

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting March 19, 2014
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Conference with Labor Negotiators
 - i. Public Comment
 - ii. 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, AFL-CIO
 - iii. The Board will Reconvene in Open Session
- IV. Citizens Communications
Members of the community are invited to comment on items or issues not on the agenda.
- V. Approval of Minutes
Minutes from the February 19, 2014 regular board meeting Page 01
Action Recommended: Make corrections, if necessary.
Approve minutes.
- VI. Action Items
 - a. Responses to the 2012/13 Fiscal and Compliance Audit Page 04
During the board's regular February 2014 meeting the 2012/13 Fiscal and Compliance Audit was presented. The board directed staff to prepare the necessary responses to the entity affected by the audit findings. Those responses are included in this packet for the board's final review.
Action Recommended: Review staff's responses to the Fiscal and Compliance Audit, if approved direct staff to send those responses to the entity affected by those findings.
 - b. Amendment to Agreement for the Southern Humboldt Local Deviated Fixed Route. Page 06
Humboldt Transit Authority was notified that the Southern Humboldt Deviated Fixed Route must open deviations to the general public to come into compliance with ADA requirements.
Action Recommended: Approve Amendment No. 3 to Agreement for Operation of Bus Transit System Deviated Fixed Route Service in the Southern Humboldt Area.

c. Information Technology Service and Repair for the Humboldt Transit Authority Office

Staff has received quotes for I.T. service and repair for HTA office and maintenance department. The board will review the quotes and award the contract.

Action Recommended: Review Quotes, Discuss, and Award the Contract.

VII. Discussion Agenda

- a. January 2014 statements for all systems operated by HTA
January 2014 statistics for all systems operated by HTA

Enclosed

VIII. Communications

- a. Board
b. Staff
 i. Academy of the Redwoods

IX. Adjournment

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

February 19, 2014

ROLL CALL

PRESENT

ABSENT

Board Members

Linda Atkins, City of Eureka

Julie Woodall, City of Rio Dell

Michael Winkler, City of Arcata

Mark Lovelace, County of Humboldt

Julie Fulkerson, City of Trinidad

Estelle Fennell, Humboldt County

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

Barbara Zoellner, Administration and Finance Manager

CALL TO ORDER

Chairperson Atkins called the meeting to order at 9:00 a.m.

INTRODUCTIONS

The board members introduced themselves. Others in attendance were: Nancy Diamond, HTA Legal Council, Kathryn Macan, Martha Argabright and Dawn Hodge with Redwood-Levitt Insurance, Paul Pitino, City of Arcata resident, Barbara Guest with Anderson, Lucas, Somerville & Borges, Dylan Sacco with Peterson Insurance and Richard Tollison, City of Eureka resident.

MINUTES

Motion by Councilmember Fulkerson, second by Supervisor Lovelace to approve the minutes from the January 15, 2014 board meeting.

Motion carries unanimously

CITIZENS COMMUNICATIONS

None

CONSENT CALENDAR

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

Motion carries unanimously

- a. Federal Transit Administration Section 5311 Grant Funds
Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment.
- a. 5311 (f) Operating Application
Board approval is required for the submitting of grant applications. Staff is requesting submitting and application for operating assistance for the Southern Humboldt and Willow Creek Intercity bus systems.
- b. 5311 (f) Capital Application replacement
Board approval is required for submitting of grant applications. Staff is requesting submitting an application to purchase one (1) 32 foot, 29 passenger diesel replacement bus.

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.
Barbara Guest from the firm Anderson, Lucas, Somerville and Borges was present at the board meeting and addressed the 2012/13 audit. Barbara Guest reviewed highlights as well as issues that were noted during the course of the audit.
The board received and reviewed the 2012/13 audit and directed staff to prepare necessary responses.
- b. Humboldt Transit Authority Representative for CSAC Excess Insurance Authority (CSAC EIA)
At last month's 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 CSAC insurance pool, a board resolution is required to delegate authority to the HTA General Manager for the CSAC EIA, which is required to have a designated representative.
Dawn Hodge with Redwood-Levitt gave brief explanation of insurance via JPA membership.
Motion by Supervisor Fennell, second by Councilmember Fulkerson to adopt Resolution 14-02 authorizing the appointment of General Manager, Greg Pratt as Humboldt Transit Authority's representative for CSAC EIA and to bring it back to the board if there are competitive bids.
Motion carries unanimously

c. Southern Humboldt Local System

Supervisor Fennell requested the Southern Humboldt Local Deviated System be placed on the agenda to discuss possible changes to the current route.

General Manager Greg Pratt gave the board an update on the Southern Humboldt Local deviated and advised the board that it is unsafe to take a bus down Fern drive as requested by local residents. Supervisor Fennell agrees.

Motion by Supervisor Lovelace, second by Supervisor Fennell to direct General Manager Greg Pratt to set up a meeting with Supervisor Fennell in the Southern Humboldt at the Healy Senior Center. Also General Manager Greg Pratt is directed to make necessary changes and report back to the Board.

Motion carries unanimously

DISCUSSION ITEMS

a. December 2013 statements for all systems operated by HTA

December 2013 statistics for all systems operated by HTA

Administration and Finance Manager Barbara Zoellner gave the Board statement and statistics information for December 2013.

COMMUNICATIONS

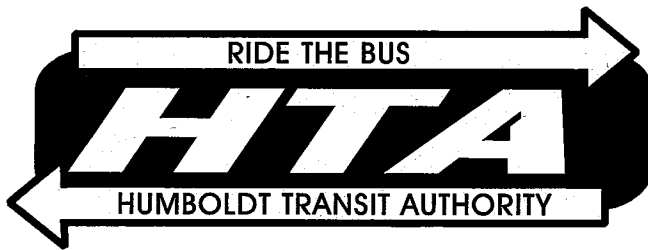
Board:

None

Staff:

None

Meeting adjourned at 10:29 a.m.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Linda Atkins, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 19, 2014

SUBJECT: Responses to the FY 2012/13 TDA Fiscal and Compliance Audit

This is to acknowledge the management letter (attached) of January 6, 2014, from Anderson, Lucas, Somerville, & Borges, LLP the certified public accounting firm who performed the audit. Staff has reviewed the Report on Audit of the Humboldt Transit Authority for the Year Ended June 30, 2013, and related comments regarding their findings. The following represents our recommended response to the same:

CURRENT YEAR FINDINGS

Staffing of Accounting Department

Finding: HTA is experiencing significant delays in its accounting and reporting processes. We believe this is due to both an understaffed accounting department and not having personnel with a strong professional accounting background in the accounting department. The daily workload and understaffing has limited the time available to do in-house training or delegation of some of the more common accounting functions. We strongly recommend hiring additional accounting personnel, which will free the Administration and Finance Manager to perform the necessary review, oversight and monitoring.

Solution: Staff is in the process of a bringing in a CPA to assist in closing the books for the 13/14 fiscal year. We are researching different grant options to secure funding for an additional staff position in the Finance Department. Also, we are investigating bringing in a human resource specialists to assist workloads, procedures and possible restructuring.

Conformity With TDA Regulations

Finding: Excess operating funds received. There was \$55,887 in excess TDA operating funds for the Willow Intercity Bus System

Solution: Staff recommends following the auditors solution (a) for the Willow Creek Intercity System by requesting that the County of Humboldt amend their 2012/13 TDA claim to utilize the excess funds for the 2013/14 operating budget.

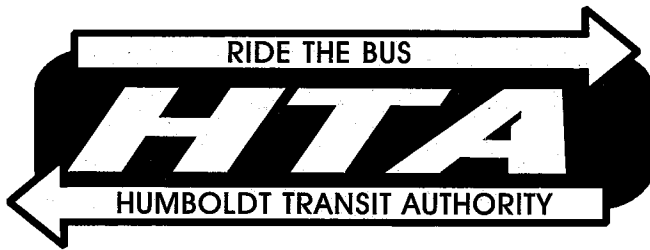
Non-Compliance with TDA Minimum Farebox Recovery Ratios

Finding: Per TDA Code Section 99268.8, minimum Farebox Recover Ratios compliance testing for the two Southern Humboldt routes began for the year ended June 30, 2013. Southern Humboldt Local route is required to maintain a farebox ratio of 10%. According to our calculations, farebox recover for the Southern Humboldt Local route was 7.81% and did not meet the minimum 10% for June 30, 2013.

If an operator fails to maintain its required farebox ratio for two fiscal years, (not necessarily consecutive years), the TDA/STA allocation will be reduced during a subsequent penalty year by the amount of the difference between the required fare revenues and the actual fare noncompliance year, there is no change in eligibility since all operators are allowed one grace year for a first time failure to meet a required farebox recovery ratio.

Solution: Staff continues to change the schedule times and adjust the route to maximize ridership. We are also working with community members to try and have the system meet the needs of the local area. Staff continues to closely monitor the farebox ratio of the Southern Humboldt Local System.

Action Recommended: 1. Review and discuss. 2. If approved, direct staff to notify the affected member entities.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Linda Atkins, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 19, 2014

SUBJECT: Amendment to Agreement for the Southern Humboldt Local Deviated Fixed Route.

The Southern Humboldt Local Deviated Fixed Route was established in January 2010 and it operates between Miranda and Benbow and towns in-between. Before the Local System was in place, a medical-nutrition bus better known as the Quail serviced the same area. It went into Fortuna once a week and Eureka once a week but struggled to make its minimum farebox recovery of 10% and was cancelled.

Because the system needed more riders to meet the minimum farebox, HTA established the Local System and opened it up to the general public so everyone could utilize it. In addition, the deviated system was put into place so that people that couldn't walk to a bus stop could be picked up curbside.

Last month staff received a letter from the Department of Transportation (DOT). It stated that the Federal Transit Administration (FTA) recently completed a triennial State Management Review of CalTRANS, Division of Mass Transportation (DMT). FTA found that if 5311 subrecipients choose to provide a deviated route in lieu ADA complementary service, then route deviation service provided must deviate upon request for the general public.

After a phone conference with DMT and FTA, 5311 sub recipients were instructed to bring their systems into compliance by June 30, 2014 by opening up deviations to the general public.

Action Recommended: Approve Amendment No. 3 to Agreement for Operation of Bus Transit System Deviated Fixed Route Service in the Southern Humboldt Area.

**AMENDMENT NO. 3 TO AGREEMENT FOR OPERATION OF
BUS TRANSIT SYSTEM DEVIATED FIXED ROUTE SERVICE
IN THE SOUTHERN HUMBOLDT AREA**

This is a third amendment to the Agreement entered into on June 26, 2012 by and between the COUNTY of Humboldt (hereinafter called "COUNTY"), and Humboldt Transit Authority (hereinafter called "CONTRACTOR"). The effective date of this Amendment is March 15, 2014.

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR entered into an Agreement for the operation of the COUNTY's Southern Humboldt bus transit system on June 26, 2012 "Agreement"; and

WHEREAS, CONTRACTOR has extended the bus route further to the south to include Benbow effective November 9, 2012 through an amendment executed on November 6, 2012; and

WHEREAS, COUNTY and CONTRACTOR amended the Agreement on December 3, 2013 to increase the bus rates effective January 1, 2014 to offset costs due to increases in the medical premium rates for all its employees; and

WHEREAS, 49 CFR Part 37 Subpart (f) provides for transit operators to operate "deviated fixed route service" up to ¾ mile to serve qualified, registered Americans with Disabilities (ADA) customers as well as deviated service for the general public; and

WHEREAS, CONTRACTOR desires to amend the Agreement to reflect these federal requirements.

NOW, THEREFORE, IT IS AGREED as follows:

1. Exhibit 1 of the June 26, 2012 Agreement is deleted in its entirety and replaced by Exhibit 1 entitled "Southern Humboldt Deviated Fixed Route Effective March 15, 2014" attached hereto and incorporated by reference effective January 1, 2014.
2. Except as modified herein, the June 26, 2012 Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this second amendment and the original Agreement, the provisions of this second amendment shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this amendment on the date set forth above.

HUMBOLDT TRANSIT AUTHORITY

Chairman, HTA Governing Board

COUNTY OF HUMBOLDT:

By: _____
Thomas K. Mattson
Public Works Director

APPROVED AS TO FORM:

BY: _____
Deputy COUNTY Counsel

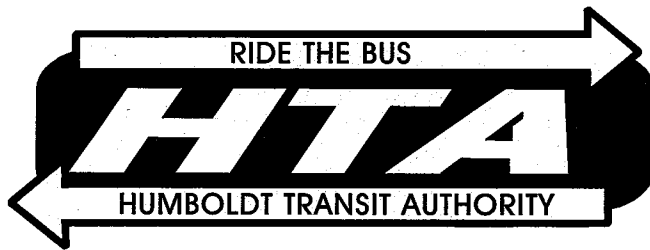
SOUTHERN DEVIATED FIXED ROUTE
Effective March 15, 2014

A. FIXED ROUTE LOCAL BUS

1. There will be several stops in Garberville and Redway, one stop in downtown Phillipsville (north and south), one stop in Miranda (north and south), and one stop in Benbow (north and south).
2. The bus will operate on a regular schedule from Monday to Friday.
3. Door-to-door bus service will be offered only by reservation 24-hours in advance of planned trip.
4. Cash Fares:
 - 4.1 Regular: \$1.65
 - 4.2 Reduced: \$1.40
 - 4.3 There will be a 50-cent surcharge for door-to-door service in the addition to the regular fare.
5. Transit Pass Fares:
 - 5.1 Regular: \$1.20
 - 5.2 Reduced: \$0.95
 - 5.3 \$10 Transit Pass
 - 5.4 \$20 Transit Pass

B. INTERCITY BUS

1. There will be several stops between Garberville and Bayshore Mall
2. The bus will operate on a regular schedule from Monday to Friday.
3. Cash Fares:
 - 3.1 Regular: \$5.50
 - 3.2 Reduced: \$5.00
4. Transit Pass Fares:
 - 4.1 Regular \$3.85
 - 4.2 Reduced: \$3.30
 - 4.3 \$10 Transit Pass
 - 4.4 \$20 Transit Pass
5. Unlimited Rides Month Pass
 - 5.1 Regular: \$108.00
 - 5.2 Reduced: \$97.00



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Linda Atkins, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 19, 2014

SUBJECT: Information Technology Service and Repair for the Humboldt Transit Authority office

The Humboldt Transit Authority's main office and maintenance department consists of 10 users and 4 servers that run a variety of programs including the electronic farebox software, GPS/AVL system, Quickbooks, Scan Flow documents, Microsoft Exchange, Fleet Maintenance software, and Diagnostics for engines and transmissions. (core systems)

HTA has had two (2) technicians for the past 20 years and the demand for support has increased with the growth of technology in maintenance, finance, and the overall operations.

Staff sent out a scope of work and requests for quotes for I.T. service in an attempt keep it competitive and to stay ahead of the continuous changes to the system. Currently the HTA office and shop is having its old Ethernet cable replaced by new CAT6 wiring to reduced lost connections and to increase the speed of data transfer to/from the server's

Action Recommended: Review Quotes, Discuss, and Award the Contract for a period of one (1) year with the option to renew for one addition year.

The below prices reflect the scope of work (attached)

<u>Biztech</u>	<u>Network Management System</u>	<u>BCS Blum Computer Services</u>
\$900 / Month	\$3299.99 / month	\$890 / month
\$10,800 / Year	\$39,599.88 / year	\$10,680 / year

Humboldt Transit Authority
Scope of work for Information Technology Support & Maintenance

Included in Monthly Flat Rate

8:00 am – 5:00 pm General Support

Server

Networks (LAN, WLAN etc)

GFI Genfare Fareboxes

RTA Maintenance Program

Fuelmaster Fueling Program

Mentor/Trapeze GPS Server/Program

Marcella – Periodic access to system rarely used

Quickbooks

Email – Outlook Exchange

General Hardware Maintenance Support

Printer setup and maintenance

Mac support

Iphone / Android support (connecting to Exchange Server)

Remote access for quick support

Network and Server Security

Antivirus protection maintenance

Weekly offsite preventative care and maintenance on workstations and servers.

Monthly onsite preventive care on system hardware

Network Administration

VPN

LAN

WLAN

Offsite & Onsite backups

Daily Checks and maintenance

Data recovery

Data Verification

After Hours 24/7 Support

4 hours emergency support/month included