

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting – January 15, 2014
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Approval of minutes
Minutes from the December 18, 2013 regular board meeting
Action Recommended: Make corrections, if necessary.
Approve minutes.
- IV. Citizens Communications
Members of the community are invited to comment on items or issues not on the agenda
- V. Action Items
 - a. Property at 2237 Second Street
At the October 2013 meeting, the board requested that the house located on 2237 Second Street be placed on the agenda to discuss available options.
Action Recommended: Review, discuss, and direct staff.
 - b. November 2013 statements for all systems operated by HTA
November 2013 statistics for all systems operated by HTA
Action Recommended: Receive, review, and file
 - c. Southern Humboldt Local System
Supervisor Fennel requested the Southern Humboldt Local Deviated System be placed on the agenda to discuss possible changes to the current route.
 - d. Elections of Officers
At the beginning of the year, new officers are elected to the positions of: Chair, Vice-Chair, and Finance & Operations Committee.
The current positions are:
Chair – Atkins, **Vice Chair** – Winkler
Finance & Operations Committee – Bohn, Atkins, Winkler
- VI. Communications
 - a. Board
 - b. Staff
- VII. Adjournment

Enclosed

been 100% completed by Consuelo Espinosa, ADA Specialist. Consuelo gave the board an update on what Title VI is, and the requirements, and how HTA meets those needs. Consuelo has been working on this project for several months now and announced that it has been approved by Caltrans. Consuelo is also helping Arcata Transit System with getting their Title VI program.

Motion by Councilmember Fulkerson, second by Supervisor Fennell to adopt Resolution 13-10.
Motion carried unanimously

b. Fuel Tank Project

Because of the increase in bus service and fuel being used, Staff is requesting installation of one 15,000-gallon tank to replace the current five tanks that are over 18 years old and hold only 10,000-gallons. The Finance Committee approved the project and it is in the 2013/14 FY Budget.

General Manager Greg Pratt informed the board that he and Equipment and Facilities Manager, Jim Wilson sent out quotes for this project. Jim Wilson did the research on the three companies and is confident with Modern Welding Company's tank.

Motion by Supervisor Bohn, second by Councilmember Fulkerson to authorize Staff to begin the fuel tank project and to send out formal bid documents once the design work has been completed.

Motion carried unanimously

c. Fuel Tank Upgrade

Per Humboldt Transit Authority's Procurement Policy, Staff sent out requests for quotes on a double wall 15,000-gallon fuel tank and has a recommendation for the board.

Motion by Councilmember Fulkerson, second by Supervisor Fennell to authorize Staff to purchase a 15,000-gallon fuel tank from Modern Welding Company in the amount of \$50,130.

Motion carried unanimously

d. Bus Shelter Cleaning Service

Since the person that had been cleaning the bus shelters recently quit, HTA is in the need of a cleaning service to clean and maintain the bus shelters. Staff sent out request for quotes and has a recommendation for the board.

General Manager Greg Pratt gave the board an update on the several quotes he and Administration and Finance Manager, Barbara Zoellner received. Both he and Barbara requests Teen Challenge.

Supervisor Bohn gave the board sufficient information as to whom Teen Challenge was and their services to this community. Equipment and Facilities Manager Jim Wilson advised the board that there will be a 30 day evaluation.

Motion by Supervisor Bohn, second by Councilmember Glaser to award the bus stop cleaning contract to Redwood Teen Challenge.

Motion carried unanimously

e. Restricted Capital Funds to Purchase five (5) buses

Through PTMISEA, 5311 Regional Apportionment and local grant funds, Staff has secured \$2,566,921 to procure five (5) Redwood Transit buses. \$245,611 is needed from restricted funds to complete the purchase.

General Manager Greg Pratt gave the board an update on need for the increase for buses. The buses are scheduled to be built in April 2014.

Motion by Councilmember Fulkerson, second by Councilmember Woodall to authorize Staff to use \$245,611 in restricted reserves to complete the purchase of five (5) Redwood Transit buses.

Motion carried unanimously

f. CSAC Excess Insurance Authority

A Board Resolution is needed for HTA to join the CSAC Excess Insurance Authority in order to receive a quote for Workers Comp Insurance.

Administration and Finance Manager Barbara Zoellner gave the board information on the CSAC and noted that it will not cost HTA anything to join.

Motion by Supervisor Fennell, second by Supervisor Bohn to adopt Resolution 13-11 approving Humboldt Transit Authority's membership with CSAC effective December 18, 2013.

Motion carried unanimously

g. October 2013 Statements for all systems operated by HTA

October 2013 statistics for all systems operated by HTA

Administration and Finance Manager Barbara Zoellner gave the board report on October 2013 statements and statistics. General Manager Greg Pratt also gave an update on the new schedule.

COMMUNICATIONS

Board:

Supervisor Fennell is requesting increase service in the Southern Humboldt in town areas; Cedar Street mostly. General Manager Greg Pratt indicated that changes have been made to that area and they are now doing a "Driver Study" in which will be placed on a future agenda.

Supervisor Bohn gave the board a report on his meeting with General Manager Greg Pratt and Equipment and Facilities Manager Jim Wilson regarding closing off W Street. The plan would be to close off through traffic to W Street and make a larger parking lot. General Manager Pratt will contact the City of Eureka and put this item on a future agenda.

Staff:

General Manager Gregg Pratt presented the board with HTA's new integrated schedule.

Meeting adjourned at 10:24 a.m.

TO: Chair Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 16, 2014

SUBJECT: Property at 2237 Second Street (Nixon House)

In September 2013, Councilmember Fulkerson requested that the vacant house owned by Humboldt Transit Authority that was built in 1899 and located at 2237 2nd Street to be put on the agenda when staff had researched options available. At the October 2013 meeting, the board directed staff to place the item on the January agenda when more board members were able to attend.

Staff has put together a few different options for the board to consider.

One option is to leave the house "as is." On October 3, 2013 staff met with the City of Eureka's Building Department and it was made clear that depending on complaints of the condition of the building and transient problems, fines could range anywhere from \$50 to \$200 per day. Staff had the roof tarped to prevent further water damage and is continually boarding up and repairing broken windows and doors to avert transients from trying to occupy the house.

To date, no complaints have been filed.

Another option is to have the house demolished. The first step in requesting that the house be demolished would require HTA to hire a consultant to prepare a Focused Environmental Impact Report. Staff would send the report to the Coastal Commission documenting why the building should be removed. Estimated costs for the consultant would range anywhere from \$30,000 - \$50,000. This report does not guarantee the Coastal Commission would approve the project. Even after the Focused EIR the Commission could decide to protect the house under the Local Register of Historical Places. Staff would still need to research the cost of permitting if the board would like to pursue this option. Demolition Costs will vary depending on the value of the usable lumber that could offset the cost. Initial estimates are approximately \$10,000.

The last option that staff looked at was restoring the house. On February 2011, HTA staff had a contractor submit an estimate for construction costs to restore the house. After a September 2013 meeting with the same contractor, we were told to add 15% to the original proposal, which would bring the construction costs to approximately \$380,000. The cost to complete the working drawings would cost approximately \$25,000. The plans would take two months to complete and the construction would take six to eight months.

HTA has just over \$2,400,000 that has been restricted and can only used for capital expenditures. Staff has checked with our auditors and has confirmed that a transportation office would fall under those guidelines.

Action Recommended: Review, discuss, and direct staff

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

December 18, 2013

ROLL CALL

PRESENT

ABSENT

Board Members

Rex Bohn, Humboldt County

Linda Atkins, City of Eureka

Michael Winkler, City of Arcata

Dean Glaser, City of Fortuna

Julie Fulkerson, City of Trinidad

Julie Woodall, City of Rio Dell

Estelle Fennell, Humboldt County

Staff

Greg Pratt, General Manager

Karen Wilson, Manager of Operations

Brenda Fregoso, Secretary to the Board

Barbara Zoellner, Administration and Finance Manager

Jim Wilson, Equipment and Facilities Manager

CALL TO ORDER

Alternate Chairperson Winkler called the meeting to order at 9:04 a.m.

Supervisor Bohn announced that in January 2014 he will become the Alternate to the Board and Mark Lovelace will replace him.

INTRODUCTIONS

None

MINUTES

Motion by Supervisor Bohn, second by Councilmember Fulkerson to approve the minutes from the July 17, 2013, September 18, 2013 and October 16, 2013 board meetings with corrections; on the October 16, 2013 minutes, Glaser was absent, therefore, did not second the motion to approve the July 17, 2013 minutes, Supervisor Lovelace second the motion.

CITIZENS COMMUNICATIONS

None

ACTION ITEMS

- a. Federal Transit Administration Title VI of the Civil Rights Act of 1964 and Regulations
The Federal Transit Administration is requiring all transit agencies to implement a Title VI program to provide meaningful access to people with limited English proficiency.
General Manager Greg Pratt announced to the board that Caltrans is directing HTA to become compliant with Title VI program. Greg Pratt also announced to the board that this project has