

Board of Directors  
NATALIE ARROYO  
County of Humboldt  
LESLIE CASTELLANO  
City of Eureka  
STEVE LADWIG  
City of Trinidad  
ALEX STILLMAN  
City of Arcata  
TAMI TRENT  
City of Fortuna  
MIKE WILSON  
County of Humboldt  
JULIE WOODALL  
City of Rio Dell

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**

Public Participation In-person or Teleconference  
Microsoft Teams  
Join on your computer, mobile app or room device  
[Click here to join the meeting](#)  
Meeting ID: 257 063 927 537  
Passcode: ZFFRdC  
[Download Teams](#) | [Join on the web](#)  
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December 6, 2023

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**

[Gordon Shaw, PE AICP, LSC Transportation Consultants, Inc.](#)

Presentation on Humboldt Transit Authority's Five-Year Transit Development Plan.

[compressed p226140\\_humboldt\\_cty\\_tdp - draft final v2 no appendices 0.pdf \(hcaog.net\)](#)

**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 November 1, 2023, Regular Board Meeting.

[Staff: Consuelo Espinosa](#)

**Action Recommended: Approve Minutes**

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2. Humboldt Transit Authority Regular Board Meeting Dates

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Staff: [Greg Pratt](#)

Based on HTA's Joint Powers Agreement, calendar dates and times will be fixed by resolution.

**Action Recommended: Approve the Schedule for Regular Board Meetings for the 2024 Calendar Year by Adopting Resolution 23-15**

3. Claim against HTA

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Staff: [Greg Pratt](#)

Jordan Marozine submitted an untimely claim against the Humboldt Transit Authority on November 14, 2023. It will not be accepted because it was not submitted within six months of the date of occurrence as required by law.

**Action Recommended: Reject the Untimely Claim submitted by Jordan Marozine and Authorize the General Manager to Sign. Attached is a Proposed Letter, Notice of Untimely Claim.**

F. Items Removed from Consent Calendar

G. Reports

None

H. New Business

1. Free Bus Rides on Extreme Weather Days

Page 09

[Chair Arroyo](#)

There is interest from several community members and organizations to offer free bus rides to the people of Humboldt County to access emergency shelters.

**Action Recommended: Review, Discuss, and Direct Staff.**

2. HTA Projects Update

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Staff: [Jerome Qiriaz](#)

Staff will update the Board on current and future projects.

**Action Recommended: Review, Discuss, and Make Recommendations if Necessary.**

I. Board Communications

J. Staff Communications

K. Closed Session

1. Public Comment

2. The Board will meet in closed session pursuant to the following:

- A. Government Code Section 54957(b)(1) (employee performance evaluation): General Manager.
- B. Government Code Section 54957.6 (meeting with designated representative, unrepresented employee): Unrepresented Employee, General Manager, Designated representative, Board Chair.

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**

**November 1, 2023**

**PRESENT**

**ABSENT**

Board Members

Tami Trent, City of Fortuna

Alex Stillman, City of Arcata

Leslie Castellano, City of Eureka

Steve Ladwig, City of Trinidad

Debra L. Garnes, City of Rio Dell (Alt)

Natalie Arroyo, County of Humboldt

Mike Wilson, County of Humboldt

Staff

Consuelo Espinosa, Human Resources Manager

Greg Pratt, General Manager

Katie Collender, Finance Manager

Carolann Aggeler, Administration and Finance Assistant

Andi Evans, Bookkeeper

Brian Connors, Operations Manager

Jerome Qiriazzi, Transit Planner

Sherry Dunlap, Safety & ADA Coordinator

Jim Wilson, Director of Maintenance

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Vance Law, City of Arcata, and Members of the Public; Althea Christensen.

**CALL TO ORDER**

Chairperson Arroyo called the meeting to order at 9:04 am.

**ROLL CALL & Introductions**

Introductions were made.

**COMMUNITY MEMBERS COMMUNICATION**

Althea Christensen announced that West Avenue in Eureka would be closed and asked for alternative bus stops for the Eureka Transit System Purple Route.

Operations Manager, Brian Connors replied that he would be meeting with the City of Eureka project manager to identify alternative bus stops.

**SPECIAL PRESENTATIONS**

None

## 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.

*Motion by Supervisor Wilson, second by Councilmember Garnes to approve the Consent Calendar. Motion carried unanimously.*

Minutes from November 1, 2023, Regular Board Meeting

### Items Removed from Consent Calendar

None

## Reports

### 1. Draft August 2023 statistics and financial statements for all systems operated by HTA

Finance Manager Katie Collender announced that we are in the second month of the new fiscal year and that the farebox is strong. She also added that the passenger count is up, as well as that the Redwood Transit System and the Eureka Transit System farebox is up by 16%.

## New Business

### 1. HTA Projects Update

HTA's Transit Planner Jerome Qirazi gave the board an update on future projects:

- *The Adhoc Committee met on October 11, 2023, and approved the Qualified Bidders list to be released in a couple weeks.*
- *HTA staff have planned a pre-production meeting visit to New Fyler's production facility in Anniston, Alabama for a week of November 13, 2023.*
- *The new Willow Creek schedule has been implemented and Blue Lake bus service has been operating.*

Councilmember Arroyo made mention that she had the opportunity to have a discussion with HTA staff regarding facility needs for the HTA site and recommended future discussions.

Transit Planner Jerome Qirazi made mention that facility redesign and additional space will be needed for the long-term goal of redesigning the HTA Administrative and Maintenance Facility, including replacing the majority of buildings which are reaching their end of useful life. Finally, that HTA would be starting the CEQA process this month.

### 2. Microtransit Pilot Program Implementation Update

Finance Manager Katie Collender announced the soft launch of microtransit that took place on Monday, October 23, 2023, and that an email was submitted to stake holders, as well as to Danco for the Phylis Apartments for trial. Danco is subsidizing the pilot program and several users have contacted HTA requesting assistance for setting up the microtransit service app on their devices. She added that the microtransit service is not ready to be launched to the public as it is still in the testing phase. Riders can still book their rides online or by using the Ride Humboldt app, and that riders will be able to book rides by phone when the program is ready to launch to the general public. Additionally, that agencies will have the option to book rides for their consumers and that feedback is being collected after each ride.

**STAFF COMMUNICATIONS**

NONE

**CLOSED SESSION**

NONE

**ADJOURNMENT**

The meeting was adjourned at 9:50 a.m.



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: December 6, 2023

SUBJECT: Humboldt Transit Authority Meeting Dates

The Humboldt Transit Authority Joint Powers Agreement addresses Board Meeting dates as follows:  
*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.*

Staff has included Resolution 23-15 with proposed meeting dates and time for the 2024 Calendar year. Special meetings will be scheduled as needed and coordinated with board members.

***Action Recommended: Approve the Schedule for Regular Board Meetings for the 2024 Calendar Year by Adopting Resolution 23-15.***

**RESOLUTION No. 23-15**

**A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS FIXING THE DAY AND TIME FOR REGULAR 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 per quarter, at a date, hour and place to be determined by resolution of the Governing Board; and

**WHEREAS**, special meetings may be called at other times in the discretion of the Board Chair working with General Manager.

**NOW THEREFORE, BE IT RESOLVED** that the Governing Board of the Humboldt Transit Authority hereby adopts its regular meeting schedule as follows:

- First Wednesday of February at 9:00 am
- First Wednesday of March at 9:00 am
- First Wednesday of April at 9:00 am
- First Wednesday of May at 9:00 am
- First Wednesday of June at 9:00 am
- First Wednesday of August at 9:00 am
- First Wednesday of September at 9:00 am
- First Wednesday of October at 9:00 am
- First Wednesday of November at 9:00 am
- First Wednesday of December at 9:00 am

**BE IT FURTHER RESOLVED** that all regular meetings shall be held in the Conference Room of the HTA, 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 sixth day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Chair of the HTA Governing Board

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HTA Secretary to the Board



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December 6, 2023

Jordan Marozine  
PO Box 2010  
Eureka, CA 95502

RE: Claimant : Jordan Marozine  
Date of Loss : January 1, 2023  
Our File No. : C366517801-0001-01

Dear Jordan Marozine:

#### NOTICE OF UNTIMELY CLAIM AFTER SIX MONTHS

Notice is Hereby Given that the claim you presented to the Humboldt Transit Authority on November 14, 2023, will not be accepted for consideration because it was not presented within six (6) months of the date after the event or occurrence as required by law. Accordingly, the claim has not and will not be considered on its merits. See Sections 911.2 of the Government Code.

#### WARNING

Your only recourse at this time is to apply without delay to the Humboldt Transit Authority, for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, Section 946.6 of the Government Code, under some circumstances, leave to present a late claim with be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

Humboldt Transit Authority

Greg Pratt  
General Manager





November 29, 2023

Supervisor Natalie Arroyo  
Chair, Humboldt Transit Authority Board of Directors  
133 V Street  
Eureka, CA 95501

*via email:*      narroyo@co.humboldt.ca.us

*cc:*              greg@hta.org

**RE:              Free Bus Rides on Extreme Weather Days**

Dear Supervisor Arroyo,

Last year, the Humboldt Transit Authority graciously provided 100 monthly bus passes for distribution through services providers affiliated with the Continuum of Care and nonprofit programs supporting our most transportation challenged community members, including those experiencing homelessness and individuals with disabilities. The data show that these passes were used for nearly 1,000 rides, demonstrating the need in this community. We are now working with HTA staff to continue and expand this pilot program, and service providers have just received a new allotment of 300 monthly passes from HTA for which we are deeply grateful.

However, with the weather growing colder and winter storms on their way, there is a further urgent need which cannot be fully met under the existing free bus pass program. Specifically, our organizations wish to ensure access to emergency shelters during extreme weather events for all who need it, regardless of whether or not those people have been reached in time by service providers participating in the bus pass program.

Therefore, to help meet this emergency mobility need, we propose that the HTA Board of Directors adopt a new policy offering free bus rides to anyone on declared extreme weather days. Because of the season, the need for this policy is urgent, and we ask that you bring this to the Board for consideration as soon as possible.

Thank you for your consideration.

Sincerely,

Colin Fiske  
Executive Director  
Coalition for Responsible Transportation Priorities

Nezzie Wade  
Board President  
Affordable Homeless Housing Alternatives

Alissa Norman  
Community Advocate  
Tri-County Independent Living



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TO: Chair Arroyo  
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: December 6, 2023

SUBJECT: Humboldt Transit Authority Project Updates

#### TIRCP Cycle 5 Grant

This project funds the purchase of fuel cell electric city buses, construction of a hydrogen fueling station, upgrades to maintenance bays, and construction of an intermodal transit center.

- Redwood Coast Express (RCX)
  - a. Staff did a test run last week to finalize schedule and stop locations. Plan to start this route on January 16<sup>th</sup>.
  - b. HCAOG received 3 responses to our Marketing RFP. HTA will assist HCAOG in evaluation. Anticipate signed contract in February.
- Hydrogen Fueling Station
  - a. The RFP has been further delayed until January. The Board TIRCP Adhoc Committee will approve the RFP prior to release.
- Hydrogen Buses & Pilot Bus
  - a. HTA staff Jim Wilson and Kelly Masterson attended pre-production meeting for the first pilot bus.
  - b. On track for delivery of the pilot bus in December, 2024
- Intermodal Transit Center
  - a. No update

#### TIRCP Cycle 6 Grant

This project will fund the development and testing of a fuel cell electric over-the-road coach.

- Waiting for CalTrans project manager to reach out and initiate the contracting process

#### Microtransit

This topic captures various microtransit-related projects.

- Humboldt Bay Region
  - a. HTA continuing soft launch of microtransit on Monday October 23rd. This serves the full Dial-A-Ride service area.
- Samoa-Manila Service Area
  - a. Samoa stops were added to the service soft launch service area
- Eureka Service Area
  - a. No update on additional grant funded service and vehicles
- McKinleyville Service Area
  - a. No update on additional grant funded service and vehicles



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### First Mile / Last Mile Service

This topic captures various projects related to first mile / last mile mobility.

- Eureka Oldtown Service
  - No update
- Bikeshare
  - Tandem Bikeshare service in Arcata was added to the Transit App. Users can now see bike rental locations and include bike rentals in their trip planning.

### Planning and Operations

This is a catch-all for various projects related to planning and operations.

- Simplified Time-Based Fare Structure
  - a. No update
- Credit Card Validators
  - a. No update
- System Planning and Scheduling
  - a. Staff are kicking off training on Scheduling, Rostering, Operations, and Payment module integration with our Optibus route planning software.
  - b. With support from HCAOG, HTA will be applying to the CalTrans Sustainable Communities grant to pursue a Comprehensive Analysis of travel patterns in the County and how this information can be used to inform improvements to all fixed route systems.

### Regional Projects Coordination

This is a catch-all for projects that we are currently coordinating on and/or providing input.

- CalTrans South Broadway Improvement Project
- Arcata Reconnecting Communities Project
- Great Redwood Trail: Eureka-CR Trail Advisory Committee
- Eureka Bike Plan

### Facility Redesign

This project captures the long term goal of redesigning the HTA Administrative and Maintenance Facility, including replacing the majority of buildings which are reaching their end of useful life.

- CEQA was delayed until spring of next year to redirect funding to a facility survey needed for the hydrogen RFP.

### North State Intercity Bus Coordination

This project captures work with CalTrans, North State transit agencies, and bus-to-rail operators to coordinate routes, schedules, and operators to achieve the California State Rail Plan and the California Intercity Bus Study.

- No updates



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#### Zero Emission Fleet Transition

This captures the various efforts related to transitioning our fleet to zero emission. HTA's current Zero Emission Fleet Rollout Plan can be found at the following link:

[https://hcaog.net/sites/default/files/hta\\_zero\\_emission\\_bus\\_rollout\\_plan\\_v1.0.pdf](https://hcaog.net/sites/default/files/hta_zero_emission_bus_rollout_plan_v1.0.pdf)

- State Hydrogen Fuel Procurement effort is making progress. Planned solicitation release has been delayed one month to early February.
- The Rural Hydrogen Case Study funded by Go-Biz is convening the first meeting of the Interagency Working Group later today. The Group is composed of representatives from CPUC, CalSTA, CEC, OPR, CARB, CTC, DOT, CTA, and CalACT. The goal is to proactively identify and address challenges with adoption of hydrogen as a fuel in rural areas. HTA will be the focus for the project.
- HTA's application to develop a prototype hydrogen fuel cell 26,000 GVWR cutaway was submitted at the end of October. This cutaway would be used on our Willow Creek and SoHum routes, replacing our Freightliners. We anticipate award announcement by the end of the year.
- Hydrogen station and New Flyer buses, see TIRCP Cycle 5 Grant
- Prototype hydrogen coach, see TIRCP Cycle 6 Grant

#### *Action Recommended:*

- *Review, discuss, and make recommendations of other items if necessary.*