

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING VIA TELECONFERENCE

August 5, 2020

PRESENT

Board Members

Rex Bohn, County of Humboldt
Paul Pitino, City of Arcata
Leslie Castellano, City of Eureka (Alt)
Julie Woodall, City of Rio Dell
Tami Trent, City of Fortuna

ABSENT

Steve Ladwig, City of Trinidad
Mike Wilson, County of Humboldt

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.; Oona Smith, HCAOG; Netra Khatri, City of Arcata.

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 Councilmember Trent, second by Supervisor Bohn to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the July 1, 2020 Regular Board Meeting

Action Recommended: Approve minutes

2. Coronavirus Aid, Relief, and Economic Security (CARES) Act Call for Projects

The Humboldt County Association of Governments (HCAOG) informed agencies in the region that there are CARES Act funds available through the Federal Transit Administration Section 5311 Program.

Action Recommended: Adopt Resolution 20-08 Authorizing Application for CARES Act, FTA Section 5311 Grant Funds and authorize the General Manager to sign the Grant Agreement.

3. Federal Transit Administration Title VI of Civil Rights Act of 1964

The Federal Transit Administration is requiring agencies to update their Title VI plan every three years. Caltrans recently approved the draft plan submitted by staff, and needs board approval for final submission.
~Title VI Plan Enclosed

Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 20-07.

Items removed from the Consent Calendar

None

NEW BUSINESS

1. Adoption of the Fiscal Year 2020/21 Final Budget for Humboldt Transit Authority

The preliminary budget was adopted on July 25, 2020. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

Action Necessary:

A. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2020/21.

B. After hearing comments, close the public hearing.

C. Make Changes if necessary and approve the final budget by adopting Resolution 20-09.

General Manager Greg Pratt directed the board to page 10 of the board packet addressing adoption of the 2020/21 Final Budget for Humboldt Transit Authority. The Finance Committee previously recommended adopting the 2020-21 Final Budget for Humboldt Transit Authority.

Motion by Supervisor Bohn, second by Councilmember Trent to adopt Resolution 20-09, Adopting Budget of Humboldt Transit Authority for Fiscal Year 2020-2021 and expressed their thanks to staff for all of their excellent work.

Public comment is closed.

Motion carries unanimously

2. Amendments to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees

General Manager Greg Pratt gave the board information and changes to the Classification Plan, Job Descriptions, and Salary Schedule for HTA Unrepresented Employees. He also addressed a typo in that Administrative Assistant I, Step E, should be \$19.06 and not \$15.28.

Motion by Councilmember Woodall, second by Councilmember Trent to adopt Resolution 20-11, Amending the Classification Plan and Salary Schedule of the Humboldt Transit Authority with changes.

Motion carries unanimously

3. Humboldt Transit Authority (HTA) Meeting Dates

The recent amendment to the HTA Joint Powers Agreement changes the frequency of meeting dates from monthly to quarterly. Calendar year meeting dates and times will be fixed by resolution.

General Manager Greg Pratt gave the board a brief explanation of the changes to the JPA meeting dates and times.

Motion by Councilmember Trent, second by Supervisor Bohn to adopt Resolution 20-10 a Resolution of the Humboldt Transit Authority Governing Board of Directors Fixing the Day and Time for Regular Board Meetings.

Motion carries unanimously

OLD BUSINESS

None

REPORTS

1. April 2020 statistics and financial statements for all systems operated by HTA

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

Action Recommended: Receive and File

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

None

ADJOURNMENT

Meeting adjourned at 10:25 a.m.