I. Call meeting to Order

II. Roll Call & Introductions

III. Approval of minutes
Minutes from the January 15, 2014 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. Consent Calendar
   a. Federal Transit Administration Section 5311 Grant Funds
      Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment.
      *Action Recommended: Authorize staff to submit an application to Caltrans requesting capital assistance to purchase one or more buses depending on available funding by adopting Resolution 14-01*

   b. 5311 (f) Operating application
      Board approval is required for the submitting of grant applications. Staff is requesting submitting an application for operating assistance for the Southern Humboldt and Willow Creek Intercity Bus Systems
      *Action Recommended: Adopt Resolution 14-03 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to Sign the Grant Agreement.*

   c. 5311 (f) Capital Application replacement
      Board approval is required for the submitting of grant applications. Staff is requesting submitting an application to purchase one (1) 32 foot, 29 passenger, diesel replacement vehicle.
      *Action Recommended: Adopt Resolution 14-04 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to Sign the Grant Agreement.*

VI. Items removed from the Consent Calendar
VII. Action Items

a. **2012/2013 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.
   ~Audit Enclosed
   **Action Recommended: Receive, review, discuss and direct staff prepare the necessary responses.**

b. **Humboldt Transit Authority Representative for CSAC Excess Insurance Authority (CSAC EIA)**
   At last months meeting the HTA Board joined the CSAC EIA consortium in order to receive a quote for workers compensation. A representative from George Peterson Insurance will provide the board a quote. HTA is currently with Companion Property & Casualty. The board will review the quoted insurance rates and make a decision. If HTA decides to join the CSAC insurance pool, a board resolution is required to delegate authority to the HTA General Manager for the CSAC EIA, which are required to have a designated representative.
   **Action Recommended: Review quotes and decide whether to bind compensation insurance with CSAC EIA. If HTA decides to join the CSAC EIA insurance pool, Resolution 14-02 Authorizing the appointment of General Manager Greg Pratt, as Humboldt Transit Authority’s representative will need to be adopted.**

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.
   Discuss FTA findings with the deviated fixed route.
   **Action Recommended: Review, discuss, and direct staff**

VIII. Discussion Items

a. **December 2013 statements for all systems operated by HTA**
   December 2013 statistics for all systems operated by HTA
   **Enclosed**

IX. Communications

a. Board
b. Staff

X. Adjournment
TO: Chair Atkins
   All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 19, 2014

SUBJECT: Humboldt Transit Authority Representative for CSAC Excess Insurance Authority (CSAC EIA)

Due to the increasing costs of worker compensation insurance HTA has been looking for premium quotes from coverage providers outside the currently available private sector providers. At the March 16, 2011 meeting the HTA board directed staff to revisit joining CSAC EIA and bring it back at a later date.

At the January 15, 2014 Regular HTA meeting the board became a member of the CSAC EIA. The CSAC Excess Insurance Authority (EIA) is a member directed insurance risk sharing pool that was established over 35 years ago.

Recently HTA received a quote for workers compensation form CSAC EIA in the amount $182,326. Staying with Companion Property & Casualty will cost HTA an estimated $248,641 for worker compensation insurance. A representative from George Peterson Insurance will provide the board a quote.

If the HTA Board decides to join the CSAC EIA worker compensation pool, a Board Resolution is required to delegate to the General Manager to act on the Authority’s behalf.

*Action Recommended: Review quotes and decide whether to bind compensation insurance with CSAC EIA. If HTA decides to join the CSAC EIA insurance pool, Resolution 14-02 Authorizing the appointment of General Manager Greg Pratt, as Humboldt Transit Authority’s representative will need to be adopted.*