

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting August 19, 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. Discussion Agenda
 - a. Dial-A-Ride
Humboldt County Association of Governments' Executive Director Marcella Clem will discuss the regions Dial-A-Ride program and HTA's involvement.
 - b. June 2015 statistics for all systems operated by HTA
 - c. June 2015 financial statements for all systems operated by HTA
- V. 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. Approval of Minutes
Minutes from the July 15, 2015 Regular Board Meeting.
Action Recommended: Approve minutes
 - b. Seventh Amendment to Agreement for Operation of Bus Transit System
The contract between Humboldt Transit Authority and the City of Eureka is up for renewal. It is necessary at this time to extend the agreement with the City of Eureka.
Action Recommended: Adopt the Seventh Amendment to Agreement for Operation of Bus Transit System.
- VI. Items Removed from the Consent Calendar
- VII. Communications
 - a. Board
 - b. Staff
- VIII. Adjournment

Enclosed

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.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

July 15, 2015

ROLL CALL

PRESENT

ABSENT

Board Members

Mark Lovelace, County of Humboldt
Michael Winkler, City of Arcata
Julie Fulkerson, City of Trinidad
Rex Bohn, County of Humboldt
Kim Bergel, City of Eureka (Alt)
Tami Trent, City of Fortuna

Natalie Arroyo, City of Eureka
Tim Marks, City of Rio Dell

Staff

Greg Pratt, General Manager
Karen Wilson, Manager of Operations
Brenda Fregoso, Secretary to the Board
Alene Webb, Administration and Finance
Brian Connors, Transportation Supervisor

Jim Wilson, Equipment and Facilities Manager

Introductions were made. General Manager Greg Pratt introduced HTA's new Transit Supervisor, Brian Connors.

Also in attendance were Nancy Diamond, Humboldt Transit Authority's Counsel and Dave Carstensen and Jessy Schofield with Caltrans.

CITIZEN'S COMMUNICATIONS

None

CALL TO ORDER

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

CONSENT CALENDAR

By motion, recommended 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 Supervisor Lovelace, second by Councilmember Trent to approve the Consent Calendar.

Motion carries unanimously

a. Approval of Minutes

Minutes from the June 17, 2015 Regular Board Meeting.

Action Recommended: Approve minutes

ACTION ITEMS

a. Classification Plan

Staff is proposing changes to the Salary Schedule and Classification Plan.

General Manager Greg Pratt gave the board highlights from the HTA Salary Schedule and Classification Plan.

Motion by Supervisor Lovelace, second by Councilmember Trent to approve the HTA Salary Schedule and Classification Plan.

Motion carries unanimously

b. Humboldt Transit Authority Mission Statement

Staff is requesting the board consider submissions made by HTA employees for a Mission Statement.

The Board directed staff to approve a Mission Statement for HTA.

DISCUSSION AGENDA

a. May 2015 statements for all systems operated by HTA

May 2015 statistics for all systems operated by HTA

General Manager Greg Pratt gave the Board statement and statistics information for May 2015.

b. Tish-Non Village & Old Arcata Road

Staff will give the board an update on the new service to Tish Non-Village and proposed bus stop construction on Old Arcata Road.

General Manager Greg Pratt gave the board an update on the Tish Non-Village bus service as well as an update on the purposed bus stop construction on Old Arcata Road.

COMMUNICATIONS

Board:

None

Staff:

General Manager Greg Pratt gave the board information on Dial-a-Ride and HTA overseeing the contracts at the request of HCOAG.

Meeting adjourned at 9:41 a.m.



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Humboldt County Since 1976*

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

(707) 443-0826

TO: Chairperson Winkler
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 19, 2015

SUBJECT: Seventh Amendment to Agreement for Operation of Bus Transit System

The contract between the City of Eureka and Humboldt Transit Authority for the operation of the Eureka Transit Service is up for renewal. I have enclosed the contract signed by the Eureka City Council on July 15, 2015.

Because of possible restructuring of routes, the contract is for a one-year term beginning on July 1, 2015 with a 3 percent increase from 2014.

Action Recommended: Adopt the Seventh Amendment to Agreement for Operation of Bus Transit System.

**SEVENTH AMENDMENT TO AGREEMENT
FOR OPERATION OF BUS TRANSIT SYSTEM**

THIS AMENDMENT TO AGREEMENT entered into this ___ day of July, 2015, by and between the CITY OF EUREKA (“City”), a municipal corporation and HUMBOLDT TRANSIT AUTHORITY (“Contractor”), a joint powers public entity of the State of California.

Recitals

WHEREAS, on or about June 20, 2001 City and Contractor entered into an Agreement for Operation of Bus Transit System (“Agreement”); and,

WHEREAS, on April 23, 2003, said Agreement was extended and amended through June 30, 2006, and again amended and extended for the periods of July 1, 2006 through June 30, 2009, July 1, 2009 through June 30, 2012; July 1, 2012 through June 30, 2014 and July 1, 2014 through June 30, 2015 and,

WHEREAS, the parties desire to amend the Agreement.

NOW, THEREFORE, IT IS AGREED that the Agreement is amended as follows:

1. Paragraph 2, Term of Agreement:

“2. Term of Agreement: The term of this Agreement shall be for one year commencing July 1, 2015 and ending June 30, 2016.”

2. Section 20, Compensation, is amended and restated in its entirety:

“a. For fiscal year 2015, City shall pay Contractor for the performance of the service set forth in this Agreement as follows: the full contract amount less anticipated fare revenues, which HTA will not remit to the City, but retain and therefore receive a smaller monthly payment:

1. Total contract amount of \$926,288, less anticipated fare revenues of \$260,000 (Note: Fares are based on actuals for the fiscal year 2013/2014), for a monthly fixed rate payment of \$55,524.
2. In addition to such fixed and variable amounts as are paid Contractor, City will pay Contractor the actual cost of vehicle liability insurance, exclusive of collision coverage, obtained by the Contractor under this Agreement. Upon cancellation of this Agreement, Contractor shall delete City vehicles from Contractor’s insurance policy and direct the insurer to pay the refund to the City.”

Any carryover from the Eureka Transit Service operation at the end of the contract term will be returned to the City of Eureka once that number has been confirmed by the annual financial audit. Unanticipated increases in the cost or decreases in

the revenue of operating Eureka Transit Service will be compensated only after action by the Eureka City Council.

Should the Eureka City Council not approve of additional compensation to Contractor for an increase in costs over amount bid, Contractor shall have the option of terminating this Agreement as provided in Section 21. Following notice of termination, Contractor shall continue operation of bus transit system until City finds a replacement contractor, provided City agrees to compensate Contractor for additional costs in the interim.”

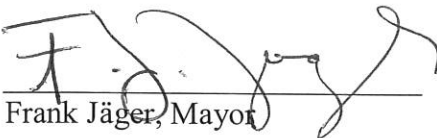
3. Section 19, Accounting for Fares, is amended and restated in its entirety:

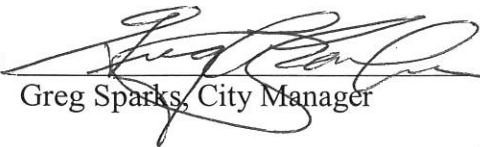
Contractor will remove locked cash vaults from Eureka Transit Service buses on a daily basis and count and record the contents of each vault. The fares collected in said vaults will be retained by Contractor. A report will be made available to the City by the tenth (10th) of each month or upon request by City, and will contain the following information for each operating day of each month: route, cash fares collected, ticket sales, pass sales, as well as any other type of fare collected.


4. This Amendment to Agreement for Operation of Bus Transit System shall become effective July 1, 2015. Except as amended, the Agreement remains in full force and effect.

CITY OF EUREKA:

Approved as to Administration:

By: 
Frank Jäger, Mayor

By: 
Greg Sparks, City Manager

Attest:
By: 
Pamela J. Powell, City Clerk

Approved as to form:

By: 
Cyndy Day-Wilson, City Attorney

HUMBOLDT TRANSIT AUTHORITY:

Contracting Party:

Approved as to form:

By: _____
Chair of the HTA Board

By: _____
Legal Counsel

Attest:

By: _____
Secretary to the Board