

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, January 22, 2020

10:00 AM

Special 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 December 18, 2019 Special Board Meeting

Page 03

Action Recommended: Approve minutes

2. Federal Transit Administration Section 5311 Grant Funds

Page 05

Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment and for operating assistance.

Action Recommended: Adopt Resolution 20-01 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.

3. Federal Transit Administration 5311(f) Grant Funds

Page 07

Staff is recommending submitting an application for 5311 (f) funds for operating assistance for the Intercity Bus Systems.

Action Recommended: Adopt Resolution 20-02 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to Sign the Grant Agreement.

F. Items Removed from Consent Calendar

G. Reports

1. November statistics and financial statements for all systems operated by HTA
Action Recommended: Receive and file

Handout

H. New Business

1. Humboldt Transit Authority Meeting Dates

Page 09

The board will consider moving the meeting date of the Regular HTA Meeting to accommodate conflicting schedules.

Action Recommended: Approve Changing the Humboldt Transit Authority Governing Board of Directors Meeting Date to the _____ Wednesday of Every Month at _____ a.m. by adopting Resolution 12-03.

2. Election of Officers

At the beginning of the year, new officers are elected to the Following positions:
Chair, Vice-Chair, and Finance & Operations Committee.

The HTA Chair also serves on the Policy Advisory Committee for HCAOG.

Current Positions:

Chair: Councilmember Pitino, Vice Chair: Councilmember Arroyo

Finance & Operations Committee – Bohn, Wilson, Trent

I. Closed Session

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

December 18, 2019

PRESENT

Board Members

Tami Trent, City of Fortuna

Julie Woodall, City of Rio Dell

Paul Pitino, City of Arcata

Natalie Arroyo, City of Eureka

Mike Wilson, County of Humboldt

ABSENT

Steve Ladwig, City of Trinidad

Rex Bohn, County of Humboldt

Staff

Greg Pratt, General Manager

Brian Connors, Operations Manager

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Jim Wilson, Director of Maintenance

Consuelo Espinosa, ADA & Safety Coordinator

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Philip Johnson, HCAOG; Catherine Sundquist, CAE Transport.

CALL TO ORDER

Chairperson Pitino called the meeting to order at 9:09 a.m. Introductions were made.

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 Council Member Woodall, second by Councilmember Trent to approve the Consent Calendar.

Motion carries unanimously.

1. Minutes from the October 23, 2019 Regular Board Meeting

Action Recommended: Approve minutes

Items removed from the Consent Calendar

None

REPORTS

1. September 2019 Statistics and Financial Statements for all Systems operated by HTA

General Manager Greg Pratt gave the board a report on the statistics and financials.

NEW BUSINESS**1. 19/20 Fiscal Mid-Year Report**

General Manager Greg Pratt gave the board a handout of a report on current projects underway at HTA and discussed grants and funding sources.

2. Humboldt Transit Authority Meeting Dates

The board requested to bring this agenda item back to next meeting to set day and times.

OLD BUSINESS

None

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

None

ADJOURNMENT

Meeting adjourned at 10:05 a.m.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 22, 2020

SUBJECT: 5311 Regional Apportionment Grant Funds

Each fiscal year, Regionally Apportioned Federal funds become available to the region. Staff has not been notified by the Humboldt County Association of Governments (HCAOG) that there is \$814,981 available in this year's Regional Apportionment Grant Fund program. CalTrans has set the deadline for all agencies to submit their projects into the Online Electronic Grants Management System (Blackcat) by February 12, 2020.

For both Eureka Transit and Redwood Transit, Staff is requesting authorization from the HTA board to apply for the entire amount of \$814,981 for Operating Assistance. HTA has been successful in applying to this grant program for the past 12 years and the Local Transportation Funds can and will be used as the local match if awarded.

Action Recommended: Adopt Resolution 20-01 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.



**Authorizing Resolution for FTA Funds
State of California
Division of Rail and Mass Transportation**

RESOLUTION NO. 20-01

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) 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/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, *Humboldt Transit Authority* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment 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 Governing Board of Directors* does hereby Authorize the *General Manager*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

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

That *General Manager* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *General Manager* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

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

AYES:

NOES:

ABSENT:

(Please Print)

Name: _____

Title: _____

Signature: _____

Date: _____



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

FROM: Greg Pratt, General Manager

DATE: January 22, 2020

SUBJECT: Federal Transit Administration Section 5311(f) Grant Funds

The California Department of Transportation has notified its sub-recipients that there are FTA Section 5311(f) grant funds available for intercity bus services. This is a competitive grant for all rural agencies in the State of California. Staff is requesting approval from the HTA board to apply for \$300,000 in Operating Assistance to help offset the costs for the Intercity Systems in Willow Creek and Southern Humboldt. HTA has been successful in applying to this grant program for the past 12 years and the Local Transportation Funds can and will be used as the local match if awarded.

Action Recommended: Adopt Resolution 20-02 Authorizing Application for FTA Section 5311(f) Grant Funds and the General Manager to Sign the Grant Agreement.



**Authorizing Resolution for FTA Funds
State of California
Division of Rail and Mass Transportation**

RESOLUTION NO. 20-02

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) 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/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, *Humboldt Transit Authority* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment 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 Governing Board of Directors* does hereby Authorize the *General Manager*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

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

That *General Manager* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *General Manager* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

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

AYES:

NOES:

ABSENT:

(Please Print)

Name: _____

Title: _____

Signature: _____

Date: _____



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TO: Paul Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 22, 2020

SUBJECT: Humboldt Transit Authority Meeting Dates

At the December 18, 2019 HTA meeting, staff was asked to survey the board about the possibility of moving the meeting from the third Wednesday of every month to the fourth Wednesday at a meeting time of 10:00 am. Language from the HTA JPA is as follows:

Section 3.3: Regular Meetings:

The Governing Board shall provide for its regular and special meetings; provided, however, that at least one regular meeting shall be held each month. The date, hour and place of the holding of the regular meetings shall be fixed by resolution of the Governing Board and a copy of such resolution shall be filed with each party hereto.

Legal Counsel has prepared a resolution if the board chooses to move forward.

Action Recommended: Approve Changing the Humboldt Transit Authority Governing Board of Directors Meeting Date to the _____ Wednesday of Every Month at _____ a.m. by adopting Resolution 12-03.

RESOLUTION No. 20-03

**A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS
FIXING THE DAY AND TIME FOR MONTHLY BOARD MEETINGS**

WHEREAS, the Joint Powers Agreement for the Humboldt Transit Authority (HTA) requires the HTA Governing Board to hold at least one regular meeting per month, at a date, hour and place to be determined by resolution of the Governing Board; and

WHEREAS, the regular meeting of the Governing Board has been established to occur on the fourth Wednesday of each month at 9:00 a.m. in the Conference Room of the HTA, 133 V Street, Eureka, CA; and

WHEREAS, the Governing Board seeks to change the regular meeting day to the _____ Wednesday of each month at _____am.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby changes its regular meeting day to the _____ Wednesday of each month at _____ a.m., to be held in the Conference Room of the Humboldt Transit Authority, 133 V. Street, Eureka, CA.

PASSED AND ADOPTED by the Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the 22nd of January 2020, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair of the HTA Governing Board

HTA Secretary to the Board