

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting January 21, 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. Elections of Officers
At the beginning of the year, new officers are elected to the following positions: Chair, Vice-Chair, and Finance & Operations Committee. The HTA Chair also serves on the Policy Advisory Committee for HCAOG.
The current positions are:
Chair – Atkins, Vice Chair – Winkler
Finance & Operations Committee – Bohn, Atkins, Winkler
- V. 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.
 - a. Public Transportation Modernization, Improvement, and Service Enhancement Account Program.(PTMISEA) Page 01
Board authorization is needed to submit allocation requests to CalTRANS for PTMISEA funds.
Action Recommended: Adopt Resolution 15-01 Authorizing Application for Public Transportation Modernization, Improvement, and Service Enhancement Account Program Grant Funds, and the General Manager to execute all Required Documents.
- VI. Items Removed from the Consent Calendar
- VII. Action Items
 - a. Resolution of Recognition Page 03
Resolution of Appreciation for HTA Board member Julie Woodall.
Action Recommended: Approve Resolution 15-02
 - b. Approval of Minutes Page 04
Minutes from the October 15, 2014 and December 17, 2014 regular board meetings
Action Recommended: Approve minutes.

c. Vietnams Veterans Memorial

The American Veterans Humboldt Bay Post 96 is requesting a gratis charter from Redwood Transit to transport people to and from the Tish Non Community Center in Loleta to view The Wall That Heals.

Action Recommended: Review, Discuss, and Direct Staff.

VIII. Discussion Agenda

Enclosed

a. November 2014 statistics for all systems operated by HTAb. November 2014 financial statements for all systems operated by HTA

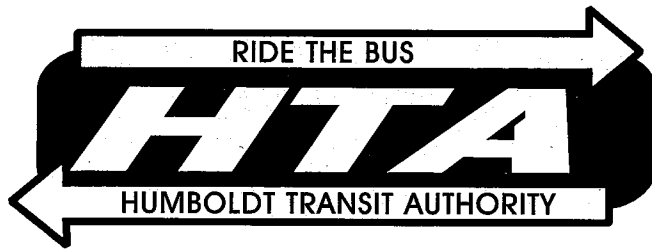
IX. Communications

a. Boardb. Staff

X. 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.



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133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Michael Winkler, Vice Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 21, 2015

SUBJECT: Public Transportation Modernization, Improvement, and Service
Enhancement Account Program (PTMISEA)

Staff was notified by CalTRANS that there are PTMISEA funds available to the region for capital projects. Redwood Transit has three buses that will pass their useful life of 500,000 miles by the end of the fiscal year. We would like to submit an allocation request to CalTRANS in the amount of \$526,680 to replace one of those buses.

The (PTMISEA) program was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion available to Transportation, \$3.6 billion dollars was allocated to PTMISEA to be available to transit operators over a ten-year period. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement.

Funds in this account are appropriated annually by the Legislature to the State Controllers Office (SCO) for allocation in accordance with Public Utilities Code (PUC) formula distributions: 50% allocated to Local Operators based on fare-box revenue, and 50% to Regional Entities based on population.

There are \$476,169 in PUC Section 99313 funds available to the region through the Humboldt County Association of Governments, and \$50,511 in PUC Section 99314 funds to HTA.

Action Recommended: Adopt Resolution 15-01 Authorizing Application for Public Transportation Modernization, Improvement, and Service Enhancement Account Program Grant Funds and the General Manager to Execute all required documents.

RESOLUTION # 15-01
AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND
SERVICE ENHANCEMENT ACCOUNT BOND PROGRAM

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) 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 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing PTMISEA 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 Governing 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 PTMISEA funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED THAT:

1. HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an Allocation request to CalTRANS for \$50,511 of PUC Section 99314 funds to purchase a 40 foot, wheelchair equipped, 38 passenger bus for a total project cost of \$526,680, of which \$476,169 is to be paid from PUC Section 99313 funds.
2. The General Manager be authorized to execute all required documents of the PTMISEA program and any amendments thereto with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twenty-first day of January 2015 on the following vote:

AYES:

NOES:

ABSENT:

Chair of the Humboldt Transit Authority Board of Directors

ATTEST:

Secretary to the Board

RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
RECOGNIZING AND COMMENDING THE SERVICES OF
COUNCILMEMBER JULIE WOODALL

WHEREAS, Councilmember Woodall joined the Humboldt Transit Authority Governing Board of Directors on December 17, 2008, as the representative for the City of Rio Dell; and,

WHEREAS, during her six-year tenure, Councilmember Woodall served as Board Chair, Vice Chair and Finance & Operations Committee member; and,

WHEREAS, Councilmember Woodall's excellent attendance record made it possible to accomplish many projects with Humboldt Transit Authority in a short period of time, even despite working late hour shifts. During her six-year term, Julie helped organize and improve the Redwood Transit System bus stops and shelters county-wide, especially in the City of Rio Dell. She supported the decisions to implement Southern Humboldt Intercity and Southern Humboldt Local services, and the installation of new Electronic Fareboxes in the buses. Julie also assisted in establishing a student pass program with Humboldt State University and College of the Redwoods. In addition, Julie ceaselessly supported many improvements to the Authority, its facility, and the services it provides.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt Transit Authority Governing Board of Directors and staff would like to thank Julie for serving on the HTA board, for ensuring the health of this organization, for having the foresight to create visions and see them through to their completion. Julie created a balance among the board; her hard work and endearing spirit will certainly be missed.

APPROVED AND ADOPTED on the twenty-first day of January 2015,
by the following members:

Supervisors Mark Lovelace and Estelle Fennell;

Councilmembers Linda Atkins, Eureka;

Tami Trent, Fortuna;

Julie Fulkerson, Trinidad;

Michael Winkler, Arcata

Resolution 15-02

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
December 17, 2014

ROLL CALL

PRESENT

ABSENT

Board Members

Mark Lovelace, County of Humboldt
Rex Bohn, Count of Humboldt
Julie Fulkerson, City of Trinidad
Tami Trent, City of Fortuna

Michael Winkler, City of Arcata
Linda Atkins, City of Eureka
Julie Woodall, City of Rio Dell
Estelle Fennell, County of Humboldt
Dean Glaser, City of Fortuna

Staff

Greg Pratt, General Manager
Karen Wilson, Manager of Operations
Brenda Fregoso, Secretary to the Board
Jim Wilson, Equipment and Facilities Manager
Alene Webb, Administration and Finance Clerk

Others in attendance were Nancy Diamond, HTA Council, and Larry Pardi, Arcata Mad River Transit.

CALL TO ORDER

General Manager Greg Pratt called the meeting to order at 9:00 a.m. and announced that due to the absence of Chair Atkins and Vice Chair Winkler, the board will need to elect a temporary Chair for today's HTA regular board meeting.

Motion by Supervisor Lovelace, second by Supervisor Bohn to appoint Councilmember Fulkerson to Chair today's board meeting.

Motion carries unanimously

At 9:04 a.m. the board went into closed session;

a. Public Comment

None

b. Pursuant to Government Code Section 54957(b) (1) the Board will meet in closed session to conduct and evaluation of performance for employee currently holding the position of General Manager, Greg Pratt.

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

The board resumed open session at 9:09 a.m. Acting Chairperson Fulkerson announced that there was nothing to report.

CITIZENS COMMUNICATIONS

None

ACTION ITEMS

a. Resolution 14-08

Resolution of Appreciation for HTA Board member Dean Glaser. Councilmember Fulkerson read the resolution to the board requested that Councilmember Trent take the resolution back to her City Council.

Motion by Supervisor Lovelace, second by Supervisor Bohn to adopt Resolution 14-08.

Motion carries unanimously

CONSENT CALENDAR

Motion by Councilmember Woodall, second by Supervisor Lovelace to approve the Consent Calendar.

Motion carries unanimously

a. HTA General Manager Personnel Action

General Manager Greg Pratt's performance review was completed by the HTA Board on October 15, 2014.

Action Recommended: Approve Salary Increase for the General Manager to 38.50, retroactive to October 15, 2014.

b. Updated Drug & Alcohol Policy

Because of changes to the Federal Regulations 49 CFR Part 40, a revised Humboldt Transit Authority Drug & Alcohol Policy is needed to stay in compliance.

~ HTA Drug & Alcohol Policy Enclosed

Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 14-09.

c. County of Humboldt Authorized Signatures

In order for individuals to be able to sign claims, The County of Humboldt Auditors-Controller requires the Board to authorization for HTA staff and selected Board Members.

Action recommended: Approve Brenda Fregoso, Alene Webb, Chair Atkins and Vice Chair Winkler to sign claims on behalf of Humboldt Transit Authority.

ITEMS REMOVED FROM THE CONSENT CALENDAR

a. Humboldt Transit Authority Representative for California Transportation Insurance Pool (CalTIP)

HTA board authorization is needed to appoint a CalTIP board member and an alternate.

Action recommended: Authorize the appointment of Greg Pratt as Humboldt Transit Authority's representative and Brenda Fregoso as the alternate representative for the California Transportation Insurance Pool by adopting Resolution 14-10.

Motion by Supervisor Lovelace, second by Supervisor Bohn to adopt Resolution 14-10 authorizing the appointment of Greg Pratt as Humboldt Transit Authority's representative and Brenda Fregoso as the alternate representative for the California Transportation Insurance Pool.

Motion carries unanimously

b. Approval of Minutes

Minutes from the October 15, 2014 regular board meeting were not passed due to a changeover of new board members not present at the prior meeting. Staff was instructed to place it on January's agenda.

DISCUSSION CALENDAR

- a. September and October 2014 statistics for all systems operated by HTA
September and October 2014 statements for all systems operated by HTA

COMMUNICATIONS

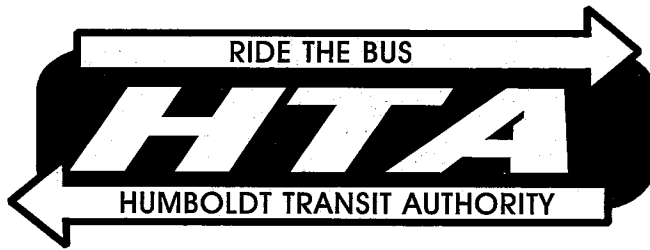
Board:

Supervisor Bohn announced that HTA staff did a great job decorating the HTA for the light parade.

Staff:

General Manager Pratt announced that HTA Staff is currently seeking a Mission Statement as HTA does not have one.

Meeting adjourned at 9:30 a.m.



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TO: Michael Winkler, Vice Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 21, 2015

SUBJECT: The Wall That Heals

On Veterans Day 1996, the Vietnam Veterans Memorial Fund (VVMF) unveiled a half-scale replica of the Vietnam Veterans Memorial in Washington, D.C., designed to travel to communities throughout the United States. Since its dedication, The Wall That Heals has visited more than 400 cities and towns throughout the nation.

American Veterans (AMVET) Humboldt Bay Post 96 will be sponsoring the Vietnam Veterans Memorial Wall to come to the Bear River Band of Rohnerville Rancheria (BRBRR) in Loleta on April 1st, 2015, for setup, and then it will be on display 24 hours a day from April 2nd through April 4th.

AMVET Post 96 Commander Dean Glaser is requesting Redwood Transit provide a complimentary shuttle service for all passengers from 11:00 a.m. to 7:00 p.m. for the days the Wall will be on display. The shuttle will run between Fortuna to the site at BRBRR.

Action Recommended: Review, Discuss, and Authorize Staff.