

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting July 28, 2017
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Introductions
- III. Community Members Communication
Members of the community are invited to comment on items or issues not on the agenda.
- IV. 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 June 28, 2017 Regular Board Meeting. Page 03
Action Recommended: Approve minutes
 - b. May 2017 statistics and financial statements for all systems operated by HTA Enclosed
Action Recommended: Receive & File
 - c. Federal Transit Administration Title VI of Civil Rights Act of 1964 Page 06
The Federal Transit Administration is requiring agencies to incorporate all the necessary requirements into their Title VI plan. Caltrans recently approved the draft plan submitted by staff, and needs board approval for final submission.
~Title VI Plan Enclosed
Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 17-12.
- V. Items Removed from the Consent Calendar
- VI. Action Items
 - a. Charters for Public Officials Page 08
Staff is recommending the board approve a resolution permitting member entity gratis charters for official government business.
 - b. Humboldt Transit Authority Facility Planning Page 10
With the recent growth to HTA, staff is exploring options to expand parking and facility improvements.
- VII. Communications
 - a. Board
 - b. Staff:
- VIII. 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

June 28, 2017

ROLL CALL

PRESENT

Board Members

Rex Bohn, County of Humboldt

Tim Marks, City of Rio Dell

Tami Trent, City of Fortuna

Natalie Arroyo, City of Eureka

Paul Pitino, City of Arcata

Steve Ladwig, City of Trinidad

ABSENT

Mike Wilson, County of Humboldt

Staff

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Alene Webb, Finance Manager

Brenda Fregoso, Secretary to the Board

Karen Wilson, Manager of Operations

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:00 a.m. Introductions were made.

Also in attendance were Nancy Diamond, HTA Legal Counsel; Richard Tollison, Public Resident; Catherine Sundquist, City Ambulance.

COMMUNITY MEMBERS COMMUNICATION

None

DISCUSSION ITEMS

- a. April 2017 statistics and financial statements for all systems operated by HTA

General Manager Greg Pratt advised the board that this agenda item was pulled from the consent calendar as it is the first month for DAR statistics and gave the board statistics for DAR.

ACTION ITEMS

- a. Minutes from the May 24, 2017 Regular Board Meeting

Motion by Councilmember Pitino, second by Councilmember Ladwig to approve the minutes from the May 24, 2017 regular board meeting.

Motion Carried Unanimously

- b. Redwood Transit System Charter

The Humboldt County Board of Supervisors is requesting a discounted charter for the CSAC North Coast Regional Meeting.

Finance Manager Alene Webb went over examples of what HTA is allowed to do as far as advertising and providing for the general public. General Manager Greg Pratt gave the board information on a request for a public charter for the CSAC North Coast Regional Meeting that will be visiting this area. He also advised the board that there would be no impact on the budget or the fare box.

Motion by Supervisor Bohn, second by Councilmember Pitino to donate the bus for the North Coast Regional Meeting.

Motion Carried Unanimously

- c. Agreement between City Ambulance of Eureka Inc. (CAE) and Humboldt Transit Authority to provide Vehicle Maintenance and Repair Service.

CAE Staff is requesting HTA provide maintenance and repairs on eleven of their Dial-A-Ride vehicles that provide paratransit services to the region.

Motion by Councilmember Pitino, second by Councilmember Lagwig to approve the agreement between City Ambulance of Eureka, Inc. and Humboldt Transit Authority to provide Vehicle Maintenance and Repair Service.

Motion Carried Unanimously

- d. Adoption of the Fiscal Year 2017/18 Final Budget for Humboldt Transit Authority

The preliminary budget was adopted on May 24, 2017. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

Councilmember Arroyo open this agenda item up for public hearing; none. Motion by Councilmember Pitino, second Councilmember Marks to adopt Resolution 17-11, Adopting Budget of Humboldt Transit Authority for Fiscal Year 2017-2018.

Motion Carried Unanimously

- e. Fiscal Years 2013-14 through 2015-16 Triennial Performance Audits

California State Department of Transportation requires performance audits of its sub-recipients to evaluate the efficiency, effectiveness, and economy of the operation of the entity being audited.

General Manager Greg Pratt went over the Audit recommendation with board members.

Motion by Supervisor Bohn, second by Councilmember Lagwig to accept the reports as received.

COMMUNICATIONS:

a. Board

None

b. Staff

Director of Maintenance Jim Wilson gave the board an update on the new radio replacement system that will be taking place at HTA.

Meeting adjourned at 9:22 a.m.



133 V Street
Eureka, CA 95501

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Office: (707) 443-0826
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TO: Chair Arroyo
All Governing Board Members

FROM: Consuelo Espinosa, ADA Specialist

DATE: July 26, 2017

SUBJECT: Federal Transit Administration Title VI of Civil Rights Act of 1964

The Humboldt Transit Authority was informed that the Title VI Policy and Limited English Proficiency Plan (LEP) was in need of being updated as a requirement for the Federal Transit Administration funding, and for agencies to provide meaningful access to all LEP persons. A draft of the Title VI Plan document was submitted and reviewed by Caltrans in June 2017, where it was determined that it met all the requirements specified in FTA Circular C 4702.1B.

Each Title VI Plan submittal is considered new and it includes among all other requirements a Public Participation Plan. Its purpose is to ensure that Humboldt Transit Authority utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

As a requirement by the Federal Transit Administration, the Humboldt Transit Authority has expanded the Title VI Plan to include all necessary elements. Humboldt Transit Authority certifies compliance with the policies, procedures and plan with regard to the Title VI of the Civil Rights Act of 1964.

Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 17-12.

~Program enclosed

RESOLUTION 17-12

THE BOARD OF DIRECTORS OF THE HUMBOLDT TRANSIT AUTHORITY AUTHORIZES AND APPROVES THE TITLE VI PLAN PURSUANT TO THE CIVIL RIGHTS ACT OF 1964

WHEREAS, the agency desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the U.S. Department of Transportation’s FTA Circular 4702.1B, “Title VI Requirement and Guidelines for Federal Transit Administration Recipients.”

WHEREAS, Section 601 of the Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

WHEREAS, the Humboldt Transit Authority ensures that the level and quality of public transportation service is provided in a nondiscriminatory manner;

WHEREAS, the Humboldt Transit Authority promotes full and fair participation in public transportation decision-making without regard to race, color, or national origin;

WHEREAS, the Humboldt Transit Authority ensures meaningful access to all transit-related programs and activities by persons with limited English proficiency.

WHEREAS, Humboldt Transit Authority wishes to authorize approval of the Title VI Plan developed by Humboldt Transit Authority staff to comply with necessary provisions.

WHEREAS, Humboldt Transit Authority, a state of California joint powers public entity assures that all of its programs and activities will be free from discrimination, whether those programs are federally funded or not.

WHEREAS, each Title VI Plan must be submitted every three years.

WHEREAS, the 2017 Title VI Plan has been reviewed and approved through the Humboldt Transit Authority Board of Directors.

NOW, THEREFORE BE IT RESOLVED, The Humboldt Transit Authority certifies compliance with the policies, procedures and plans with regard to the Title VI of the Civil Rights Act of 1964 as required and hereby adopts the updated 2017 Title VI Plan.

AND BE IT FURTHER RESOLVED, That the General Manager is authorized to implement components of the plan in order to meet federal requirements and update policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act of 1964.

PASSED, APPROVED AND ADOPTED this twenty sixth day of July 2017, on the following vote:

AYES:

NOES:

ABSENT:

Signed: _____

Chair of the HTA Governing Board of Directors

Attest: _____

Secretary to the Board



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 26, 2017

SUBJECT: Charters for Public Officials

Under 49 CFR 604, section 604.6, Government officials on official government business, HTA may provide charter service to government officials (Federal, State, and local) for official government business, which can include non-transit related purposes, under specified conditions, for example, service within the County, no revenue is generated by the service, and records are kept .

The HTA member entities contribute over 50% (3.3 million dollars) of Humboldt Transit Authority's operating budget using their Local Transportation Fund, 42 hours of charter service per year will not impact the minimum farebox requirements.

Staff is recommending each member receive one gratis charter per calendar year with the following guidelines:

- Charters not to exceed six hours
- Charter service limited to the boundary that the Humboldt Transit Authority geographic service area.
- Charter does not interfere with regular fixed route service
- Charter meets the federal requirements of 49 CFR 604.6

Action recommended: Approve Gratis Charters to the members entities by adopting resolution 17-13

RESOLUTION No. 17-13

A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS APPROVING GRATIS CHARTERS FOR MEMBER AGENCIES

WHEREAS, 49 CFR 604.6 allows a recipient of federal transportation funding assistance, such as the HTA, to provide charter service free of charge to government officials for official government business, including non-transit related purposes, within the entire area in which the recipient is authorized to provide public transportation service;

WHEREAS, HTA member agencies combined contributions of federal Local Transportation Funds contribute over 50% (\$3.3 million in fiscal year 2017-2018) to HTA's operating budget;

WHEREAS, HTA can provide up to 42 hours of free charter service per year to the member entities for use consistent with 49 CFR 604.6 without impacting minimum farebox requirements.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby approves one gratis charter per year for each member entity subject to the following guidelines:

1. Charter service may not to exceed six hours per year for any one member entity;
2. Charter service is limited to the Humboldt Transit Authority geographic service area;
3. Charter service may not interfere with any regular fixed route service;
4. Charter service shall be meet and be consistent with all federal requirements including 49 CFR 604.6.

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 26th of July 2017, by the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 26, 2017

SUBJECT: Humboldt Transit Authority Facility Planning

Over the last 10 years the Humboldt Transit Authority has responded to the unmet needs of the community by adding Saturday bus service to Willow Creek, Sunday bus service to RTS, and new bus service to Benbow, Garberville, Redway, Phillippsville, Miranda, Weott, Myers Flat, and the Tish Non-Village.

These services are funded by the Local Transportation Fund (LTF) that is part of the Transportation Development Act. The LTF is distributed by the Humboldt County Association of Governments to the region based off population. Since those services have been met, there are no more Local Transportation Funds available from the member entities for any additional services so growth (see table below) to HTA is expected to plateau.

Available parking for the HTA fleet has become an immediate concern. Currently, there are 43 buses and 39 parking spots. As presented to the Board at its May meeting, staff has retained Greenway Partners to assist in evaluating three separate parking options: 1) utilizing W street, 2) removing the Nixon House at V and 2 streets, 3) evaluating use of the three HTA- owned properties on 1st Street.

To temporarily address the problem, staff has been working with the City of Eureka by submitting an encroachment permit to close W Street. Closing W Street will net seven more parking spaces. The next step for HTA is to apply for a street vacation for W Street which will allow HTA to reorganize the entire facility by adding more maintenance bays and parking. Removal of the Nixon House will add another nine. At the Board's Direction, staff has been evaluating options for the Nixon House which will be brought to the Board for a comprehensive discussion at its August meeting.

Supervisor Wilson requested that HTA staff add the current parking situation to the agenda to discuss future growth and how to best to address it. The current budget does not include expenditures for this type of activity, and it may be appropriate to delay additional review of future parking needs until after the three options outlined above have been discussed by the Board and/or implemented.



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<i>Operating Stats</i>	<i>2007</i>	<i>2017</i>	<i>+/-</i>
Operating Hours	39,125	62,036	58.5%
Operating Miles	757,639	1,419,863	87.4%
Passengers	612,780	809,964	32.1%
Budget	\$4,454,776	\$6,585,087	47.8%
Employees	32	54	68.7%
Buses	18	43	138.8%
Local Transportation Fund	\$4,477,578	\$5,092,998	13.7%

Action Recommended: Authorize the General Manager to Submit an Application for Abandonment on W Street between 1st and 2nd Street.