AGENDA

Wednesday, January 22, 2020  

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
   Action Recommended: Approve minutes

2. Federal Transit Administration Section 5311 Grant Funds
   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
   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

H. New Business
   1. Humboldt Transit Authority Meeting Dates
      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

Staff
Greg Pratt, General Manager
Brian Connors, Operations Manager
Brenda Fregoso, Secretary to the Board

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

ABSENT
Steve Ladwig, City of Trinidad
Rex Bohn, County of Humboldt

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.
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.
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: ____________________________
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.
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: ____________________________
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:

________________________________________
Chair of the HTA Governing Board

ATTEST:

______________________________
HTA Secretary to the Board