

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting September 27, 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 August 23, 2017 Regular Board Meeting. Page 03
Action Recommended: Approve minutes
 - b. June 2017 statistics and financial statements for all systems Handout
Action Recommended: Receive & File
 - c. Agreement between Humboldt State University and the Humboldt Transit Authority Page 06
The contract states that between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.
Action Recommended: Approve the Contracts between the Redwood Transit System, Willow Creek Intercity, ad Humboldt State University.
 - d. California Office of Emergency Services (Cal OES) Grant Page 07
Staff is recommending submitting an application to Cal OES for funds available to our region to apply for solar power and storage.
Action Recommended: Adopt Resolution 17-15 Authorizing Application for Cal OES Grant Funds and for the General Manager to Sign the Grant Agreement.
- V. Items Removed from the Consent Calendar
- VI. Action Items
 - a. Weekend Bus Service in Southern Humboldt. Page 16
Humboldt County Board of Supervisors requested that HTA explore the possibility of providing weekend bus service for the residents of Southern Humboldt.
- 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

August 23, 2017

ROLL CALL

PRESENT

Board Members

Rex Bohn, County of Humboldt
Mike Wilson, County of Humboldt
Tami Trent, City of Fortuna
Natalie Arroyo, City of Eureka
Paul Pitino, City of Arcata
Steve Ladwig, City of Trinidad

ABSENT

Tim Marks, City of Rio Dell

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
Consuelo Espinosa, ADA Specialist

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; Catherine Sundquist, City Ambulance.

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.
Councilmember Pitino request to pull item b from the Consent Calendar. Motion by Supervisor Wilson, second by Councilmember Trent to pull consent item b from the Consent Calendar.

- a. Minutes from the June 28, 2017 Regular Board Meeting

Action Recommended: Approve minutes

- c. Federal Transit Administration Title VI of Civil Rights Act of 1964
 ~Title VI Plan Enclosed
Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by adopting Resolution 17-12

- d. HTA's Representative for California Transportation Indemnity Pool
 HTA board authorization is needed to appoint a CalTIP board member or an alternate.
Action Recommended: Authorize the appointment of Alene Webb as Humboldt Transit Authority's alternate representative for California Transportation Indemnity Pool by adopting Resolution 17-14

- e. City Ambulance of Eureka (CAE) Change of Assignments
 City Ambulance of Eureka, Inc. is in the process of dividing the transportation portion of their corporation into a new corporation. Board authorization is required for any change to subcontract services for the DAR service agreement.
Action Recommended: Approve Consent to Assignment and Subcontracting of Agreement between Humboldt Transit Authority and City Ambulance of Eureka, Inc. to Provide Paratransit Transportation (Dial-a-Ride) Services.

Items Removed from the Consent Calendar

- b. May and June 2017 statistics and financial statements for ally systems operated by HTA
 Councilmember Pitino inquired about the decrease in AMRTS fares. General Manager Greg Pratt explained that HSU being on summer break does affect the fares for May and June.

ACTION ITEMS

- a. Humboldt Transit Authority W Street Vacation
 Staff is requesting authorization from the board to begin the vacation process for W Street between 1st & 2nd street.
 General Manager Greg Pratt gave the board information on the process to vacate W Street and obtaining an encroachment permit.
 Motion by Supervisor Wilson, second by Councilmember Ladwig to direct staff to apply for a street vacation of W Street between 1st & 2nd Street and Authorize the General Manager to execute any necessary documents required for the application and to use funds that have been restricted for capital improvements up to \$50,000.
Motion carries unanimously

- b. Property at 2237 2nd Street (Nixon House)
 Staff is requesting direction from the board on how to proceed with the Nixon House.
 General Manager Greg Pratt gave the board and update as well as the history with the Nixon house located at 2237 2nd Street; HTA's property.

Motion by Supervisor Bohn, second by Councilmember Ladwig to direct staff to proceed with the demolition of the Nixon House and authorize the General Manager to execute any necessary documents required for the process and use funds that have been restricted for capital improvements up to \$50, 0000

Motion carries unanimously

c. Charters for Public Officials

Staff is recommending the board approve a resolution permitting member entity gratis charter for official government business.

Chairperson Arroyo read resolution 17-13, Board of Directors Approving Gratis Charters for Member Agencies.

Motion by Supervisor Wilson, second by Councilmember Ladwig to approve 17-13 Resolution approving Gratis Charters to member entities with language changed that Humboldt County will receive two (2) gratis charters per year.

Motion carries unanimously

COMMUNICATIONS:

a. **Board**

None

b. **Staff**

None

Meeting adjourned at 9:54 a.m.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 27, 2017

SUBJECT: Humboldt State University Jack Pass Contracts

Humboldt Transit Authority has been under contract with Humboldt State University since 2008 to provide transportation services for students, faculty, and staff in an item known as the "Jack Pass." Due to the constant change in ridership, the terms of the contracts are renewed yearly. The two contracts up for renewal are for the Redwood Transit System and the Willow Creek System for the duration of July 1, 2017 to June 30, 2018.

Action Recommended: Approve the Contracts Between Redwood Transit, Willow Creek, and Humboldt State University.

~ Contracts enclosed



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 27, 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 17-15 Authorizing Application for Cal OES Grant Funds and for the General Manager to Sign the Grant Agreement.

Grant Assurances

California Transit Security Grant Program California Transit Assistance Fund

Name of Applicant: Humboldt Transit Authority

Grant Cycle: 16/17 Grant Number: _____

Address: 133 V Street

City: Eureka State: CA Zip Code: 95501

Telephone Number: (707) 443-0826

E-Mail Address: greg@hta.org

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for Transit System Safety, Security, and Disaster Response Account funds, and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant provided by the State of California and administered by the California Governor's Office Emergency Services (Cal OES).
2. Will assure that grant funds are only used for allowable, fair, and reasonable costs.
3. Will give the State of California generally and Cal OES in particular, through any authorized representative, access to and the right to examine all paper or electronic records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or Cal OES directives.
4. Will provide progress reports and other information as may be required by Cal OES.
5. Will initiate and complete the work within the applicable timeframe after receipt of Cal OES approval.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business or other ties.
7. Will comply with all California and federal statues relating to nondiscrimination. These include but are not limited to:

- a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794) which prohibits discrimination on the basis of handicaps;
 - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
 - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
 - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - i. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
 - j. The requirements on any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
9. Will comply with applicable environmental standards which may be prescribed pursuant to California or federal law. These may include, but are not limited to, the following:
- a. California Environmental Quality Act. California Public Resources Code Sections 21080-21098. California Code of Regulations, Title 14, Chapter 3 Sections 15000-15007;
 - b. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO)11514;
 - c. Notification of violating facilities pursuant to EO 11738;
 - d. Protection of wetlands pursuant to EO 11990;
 - e. Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - f. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - g. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - h. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and

- i. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
10. Will comply, if applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et. seq.) related to protecting components or potential components of the national wild and scenic rivers system.
11. Will assist Cal OES, as appropriate, in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§ 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq).
12. Will comply with Standardized Emergency Management System requirements as stated in the California Emergency Services Act, Gov Code §§ 8607 et seq. and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
13. Will:
 - a. Promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by Cal OES;
 - b. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California; and
 - c. CTSGP-CTAF funds must be kept in a separate interest bearing account. Any interest that is accrued must be accounted for and used towards the approved Prop1B project approved by Cal OES.
14. Will comply, if applicable, with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
15. Agrees that equipment acquired or obtained with grant funds:
 - a. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant;
 - b. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
16. Will comply, if applicable, with Subtitle A, Title II of the Americans with Disabilities Act (ADA) 1990.

17. Will comply with all applicable requirements, and all other California and federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.
18. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.
 - a. The applicant certifies that it and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
19. Will retain records for thirty-five years after notification of grant closeout by the State.
20. Will comply with the audit requirements set forth in the Office of Management and Budget (OMB) Circular A-133, "Audit of States, Local Governments and Non-Profit Organizations."
21. Grantees and subgrantees will use their own procurement procedures which reflect applicable state and local laws and regulations.
22. Grantees and subgrantees will comply with their own contracting procedures or with the California Public Contract Code, whichever is more restrictive.
23. Grantees and subgrantees will maintain procedures to minimize the time elapsing between the award of funds and the disbursement of funds.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Greg Pratt _____

Title: General Manager Date: September 27, 2017 _____

Authorized Agent Signature Authority

AS THE Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE Humboldt Transit Authority Governing Board of Directors
(Name of State Organization)

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, General Manager, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

(Name or Title of Authorized Agent)

Signed and approved this 27th day of September, 20 17

(Signature)

RESOLUTION NO. 17-15

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 16/17 CTSGP funds in an amount up to \$99,436.00 for security improvements; and

WHEREAS, the 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 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 GOVERNING BOARD OF THE HUMBOLDT TRANSIT AUTHORITY THAT GREG PRATT, GENERAL MANAGER, AND/OR HIS DESIGNEE, ALENE WEBB, FINANCE MANAGER, are hereby authorized to execute for and on behalf of the 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 Twenty-seventh day of September 2017

AYES:

NOES:

ABSENT:

Certification

I, Natalie Arroyo _____, duly appointed and
(Name)

Chair _____ of the Humboldt Transit Authority _____
(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 the Humboldt Transit Authority _____ on the
(Governing body) (Name of Applicant)

Twenty-seventh day of, September, 2017 _____ .

Chair of the Humboldt Transit Authority Board _____
(Official Position)

(Signature)

Sept. 27, 2017 _____
(Date)



133 V Street
Eureka, CA 95501

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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 27, 2017

SUBJECT: Weekend Bus Service in Southern Humboldt

January 2010, the County of Humboldt contracted with Humboldt Transit Authority to provide bus service to the residents of Southern Humboldt. The service provided is a Deviated Fixed Route (DFR) for Miranda, Phillipsville, Redway, Garberville, and Benbow and an Intercity route that services Redcrest, Weott, Myers Flat, Miranda, Phillipsville, Redway, Garberville, and Benbow.

The funds used to provide the service is the Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide. The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. Each county then apportions the LTF funds within the county based on population. In order to qualify for funding under the LTF, the transit claimant must maintain a ratio of fare revenues to operating cost at least equal to the ratio of 10 percent if the claimant is in a non-urbanized area and the DFR is currently operating at 10%.

Southern Humboldt residents have expressed their interest in Saturday and Sunday bus service by submitting requests to Supervisor Estelle, Humboldt County Association of Governments, and through meetings with County and HTA staff. Last month, the Humboldt County Board of Supervisors requested that the HTA Board look into revenue neutral options for weekend bus service in Southern Humboldt.

At this time, staff feels the best option would be consolidating the Local and the Intercity system during the week to free up operating funds for the weekend. Finding which bus stops and scheduled times work best for restructuring would be accomplished by working with County staff, holding workshops, and polling the southern Humboldt community.

~Contract enclosed

Action Recommended:

- 1.) Direct staff to explore consolidating the two separated Southern Humboldt systems into one and add weekend service.**
- 2.) Direct staff to explore options as instructed by the board.**