

Board of Directors  
NATALIE ARROYO  
City of Eureka  
REX BOHN  
County of Humboldt  
STEVE LADWIG  
City of Trinidad  
JULIE WOODALL  
City of Rio Dell  
PAUL PITINO  
City of Arcata  
TAMI TRENT  
City of Fortuna  
MIKE WILSON  
County of Humboldt

HTA Board Staff  
GREG PRATT  
General Manager  
BRENDA FREGOSO  
Secretary to the Board



Humboldt Transit Authority  
Governing Board of Directors  
HTA Conference Room - 133 V Street Eureka  
AGENDA

Wednesday, August 28, 2019

9:00 AM

Regular Meeting

A. Call Meeting To Order

B. Roll Call & Introductions

C. Community Members Communication

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

D. Special Presentations

E. 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.

1. Minutes from the July 24, 2019 Regular Board Meeting

**Action Recommended: Approve minutes**

2. June statistics and financial statements for all systems operated by HTA

Handout

**Action Recommended: Receive and file**

3. Federal Transit Administration Section 5310 Grant Funds

Board authorization is required to submit an application for Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Traditional Grant Program to purchase capital equipment for the Regions DAR program.

**Action Recommended: Adopt Resolution 19-07 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.**

F. Items Removed from Consent Calendar

**G. New Business**

**H. Closed Session**

1. Public Comment
2. Pursuant to Government Code Section 54957(b)(1) the Board will meet in closed session: General Manager performance evaluation.
3. Report out of closed session.

**I. Board Communications**

**J. Staff Communications**

**K. Adjournment**

*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**

**SPECIAL BOARD MEETING**

**July 24, 2019**

**PRESENT**

Board Members

Paul Pitino, City of Arcata

Mike Wilson, County of Humboldt

Rex Bohn, County of Humboldt

Tami Trent, City of Fortuna

Steve Ladwig, City of Trinidad

Julie Woodall, City of Rio Dell

Natalie Arroyo, City of Eureka

**ABSENT**

Staff

Jim Wilson, Director of Maintenance

Brian Connors, Operations Manager

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Consuelo Espinosa, ADA & Safety Coordinator

Greg Pratt, General Manager

Also, in attendance were: Nany Diamond, HTA Legal Counsel; Phillip Johnson, HCAOG.

**CALL TO ORDER**

Chairperson Pitino called the meeting to order at 9:00 a.m. Introductions were made.

Finance Manager Alene Webb introduced Shelly Zapata, HTA's new bookkeeper.

**COMMUNITY MEMBERS COMMUNICATION**

None

**SPECIAL PRESENTATIONS**

None

**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 Wilson, second by Supervisor Ladwig to approve the Consent Calendar.*

*Motion carries unanimously.*

1. Minutes from the June 26, 2019 Regular Board Meeting

***Action Recommended: Approve minutes***

2. May 2019 statistics and financial statements for all systems

***Action Recommended: Receive and File***

3. Agreement between Humboldt State University and Humboldt Transit Authority

The contracts states that between Humboldt State University

***Action recommended: Approve the Operating Contracts between Humboldt Transit Authority and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit.***

## **Items removed from the Consent Calendar**

None

## **NEW BUSINESS**

### 1. Adoption of the Fiscal Year 2019/20 Final Budget for Humboldt Transit Authority

The preliminary budget was adopted on June 26, 2019. All requirements have been met in preparation for the adoption of the final budget.

Finance Manager Alene Webb went over some highlights and announced an error and indicated that it had been corrected. Supervisor Bohn thanked Alene for her hard work on the budget.

#### ***Public Hearing***

***None***

#### ***Public Comments***

***None***

***Motioned by Supervisor Wilson, second by Councilmember Arroyo to adopt the 2019/20 Final Budget for Humboldt Transit Authority and adopt Resolution 19-06***

***Motion carries unanimously.***

## **BOARD COMMUNICATIONS**

Councilmember Arroyo addressed the board regarding a community member brought concern with the FPPC regarding voting on items that were related to her employment, RCAA. All board members agreed that Councilmember Arroyo is not involved with any decision making between this board and RCAA.

Supervisor Wilson addressed with Chairperson Pitino regarding the "Ride for Free on AMRTS for the Month of July" and asked to give the board an update. Chairperson Pitino indicated he would check into getting stats for the ridership for that period.

## **STAFF COMMUNICATIONS**

Operations Manager Brian Connors gave the board an update on the Electric bus and driver training and Director of Maintenance Jim Wilson gave them an update on the miles and how the bus is operating.

Finance Manager Alene Webb gave a brief overview of the HSU contracts and indicated that Staff was able to get an increase from last years fare. She also distributed post cards that HTA will be handing out to new Students at the HSU Alternative Transportation Fair on August 20 & August 22.

## **ADJOURNMENT**

Meeting adjourned at 9:26 a.m.



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
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TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 28, 2019

SUBJECT: Federal Transit Administration (FTA) Section 5310 Grant Funds

The California Department of Transportation has notified its sub-recipients that there are Federal Transit Administration Section 5310 grant funds available for Dial-A-Ride (DAR) services.

Staff is requesting approval from the HTA board to apply for three (3) Class A W/C equipped transit vehicles in the amount of \$213,600, of which \$170,880 is to be paid with 5310 Grant Funds and \$47,720 is to be paid with matching funds or if approved, Toll Credits.

The vehicles would replace three older cutaways that were transferred from the City of Eureka and the Humboldt Community Access & Resource Center. Based on FTA standards, these vehicles have surpassed their useful life for service. Having newer equipment will for the regions DAR service will reduce maintenance costs, reduce road calls, and improve on-time performance of the overall system.

***Action Recommended: Adopt Resolution 19-07 Authorizing Application for FTA Section 5310 Grant Funds and the General Manager to Sign the Grant Agreement.***

Authorizing Resolution  
**RESOLUTION NO. 19-07**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310  
(49 U.S.C. SECTION 5310) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (**FTA C 9070.1G**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

**WHEREAS**, The Humboldt Transit Authority (HTA) desires to apply for said financial assistance to permit operation of paratransit service in Humboldt County; and

**WHEREAS**, the Humboldt Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the Humboldt Transit Authority does hereby authorize Greg Pratt, HTA General Manager, to file and execute applications on behalf of Humboldt Transit Authority with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (**FTA C 9070.1G**), as amended.

That Greg Pratt, HTA General Manager, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Greg Pratt, HTA General Manager, is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

That Greg Pratt, HTA General Manager, is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

**PASSED AND ADOPTED** by the Humboldt Transit Authority Governing Board of Directors of Humboldt County, State of California, at a regular meeting of said Commission or Board Meeting held on the twenty-eight of August, 2019 by the following vote:

AYES:

NOES:

ABSENT:

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Chair of the HTA Governing Board of Directors

ATTEST:

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Secretary to the Board