

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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May 1, 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 April 3, 2024, Regular Board Meeting.

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Staff: [Consuelo Espinosa](#)

Action Recommended: Approve Minutes

F. Items Removed from Consent Calendar

G. Reports

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

Enclosed

Staff: [Katie Collender](#)

Action Recommend: Review and Discuss

H. New Business

1. 2022/2023 Fiscal & Compliance Audit

Handout

[Anderson, Lucas, Summerville, and Borges: Barbara Guest](#)

Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance that financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges will be present at this meeting to review the audit and answer any questions from board members or the public.

Action Recommended: Receive, review, discuss and direct staff prepare the necessary responses if necessary.

~Audit enclosed

2. HTA Projects Update

Page 06

[Staff: Jerome Qiriazzi](#)

Staff will update the Board on current and future projects.

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

3. Resolution 24-02 approving Transit Intercity Rail Capital (TIRCP) Program funds committed to Eureka Intercity Transit Center

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[Staff: Jerome Qiriazzi & Legal Counsel: Nancy Diamond](#)

A HTA Board Resolution is needed to approve the DANCO Communities LLC as the Sole Source Contractor, commit \$10 million to the Eureka Intermodal Transit Center, and to authorize the General Manager to execute a letter of funding commitment to Danco.

Action Recommended: Adopt Resolution 24-02 of the Humboldt Transit Authority Governing Board of Directors Approving TIRCP Grant Commitment of up to \$10 Million to DANCO Communities LLC as a Sole Source Contractor for Development of the Eureka Intermodal Transit Center.

I. Board Communications

J. Staff Communications

K. Closed Session

1. Public Comment
2. The Board will go into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: [Jack Hughes](#); Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
3. The Board will Reconvene in Open Session

L. New Business Continued.

1. Marketing Photos.

HCAOG received grant funds from TIRCP to market the Redwood Coast Express other regional transit systems feeding into it. Marketing firm Studio Six will be on site take photos of the Board and Staff at the HTA Bus Yard to promote public transit in Humboldt County.

Action Recommended: None

M. 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

April 3, 2024

9:00 am

PRESENT

Board Members

Tami Trent, City of Fortuna
Debra Garnes, City of Rio Dell
Steve Ladwig, City of Trinidad
Debra L. Garnes, City of Rio Dell
Leslie Castellano, City of Eureka
Mike Wilson, County of Humboldt

Attended Via Zoom

Natalie Arroyo, Member of the Public

Staff

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

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Beth Burkes, HCAOG; Oona Smith, HCAOG; Netra Khatri, City of Arcata; Vance Law, City of Arcata; Colin Fiske, Coalition for Responsible Transportation Priorities; and Joann McGarry, Member of the Public.

CALL TO ORDER

The alternate Chair called the meeting to order at 9:00 am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Joann McGarry gave the board an update about riding the Redwood Coast Express system from Eureka to Ukiah on its first day of service, January 16, 2024. She described her experience as wonderful and added that she was the only passenger. Additionally, Joann expressed concern regarding the end of the Ally pass this coming semester and shared that passengers navigating transit will be facing challenges moving in the community. Finally, Joann recommends that HTA seek alternative methods to provide equitable fares and requested a new location for the Transit Center in the City of Arcata.

ABSENT

Alex Stillman, City of Arcata

SPECIAL PRESENTATIONS

Netra Khatri with the City of Arcata presented an outline for the project on Reconnecting Arcata and stated that partnership with HTA over the next 3-5 years is important.

The Reconnecting Arcata project seeks to address mobility, accessibility, and equity challenges in this rural area caused by three state highways (U.S. Highway 101 and state Routes 255 and 299) through a comprehensive, community-driven planning process. Key solutions include a new transit center, potential freeway cap or new crossings, and expanded walking and biking options. The state highway system created barriers to Arcata neighborhoods and nearby communities. Bridging this gap will help improve public health while providing more alternative transportation options.

Councilmember Leslie Castellano mentioned that the project was in the design phase. Councilmember Alex Stillman expressed the need for HTA Staff to be involved during the project phases. Supervisor Mike Wilson expressed his support for the project and a new transit hub in the future. Chairperson Natalie Arroyo, Councilmembers Steve Ladwig, Leslie Castellano, and Debra Garnes were all in favor of placing this as an agenda item for future meetings.

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 February 7, 2024, Regular Board Meeting

Items Removed from Consent Calendar

None

REPORTS

Finance Manager Katie Callendar gave the board an update that there is an overall 18.25% farebox ratio, and a ridership increase of 6%. She also shared that data for the Redwood Coast Express ridership statistics will be provided in the coming months.

NEW BUSINESS

HTA Projects Update

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

- The RFP due date for the Hydrogen Fuel Station has been pushed out to May 6, 2024.
- HTA staff sent out a funding allocation plan and are waiting to hear back from CalSTA staff on next steps.
- The week of April 29, 2024, marketing consultants will be spending the week riding buses and taking photos and video footage. They will be developing marketing materials to promote the new Ride Humboldt brand.

Supervisor Mike Wilson inquired about the microtransit pilot program. General Manager Greg Pratt shared that the microtransit system is pending on hiring more drivers.

Public Comment:

NONE

Ratify Contract with LDA Partners for Site Design Survey

HTA's Transit Planner Jerome Qiriazzi gave the board an update on the ratification of the contract and announced that it would be consistent with a conservative interpretation of HTA's Procurement Policy providing a comprehensive Project record.

Motion by Councilmember Garnes, second by Supervisor Wilson to approve and Ratify the contract with LDA Partners for the development of a site design survey to 2021 ALTA/ANSI standards. Motion carried unanimously.

Strategic Planning Discussion

The board discussed the development of a timeline for strategic planning in which the HTA board can adopt a legislative platform in the near term, over the next three years.

An outline for the strategic visioning session was provided in which the board will meet on a Friday afternoon aiming to better understand board members, one another motivations and perspectives while developing a process, and to define a shared strategic vision for HTA.

General Manager Pratt would be sending out a poll to locate a date that will work for everyone.

BOARD COMMUNICATIONS

Councilmember Leslie Castellano announced that the City of Eureka Visioning Planning meeting was scheduled for the evening of April 3rd, at 4:30 pm.

STAFF COMMUNICATIONS

None

ADJOURNMENT

9:50 a.m.



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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: May 1, 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. Marketing consultant is visiting this week taking photo and video footage to be used for RCX as well as our RideHumboldt rebranding effort.
- 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 May 6th.
- Hydrogen Buses & Pilot Bus
 - a. On track for delivery of the pilot bus in December 2024
 - b. Staff has finalized the pre-production process.
- Intermodal Transit Center
 - a. See Agenda Item H.3.

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.
- CalTrans grant management staff are following up with CalSTA to inquire about the status of this.

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.



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- McKinleyville Service Area
 - 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
 - No update
- 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 has sent the new ticket designs to be printed. New tickets expected in a couple of months.
- 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.
 - b. Staff expects to test a fully built system starting in July with a full roll out in September.

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
- 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.

- Site design survey was completed and submitted by LDA Partners.
- 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.

- CalTrans has re-organized the Division of Planning and created a new Office of Transit Planning.
- District 1 will be hiring a local Transit Representative who will engage directly with HCAOG and County transit providers on all matters related to transit.
- Staff will be requesting a representative from CalTrans to present to the Board about this change.



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Marketing

This captures current efforts related to marketing transit.

- This week Studio 6 marketing consultants are visiting to take photos and video footage that will be used to develop marketing materials and a marketing portfolio.
- The focus of near-term marketing efforts is to promote:
 - The new RCX service
 - Tap-to-pay, and the new fare structure and tickets
 - Re-branding to RideHumboldt
- This work will also provide a marketing portfolio to allow HTA staff to easily develop and release marketing materials in-house for such things as changes to services, trip planning support, changes to bus stops, etc.

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

- State Hydrogen Fuel Procurement effort continues. The project received multiple responses to the RFI. The working group has begun working on the RFP language.
- 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.
- The CARB grant request for the development of a prototype fuel cell 26,000 GVWR cutaway was not awarded. HTA staff will continue to pursue funding for this.
- 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.*



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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner
Nancy Diamond, Legal Counsel

DATE: May 1, 2024

SUBJECT: Approve Danco Communities LLC as a Sole Source Contractor for the Development of the Eureka Intermodal Transit Center

BACKGROUND and RATIONAL

An intermodal transit center has been envisioned for development in the City of Eureka for many years. The concept is listed in the Regional Transportation Plan (RTP) as a proposed Regional Project for Public Transportation, codified in the City of Eureka General Plan, Policy M-4.3, and included in HTA’s Capital Plan in the 2023-2028 Transit Development Plan.

In July 2022, HTA was awarded a \$38.7 million grant from California State Transportation Agency Transit and Intercity Rail Capital Program (“TIRCP Grant”) for several transit related projects, including \$10 million allocated for construction of an intermodal transit center (“ITC”) that integrates local and intercity bus service with carshare, rideshare, bicycle and pedestrian travel to provide infrastructure and services supporting multiple modes of transportation; enhancing customer convenience; and increasing commuter, shopper, visitor and residential ridership. This award is contingent upon collaboration with an affordable housing developer to integrate affordable housing with the ITC to create a true mixed use transit-oriented development. The ITC combined with the affordable housing represents the full project (Project).

On October 5, 2022 the Board authorized the GM to execute a Master Agreement and Program Supplements with the California Department of Transportation (CalTrans) to implement the TIRCP Grant. HTA entered into Master Agreement No. 64HTAMA and Program Supplement No. 02HTAPS on November 7, 2022. HTA staff submitted a funding allocation plan to CalTrans which was approved by the California Transportation Commission (CTC) during the December 7th, 2022 CTC meeting.

HTA has withheld an allocation request for the grant funding allocated for the ITC until a developer is procured by the City of Eureka. This is to allow collaboration with the developer to ensure appropriate funding amounts are applied to the appropriate project phase(s), and to avoid starting a count down clock imposed on allocated funding regarding contracting and phase execution time limits. Delaying the request for allocation does not risk losing TIRCP grant funds earmarked for the ITC.

Over the last year HTA staff has been collaborating with the City of Eureka as they worked to procure a developer for this Project. The City of Eureka has identified Danco Communities, a California Corporation (“Danco”) as the developer of this project.



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FISCAL IMPACT

No anticipated fiscal impact above grant funding already allocated to this Project.

PRIOR RELEVANT BOARD ACTION / POLICIES

- Board action on May 5th, 2021, authorizing the GM to apply for grants that provide funding for zero emission bus projects.
- Resolution 22-21, adopted October 5th, 2022, which authorized the GM to execute a Master Agreement and Program Supplements for State-Funded Transit Projects.
- Resolution 23-05, adopted March 29th, 2023, which rescinded and replaced Resolution 22-13 with HTA's current procurement policy.

Action Recommended: Adopt Resolution 24-02 of the Humboldt Transit Authority Governing Board of Directors Approving TIRCP Grant Commitment of up to \$10 Million to Danco Communities LLC as a Sole Source Contractor for Development of the Eureka Intermodal Transit Center.

RESOLUTION No. 24-02

**A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS
APPROVING TIRCP GRANT COMMITMENT OF UP TO \$10 MILLION TO
DANCO COMMUNITIES LLC
AS A SOLE SOURCE CONTRACTOR FOR DEVELOPMENT OF THE
EUREKA INTERMODAL TRANSIT CENTER**

Recitals

WHEREAS, in July 2022, HTA was awarded a \$38.7 million grant from California State Transportation Agency Transit and Intercity Rail Capital Program (“TIRCP Grant”) for several transit related projects, including \$10 million allocated for construction of an intermodal transit center (“ITC”) that integrates local and intercity bus service with carshare, rideshare, bicycle and pedestrian travel to provide infrastructure and services supporting multiple modes of transportation; enhancing customer convenience; and increasing commuter, shopper, visitor and residential ridership.

WHEREAS, on October 5, 2022 the HTA Board of Directors adopted Resolution No. 22-21, approving a Master Services Agreement with the California Department of Transportation to implement the TIRCP Grant;

WHEREAS, the location for constructing the ITC is one which is centrally located, readily serviced by HTA’s different transit systems as well as Redwood Coast Transit, Amtrak and Greyhound in order to allow for convenient use and transfers, and is currently available for development;

WHEREAS, HTA and the City of Eureka have identified the ideal location for the ITC to be on City-owned property located on 3rd Street between G and H Streets, identified by APNs 001-136-001-000 and 001-136-002-000 (“Property”), because it is located in a central area of the City’s downtown near the main Highway 101 travel routes, and at or near where Amtrak, Greyhound, Redwood Coast Transit, ETS, RCX, RTS, SHI, and Flex currently have bus stops;

WHEREAS, HTA has not identified any other parcels that are centrally located, readily serviced by HTA’s different transit systems as well as Redwood Coast Transit, Amtrak and Greyhound, and currently available for development of the ITC;

WHEREAS, the City of Eureka also seeks to develop the Property for affordable housing consistent with its 2019-2027 Housing Element Implementation Program IMP H-34 (Affordable Housing on City-Owned Properties);

WHEREAS, in November 2021, HTA and the City of Eureka entered into a Memorandum of Understanding concerning the development, construction and operation of the ITC on the Property in such a manner that would be consistent with and supportive of its housing

development goals;

WHEREAS, HTA and the City of Eureka envision the combined ITC housing project to consist of a single integrated multi-story building with the ITC on the ground floor and housing located on floors above the ITC; the ITC would be owned and operated by HTA and the housing would be owned and managed by a qualified affordable housing entity;

WHEREAS, pursuant to its rules and procedures, the City of Eureka selected Danco Communities, a California Corporation (“Danco”) to own, develop, and manage deed-restricted affordable housing on the Property, and anticipates entering into a Disposition and Development Agreement with Danco through which Eureka will transfer Property ownership to Danco in exchange for Danco’s commitment to construct and manage affordable housing on the Property;

WHEREAS, Danco has successfully constructed and now owns and manages numerous affordable housing and mixed-use projects throughout Humboldt County and California;

WHEREAS, HTA’s Procurement Policy requires open and competitive procurement pathways in order to obtain cost effective pricing, but recognizes that sole source is appropriate when there is only one contractor able to perform a contract, such as development and construction of the integrated ITC and affordable housing structure on the Property by the City of Eureka’s selected developer;

WHEREAS, as a further consideration, it would be physically impracticable, if not impossible, to construct the ITC on the Property using a contractor other than the contractor selected by the City of Eureka due to the structural integration of the ITC and housing components in the same building;

NOW THEREFORE, the Governing Board of the Humboldt Transit Authority hereby resolves as follows:

1. All Recitals and Attachments are incorporated into this Resolution.
2. The City of Eureka-owned Property located on 3rd Street between G and H Streets (APNs 001-136-001-000 and 001-136-002-000) is the ideal location on which to construct the ITC because it is centrally located, readily serviced by HTA’s different transit systems as well as Redwood Coast Transit, Amtrak and Greyhound, and is currently available for development.
3. No other parcels currently exist on which the ITC should be constructed.
4. Developing the Property with a single multi-story building that by design and structure combines the ITC on the ground floor, with housing on the floor above the ITC necessitates HTA’s use of the same affordable housing developer selected by the City of

Eureka.

5. The City of Eureka has selected through its applicable procurement process Danco to develop the Property for affordable housing.
6. Danco has the experience and qualifications to construct the combined ITC and affordable housing project.
7. The General Manager is authorized to execute a letter of funding commitment to Danco, committing up to \$10 million of the TIRCP Grant to construct the ITC on the Property.

PASSED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors, at a regular meeting of said Board held on the 1st day of May, 2024, by the following vote:

AYES:

NOES:

ABSENT:

Natalie Arroyo, Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board