

Board of Directors
NATALIE ARROYO
County of Humboldt
LESLIE CASTELLANO
City of Eureka
DEBRA GARNES
City of Rio Dell
STEVE LADWIG
City of Trinidad
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

Public Participation In-person or Teleconference
Microsoft Teams
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March 6, 2024

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

None

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 February 7, 2024, Regular Board Meeting.

Staff: [Consuelo Espinosa](#)

Action Recommended: Approve Minutes

2. Surplus Equipment

Staff: [Katie Collender](#)

HTA has three driver relief vehicles that have surpassed their useful life. They are as follows:
2007 Ford Focus and 2001 Chevy Venture.

Action Recommended: Declare HTA vehicles as Surplus and Authorize its Sale by Adopting Resolution 24-01

F. Items Removed from Consent Calendar

G. Reports

1. Draft December 2024 statistics and financial statements for all systems operated by HTA

Enclosed

Staff: [Katie Collender](#)

Action Recommend: Review and Discuss

H. New Business

1. HTA Projects Update

Staff: [Jerome Qirazi](#)

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

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

February 7, 2024

PRESENT

Board Members

Tami Trent, City of Fortuna
Alex Stillman, City of Arcata
Leslie Castellano, City of Eureka
Debra L. Garnes, City of Rio Dell
Natalie Arroyo, County of Humboldt

ABSENT

Mike Wilson, County of Humboldt
Steve Ladwig, City of Trinidad

Staff

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

Brian Connors, Operations Manager

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Vance Law, City of Arcata; Oona Smith, Stevie Luther, and Beth Burkes from HCAOG; and Members of the Public; Althea Christensen.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:03am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

None

ELECTIONS

New officers were elected to the Following positions:
Chair, Vice-Chair, and Finance & Operations Committee.
The HTA Chair also serves on the Policy Advisory Committee for HCAOG.
Current Positions:
Chair: Supervisor Arroyo, Vice Chair: Councilmember Stillman
Finance & Operations Committee: Castellano, Garnes, & Trent

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 Arroyo, second by Councilmember Trent to approve the Consent Calendar.
Motion carried unanimously.

Minutes from December 6, 2023, Regular Board Meeting

General Manager Salary Adjustment.

The Board completed a performance review of the General Manager and determined that his performance merits a salary increase within the approved General Manager step classification.
Action Recommended: Approve placement of General Manager Greg Pratt at Step F of the Unrepresented Employees' Salary Schedule, retroactive to September 3, 2023.

Humboldt Transit Authority Agency Designated Representative for the 2024/25 Successor MOU.

Jack Hughes has been HTA's designated representative for negotiations since 2015. Staff requested the Board appoint Mr. Hughes as the designated representative for the upcoming 2024/25 FY MOU.
Motion by Councilmember Stillman, second by Councilmember Castellano to Appoint Jack Hughes as Humboldt Transit Authority's Designated Representative for Negotiations Between the Humboldt Transit Authority and the American Federation of State, County and Municipal Employees.
Motion carried unanimously.

Items Removed from Consent Calendar

None

REPORTS

Draft November 2024 statistics and financial statements for all systems operated by HTA

Finance Manger Katie Collender announced that ridership for the Redwood Transit System is up by 6%, due to the return of Cal Poly Students, as well as a healthy farebox of 17% for all systems. Dial-a-Ride is still under 10% for its farebox revenue.

Supervisor Arroyo inquired about the Blue Lake Route Ridership Reports. General Manger Greg Pratt shared that we are still in the beginning stages of tracking passenger counts before HTA can compose monthly ridership reports. Additionally, shared that HTA would be adding 10 minutes to the Blue Lake to Willow Creek schedule by adding one to two additional bus stops.

Public Comment

None

NEW BUSINESS

1. Unmet Transi Needs

General Manager Greg Pratt announced that every year the Region Transportation Planning Agency (HCAOG) runs the Unmet Transit Need Hearing for the County of Humboldt with direction from the Social Services Transportation

Advisory Council Senior Transportation Planner Steve Luther. Stevie Luther reviewed the following comments that were found meet by the adopted definitions of an Unmet Transit Need:

Sunday Service on RTS & ETS

Earlier and late-night Saturday service on RTS on weekdays

Later night service on RTS on Saturday

Weekday service from Blue Lake to Glendale

Expand Saturday ETS service

More frequent service

Later ETS weekday service

More frequent service to Myrtle town on ETS

Service between Arcata and Bayside (AMRTS)
Scotia between Arcata and Bayside
Earlier weekday service to Suny Brae (AMRTS)
Microtransit to Petrolia
Weekend service from Arcata to Blue Lake

However, General Manger Greg Pratt and Stevie Luther shared that they both agree on future discussions regarding the report of findings that needs to be addressed, particularly with funding that is needed so that the estimated farebox can be well above the required 10% in order to be a viable route.

Supervisor Arroyo inquired about the Express Route, and Councilmember Castellano inquired about the extension of later Saturday service and more frequent service to the Myrtle town area on ETS. General Manager Greg Pratt shared that funding is the problem.

Councilmember Castellano shared that collecting reports for trends and tracking data for the overall ridership would be helpful.

Supervisor Arroyo suggested the possibility of surveying transit riders to make future transit decisions, as well as made comment regarding microtransit and that it must run with other transit stops to pick up passengers.

General Manger Greg Pratt shared that microtransit can operate on its own and that it is still in the testing phases.

Public Comment

Althea Christensen shared a need for Sunday service and that microtransit may be a good fit instead of regular transit. Also suggested dedicated service for ETS during Arts Alive.

Colin Fiske shared that changes to the transit service should be analyzed independently for potential service improvements.

2. HTA Planning

General Manager Greg Pratt announced that at the December 6, 2024, Regular Board Meeting, Gordon Shaw with LSC Transportation presented the County of Humboldt's Transportation Development Plan (TDP). He also added that the TDP listed several recommendations on how HTA could improve overall services and referenced the HTA's Triennial Reviews and the following recommendations under review:

- The Saturday Willow Creek service ridership is improving and under review. Stats were provided during the initial stages of COVID. Currently, looking to propose by reducing service to two rounds trips instead of eliminating Saturday service.
- Dial-a-Ride being opened to the general public is undergoing testing with RideCo.
- Dial-a-Ride funding agreement.
- 5307 Designation. HCAOG is looking for HTA to be a direct recipient of 5307 funds.

Beth Burkes with HCAOG announced that she is still researching criteria on how this area can become an urbanized area. She added possibly using the Census and other criteria which defines an urban area as a continuously built-up area with a population of 50,000 or more.

Supervisor Arroyo shared that it may be helpful to possibly include Cutten and Myrtle town to help meet that criteria.

Public Comment

Athea Christensen shared that park and ride lots should be considered during event planning for example during the Oyster Festival.

Colin Fiske shared that a downtown Eureka Park and Ride is not a good idea. Park and Ride lots should be placed where it is easy to access transit.

3. HTA Projects Update

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

- *The Hydrogen station RFP will be released on February 14, 2024. The ADHOC committee will meet between 12:30 pm to 2:00 pm.*

BOARD COMMUNICATIONS

Councilmember Stillman shared that the doors at the Arcata Transit Center have been boarded and that all public information notices have been removed. Additionally, she shared that the Sunset in Arcata is in the planning stages for the possibility of designing a park and ride.

Councilmember Castellano shared that the arts culture organization is offering \$7,500 in grant funds to building community resilience with a deadline to submit applications by February 29th.

Supervisor Arroyo announced a new local Juvenile Justice program that helps keep the youth out of Juvenile Hall.

STAFF COMMUNICATIONS

The General Manager announced that on January 16, 2024, the Redwood Coast Express (RCX), Eureka to Ukiah route has been able to make connections with Del Norte as well as transfers to Mendocino Transit. Additionally, the need to add an additional route so that passengers can have more time to shop.

Maintenance Director Jim Wilson announced that the first Hydrogen Fuel Cell bus is in the design and build stages and projected to be delivered late December 2024.

CLOSED SESSION

NONE

ADJOURNMENT

The meeting was adjourned at 10:16 a.m.



133 V Street
Eureka, CA 95501

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Office: (707) 443-0826
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www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: March 6, 2024

SUBJECT: Surplus Equipment

The operations department no longer has use for the vehicles listed below and recommends that the board declare them as surplus equipment. They have exceeded their useful life and with the purchase of new vehicles it is necessary to reduce relief fleet size. Staff will dispose of per applicable law.

#814: 2001 Chevy Venture
#801: 2007 Ford Focus

Action Recommended: Declare Vehicles as Surplus and Authorize their Sale by Adopting Resolution 24-01

RESOLUTION 24-01

RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS AUTHORIZING THE GENERAL MANAGER TO SELL OR OTHERWISE DISPOSE OF SURPLUS PROPERTY IN THE FORM OF A 2001 CHEVY VENTURE AND 2007 FORD FOCUS.

WHEREAS, the Humboldt Transit Authority took delivery of a minivan in 2001 and a compact sedan in 2007 as driver relief vehicles to transport staff to their routes and to ensure seamless route shift changes; and

WHEREAS, staff has designated these vehicles have surpassed their useful service lives based on mileage and years in service; and

WHEREAS, the Humboldt Transit Authority desires to surplus the 2001 Chevy Venture and 2007 Ford Focus and sell them at fair market value or otherwise dispose of these assets.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby authorize the General Manager to exercise the sale or disposal of surplus property in the form of 2001 Chevy Venture and 2007 Ford Focus driver relief vehicles. The description of these items is shown in Exhibit A to this resolution, incorporated herein by this reference.

NOW, THEREFORE, BE IT FURTHER RESOLVED that proceeds from any sale or disposal of the surplus vehicles shall be deposited into the General Fund.

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 6th of March 2024 on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

Exhibit A
SURPLUS EQUIPMENT INFORMATION

2001 Chevy Venture

Vehicle # 814

VIN 1GNDX03E31D158869

62,176 miles

Fair condition – No mechanical problems, some rust, faded paint, worn interior seats.

2007 Ford Focus

Vehicle # 801

VIN 1FAFP34N47W322523

64,657 miles

Fair Condition – No mechanical problems, faded paint, clear coat failure, worn interior seats.



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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qirhazi, Transit Planner

DATE: March 6, 2024

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. HCAOG under contract negotiations with marketing consultant.
- Hydrogen Fueling Station
 - a. The RFP was released on February 15th.
 - b. The mandatory site walk was completed on February 27th
 - c. Bids are due April 3rd
 - d. Staff are starting preparations to move offices out of the Cedar house in expectation for demolition of the Cedar house in Fall. This is to clear sufficient room for the hydrogen fueling station.
- Hydrogen Buses & Pilot Bus
 - a. On track for delivery of the pilot bus in December, 2024
 - b. HVIP funding has been preliminarily approved for the pilot bus
- 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.

- HTA staff sent our funding allocation plan and formal request for funding in February. We are waiting to hear back from CalSTA staff on next steps.

Microtransit

This topic captures various microtransit-related projects.

- Humboldt Bay Region
 - a. HTA continuing soft launch of microtransit. HTA staff continue to do extensive testing and improving driver training.
- Samoa-Manila Service Area
 - a. Samoa stops were added to the service soft launch service area
- Eureka Service Area
 - a. AHSC funding was awarded which provides funding for extended microtransit within Eureka. Timeline unknown at this time when contracting for funds will start.
- McKinleyville Service Area



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- a. Funds were awarded for extended microtransit service within McKinleyville. Timeline unknown at this time when contracting for funds will start.

First Mile / Last Mile Service

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

- Eureka Oldtown Service
 - Discussions regarding autonomous vehicles.
- Bikeshare
 - No update

Planning and Operations

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

- Simplified Time-Based Fare Structure
 - a. HTA staff are close to finalizing a streamlined ticketing system. Update from staff anticipated soon.
- Credit Card Validators
 - a. No update
- System Planning and Scheduling
 - a. Staff are making progress on setting up a software platform called Optibus which will integrate route planning, vehicle and crew scheduling and bids, day-to-day operations, and payroll. This will streamline HTA processes, and help reduce duplication and errors. We expect to roll out a fully developed platform this fall.

Regional Projects Coordination

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

- Service to/from Blue Lake
- New bus stop in Arcata on Foster Ave
- County Climate Action Plan
- CalTrans project considering a Mobility Hub at Herrick Ave

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.

- Staff continues to look for funding to complete a permit-ready design package.

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.

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



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- State Hydrogen Fuel Procurement effort officially released a Request for Information (RFI) last week. The RFI can be found at [Low Carbon Hydrogen Fuel RFI - Event ID 0000030229](#). This RFI can be distributed widely, and will help inform the statewide procurement effort. This procurement could significantly impact the price of hydrogen that we pay.
- The Rural Hydrogen Case Study funded by Go-Biz is progressing well. The goal of this project is to proactively identify and address challenges with adoption of hydrogen as a fuel in rural areas. HTA staff continues to provide data to consultants for the development of a business model to understand the true costs of hydrogen.
- Prototype fuel cell 26,000 GVWR cutaway, waiting on grant award announcement from CARB.
- 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.***