

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

July 5, 2023

PRESENT

Board Members

Tami Trent, City of Fortuna
Julie Woodall, City of Rio Dell
Alex Stillman, City of Arcata
Leslie Castellano, City of Eureka
Steve Ladwig, City of Trinidad
Natalie Arroyo, County of Humboldt
Mike Wilson, County of Humboldt

ABSENT

Minutes Approved
August 2, 2023

1. Alex Stillman
2. Tammi Trent

Staff

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

Also in attendance were Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, CAE Transport; Oona Smith, HCAOG.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:01 am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATIONS

Resolution 23-08 Recognizing and Commending the Services of Supervisor Rex Bohn.

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 Stillman, second by Supervisor Wilson to approve the Consent Calendar. Motion carries unanimously.*

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 May 3, 2023, Regular Board Meeting.

Action Recommended: Approve Minutes

Staff: Consuelo Espinosa

Action Recommended: Approve Eliminating Stale Balance in Account 3013 Capital Purchases as of 6/30/2023.

Items Removed from Consent Calendar

2. Eliminating Stale Balance in Account 3013 Capital Purchases

Staff: Katie Collender

Board action is required to make adjustments to HTA's financial records.

Supervisor Arroyo removed this from the consent calendar to discuss HTA's electronic financial records dated back to 2012. Staff recommended clearing the stale account so that the HTA balance sheet can more accurately reflect its net position, and to allow HTA's ability to secure loans or other funding to support the execution of the TIRCP grant award. The General Manager also made mention that HTA's Legal Council is working closely with staff in identifying those nonexistent funds.

Motion by Councilmember Stillman second by Supervisor Wilson to Approve Eliminating Stale Balance in Account 3013 Capital Purchases as of 6/30/2023. Motion carried unanimously.

Reports

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

Finance Manager Katie Collender gave the board an update on the financial statements for all systems, and that all systems are showing good growth and overall improvement with increasing ridership. Katie also gave board an update on the Tap-n-Pay system that went live in March of 2023. Since the implementation, a soft roll out the Tap-n-Pay system has been successful without any advertising as of date. In March HTA had 172 Taps and In May 655. The Finance Manager also added that the Tap-n-Pay system reduces cash flow, and that the Monthly Regional Transit Passes have been popular, as well as that we have seen an increase with the use of the Jack Pass since last year.

Councilmember Arroyo inquired if the Southern Humboldt Bus System was included with the use of the Monthly Regional Transit Month Pass. And Supervisor Wilson would like to continue promoting County Passes as a model project for other agencies.

NEW BUSINESS

2. Recommend Design/Build Procurement of the Hydrogen Fueling Station

HTA's Transit Planner Jerome Qirazi, informed the board that HTA is now under contract with Schatz Energy Research Center and the Center for Transportation and the Environment (Consultants) to develop the bid documents for procuring a hydrogen station developer and manage the design and construction of the hydrogen station. Board authorization is needed before proceeding.

HTA's Legal Council also informed the board that this item will come back to the board in several stages before the final entities are selected.

Motion by Councilmember Wilson, second by Supervisor Castellano to Authorize the HTA General Manager to utilize the design-build process to procure design and construction of the

hydrogen fueling station; and initiate the first step by developing and issuing a RFQ. Motion carries unanimously.

3. Adoption of the Fiscal Year 2023/24 Final Budget for Humboldt Transit Authority

Finance Manager Katie Collender included the Final Draft Budget for the Humboldt Transit Authority. The budget was reviewed by the HTA Finance & Operations Committee and was adopted by the Board as an approved preliminary budget during its regular June 7, 2023, meeting. A notice was placed in the Time Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions were received.

1. *A public hearing was opened at 9:20 am to give the public an opportunity to comment on the adopted preliminary budget for fiscal year 2023/24. No Comments were made.*
2. *The public hearing was closed.*

Motion by Councilmember Arroyo, second by Supervisor Wilson to Approve the Final Budget by adopting Resolution 23-10, as well as thanking HTA's Finance Manager Katie Collender for providing clear materials making it easier to understand the budget. Motion carried unanimously.

4. Marketing to Promote Ridership

General Manager Greg Pratt gave board an update about HTA's current strategies to promote ridership:

- Continue to promote Monthly Regional Transit Passes to be utilized by local businesses.
- Credit Card Validators are still in the process of being tested. HTA has a graphic designer to help promote Credit Card Validators.
- Marketing upcoming projects such as the Redwood Coast Express, General Manager Greg Pratt mentioned that HTA is still hiring bus drivers to run the system by January 2024.
- Supervisor Stillman brought up advertising by promoting ridership through Friday Night Market.
- Supervisor Castellano suggested running Express Buses to Events.
- Supervisor Wilson also suggested a scavenger hunt with newly enrolled students at Cal Poly.
- Supervisor Arroyo suggested the possibility of a Cal Poly student document how to take transit to transit to trails what is within a ¼ mile radius, and how to explore more about our communities; Promoting local art by seeking local artists to create a bus wrap; Promote ridership through Arcata Main Street, social media and Tik Toc influencers.
- Oona Smith with HCAOG suggested coordination of cities to promote Tap-n-Pay, as well as Bike Share and Credit Card Validators. Video on how to secure a bike on the bus.
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5. HTA Projects Update:

General Manager Greg Pratt gave board a project update:

- The contract with New Flyer has been signed and HTA has an approved design build process.
- Contracts have been signed with CTE and Schatz. Next steps Design Build Procurement Process with New Flyer.
- Redwood Coast Express start date June 1, 2024.
- HTA's Legal Counsel Nancy Diamond is currently working with the City of Eureka to help develop an MOU.
- HTA was not awarded the 5339 Grant which included the Facility and Administrative upgrades.
- TIRCP Cycle 6 Grant award was granted which will provide HTA with an Over-the-Road Hydrogen Fuel Cell Motor Coach to run the Redwood Coast Express bus route. HTA's Operations Manager Brian Connors will update the board next month regarding operator training and cross training.

BOARD COMMUNICATIONS

NONE

STAFF COMMUNICATIONS

General Manager Greg Pratt announced that the week of July 12th & 13, HTA will be hosting a Transit Symposium at the Sequoia Center in Eureka, where several topics will be focused on Zero Emissions, Hydrogen and Electric infrastructure, and bringing back ridership. The North State Super Region working group, consisting of 16 counties, transit agencies from the Central Coast, as well as several employees from Cal Trans will be joining. The board was welcomed to stop in. Appreciation was given to Andi Evans, HTA's Bookkeeper and HTA's finance staff for organizing this event.

CLOSED SESSION

NONE

ADJOURNMENT

Meeting adjourned at 10:00 a.m.