

Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting March 15, 2017  
HTA Conference Room - 133 V Street Eureka  
9:00 a.m.

- I. Call meeting to Order
- II. Introductions & Recognition
- III. Community Members Communication  
Members of the community are invited to comment on items or issues not on the agenda.
- IV. Action Items
- a. 2015/2016 Fiscal & Compliance Audit Enclosed  
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 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 will be present at this meeting to review the audit and answer any questions from board members or the public.  
~Draft Audit Enclosed  
**Action Recommended: Receive, review, discuss and direct staff prepare the necessary responses.**
- b. Dial-A-Ride Services Contract for Humboldt County Page 03  
As the Consolidated Transportation Services Agency, Humboldt Transit Authority has drafted a contract for Dial-A-Ride services in Humboldt County. The agreement is for a one-year term.  
~Contract Enclosed
- V. 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.**
- a. Minutes from the February 15, 2017 Regular Board Meeting. Page 04  
**Action Recommended: Approve minutes**
- b. January 2017 statistics and financial statements for all systems operated by HTA Enclosed  
**Action Recommended: Receive & File**

- c. Low Carbon Transit Operators Program (LCTOP) Grant  
Staff is recommending submitting an application to LCTOP for funds available to our region to apply for solar power.

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**Action Recommended:**

1. **Adopt Resolution 17-04 for the Execution of the Certifications and Assurances and Authorized Agent Forms.**
2. **Adopt Resolution 17-05 Authorizing Application for LCTOP Grant Funds.**
3. **Authorize the General Manager to Execute all Required Documents of the LCTOP.**

- d. California Office of Emergency Services (Cal OES) Grant  
Staff is recommending submitting an application to Cal OES for funds available to our region to apply for solar power, facility, and bus security.  
**Action Recommended: Adopt Resolution 17-06 Authorizing Application for Cal OES Grant Funds and for the General Manager to Sign the Grant Agreement.**

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VI. Items Removed from the Consent Calendar

VII. Discussion Items

- a. Humboldt Transit Authority Meeting Dates  
An HTA board member requested the board explore the possibility of changing the meeting date to the fourth Wednesday of every month.

VIII. Communications

- a. Board
- b. Staff:

IX. 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.*



133 V Street  
Eureka, CA 95501

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Office: (707) 443-0826  
Fax: (707) 443-2032  
www.hta.org

TO: Vice-Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 15, 2017

SUBJECT: Humboldt County Dial-A-Ride (DAR) Contract

In March of 2016, The Humboldt Transit Authority became the regions Coordinated Transportation Services Agency (CTSA) to oversee and assist the paratransit system in the region. The purpose of the CTSA is to improve paratransit inefficiencies, monitor system performance, reduce costs, and coordination with other agencies. The DAR system is funded with the Local Transportation Funds from the City of Eureka, City of Arcata, the County of Humboldt, and State Transit Assistant Funds through HCAOG. Each agency has its own contract with City Ambulance of Eureka (CAE).

In June of this year, HTA hired a consultant to assist staff in issuing a Request For Proposals (RFP) to provide paratransit services in Humboldt County. Staff sent out the RFP to 12 different vendors and posted it on several websites. Five interested vendors met with HTA and HCAOG staff in July at the Pre-Proposal Conference to gather more information about the area and submit questions. HTA's consultant and staff addressed the questions and concerns submitted but no proposals were received.

In September 2016, the HTA board directed Staff worked with HTA Legal Counsel and CAE to develop a contract and scope of work that was based off the recently distributed RFP. The only substantial change was eliminating penalties for late or no operational data reporting. The new Paratransit software that was recently installed is cloud-based server that HTA Staff has direct access to.

The HTA board also directed staff to reexamine the fare structure for the zones to ensure the farebox recovery ratio is proportionate to operating costs and develop a methodology for each member entities contribution percentages. The contract term was reduced to one year to give HTA staff time to assess the ridership and operational data to bring back to the board for future recommendations.

***Action Recommended: Approve the Agreement Between the Humboldt Transit Authority and City Ambulance of Eureka, Inc. for Paratransit Transportation (Dial-A-Ride) Services for a One-Year Term.***

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**REGULAR BOARD MEETING**

**February 15, 2017**

**ROLL CALL**

**PRESENT**

Board Members

Natalie Arroyo, City of Eureka  
Tami Trent, City of Fortuna  
Paul Pitino, City of Arcata  
Tim Marks, City of Rio Dell  
Mike Wilson, County of Humboldt  
Susan Strahan, City of Rio Dell (Alt.)

**ABSENT**

Rex Bohn, County of Humboldt

Staff

Greg Pratt, General Manager  
Alene Webb, Finance Manager  
Jim Wilson, Director of Maintenance  
Brenda Fregoso, Secretary to the Board

Karen Wilson, Manager of Operations

**CALL TO ORDER**

Vice Chair Arroyo called the meeting to order at 9:01 a.m.

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel; Jasion Chand, City Ambulance; Drew Redden, AFSCME; Morgan Conbere, Token Transit, Inc.

**ELECTION OF OFFICERS**

At the beginning of the year, new officers are elected to the following positions: Chair, Vice-Chair and Finance and Operations Committee. The HTA Chair also serves on the Policy Advisory Committee for HCOAG.

The current positions are:

**Chair** – Supervisor Lovelace, **Vice Chair** – Councilmember Arroyo

**Finance and Operations Committee** – Supervisor Bohn, Councilmember Trent and Councilmember Winkler

Motion by Supervisor Wilson and second by Councilmember Trent to nominate Councilmember Arroyo as Chair and Councilmember Pitino as Vice Chair of the HTA board.

The board unanimously agreed.

The following members were elected to serve on the Finance and Operation Committee by unanimous vote:

Supervisor Bohn, Chair –Supervisor Wilson – Vice Chair and Councilmember Trent

## COMMUNITY MEMBERS COMMUNICATION

None

## CONSENT CALENDAR

**By motion, recommended the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.**

Motion by Supervisor Wilson, second by Councilmember Trent to approve the Consent Calendar.

*Motion carries unanimously*

- a. Minutes from the January 18, 2017 Regular Board Meeting

**Action Recommended: Approve minutes**

- b. December 2016 Statistics and Financial Statements for all systems

**Action Recommended: Receive and File**

- c. HTA's Legal Counsel Conflict Waiver

Humboldt Transit Authority Consolidated Transportation Services Agency for the Region and will need to enter into agreements with City of Arcata for DAR Services. Because of the potential conflict, staff is recommending the board approve a Conflict Waiver for its Legal Counsel.

**Action Recommended: Approve the Conflict Waiver for HTA Legal Counsel, Nancy Diamond.**

- d. Federal Transit Administration Section 5310 Grant Funds

Board authorization is required to submit an application for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Traditional Grand Program to purchase capital equipment for the Regions DAR program.

**Action Recommended: Adopt Resolution 17-03 Authorizing Application for FTA Section 5310 Grant Funds and the General Manager to sign the Grant Agreement.**

## ACTION ITEMS

- a. Humboldt Transit Authority Solar Photovoltaic System

Board approval is need for Addendum Number 1 for HTA's Photovoltaic System to begin construction.

HTA's Legal Council, Nancy Diamond gave the board a brief history of the first proposal of the Photovoltaic System project and the cost.

Motion by Supervisor Wilson, second by Councilmember Pitino to:

1. Approve Addendum No. 1 to the Design-Build Contract between HTA and McKeever Energy and Electric for the HTA Bus Facility Solar Photovoltaic System, and authorize the General Manager to Execute the Addendum.

2. Authorize the General Manager to approve all change orders to the Design-Build Contract between HTA and McKeever Energy and Electric for the HTA Bus Facility Solar Photovoltaic System if fully funded by a grant, and up to \$50,000.00 in not grant funded.

*Motion carries unanimously*

b. HTA Mobile Phone Media Promotion

HTA request authorization from the board to discount passes for the first time users of mobile ticketing app.

General Manager Greg Pratt and Morgan with Token Transit, Inc. gave the board information on mobile ticketing and described how the app would work for passengers and drivers.

Motion by Supervisor Wilson, second by Councilmember Trent to approve Staff's recommendation to provide transit fares for half off the listed price for the first time users of the Token Transit App.

*Motion carries unanimously*

c. Humboldt Transit Authority Bike and Ride Policy

The board directed staff to work with Vice-Chair Arroyo to address bike and ride procedures for Redwood Transit. A draft policy is included for final board approval.

General Manager Greg Pratt advised the board that he and Councilmember Arroyo worked on the bike policy together and gave the board the history of how bikes have been and are being transported on RTS buses.

Motion by Supervisor Wilson, second by Councilmember Pitino to adopt the Bike and Ride Policy for the Humboldt Transit Authority with the amendment to change the language of muddy and greasy bikes to unsafe bikes.

Staff is directed to conduct a survey for the drivers regarding Bikes on the Bus and bring the information back to the board in 8 months.

**COMMUNICATIONS:**

a. **Board**

Councilmember Pitino inquired about advertising panels inside the buses and if there were any vacancies as he would like to see local art work put in the buses. He advised the board about the Art Summit and their students and coming together with the community. General Manager Greg Pratt requested that he and Councilmember Pitino meet regarding this item.

b. **Staff**

None

Meeting adjourned at 10:26 a.m.



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TO: Paul Pitino, Vice-Chair  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 15, 2017

SUBJECT: Low Carbon Transit Operations Program (LCTOP)

LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

Staff was notified by the Humboldt County Association of Governments (HCAOG) that there are \$70,293 in LCTOP funds available to the region for projects that will reduce greenhouse gases.

Board authorization is needed to submit an application to CalTRANS for the LCTOP. They are due at the end of March so staff needs to begin the application process as soon as possible.

***Action Recommended:***

- 1.) Adopt Resolution 17-04 Authorizing the Execution to the Certifications and Assurances.***
- 2.) Adopt Resolution 17-05 to Approve the Submittal of Project for the Fiscal Year 16/17 Low Carbon Transit Operations Program.***

RESOLUTION # 17-04

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

**WHEREAS**, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Humboldt Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to General Manager, Greg Pratt.

**NOW, THEREFORE, BE IT RESOLVED** by the Humboldt Transit Authority Governing Board of Directors that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that General Manager, Greg Pratt be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**AGENCY BOARD DESIGNEE:**

BY: \_\_\_\_\_



RESOLUTION # 17-05

**AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:  
SOLAR PHOTOVOLTAIC SYSTEM: \$70,293**

**WHEREAS**, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Humboldt Transit Authority wishes to implement the LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Humboldt Transit Authority Governing Board of Directors that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Humboldt Transit Authority Governing Board of Directors that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds: **\$70,293**

*List project(s), including the following information:*

*Project Name:* **Solar Photovoltaic System**

*Amount of LCTOP funds requested:* **\$70,293**

*Short description of project:* **Design, engineering, and construction of a fully integrated and operational solar photovoltaic renewable energy system at the HTA facilities located at 133 V Street, and 2223 2nd Street in Eureka, CA**

**Agency Board Designee:**

BY: \_\_\_\_\_



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TO: Vice-Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 15, 2017

SUBJECT: California Office of Emergency Services (Cal OES) Grant

The California Office of Emergency Services (Cal OES) funding opportunity is available through Proposition 1B, also known as the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. The Transit System, Safety, Security, and Disaster Response Account (TSSDRA), is a portion of Proposition 1B that funds the CTSGP-CTAF, administered by the Cal OES. Funds are allocated by the State Controller to eligible agencies (transportation planning commissions) and public transit operators pursuant to Sections 99313 and 99314 of the Public Utilities Code.

Staff was recently notified by the Humboldt County Association of Governments that there is \$99,436 available to the region, and recommends submitting an allocation request to Cal OES. If successful, the funds would be used for security improvements including solar power for the facility. A board resolution is required to apply for these funds.

***Adopt Resolution 17-06 Authorizing Application for Cal OES Grant Funds and for the General Manager to Sign the Grant Agreement.***

**RESOLUTION NO. 17-06**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor’s Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Humboldt Transit Authority is eligible to receive CTSGP funds; and

WHEREAS, the Humboldt Transit Authority will apply for FY 15-16 CTSGP funds in an amount up to \$99,436 for a solar photovoltaic system; and

WHEREAS, Humboldt Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires the Humboldt Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of the Humboldt Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

***THEREFORE, IT IS HEREBY RESOLVED BY THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS THAT GENERAL MANAGER, GREG PRATT, is hereby authorized to execute for and on behalf of Humboldt Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor’s Office of Emergency Services under the CTSGP.***

Passed and approved this 15<sup>TH</sup> day of MARCH, 2017.

***Certification***

I, Paul Pitino, duly appointed and  
(Name)

Vice-Chair of the Humboldt Transit Authority Governing Board of Directors  
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the Governing Board of Directors of the Humboldt Transit Authority on the  
(Governing body) (Name of Applicant)

15th day of, March, 2017.

Vice-Chair  
(Official Position)

\_\_\_\_\_  
(Signature)

March 15, 2017  
(Date)



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Authorized Agent Signature Authority

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AS THE VICE CHAIR OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Governor's Office of Emergency Services.

GREG PRATT \_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_  
(Name or Title of Authorized Agent)

*Signed and approved this* 15<sup>TH</sup> *day of* MARCH, *20* 17

\_\_\_\_\_  
(Signature)