

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
CONSUELO ESPINOSA
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, November 2, 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 October 5, 2022, Regular Board Meeting and September 21, 2022 Page 03

Special Meeting

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 22-22 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency

3. Humboldt Transit Authority Secretary to the Board Page 08

Pursuant to Article 4.1 of the Joint Powers Agreement with the Humboldt Transit Authority, the governing board is to appoint a Secretary who may, but need not be, a member of the Governing Board.

Action Recommendation: Appoint Consuelo Espinosa to Take Over Duties as Secretary to the Board as Stated in the JPA.

F. Items Removed from Consent Calendar

G. Reports

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

Enclosed

Action Recommend: Review and Discuss

H. New Business

1. JPA Employee Pass Pilot Program

Page 09

Since January, City of Eureka and County employees have been participating in a employee bus pass pilot program since the beginning of the year. Staff has compiled six months of data with a cost estimate for the Board to review.

Action Recommended: 1. Direct Staff to Contact Participating Agencies Regarding Next Steps, and 2. Reduce the Cost of Each Fare by 20%

2. Transit Intercity Rail Capital Program (TIRCP) and Projects Update

Page 10

Staff will update the Board on the status of the TIRCP projects and current projects in progress.

Action Recommended: Review, Discuss, and Direct Staff if Necessary.

3. Humboldt Transit Authority Bus Advertising

Page 11 & Handout

Staff will provide the Board an update on the status of its bus advertising program since taking it over in August.

Review, Discuss, and Direct Staff if Necessary.

I. Board Communications

J. Staff Communications

K. Closed Session: None

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

October 5, 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
Carolann Aggeler, Administration and Finance Assistant
Andi Evans, Bookkeeper

Jim Wilson, Director of Maintenance

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Oona Smith, HCAOG; Stevie Luther, HCAOG; Charolette Merkel, Public Works; Melissa Miguelena, Yurok Tribe.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:00 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 Arroyo to approve the Consent Calendar. Motion carried unanimously

1. Minutes from the September 7, 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 22-19 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.
 3. Biennial Report of Conflict-of-Interest Code
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.
Motion by Councilmember Woodall, second by Councilmember Arroyo to 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 the Consent Calendar**
None

REPORTS

1. Draft July statistics and financial statements for all systems operated by HTA
General Manager Greg Pratt informed the board that July financial statements would be emailed the following week.

NEW BUSINESS

1. Yurok Transportation Bus Service
General Manager Greg Pratt introduced Melissa Miguelena with the Yurok Tribe and announced that transportation service between Orleans and Willow Creek will be starting with a target date of October 31, 2022. A one-year pilot program will promote free transfers between their service and HTA's Willow Creek Intercity Service.

Motion by Supervisor Bohn, second by Councilmember Arroyo to approve a Pilot Program issuing free transfers between Yurok Transportation and the Willow Creek Intercity Bus System to promote the service and increase ridership. Motion carried unanimously
2. Unmet Transportation Needs Public Hearing for FY 023/24
As a requirement of the Transportation Development Act, every year HCAOG partners with transit agencies to complete the Unmet Transportation needs and the process. General Manager Greg Pratt opened a public hearing to allow citizens to comment on transit needs in Humboldt.

No comments were received. The public hearing closed at 9:10 am.

3. Caltrans Master Agreement with Humboldt Transit Authority

Staff requested authorization to sign the Master Agreement pending Legal counsel final review to meet the deadline with a target date of October 7, 2022.

Motion by Supervisor Bohn, second by Councilmember Arroyo to Execute the Caltrans Master Agreement and all Program Supplements by adopting Resolution 22-21. Motion carried unanimously

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

Staff gave the board update that everything was moving forward with the TIRCP grant projects. Staff also made mention that the focus for this meeting was the Caltrans Master Agreement with Humboldt Transit Authority.

Action Recommended: None

5. Humboldt Transit Authority Ad Hoc Committee

Staff requested establishing a three-person Ad Hoc Committee to provide advise and direction when it comes to changes to the cost allocation plan and to approve expenses over the amount of \$150,000. Additionally, that weekly meetings will be scheduled, and that the Ad Hoc committee will disband after the term of the TIRCP grant.

Motion by Councilmember Arroyo, second by Councilmember Ladwig that Councilmember Arroyo, Supervisor Bohn, and Councilmember Ladwig conform of a three-person Ad Hoc Committee of the HTA board to serve until the TIRCP Grant projects have been completed. Motion carried unanimously.

BOARD COMMUNICATIONS

Councilmember Arroyo announced that the Cal Poly Sustainable Transportation Fair went well however, that student attendance this year was low.

STAFF COMMUNICATIONS

None

CLOSED SESSION

Board went into closed session at 9:36 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 10:09 a.m.

**HUMBOLDT TRANSIT AUTHORITY
RESOLUTION 22-22
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 December 7, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 2, 2022

SUBJECT: Secretary to the Humboldt Transit Authority Board of Directors.

Since Brenda Fregoso retired last month, there is a vacancy for the position of Secretary to the HTA Board. Consuelo Espinosa has filled in several times over the last 10 years and is more than capable of taking on the position. As stated below in the JPA, Secretary to the Board is an appointed position.

- 4.1. *Chairman, Vice-Chairman and Secretary. The Governing Board shall elect a Chairman and a Vice Chairman and shall appoint a Secretary who may, but need not, be a member of the Governing Board. The officers shall perform the duties normally appertaining to said offices and,*
- 4.1.1 *The Chairman shall sign all contracts on behalf of the Authority and perform such other duties as may be imposed by the Governing Board;*
- 4.1.2 *The Vice-Chairman shall act in the absence of the Chairman; and*
- 4.1.3 *The Secretary shall countersign, all contracts on behalf of the Authority, perform such other duties as may be imposed by the Governing Board, and keep minutes of all meetings and cause a copy of the minutes to be forwarded to each of the members of the Governing Board and to Arcata, Fortuna, Eureka, Rio Dell, Trinidad and County, and cause a copy of this Agreement to be filed with the Secretary of State pursuant to the Act.*

Action Recommendation: Appoint HTA Interim Human Resources Manager, Consuelo Espinosa to Take Over Duties as Secretary to the Board as Stated in the Joint Powers Agreement.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 2, 2022

SUBJECT: Joint Powers Agreement (JPA) Employee Pass Pilot Program

In January of this year, the HTA offered all JPA entity members the option to participate in a pilot program to gauge interest in providing bus passes for their employees. The County of Humboldt began in January and the City of Eureka began in February. The passes are made of plastic and have a magnetic strip that can be used on all HTA buses. It took a couple months to get the program up and running and Staff feels at this time that we have enough data from the ridership reports to forecast ridership and cost. The past six months (see attached) have been consistent and we have enough information for the agencies to decide if they would like to enter a contract with HTA and continue the program.

The benefits to HTA are increased ridership and expedited boarding times because the employee slides their card through the farebox while boarding. Reducing boarding wait times and promoting touchless payments is advantageous for the passenger and driver. As done in the past with similar programs, staff is recommending the Board reduce the cost per fare by 20% to encourage the agencies to continue the program and to hopefully form partnerships with other agencies. Reporting and invoicing will have minimal impact on the Finance Department.

Action Recommended: 1.) Direct Staff to Contact Participating Agencies Regarding Next Steps, and 2.) Reduce the Cost of Each Fare by 20%.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 2, 2022

SUBJECT: Transit Intercity Rail Capital (TIRCP) Plan Update

TIRCP Grant Process and Timeline

1. Submitted Cost Allocation Plan to Caltrans for the California Transportation Commission's (CTS) Approval. Once approved, we can begin invoicing.
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
Staff will submit a Purchase Order by December.
3. Hydrogen Fueling Station
Air Products: Toured facility 9/20.
4. Intercity Express Bus
Staff submitted a cost plan to Caltrans District 1 for the North State intercity bus system.
5. Intermodal Transit Center
Nothing new to report.
6. Maintenance Facility Upgrade
Nothing new to report.
7. College of the Redwoods/Cal Poly Humboldt
Nothing to report.

Facility Plan

1. Awaiting cost estimate for Phase I and Phase II

Operations

1. Infotainment Screens
2. Credit Card Validators
 - a. Installation date: Within two weeks
 - b. Tap on/Tap off Pilot Program

Action Recommended: Review, Discuss, and Direct Staff if Necessary.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: November 2, 2022

SUBJECT: Humboldt Transit Authority Bus Advertising

Over the past 12 years Humboldt Transit Authority contracted with a third party for on-bus advertising. That agreement ended on August 8, 2022, and HTA Staff has been working to transition customers. There are still ads and contracts that are being identified and we are working with each individual client during this transition which could last a couple more months. In the meeting handout, Staff has provided the Board draft contracts, a media kit, ad pricing, and policies for their review and input. This will allow Staff to continue working with current and new clients through the end of this fiscal year. We will bring back all options at the March 2022 Regular Board meeting to get further direction for the 23/24 Fiscal Year.

In the meantime, Staff has met with a local sign vendor that will be able to provide design and printing services, including installation and removal. We will continue to explore other options to provide customers with over the next 3-4 weeks.

Staff Recommendation: Approve the Contract, Media Kit, Pricing, and Policies and Direct Staff to Continue Administering Fleet Advertising Through the End of the Fiscal Year.

Action Recommended: Review, Discuss, and Direct Staff.