

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Special Meeting – July 25, 2012
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Approval of minutes
- a. Minutes from the June 20, 2012 regular board meeting Page 01
**Action Recommended: Make corrections, if necessary.
Approve minutes.**
- IV. Citizens Communications
Members of the community are invited to comment on items or issues not on the agenda
- V. Discussion Agenda
- a. Year to date financial statements for all systems operated by HTA Handout
Year to date ridership statistics for all systems operated by HTA
Action Recommended: Receive, review, and file
- b. Adoption of the Fiscal Year 2012-13 Final Budget for Humboldt Transit Authority. Resolution 12-07. Page 04
The preliminary budget was adopted on June 20, 2012. All legal requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.
Action Recommended:
1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2012-13.
2. After hearing comments, close the public hearing.
3. Make changes if necessary and approve the final budget by adopting Resolution 12-07.
- c. State Transit Assistance Funds Projects for 2012/2013 Page 08
Per the Transportation Development Act, Sections 99313 and 99314, State Assistance Funds (STAF) are available to the regional operators for small capital projects. (STAF) do not require a local funding match.
Action Recommended: Authorize staff to submit applications for State Transit Assistance Funds to the Humboldt County Association of Governments for \$182,532 for the Redwood Transit System and \$177,328 for the regional transit operators.

d. Sunday Service for Redwood Transit

At the October 1, 2011 Humboldt County Association of Governments meeting the board approved that Saturday Service to Willow Creek and Sunday Service provided by Redwood Transit systems were unmet needs that were reasonable to meet.

Action Recommended: Direct Staff to implement Sunday service on the Redwood Transit Service beginning November 4, 2012.

e. 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: Greg Pratt
Employee organization: Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO
- iii. The Board will Reopen Session

VI. Communications

- a. Board:
- b. Staff

VII. Adjournment

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

BOARD MEETING

June 20, 2012

ROLL CALL

PRESENT

Board Members

Linda Atkins, City of Eureka
Mark Lovelace, Humboldt County
Julie Fulkerson, City of Trinidad
Michael Winkler, City of Arcata
Julie Woodall, City of Rio Dell
Dean Glaser, City of Fortuna

ABSENT

Jimmy Smith, Humboldt County

Staff

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

CALL TO ORDER

Chairperson Atkins called the meeting to order at 9:00 a.m.
Introductions were given. Richard Tolleson, Eureka resident, Derek Wong with PMC, Neleen Fregoso, Fortuna resident, Paul Pitino, HCAOG representative on the CAC as well an Arcata resident and Marcella Clem, HCAOG were present.

MINUTES

Motion by Councilmember Glaser, second by Councilmember Woodall to approve the minutes from the May 23, 2012 special board meetings.
Motion carried unanimously

CITIZENS COMMUNICATIONS

None

DISCUSSION AGENDA

- 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 Laura Shodall gave a report on the financial statements and ridership statistics.

b. 5 Year Transportation Development Plan

Derek Wong, Project Manager from PMC Consulting, gave the board an overview of the Five-Year Transportation Development Plan for Humboldt County regional transit systems.

Motion by Councilmember Fulkerson, second by Councilmember Glaser to approve the Transportation Development Plan for Redwood Transit, Willow Creek and Southern Humboldt systems by adopting Resolution 12-06.

Ayes: Woodall, Glaser, Fulkerson, Atkins and Lovelace

Noes: Winkler

Motion carried.

c. Preliminary budget for Humboldt Transit Authority fiscal year 2012/13

Administration and Finance Manager Barbara Zoellner gave the board an overview of the proposed budget.

Motion by Councilmember Fulkerson, second by Councilmember Glaser to approve the proposed budget as recommended by the HTA Finance & Operation Committee and directed staff to prepare and publish a public notice in the local newspaper notifying the public that the preliminary operating budget for HTA has been adopted and is available for review and comment.

Motion carried unanimously.

d. Reconsidering Joint Powers Agreement Shared Cost

Motion by Councilmember Woodall, second by Councilmember Glaser to reconsider updating the Joint Powers Agreement shared costs to reflect data from the 2010 census.

Ayes: Woodall, Atkins, Glaser, Lovelace and Fulkerson

Noes: Winkler

Motion carried.

e. Joint Power Agreement Shared Costs

Motion by Councilmember Winkler to adopt Table 2 (Assessment based on current population) amending the Joint Powers Agreement shared cost. Motion failed to go to a vote for lack of a second.

Motion by Councilmember Glaser, second by Councilmember to adopt Table 3 (Assessing the cities based on current population, holding the County at 50%).

Ayes: Woodall, Atkins, Glaser, Lovelace and Fulkerson

Noes: Winkler

Motion carried.

f. Redwood Acres Contract

Motion by Councilmember Fulkerson, second by Councilmember Glaser to extend the contract between Humboldt Transit Authority and Redwood Acres until December 30, 2012.

Motion carried unanimously.

g. Claim against Humboldt Transit Authority

Darrol Raven has submitted a claim against Humboldt Transit Authority for an incident that occurred with a RTS bus on Friday February 3, 2012. The claim was received by Humboldt Transit Authority on May 23, 2012.

Motion by Councilmember Woodall, second by Councilmember Fulkerson to reject the claim.

Motion carried unanimously.

h. Conference with Labor Negotiators

Public Comment:

None

The board went into closed session pursuant to Government Code Section 54957.6. Agency designated representative: Greg Pratt. Employee Organization: American Federation of State, County and Municipal Employees Local 1684, AFL-CIO.

The board resumed open session at 11:12 a.m., Chairperson Atkins announced that there was nothing to report.

VI. Communications

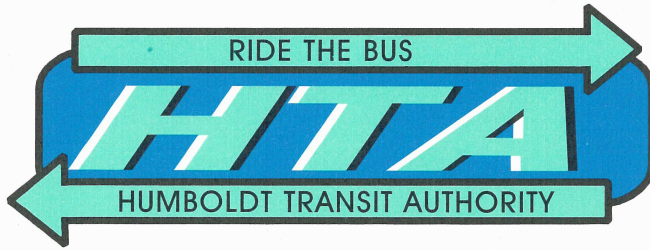
a. Board

None

b. Staff

None

Meeting adjourned at 11:13 a.m.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Chairperson Atkins
All Governing Board Members

FROM: Barbara Zoellner, Administration & Finance Manager

DATE: July 25, 2012

SUBJECT: Adopting the 2012-13 Final Budget for the Humboldt Transit Authority

Included in this agenda packet is the Final Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee on May 23, 2012, and adopted by the Board as an approved preliminary budget during its regular June 20, 2012 meeting.

Staff also placed a notice in the Times-Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions have been received from any members of the public nor were any changes made by the board or the finance committee.

Any members of the public may still make comments regarding this budget during a public hearing opportunity to be conducted during the regular July 25, 2012 board meeting. The board may also make changes to the budget if they so desire.

Action Necessary:

- 1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2012-13.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & Approve the final budget by adopting Resolution 12-07.***

**RESOLUTION 12-07
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY
FOR FISCAL YEAR 2012-2013**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2012-2013 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2012 and ending June 30, 2013 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll \$1,420,838

Employee Benefits \$1,320,524

Services and Supplies

General \$130,029

Administration \$257,313

Operations \$200,559

Vehicles \$1,439,326

Facilities \$251, 479

Total Budget Requirements \$ 5,020,068

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments \$1,950,080

Auxiliary Transportation Revenues \$968,820

Transit Fares \$1,177,358

Non-transportation Revenues \$258,929

Operating Grants \$577,860

Unrestricted Carryover Balance \$87,021

Total Means of Financing \$ 5,020,068

BE IT FURTHER RESOLVED that the details of the budget are contained in the complete budget which is on file in the offices of the Humboldt Transit Authority at 133 'V' Street, Eureka, California. Said complete budget is included herein by reference as though fully set forth.

PASSED, APPROVED AND ADOPTED this twenty-fifth day of July, 2012, on the following vote:

AYES:

NOES:

ABSENT:

Chairperson of the Governing Board
of Humboldt Transit Authority

ATTEST:

HTA Secretary to the Board

The Times-Standard

PO Box 3580
Eureka, CA 95502
707-441-0571
legals@times-standard.com

HUMBOLDT TRANSIT AUTHORITY
133 V STREET
EUREKA CA 95501

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA County of Humboldt

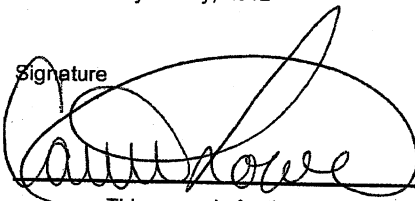
I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-mentioned matter. I am the principal clerk of the printer of THE TIMES-STANDARD, a newspaper of general circulation, printed and published daily in the City of Eureka, County of Humboldt, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Humboldt, State of California, under the date of June 15, 1967, Consolidated Case Numbers 27009 and 27010; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit,

6/24/2012, 6/27/2012

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Eureka, California,
This 12th day of July, 2012

Signature



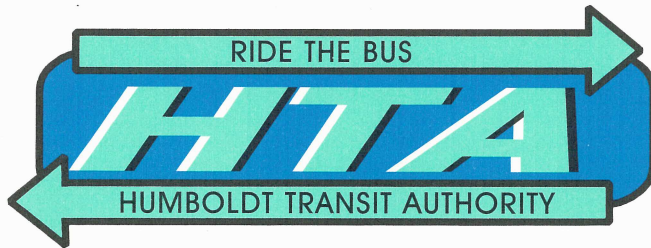
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Legal No. 0004481027

NOTICE OF PUBLIC HEARING

FY 2012/2013 Budget

Notice is hereby given that the Humboldt Transit Authority (HTA) has adopted a proposed budget for fiscal year 2012/2013. The proposed budget documents are available to members of the general public from the HTA offices located at 133 V Street, Eureka, California. On July 25, 2012 at 9:00 am in the HTA conference room, the HTA Governing Board will meet for the purpose of conducting a public hearing on the proposed budget preparatory to making a final determination thereon. Any member of the general public may appear at the hearing and be heard regarding any item of the budget or for the inclusion of additional items.
6/24/27



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Chairperson Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 25, 2012

SUBJECT: State Transit Assistance Funds (STAF) Projects for 2012/2013

There is a total of \$846,365 available to transit operators in Humboldt County for both small capital projects and some operating subsidies. The projects listed below were approved at the May 17, 2012 Humboldt County Association of Governments Meeting.

Redwood Transit Projects and Funding Sections in the amount of \$182,532:

1. \$40,000 Parts and Tires (99313)
2. \$30,000 Operating Assistance for Southern Humboldt Local System (99313)
3. \$50,000 Hybrid Maintenance (99313)
4. \$35,000 Replace Two Staff Vehicles (99314)
5. \$19,000 Hybrid DPF Filter (99314)
6. \$8,532 Training & Development (99314)

Staff also proposes the act as lead agency on a number of projects in the amount of \$177,328 considered to be "regional" as they will include and benefit all the local transit agencies.

1. \$21,000 Corridor Dial-A-Ride (99313)
2. \$30,000 Narrow Banding (99313)
3. \$25,000 GFI Genfare Ticket Stock (99313)
4. \$24,000 Shop Equipment (99313)
5. \$17,000 GPS & Wifi Usage Fees (99313)
6. \$20,000 Licenses (99313)
7. \$10,328 Bus Surveillance Hard Drives (99313)
8. \$30,000 Facility Maintenance (99313)

Action Recommended: Authorize staff to submit applications for State Transit Assistance Funds to the Humboldt County Association of Governments for \$182,532 for the Redwood Transit System and \$177,328 for the regional transit operators.

HCAOG

Humboldt County Association of Governments

RESOLUTION 12-09 ADOPTION OF STATE TRANSIT ASSISTANCE FUNDS PROGRAM OF PROJECTS ALLOCATIONS FOR FY 2012-2013

WHEREAS, the Humboldt County Association of Governments (HCAOG), in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating to State Transit Assistance Fund claimants a total sum of eight hundred forty six thousand, three hundred sixty-five dollars (\$846,365) representing revenues made available by Transportation Development Act Section 99313 and 99314; and

WHEREAS, the Association's Service Coordination Committee (SCC) at their meeting of May 4, 2012, and the Technical Advisory Committee at their meeting of May 10, 2012, has recommended the approval of the following Program of Projects for the distribution of STAF revenues; and

STAF Funds Available for Programming:	
a. 99313	\$ 757,910
b. 99314	\$ 89,066
	<u>-611</u> (reserved Fortuna)
	88,455
Total	\$ 846,365

Project Sponsor	Project Description	99313 Funds	99314 Funds	Total Funds Recommended
CTSA/HCAR	20% Operation of Care-A-Van Services (\$151,582).	\$151,582	0	\$151,582
Humboldt County	K/T Net operating costs for two additional routes (\$20,000)	\$20,000	0	\$20,000
City of Arcata/ A&MRTS	Intermodal Transit Facility (ITF) Improvements - replace existing roof and gutters (\$15,000); ITF Improvements - paint outside of ITF (\$18,000); DAR Software License and Maintenance Agreement - purchase annual Trapeze DAR scheduling system license (\$12,000); DAR Operating Costs (\$20,000); Install TI line between City Hall and ITF to improve communication and implement public Wi-Fi (\$11,065).	65,000	\$11,065	\$76,065
City of Eureka/ETS	Operating Assistance Eureka Dial-a-Ride/Lift (\$14,858); Eureka Transit Service (ETS) D-PIM/Electronic Controls for Hybrid Maintenance (\$50,000); ETS Parts & Tires (\$14,000); Operating Assistance ETS (\$160,000).	\$224,000	\$14,858	\$238,858
City of Fortuna/Senior Bus	No request submitted 99314 (\$611) funds reserved			

Humboldt Transit Authority/RTS	Parts and tires (\$40,000); Operating assistance for Southern Humboldt (\$30,000); Hybrid maintenance (\$50,000); Replace two (2) staff vehicles (\$35,000); Hybrid DPF Filter (\$19,000); Training/development (\$8,532)	\$120,000	\$62,532	\$182,532
Regionally Administered Public Transit Projects				
Humboldt Transit Authority/RTS	Corridor Dial-a-Ride (\$21,000); Narrow Banding (Radio System) (\$30,000); GFI Genfare ticket stock (\$25,000); Shop equipment (\$24,000); Wi-Fi/GPS usage fees (\$17,000); Licenses (\$20,000); Hard drives (\$10,328); Facility maintenance (\$30,000).	\$177,328	\$0	\$177,328
Totals		\$757,910	\$88,455	\$846,365

WHEREAS, the RTPA, in accordance with Section 6754, Article 5, Subchapter 2.5, Chapter 3, Title 21, California Administrative Code, finds the following:

- a. (1) The claimants' proposed expenditures are in conformance with the adopted 2008 Regional Transportation Plan for Humboldt County June 2008.
- a. (2) The level of fares and charges on existing systems, and any initiated systems, is and will be sufficient to meet the fare revenue requirements of Public Utility Code Sections 99268.2, 99268.3, 99268.4, 99268.5 and 99268.9, as they may be applicable to the claimants.
- a. (3) The claimants are making full use of Federal funds available under the Urban Mass Transportation Act of 1964 (sic) (TEA-21), as amended.
- a. (4) The sum of the claimants' allocations from the state transit assistance fund and from the local transportation fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
- a. (5) Priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional or public transportation needs.
- b. (1) The operators, pursuant to Public Utilities Code Section 99244 have made a reasonable effort to implement productivity recommendations, including accounting reconciliation and operational improvements.
- b. (2) The operators, in relationship to claimants, is not precluded from the hiring of part-time drivers or entering contracts with any common carriers.
- b. (3) The claimants have received certification as appropriate from the California Highway Patrol verifying compliance with Section 1808.1 of the Vehicle Code.
- b. (4) The operators are in compliance with the eligibility requirements of Public Utilities Code Section 99314.6 or 99314.7.
- c. Not applicable.

WHEREAS, the RTPA deems the claimants to be in conformance with all applicable rules and regulations of the Public Utilities Code, Division 10, Part II, Chapter 4, Transportation Development, and Title 21, Chapter 3 of the California Administrative Code; and

WHEREAS, the RTPA specifies that payment of the allocation to the claimants be made as monies become available, with any reductions proportionate to reductions made by the State of California in the State Transit Assistance Fund.

NOW, THEREFORE, BE IT RESOLVED, that the Humboldt County Association of Governments allocates to the claimants a total sum of eight hundred forty six thousand, three hundred sixty-five dollars (\$846,365)

PASSED AND ADOPTED by the Humboldt County Association of Governments, in the County of Humboldt, State of California, this 17th day of May 2012, by the following vote:

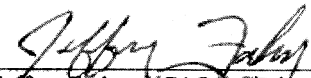
AYES: MEMBERS: Farley, Ornelas, Saiger, Strenl, Bass, Morgan

NOES: MEMBERS: none

ABSENT: MEMBERS: none

ABSTAIN: MEMBERS: none

Attest: 
Marcella Clem, Executive Director


Jeffrey Farley, HCAOG Chair



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

611 I Street, Suite B

Eureka, CA 95501

<http://www.hcaog.net>

May 1, 2012

Greg Pratt
General Manager, Humboldt Transit Authority
133 'V' Street
Eureka, CA 95501

Dear Greg,

On behalf of myself and the HCAOG staff, I would like to begin this letter with a note of appreciation for you and your staff. We have undergone a number of changes in the past couple of years and appreciate your patience and partnership on a number of transit projects. It is a pleasure working with everyone at HTA. In particular, your readiness to join the Social Service Transportation Advisory Committee has been key in improving coordination and cooperation with transit users in the region.

The California Transportation Development Act (TDA) provides funding annually for public transportation. HCAOG, as the Regional Transportation Planning Agency (RTPA) for Humboldt County, administers the TDA funds. In August of 2011, HCAOG adopted, by resolution, findings regarding the existence of "unmet transit needs" and determinations on whether or not identified needs are "reasonable to meet". As transit is the priority use of these funds, the unmet transit needs determination must be met before allocating TDA funds for non-transit (i.e., streets and roads or non-regional bike and ped) purposes. The HCAOG Board made the finding that a fixed-route service on Saturdays to Willow Creek and Sunday service on the Redwood Transit Service main line (Trinidad to Scotia) were reasonable to meet.

Of these two needs, Saturday service to Willow Creek is currently fundable based on the history of the County's share of TDA funds used on non-transit projects. In previous discussions, July 1, 2012 was provided as a tentative start date for this service. I am requesting a confirmation of this date. If this service cannot be provided in the next fiscal year, only the amount required to fund the service will be held in the County Auditor Controller office until such a time that the service can begin. This month, HCAOG will be considering the allocation of regional transit funds to enable the implementation of Sunday service on the Redwood Transit Service main line.

Thank you again for your assistance and leadership in our transit system. Please do not hesitate to call me with any questions. I am also available to attend your Board meeting if necessary.

Sincerely,

Marcella Clem
Executive Director

Action Recommended: Direct Staff to implement Sunday Service on the Redwood Transit System beginning November 4, 2012.