

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  
Join on your computer, mobile app or room device  
[Click here to join the meeting](#)  
Meeting ID: 263 166 159 009  
Passcode: TLw8Np  
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June 5, 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 May 1, 2024, Regular Board Meeting.

Page 04

Staff: [Consuelo Espinosa](#)

**Action Recommended: Approve Minutes**

2. Letter of Support for Sonoma-Marín Area Rail Transit (SMART) District Train

Page 07

Staff: [Greg Pratt](#)

A representative from SMART requested a letter of support from the Humboldt Transit Authority for RAISE grant application. Their rail project includes improvements between Healdsburg and Cloverdale.

**Action Recommended. Execute a Letter of Support for Sonoma County's RAISE Grant Application providing improvements to rail between Healdsburg and Cloverdale.**

3. 5311 Regional Apportionment Grant Funds

Page 10

Staff: [Greg Pratt](#)

Board authorization is required to submit an application for Section 5311

**Action Recommended: Adopt Resolution 24-03 Authorizing Application for FTA Section 5311 Grant Funds and authorize the General Manager to Sign the Grant Agreements.**

4. HTA Board of Directors Special Meeting

Staff: [Greg Pratt](#)

Due to items that need Board action, Staff is requesting adding a Special Meeting in the month of July.

**Action Recommended: Schedule a special meeting on Wednesday, July 3, 2024, at 9:00 am.**

5. Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services

Page 12

Staff is recommending a one-year contract for CAE Transport to provide Dial-A-Ride services in Humboldt County.

~Agreement Enclosed

**Action Recommended: Approve Agreement between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services**

F. Items Removed from Consent Calendar

G. Reports

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

Enclosed

Staff: [Katie Collender](#)

**Action Recommend: Review and Discuss**

H. New Business

1. Promoting Ridership on all Systems

Page 13

In an effort to promote public transportation staff would like to continue our annual Summer Youth Pass for children under the age of 18 by offering free rides. In addition, Staff would like to market "Dump the Pump" day and encourage the public to try public transportation at no cost. HTA has grant funds and marketing funds that could help offset the loss of fares.

**Action Recommended: Approve Free Rides for Children 17 and under from June through August along with free rides for everyone for "Dump the Pump" day on June 20, 2024.**

2. HTA Projects Update

Page 14

Staff: [Jerome Qiriaz](#)

Staff will update the Board on current and future projects.

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

3. Hydrogen Fueling Station: Response to Submitted Proposal

Handout

Staff: [Jerome Qiriaz](#)

February of this year, Staff submitted a Request for Proposals to construct a hydrogen fueling station. Out of the four qualified bidders, HTA received only one proposal. Because the Procurement Coordinator was unable to determine if the price was fair and reasonable, Staff is proposing the following action:

**(1) Reject the single proposal to RFP 23-01 received due to the inability to determine if the proposed price is fair and reasonable; and**

**2) Authorize the General Manager to issue a new RFP for design and construction of the hydrogen fueling station to the existing qualified bidders list after approval of the RFP by the TIRCP Ad-Hoc Committee.**

**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. 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**

**May 1, 2024**

**9:00 am**

**PRESENT**

**ABSENT**

Board Members

Natalie Arroyo, County of Humboldt

Tami Trent, City of Fortuna

Alex Stillman, City of Arcata

Steve Ladwig, City of Trinidad

Debra L. Garnes, City of Rio Dell

Leslie Castellano, City of Eureka

Attended Via Zoom

Mike Wilson, County of Humboldt

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

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Stevie Luther, HCAOG; Barbara Guest, Anderson, Lucas, Summerville, and Borges; City of Arcata; Vance Law, City of Arcata; Colin Fiske, Coalition for Responsible Transportation Priorities; Kelsey Martin, Coalition for Responsible Transportation Priorities; Jack Hughes, Employee Organization, Local 1684 AFSCME; Joann McGarry, Member of the Public; and Althea Christensen, Member of the Public.

**CALL TO ORDER**

The Chair called the meeting to order at 9:02 am.

**ROLL CALL & Introductions**

Introductions were made.

**NEW ITEM ADDED TO THE CONSENT CALENDAR**

At the beginning of the regular board meeting, General Manager Greg Pratt announced that due to a timing issue he needed to add a time sensitive item to the consent calendar, to submit the FY 2023-2024 Low Carbon Transit Operations Program (LCTOP) Application, due on Monday May 6, 2024.

***Motion by Councilmember Garnes, second by Councilmember Ladwig to approve an addition to the Consent Calendar for board approval of the FY 2023-2024 LCTOP Application. Motion carried unanimously.***

## COMMUNITY MEMBERS COMMUNICATION

Althea Christensen expressed that the current bus schedules can be challenging to understand for someone who is not familiar with the area. Althea also recommended route maps to be included in HTA bus schedules as well as made available on the bus for passengers.

Joann McGarry expressed the need for an extension of the late-night service.

## 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 Councilmember Garnes, second by Councilmember Stillman to approve the Consent Calendar.  
Motion carried unanimously.***

Minutes from May 1, 2024, Regular Board Meeting

***Action Recommended: Approve minutes.***

## FY 2023-2024 LCTOP Application Resolution 24-03

Staff requests approval to apply for fiscal year 2023-2024 LCTOP funds available to our region for free and/or reduced regional bus passes and ridership recruitment efforts. The LCTOP funds provide agencies and disadvantaged communities opportunities to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities.

***Action Recommended: Approve applying for the 2023/24 FY LCTOP funds by adopting Resolution 24-03.***

Items Removed from Consent Calendar

None

## REPORTS

Finance Manager Katie Callendar gave the board an update that there is an overall 18.00% farebox ratio, and a ridership increase of 7%. She also shared that the Redwood Coast Express system has transported over six (6) passengers per day.

## NEW BUSINESS

### 2022/2023 Fiscal & Compliance Audit

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 with the same. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of the Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance about whether the financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges presented at the meeting to review the audit and answer any questions from board members or the public.

The firm informed the board that there were no findings and mentioned that everything was up to standard.

### 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.

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 Wilson shared that over the fence fueling is kind of an exciting thing for us. And that

can open the door for hydrogen in the private sector in Humboldt County.

Councilmember Castellano also shared excitement about over the fence fueling and that HCAOG will be sharing a recent presentation about the size of vehicles that can be fueled.

Public Comment:

Althea Christensen shared that she was not a fan of the reflective logo. She also inquired about distributing buttons and pins at local events to promote Ride Humboldt. Joann McGarry also shared that she was not a fan of bus wrapping windows, as her experience when riding was not pleasant.

Resolution 24-02 approving Transit Intercity Rail Capital (TIRCP) Program Funds Committed to Eureka Intercity Transit Center

HTA's Transit Planner Jerome Qiriazzi and HTA's Legal Counsel Nancy Diamond asked the board 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.

Public Comment:

Joann McGarry shared that housing is important as well as the extension of late-night service.

Colin Fiske also shared that he is in support of the Earth Center and multimodal connections.

***Motion by Councilmember Ladwig, second by Councilmember Garnes to 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. Motion carried unanimously.***

BOARD COMMUNICATIONS

Councilmember Leslie Castellano shared that she heard from a few public riders regarding the lack of benches at bus shelters.

Councilmember Stillman shared that the bus stop signage at the Red Lion in Eureka is currently too small to read. HTA's Chair Natalie Arroyo suggested that bus seating, shelters and signage be placed as an agenda item for the next meeting.

STAFF COMMUNICATIONS

The Director of Maintenance Jim Wilson shared that HTA is looking forward to having a new hydrogen bus in December 2024.

Closed Session

Pursuant to Government Code Section 54957.6. the board went into closed session with agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.

Public Comment:

None

NEW BUSINESS CONTINUED

Marketing Photos.

The marketing firm Studio Six was on site to take photos of the Board and Staff at the HTA Bus Yard to promote public transit in Humboldt County.

ADJOURNMENT

11:15 a.m.



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
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[www.hta.org](http://www.hta.org)

TO: Vice-Chair Stillman  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 5, 2024

SUBJECT: Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Letter of Support

Sonoma County is the lead agency that submitted a RAISE application in partnership with SMART and the City of Cloverdale for planning funds and we collectively request support. Below is a summary of the project.

Project Title: Connecting Cloverdale to the Bay – Equitable Transportation Access & Resilience Project

Project Sponsor(s): County of Sonoma (Lead Agency), City of Cloverdale, Sonoma-Marin Area Rail Transit District (SMART)

Brief Description: Project development, including federal and any remaining state environmental clearance and engineering, for three discrete elements – Sonoma County’s permanent bridge over the Russian River at Asti, City of Cloverdale’s Downtown/SMART pedestrian and bicycle safety and connectivity improvements, SMART’s Cloverdale to Healdsburg rail and pathway project. Each of these elements will include an overlay of bus transit access improvements. The project includes freight rail modal improvements, complete streets transition planning in Cloverdale’s Downtown/SMART station Priority Development Area, and preparation for implementation of the Great Redwood Trail/SMART Pathway. Project is in a Historically Disadvantage Community and will benefit surrounding Areas of Persistent Poverty, as well as Tribal communities.

\$13.5 million RAISE request

\$13.5 million Total Project cost

Phases to be funded: Planning, permitting and varying levels of engineering, depending on individual element project delivery method.

Construction start date: Varies

*Action Recommended. Execute a Letter of Support for Sonoma County’s RAISE Grant Application providing improvements to rail between Healdsburg and Cloverdale.*



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May 10, 2024

The Honorable Pete Buttigieg  
Secretary of the United States Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**Subject: Support for Connecting Cloverdale to the Bay – Equitable Transportation Access & Resilience Project Application for FY 2024 RAISE Funding**

Dear Secretary Buttigieg:

On behalf of the Humboldt Transit Authority, we are pleased support the collaborative partnership led by the County of Sonoma requesting Rebuilding American Infrastructure with Sustainability and Equity (RAISE) 2024 funds for the **Connecting Cloverdale to the Bay – Equitable Transportation Access and Resilience Project**. This \$13.5 million request provides sufficient funds to complete project development, including federal and remaining state environmental clearance and engineering, for three discrete but integrally related elements – Sonoma County’s permanent bridge over the Russian River at Asti, City of Cloverdale’s Downtown/SMART station area pedestrian and bicycle safety and connectivity improvements, and SMART’s Cloverdale to Healdsburg rail and pathway project. Each of these elements will include an overlay of bus transit access improvements and SMART’s rehabilitation of the tracks will include broadband capacity expansion. The project builds on local, state and federal investments in nearby urban areas and is the final piece of the SMART mainline rail system to be completed.

The Humboldt Transit Authority is a joint powers authority formed in 1975 between Humboldt County and the cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad to provide affordable fixed route and dial-a-ride transportation options for access throughout rural Humboldt County. We have received state funds to launch our transition to zero-emission fleet through the purchase of 11 fuel cell electric buses and completion of a hydrogen fueling station facility in Eureka. This project allows the creation of our new Redwood Coast Express services that connects the North Coast, including vast federally designated areas of persistent poverty, through Mendocino County, connecting with regional SMART rail services to the Bay Area and beyond.

Completion of SMART’s rail and pathway system through North Sonoma County will create incredible opportunities for improving connectivity between the Bay Area and the greater North Coast region. The state has been working hard to invest in improving intercity bus services and connectivity and plans for a rural bus intermodal hub at the SMART Cloverdale station that we are preparing to serve. SMART’s progressive fare structure for transfers could be extended to our riders to create real benefit for our rural constituents who often lack access to necessary services like health care and education.

Humboldt Transit Authority thanks you for your consideration of this RAISE request to match our local North Coast transit commitment to a healthier rural transportation future.





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Sincerely,

Humboldt Transit Authority

Alex Stillman  
Vice-Chair of the Humboldt Transit Authority  
Governing Board of Directors



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TO: Vide-Chair Stillman  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 5, 2024

SUBJECT: Federal Transit Administration Section 5311 Grant Funds

The Humboldt County Association of Governments has notified the region that there are FTA Section 5311 grant funds available for fixed route bus services. This is a Regional Apportionment grant for rural agencies in Humboldt County that qualify. Staff is requesting approval from the HTA board to apply for Operating Assistance to help offset the costs for the Redwood and Eureka transit systems. HTA has been successful in applying to this grant program for the past 15 years and the Local Transportation Funds will be used as the local match if awarded.

***Action Recommended: Adopt Resolution 24-03 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.***

**Authorizing Resolution for FTA Funds  
State of California  
Division of Local Assistance  
RESOLUTION NO. 24-03**

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, Humboldt Transit Authority desires to apply for said financial assistance to permit operation of service in Humboldt County; and

**WHEREAS**, the Humboldt Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the Humboldt Transit Authority Governing Board of Directors hereby Authorize the General Manager to file and execute applications on behalf of Humboldt Transit Authority with the Department to aid in the financing of operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended, and pursuant to Section 5339 of the Federal Transit Act (**FTA C 5100.1**), as amended.

That the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That the General Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED** by the Humboldt Transit Authority Governing Board of Directors of the County of Humboldt, State of California, at a regular meeting of said Board Meeting held on June 5, 2024 by the following vote:

AYES:

NOES:

ABSENT:

Name: Natalie Arroyo

Title: Chair of the HTA Governing Board of Directors

Signature:

Date:



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TO: Vice-Chair Stillman  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 5, 2024

SUBJECT: Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for  
Paratransit Transportation (Dial-A-Ride) Services.

In March of 2016, Humboldt Transit Authority became the county's Coordinated Transportation Services Agency (CTSA) to oversee and manage the paratransit system in the region. The purpose of the CTSA is to address paratransit inefficiencies, monitor system performance, reduce costs, and improve coordination with other agencies.

The HTA Maintenance Department continues to maintain low repair costs with scheduled routine maintenance and assistance from the State of Good Repair grant, which has helped stabilize costs. CAE and HTA will continue to use ridership data and trends to better serve the community, member entities, and the public.

Staff is recommending extending the agreement between CAE Transport and the Humboldt Transit Authority for a one-year term with a 14.8% increase from the prior year. The increases are due to an increase in wages, fuel, and insurance. The affected entities have been notified and the funding agreement will be distributed following the HTA Board Meeting.

*~Contract Enclosed*

***Action Recommended: Approve Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services.***



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TO: Vice-Chair Stillman  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 5, 2024

SUBJECT: Promoting Ridership on all HTA Systems.

For the last two years, the HTA Governing Board of Directors authorized Staff to promote ridership by allowing passengers under the age of 18 to ride for free. Last year's promotion was a success and carried over 13,000 youths over the summer months. Staff is seeking Board authorization to repeat the program for this coming Summer.

Dump the Pump Day first started in June of 2006. This year the event is on June 20, 2024, and the purpose is to present public transport as a convenient travel option that helps people to save money. Staff would like to promote the event and offer free rides on June 20, 2024 to the general public. Board authorization is required for promotional events on Redwood, RCX, Eureka, Willow Creek, and Southern Humboldt Systems.

***Action Recommended: Approve Free Rides on all HTA Systems for Children 17 and under from June through August along with free rides for everyone for "Dump the Pump" day on June 20, 2024.***



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TO: Vice-Chair Stillman  
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. No update
- Hydrogen Fueling Station
  - a. See agenda item G.4
- 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. 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.
- 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. No update
- Samoa-Manila Service Area
  - a. No update
- Eureka Service Area
  - a. No update
- McKinleyville Service Area
  - a. No update

#### First Mile / Last Mile Service

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

- Eureka Oldtown Service
  - No update



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- 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. No update
- Credit Card Validators
  - a. No update
- System Planning and Scheduling
  - a. No update

#### Regional Projects Coordination

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

- County Climate Action Plan
- POWER CA conference

#### 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.

- No update

#### 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.

#### Marketing

This captures current efforts related to marketing transit.

- No update

#### 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)

- No update

#### *Action Recommended:*

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