

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting February 17, 2016
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. Pursuant to Government Code Section 54957.1, at the conclusion of the closed sessions, a public report will be made by the Board Chair disclosing action taken as required.
- V. Action Items
 - a. 2014/2015 Fiscal & Compliance Audit
Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance with the same. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance about whether the financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges will be present at this meeting to review the audit and answer any questions from board members or the public.
Action Recommended: Receive, review, discuss and direct staff prepare the necessary responses.

Enclosed

- 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 Page 01
 Minutes from the January 20, 2016 Regular Board Meeting.
Action Recommended: Approve minutes
- b. Federal Transit Administration Section 5311 Grant Funds Page 05
 Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment.
Action Recommended: Adopt Resolution 16-07 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.
- c. Federal Transit Administration 5311(f) Grant Funds Page 07
 Staff is recommending submitting an application for 5311 (f) funds to purchase capital equipment.
Action Recommended: Adopt Resolution 16-08 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to Sign the Grant Agreement.
- VII. Items Removed from the Consent Calendar
- VIII. Discussion Agenda Enclosed
 a. December 2015 statistics and 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

January 20, 2016

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

Julie Fulkerson, City of Trinidad

ABSENT

Rex Bohn, County of Humboldt

Staff

Greg Pratt, General Manager

Karen Wilson, Manager of Operations

Jim Wilson, Director of Maintenance

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

CALL TO ORDER

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

Introductions were made.

Also in attendance were Ted Sheets, Chuck Edwards and Bruce Feldner with Advanced Display and Signs; Geoff Wills and Noah Samson with Allpoints Signs; Jason Slider, Humboldt resident.

CITIZEN'S COMMUNICATIONS

Jason Slider, Humboldt resident, addressed the Board with a request to have a bus service to HSU run later than currently operating. General Manager Greg Pratt advised Mr. Slider that he will need more information and then will submit the information to HCAOG (Humboldt County Association of Governments).

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 sessions, a public report will be made by the Board Chair disclosing action taken as required.

The board resumed open session at 9:37 a.m. Chairperson Winkler announced that was nothing to report.

ACTION ITEMS

- a. Request for Proposals: Bus Advertising

In October 2015, HTA sent out request for proposals to advertising firms to perform the contract duties of HTA's Bus Advertising Program. During the meeting, the Board reviewed those proposals. This item was continued from the December 17, 2015 meeting.

General Manager Greg Pratt gave the Board a brief summary of the proposal and discussed a portion of the memo that HTA's counsel, Nancy Diamond enclosed with this board packet.

Motion by Supervisor Lovelace, second by Councilmember Trent to waive the irregularities and accept the bid from Allpoints Signs.

Ayes; Supervisor Lovelace, Councilmember Trent

Noes; Chairperson Winkler, Councilmember Marks, Councilmember Fulkerson, Councilmember Arroyo

Motion failed due to a lack of majority

Motion by Supervisor Lovelace, second Councilmember Fulkerson accept the bid from Ads in Motion.

Ayes; Chairperson Winkler, Councilmember Fulkerson, Councilmember Arroyo and Supervisor Lovelace

Noes; Councilmember Trent

Motion carries

- b. HTA Personnel Policy

Staff is recommending changes to the Personnel Policy for Unrepresented Employees.

General Manager Greg Pratt gave the Board the proposed changes for the Personnel Policy Manual for Unrepresented Employees.

Motion by Councilmember Arroyo, second by Supervisor Lovelace to adopt Resolution 16-05 with the following corrections: Section 11.16.1 change to read Current Employees Hired Prior to March 1, 2016 and in Section 11.16.2, remove from section c. employees and their dependents.

Motion carries unanimously

CONSENT CALENDAR

By motion, recommended 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 Fulkerson to approve the Consent Calendar.

Motion carries unanimously

a. Approval of Minutes

Minutes from the December 17, 2015 regular board meeting.

Action Recommended: Approve minutes

b. HTA's Drug and 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 16-01.

c. Low Carbon Transit Operations Program (LCTOP)

Action Recommended: Adopt Resolution 16-02, 16-03, and 16-04 Authorizing Application for Low Carbon Transit Operations Program Grant Funds, and the General Manager to execute all required documents.

Items removed from the Consent Calendar.

None

DISCUSSION AGENDA

a. November 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 for the month of November 2015.

b. Election of Officers

At the beginning of the year, new officers are elected to 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 – Winkler, Vice- Chair – Lovelace

Finance & Operations Committee – Bohn, Arroyo and Winkler

Councilmember Fulkerson nominated Supervisor Lovelace to be Chair and Councilmember Arroyo to be Vice-Chair of the HTA Board.

The board unanimously agreed.

The following members were elected to serve on the Finance and Operation Committee by unanimous vote:

Bohn, Trent, and Winkler

COMMUNICATIONS:

a. Board

None

b. Staff

General Manager Greg Pratt announced that staff will be looking into having the very large cypress trees in front of HTA building removed. For several days, large tree limbs have been falling and HTA has had a tree service out several time trimming and removing limbs. The ground all around the trees is also hazard for when anyone enters the building using other than the paved walkway.

Meeting adjourned at 10:54 a.m.



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A Public Entity Serving Humboldt County Since 1976

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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 17, 2016

SUBJECT: 2015/2016 5311 Regional Apportionment Grant Funds

Each fiscal year, Regionally Apportioned Federal funds become available to the region. Staff was notified by the Humboldt County Association of Governments (HCAOG) that there is \$774,662 available in this year's Regional Apportionment Grant Fund program. HCAOG has set the deadline for all agencies to submit their projects by February 17, 2016.

For Redwood Transit, Staff is requesting authorization from the HTA board to apply for one (1) 40-foot, battery electric vehicle (capital lease) in the amount of \$745,000. There is a voucher available through the California Hybrid Voucher Incentive Program for \$115,000 that will be used to reduce the price at the time of purchase. Depending on availability, staff will be requesting \$400,000 in 5311 Regional Apportionment and \$100,000 in funds that have already been set aside for bus acquisition.

For Southern Humboldt and Tish Non-Village Transit, Staff is requesting authorization from the HTA board to apply for up to three (3) 25-foot, Glaval Type C buses in the amount of \$375,000. \$300,000 is to be paid with 5311 Regional Apportionment Grant Funds and \$75,000 is to be paid with matching funds which have already been set aside for bus acquisition. Currently, Tish-Non Village is using back-up vehicles that have already surpassed their useful life and the Southern Humboldt System only has one bus to operate their two routes which puts a strain on system operations when required maintenance services are due.

The new buses will cut down on road calls, decrease maintenance costs, and improve on-time performance with their reliability. The 5311 program requires a board authorizing resolution for all grant applications.

Action Recommended: Adopt Resolution 14-01 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.

RESOLUTION 16-06

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311
(49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital and operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act; (FTA C 9040.1F and FTA C 9050.1) and,

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for public transportation projects; and,

WHEREAS, Humboldt Transit Authority (HTA) desires to apply for said financial assistance to permit operation of rural transit service in Humboldt County; and,

WHEREAS, HTA has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Humboldt Transit Authority does hereby authorize the HTA General Manager to file and execute applications on behalf of HTA with the Department to aid in the financing of operating or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended.

That the General Manager is authorized to execute and file all assurances or any other document required by the Department.

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the General Manager is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 projects (s).

PASSED, APPROVED AND ADOPTED by Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of the Governing Board of Directors held on Wednesday, February 17, 2016 by the following vote:

AYES:

NOES:

ABSENT:

Chair of the Humboldt Transit Authority
Governing Board of Directors

ATTEST: HTA Secretary to the Board



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 17, 2016

SUBJECT: Federal Transit Administration Section 5311(f) Grant Funds

The California Department of Transportation has notified its sub-recipients that there are FTA Section 5311(f) grant funds available for intercity bus services.

Staff is requesting approval from the HTA board to apply for one 32-foot diesel transit bus in the amount of \$190,000, of which \$167,200 is to be paid with 5311 (f) Grant Funds and \$22,800 is to be paid with matching funds or if approved, Toll Credits.

The Southern Humboldt Intercity Bus System has three routes and only four buses to operate them, and is in need of another back-up bus. Having more spares on the intercity routes will make it easier for the Maintenance Department to perform routine services on the buses, along with making the system more reliable as a whole.

Action Recommended: Adopt Resolution 16-07 Authorizing Application for FTA Section 5311(f) Grant Funds and the General Manager to Sign the Grant Agreement.

RESOLUTION NO. 16-07

AUTHORIZING APPLICATION FOR FTA SECTION 5311(f) GRANT FUNDS AND THE
GENERAL MANAGER TO SIGN THE GRANT AGREEMENT

WHEREAS, the Humboldt Transit Authority (hereinafter "HTA"), a joint powers public entity consisting of the Cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad, and the County of Humboldt, operates a public bus service called the Redwood Transit System; and,

WHEREAS, HTA desires to make use of such Federal Transit Administration ("FTA") Section 5311(f) grant funds as may be available to purchase one expansion vehicle for the Intercity Bus Service.

NOW THEREFORE, BE IT RESOLVED that the HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an application to CalTrans for FTA Section 5311(f) grant funds to be used to purchase one expansion vehicle to operate the intercity bus service between Eureka and Benbow, CA, of which \$167,200 is to be paid with grant funds, and of which \$22,800 is to be paid with matching funds; and,

BE IT FURTHER RESOLVED that upon award of the grant for this application for FTA Section 5311(f) one replacement vehicle, and subject to the terms and conditions thereof, the HTA General Manager, Greg Pratt, is hereby authorized to sign, on behalf of HTA, the Standard Agreement with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this seventeenth day of February, 2016, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board