

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

SPECIAL BOARD MEETING

December 8, 2021

PRESENT

Board Members

Rex Bohn, County of Humboldt
Mike Wilson, County of Humboldt
Steve Ladwig, City of Trinidad
Emily Goldstein, City of Arcata
Tami Trent, City of Fortuna
Natalie, Arroyo, City of Eureka
Julie Woodall, City of Rio Dell

ABSENT

Staff

Greg Pratt, General Manager
Jim Wilson, Director of Maintenance
Brenda Fregoso, Secretary to the Board
Consuelo Espinosa, Transit Planner
Brian Connors, Operations Manager
Alene Webb, Finance Manager
Sherry Dunlap, Safety & ADA Coordinator

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Oona Smith, HCAOG; Stevie Luther, HCAOG; Latanya Jacobs, Eureka Resident.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:01 a.m.

ROLL CALL

HTA Finance Manager, Alene Webb introduced Carolann Aggeler, HTA's new Administration and Finance Assistant and Katie Collender, HTA's new Finance Manager to replace Alene Webb when she retires on February 2, 2022.

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 Ladwig, second by Councilmember Goldstein to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the September 1, 2021 Board Meeting

Action Recommended: Approve minutes

2. Remote Teleconference Meetings

Resolution to implement teleconferencing requirements during a proclaimed State of Emergency Pursuant to Assembly Bill 361.

Action Recommended: Adopt Resolution 21-14 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.

3. Agreement for Operation of Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt

Staff is recommending a three-year agreement between HTA and the County to provide transportation to and from Willow Creek.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and The County of Humboldt.

4. Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and Humboldt Transit Authority

Staff is recommending a three-year agreement between HTA and the County to provide transportation to and from the Southern Humboldt Region.

Action Recommended: Approve the Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority.

5. Humboldt Transit Authority's Drug & Alcohol Policy

Due to recent changes to FTA testing regulations, an amendment is needed to the Humboldt Transit Authority's Drug & Alcohol Policy.

~ HTA Drug & Alcohol Policy attached

Action Recommended: Approve amendment to Humboldt Transit Authority's Drug & Alcohol Policy by adopting Resolution 21-13.

6. HTA's Representative for California Transportation Indemnity Pool

HTA board authorization is needed to appoint a CalTIP board member and/or an alternate.

Action Recommended: Authorize the appointment of the Finance Manager as Humboldt Transit Authority's representative and the General Manager and Human Resources Manager as alternates for the California Transportation Indemnity Pool by adopting Resolution 21-15.

7. Legal Counsel for the Humboldt Transit Authority

Humboldt Transit Authority's Legal Counsel's contract is up for renewal. Enclosed is a four-year contract to retain the Law Office of Nancy Diamond.

Action Recommended: Approve the contract between the Law Office of Nancy Diamond and the Humboldt Transit Authority for Legal Services.

8. Personnel Policy Amendment for Unrepresented Employees

With the recent changes to the holiday calendar for represented employees, Staff is recommending changing the unrepresented employee's holiday calendar to coincide with the represented employees.

Action Recommended: Approve amendment to the Unrepresented Employee Personnel Policy by adopting Resolution 21-17.

Items removed from the Consent Calendar

None

REPORTS

1. October 2021 Statistics and Financial Statements for all systems operated by HTA

General Manager Greg Pratt gave the board statistics and financials for all systems for October 2021 and also an update and highlights from the new \$50 All Service Month Pass.

NEW BUSINESS

1. Unmet Transportation Needs Public Hearing for FY 2022-23

The Transportation Development Act requires the Unmet Transportation needs process to be complete annually.

HTA Transit Planner, Consuelo Espinosa gave the board information and highlights for the process for the Unmet Needs Process and indicated that a summary of comments has been provided to HCAOG.

1. Open a public hearing to allow citizens to comment on transit needs in Humboldt Count

None

Public Hearing closed at 9:25 a.m.

2. Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments

2. MOU between HTA and City of Eureka

HTA is applying to Caltrans for a grant that will replace 10 diesel buses with 10 zero emission hydrogen fuel cell buses, construct both hydrogen fueling station and an Intermodal Transit Center in the City of Eureka. General Manager Greg Pratt directed the Board to the memo on page 25 of the agenda, Memorandum of Understanding (MOU) between HTA and the City of Eureka and went over the rules and regulations. HCAOG has indicated that they are happy to work with HTA to make the transition cleaner.

Motion by Supervisor Wilson, second by Councilmember Ladwig to approve the Memorandum of Understanding (MOU) between HTA and the City of Eureka establishing terms and authorize HTA General Manager to sign the agreement.

Motion carries unanimously

3. Amendment to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees
Staff is proposing changes to the Classification Plan for unrepresented employees. All amendments require board authorization.

General Manager Greg Pratt directed the Board to page 29 of the agenda, Amendment to the Salary Schedule & Classification Plan for Represented Employees and advised that Staff is requesting the Board allocate a part-time position of Transit Planner to assist with the extra work load to achieve zero emissions. *Motion by Supervisor Wilson, second by Councilmember Trent to approve the Amendment to the Humboldt Transit Authority's Salary Schedule and Classification Plan by Adopting Resolution 21-16.*
Motion carries unanimously

4. Fare Modernization & Integration Project

Staff is working with California Integrated Travel Project (Cal-ITP) and other rural transit providers in the North State to provide contactless payments using a credit card or mobile wallet for HTA and AMRTS systems.

General Manager Greg Pratt directed the Board to the Far North Group; Fare Modernization & Integration Project power point presentation.

Supervisor Wilson suggested that Staff move forward with this project.

Motion by Councilmember Ladwig, second by Councilmember Trent to approve the Fare Modernization & Integration Project.

Motion carries unanimously

5. Employee Pass Program

The HTA Board will consider establishing an employee bus pass program for all JPA members to encourage ridership for its employees. The six-month pilot will allow Staff to gather data to gauge interest and to determine costs to the member agencies.

General Manager Greg Pratt gave the Board information and highlights for the Employee Pass Program for all JPA Members that went into effect on January 5, 2022.

Motion by Supervisor Wilson, second by Councilmember Ladwig to adopt a six (6) month pilot program for the Employee Pass Program for all JPA members and directs Staff to collect data during this time and report back to the Board to determine the cost to Member Agencies.

Motion carries unanimously

BOARD COMMUNICATIONS

Supervisor Wilson announced that the Local Government Commission Annual Conference will be in March, 2022 and you can visit lgc.org for more information.

STAFF COMMUNICATIONS

Hybrid Meetings:

Supervisor Bohn, Councilmembers Ladwig and Arroyo expressed interest in in-person meetings.

ADJOURNMENT

Meeting adjourned at 9:58 a.m.