

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting December 17, 2014
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Closed Session
 - a. Public Comment
 - b. Pursuant to Government Code Section 54957(b)(1) the Board will meet in closed session to evaluate the performance of the General Manager, Greg Pratt.
 - 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.
- IV. Citizen's Communications
Members of the community are invited to comment on items or issues not on the agenda.
- V. Action Items
 - a. Resolution 14-08
Resolution of Appreciation for HTA Board member Dean Glaser.
Action Recommended: Approve Resolution 14-08
- VI. 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. Approval of Minutes
Minutes from the October 15, 2014 regular board meeting
Action Recommended: Approve minutes.
 - b. 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.

- c. 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.
- d. County of Humboldt Authorized Signatures
In order for individuals to be able to sign claims, The County of Humboldt Auditor-Controller requires Board 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.
- e. 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

VII. Items Removed from the Consent Calendar

VIII. Discussion Agenda

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

IX. Communications

- a. Board
- b. 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.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
October 15, 2014

ROLL CALL

PRESENT

ABSENT

Board Members

Estelle Fennell, County of Humboldt
Michael Winkler, City of Arcata
Julie Fulkerson, City of Trinidad
Dean Glaser, City of Fortuna
Mark Lovelace, County of Humboldt

Linda Atkins, City of Eureka
Julie Woodall, City of Rio Dell

Staff

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

Others in attendance were Nancy Diamond, HTA Council, Paul Patino, Arcata resident and Rex Bohn, County of Humboldt.

CALL TO ORDER

Vice chairperson Winkler called the meeting to order at 9:03 a.m.

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

- a. Pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee Organization: American Federation of State, County and Municipal Employees Local 1684, AFL-CIO.
- 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 54957.6 the Board will meet in closed session to give direction to its appointed representative concerning negotiations over salary for unrepresented General Manager, Greg Pratt.

- d. Pursuant to Government Code Section 54957.1 at the conclusion of the Board Chair disclosing action taken as required.

The board resumed open session at 9:54 a.m. Vice chairperson Winkler announced that there was nothing to report.

CITIZENS COMMUNICATIONS

None

MINUTES

Motion by Councilmember Glaser, second by Supervisor Fennell to approve the minutes from the September 17, 2014 regular board meeting.

Motion carries unanimously

CONSENT CALENDAR

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

Motion carries unanimously

- a. Sixth Amendment to Agreement for Operation of Bus Transit System

The contract between Humboldt Transit Authority and the City of Eureka is up for renewal. It is necessary at this time to extend the agreement with the City of Eureka.

Action recommended: Adopt the Sixth Amendment to Agreement for Operation of Bus Transit System.

ACTION ITEMS

- a. Donation Request

The Arcata House Partnership is requesting the Redwood Transit System provide 200 one-way fare tickets to assist with their Regional Extreme Winter Shelter.

Supervisor Lovelace gave a brief description of the program and the need for the donation.

Motion by Supervisor Fennell, second by Supervisor Lovelace to approve the donation request to the Arcata House Partnership and to include that the Arcata House Partnership work with the City of Arcata on how they will implement the program.

Motion carries unanimously

DISCUSSION CALENDAR

a. New Transportation Services

Staff will discuss the possibilities of operating public transportation on Old Arcata Road and to the Bear River Band of Rohnerville Rancheria.

General Manager, Greg Pratt gave the board and update on the two new routes being discussed.

INFORMATION ITEMS

a. August 2014 statistics for all systems operated by HTA

August statements for all systems operated by HTA

COMMUNICATIONS

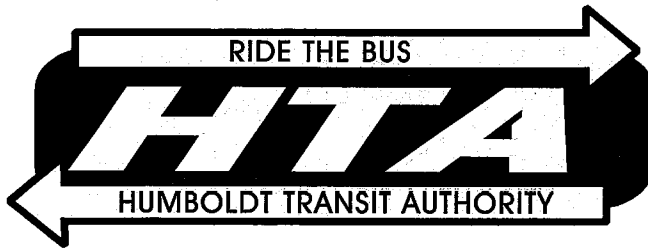
Board:

Councilmember Glaser announced that this is his last board meeting. Tami Trent will be taking his seat on the board. Councilmember Glaser gave thanks to the board and the board thanked Councilmember Glaser for his twelve and half (12 ½) years of service.

Staff:

Nothing to report

Meeting adjourned at 10:56 a.m.



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

(707) 443-0826

**LAW OFFICES OF
NANCY DIAMOND**

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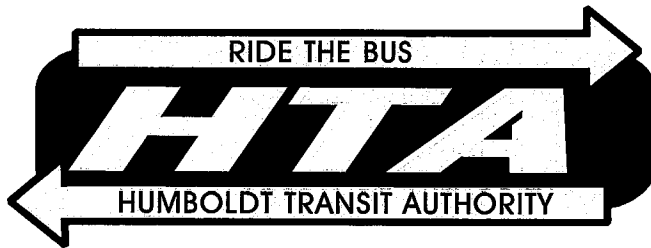
822 G Street, Suite 3
Arcata, California 95521
Telephone: 707-826-8540
Facsimile: 707-826-8541

Memorandum

To: The Honorable Chair and Members of the Board
From: Nancy Diamond, HTA General Counsel
Date: December 11, 2014
Re: General Manager, Personnel Action re Salary

The HTA Board appointed Greg Pratt as its General Manager on December 21, 2011, at the hourly rate of \$37.02. The General Manager hourly salary range is set in the HTA classification plan at \$37.02 - \$47.12. The Board completed a performance review of the General Manager on October 15, 2014, and is now being asked to approve a salary increase for the General Manager to \$38.50 retroactive to October 15, 2014.

Action Recommended: Approve salary increase for the General Manager to \$38.50, retroactive to October 15, 2014.



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TO: Linda Atkins, Chairperson
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 17, 2014

SUBJECT: HTA Updated Drug and Alcohol Policy

Recently, the FTA has published updated Drug and Alcohol Regulations. Due to these and several previous updates, the Division of Rail and Mass Transportation (DRMT) has determined that all sub-recipient Drug and Alcohol Policies are effectively out-of-date, and will need to be updated to become compliant with FTA Drug & Alcohol regulations.

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

RESOLUTION 14-09
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE DRUG AND ALCOHOL TESTING PROGRAM POLICY

WHEREAS, on January 4, 1996, Humboldt Transit Authority adopted Resolution 96-01 implementing a drug and alcohol testing program in compliance with 49 CFR, part 40; and,

WHEREAS, this document has been amended by Resolutions 02-03, 02-10, 04-04, 05-02, 06-04, 12-05; and, further amended and restated pursuant to Resolutions 12-05, and 12-09,

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their policy and has determined that said policy needs amendment because the Code of Federal Regulations has changed; and,

WHEREAS, it is convenient to republish the entire Drug and Alcohol Testing Program Policy as one document incorporating the appropriate changes made to the Code of Federal Regulations 49, Part 40, governing drug and alcohol testing for transportation properties.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Humboldt Transit Authority that Resolutions 96-01, 02-03, 02-10, 04-04, 05-02, 06-04, 12-05 are hereby rescinded and are replaced by Resolution 14-09 adopting the attached document "Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority."

NOW, THEREFORE, BE IT FURTHER RESOLVED that;

1. Resolution 12-09 is hereby rescinded.
2. The attached Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority is hereby adopted.
3. The General Manager is directed to accept the changes to the policy.

PASSED, APPROVED AND ADOPTED this seventeenth day of December 2014, on the following vote:

AYES:

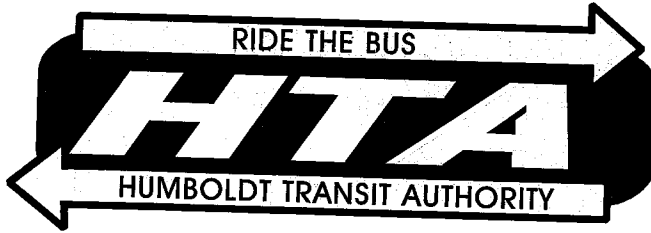
NOES:

ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board



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TO: Linda Atkins, Chairperson
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 17, 2014

SUBJECT: County of Humboldt Auditor - Controller Authorized Signature on Documents Memo

The County of Humboldt Auditor – Controller’s office requires authorization of signatories to access the treasury account funds held by them. This is similar to the signature authorizations the Humboldt Transit Authority board gives for access to the Bank of America accounts. We are recommending that the HTA Chair Linda Atkins, Vice Chair Michael Winkler, and Administration and Finance Clerks Brenda Fregoso and Alene Webb be authorized to sign documents requesting reimbursement of expenditures, payment of certain accounts payable and requests for treasury account statements.

Action Recommended: Sign the interoffice memo of authorization requested by the County of Humboldt Auditor - Controller



COUNTY OF HUMBOLDT
Auditor-Controller
Interoffice Memo

DATE: October 22, 2013
TO: All Special Districts
FROM: Joseph Mellett, Auditor-Controller
SUBJECT: Authorized Signatures on Documents

As a Joint Powers Authority (JPA) Board, you are responsible for all funds expended by your JPA. It is your Board's responsibility to determine that all proposed expenditures are for legitimate purposes and that there are sufficient appropriations available to cover the expenditures.

Please provide us with a current listing of individuals authorized by your Board to sign claims by completing the bottom section of this memo and returning it to us at your earliest convenience.

Effective 12/17/14, the following individuals are authorized to sign claims and purchase orders for the following JPA:

Joint Powers Authority Name: Humboldt Transit Authority

Joint Powers Authority Fund Numbers(s): 2810, 2811

Names and signatures of authorized individuals:

Brenda Fregoso
Name (please print)

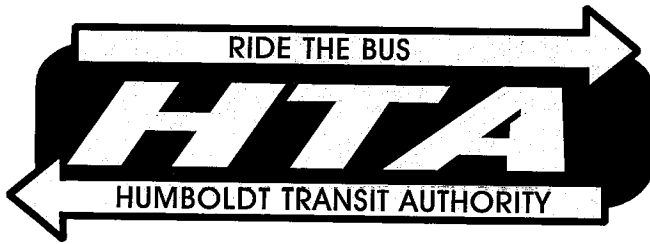
Signature

Alene Webb

Joint Powers Authority Board Members

Linda Atkins, Chair

Michael Winkler, Vice Chair



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TO: Linda Atkins, Chairperson
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 17, 2014

SUBJECT: HTA's Representative for California Transportation Insurance Pool

Humboldt Transit Authority is a member of The California Transit Insurance Pool (CalTIP). It is a joint powers insurance authority organized under California law in 1987. CalTIP is a self-insurance program for public transit operators where members pool funds to obtain insurance coverage, claims administration, and safety and loss control programs. CalTIP is governed by representatives of member transit operators.

All CalTIP participants are required to have a designated representative. Staff is requesting that CalTIP alternate Greg Pratt be HTA's designated representative and Brenda Fregoso the alternate representative to the CalTIP board.

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

RESOLUTION 14-10

AUTHORIZATION FOR APPOINTMENT OF REPRESENTATION TO THE CALIFORNIA
TRANSPORTATION INSURANCE POOL (CalTIP) JOINT POWERS AUTHORITY

WHEREAS, the Humboldt Transit Authority (HTA) is an active participant in the California Transportation Insurance Pool (CalTIP) and receives services and benefits from participation in the pool; and,

WHEREAS, all CalTIP participants are required to have a designated representative; and,

WHEREAS, HTA's Administration and Finance Manager served as the designated pool representative on the CalTIP Board of Directors and,

WHEREAS, HTA's General Manager Greg Pratt will be replacing the Finance Manager as the designated pool representative.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that General Manager Greg Pratt will serve as HTA's representative to the California Transportation Insurance Pool.

NOW, THEREFORE, BE IT FURTHER RESOLVED that General Manager Greg Pratt be authorized to serve on the CalTIP Board of Directors.

NOW, THEREFORE, BE IT FURTHER RESOLVED that General Manager Greg Pratt be authorized to execute all required documents necessary to act as HTA's representative.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Brenda Fregoso be HTA's alternate representative to CalTIP.

PASSED, APPROVED AND ADOPTED this seventeenth day of December 2014 on the following vote:

AYES:
NOES:
ABSENT:

Chair of the Humboldt Transit Authority Board of Directors

ATTEST:

Secretary to the Board