

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, September 25, 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 August 28, 2019 Regular Board Meeting Page 03
Action Recommended: Approve minutes

General Manager Salary Adjustment. Page 05

The Board completed a performance review of the General Manager and determined that his performance merits a salary increase within the approved General Manager salary range and a one-time retention payment.

Action Recommended: Approve salary increase for the General Manager to \$47.12 per hour, retroactive to the first pay period after July 1, 2019, and a one time off-schedule payment in the amount of \$5,000.00.

F. Items Removed from Consent Calendar

G. Reports

- 1. July 2019 statistics and financial statements for all systems operated by HTA Handout
Action Recommended: Receive and direct Staff if needed.

H. Old Business

1. Property on 2347 2nd Street: Nixon House

Staff will update the Board on progress made with the salvage and demolition of the Nixon House.

Action Recommended: Review and Direct Staff as Needed.

2. Dial-A-Ride (DAR) Entity Contribution Restructuring Update

Staff will update the Board on DAR ridership information gather from dispatch reports that show regional use.

Action Recommended: Review and Direct Staff as Needed.

Meeting Handout

I. New Business

J. Board Communications

K. Staff Communications

L. 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

August 28, 2019

PRESENT

ABSENT

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

Staff

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Brian Connors, Operations Manager

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Consuelo Espinosa, ADA & Safety Coordinator

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

CALL TO ORDER

Chairperson Pitino called the meeting to order at 9:02 a.m.

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.

Councilmember Arroyo request to pull item two (2) from the Consent Calendar.

Motion by Councilmember Ladwig, second by Councilmember Arroyo to approve the Consent Calendar.

Motion carries unanimously.

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

Action Recommended: Approve minutes

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.

Items removed from the Consent Calendar

2. June 2019 statistics and financial statements for all systems

General Manager Greg Pratt and Finance Manager Alene Webb gave the board an update and information on ridership, on time performance and statistics for all systems.

NEW BUSINESS

None

CLOSED SESSION

A public hearing was provided but no members of the public were present.

The Board went into closed session at 9:13 am.

The Board came out of closed session at 9:42 am with nothing to report.

BOARD COMMUNICATIONS

Chairperson Pitino requested that all board member be sent via email a copy of the HTA Newsletter.

STAFF COMMUNICATIONS


General Manager Greg Pratt gave the board an update on the Nixon House.

ADJOURNMENT

Meeting adjourned at 9:52 a.m.

Memorandum

To: The Honorable Chair and Members of the Board

From:  Nancy Diamond, HTA General Counsel

Date: September 18, 2019

Re: General Manager, Personnel Action re Salary

The HTA Board appointed Greg Pratt as its General Manager on December 21, 2011, at the hourly rate of \$37.02, the low end of the approved General Manager hourly salary range set at \$37.02 - \$47.12. In 2014, the Board approved a salary increase for the General Manager to \$38.50 per hour, and in 2016 to \$45.10 per hour. Mr. Pratt has worked with HTA in management since 2001.

The Board-approved classification plan for management excludes step increases for the General Manager position. Under this plan, management employees receive 5 automatic step increases that provide for 7% salary increases at 6 months and at 1.5 years after hire, and 6% salary increases at 2.5, 3.5 and 10 years after hire. (Note that these increases have been made in the past without additional cost of living salary adjustments.) Because these increases do not apply to the General Manager position, the current General Manager salary has remained flat except for the 2014 and 2016 increases.

The Board completed a performance review of the General Manager on August 28, 2019, and determined that his performance merits an increase to \$47.12 per hour, the top end of the approved salary range, and a one-time \$5,000 retention payment. This amount has been accounted for in the approved 2019-2020 fiscal year budget.

Action Recommended: Approve salary increase for the General Manager to \$47.12 per hour, retroactive to the first pay period after July 1, 2019, and a one time off-schedule payment in the amount of \$5,000.00.