

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: 213 534 824 793
Passcode: BKGW33
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December 4, 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 Presentation

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 November 6, 2024, Regular Board Meeting.

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Staff: [Consuelo Espinosa](#)

Action Recommended: *Approve Minutes*

2. Humboldt Transit Authority Regular Board Meeting Dates

Page 06

Staff: [Greg Pratt](#)

Based on HTA's Joint Powers Agreement, calendar dates and times will be fixed by resolution.

Action Recommended: *Approve the Schedule for Regular Board Meetings for the 2025 Calendar Year by Adopting Resolution 24-09*

F. Items Removed from Consent Calendar

G. Reports

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

Handout

Staff: [Katie Collender](#)

No Action Required

H. New Business

1. City of Arcata's intent to transfer administration, vehicles, planning, operations, maintenance services, and local transportation funding to the Humboldt Transit Authority.

Page 08

Staff: [Greg Pratt](#)

The City of Arcata submitted a letter requesting transferring all aspects of the Arcata & Mad River Transit System to the Humboldt Transit Authority

Action Recommended: Direct Staff to review the implications of transferring AMRTS to HTA and bring this item back to the Board with recommendations.

2. HTA Projects Update

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Staff: [Jerome Qiriazzi](#)

Staff will update the Board on current and future projects.

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

I. Board Communications

J. Staff Communications

K. Closed Session

None

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

November 6, 2024

9:00 am

PRESENT

ABSENT

Board Members

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

Attended Via Teams

Vance Law, City of Arcata; Colin Fiske, Coalition for Responsible Transportation Priorities; and Beth Burkes, HCAOG.

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager
Katie Collender, Finance Manager
Carolann Aggeler, Admin & Finance Assistant
Jerome Qiriaz, Transit Planner
Andi Evans, Bookkeeper
Jim Wilson, Director of Maintenance

Also in attendance were Nancy Diamond, HTA Legal Counsel; Michelle Nielson, Plan West; and Joanne McGarry, Member of the Public.

CALL TO ORDER

Chair Natalie Arroyo called the meeting to order at 9:00 am.

ROLL CALL & INTRODUCTIONS

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Joanne McGarry expressed a need to expand transit services to include later night and Sunday service. She also proposed the idea of creating a volunteer group to help improve bus routes. Colin Fiske highlighted the recent changes in federal administration that could impact transit planning. He emphasized the importance of preparing for the coming years, especially with Measure O passing, and expressed hope that transit funding will be secured at the federal level in the future.

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 Stillman, second by Chairperson Arroyo to approve the Consent Calendar. Motion carried unanimously.

Minutes from September 3, 2024, Regular Board Meeting

Action Recommended: Approve minutes.

Items Removed from Consent Calendar

None

REPORTS

Draft June and August 2024 statistics and financial statements for all systems operated by HTA.

Staff: [Katie Collender](#)

Finance Manager Katie Collendar provided the board with an update, reporting an 18% growth in ridership. She noted that ridership in July and August saw an increase due to free promotions offered to seniors and youth. Collendar also highlighted that the farebox recovery for the Southern Humboldt system is at 10%, which is low, while the Willow Creek system is performing well, largely driven by high school students. HTA is serving the Willow Creek area with a 40-foot bus.

NEW BUSINESS

Unmet Transportation Needs Public Hearing for FY 2025/26

Staff: [HCAOG Staff](#)

Beth Burkes from HCAOG opened the FY 25 & 26 Unmet Transit Needs public hearing, introducing Michelle Nielson from Plan West, the contractor for the current cycle. Burkes explained that this process provides an opportunity for the public to identify unmet needs, which then the Council forwards to the RTA for consideration. Burkes also explained that HCAOG and its contractor, Plan West, evaluate the submitted needs to determine whether they qualify as 'unmet' and feasible. She shared that this process typically involves analyzing ridership data, financial constraints, and other operational factors. Finally, that HCAOG assesses whether these needs can be addressed within the current transit budget or if new funding or service adjustments are required.

Michelle Nielsen provided an overview of the unmet transit needs, which included requests for more frequent service, earlier and later service, as well as weekend service, including Sunday service and later Friday and Saturday service to Arcata. She also shared that post-pandemic, HTA has seen improvements in success, including the coming addition of hydrogen buses and a fuel station, the development of an intermodal transit center, as well as efforts to improve information for riders and increase service frequency.

Public Hearing Opened.

Joanne McGarry shared that consolidating the fare structure would be more affordable and equitable if the bus service were free for everyone. She also expressed the need to expand transit services to include late-night and Sunday service, also noting that riders cannot attend the county fair due to the lack of service to Ferndale.

Colin Fiske with CRTP shared that he would like to encourage HTA to consider potential new services or modifications to current services, encouraging HTA to look at the entire system across the county. He also mentioned that CRTP has been speaking with riders about transit and has heard there is a need for more

frequent service, later night service, as well as Sunday and Saturday service. Additionally, he added that there is a need for real schedules with maps showing routes, as well as more direct routes connecting to RTS.

Motion by Councilmember Stillman, second by Chairperson Arroyo to Close the public hearing and directed staff to forward a summary of the meeting to the Humboldt County Association of Governments.

Motion carried unanimously.

Recommendation of Award for Project 24-01 Design of Maintenance Bay Retrofit to Support Fuel Cell Electric Bus
Staff: Jerome Qiriaz

HTA's Transit Planner Jerome Qiriaz shared that as part of HTA's successful grant application for the Transit and Intercity Rail Capital Program (TIRCP) Cycle 5, HTA has secured funding to retrofit its existing maintenance bays to accommodate fuel cell electric buses. Additionally, shared that on September 24, 2024, HTA staff released a Request for Proposal/Qualification (RFP/RFQ) for the Maintenance Bay Retrofit Project 24-01, and that on October 25, 2024, HTA received a strong proposal from LDA Partners, Inc. (LDA).

Motion by Supervisor Wilson, second by Councilmember Garnes to Approve award to LDA Partners, Inc. for Project 24-01 and authorize the General Manager to execute a contract for a not-to-exceed price of \$412,573. Motion carried unanimously.

HTA Projects Update

General Manager Greg Pratt congratulated Jerome Qiriaz on the award of the TIRCP Cycle 5 grant for \$18.7M. He also noted that over the past three years, HTA has been awarded \$70 million in grant funding and expressed his desire to recognize Jerome for his efforts and support of the team.

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

The capital funding award will enable Humboldt's first 15-minute frequency service to be deployed on the Redwood Transit System. It will also allow HTA to enhance passenger safety through improved bus stop designs, incorporating real-time arrival and departure information, better lighting, and security enhancements. Additionally, it was noted that the installation of creative lighting concepts will help create an inviting environment, with plans to collaborate with Public Art for design ideas. The funding will also support securing driver training equipment and ongoing training efforts.

BOARD COMMUNICATIONS

Chairperson Natalie Arroyo invited the Board to suggest future agenda items and mentioned the need for a Strategic Planning discussion to address the fact that HTA staff is in need of an additional planner to help manage projects. Councilmember Alex Stillman shared a pocket schedule from Sausalito for HTA to consider in the future.

STAFF COMMUNICATIONS

Finance Manager Katie Collender announced that HTA will be celebrating its 50th anniversary and shared a 'Save the Date' for HTA's Symposium, scheduled for July 13-15, 2025.

Closed Session

None

ADJOURNMENT

10:22 am



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: December 4, 2024

SUBJECT: Humboldt Transit Authority Meeting Dates

The Humboldt Transit Authority Joint Powers Agreement addresses Board Meeting dates as follows:
3.3. Regular Meetings. The Governing Board shall provide for its regular and special meetings; provided, however, that at least one regular meeting shall be held quarterly. The date, hour and place of the holding of the regular meetings shall be fixed by resolution of the Governing Board and a copy of such resolution shall be filed with each party hereto.

Staff has included Resolution 24-09 with proposed meeting dates and time for the 2025 Calendar year. Special meetings will be scheduled as needed and coordinated with board members.

Action Recommended: Approve the Schedule for Regular Board Meetings for the 2025 Calendar Year by Adopting Resolution 24-09.

RESOLUTION No. 24-09

A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS FIXING THE DAY AND TIME FOR REGULAR BOARD MEETINGS

WHEREAS, the Joint Powers Agreement for the Humboldt Transit Authority (HTA) requires the HTA Governing Board to hold at least one regular meeting per quarter, at a date, hour and place to be determined by resolution of the Governing Board; and

WHEREAS, special meetings may be called at other times in the discretion of the Board Chair working with General Manager.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby adopts its regular meeting schedule as follows:

- Second Wednesday of February at 9:00 am
- First Wednesday of March at 9:00 am
- First Wednesday of April at 9:00 am
- First Wednesday of May at 9:00 am
- First Wednesday of June at 9:00 am
- First Wednesday of August at 9:00 am
- First Wednesday of September at 9:00 am
- First Wednesday of October at 9:00 am
- First Wednesday of November at 9:00 am
- First Wednesday of December at 9:00 am

BE IT FURTHER RESOLVED that all regular meetings shall be held in the Conference Room of the HTA, 133 V Street, Eureka, CA.

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 fourth day of December 2024, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair of the HTA Governing Board

HTA Secretary to the Board



133 V Street
Eureka, CA 95501

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 4, 2024

SUBJECT: City of Arcata's intent to transfer administration, vehicles, planning, operations, maintenance services, and local transportation funding to the Humboldt Transit Authority.

Since 2001, HTA has been performing repairs, preventative maintenance, fueling, and cleaning on all AMRTS vehicles. In July 2023, a contract was signed between the City of Arcata and HTA to provide dispatching and drivers for the AMRTS operation.

In a November 14, 2024, letter addressed to HTA's General Manager, the City of Arcata requested approval from the Humboldt Transit Authority (HTA) Board of Directors to transfer responsibilities related to transit operations, funding, and maintenance of the Arcata & Mad River Transit System (AMRTS) to HTA.

HTA Staff understands that consolidating funding and resources, may provide improved access to grant funding and the ability to allocate resources more effectively across the HTA's systems. It could also help streamline transit services, ensuring greater consistency and efficiency in management across the region.

Items to consider:

- Transit/Paratransit Planning & Operations: This includes the operation and management of public transit services currently run by the city. Additional duties would include route optimization review, route efficiency checks, schedule changes, and yearly reporting,
- Financial Implications & Administration: HTA staff would need to review and consider any financial obligations associated with the transfer, including the ongoing costs of maintaining the buses, staffing needs, and any adjustments to the current funding distribution.
 - Grant Funding: This involves the transfer of existing and future grant funds allocated for public transportation.
- Maintenance of Buses: Ongoing upkeep and repair of the city's public buses including bus maintenance and capital improvement: The transfer of buses and maintenance responsibilities will ensure proper care and replacement of vehicles, potentially extending their life cycle and ensuring smooth service continuity.

Action Recommended: Direct Staff to review the implications of transferring AMRTS to HTA and bring this item back to the Board with recommendations.



736 F Street
Arcata CA 95521

City Manager
707-822-5953

Environmental Services
707-822-8184

Police
707-822-2428

Recreation
707-822-7091

Community Development
707-822-5955

Finance
707-822-5951

Building & Engineering
707-825-2128

Transit
707-822-3775

November 14, 2024

Greg Pratt, General Manager
Humboldt Transit Authority
133 'V' Street
Eureka, CA 95501

RE: Intent to Transfer Arcata & Mad River Transit System (A&MRTS) Administration, Vehicles, Planning, Operations and Maintenance Services to Humboldt Transit Authority (HTA)

Dear Mr. Pratt:

The City of Arcata, operator of Arcata & Mad River Transit System (A&MRTS) is committed to working with HTA and intends to transfer all day-to-day operations, funding allocations, and vehicles to Humboldt Transit Authority (HTA).

The City currently contracts with HTA for all operations and maintenance services for the A&MRTS, including scheduling and staffing drivers, parking A&MRTS buses in the HTA yard, and providing regular preventive maintenance, inspections, repair services, and refueling of A&MRTS vehicles.

To increase the efficiency of transit services for the region, it is in the City's best interest to transfer all operations, funding, and vehicle ownership of the A&MRTS to HTA.

On October 17, 2024, the City sent a notice of intent to California Transit Indemnity Pool (CalTIP) to withdraw from CalTIP Coverage Programs.

City staff will continue working with HTA on developing an agreement to affect the transfer of A&MRTS vehicles, funding, and transit operations to HTA so that effective May 1, 2025, A&MRTS vehicles and operations will be covered under HTA's membership in CalTIP's insurance coverage programs.

We will continue to work with your amazing team at HTA and make this transition as smooth as possible. Please phone or email if you need additional information.

Sincerely,

Merritt Perry, City Manager

City of Arcata



133 V Street
Eureka, CA 95501

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www.hta.org

TO: HTA Chair Natalie Arroyo
All Governing Board Members
FROM: Jerome Qiriaz, Transit Planner
DATE: December 4, 2024
SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Cycle 5 Grant

This project funds the purchase of fuel cell electric buses, construction of a hydrogen fueling station, upgrades to maintenance bays, and construction of an intermodal transit center.

- Hydrogen Fueling Station
 - a. Temporary Fueler: if all went well HTA will have a signed contract by this Board meeting
 - b. Permanent Station:
 - i. Contract negotiations for the Temporary Fueler have taken most of the staff's bandwidth. However, staff and legal have started the negotiation process.
- Maintenance Bay Upgrades:
 - a. If all went well HTA will have a signed contract with the design and engineering firm by this Board meeting

Regional Projects Coordination

- Continued engaging with the Shast Regional Transportation Agency (SRTA) on the development of their North State Intercity Bus to Rail Plan

Marketing

- The marketing campaign for the North State Express line should be live this week
- Staff are working with our marketing consultant to develop a new design for bus stop signage

Next Generation Operations Facility Project

- HTA will be submitting a grant application to the CalTrans Sustainable Transportation Planning Grant under the Climate Adaptation funding lane. The project will leverage existing sea level rise (SLR) studies, run the SLR models farther out to 2080, and develop adaptation recommendations. The project will also start the facility design process by developing detailed design requirements, stopping short of a schematic design.

Operations

- Staff is working on options for re-routing ETS buses out of Henderson Center. The stretch of F St. between Harris St. and Henderson St. has become very busy.
- In partnership with the California Integrated Travel Project (Cal-ITP), HTA is testing the Starlink internet service as a potential option for our North State Express (NSE) line, and for our neighboring transit systems Trinity Transit and Yurok Transit. If the pilot is successful, this could improve real-time data service for our NSE line and will help open up the option for these and other rural routes across the State to consider adopting tap-to-pay and real-time GTFS data streams.

Action Recommended:

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