

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**REGULAR BOARD MEETING**

**July 7, 2021**

**PRESENT**

Board Members

Rex Bohn, County of Humboldt

Julie Woodall, City of Rio Dell

Natalie, Arroyo, City of Eureka

Steve Ladwig, City of Trinidad

**ABSENT**

Mike Wilson, County of Humboldt

Emily Goldstein, City of Arcata

Tami Trent, City of Fortuna

Staff

Greg Pratt, General Manager

Consuelo Espinosa, Transit Planner

Brenda Fregoso, Secretary to the Board

Brian Connors, Operations Manager

Alene Webb, Finance Manager

Jim Wilson, Director of Maintenance

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Barbara Guest, Anderson, Lucas, Somerville, & Borges; Oona Smith, HCAOG.

**CALL TO ORDER**

Chairperson Arroyo called the meeting to order at 9:03 a.m.

**ROLL CALL**

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 Woodall, second by Councilmember Ladwig to approve the Consent Calendar.*

*Motion carries unanimously*

1. Minutes from the June 2, 2021 Regular Board Meeting

***Action Recommended: Approve minutes***

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

HTA would like to continue with its Public Transportation Agency Plan to increase the safety of its drivers, 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 21-07, Approving the Public Transportation Agency Safety Plan (PTASP) for the Humboldt Transit Authority**

3. Agreement between the Humboldt Transit Agency and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services

Staff is recommending a one-year contract for CAE Transport to provide Dial-A-Ride services in Humboldt County.

**Action Recommended: Approve Agreement between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services and authorize the General Manager to sign the Agreement**

**Items removed from the Consent Calendar**

None

**REPORTS**

Stats and Financials

**NEW BUSINESS**

1. 2019/2020 Fiscal & Compliance Audit

Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance with the same. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of the Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance about whether the financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges was present virtually at this meeting to review the audit and answer any questions from board members or the public.

*General Manager Greg Pratt will contact the County and prepare the necessary responses and bring it back to the September board meeting.*

2. Adoption of the Fiscal Year 2021/2022 Final Budget for Humboldt Transit Authority

The preliminary budget was adopted on the June 2, 2021. All requirements have been met in the preparation for the adoption of the final budget for Humboldt Transit Authority

a. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2021-22.

No public comment

b. After hearing comments, close public hearing.

Public Hearing closed at 9:15 a.m.

- c. Make changes if necessary and approve the final budget by adopting Resolution 21-08.  
*Motion by Councilmember Woodall, second by Councilmember Ladwig to make necessary changes to the 2021/22 Final Budget for Humboldt Transit Authority and adopt Resolution 21-08.*  
*Motion carries unanimously*

3. Town of Samoa Public Transit

Because the County is low on transportation funds, Staff is recommending using Coronavirus Aid, Relief, and Economic Security (CARES) Act and Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) Funds to continue with the pilot for one more year.

*Motion by Councilmember Ladwig, second by Councilmember Woodall to approve the contract between CAE Transport and the Humboldt Transit Authority for Transportation Services in Samoa and authorize the General Manager to sign the Agreement.*

*Motion carries unanimously*

4. Quality Control (Nightshift) Supervisor

To combat Covid-19, maintenance staff has doubled its cleaning efforts on all buses to make sure that bus are detailed and sanitized and ready for service. In addition, drivers have had to monitor mask use and social distancing as new guidelines are constantly changing. To help with issue that arise during the evening, Staff is recommending adding a represented position, Quality Control (Night Shift) Supervisor.

*Motion by Councilmember Ladwig, second by Councilmember Woodall to approve the Salary Schedule, Classification Plan, and Job Description for the Quality Control (Night Shift) Supervisor position for HTA and adopt Resolution 21-09.*

*Motion carries unanimously*

## **BOARD COMMUNICATIONS**

Councilmember Arroyo announced that she has been away back east training with the Coast Guard and was promoted to Ensign with the United States Coast Guard.

## **STAFF COMMUNICATIONS**

General Manager Greg Pratt announced to the board that he is working on an All Systems 31 Day Pass and that the cost is \$50.00. LCTOP funds are used to fund this project it is expected to roll out next month, August 2021.

## **CLOSED SESSION**

1. Public Comment  
None
2. The Board went into closed session at 9:30 a.m. pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
3. Pursuant to Government Code Section 54957.1, at the conclusion of the closed session, a public report was made by Vice Chairperson Ladwig, with nothing to report.

## **ADJOURNMENT**

Meeting adjourned at 9:35 a.m.