

Humboldt Transit Authority

Governing Board of Directors

AGENDA

Special Meeting – May 15, 2013

HTA Conference Room - 133 V Street Eureka

8:30 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. 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 Handout
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

ABSENT

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

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

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

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.