

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

SPECIAL BOARD MEETING

August 10, 2022

PRESENT

Board Members

Rex Bohn, County of Humboldt
Natalie, Arroyo, City of Eureka
Meredith Matthews, City of Arcata
Steve Ladwig, City of Trinidad
Julie Woodall, City of Rio Dell

ABSENT

Tami Trent, City of Fortuna
Mike Wilson, County of Humboldt

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Transit Planner
Jerome Qiriazzi, Transit Planner (Part Time)
Brian Connors, Operations Manager
Katie Collender, Finance Manager
Sherry Dunlap, Safety & ADA Coordinator
Jim Wilson, Director of Maintenance
Carolann Aggeler, Administration and Finance Assistant
Andi Evans, Bookkeeper

Brenda Fregoso, Secretary to the Board

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

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:02 a.m.

ROLL CALL & Introductions

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 Matthews to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the August 10, 2022 Regular 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 22-12 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.

Items removed from the Consent Calendar

None

REPORTS

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

Finance Manager Katie Collender gave board an update for the May statistics and financial statements for all systems, and made mention that the new \$50.00 Travel Humboldt, 31-Day Regional Pass has contributed to an increase in ridership for all systems.

NEW BUSINESS

1. 2020/2021 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.

The firm informed the board about the excess TDA restricted funds for Capital and directed staff to prepare a letter to Humboldt County Public Works and also notify the entities. **Motion by Supervisor Woodall, second by Councilmember Arroyo to approve the 2020/2021 Fiscal & Compliance Audit. Motion carries unanimously**

2. Request for Qualifications: Administrative and Maintenance Facility Re-Design

On July 7th, 2022 HTA sent out a Request for Qualifications to six reputable architectural and engineering firms with experience in designing and constructing transit facilities. Based on the Evaluations Committee review and scoring, LDA Partners, Inc received the highest overall score. Therefore, staff recommended LDA Partners as the successful bidder. **Motion by Supervisor Ladwig, second by Councilmember Arroyo to approve LDA Partners as the successful bidder and authorize the General Manager to negotiate a contract with LDA Partners for Project 2201. Motion carries unanimously**

3. Transit Intercity Rail Capital Program (TIRCP) Update

As a monthly agenda item, staff will update the Board on progress made for the following TIRCP projects on:

- Hydrogen Buses
- Hydrogen Fueling Station
- Intercity Express Bus
- Intermodal Transit Center
- Maintenance Facility Upgrade

Action Recommended: Board recommended that staff reach out to representatives from other local conveyances in our area that would benefit by the use of hydrogen fueling.

4. Humboldt Transit Board Meeting Dates

Now that service has increased and with the recent award of the Transit Intercity Rail Capital Program grant, staff recommended returning to monthly meetings beginning in September 2022. ***Motion by Supervisor Ladwig, second by Councilmember Woodall to approve the schedule for Regular Board Meetings by Adopting Resolution 22-16. Motion carries unanimously***

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

General Manager Greg Pratt announced that staff would be setting up a booth at the yearly Cal Poly Humboldt Sustainable Transportation Fair on October 4th, 2022. Greg also informed the board that he is considering forming an ADHOC Committee that will meet between monthly board meetings, due to the many decisions that will need to be made in the coming months for two projects; Facility & Administrative Facilities and the TIRCP Program.

CLOSED SESSION

Board went into closed session at 9:45 am pursuant to Government Code Section 54956.9 (d)(2), to consider potential litigation against the Humboldt Transit Authority. No public comment or suggestions were received from members of the public on the item.

ADJOURNMENT

Meeting adjourned at 10:18 a.m.