

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting – September 19, 2012
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Introductions & Recognitions
- III. Approval of minutes
 - a. Minutes from the August 22, 2012 special board meeting
**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. Humboldt State University Jack Pass Contracts Page 03
The Contracts between Humboldt State University and Humboldt Transit Authority for the Jack Pass is up for renewal.
**Action Recommended: Review, Discuss, make changes if necessary.
Direct staff to notify HSU of any changes and bring the contracts
backs to the October HTA Board meeting for final approval.**
 - c. Updated Drug and Alcohol Policy Page 08
Due to recent Federal Transit Administration (FTA) audits of HTA and several rural transit agencies, CalTRANS is requiring all agencies use the FTA Drug and Alcohol Policy template.
~HTA Drug & Alcohol Policy Enclosed
Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 12-09.
 - d. Southern Humboldt Bus System
Staff will give the board an update on the Southern Humboldt Deviated Fixed (Local) Route and the Southern Humboldt Intercity Route
Action Recommended: Review and discuss

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

August 22, 2012

ROLL CALL

PRESENT

Board Members

Linda Atkins, City of Eureka
Mark Lovelace, Humboldt County
Julie Fulkerson, City of Trinidad
Shane Britton, City of Arcata (Alt)
Ryan Sundberg, Humboldt County (Alt)
Dean Glaser, City of Fortuna
Julie Woodall, City of Rio Dell

ABSENT

Jimmy Smith, Humboldt County
Michael Winkler, City of Arcata

Staff

Greg Pratt, General Manager
Barbara Zoellner, 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 by each board member and the following introductions were made; Richard Tolleson, Eureka resident, Larry Pardi, Arcata Transit System, Charles and Linda Edwards with Ad's in Motion.

MINUTES

Motion by Councilmember Sundberg, second by Councilmember Glaser to approve the minutes from the July 25, 2012 board meetings with correction; Laura Shodall was not present.

Councilmember Britton abstained

Motion carried

CITIZENS COMMUNICATIONS

None

SPECIAL PRESENTATION

Charles Edwards with Ad's in Motion gave a special presentation on bus advertising.

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 Barbara Zoellner indicated that there was nothing to report on year to date financial statements at this time but would follow up with the board via email.

General Manager Greg Pratt announced ridership continues to do well.

b. Southern Humboldt

Operations Manager Karen Wilson gave an update on advertising in Southern Humboldt.

General Manager Greg Pratt announced staff would like to start a new advertising promotion in Southern Humboldt Local and Intercity called "Try Us Tuesday"; where riders would get to ride the bus for free on Tuesdays through October 2012. However, approval is needed from the board.

Motion by Councilmember Lovelace, second by Councilmember Fulkerson to approve "Try Us Tuesday" advertising promotion in Southern Humboldt Local and Intercity. Board directed staff to advise the board when the advertising promotion "Try Us Tuesday" begins.

Motion carried unanimously

c. Redwood Transit

General Manager Greg Pratt provided board members with a draft for RTS Sunday service which is scheduled to begin on November 4, 2012.

d. 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 10:37 a.m.; Chairperson Atkins announced that there was nothing to report.

VI. Communications

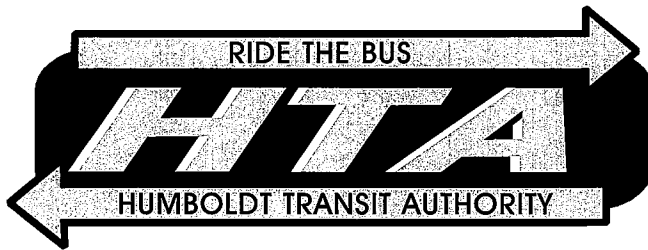
a. Board

None

b. Staff

None

Meeting adjourned at 10:38 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: Greg Pratt, General Manager

DATE: September 19, 2012

SUBJECT: Humboldt State University Jack Pass Contracts

Since 2008, Humboldt Transit Authority has been under contract to provide transportation services for Humboldt State University students, faculty, and staff better known as the "Jack Pass." Due to the constant change in ridership, the term of the contracts are renewed yearly.

The two contracts up for renewal are for the Redwood Transit System and the Willow Creek System for the duration of July 1, 2012 to June 30, 2013.

Action Recommended: Review, Discuss, make changes if necessary. Direct staff to contact HSU staff of any changes and bring the contracts backs to the October HTA Board meeting for final approval.



HUMBOLDT STATE UNIVERSITY

Planning, Design & Transportation Management

2012- 2013 Transportation Specifications for the Redwood Transit System

The Humboldt Transit Authority (HTA) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Redwood Transit System (RTS) and Southern Humboldt Transit System (SHTS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2012 thru June 30, 2013.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the HTA/RTS/SHTS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.
- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. HTA/RTS/SHTS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.
- HSU will provide HTA/RTS/SHTS with written notification of changes in HSU identification cards so as to ensure HTA/RTS/SHTS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by HTA/RTS/SHTS.

HTA/RTS/SHTS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

HTA/RTS/SHTS shall actively work with Traci Ferdolage, Senior Director- Planning, Design & Transportation Management (707) 826-4111, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus, resolution of ongoing ridership issues, and other campus-related transit planning.

The total amount of the contract is based on the previous fiscal year's ridership and cost per passenger for JackPass qualified riders. Ridership in FY2011/2012 was established at 144,683 passengers; JackPass qualified rider cost per passenger has been established at \$1.45. Therefore, the total contract value for FY2012/13 shall be a flat rate of Two Hundred Ten Thousand Dollars and No Cents (\$210,000.00) for unlimited rides on RTS/SHTS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of One Hundred Five Thousand Dollars and No Cents (\$105,000.00) shall be due on October 31, 2012. The second installment shall be the remaining one-half of the contract total in the amount of One Hundred Five Thousand Dollars and No Cents (\$105,000.00) and shall be due on April 30, 2013.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2012 through June 30, 2013. Service shall commence on July 1, 2012.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.



HUMBOLDT STATE UNIVERSITY

Planning, Design & Transportation Management

2012- 2013 Transportation Specifications for the Willow Creek Service

The Humboldt Transit Authority (HTA) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Willow Creek Service (WCS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2012 thru June 30, 2013.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the HTA/WCS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.
- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. HTA/WCS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.
- HSU will provide HTA/WCS with written notification of changes in HSU identification cards so as to ensure HTA/WCS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by HTA/WCS.

HTA/WCS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

HTA/WCS shall actively work with Traci Ferdolage, Senior Director- Planning, Design & Transportation Management (707) 826-4111, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus and other campus-related transit planning.

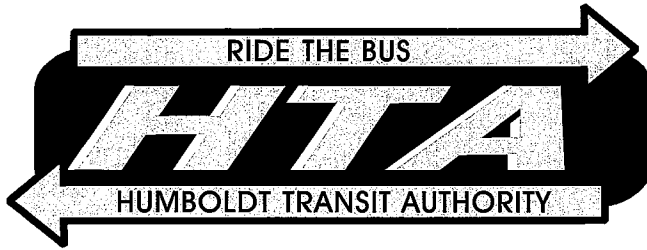
The total amount of the contract is based on the previous fiscal year's ridership and cost per passenger for JackPass qualified riders. Ridership in FY2011/2012 was established at 2,579 passengers; JackPass qualified rider cost per passenger has been established at \$2.90. Therefore, the total contract value for FY2012/13 shall be a flat rate of Seven Thousand Four Hundred Seventy-Nine Dollars and No Cents (\$7,479.00) for unlimited rides on WCS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of Three Thousand Seven Hundred Forty Dollars and No Cents (\$3,740.00) shall be due on October 31, 2012. The second installment shall be the remaining one-half of the contract total in the amount of Three Thousand Seven Hundred Thirty-Nine Dollars and No Cents (\$3,739.00) and shall be due on April 30, 2013.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2012 through June 30, 2013. Service shall commence on July 1, 2012.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.



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Humboldt County Since 1976*

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

(707) 443-0826

TO: Linda Atkins, Chairperson
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 19, 2012

SUBJECT: Drug and Alcohol Testing Policy

Since January 1, 1996, HTA has been mandated by law to perform random drug and alcohol tests for all employees working in a safety-sensitive position.

As a result of a recent Federal Transit Administrative (FTA) Audit, CalTRANS is requiring HTA and all rural transit agencies to use the FTA Drug and Alcohol Policy template.

ACTION NECESSARY: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 12-09.

RESOLUTION 12-09
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE DRUG AND ALCOHOL TESTING PROGRAM POLICY

WHEREAS, on January 4, 1996, Humboldt Transit Authority adopted Resolution 96-01 implementing a drug and alcohol testing program in compliance with 49 CFR, part 40; and,

WHEREAS, this document has been amended by Resolutions 02-03, 02-10, 04-04, 05-02, 06-04, 12-05; and,

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their policy and has determined that said policy needs amendment because the Code of Federal Regulations has changed; and,

WHEREAS, it is convenient to republish the entire Drug and Alcohol Testing Program Policy as one document incorporating the appropriate changes made to the Code of Federal Regulations 49, Part 40, governing drug and alcohol testing for transportation properties.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Humboldt Transit Authority that Resolutions 96-01, 02-03, 02-10, 04-04, 05-02, 06-04, 12-05 are hereby rescinded and are replaced by Resolution 12-09 adopting the attached document "Humboldt Transit Authority Drug and Alcohol Testing Program Policy."

PASSED, APPROVED AND ADOPTED this nineteenth day of September 2012, on the following vote:

AYES:

NOES:

ABSENT:

Chairperson of the Humboldt Transit
Authority Board of Directors

ATTEST: Secretary to the Board