

Board of Directors
NATALIE ARROYO
City of Eureka
REX BOHN
County of Humboldt
STEVE LADWIG
City of Trinidad
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City of Rio Dell
PAUL PITINO
City of Arcata
TAMI TRENT
City of Fortuna
MIKE WILSON
County of Humboldt

HTA Board Staff
GREG PRATT
General Manager
BRENDA FREGOSO
Secretary to the Board



Humboldt Transit Authority
Governing Board of Directors
HTA Conference Room - 133 V Street Eureka
AGENDA

Wednesday, May 23, 2018

9:00 AM

Regular 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

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 the April 25, 2018 Regular Board Meeting

Page 03

Recommend: Approve minutes

Attachments: April 25, 2018 minutes

2. March 2018 statistics and financial statements for all systems operated by HTA

Enclosed

Recommend: Receive and file

F. Items Removed from Consent Calendar

G. Old Business

H. New Business

1. Transfer All Management, Functions and Assets of the Eureka Transit Service to the Humboldt Transit Authority

Page 05

The Eureka City Council has requested that the Humboldt Transit Authority accept the transfer of the Eureka Transit Service and the Eureka Dial-A-Ride program.

2. Amendment to Agreement Between HTA and ADS in Motion

Page 08

Due to recent changes in Humboldt Transit Authority's bus inventory, ADS in Motion has submitted an amendment proposal to the HTA board for consideration.

I. Board Reports

J. Department Reports

K. 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

April 25, 2018

ROLL CALL

PRESENT

Board Members

Tami Trent, City of Fortuna

Paul Pitino, City of Arcata

Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Dell

Mike Wilson, County of Humboldt

ABSENT

Steve Ladwig, City of Trinidad

Rex Bohn, County of Humboldt

Staff

Greg Pratt, General Manager

Brenda Fregoso, Secretary to the Board

Karen Wilson, Manager of Operations

Jim Wilson, Director of Maintenance

Alene Webb, Finance Manager

Consuelo Espinosa, ADA Specialist

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Jaison Chand, City Ambulance.

CALL TO ORDER

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

COMMUNITY MEMBERS COMMUNICATION

None

CLOSED SESSION

1. Public Comment

None

2. The Board went 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 reconvened in Open Session at 9:34 a.m. Chairperson Arroyo reported that the Board has voted to retain Jack Hughes as the designated representative for labor negotiations.

SPECIAL PRESENTATIONS

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 Pitino to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the March 28, 2018 Regular Board Meeting

Action Recommended: Approve minutes

2. February 2018 statistics and financial statements for all systems

Action Recommended: Receive and File

3. Humboldt Transit Authority's Drug & Alcohol Policy: Addendum

Because of changes to the Federal Regulations 49 CFR Part 40, an addendum is needed for Humboldt Transit Authority to stay in compliance with its Drug & Alcohol Policy.

Action Recommended: Approve Addendum to Humboldt Transit Authority's Drug & Alcohol Policy.

*Attachments: Notice of required changes from Division of Mass Transportation
: Addendum*

Items Removed from the Consent Calendar

None

OLD BUSINESS

None

NEW BUSINESS

1. Responses to Transit Development Plan

Every five years, the Regional Transportation Planning Agency (HCOAG) has the regions transit system reviewed to provide recommendations and planning tools for the next five years. Staff has prepared responses to those recommendations cited in the Transit Development Plan.

General Manager Greg Pratt gave the board information and the history on the Regional Transportation Plan and funding. He also gave the board a brief description of the six (6) responses listed in the memo on page 12 (twelve) of the board packet.

1. *RTS Mainline Eureka – Arcata Express*
2. *Eliminate Southern Humboldt Local, Add Southern Humboldt Intercity Weekends.*
3. *Willow Creek stop in Blue Lake*
4. *Eliminate Tish-Non-Village*
5. *Later Saturday & Sunday Service on Mainline*
6. *Earlier Weekday on ETS*

The Board announced that they support items 1, 2 and 5, however, they do not support items 3 and 6; no action is recommended for item 4.

Board Reports

None

Department Reports

General Manager Greg Pratt gave the board and update on a grant that HTA has applied for to use for the Solar project and an App for DAR as well as Old Arcata Road service.

Meeting adjourned at 10:03 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: May 23, 2018

SUBJECT: Transfer All Management, Functions and Assets of the Eureka Transit Service to the Humboldt Transit Authority

HTA currently operates the Eureka Transit System (ETS) pursuant to an agreement with the City of Eureka that began in 2001 and is in its 8th extension amendment. This agreement expires on June 30, 2018. In June 2017, Staff was approached by City of Eureka about the possibility of transferring the Eureka Transit Service to the Humboldt Transit Authority. The Fiscal and Compliance auditors, contracted by HCAOG, mentioned to City of Eureka staff that common practice is to have the regional agency responsible for all transit operations in the county.

Since that time HTA Staff and Legal Counsel have been working with the City of Eureka, HCAOG, and Caltrans to research and prepare for a full system transfer. On April 17, 2018 the Eureka City Council adopted a resolution authorizing the transfer of all management, functions and assets of the Eureka Transit Service including Dial-a-Ride to Humboldt Transit Authority. That includes seven 35' Gillig buses, all Local, State, and Federal Funding, and all planning for ETS and the DAR system.

~See attached Resolution for equipment list.

Because HTA staff is already performing a majority of the ETS functions, the impact on staff's time would be minimal and would only have additional duties once/year when applying for Local, State, and Federal funds. If HTA were to take over ETS & DAR, making service changes, applying for grant funds, and coordination with others systems would become more efficient and streamlined.

Action Recommended: Approve the transfer of the City of Eureka's Transit System (ETS) and its paratransit system (DAR) by adopting Resolution 18-03

RESOLUTION No. 18-03

**A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF
DIRECTORS ACCEPTING THE EUREKA TRANSIT SYSTEM (ETS)
FROM THE CITY OF EUREKA**

WHEREAS, HTA has operated the Eureka Transit System (ETS) pursuant to an agreement with the City of Eureka beginning in 2001, and currently in its 8th extension amendment which expires on June 30, 2018;

WHEREAS, under the terms of the current agreement, HTA provides complete administration, operational, reporting, and maintenance services for the ETS, as well for the fixed route paratransit Dial-a-Ride service;

WHEREAS, under the terms of the current agreement, HTA has authority to make only minor changes to the ETS fares, routes, service, schedules and transfer privileges without approval by the City;

WHEREAS, operation of the ETS is funded through an annual application to the Humboldt County Association of Governments (HCOAG) for Local Transportation Fund (LTF), Transportation Development Act (TDA) grants, with the fiscal year 2017-2018 apportionment estimated to be \$1,004,986;

WHEREAS, on April 17, 2018, citing the City of Eureka's lack of transit expertise, HTA's proven operational knowledge of the ETS, and a desire to provide the best possible transit service to Eureka residents, the Eureka City Council adopted a resolution to transfer and relinquish to HTA all management, functions, and assets of the ETS;

WHEREAS, said April 17, 2018, action of the Eureka City Council additionally authorized HTA (i) to annually file a claim with HCAOG for all local, state and federal transit funds annually appropriated and allocated to support the ETS administration, planning, operation and on-going maintenance including State of Good Repair (SGR) funds, State Transit Assistance (STA) funds and Local Transit Funds (LTF); and (ii) to directly receive all local, state annual appropriations allocated for the ETS; and

WHEREAS, consolidation of the ETS within HTA will result in economic efficiencies that will in turn promote a more effective transit system for the community.

NOW THEREFORE, BE IT RESOLVED by the Board of the Humboldt Transit Authority as follows:

1. HTA accepts from the City of Eureka all ownership, control, responsibility, obligation, and assets of the Eureka Transit System (ETS), effective July 1, 2018, including without limitation the fixed route paratransit system known as Dial-A-Ride and the following

seven Gillig 35-foot buses used by the ETS:

<u>Year</u>	<u>Vehicle #</u>	<u>Serial # (VIN)</u>
2007	63	15GGB191X71077692
2007	64	15GGB191171077693
2009	65	15GGB271691176019
2009	66	15GGB271291176020
2009	67	15GGB271491176021
2014	68	15GGB2710E1183297
2014	69	15GGB2712E1183298

2. Acceptance of the ETS is subject to the express limitation of HTA's liability from any and all losses involving the ETS that arise from events occurring before July 1, 2018, and which are not covered by HTA's insurance.
3. The General Manager is hereby authorized to execute any and all documents and take any and all actions required to complete the ETS transfer.

PASSED AND ADOPTED by the Board of Directors of the Humboldt Transit Authority at a regular meeting held on the 23rd of May 2018, by the following vote:

AYES:

NOES:

ABSENT:

Natalie Arroyo, Chair of the HTA
Board of Directors

ATTEST:

Brenda Fregoso, HTA Secretary to the Board



133 V Street
Eureka, CA 95501

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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 23, 2018

SUBJECT: Amendment to Agreement Between HTA and ADS in Motion

In April of 2016, the Humboldt Transit Authority entered into a contract with ADS in Motion for Bus Advertisement Services for a five-year term. Since that time, HTA purchased a Cutaway for the Dial-A-Ride program and Caltrans has transferred seven more Cutaways from the City of Eureka to HTA. Also on the May 2018 agenda is the potential transfer of seven Eureka Transit Service buses to HTA. Because of the increase of inventory, HTA contacted Chuck Edwards from ADS to request a proposal for the additional buses.

~ADS in Motion Proposal Attached.

Fifteen buses have been added to the proposal which translates into nine buses on the road six-days/week. In summary, ADS proposed to add \$1,000 per month to the current contract of \$2,800 per month or 30%, whichever is greater, and requests to extend the term of the contract to 2025.

Action Recommended: Approve the Amendment to Agreement Between the Humboldt Transit Authority and ADS in Motion

Greg Pratt
General Manager
Humboldt Transit Authority
133 V Street Eureka, CA 95501
(707) 443-0826 ext. 101
greg@hta.org

1 March 2018

Greg,

We are currently paying the City of Eureka \$250 per month for the privilege of selling advertising on the Dial A Ride (DAR) service buses and \$750 per month for selling advertising on the Eureka Transit System (ETS) buses, for a guaranteed total of \$1,000 per month .

Now that the Humboldt Transit Authority is managing both the DAR and ETS buses, we propose the following in exchange for an addendum that extends our present contract to 2025:

1. We will pay the HTA an additional \$1,000 per month, bringing your total *guaranteed* monthly amount to \$3,800
2. We will pay the HTA a commission amount of either 30% of our gross revenues or \$3,800; whichever is greater. This allows the HTA to receive a higher amount as the number of buses in the fleet increases. We will present a monthly recap report that reflects the total amount due based on this formula. Using this formula, and based on the current number of bus spaces available for advertising, the potential HTA monthly income is approximately \$4,950, if every space is sold.

We are thankful for the opportunity to be of continued service to both the HTA and the general Humboldt County Business Community.

Yours truly,

Charles Edwards
ADS In Motion
(707) 599-0590

**AMENDMENT No. 1 TO
AGREEMENT BETWEEN
THE HUMBOLDT TRANSIT AUTHORITY
AND ADS IN MOTION
FOR CONTRACT SERVICES**

This is an amendment (“Amendment”) to that certain Agreement between the Humboldt Transit Authority (“HTA”) and Advanced Display and Signs, a California company, dba Ads in Motion (“Contractor”), dated April 1, 2016 (“Agreement”). This Amendment is effective on May 23, 2018.

RECITALS

WHEREAS, effective July 1, 2017, HTA began administering the regional paratransit Dial-a-Ride services in addition to the transit systems already under HTA’s administration; and

WHEREAS, the parties desire to amend the Agreement to include the Dial-a-Ride vehicles within the Contractor’s Bus Advertising Services, subject to compensation revisions.

NOW THEREFORE, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. Scope of Services. Table 1 of Exhibit A, *Scope of Services*, is replaced by the following:

System	Number of Vehicles	Vehicle Description
Redwood Transit System (RTS)	15	40-foot bus
Willow Creek (WC)	2	30-foot cutaway
Southern Humboldt Intercity (SHI)	4	30-foot cutaway
Southern Humboldt Local (SHL)	2	25-foot cutaway
Tish Non-Village (TNT)	2	30-foot cutaway
Eureka Transit System (ETS)	7	35-foot cutaway
Dial-a-Ride	8	20-foot cutaway
TOTAL VEHICLES	40	

This Table is subject to revision upon written notice to Contractor.

2. Compensation. The monthly commission to be paid by Contractor as set forth in Exhibit B is hereby replaced by the following:
 - “1. Contactor shall pay HTA a guaranteed monthly minimum commission in the amount of \$3,800.00 from their advertising revenue by the 10th day of each month and sent to the address below.
 - “2. In the event 30% of Contractor’s gross revenue in any calendar month is greater than \$3,800, Contractor shall pay this greater amount to HTA as the monthly commission for that month. By the 10th day of each month and together with the monthly payment, Contractor shall deliver a report to HTA showing gross revenues for the prior month and from which the commission payment may be readily determined and verified. Contractor shall provide HTA with all information as is commercially reasonable in order to allow HTA to accurately verify the basis of payments made. Failure to provide HTA with adequate gross revenue

information shall be grounds for HTA to terminate the Agreement if such failure is not cured within 30 days.

“3. For purposes of computing 30% of gross revenues, the term “gross revenues” is defined to mean the total of all revenue received from advertisements placed or sold on HTA vehicles.”

3. Term of Agreement. Section 2, *Termination*, is extended to March 31, 2025.

4. Ratification of Agreement. The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Amendment No.1 effective as of the date of the last party signing below.

HUMBOLDT TRANSIT AUTHORITY

By: _____
Natalie Arroyo, Chair of the Board

Date: _____

ADS IN MOTION

By: _____
Charles Edwards
Its

Date: _____