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. Adjournment
Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting – May 15, 2013
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

I. Call meeting to Order

II. Introductions

III. Passenger Information Systems presentation from staff.

IV. Approval of minutes
   a. Minutes from the April 17, 2013 regular board meeting
      Action Recommended: Make corrections, if necessary.
      Approve minutes.

V. Citizens Communications
   Members of the community are invited to comment on items or issues
   not on the agenda

VI. Action Items
   a. March 2013 statements for all systems operated by HTA
      March 2013 statistics for all systems operated by HTA
      Action Recommended: Receive, review, and file
   
      b. Redwood Transit System update
         Staff will give the board an update on progress being made with
         schedule changes to the Redwood Transit System.

VII. Communications
   a. Board
   b. Staff

VIII. Adjournment
MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
BOARD MEETING
April 17, 2013

ROLL CALL

PRESENT
Board Members
Rex Bohn, Humboldt County
Estelle Fennell, Humboldt County
Linda Atkins, City of Eureka
Julie Fulkerson, City of Trinidad
Michael Winkler, City of Arcata

Staff
Greg Pratt, General Manager
Jim Wilson, Equipment and Facilities Manager
Brenda Fregoso, Secretary to the Board
Karen Wilson, Manager of Operations
Barbara Zoellner, Administration and Finance Manager

ABSENT
Dean Glaser, City of Fortuna
Julie Woodall, City of Rio Dell

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

INTRODUCTIONS
None
Richard Tollison, Eureka resident was present.

MINUTES
Motion by Supervisor Bohn, second by Councilmember Fulkerson to approve the minutes from March 20, 2013.
Motion carried unanimously

CITIZENS COMMUNICATIONS
None

ACTION ITEMS
a. Year to date financial statements for all systems operated by HTA
   Year to date ridership statistics for all systems operated by HTA
   Administration and Finance Manager Barbara Zoellner gave the board a handout and noted the corrections to the statistics. Barbara Zoellner gave a report on the financial statements and ridership statistics for the month of February 2013 and YTD.
b. **Response to the 2011/12 Audit**
   During the board’s regular March 2013 meeting the 2011/12 Fiscal and Compliance Audit was presented. Staff has prepared responses to the findings from the 2011/12 Fiscal and Compliance Audit.

   **Finding #1: Tracking Monitoring and Accounting for Capital Grants**
   Solution: Staff has developed software to track expenses from multiple years and from different funding sources.

   **Finding #2: Compliance with the TDA Fund Eligibility**
   Solution: Staff recommends following the auditors solution (a) for both the Southern Humboldt Intercity and the Willow Creek Intercity Systems by requesting that the County of Humboldt amend their 2011/12 TDA claim to utilize the excess funds for the 2012/13 operating budgets for these two systems.

   **Finding #3: Compliance with TDA minimum Farebox Recovery Ratios**
   Solution: To improve ridership, staff has added Benbow State Park as well as the Meadows Industrial Park to the schedule and has worked with the Humboldt County Association of Governments to assist with advertising and promoting the system. Staff will continue to closely monitor the farebox ratio of the Southern Humboldt Local Systems.
   Motion by Councilmember Winkler, second by Supervisor Bohn to adopt the Responses to the FY 2011-12 TDA Fiscal and Compliance Audit.
   *Motion carried unanimously*

**DISCUSSION AGENDA**

a. **Redwood Transit System Schedule Changes**
   Due to an increase of ridership to the Redwood Transit System, staff is working on redesigning the current schedule to improve driver breaks, frequency of service and overall on time performance.
   General Manager Greg Pratt provided the board with a draft of a basic structure for the new RTS schedules. Greg Pratt announced a committee made up of staff and drivers will meet once a week to discuss schedule changes.

**COMMUNICATIONS**

**Staff:**
None

**Board:**
Councilmember Winkler announced his recent business trip to Colorado and how their transit system compares to HTA’s transit system.
Councilmember Fulkerson requested that the white house be placed on a future agenda.

Meeting adjourned at 9:58 a.m.