

Board of Directors
NATALIE ARROYO
City of Eureka
REX BOHN
County of Humboldt
STEVE LADWIG
City of Trinidad
JULIE WOODALL
City of Rio Dell
ALEX STILLMAN
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: 885 7457 3313

BY PHONE 1 (408) 638-0968

BY COMPUTER: <https://us02web.zoom.us/j/88574573313>

Wednesday, August 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 July 6, 2022 Regular Board Meeting.

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Action Recommended: Approve Minutes

2. Remote Teleconference Meetings

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

Action Recommended: Approve Resolution 22-15 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency

F. Items Removed from Consent Calendar

G. Reports

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

Enclosed

Action Recommend: Review and Discuss

H. New Business

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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. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance that financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges will be present at this meeting to review the audit and answer any questions from board members or the public.

Action Recommended: Receive, review, discuss and direct staff prepare the necessary responses.

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

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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. Four of these firms are located in Northern California, and two are out of state. Based on the Evaluations Committee review and scoring, Staff is recommending LDA Partners as the successful bidder.

Action Recommended: Approve LDA Partners as the successful bidder and authorize the General Manager to negotiate a contract with LDA Partners for Project 2201

3. Transit Intercity Rail Capital Program (TIRCP) Update

Handout

Staff will update the Board on progress made on the following TIRCP projects:

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

Action Recommended: Review and Direct Staff if necessary.

4. Humboldt Transit Authority Board Meeting Dates

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At the August 2020 HTA Board Meeting, meetings were reduced from every month to five meetings per year due to lack of business during Covid. Staff is recommending returning to monthly meetings.

Action Recommended: Approve the Schedule for Regular Board Meetings by Adopting Resolution 22-16.

I. Board Communications

J. Staff Communications

K. Closed Session

1. Before going into closed session, the Board will take Public Comment on the item.
2. Pursuant to Government Code Section 54956.9 (d)(2), the board will meet in Closed Session to consider potential litigation against the Humboldt Transit Authority.
3. 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

July 6, 2022

PRESENT

Board Members

Rex Bohn, County of Humboldt
Tami Trent, City of Fortuna
Natalie, Arroyo, City of Eureka
Mike Wilson, County of Humboldt
Meredith Matthews, City of Arcata
Steve Ladwig, City of Trinidad

ABSENT

Julie Woodall, City of Rio Dell

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; Stevie Luther, HCAOG.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:03 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 Wilson, second by Councilmember Trent to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the June 1, 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.
3. Agreement Between the Humboldt Transit Authority 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
4. General Manager Salary Adjustment.
On March 10, 2022 the board completed a performance review of the General Manager and determined that his performance merits a five percent (5%) payment on June 30, 2022.
Action Recommended: Approve a One-Time Payment to the General Manager on June 30, 2022 in the amount of \$5,790.74.
5. Humboldt Transit Authority's Procurement Policy
Staff updated its Procurement Policy to reflect Federal Transit Administration threshold amounts.
Action Recommended: Approve Humboldt Transit Authority's Procurement Policy by adopting Resolution 22-13.

Items removed from the Consent Calendar

None

REPORTS

1. Draft April statistics and financial statements for all systems operated by HTA
General Manager Greg Pratt informed the board that statistics and financial statements for all systems would be mailed out on the following business day.

NEW BUSINESS

1. 2020/2021 Fiscal & Compliance Audit
General Manager Greg Pratt reported that the Fiscal & Compliance Audit was incomplete due to the allocation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds in the budget, and made mention that HTA is still working with Anderson, Lucas, Somerville, & Borges.
Action Recommended: HTA Staff to bring back as an agenda item to the next Governing Board of Directors Meeting, August 10, 2022.

2. Adoption of the Fiscal Year 2022/23 Final Budget for Humboldt Transit Authority

General Manager Greg Pratt reported that he met with the HTA Finance Manager on May 16, 2022, to review and discuss the audit. The budget was also reviewed by the HTA Finance & Operations Committee and was adopted by the Board as an approved preliminary budget during its regular June 1, 2022 meeting.

Staff placed a notice in the Times Standard newspaper offering public an opportunity to comment on the preliminary budget. No comments or suggestions were received from any members of the public, nor were there changes made by the board or finance committee.

Members of the public were also invited to make comments during the public hearing portion during its regular July 6, 2022 board meeting, and no comments or suggestions were received from members of the public, nor changes from the board. ***Motion by Supervisor Wilson, second by Councilmember Arroyo to adopt the Fiscal Year 2022/23 Final Budget for the Humboldt Transit Authority by adopting Resolution 22-14. Motion carries unanimously***

3. Facility Planning: Request for Qualifications

General Manager Greg Pratt reported that staff is requesting authorization to distribute the Request for Qualifications (RFQ) in order to prepare for the Innovated Clean Transit Rule, so that HTA can plan for hydrogen and electric fueling stations to make room for an influx of hydrogen fuel cell buses.

General Manager Greg Pratt commended HTA's Transit Planner Jerome Qiriaz, and Legal Counsel Nancy Diamond for collaborating and producing a great RFQ. ***Motion by Supervisor Wilson, second by Councilmember Ladwig to approve the Request for Qualifications (RFQ) for Facility Planning and Construction and Authorize Staff to distribute the RFQ. Motion carries unanimously***

BOARD COMMUNICATIONS

Councilmember Meredith Mathews informed the board that at the next HTA Governing Board of Directors Meeting of August 10, 2022, Councilmember Alex Stillman will be attending.

STAFF COMMUNICATIONS

General Manager Greg Pratt informed the board that staff would be scheduling a special board meeting on August 10, 2022, to review proposals on the Request for Qualifications (RFQ).

CLOSED SESSION

Board went into closed session at 9:40 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 10:33 a.m.

**HUMBOLDT TRANSIT AUTHORITY
RESOLUTION 22-15
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

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 board meeting on September 7, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

PASSED, APPROVED AND ADOPTED this 10th day of August 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair of the HTA Board of Directors

ATTEST:

Secretary to the Board

MANAGEMENT LETTER

Anderson, Lucas, Somerville & Borges, LLP
1338 Main Street
Fortuna, CA 95540

May 30, 2022

Board of Directors
Humboldt Transit Authority
133 V Street
Eureka, California 95501

Ladies and Gentlemen,

We have audited the financial statements of Humboldt Transit Authority (HTA) for the year ended June 30, 2021 and have issued our report thereon dated May 30, 2022. As part of our audit, we reviewed and tested HTA's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability of assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of HTA's system of internal accounting control for the year ended June 30, 2021 which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, we submit, for your consideration, our comments and recommendations on the operating methods, accounting policies and procedures, and other matters which came to our attention during the course of the audit.

CURRENT YEAR FINDINGS

1. Compliance with TDA Fund Eligibility:

Excess Operating Funds Received:

As shown in Note 2 to the financial statements, the following systems did not meet the compliance requirements of Section 6634 of the California Administrative Code dealing with TDA fund eligibility. Fund eligibility is determined by subtracting actual fare revenues, depreciation, and any federal operating funds received from operating expenses. This amount represents the maximum allowable TDA funding for operating expenses for the fiscal year ended June 30, 2021.

Operating Costs		\$	9,433,378
Less Depreciation			(1,545,638)
Less Fare Revenues/ Contract Revenue			(1,692,294)
Less Federal Operating Funds			(3,078,935)
Maximum TDA Fund Eligibility			3,116,511
STAF Operating Funds Received			356,033
TDA Funds Received			2,834,625
			3,190,658
Excess TDA Funds Received		\$	74,147

Recommendation: HTA has several options to remedy this situation:

- a. Claims by member entities for operating costs for the following fiscal year may be reduced by the current year excess TDA funds.
- b. Members may file amended claims for the current fiscal year applying the excess fund to capital expenditures made during the current year.
- c. Members may repay the excess TDA funds to the Transportation Planning Agency (HCAOG) on demand.

The above recommendations and comments are intended to be constructive suggestions on ways to improve the policies and procedures of HTA. They are not intended to be all-inclusive of the areas in which improvements might be achieved. Should you have any questions regarding these comments or any other matters, please contact us.

In conclusion, we wish to thank the staff of Humboldt Transit Authority for their cooperation and assistance during our audit.

ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP



133 V Street
Eureka, CA 95501

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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: August 10, 2022

SUBJECT: Recommended Successful Bidder for RFQ 2201: Administrative and Maintenance Facility Re-Design Concept

BACKGROUND and RATIONAL

At the July 6th Board Meeting, the Board voted unanimously to approve the release of a Request for Qualifications (RFQ) for Project 2201: Administrative and Maintenance Facility Re-Design Concept. This project is intended to perform an overall assessment of HTA's facility at 133 V St., Eureka to address aging infrastructure, current and anticipated growth, and the transition to a zero-emission fleet including infrastructure planned through the recently awarded TIRCP grant.

On July 7th, 2022 HTA released the RFQ with a due date of July 29th. The RFQ was posted on HTA's website (<https://hta.org/procurement-opportunities/>), and notices of the opportunity were sent by email to six reputable architectural and engineering firms with experience in designing and constructing transit facilities. Four of these firms are located in Northern California, and two are out of state.

Two responses were received, and both met the requirements for responsiveness. They were from the following firms:

LDA Partners, Inc (Stockton, CA)
SmithGroup (San Francisco, CA)

An Evaluation Committee was created to review and score the responses. The Evaluation Committee consisted of two HTA staff and one HCAOG staff. The Evaluation Committee reviewed and scored the responses using the evaluation process and criteria detailed in the RFQ, and summarized below:

	Maximum Allowed Points
Technical Statement of Qualifications	50
Quality of Responsiveness	35
Project Evaluation	15
Local Vendor Preference	5 bonus points

Based on the final evaluation and scoring, LDA Partners, Inc received the highest overall score. Therefore, staff recommends LDA Partners, Inc as the successful bidder.



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The Evaluation Committee's assessment is briefly summarized as follows:

- Both bidders provided strong applications
- LDA Partners, Inc presented a stronger technical team with more experience with maintenance and operations facility design and construction
- SmithGroup presented a stronger creative design team
- This project will benefit more from the experience of the team put together by LDA Partners, Inc

FISCAL IMPACT

Total cost for requested services will be negotiated upon approval from the Board. The proposed project consists of three phases. HTA has identified existing funds for the anticipated cost of Phase 1. HTA will pursue grant funding for Phases 2 and 3.

ADVANTAGES/DISADVANTAGES

The advantages are that HTA will contract with a strong design and engineering firm to help the agency plan for future changes and growth.

There are no significant disadvantages with this recommendation.

ALTERNATIVES ANALYSIS

It may be possible for HTA staff to develop options for a yard re-design. However, staff does not have sufficient bandwidth to take on this task. Furthermore, an architectural and engineering team with experience in maintenance and operation facility design will bring expertise that current HTA staff do not have.

PRIOR RELEVANT BOARD ACTION / POLICIES

- July 6, 2022 Board Meeting Staff Report titled "Facility Planning: Request for Qualifications (RFQ)"
- Resolution 22-13: Procurement Policy

Action Recommended: Approve LDA Partners as the successful bidder and authorize the General Manager to negotiate a contract with LDA Partners for Project 2201



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TO: Natalie Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 10, 2022

SUBJECT: Humboldt Transit Authority Meeting Dates

The Humboldt Transit Authority Joint Powers Agreement states:

3.3. Regular Meetings. The Governing Board shall provide for its regular and special meetings; provided, however, that at least one regular meeting shall be held quarterly. The date, hour and place of the holding of the regular meetings shall be fixed by resolution of the Governing Board and a copy of such resolution shall be filed with each party hereto.

In August 2020, meeting dates were reduced due to Covid and the reduction of operations from HTA services. Now that service has increased and with the recent award of the Transit Intercity Rail Capital Program grant, Staff requests returning to monthly meetings beginning in September 2022.

Action Recommended: Approve the Schedule for Regular Board Meetings by Adopting Resolution 22-16

RESOLUTION No. 22-16

A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS FIXING THE DAY AND TIME FOR MONTHLY BOARD MEETINGS

WHEREAS, the Joint Powers Agreement for the Humboldt Transit Authority (HTA) requires the HTA Governing Board to hold at least one regular meeting quarterly, at a date, hour and place to be determined by resolution of the Governing Board; and

WHEREAS, the regular meeting of the Governing Board has been established to occur in February, May, June, September, and December on the first Wednesday of the month at 9:00 a.m. in the Conference Room of the HTA, 133 V Street, Eureka, CA; and

WHEREAS, the Governing Board seeks to change the regular meeting day to the _____ Wednesday of each month at _____ am.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby changes its regular meeting day to the _____ Wednesday of each month at _____ a.m., to be held in the Conference Room of the Humboldt Transit Authority, 133 V. Street, Eureka, CA.

PASSED AND ADOPTED by the Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the 10th of September 2022, by the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board

ATTEST:

HTA Secretary to the Board