

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: 674 131 2040

BY PHONE 1 (408) 638-0968

**BY COMPUTER:** <https://us02web.zoom.us/j/6741312040>

Wednesday, October 5, 2022

9:00 AM

Regular 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 September 7, 2022 Regular Board Meeting and September 21, 2022 Special Meeting

Page 03

***Action Recommended: Approve Minutes***

2. Remote Teleconference Meetings

Page 08

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

***Action Recommended: Approve Resolution 22-19 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency***

3. Biennial Report of Conflict of Interest Code

Page 10

Government Code §87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment.

***Action Recommended: Adopt Resolution 22-20 Approving HTA's Conflict of Interest Code and Authorize the General Manager to Submit the Biennial Report to the Fair Political Practices Commission.***

## F. Items Removed from Consent Calendar

## G. Reports

1. Draft July statistics and financial statements for all systems operated by HTA  
**Action Recommend: Review and Discuss**

Enclosed

## H. New Business

1. Yurok Transportation Bus Service

Handout

In the next few weeks, Yurok Transportation will be starting service between Orleans and Willow Creek. Staff is requesting the Board approve a one-year pilot program to offer free transfers between their service and HTA's Willow Creek Intercity Service.

**Action Recommended: Approve a Pilot Program Issuing Free Transfers between Yurok Transportation and the Willow Creek Intercity Bus System to Promote the Service and Increase Ridership.**

2. Unmet Transportation Needs Public Hearing for FY 2023/24

Page 14

The Transportation Development Act requires the Unmet Transportation Needs Process to be completed annually.

1. **Open a public hearing to allow citizens to comment on transit needs in Humboldt.**
2. **Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments.**

3. Caltrans Master Agreement with Humboldt Transit Authority

Page 16

In order to receive Transit and Intercity Rail Capital Program (TIRCP) funds for reimbursement of eligible Project expenses, HTA must execute a Master Agreement with Caltrans, the agency responsible for administering the TIRCP.

**Action Recommend: Authorize the General Manager to Execute the Caltrans Master Agreement and all Program Supplements by adopting Resolution 22-21.**

4. Transit Intercity Rail Capital Program (TIRCP) and Facility Plan Update

Page 18

Staff will update the Board on progress made on TIRCP projects.

**Action Recommended: Review and Direct Staff if necessary.**

5. Humboldt Transit Authority Adhoc Committee

Page 19

Staff is requesting the Board form an ad hoc committee to provide advice and directions for all projects pertaining to the TIRCP grant.

**Action Recommended: Establish a Three-Person Ad Hoc Committee of the HTA Board to Serve until the TIRCP Grant Projects Have Been Completed.**

## 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**

**September 07, 2022**

**PRESENT**

Board Members

Rex Bohn, County of Humboldt  
Natalie, Arroyo, City of Eureka  
Alex Stillman, City of Arcata  
Steve Ladwig, City of Trinidad  
Julie Woodall, City of Rio Dell  
Tami Trent, City of Fortuna

**ABSENT**

Mike Wilson, County of Humboldt

Staff

Greg Pratt, General Manager  
Consuelo Espinosa, Transit Planner  
Jerome Qiriaz, 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; 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 Ladwig, second by Councilmember Stillman to approve the Consent Calendar. Motion carried unanimously**

1. Minutes from the July 6, 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 22-17 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.**

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

None

#### **REPORTS**

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

Finance Manager Katie Collender gave board update for the June statistics and financial statements for all systems, and made mention that the operational costs were up by 50% however, that all systems made above the minimum farebox ratio requirement. Katie also added that this year HTA is still exempt in meeting the minimum farebox ratio recovery requirement for all systems.

#### **NEW BUSINESS**

1. Responses to the 2020/2021 Fiscal & Compliance Audit

Staff reviewed the report of findings and the recommended auditor's solution for the excess TDA operating funds. HTA will restrict the excess TDA funds in the amount of \$74,147 for capital expenditures for the Intercity System.

**Motion by Councilmember Stillman, second by Councilmember Ladwig to approve staff responses to the 2020/2021 Fiscal & Compliance Audit. Motion carried unanimously**

2. 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

General Manager Greg Pratt gave board update and a handout on the recent TIRCP Grant Process Timeline for each project. It was also discussed that creating a task force for upcoming expenses and working closely with HTA Staff would be beneficial by forming an ADHOC Committee.

**Action Recommended: None**

3. Agreements between California Polytechnic Humboldt (Cal Poly) and the Humboldt Transit Authority  
Humboldt Transit Authority has been under contract with Cal Poly since 2008 to provide transportation services for students, faculty, and staff in an item known as the "Jack Pass".

Due to the constant changes in ridership, the terms of the contract between Cal Poly and Humboldt Transit Authority for the Jack Pass program is up for renewal.

***Motion by Councilmember Ladwig, second by Councilmember Stillman to approve the Draft Specifications between Humboldt Transit Authority, and Cal Poly for bus service for Willow Creek, Eureka Transit, and Redwood Transit and authorize General Manager to execute the final contracts. Motion carried unanimously***

4. Letter of Support for AB 1919

Staff requested approval for sending Governor Newsom a letter of support for AB 1919 Transportation, for Free Student Transit Passes under the Youth Transit Pass Pilot Program.

***Motion by Supervisor Bohn, second by Councilmember Stillman to authorize staff to work with the Chair to draft a letter to Governor Newsom Supporting AB 1919. Motion carried unanimously***

**BOARD COMMUNICATIONS**

Councilmember Ladwig made comment about the monthly resolution for remote teleconference meetings and that local recommendations for agencies state that they engage remotely if possible. Legal counsel Nancy Diamond responded to the comment that the recommended state of emergency proclamation and local orders are still in effect however, not mandatory. Legal counsel Nancy Diamond also added that a monthly resolution will remain on the board agenda every 30 days.

**STAFF COMMUNICATIONS**

General Manager Greg Pratt announced that a special Zoom meeting needed to be scheduled in the upcoming weeks for the sale of the tower. He also added that board members needed to be present for the final sale.

Supervisor Ladwig, Supervisor Woodall, Supervisor Stillman and Supervisor Bohn all consented to meet for a special Zoom Board Meeting on September 21, 2022, at 9:00 am.

**CLOSED SESSION**

Board went into closed session at 9:46 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 10:13 a.m.

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**SPECIAL BOARD MEETING**

**September 21, 2022**

**PRESENT**

Board Members

Rex Bohn, County of Humboldt  
Mike Wilson, County of Humboldt  
Alex Stillman, City of Arcata  
Steve Ladwig, City of Trinidad  
Julie Woodall, City of Rio Dell

**ABSENT**

Tami Trent, City of Fortuna  
Natalie, Arroyo, City of Eureka

Staff

Greg Pratt, General Manager  
Brenda Fregoso, Secretary to the Board  
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

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Stevie Luther, HCAOG.

**CALL TO ORDER**

Vice Chair Ladwig called the meeting to order at 11:05 a.m.

**ROLL CALL & Introductions**

Introductions were made.

**COMMUNITY MEMBERS COMMUNICATION**

None

**SPECIAL PRESENTATIONS**

None

**CONSENT CALENDAR**

None

## REPORTS

None

## NEW BUSINESS

### 1. Humboldt Transit Authority Cellular Tower

General Manager Greg Pratt gave board update regarding the purchase offer from TowerCo IV LLC for \$1,400,000 for the tower along with requesting easements. It was also mentioned that HTA Legal Counsel has been working with staff and a representative from TowerCo on the required documents for the sale. Antennas for radio communication and camera equipment owned by HTA will remain on the tower and be maintained in house. TowerCo will have an easement for the use of the utility room along with the cell tower and an access easement.

***Motion by Supervisor Wilson, second by Councilmember Stillman to approve the Sale of the Cellular Tower located inside the HTA Maintenance Yard at 133 V Street by adopting Resolution 22-18 and authorize the General Manager to sign all necessary documents. Motion carried unanimously***

## BOARD COMMUNICATIONS

None

## STAFF COMMUNICATIONS

None

## CLOSED SESSION

Board went into closed session at 11:31 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 11:50 a.m.

**HUMBOLDT TRANSIT AUTHORITY  
RESOLUTION 22-19  
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 November 2, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

PASSED, APPROVED AND ADOPTED this 5th day of October 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Chair of the HTA Board of Directors

ATTEST:

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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: October 5, 2022

SUBJECT: Biennial Report of Local Agency Conflict of Interest Code

Government Code §87306.5 requires local agencies to submit to their code reviewing body, that would be the board, a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted no later than October of each even-numbered year. A standard form for the report is attached along with the disclosure categories as filed previously.

***Action Recommended: Adopt Resolution 22-20 Approving HTA's Conflict of Interest Code and Authorize the General Manager to Submit the Biennial Report to the Fair Political Practices Commission.***

**RESOLUTION 22-20**

**RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY AMENDING APPENDIX TO CONFLICT  
OF INTEREST CODE**

**WHEREAS**, on June 17, 1992 Humboldt Transit Authority adopted Resolution 92-06, adopting the standard conflict of interest code contained in 2 Cal. Code of Regs. Section 18730 together with Appendix designating disclosure positions and categories; and

**WHEREAS**, the Governing Board of Humboldt Transit Authority has reviewed their Conflict of Interest Code pursuant to Government Code Section 87306.5, and has determined that said Appendix is in need of amendment due to the restructuring of the HTA administrative staff positions;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the Humboldt Transit Authority as follows:

1. That the Appendix to the Humboldt Transit Authority Conflict of Interest Code is hereby amended to read as set forth in Exhibit "A" attached hereto and made a part hereof.

2. Except as herein specifically amended, all other provisions of the Conflict of Interest Code shall remain in full force and effect.

**PASSED, APPROVED AND ADOPTED** this 5th day of October 2022, on the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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Chair of the HTA Governing Board of  
Directors

ATTEST:

---

HTA Secretary

EXHIBIT A  
TO  
HUMBOLDT TRANSIT AUTHORITY  
CONFLICT OF INTEREST CODE

LIST OF DESIGNATED POSITIONS

DISCLOSURE CATEGORY

GENERAL MANAGER	1 AND 2
MANAGER OF OPERATIONS & SAFETY	1 AND 2
FINANCE MANAGER	1 AND 2
DIRECTOR OF MAINTENANCE	1 AND 2
HUMAN RESOURCE MANAGER	1 AND 2
ADA SPECIALIST & TITLE VI COORDINATOR	1 AND 2
TRANSIT PLANNER	1 AND 2
LEGAL COUNSEL	1 AND 2
GOVERNING BOARD	1 ONLY

LIST OF DISCLOSURE CATEGORIES

CATEGORY 1:	Investments, Business Positions, and Interests in Real Property
CATEGORY 2:	Sources of Income, both Personal and Business Entity

1

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<sup>1</sup> All members and alternative members of the Governing Board of Humboldt Transit Authority are also members of a County Board of Supervisors or a City Council, as specified in Government Code Section 87200, and as such are exempted by Government Code Section 80703 (B) from the requirement of filing statements of economic interests with this agency.

<sup>2</sup> Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## LOCAL AGENCY BIENNIAL REPORT

Government Code Section 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted no later than October 1 of each even-numbered year. When completed, all reports must be mailed to:

Humboldt County Elections  
3033 H Street  
Eureka, CA 95501

This agency has reviewed its conflict of interest code and has determined that:

- 1) \_\_\_\_\_ Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; that the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and further that the code includes all other provisions required by Government Code Section 87302; or,

- 2) X Our agency's code is in need of amendment. We have determined that the following amendments are necessary (check applicable items):

X Include new positions which must be designated.

\_\_\_\_\_ Make changes to the reportable sources of income, investments, business positions, or real property.

\_\_\_\_\_ Make changes to the positions assigned.

\_\_\_\_\_ Change or add the provisions required by Government Code Section 87302.

Contact Person: Greg Pratt

Name of Agency: Humboldt Transit Authority

Mailing Address: 144 V Street, Eureka CA 95540

Signature of General Manager/Date



133 V Street  
Eureka, CA 95501

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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: October 5, 2022

SUBJECT: Unmet Transportation Needs Public Hearing for FY 2023/24

**Unmet Transit Needs are then subject to the adopted criteria to determine if the need is “reasonable to meet”:**

1. To be considered reasonable to meet, a service must be operationally feasible and financially sustainable, as defined below:
  - a. To be considered operationally feasible, the service must have adequate running time, adequate roadways, and must be safe to operate.
  - b. To be considered financially sustainable, enough money should be available from identified sources of funding to pay for the marginal operating cost of the service continuously for three years.

For instance, comments that request transit 24 hours, seven days a week is not considered financially sustainable in Humboldt County.

2. Additionally, to be considered “reasonable to meet” the service must be projected to meet a minimum “marginal farebox return ratio” of 10 percent within two years. If multiple competing services are requested, other factors such as estimated subsidy per passenger trip and passengers per vehicle hour of service may also be considered. Ridership and farebox return ratio thresholds will also be considered for continuing newly-introduced services.

3. Pursuant to the requirements of Transportation Development Act (TDA) Statutes (Public Utilities Code Section 99401.5 (c)), a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.

4. Once a service is determined to be “reasonable to meet” and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically whether the service meets a minimum 10 percent marginal farebox ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent within the first year, or 100 percent within two years, the service may be cancelled and deemed “no longer reasonable to meet.” An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.



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After considering all available information compiled pursuant to the Unmet Transit Needs public participation process, the SSTAC forwards a recommendation to the HCAOG Board to one of the following findings:

- (1) there are no unmet transit needs;
- (2) there are no unmet transit needs that are reasonable to meet; or
- (3) there are unmet transit needs, including needs that are reasonable to meet.

If HCAOG adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit need shall be funded before any allocation is made for other (non-transit) uses within the jurisdiction. Local jurisdictions may decide to voluntarily fund needs that are determined not to be “reasonable to meet” from the jurisdiction’s TDA funds or other revenue sources.

- 1. Open a public hearing to allow citizens to comment on transit needs in Humboldt.***
- 2. Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments.***



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 5, 2022

SUBJECT: Caltrans Master Funding Agreement with Humboldt Transit Authority

In July 2022, Humboldt Transit Authority (HTA) was awarded a \$38.7M grant from the California State Transportation Agency's Transit and Intercity Rail Capital Program (TRICP). The grant is for eleven (11) New Flyer fuel cell electric buses, a hydrogen fueling station at HTA's facility, bus service to Ukiah, and an intermodal transit center in downtown Eureka.

Subject to the California Transportation Commission's (CTC) timely use of funds policy and for the construction phase, awardees are expected to execute the third-party contract within six months of the allocation. After the Commission allocation, any costs incurred for eligible work will not be reimbursed until the Master Agreement with the local agency has been executed and must remain in effect over the time required to complete capital improvements, implement services and fulfill the reporting requirements of benefits and outcomes associated with the award.

In order to receive TIRCP funds for reimbursement of eligible Project expenses, HTA must execute a Master Agreement with Caltrans, the agency responsible for administering the TIRCP, as well as a Program Supplement that is specific to the approved project. This Agreement provides for the requirements necessary for administering and reimbursing State transit funds to carry out the Project.

The Master Agreement is under review by HTA Legal Counsel, Nancy Diamond which should be completed by October 7, 2022. To place our Cost Allocation Plan on the CTC's December agenda for approval, Staff is requesting authorization to sign the Master Agreement pending Legal Counsel final review to meet the deadline.

***Action Recommend: Authorize the General Manager to Execute the Caltrans Master Agreement and all Program Supplements by adopting Resolution 22-21.***



## **RESOLUTION #22-21**

### **AUTHORIZATION FOR THE EXECUTION OF A MASTER AGREEMENT AND PROGRAM SUPPLEMENTS FOR STATE-FUNDED TRANSIT PROJECTS**

**WHEREAS**, the Humboldt Transit Authority may receive state funding from the California Department of Transportation (Department) now or sometime in the future for transit projects; and

**WHEREAS**, substantial revisions were made to the programming and funding process for the transportation projects programmed in the Transit and Intercity Rail Capital Program, by Chapter 36 (SB 862) of the Statutes of 2014; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to execute an agreement with the Department before it can be reimbursed for project expenditures; and

**WHEREAS**, the Department utilizes Master Agreements for State-Funded Transit Projects, along with associated Program Supplements, for the purpose of administering and reimbursing state transit funds to local agencies; and

**WHEREAS**, the Humboldt Transit Authority wishes to delegate authorization to execute these agreements and any amendments thereto to the General Manager, or their designee.

**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 this agreement and applicable statutes, regulations and guidelines for all state-funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the General Manager or their designee be authorized to execute the Master Agreement and all Program Supplements for State-Funded Transit Projects and any Amendments thereto with the California Department of Transportation.

**AGENCY BOARD DESIGNEE:**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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Eureka, CA 95501

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[www.hta.org](http://www.hta.org)

TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 5, 2022

SUBJECT: Transit Intercity Rail Capital (TIRCP) Plan Update

1. TIRCP Grant Process and Timeline
  - a. Prepare Cost Allocation Plan for the California Transportation Commission's (CTS) Approval. We are preparing to have that ready by October and submit it to Caltrans for review. It should make the December meeting for the California Transportation Commission to approve. Once approved, we can begin invoicing.
  - b. Traditionally the TIRCP grant has been a "reimbursement grant." New this year, up to 20% of our awarded 38.7 million or (7.7 million) grant funds will be transferred to HTA
2. Hydrogen Buses
  - a. Staff will submit a Purchase Order to New Flyer this month.
3. Hydrogen Fueling Station
  - a. Air Products: Planning a facility tour in Sacramento. Date TBD
  - b. Staff continues to explore hydrogen options and has met with State agencies discussing hydrogen pricing.
4. Intercity Express Bus
  - a. Staff is working with Caltrans District 1 to submit a cost plan for the North State intercity bus system.
5. Intermodal Transit Center
  - a. Nothing new to report.
6. Maintenance Facility Upgrade
  - a. Nothing new to report.
7. College of the Redwoods/Cal Poly Humboldt
  - a. Nothing to report.



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 5, 2022

SUBJECT: Humboldt Transit Authority Ad Hoc Committee

An ad hoc committee is generally understood to be temporary in nature. The Board can establish an ad hoc committee to perform a specific issue or project task. Once the task is completed, the committee disbands. An ad hoc committee falls under the direction and discretion of the Chair and reports directly to the Board. A majority of the Ad Hoc Committee shall constitute a quorum.

The Transit Intercity Rail Capital Program (TIRCP) planning has begun, and work in all projects have the potential to begin in December after the Cost Allocation Plan is approved by the California Transportation Commission. Staff is requesting the Board of Directors form an ad-hoc committee to provide advice and direction when it comes to changes to the cost allocation plan and to approve expenses over the amount of \$150,000. Staff is recommending a three-person committee that will disband after the term of the TIRCP grant. Standing weekly meetings will be scheduled and canceled if there is no business to discuss.

***Action Recommended: Establish a Three-Person Ad Hoc Committee of the HTA Board to Serve Until the TIRCP Grant Projects Have Been Completed.***