letter supporting their application for a Sustainable Transportation Planning Grant.

Action Recommended: Approve the letter of support from HCAOG requesting the application for Caltrans Sustainable Transportation Planning Grant Program (FY 2016-2017).

Items removed from the Consent Calendar

None

ACTION ITEMS

a. Bus Advertising Request for Proposals (RFP)

Staff has enclosed a draft RFP regarding advertisement on HTA buses for board review and approval.

Manager of Operations Karen Wilson gave the board information on the RFP.

Motion by Supervisor Lovelace, second by Councilmember Trent to authorize HTA's General Manager to send out Requests for Proposals.

Motion carries unanimously

DISCUSSION AGENDA

a. August 2015 statistics and financial statements for all systems operated by HTA

Finance Manager Alene Webb gave the Board highlights from the statistics and financial reports from the month of August 2015.

COMMUNICATIONS

Board:

Supervisor Lovelace advised Mr. Gengenbach who is requesting HTA provide Veteran's a reduced pass, that the board will discuss further and that this item will need to be placed on a future agenda.

Staff:

Equipment and Facilities Manager Jim Wilson gave the board an update on the fueling station project.

Meeting adjourned at 10:50 a.m.