

Board of Directors  
NATALIE ARROYO  
City of Eureka  
REX BOHN  
County of Humboldt  
STEVE LADWIG  
City of Trinidad  
JULIE WOODALL  
City of Rio Dell  
EMILY GOLDSTEIN  
City of Arcata  
TAMI TRENT  
City of Fortuna  
MIKE WILSON  
County of Humboldt

HTA Board Staff  
GREG PRATT  
General Manager  
BRENDA FREGOSO  
Secretary to the Board



Humboldt Transit Authority  
Governing Board of Directors  
HTA Conference Room - 133 V Street Eureka

**AGENDA**

**IN-PERSON & TELECONFERENCE**

**ZOOM MEETING INSTRUCTIONS**

MEETING ID: 898 3705 6687

BY PHONE 1 (408) 638-0968

**BY COMPUTER:** <https://us02web.zoom.us/j/89837056687>

Thursday, March 10, 2022

9:00 AM

Special Board Meeting

**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 February 2, 2022 Regular Board Meeting

Page 03

***Action Recommended: Approve Minutes***

2. Remote Teleconference Meetings

Page 06

Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361

***Action Recommended: Approve Resolution 22-02 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency***

3. Federal Transit Administration Section 5310 Grant Funds

Page 08

Board authorization is required to submit an application for Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Traditional Grant Program to purchase capital equipment for the Regions DAR program.

***Action Recommended: Adopt Resolution 22-03 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.***

4. Low Carbon Transit Operators Program (LCTOP) Grant

Staff is recommending submitting an application to LCTOP to apply for funds available to our region for free and/or reduced regional bus passes.

***Action Recommended: Adopt resolution 22-04 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP.***

F. Items Removed from Consent Calendar

G. Reports

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

Enclosed

***Recommend: Review and Discuss***

H. New Business

1. Transportation Services to the Town of Samoa

Page 19

Staff is requesting Board authorization to request up to \$145,000 of State Transit Assistance Funds from HCAOG for CAE Transport to continue providing service to the Town of Samoa.

***Action Recommended: Authorize Staff to request up to \$145,000 in State Transit Assistance Funds from the Humboldt County Association of Governments.***

I. Board Communications

J. Staff Communications

K. Closed Session

1. Public Comment
2. The Board will meet in closed session pursuant to Government Code Section 54956.8 to discuss a real property matter. Location: 133 V Street, Eureka CA 95501.
3. The Board will meet in closed session pursuant to Government Code Section 54957(b)(1) (employee performance evaluation): General Manager, and Government Code Section 54957.6 (meeting with designated representative, unrepresented employee): Designated representative Board Chair.
4. Report out of closed session.

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**

**REGULAR BOARD MEETING**

**February 2, 2022**

**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  
Brenda Fregoso, Secretary to the Board  
Consuelo Espinosa, Transit Planner  
Brian Connors, Operations Manager  
Katie Collender, Finance Manager  
Carolann Aggeler, Administrative and Finance Assistant  
Sherry Dunlap, Safety & ADA Coordinator

Jim Wilson, Director of Maintenance

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Oona Smith, HCAOG.

**CALL TO ORDER**

Chairperson Arroyo called the meeting to order at 9:00 a.m.

**ROLL CALL & Introductions**

**COMMUNITY MEMBERS COMMUNICATION**

Secretary to the Board, Brenda Fregoso read information and requests from a letter received by Latanya Jacobs, Eureka Resident. Chairperson Arroyo requested that information received from Latanya be forwarded to all Board members.

**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 Wilson, second by Councilmember Trent to approve the Consent Calendar.*

*Motion carries unanimously*

1. Minutes from the December 8, 2021 Special 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 22-01 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.***

#### **Items removed from the Consent Calendar**

None

#### **REPORTS**

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

General Manager Greg Pratt gave the board an update and highlights from all systems and announced that ridership is up from last year.

#### **NEW BUSINESS**

1. Digital Information (DI) Screens Request for Proposals

Staff received quotes for DI Screens to be installed in 32 HTA buses to display up-to-date notices, informational videos, and HTA policies in real-time using the existing Wi-Fi. General Manager Greg Pratt went over the need for the Digital Information (DI) Screens and the RFQ's received by HTA. He also addressed the possibility of HTA offering more advertising with the DI Screens and will provide more information at an upcoming board meeting.

*Motion by Supervisor Bohn, second by Councilmember Woodall to award the proposal to UTG Digital Media.*

*Motion carries unanimously*

2. Transit Intercity Rail Capital Program Grant Update

General Manager Greg Pratt gave the Board an update and progress that is being made with all the different projects with the TIRCP Grant that is due March 3, 2022. Supervisor Bohn and Councilmember Trent inquired as to when the specific location of these projects were announced. General Manager Greg Pratt noted the Intermodal project was discussed at the December meeting, but may have not spent much time on the location.

*Motion by Supervisor Wilson, second by Councilmember Ladwig to help Staff with the Grant and Funding.*

*Motion carries unanimously*

3. Elections of Officers

At the beginning of the year, new officers are elected to the following positions:

Chair, Vice-Chair, and Finance & Operations Committee for HCAOG

Current Positions:

Chair: Councilmember Arroyo, Vice-Chair: Councilmember Ladwig

Finance & Operations Committee: Supervisor Bohn, Supervisor Wilson and Councilmember Trent

*Motion by Councilmember Ladwig, second by Supervisor Wilson to keep the Officers the same as 2021.*

*Motion carries unanimously*

#### **BOARD COMMUNICATIONS**

Councilmember Trent inquired about General Manager Pratt's contract with HTA and when is it up for review. Staff indicated that there is not a contact for the HTA General Manager. Chairperson Arroyo thanked Councilmember Trent for addressing the topic and requested that this be topic be placed on the next board meeting's agenda, closed session.

Supervisor Wilson thanked Staff for the Humboldt Transit Authority JPA Bus Pass Pilot Program. General Manager Greg Pratt announced that Staff has had a good response from employees and will have data in approximately six (6) months.

#### **STAFF COMMUNICATIONS**

Greg requested assistance from the Board regarding upcoming decisions that will need to be made regarding projects that are being applied through the TIRCP Grant. Councilmember Arroyo, Supervisor Bohn and Supervisor Wilson have agreed to be on an AD-HOC Committee.

General Manager announced that there will be a March 2022 Special Board Meeting. He will send out information as to the date after this board meeting.

#### **ADJOURNMENT**

Meeting adjourned at 10:28 a.m.

**HUMBOLDT TRANSIT AUTHORITY  
RESOLUTION 22-02  
RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF  
EMERGENCY  
PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, the Humboldt Transit Authority (HTA) is committed to preserving the Ralph M. Brown Act requirements that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, A state of emergency was proclaimed by Governor's Executive Order N-33-20 on March 4, 2020, addressing the threat of the COVID-19 pandemic, and remains in effect;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, COVID-19 and variants thereof remain a current threat to the health and safety of the general public, HTA Staff, and members of this Board; and

WHEREAS, the Humboldt County Department of Health & Human Services issued a Recommendation Regarding Physical Distancing Including Meetings of Legislative Bodies on September 29, 2021, which recommends physical distancing at gatherings and events, including meetings of local agency legislative bodies, and acknowledges that virtual meetings of legislative bodies provide a safer environment with less risk of exposure to COVID-19; and

WHEREAS, the HTA has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of the HTA legislative and advisory bodies subject to the Brown Act; and

WHEREAS, in response to the current threat to the public of the COVID-19 virus and its existing and potential variants, the Humboldt County indoor mask order, and the Humboldt County recommendation

that local agency legislative bodies meet virtually, there is a desire to implement teleconference meetings pursuant to the requirements of the Brown Act so long as this State of and Emergency and local recommendations continue to exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference;
2. The Board of Directors finds, by a majority vote, that there exists a proclaimed state of emergency; and
3. The Humboldt County Department of Health & Human Services has ordered the wearing of masks at all indoor public gatherings and recommends that legislative bodies practice physical distancing by conducting virtual meetings, and

In accordance with AB 361, based on the findings and determinations herein, meetings of HTA's legislative will be held remotely by virtual means, while providing for all feasible means of public participation.

This resolution shall be effective upon adoption and remain in effect until HTA's next special board meeting in March 10, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

PASSED, APPROVED AND ADOPTED this 2nd day of February 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

---

Chair of the HTA Board of Directors

ATTEST:

---

Secretary to the Board



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 10, 2022

SUBJECT: Federal Transit Administration (FTA) Section 5310 Grant Funds

The California Department of Transportation has notified its sub-recipients that there are Federal Transit Administration Section 5310 grant funds available for Dial-A-Ride (DAR) services.

Staff is requesting approval from the HTA board to apply for three (5) Class A W/C equipped transit vehicles in the amount of \$420,000, of which \$400,000 is to be paid with 5310 Grant Funds and \$20,000 is to be paid with equipment reserve matching funds.

The vehicles would replace five older cutaways that have surpassed their useful life in both years and mileage based on FTA standards. Having newer equipment for the regions DAR service will reduce maintenance costs, reduce road calls, and improve on-time performance of the overall system.

**Action Recommended: Adopt Resolution 19-03 Authorizing Application for FTA Section 5310 Grant Funds and authorize the General Manager to Sign the Grant Agreement.**



**Authorizing Resolution**  
**RESOLUTION NO. 22-03**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310  
(49 U.S.C. SECTION 5310) 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 projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (**FTA C 9070.1G**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

**WHEREAS**, The Humboldt Transit Authority (HTA) desires to apply for said financial assistance to permit operation of paratransit service 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 does hereby authorize Greg Pratt, HTA General Manager, to file and execute applications on behalf of Humboldt Transit Authority with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (**FTA C 9070.1G**), as amended.

That Greg Pratt, HTA General Manager, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Greg Pratt, HTA General Manager, is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

That Greg Pratt, HTA General Manager, is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

**PASSED AND ADOPTED** by the Humboldt Transit Authority Governing Board of Directors of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the 10<sup>th</sup> day of March, 2022 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair of the HTA Governing Board of Directors

ATTEST:

---

Secretary to the Board



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 10, 2022

SUBJECT: Low Carbon Transit Operations Program (LCTOP)

LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

Staff was notified by the Humboldt County Association of Governments (HCAOG) that there was a total of \$360,372 in LCTOP funds available to HTA for projects that will reduce greenhouse gases. Staff would like to apply the total amount for free and/or reduced regional passes to offset the lost revenue due to the pandemic.

***Action Recommended: Adopt resolution 22-04 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP.***

**FY 2021-2022 LCTOP**  
**Authorized Agent**

*AS THE*      **Board Chair**

(Chief Executive Officer/Director/President/Secretary)

***OF THE* Humboldt Transit Authority Governing Board of Directors**

(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Greg Pratt, General Manager

(Name and Title of Authorized Agent)

OR

**Click here to enter text.**

(Name and Title of Authorized Agent)

OR

**Click here to enter text.**

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

**Click here to enter text.**

(Print Name)

**Click here to enter text.**

*(Title)*

(Signature)

Approved this  Choose an item. day of  Choose an item. , Click



## FY 2021-2022 LCTOP Certifications and Assurances

**Lead Agency:** Humboldt Transit Authority

**Project Title:** Reduced Fares and Ticket Vouchers

**Prepared by:** Greg Pratt

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

### **A. General**

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### **B. Project Administration**

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

**C. Reporting**

1. The Lead Agency must submit the following LCTOP reports:
  - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
  - b. A Close Out Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
  - d. Project Outcome Reporting as defined by CARB Funding Guidelines.
  - e. Jobs Reporting as defined by CARB Funding Guidelines.
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

**D. Cost Principles**

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
  - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with



## FY 2021-2022 LCTOP

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

### **A. Record Retention**

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times



## FY 2021-2022 LCTOP

during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

### F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

\_\_\_\_\_  
Greg Pratt

(Print Authorized Agent)

\_\_\_\_\_  
General Manager

(Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## FY 2021-2022 LCTOP Allocation

<b>Lead Agency:</b>	Humboldt Transit Authority
<b>Project Title:</b>	Reduced Fares and Ticket Vouchers
<b>Regional Entity:</b>	Humboldt County Association of Governments
<b>County:</b>	Humboldt

**Lead Agency:** I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, Lead Agency shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

<b>Authorized Agent:</b>	Greg Pratt
<b>Title:</b>	General Manager
<b>Lead Agency:</b>	Humboldt Transit Authority
<b>Signature:</b>	
<b>PUC Funds Type:</b>	<b>99313</b> \$ Amount of 99313 Funds
<b>PUC Funds Type:</b>	<b>99314</b> \$ 51,692

**Contributing Sponsor(s):** The contributing sponsor is an entity that passes funds to the Lead Agency to support a project. The contributing sponsor could be the regional entity (PUC 99313) passing their funds to a recipient agency within their region or a recipient agency (PUC 99314) passing their funds through to either a regional entity or a recipient agency within their region. The contributing sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) they are contributing the project. Sign below or attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional Contributing Sponsors.

<b>Authorized Agent:</b>	Beth Burks
<b>Title:</b>	Executive Director
<b>Lead Agency:</b>	Humboldt County Association of Governments
<b>Signature:</b>	
<b>PUC Funds Type:</b>	<b>99313</b> \$ 308,680
<b>PUC Funds Type:</b>	<b>99314</b> \$ Amount of 99314 Funds





**FY 2021-2022 LCTOP  
Resolution 22-04**

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT(S):  
Reduced Fares and Ticket Vouchers \$360,372

**WHEREAS**, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Humboldt Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Greg Pratt, General Manager.

**WHEREAS**, the Humboldt Transit Authority wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Humboldt Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Greg Pratt, General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Humboldt Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2021-2022 LCTOP funds:



## FY 2021-2022 LCTOP

List project(s), including the following information:

**Project Name:** Reduced Fares and Ticket Vouchers

**Amount of LCTOP funds requested:** \$360,372

**Short description of project:** This project will distribute free and reduced transit rides to promote public transportation.

**Benefit to a Priority Populations:** Offer free and reduced rides to the community that has been affected by the pandemic and to encourage riders to try public transit.

**Contributing Sponsors (if applicable):** Humboldt County Association of Governments

AGENCY BOARD DESIGNEE:

BY: \_\_\_\_\_



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 10, 2022

SUBJECT: Town of Samoa Public Transit

Starting in January of 2021, the County of Humboldt contracted with HTA and CAE Transport to provide public transportation for the Town of Samoa and the Phyllis-Rex Apartments. It was set up as a six-month pilot program to gauge ridership and to determine travel times for the schedule. This fiscal year, (21/22) HTA used CARES Act grant funds to continue the service to provide essential travel to residents that do not have any other means of transportation.

HTA does not yet have a Caltrans Standard Agreement for the next installment of CARES Act. To continue the service, HTA Staff would like to request up to \$145,000 in State Transit Assistance Funds 22/23 FY from the Humboldt County Association of Governments.

***Action Recommended: Authorize Staff to request up to \$145,000 in State Transit Assistance Funds from the Humboldt County Association of Governments.***