

Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting March 16, 2016  
HTA Conference Room - 133 V Street Eureka  
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Citizen's Communications  
Members of the community are invited to comment on items or issues not on the agenda.
- IV. Closed Session
  - a. Public Comment
  - b. The Board will go 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.
  - c. Pursuant to Government Code Section 54957.1, at the conclusion of the closed sessions, a public report will be made by the Board Chair disclosing action taken as required.
- V. Action Items
  - a. Redesignation of the Consolidated Transportation Page 01
  - b. Services Agency (CTSA)  
Humboldt County Association of Governments' Executive Director Marcella Clem will discuss the regions Dial-A-Ride program and HTA's involvement.
  - c. Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSMCE) for July 1, 2015 – June 30, 2018. Page 06  
The employee's contract between HTA and the union expired on June 30, 2015. Staff is recommending extending the contract with certain amendments agreed upon during the negotiating process.  
*~contract enclosed*
- VI. 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. Approval of Minutes Page 08  
Minutes from the February 17, 2016 Regular Board Meeting.  
**Action Recommended: Approve minutes**
  
- b. Low Carbon Transit Operators Program Page 11  
Staff is requesting board authorization to change the LCTOP application from a capital lease to a capital purchase. The grant amount will remain the same.  
**Action Recommended: Authorize the General Manager to apply for LCTOP funds for an electric bus purchase by approving resolution 16-06.**
  
- VII. Items Removed from the Consent Calendar
  
- VIII. Discussion Agenda Enclosed
  - a. January 2016 statistics and financial statements for all systems operated by HTA
  
- IX. Communications
  - a. Board
  - b. Staff
  
- X. 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.*



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www.hta.org

TO: Chair Lovelace  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 16, 2016

SUBJECT: Redesignation of the Consolidated Transportation Services Agency (CTSA)

In September of 2015, the HTA board directed staff to work with the Humboldt County Association of Governments (HCAOG) staff to develop administrative duties that would be used to oversee and monitor the regions DAR program. Attached are duties that HTA would perform in the administrative contract, along with a draft budget for those services. HTA Staff is currently working with HTA legal counsel on the contract, and will bring it back to the board before the end of the fiscal year.

HTA currently certifies all participants in the DAR program, recertifies all DAR participants every five years, monitors the complaint process, holds monthly meetings with various organizations to discuss specialized service, attends meetings with the Social Service Transportation Advisory Council (SSTAC), the Service Coordination Committee (SCC), and Technical Advisory Committee (TAC), verifies ridership, distributes payments, circulates brochures, and oversees the administrative contract for the Arcata McKinleyville DAR.

In addition, HCAOG staff is requesting that HTA take over the duties of the CTSA. The scope of work for those duties are attached; some of which HTA staff already performs. Most of what is listed in HCAOG's SOW will be in the administrative contract. The SSTAC, SCC and the TAC have recently made recommendations to the HCAOG board for HTA to be designated as the CTSA.

***Action Recommended: Direct HTA staff to work with Legal and HCAOG staff to formalize the tasks and budget in the contract and recommend the HCAOG board designate HTA as the regions CTSA.***

## Proposed Scope of Work

### Overall Goals:

- Increase transportation options for seniors, the disabled, and persons of low income.
- Reduce the costs for public transportation.
- Identify and implement efficiencies in community transportation operations.

### Task 1: Dial A Ride Contract Oversight

- Administer the system-wide DAR contract
- Administer the DAR Certification Program

### Task 2: Coordination

- Attend Social Service Transportation Advisory Council (SSTAC) and Service Coordination Committees (SCC).
- Coordinate with transit and social service agencies to:
  - ✓ Centralize administration of social service transportation programs to eliminate duplications and cost of services, to provide an efficient and cost effective network of transportation services for social needs.
  - ✓ Identify and implement efficiencies in community transportation operations.
  - ✓ Identify opportunities to develop cooperative agreements between agencies to coordinate financial resources and capital assets.
- Partner with other agencies to apply for grants.
  - ✓ Provide assistance for grant applications.

### Task 4: Driver Training

- Coordinate with local transportation providers to hold adequate training for vehicle drivers.
  - ✓ Combined purchasing of necessary equipment so that some cost savings through larger number of unit purchases can be realized.
  - ✓ Adequate training of vehicle drivers to insure the safe operation of vehicles. Proper driver training should promote lower insurance costs and encourage use of the service.

**Dial-a Ride**  
**Contract Oversight Budget**  
**CTSA Duties**  
**FY 7/1/15-6/30/16**

**Revenue**

Contract	<u>105,265.00</u>
<b>Total Revenue</b>	<b>105,265.00</b>

**Expenses**

620 Labor Cost	
Administration	91,000.00
Maintenance	4,500.00
Operations	<u>1,740.00</u>
	97,240.00
611 Printing Expense	300.00
610 Postage	675.00
609 Office Supplies	<u>650.00</u>
	1,625.00
Indirect Expenses	6,400.00
<b>Total Expense</b>	<b>105,265.00</b>

DAR CONTRACT OVERSITE EXPENSES										Monthly Expenses	Yearly Expenses	
	POSTAGE									0.50	40.00	486
	APPLICATIONS										0.00	0
	RIDERS GUIDES										0.00	0
	INTERVIEW FORMS									1.00	4.00	190
	INVOICES AND TICKETS											0
	PRINTING COSTS											0
												0
	CERTIFICATION FORMS											24
	RIDERS GUIDES									2	0.05	40
	APPLICATION									4	0.48	40
										2	0.10	40
	SUPPLIES											0
	FILING CABINET DESIGNATED TO DAR											500
	PAPER											50
	TONER											100
	EMPLOYEE PAYROLL COSTS											0
												0
	7.00 RECEIVE AND FIELD PHONE CALLS FOR DAR											1711.92
	2.00 INFORM DRIVERS OF ROAD CONDITIONS											489.12
	7.00 NEW CLIENT INFORMATION AND MAIL FORMS											1711.92
	4.00 CERTIFY CLIENTS FOR DAR SERVICE											1687.68
	SYSTEM ADMINISTRATION											0
	0.25 POLICY DECISIONS											170.97
	0.25 DAYS AND HOURS OF OPERATION											170.97
	0.50 PREP PLANNING DOCUMENTS											341.94
	1.00 BUDGETS											486.6
	1.50 FILL OUT GRANT APPLICATIONS											729.9
	0.25 OVERSEE HIRE OF PROJECT MANAGER (IF A REPLACEMENT IS NEEDED)											170.97
	0.50 APPROVE THE ALCOHOL/SUBSTANCE ABUSE TESTING PROGRAM											315.78
	0.50 MAINTAIN LIST OF PERSONNEL											26.32
	101.09 GP BF											50.55
	109.62 GP KW											606.54
	109.62 GP KW											683.88
	1.00 MAINTAIN A FILE OF THE PROGRAM AT HTA											341.94
	1.00 APPROVE EMPLOYEE HANDBOOK											683.88
	44.10 BM											529.2
	40.55 AW											973.2
	56.99 GP											170.97
	2.00 APPROVE FINANCIAL PROCEDURES											683.88
	0.25 APPROVE UNIFORMS											14.25
	1.00 SAFETY PROGRAM OVERSITE											170.97
	109.62 GP KW											683.88
	56.99 GP											683.88
	56.99 GP											341.94
	56.99 GP											341.94
	56.99 GP											341.94
	102.07 BF JW											341.94
	0.25 KEEP NECESSARY RADIO LICENSE ON FILE AT HTA											306.21
	57.97 JW											173.88
	40.55 AW											347.82
	40.55 AW											486.6
	40.55 AW											486.6
	40.55 AW											486.6
	56.99 GP											486.6
	52.63 KW											683.88
	40.55 AW											631.56
	56.99 GP											973.2
	97.54 GP AW											1170.48
	167.59 GP KW JW											173.88
	56.99 GP											157.92
	56.99 GP											341.94
	57.97 JW											170.97
	57.97 JW											347.82
	57.97 JW											347.82
	57.97 JW											2086.92
	57.97 JW											173.91
	57.97 JW											2086.92
	114.96 GP JW											1391.28
	114.96 GP JW											2759.04
	101.09 GP BF											1367.76
	101.09 GP BF											5518.08
	101.09 GP BF											4245.78
	15											18196.2
												98947.44
												91060.62
												4521.6
												1736.82
												1740
												4500
												91000
												97740
												1740

TOTAL HOURS 108.00

0 Labor Breakdown Admin Maintenance Operations 91000 4500 1740 97740 1740

ADMINISTRATION DUTIES FOR DAR SERVICES IN THE CITY OF EUREKA, ARCATA, AND THE  
OUTLYING AREAS OF THE COUNTY.

1. Records, Accounts, Data
  - a. Sell all DAR tickets and passes.
  - b. Maintain accurate records and accounts of all receipts and expenditures.
  - c. Certifications of clients. HTA shall have final decision on initial eligibility of any individual for the paratransit program.
  - d. Re-certification of all users will be performed every five years.
  - e. Maintain current ridership list.
2. Performance Review: Within 10 working days from the close of each month, Contractor shall submit the following statistics to HTA:
  - a. Total tickets collected
  - b. Monthly ridership
  - c. Monthly revenue miles
  - d. Monthly service hours
  - e. Monthly summary of road calls, missed trips, and delays over one hour.
  - f. Complaints, compliments, service requests refused including name, address, phone number and description of each call received.
  - g. Vehicle and passenger accidents or incidents including time/date and information about the incident.
  - h. Monitor driver evaluations and operational problems
  - i. Quarterly audits of overall performance
3. Coordination with social agencies
  - a. Assist with State and Federal grants.
  - b. Monthly meetings reporting to COA, COE, HCAOG, and the County.
4. Operations and Maintenance
  - a. Review maintenance reports.
  - b. Periodic vehicle inspections.
  - c. Monitor CHP site report.
  - d. Monitor maintenance schedule and program.
  - e. Oversight contractors drug and alcohol program.
  - f. Review and approve training program.



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TO: Chair Lovelace  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 16, 2016

SUBJECT: Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSMCE) for July 1, 2015 – June 30, 2018.

The employee's contract between the American Federation of State, County, and Municipal Employees and Humboldt Transit Authority expired on June 30, 2015. We have successfully negotiated a new contract with the represented employees. Below are some of the highlights.

1. 2.5% wage increase for all bargaining unit members for fiscal years 2015, 2016, and 2017.
2. Medical, dental and vision insurance for employee only for employees hired on or after January 1, 2017.
3. Employees hired on or after January 1, 2017 will not receive retiree medical benefits.
4. Lead Mechanic, Senior Equipment Mechanic, Equipment Mechanic, and Equipment Technician, will receive an increase of \$200 per fiscal year for tool maintenance allowance.

***Action Recommended: Approve changes to the contract to the the July 1, 2015 - June 30, 2018 Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 16-09.***



RESOLUTION 16-09

A RESOLUTION APPROVING A SUCCESSOR MEMORANDUM OF UNDERSTANDING  
BETWEEN THE HUMBOLDT TRANSIT AUTHORITY AND THE LOCAL 1684,  
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

WHEREAS, the Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) entered into a memorandum of understanding (MOU) for the time period November 28, 2012 through June 30, 2015; and

WHEREAS, the parties have negotiated a successor MOU.

NOW, THEREFORE, BE IT RESOLVED by the Humboldt Transit Authority Governing Board of Directors that the successor memorandum of understanding between Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) for the time period July 1, 2015 to June 30, 2018 is hereby approved.

PASSED, APPROVED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors, on March 16, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:

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Chair of the HTA Governing Board of  
Directors

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ATTEST: HTA Secretary to the Board

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**REGULAR BOARD MEETING**

**February 17, 2016**

**ROLL CALL**

**PRESENT**

Board Members

Mark Lovelace, County of Humboldt

Tami Trent, City of Fortuna

Michael Winkler, City of Arcata

Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Dell

Julie Fulkerson, City of Trinidad

**ABSENT**

Rex Bohn, County of Humboldt

Staff

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Alene Webb, Finance Manager

Consuelo Espinosa, ADA Specialist

Brian Connors, Transportation Supervisor

Brenda Fregoso, Secretary to the Board

Karen Wilson, Manager of Operations

**CALL TO ORDER**

Supervisor Lovelace called the meeting to order at 9:01 a.m.

Introductions were made.

Also in attendance were Nancy Diamond, HTA Legal Council; Richard Tollison, Eureka resident; Jason Slider, Member of the public.

**CITIZEN'S COMMUNICATIONS**

Jason Slider, member of the public, addressed the Board with a request to have a bus service to HSU run later than currently operating. General Manager Greg Pratt advised Mr. Slider that this request is currently on the list of unmet needs submitted to HCAOG (Humboldt County Association of Governments).

At 9:06 a.m. the board went into closed session.

- a. Public Comment

None

- b. 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.

- c. Pursuant to Government Code Section 54957.1, at the conclusion of the closed session, a public report will be made by the Board Chair disclosing action taken as required.

The board resumed open session at 9:51 a.m. Chairperson Lovelace announced that was nothing to report.

## **ACTION ITEMS**

- a. 2015/2016 Fiscal & Compliance Audit

Pursuant to the Transportation Development Action 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 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 is present at this meeting to review the audit and answer any questions from board members or the public.

Barbara Guest from the firm Anderson, Lucas, Somerville & Borges was present and addressed the 2014/2015 audit with the board. Barbara Guest reviewed highlights as well as issues that were noted during the course of the audit. General Manager Greg Pratt noted that on page 16, Note 2, should state "in conformity with TDA regulations".

Motion by Supervisor Lovelace, second by Councilmember Arroyo to review and receive the 2014/2015 audit and direct staff to prepare allocating excess TDA Funds towards next year's allocations and to send the necessary responses.

*Motion carries unanimously*

## **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 Councilmember Fulkerson, second by Councilmember Winkler to approve the Consent Calendar with correction to the January 20, 2016 minutes to reflect that under Action Items a. Request for Proposals: Bus Advertising, Motion by Supervisor Lovelace, second by Councilmember Fulkerson to **waive the irregularities** and accept the bid from Ads in Motion.

*Motion carries unanimously*

- a. Approval of Minutes

Minutes from the January 20, 2016 regular board meeting.

**Action Recommended: Approve minutes**

b. Federal Transit Administration Section 5311

Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment.

**Action Recommended: Adopt Resolution 16-07 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to sign the Grant Agreement.**

c. Federal Transit Administration 5311(f) Grant Funds

Staff is recommending submitting an application for 5311 (f) funds to purchase capital equipment.

**Action Recommended: Adopt Resolution 16-08 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to sign the Grant Agreement.**

Items removed from the Consent Calendar.

None

## **DISCUSSION AGENDA**

a. December 2015 statistics and financial statements for all systems operated by HTA

Finance Manager Alene Webb gave the Board highlights from the statistics and financial reports for the month of December 2015.

## **COMMUNICATIONS:**

a. Board

Councilmember Winkler and Councilmember Arroyo both attended a conference in Portland, Oregon where they learned a lot about Uber/Lift and shared details with the board.

Councilmember Arroyo addressed a new program with the board called Pathway to Payday in Humboldt County. This program helps ex-convicts find work. Councilmember Arroyo asked General Manager Pratt if HTA may be interested in more information in the program and possibly providing employment for those enrolled in the program.

b. Staff

None

Meeting adjourned at 10:38 a.m.



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TO: Mark Lovelace, Chair  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 16, 2016

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. Each project is required to reduce greenhouse gas emissions.

On January 20, 2016, the HTA Board directed staff to apply for a zero emission 40' electric bus through a capital lease. Over the past couple months staff has been working with Caltrans and have found other grants to give HTA the ability to purchase the vehicle instead of leasing it. In order to do that, Caltrans requires a change to the resolution and in the project description. The amount of grant funds that HTA is requesting through Caltrans will not change.

***Action Recommended: Authorize the General Manager to apply for LCTOP funds to purchase an electric bus by approving resolutions 16-06.***

**RESOLUTION #16-06**

**AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:  
ELECTRIC BUS PURCHASE: \$68,775.00**

**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 Board of Directors of the Humboldt Transit Authority 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 Board of Directors of the Humboldt Transit Authority 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:

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

*Project Name:* Electric Bus Purchase

*Amount of LCTOP funds requested:* \$68,775.00

*Short description of project:* HTA needs to add another bus to the fleet to increase frequency and accommodate the demand for ridership on Saturdays, and keep up with the 20% upsurge in ridership during school sessions. Increased frequency is needed to keep up with the demand of ridership during peak times of the day. Purchasing an electric bus would reduce the GHG emissions of the overall fleet and increase ridership on the weekends and peak hours during the week.

*Contributing Sponsors (if applicable):* Humboldt County Association of Governments

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Chair of the HTA Governing Board of Directors

ATTEST:

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Secretary to the Board