

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting April 15, 2015
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. The Board will go into Closed Session pursuant to Government Code Section 54956.9(b) to confer with Legal counsel regarding potential exposure to litigation.
 - d. The Board will Reconvene in Open Session
- V. Action Items
 - a. College of the Redwoods Pass Program
C.R. Staff and Associated Students (ASCR) are requesting that the HTA board reduce their cost of the month pass for the Redwood Transit System for their Corsair Pass Program.
- 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. 5311 (f) Capital Application expansion
Board approval is required for the submitting of grant applications. Staff is requesting to submit an application for the purchase one (1) 32 foot, 29 passenger, diesel expansion vehicle for the Southern Humboldt Intercity System.
Action Recommended: Adopt Resolution 15-07 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to Sign the Grant Agreement.
 - b. Approval of Minutes
Minutes from the April 18, 2015 Regular Board Meeting.
Action Recommended: Approve minutes

VII. Items Removed from the Consent Calendar

VIII. Discussion Agenda

- a. February 2015 statistics for all systems operated by HTA
- b. February 2015 financial statements for all systems operated by HTA
- c. Graph

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.



*A Public Entity Serving
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844
TO: Michael Winkler, Chair
All Governing Board Members
FROM: Greg Pratt, General Manager
DATE: April 15, 2015
SUBJECT: College of the Redwoods Pass Program

(707) 443-0826

According to HTA's 2012 Five Year Transportation Plan, CR had over 1,300 students using Redwood Transit in 2009. The college offered their students a month pass at a 50% discount, but after three semesters, they had to end the program due to budget cuts.

In the six years since 2009, ridership has increased 2.5% each year, and students waiting at the bus stop often exceed thirty (30) passengers. With each student using either cash or a stored value card, the boarding time can sometimes take up to ten minutes. The mainline schedule is structured for RTS buses to be five minutes down and still be able to make up time to stay on schedule, but leaving CR ten minutes behind schedule makes it impossible for the bus to make transfers to ETS, AMRTS, and Willow Creek.

Proposal:

CR is requesting from the Humboldt Transit Authority Governing Board of Directors to offer regular month passes to CR, reduced by 20% for the Fall 2015 semester.

With the help of Student Equity Funds, CR can contribute 20% and the Associated Students of CR will contribute another 10%. With the help of HTA, CR can offer students a 50% discount for month passes.

RTS Month passes will be purchased by CR from the HTA office and sold on campus, reducing HTA staff time spent on desk sales and online orders.

The benefits of reducing the cost of the month pass for CR are as follows:

1. It will contribute to the efficiency of RTS by providing more riders with a swipe card when paying their fare, speeding up the boarding process.
2. It will allow more student community members to have access to safe, affordable transportation.
3. It will allow HTA to better track and monitor ridership to support planning and assessment activities that will also contribute to a more efficient operation.
4. It will support school retention and success for low income CR students

No financial impacts to the system are anticipated by this proposal, and staff would closely monitor the CR passes used.

Action Recommended: Approve Corsair Pass Program for CR students and faculty by providing monthly passes to CR at a 20% discount and direct HTA staff to work with College of the Redwoods administration to implement this program for the Fall 2015 semester



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

(707) 443-0826

TO: Michael Winkler, Chairperson
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 15, 2015

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

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 three buses to operate them, and is in desperate need of a back up bus. Having a spare bus 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 15-07 Authorizing Application for FTA Section 5311(f) Grant Funds and the General Manager to Sign the Grant Agreement.

RESOLUTION NO. 15-07

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 fifteenth day of April, 2015, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

March 18, 2015

ROLL CALL

PRESENT

ABSENT

Board Members

Michael Winkler, City of Arcata
Mark Lovelace, County of Humboldt
Julie Fulkerson, City of Trinidad
Tami Trent, City of Fortuna
Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Dell
Rex Bohn, County of Humboldt

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Karen Wilson, Manager of Operations

Jim Wilson, Equipment and Facilities Manager
Alene Webb, Administration and Finance Clerk

Also in attendance were; Nancy Diamond, Humboldt Transit Authority's Council; Dean Glaser with The American Veterans Humboldt Bay Post 96; Todd Herriott, HTA bus operator; Michael Ludwig, Eureka resident; Cheryl Tucker and Quang-Ming Pham with Associated Students, College of the College Redwoods.

CALL TO ORDER

Chairperson Winkler called the meeting to order at 9:05 a.m. Introductions were made.

CITIZENS COMMUNICATIONS

Michael Ludwig, Eureka resident, gave the board a handout on information on improving bus shelters in Humboldt County. General Manager Greg Pratt set up a meeting with Mr. Ludwig.

Dean Glaser thanked the board and staff for all their help and participation in getting Veterans to Wall that Heals that will be displayed in Loleta from April 2, 2015 through April 4, 2015.

Cheryl Tucker and Quang-Ming Pham with Associated Students, College of the Redwoods (ASCR) gave the board a presentation on the request for a reduced month pass for their students for the Redwood Transit System.

Motion by Supervisor Lovelace, second by Councilmember Fulkerson to authorize staff to work with CR and ASCR and bring a proposal back to the HTA board at a future meeting.

Motion carries unanimously

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.

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

Motion carries unanimously

a. Low Carbon Transit Operations Program (LCTOP)

Board authorization is needed to submit allocation requests to Caltrans for LCTOP funds.

***Action Recommended:* Adopt Resolution 15-04 authorizing application for Low Carbon Transit Operations Program Grant Funds and authorize the General Manager to execute all required documents.**

b. Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)

Board authorization is needed to submit allocation requests to CalTRANS for PTMISEA funds.

***Action Recommended:* Adopt Resolution 15-05 authorizing application for Public Transportation Modernization, Improvement, and Service Enhancement Account Program Grant Funds, and authorize the General Manager to execute all required documents.**

c. Approval of Minutes

Minutes from February 18, 2015 Regular Board Meeting.

***Action Recommended:* Approve minutes**

d. HTA Office Copy Machine

The five-year lease is up for HTA's copy machine. Staff sent out RFQ's and received four responses.

***Action Recommended:* Authorize the General Manager to purchase a copy machine and sign the maintenance agreement.**

e. Responses to the 2013/14 Fiscal and Compliance Audit

Staff has prepared responses to the findings for the 2013/14 Fiscal and Compliance Audit per direction from the board.

Action Recommended: Direct staff to notify the affected member entities.

DISCUSSION AGENDA

a. February 2015 statistics for all systems operated by HTA

February 2015 statements for all systems operated by HTA

General Manager Greg Pratt gave the board Statistics and Statements information for January 2015 for all HTA systems.

COMMUNICATIONS

Board:

None

Staff:

General Manager Greg Pratt gave the board an update on:

Mendocino bus service

Electric buses

Union negotiations

Meeting adjourned at 10:00 a.m.