

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING VIA TELECONFERENCE

July 1, 2020

PRESENT

Board Members

Rex Bohn, County of Humboldt
Steve Ladwig, City of Trinidad
Paul Pitino, City of Arcata
Natalie Arroyo, City of Eureka
Mike Wilson, County of Humboldt
Sue Strahan, City of Rio Dell (Alt)

ABSENT

Tami Trent, City of Fortuna

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Brian Connors, Operations Manager
Alene Webb, Finance Manager
Consuelo Espinosa, Safety & ADA Coordinator

Jim Wilson, Director of Maintenance

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Catherine Sundquist, CAE Transport Inc.

CALL TO ORDER

Chairperson Pitino called the meeting to order at 10:02 a.m. and 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 Supervisor Bohn, second by Supervisor Wilson to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the June 3, 2020 Regular Board Meeting

Action Recommended: Approve minutes

2. Agreements between Humboldt State University and Humboldt Transit Authority

The contract between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.

Action Recommended: Approve the Draft Specifications between Humboldt Transit Authority and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit and Authorize the General Manager to Execute the Final Contracts.

3. Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)

HTA would like to establish a Public Transportation Agency Safety Plan to increase the safety of its drivers and passengers and to strengthen the agency's safety and risk management program.

~PTASP Enclosed

Action Recommended: Approve Humboldt Transit Authority's Public Transportation Agency Safety Plan by Adopting Resolution 20-05.

4. 2019-2020 FY Budget Continuation until Adoption of 2020-2021 FY Budget

Staff is recommending adoption of Resolution 20-06 to continue the current fiscal year budget. The final 2020-2021 fiscal year budget will be ready for Board review and adoption at its August Board Meeting.

Action Recommended: Continue HTA's 2019-2020 Budget until adoption of the 2020-2021 Budget by adopting Resolution 20-06.

Items removed from the Consent Calendar

None

NEW BUSINESS

1. Responses to the 2018/2019 Fiscal and Compliance Audit

During the board's regular June 2020 meeting the 2018/19 Fiscal and Compliance Audit was presented. The board directed staff to prepare the necessary responses to the entity affected by the audit findings. Those responses are included in this packet for the board's final review.

General Manager Greg Pratt gave the board updates to the audit findings and information on proceeding forward.

Motion by Supervisor Wilson, second by Councilmember Ladwig to adopt staff's responses to the Fiscal and Compliance Audit, and directed staff to send the responses to the entity affected by these findings.

Motion carries unanimously

2. Preliminary Budget for Humboldt Transit Authority 2020-21

Staff has prepared a preliminary budget for the Consolidated and Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek, and Southern Humboldt Intercity System, and for contracting with the City of Arcata for maintenance services.

General Manager Greg Pratt announced that the Finance Committee met and addressed highlights from the 2020/2021 draft budget.

Motion by Supervisor Bohn, second by Councilmember Arroyo to adopt the 2020/21 budget, make any necessary changes and directs staff to publish a notice regarding public input on the 2020/21 budget.

Motion carries unanimously

Supervisor Bohn and Supervisor Wilson thank Alene Webb, Humboldt Transit Authority's Finance Manager, for a job well done on the budget for the last several years.

OLD BUSINESS

None

REPORTS**1. March 2020 statistics and financial statements for all systems operated by HTA**

General Manager Greg Pratt gave the board an update on the reports for March 2020 and addressed the many issues HTA is facing with COVID 19 and addressed several funding sources that will help assist with the many issues.

Action Recommended: Receive and File

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

None

ADJOURNMENT

Meeting adjourned at 10:22 a.m.