

# MINUTES OF THE HUMBOLDT TRANSIT AUTHORITY

## REGULAR BOARD MEETING

February 22, 2010

### ROLL CALL

Present

Absent

### BOARD MEMBERS

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Julie Woodall, Rio Dell

Michael Winkler, Arcata

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Frank Jaeger, Eureka

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Dean Glaser, Fortuna

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Jill Duffy, Humboldt County

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Julie Fulkerson, Trinidad

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Mark Lovelace, Humboldt County

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### STAFF

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Neleen Fregoso, General Manager

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Jim Wilson, Director of Maintenance

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Laura Shodall, Administrative  
Assistant

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Greg Pratt, Secretary to the Board

## **CALL TO ORDER**

Vice Chairman Lovelace called the meeting to order at 9:03 a.m.

## **APPROVAL OF MINUTES**

***Motion by*** Councilmember Fulkerson ***second by*** Councilmember Glaser to approve the minutes of the following meetings:

September 16, 2009

November 18, 2009

December 16, 2009

January 20, 2010

***Motion carried unanimously***

## **CITIZENS COMMUNICATIONS**

Noelle Melchizedek from RCAA wanted to thank HTA for their help with the Transportation Guide.

## **CONSENT AGENDA**

The Financial Statement and Performance Statistics for the Eureka Transit Service, Redwood Transit System, Quail, Southern Humboldt Intercity and Local, and the Willow Creek Extension Service were presented to the board by Administrative Assistant Laura Shodall.

***Motion by Councilmember Fulkerson Second by Councilmember Glaser*** to approve the consent agenda.

***Motion carried unanimously.***

## **DISCUSSION AGENDA**

### **RESPONSES TO THE FISCAL AND COMPLIANCE AUDIT**

The 2008-09 audit declared that excess TDA funds were received by the Southern Humboldt Rural Transit System (Quail), the Willow Creek Extension, and the Arcata/McKinleyville Dial-a-Ride service. Staff made the recommendation to follow the auditor's solution (b) for the Willow Creek Extension and the Quail by restricting those excess TDA funds for future capital purchases; and, to follow the auditor's solution (a) for the Arcata/McKinleyville Dial-a-Ride service by requesting that the City of Arcata and the County amend their TDA claims to reflect the use of the excess funds for the 2009-2010 operating budget.

***Motion by Councilmember Fulkerson, second by Supervisor Clendenen*** to follow staff's recommendation to restrict the excess TDA funds received in 2008-09 for the Willow Creek Extension and the Southern Humboldt Rural Transit System (Quail) for capital equipment purchases in the amounts of \$20,195 (Willow Creek) and \$6,759 (Quail); and, to utilize the excess TDA funds received in 2008-09 for the Arcata/McKinleyville Dial-a-Ride service to reduce their current year's operating expenses in the amount of \$9,907; and, to notify the affected member entities of this action.

***Motion carried unanimously.***

### **AMEND THE HTA SALARY MANUAL TO ADD A NEW STAFF POSITION**

The board made the decision to take this item in three (3) separate actions:

a. New staff position: Due to the growth of the Humboldt Transit Authority over the past 20 years staff recommended adding a new staff position to help with the ever increasing workload.

***Motion by Councilmember Glaser Second by Supervisor Duffy*** to amend the Salary Manual to add the position of Administrative Assistant II.

***Motion carried unanimously.***

b. Pay increase for HTA staff for added responsibilities: With the inception of the two Southern Humboldt Transit services the staff's responsibilities increased substantially. General Manager Fregoso requested a \$1.00 per hour pay increase to compensate for these additional responsibilities.

***Motion by Supervisor Duffy Second by Councilmember Woodall*** to amend Appendix A of the Salary Manual to reflect a \$1.00 per hour pay increase for staff employees effective January 1, 2010.

***Motion carried on the following vote:***

***Ayes:*** Woodall, Fulkerson, Duffy, Jager, Lovelace

***Noes:*** Glaser

***Abstain:***

c. Pay increase for HTA general manager: As with the other staff members, the general manager's responsibilities and workload increase substantially with the addition of new services.

***Motion by Councilmember Woodall Second by Supervisor Duffy*** to amend Appendix A of the Salary Manual to reflect a \$1.00 per hour pay increase for the general manager effective January 4, 2010.

***Motion carried on the following vote:***

***Ayes:*** Woodall, Fulkerson, Duffy, Jager, Lovelace

**Noes:** Glaser

**Abstain:**

**CLOSED SESSION:**

Closed Session I:

Pursuant to Government Code 54956 the board met in closed session to discuss a claim for property damage submitted by Steve Hoffman.

Action taken: the board directed the general manager to authorize payment of the claim for property damage in the amount of \$35,000.

Closed Session II:

Pursuant to Government Code 54957 the board met in closed session to discuss a personnel matter.

Action taken: none

The board reconvened into opened session at 10:30 a.m.

**COMMUNICATIONS:**

General Manager Fregoso gave an update on the PTMISEA Corrective Action Plans.

**ADJOURNMENT** Chairman Lovelace adjourned the meeting at 10:36 a.m.