

Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting April 19, 2017  
HTA Conference Room - 133 V Street Eureka  
9:00 a.m.

- I. Call meeting to Order
- II. Introductions & Recognition
- 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 March 15, 2017 Regular Board Meeting. Page 03  
***Action Recommended: Approve minutes***
  - b. Federal Transit Administration Title VI of Civil Rights Act of 1964 Public Participation Plan Page 06  
Board Resolution is required by the Federal Transit Administration to adopt HTA's Title VI Policy which includes the Public Participation Plan. (Enclosed)  
***Action Recommended: Approve the Humboldt Transit Authority Title VI updated Public Participation Program by Adopting Resolution 17-07.***
  - c. Responses to the 2015/16 Fiscal and Compliance Audit. Page 13  
Staff has prepared responses to the findings from the 2015/16 Fiscal and Compliance Audit per board direction  
***Action Recommended: Direct staff to notify the affected member entity.***
- V. Items Removed from the Consent Calendar
- VI. Discussion Agenda
  - a. The Eureka Transit Service (Meeting Handout)  
The board will review the Humboldt Transit Authority's roll in operating the Eureka Transit Service, administering their Dial-A-Ride program, and discuss upcoming changes.

- VII. Action Items
- a. Pass Program for the American Federation of State, County, & Municipal Employees, AFL-CIO (AFSCME) Page 17  
AFSCME would like the board to consider offering RTS month passes to its members at a discount to promote using public transportation.
  - b. Dial-A-Ride Funding Contract for Humboldt County Page 19  
Staff and Legal Counsel have prepared a draft funding agreement for Dial-A-Ride services in the region. It is for a one-year term with no increase in costs from the prior year.
  - c. Humboldt Transit Authority Meeting Dates Page 29  
The board will consider moving the meeting date of the Regular HTA Meeting from the third Wednesday of every month to the fourth Wednesday.
- VIII. Communications
- a. Board
  - b. Staff:
- IX. 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**

**March 15, 2017**

**ROLL CALL**

**PRESENT**

Board Members

Mike Wilson, County of Humboldt

Paul Pitino, City of Arcata

Tim Marks, City of Rio Dell

Tami Trent, City of Fortuna

Steve Ludwig, City of Trinidad

**ABSENT**

Rex Bohn, County of Humboldt

Natalie Arroyo, City of Eureka

Staff

Greg Pratt, General Manager

Alene Webb, Finance Manager

Jim Wilson, Director of Maintenance

Brenda Fregoso, Secretary to the Board

Karen Wilson, Manager of Operations

**CALL TO ORDER**

Vice Chair Pitino called the meeting to order at 9:01 a.m.

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel; Jasion Chand, City Ambulance; Barbara Guest, Lucas, Somerville & Borges; Doby Class, AMRTS.

**COMMUNITY MEMBERS COMMUNICATION**

None

**ACTION ITEMS**

a. 2015/2016 Fiscal & Compliance Audit

Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; 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 same. The audit is conducted in accordance with Government Auditing standards issued by the Controller General of the 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, Somerville, & Borges was 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 2015/2016 audit with the board. Barbara Guest reviewed highlights as well as issues that were noted during the course of the audit.

Motion by Supervisor Wilson, second by Councilmember Trent to review and receive the 2015/2016 audit and direct staff to prepare the necessary responses.

*Motion carries unanimously*

b. Dial-A-Ride Services Contract for Humboldt County

As the Consolidated Transportation Services Agency, Humboldt Transit Authority has drafted a contract for Dial-A-Ride services in Humboldt County. The agreement is for a one-year term. General Manager Greg Pratt gave the board a history from the first RFP that went out and the contract being the same and also explained the “fixed route” system.

Motion by Supervisor Wilson, second by Councilmember Trent to approve the Agreement between the Humboldt Transit Authority and City Ambulance of Eureka, Inc. Paratransit Transportation (Dial-A-Ride) Services for a One-Year Term.

*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 Supervisor Wilson, second by Councilmember Trent to approve the Consent Calendar.

*Motion carries unanimously*

a. Minutes from the February 15, 2017 Regular Board Meeting

**Action Recommended: Approve minutes**

b. January 2017 Statistics and Financial Statements for all systems

**Action Recommended: Receive and File**

c. Low Carbon Transit Operators Program (LCTOP) Grant

Staff is recommending submitting an application to LCTOP for funds available to our region to apply for solar power.

**Action Recommended:**

- 1. Adopt Resolution 17-04 for Execution of the Certifications and Assurances and Authorize Agent Forms.**
- 2. Adopt Resolution 17-05 Authorizing Application for LCTOP Grant Funds.**
- 3. Authorize the General Manager to execute all Required Documents of the LCTOP.**

d. California Office of Emergency Services (Cal OES) Grant

Staff is recommending submitting an application to Cal OES for funds available to our region to apply for solar power, facility and bus security.

**Action Recommended: Adopt Resolution 17-06 Authorizing Application for Cal OES Grant Funds and for the General Manager to sign the Grant Agreement.**

**DISCUSSION ITEMS**

a. Humboldt Transit Authority Meeting Dates

An HTA board member requested that the board explore the possibility of changing the meeting date to the fourth Wednesday of every month.

This agenda item will be brought back to next board meeting with a Resolution.

**COMMUNICATIONS:**

a. **Board**

None

b. **Staff**

Director of Maintenance, Jim Wilson gave the board an update on the Solar and Security project at HTA. Human Resource Manager, Brenda Fregoso gave the board an up on Mobile Ticket purchasing through Token Transit, Inc.

Meeting adjourned at 9:36 a.m.



133 V Street  
Eureka, CA 95501

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Office: (707) 443-0826  
Fax: (707) 443-2032  
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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 19, 2017

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

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

The Public Participation Plan (PPP) was created as a guide for organizing and implementing public participation activities, and will help determine how the Humboldt Transit Authority will promote "how to ride" services to the general public, social service agencies, transit fairs, and focus groups. Its purpose is to ensure that Humboldt Transit Authority utilizes effective means of providing information to passengers and the public, and properly receives 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.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities that are normally provided in English should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; public participation methods to provide information and seek input, examples to demonstrate how population-appropriate outreach methods can be identified and utilized, and performance measures and objectives to ensure accountability, and a means for improving services over time.

Humboldt Transit Authority will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under



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Eureka, CA 95501

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Fax: (707) 443-2032  
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consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

As a requirement, the Humboldt Transit Authority will need to continue assessing and documenting the frequency of which employees have, or could have, contact with LEP persons. Office staff and employees have been trained to provide information on the Title VI Policy and LEP responsibilities.

***Action Recommended: Approve the Humboldt Transit Authority Title VI updated Public Participation Program.***

~Program enclosed

**RESOLUTION 17-07**

**A RESOLUTION ADOPTING A TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
PUBLIC PARTICIPATION PLAN PROGRAM FOR THE  
HUMBOLDT TRANSIT AUTHORITY**

**WHEREAS**, the federal government enacted Title VI of the Civil Right Act of 1964, as amended, to prevent discrimination on the grounds of race, color, sex, age, disability or national origin and to ensure that individuals are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving federal financial assistance of the basis of race, color, sex, age, disability or national origin;

**WHEREAS**, throughout the years, additional regulations, statutes, directives, cases and executive orders, have been passed which expand the scope of the Title VI; and

**WHEREAS**, it is a requirement of the Humboldt Transit Authority, as a sub-recipient receiving federal financial assistance to adopt a Public Participation Plan Program;

**NOW THEREFORE BE IT RESOLVED**, The Humboldt Transit Authority Governing Board of directors approves and adopts the Public Participation Plan Program;

**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.

**PASSED, APPROVED AND ADOPTED** this nineteenth day of April 2017, on the following vote:

AYES:

NOES:

ABSENT:

Signed: \_\_\_\_\_  
Chair of the HTA Governing  
Board of Directors

Attest: \_\_\_\_\_  
Secretary to the Board

## HUMBOLDT TRANSIT AUTHORITY PUBLIC OUTREACH

2014 - 2016

Location	Date	Other Information
Tri-County Independent Living Disability & Senior Resource Expo Eureka, California	June 6, 2014 June 12, 2015 June 23, 2016	Persons with disabilities, seniors, family members friends, and the general public learn about information, programs, services, and products available to promote independent living. The expo is designed to promote disability self-advocacy, and increase awareness of disability and senior related issues.
Employment Development Department - Job Fair Sequoia Center, Eureka California	May, 2015 May 20, 2016	The Employment Development Department offers workshops throughout California to help with career guidance and job searching skills. At this event Humboldt Transit Authority also promotes public transit.
Humboldt Transit Authority Public Relations Focus Group 133 V Street Eureka, California	<b>September 2015</b>  (Informal group, typically meeting monthly)	In 2015 HTA established a small informal group of individuals (social service agencies, senior center, members of the public) in order to improve the experience of using our local public transit system for the general public and the disabled community. The group reviews service aspects of the local public transportation system and provides advice on best methods for meeting customer needs.
Glen Paul School Large Transportation Day Eureka, California	09/29/2014 09/29/2015 09/20/2016	Glen Paul School is a special day program for severely handicapped students. Children were educated on how to board the bus, how the bus lift worked and rules and conduct.
Zane Middle School After School Program Eureka, California	04/06/2016	Middle School kids were educated on how to "ride the bus", purchase tickets, how to get wheelchairs and walkers on the bus.

# **Humboldt Transit Authority's (HTA) Public Participation Program**

## **Introduction and Policy Statement**

The Humboldt Transit Authority is committed to providing an open and visible decision-making process to which Humboldt County residents will have equal access. The Humboldt Transit Authority will actively solicit the involvement of citizens in the public decision-making process, through public notification, media exposure, neighborhood meetings, and public hearings.

Further, the Humboldt Transit Authority will offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. This includes seeking out and considering the viewpoints of minority, low income, and limited English proficiency (LEP) populations (as well as older adults and people with limited mobility) in the course of conducting public outreach activities, consistent with Federal Transit Administration (FTA) Circular 4702.1B ("Title VI Requirements and Guidelines for Federal Transit Administration Recipients").

## **Public Involvement Plan**

When a project, program, or an issue may have identifiable impacts on a neighborhood or citizen group, a Public Involvement Plan shall be submitted to the Humboldt Transit Authority Governing Board of Directors at the beginning of the project or program. The Plan shall be designed to:

1. Ensure responsiveness to the level of interest and concern expressed by the public;
2. Ensure visibility and understanding by the agencies, groups and individuals who may participate; and
3. Ensure that public involvement is carefully and systematically included as part of the decision-making process.

Prior to implementation, the Humboldt Transit Authority Governing Board of Directors will review and approve the Public Involvement Plans for initiated projects. This plan will be also be included as part of staff reports to the Board.

## **Citizens Input**

The Humboldt Transit Authority will solicit public input on an ongoing basis thru a multifaceted social media strategy including, but not necessarily limited to, the County's website and other tools. This approach will provide opportunities for proactive, early, and continuing public participation for HTA projects, programs and decision making. This multi-pronged strategy will allow staff wide latitude to adapt to take advantage of changing communications technologies and to interact with individuals, group, businesses and

strategic partners to ensure citizen access and participation. Mailings and other outreach efforts may be made to solicit input from a forum of organizations serving minorities, low and moderate income persons, as well as persons with disabilities and limited English proficient populations. More structured meetings may be held on specific proposals and projects, to expand support and encourage broad based public participation in the development and review of programs and projects.

Public input may be drawn from, but not necessarily limited to, entities such as:

1. Transit users
2. The general public
3. Non-profit organizations that provide services to the homeless, LEP populations

### **Monitoring and Evaluation**

The Humboldt Transit Authority will continuously monitor, evaluate and improve its public participation process. Regular review will be accomplished by tracking website usage and activity including the number of individuals on the HTA's contact list, that receive meeting notices, agendas, and other related materials. Furthermore, the public will be encouraged to provide comments and suggestions through various channels and open dialogue will be maintained with advisory groups throughout the community on transportation and planning issues. A record of public comments and those of institutional representatives will be kept, as well as responses to such comments, where pertinent.

### **The Solicitation of Public Comment**

It is HTA's policy to disseminate information and to solicit and respond to public comment regarding transportation projects in a manner which is reasonable and practical. Specific elements of this policy are as follows:

- Except when impossible because of an emergency condition, advance notice of not less than fifteen (15) days will be provided to neighborhood and communities affected by transportation projects. The methods of providing such notice include, but are not limited to, distribution of revised timetables, handouts, posted notices and/or media releases. Moreover, notices will be published in a newspaper of general circulation and also, if applicable, in newspapers oriented to the specific groups or communities affected. Such published notices will include information as to the date, time and location of any public hearings. At least one public hearing will be held no sooner than fifteen (15) days after the notices are published..

### **Additional Information on Process for Soliciting Public Comment**

Informational materials (available in English and Spanish) will be placed on the buses and used as handouts at public informational meetings and hearings. In order to direct interested individuals to these materials, flyers and posters will be posted on the buses, transit offices, transfer centers, and facilities (libraries, senior communities, human service organizations, schools, etc.) which may likely be impacted by the service changes.

Any interested individual is invited to make comments. Comments may be submitted in person at the public informational meetings and public hearings. They may also be submitted by mail and by Comment Card. In addition, comments may be submitted over the phone to HTA representatives, via email, and online via the website.

Information about scheduled public meetings is available via:

1. Bus posters
2. Humboldt Transit Authority Governing Board of Director's agenda
3. Posters in Transit Division offices and transfer stations
4. HTA website
5. Appropriate venues, such as senior communities, human service organizations, and schools
6. Email notification and social media

All comments received, are reviewed by HTA staff and considered in the final decisions. The goal of the HTA is to always provide the best possible service to the most current riders or potential riders.

## **Complaints**

Any and all Title VI complaints, may be directed to the Humboldt Transit Authority Title VI Coordinator:

Humboldt Transit Authority  
Attn: Title VI Coordinator  
133 V Street  
Eureka, CA 95501  
consuelo@hta.org  
Phone: 707-443-0826 ext. 105  
Fax: 707-443-2032



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Eureka, CA 95501

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Fax: (707) 443-2032  
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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 19, 2017

SUBJECT: Responses to the 2015/16 Fiscal and Compliance Audit.

This is to acknowledge the management letter (attached) of February 7, 2017 from Anderson, Lucas, Somerville, & Borges, LLP, the certified public accounting firm that performed the audit. Staff has reviewed the Report on the audit findings for the Humboldt Transit Authority for the Year ending June 30, 2016, and related comments regarding their findings. The following represents our recommended response to the same:

CURRENT YEAR FINDINGS

Conformity With TDA Regulations

Finding: Excess operating funds received. There was \$47,451 in excess TDA operating funds for the Southern Humboldt Bus Systems.

Solution: Staff recommends following the auditors solution (b) Southern Humboldt Bus Systems, by requesting that the County of Humboldt to amend their TDA claim to reflect restricting the excess funds for capital expenditures.

***Action Recommended: Direct staff to notify the affected member entity.***



**ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP**  
C E R T I F I E D P U B L I C A C C O U N T A N T S

ART STEWART (1945-1964)  
RICHARD RODRIGUE (1950-1985)  
DAVID J. SOMERVILLE (1971-1982)  
DONALD J. HARRIS (1962-1994)  
EUGENE B. LUCAS (1950-2013)

1338 MAIN STREET  
FORTUNA, CALIFORNIA 95540  
(707)725-4483 & (707) 725-4442  
Toll Free: 800-794-1643  
FAX: (707) 725-6340  
E-mail: [team@alsb.com](mailto:team@alsb.com)  
[www.alsb.com](http://www.alsb.com)

DAVID A. SOMERVILLE, II  
KEITH D. BORGES  
BARBARA J. GUEST

RITA CHISM  
VANESSA ANDERSON, E.A.

JAMES M. ANDERSON, *Inactive*

February 7, 2017

Board of Directors  
Humboldt Transit Authority  
133 V Street  
Eureka, California 95501

Ladies and Gentlemen,

We have audited the financial statements of Humboldt Transit Authority (HTA) for the year ended June 30, 2016 and have issued our report thereon dated February 6, 2017. As part of our audit, we reviewed and tested HTA's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability of assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of HTA's system of internal accounting control for the year ended June 30, 2016 which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, we submit, for your consideration, our comments and recommendations on the operating methods, accounting policies and procedures, and other matters which came to our attention during the course of the audit.

### CURRENT YEAR FINDINGS

1. Compliance with TDA Fund Eligibility:

Excess Operating Funds Received:

As shown in Note 2 to the financial statements, the following systems did not meet the compliance requirements of Section 6634 of the California Administrative Code dealing with TDA fund eligibility. Fund eligibility is determined by subtracting actual fare revenues, depreciation, and any federal operating funds received from operating expenses. This amount represents the maximum allowable TDA funding for operating expenses for the fiscal year ended June 30, 2016.

	<b>SoHum Inter City</b>
Operating Costs	\$ 551,221
Less Depreciation	(80,075)
Less Fare Revenues	(81,253)
Less Federal Operating Funds	(150,000)
Maximum TDA Fund Eligibility	239,893
STAF Operating Funds Received	1,057
TDA Funds Received	286,287
	287,344
Excess TDA Funds Received	\$ 47,451

Recommendation: HTA has several options to remedy this situation:

- a. Claims by member entities for operating costs for the following fiscal year may be reduced by the current year excess TDA funds.
- b. Members may file amended claims for the current fiscal year applying the excess fund to capital expenditures made during the current year.
- c. Members may repay the excess TDA funds to the Transportation Planning Agency (HCAOG) on demand.

The above recommendations and comments are intended to be constructive suggestions on ways to improve the policies and procedures of HTA. They are not intended to be all-inclusive of the areas in which improvements might be achieved. Should you have any questions regarding these comments or any other matters, please contact us.

In conclusion, we wish to thank the staff of Humboldt Transit Authority for their cooperation and assistance during our audit.

**ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP**

*Anderson, Lucas, Somerville, & Borges*



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: April 19, 2017

SUBJECT: Pass Program for the American Federation of State, County, & Municipal Employees, AFL-CIO (AFSCME)

At the February 15, 2017 regular HTA meeting, staff gave the board an overview of the Token Transit Mobile Pass Program that it recently implemented. Token Transit provided HTA an application that gives passengers the ability to purchase bus tickets on their mobile phone.

Using the app allows for a more expedited boarding process as passengers do not need to insert bills and coins into the farebox. It also gives them the ability to purchase passes without worrying about having the correct fare.

AFSCME Business Agent Drew Redden was present at the meeting and expressed interest in partnering with HTA to promote using public transportation for its members. As stated in his letter (enclosed) to the board dated 3/24/2017, AFSCME has over 1,000 members in Humboldt County and is optimistic that in offering a discount would provide the incentive needed to use Redwood Transit.

Staff is recommending that the board authorize a 20% discount to all AFSCME members for the 2017/18 fiscal year as a pilot program and bring it back in nine months to evaluate if it is a viable program. If approved, Token Transit will provide codes to AFSCME for Redwood Transit System Month passes that can be texted to all interested members to purchase the pass at a discount. This only applies to Regular Month Passes for RTS that reduces the \$59.00 pass to \$47.20.

***Action Recommended: Approve a 20% reduction for Redwood Transit Regular Month Passes to AFSCME Local 1684 members for a one-year pilot program.***



*Eureka*

840 E St Ste 7  
Eureka CA 95501-6804  
Phone 707-443-7371  
Toll Free 800-858-3212  
Fax 707-443-0819  
www.afscme57.org

RECEIVED MAR 27 2017

March 24, 2017

Humboldt Transit Authority Governing Board of Directors  
133 V St  
Eureka, CA 95501

Dear Members of the HTA Board of Directors:

AFSCME 1684 welcomes and supports your efforts to encourage use of public transit in Humboldt County through innovative efforts such as the Token Transit phone app system to streamline and ease access to consumers. We also applaud HTA for seeking and applying grant funding to install solar power at your operations and to explore use of electric buses. Many of our members support HTA, not only because your employees are also our members, but also because of HTA's commitment to consumer and environmentally friendly policies you espouse.

We would like to partner with you to continue in your efforts to grow and develop HTA and its ridership. Our membership across Humboldt numbers over 1,000 individuals, and we would like to promote and encourage their use of HTA buses – both during the daily commute and for regular transit around town for events, shopping and nightlife. Doing so would support our HTA members and the mission of HTA in continuing to offer an invaluable – and environmentally conscious – service to our community.

Our Local hopes you will consider assisting us in this endeavor by offering a discounted rate to our members. Such a decision would no doubt provide additional incentive to give HTA a try for those who have not yet done so. Coupled with the promotional offer of signing up to the Token Transit system, we see only a positive response to follow.

We hope this is an opportunity you will take with us, and that you will be as excited as we are about promoting and growing HTA into the future.

Thank you for your time and consideration. We hope to speak with you more on this soon.

Sincerely,

Drew Redden  
Business Agent  
AFSCME Local 1684

Cc: Greg Pratt, HTA General Manager



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Eureka, CA 95501

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Office: (707) 443-0826  
Fax: (707) 443-2032  
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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 19, 2017

SUBJECT: Dial-A-Ride Funding Contract for Humboldt County

The Humboldt Transit Authority is the Coordinated Transportation Services Agency for the region and is tasked with consolidating contracts, zones, and schedules to streamline the system to keep costs down and make it easier for the passenger to navigate the system.

Over the past six months, HTA Staff has consolidated zones, implemented a new dispatch software, streamlined the Contract for Services, and have prepared a draft Funding Contract for board approval.

The existing contracts (below) have been in place since 2001. Each one having its own funding arrangement, payment structure, required reporting, and operational requirements.

- City of Eureka and City Ambulance of Eureka (CAE),
- County of Humboldt, the City of Arcata and CAE.
- Humboldt County Association of Governments and CAE.

With the assistance from HTA Legal Counsel, staff has consolidated those funding contracts into one, which will insure that the DAR program is consistent throughout the County.

The proposed contract is for a one-year term beginning July 1, 2017 with no increase to the member agencies from the prior year. Staff will evaluate the ridership data after nine months of operating to compare to the current percentages to the actual numbers and bring it back to the HTA board for review.

**AGREEMENT BETWEEN  
THE HUMBOLDT TRANSIT AUTHORITY, CITY OF ARCATA, CITY OF EUREKA,  
COUNTY OF HUMBOLDT AND THE HUMBOLDT COUNTY ASSOCIATION OF  
GOVERNMENTS**

**REGARDING DIAL-A-RIDE SERVICES OPERATING AND  
ADMINISTRATIVE COST-SHARING**

This Agreement Regarding Dial-a-Ride Services Operating and Administrative Cost-sharing is made as of the date of the last party signing below by and among the Humboldt Transit Authority, a joint powers public agency of the State of California (hereinafter referred to as “HTA”), the City of Arcata, a municipal corporation of the State of California (hereinafter referred to as “ARCATA”), the City of Eureka, a municipal corporation of the State of California (hereinafter referred to as “EUREKA”), the County of Humboldt, a political subdivision of the State of California (hereinafter referred to as “COUNTY”), and the Humboldt County Association of Governments, a joint powers public agency of the State of California (hereinafter referred to as “HCAOG”). This Agreement is effective July 1, 2017.

**RECITALS**

1. Effective July 1, 2016, HCOAG designated HTA as the Consolidated Transportation Services Agency (CTSA) for Humboldt County, with responsibility, among other things, for administering a consolidated region-wide program to provide advance-reservation, curb-to-curb transportation for qualified elderly and disabled persons in the Cities of Arcata and Eureka and un-mandated areas in the County (“Dial-a-Ride” or “DAR”).
2. Dial-a-Ride currently serves approximately 275 Dial-a-Ride registrants and provides approximately 34,000 rides per year through separate contracts individually administered by ARCATA, EUREKA and the COUNTY.
3. Dial-a-Ride services are financed by Transit Development Act (TDA) funds administered through HCOAG. HCOAG distributes TDA funds separately to ARCATA, EUREKA, and the COUNTY for the specific purpose of providing Dial-a-Ride services.
4. Consolidation of Dial-a-Ride services administration into one contract will result in improved and more economical Dial-a-Ride services throughout the region.
5. Pursuant to HTA’s CTSA authority, HTA is prepared to enter into a contract with City Ambulance of Eureka, Inc. to provide Dial-a-Ride services within Arcata, Eureka and un-mandated portions of the County effective July 1, 2017.
6. The parties seek to fund HTA’s administration of a consolidated Dial-a-Ride contract through pro-rata contribution of each jurisdiction’s TDA Dial-a-Ride funding to define respective agency roles, responsibilities, and commitments in the operation of the region-wide Dial-a-Ride services based on the terms below.

**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. **Term.** The term of this is July 1, 2017 – June 30, 2018, unless terminated earlier as provided herein. This Agreement may be extended upon the mutual agreement of the parties.
2. **Dial-a-Ride Services, Contract.** HTA has qualified and shall enter into a contract with City Ambulance of Eureka, Inc. (“Service Contractor”) to provide Dial-a-Ride services within the jurisdictions of Arcata, Eureka, and the un-mandated portions of Humboldt County (“Service Contract”) beginning July 1, 2017. The Service Contract shall provide service levels or service terms substantially similar to current Dial-a-Ride service as shown in Exhibit B, attached hereto and incorporated herein. The HTA General Manager shall have the authority to change said service levels by up to ten percent (10%). Changes to said service levels in excess of 10% shall require advance approval by ARCATA, EUREKA, COUNTY and/or HCAOG, as appropriate.
3. **Payment for Costs of Services, Maximum Cost Service Contractor.** ARCATA, EUREKA, the COUNTY and HCOAG agree to share the cost of Dial-a-Ride services, as specified in *Exhibit A*. Payment to the Service Contractor under the Service Contract shall not exceed the Maximum Cost provided in *Exhibit A*, Paragraph 1. Such Maximum Cost does not include the administrative charge to be paid to HTA by HCOAG as CTSA.
4. **Administration of Service Contract.** HTA shall be responsible for administration of the Service Contract consistent with the administrative duties for Dial-a-Ride services set out in Exhibit B, attached hereto and incorporated herein. HTA's duties hereunder do not include bringing or defending litigation, administrative hearings or any other actions or proceedings, except as provided in Paragraph 16, or auditing the contractor's books, records or accounts.
5. **Eligibility to be Determined by HTA.** As part of HTA’s administration duties, HTA shall determine the eligibility of persons requesting the Dial-a-Ride services and shall issue tickets to persons determined to be eligible.
6. **Vehicles.** The Service Contract shall use HTA and HTA member agency owned vehicles acquired with the use of Federal Transit Act (FTA) Section 5310 funds. EUREKA and ARCATA each own the following vehicles to be used in Dial-a-Ride service:

**HTA Member Dial-A-Ride Fleet Inventory: Eureka**

Unit #	Year	Make	Model	VIN	Lic. Plate	Pass. Capacity	Mileage
74	2012	Ford	E350	1FDEE3FL7CDA21687	1406637	7+2	94,661
75	2012	Ford	E350	1FDEE3FL9CDA19276	1406638	7+2	84,849
76	2012	Ford	E350	1FDEE3FL9CDA21688	1406639	7+2	81,708

78	2015	Ford	Starcraft	1FDEE3FL2FDA0859 2	145266 0	4+2	9,621
79	2015	Ford	Starcraft	1FDEE3FL4FDA0859 3	147327 2	4+2	6,903

**Arcata**

Unit #	Year	Make	Model	VIN	Lic. Plate	Pass. Capacity	Mileage
918	2001	Chevy	Ventura	1GNDX031D158869	1096109	4+1	45,000

**7. Payment for Costs of Services and Contract Administration.** ARCATA, EUREKA, the COUNTY and HCOAG agree to share the cost of Dial-a-Ride services, including HTA’s Service Contract administration and eligibility determination, as specified in *Exhibit A*.

**8. Time of Payment.**

- a. On or before August 1, 2017, HTA shall invoice each agency for the estimated total annual payment due from ARCATA, EUREKA, the COUNTY and HCOAG as provided in *Exhibit A*. ARCATA, EUREKA, the COUNTY and HCOAG shall each pay HTA on a quarterly basis. If the estimated total annual payment exceeds the actual HTA costs, as agreed to by the parties, the overpayment shall be applied to the following year’s payment.
- b. In no event shall the aggregate amount payable by the parties under the terms of this Agreement exceed the sum provided for in *Exhibit A*, unless this Agreement is amended by the parties.

**9. Records.**

- a. HTA will keep and maintain for a minimum period of three (3) years after the expiration of each year of this Agreement accurate records and accounts of all receipts and expenditures, evidence of indebtedness and credit and other transactions relating to its performance of duties hereunder in a format prescribed by the ARCATA, EUREKA, COUNTY, and HCAOG. HTA will make such records and accounts available for inspection on request. ARCATA, EUREKA, COUNTY, and HCAOG may, at their own expense, provide for an independent audit of such records and accounts by a certified public accountant.
- b. Twice each year, HTA shall prepare and submit to ARCATA, EUREKA, the COUNTY, and HCAOG a written summary of the Dial-a-Ride program which provides a comparison of the number of passengers carried, passengers per trip, revenue, contractor payments and fare box ratio for that month compared to the same 6-month period of the preceding year, together with such comparisons between the current fiscal year-to-date and the preceding fiscal year-to-date if such information is available.

**10. No Assignment.** No party hereto may assign, transfer, or otherwise substitute its interest or obligations hereunder without the written consent of the other party.

**11. Relationship of Parties.** Each party hereto is an independent contractor. No party hereto is the employee of any other party.

**12. Non-Discrimination.** In performing this Agreement, no party hereto shall discriminate against any employee or applicant for employment because of race, color age, creed, sex or national origin and shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to such factors. Such affirmative action shall include, but not be limited to, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship. Each party hereto shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State of California, setting forth the provisions of this Fair Employment and Housing section. Each party will permit access to its records of employment, employment advertisements, application forms and other pertinent data and records by the California Fair Employment and Housing commission or any other agency of the State of California forth purpose of investigation to ascertain compliance with this paragraph.

**13. State and Federal Requirements.** The Congress of the United States, the Legislature of the State of California, and the Governor of the State of California, each within their respective jurisdictions, have prescribed certain employment practices with respect to contract and other work financed with federal or state funds. HTA shall insure that work performed under this agreement is done in conformance with rules and regulations embodying such requirements where they are applicable. Any agreement or Service Contract entered into by HTA for the performance of work connected with this agreement shall incorporate the provisions of Paragraph 14, or its equivalent.

**14. Insurance.**

- a. HTA shall require the Service Contractor to carry minimum levels of insurance as follows:
  - i. Workers compensation as required by law;
  - ii. Employer's liability with minimum limits of \$2,000,000;
  - iii. Commercial General for bodily injury and property damage with a combined single limit no less than \$2,000,000 per occurrence and general aggregate limit of at least \$4,000,000 for all of Contractor's premises and operations other than actual Dial-a-Ride passenger service;
  - iv. Automobile no less than \$2,000,000;
  - v. All policies shall be endorsed to include as additional insureds HTA, as well as ARCATA, EUREKA, COUNTY, and HCOAG, and their respective officials, employees, volunteers and agents; and shall be provided on a primary, non-contributing basis in reation to other insurance or self-insurance available to the additional insured;
  - vi. Endorsement precluding cancellation or reduction in coverage before the expiration of thirty (30) days after HTA shall have received written notification by registered mail from the insurance carrier; and,

- vii. A standard cross-liability endorsement or severability of interests clause with stipulation that inclusion of the agencies named as an additional insured shall not in any way affect their respective rights either in respect to any claim, demand, suit or judgment made, brought or recovered against the Service Contractor .
- b. HTA carries public liability insurance in the minimum amount of \$5,000,000, covering all bodily injury, including death, and all property damage arising out of HTA's obligations under this Agreement. HTA shall maintain in full force and effect said policy during the Term of this Agreement. The policy shall contain specific endorsements naming ARCATA, EUREKA, COUNTY, and HCOAG, and their respective officials, employees, volunteers and agents as additional insured for all liability arising out of the operations by or on behalf of HTA.

**15. Indemnity.** Each party shall hold the other party and its governing board, officers, agents, and employees harmless from, indemnify for, and defend from any liability for damages or claims for damages resulting or alleged to have resulted from personal injury, including death, as well as from liability for claims for property damages, including loss of the use thereof, which may arise or are claimed to arise or be occasioned in anyway, in whole or in part, from services performed pursuant to this Agreement, except where caused by the sole negligence or willful misconduct of the indemnifying party.

**16. Notices.** When it is provided in this Agreement that notice be given, such notice will be deemed given on posting in the United States mail, postage prepaid, addressed as follows:

To HTA:           General Manager  
                      Humboldt Transit Authority  
                      133 'V' Street  
                      Eureka, CA 95501

To ARCATA: City Manager  
                      City of Arcata  
                      736 F St.  
                      Arcata, CA 95521

To EUREKA: City Manager  
                      City of Eureka  
                      531 K Street  
                      Eureka, CA 95501

To COUNTY: Humboldt County Board of Supervisors  
                      Courthouse  
                      825 5th Street  
                      Eureka, CA 95501

To HCAOG: Executive Director  
                      HCAOG

611 I Street, Suite B  
Eureka, CA 95501

17. **No Third Party Beneficiaries**. This is not a third party beneficiary agreement and does not create any rights in any person not a party hereto.
18. **Provisions Required by Law**. Each and every provision of law and clause required to be inserted in this Agreement shall be deemed to be inserted herein and shall be enforced as though it were included herein; and if for any reason any such provision is not inserted, or is not correctly stated, then on application of any party, this AGREEMENT shall be physically amended to make such insertion or correction.
19. **Entire Agreement**. This Agreement shall constitute the entire understanding or agreement among the parties concerning the work to be performed and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter.
20. **Amendments**. This Agreement may be amended only in writing and upon the agreement of all parties.
21. **Counterparts**. This Agreement may be signed in separate counterparts, and all counterparts, when signed, shall constitute an enforceable agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused their duly authorized officers to execute this Agreement the day and year first above written.

*(Signatures on following pages)*

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CITY OF ARCATA

ATTEST:

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City Clerk

---

Mayor

---

CITY OF EUREKA

ATTEST:

---

City Clerk

---

City Manager

---

COUNTY OF HUMBOLDT

ATTEST:

---

Board Clerk

---

Board of Supervisor Chair

---

HUMBOLDT COUNTY  
ASSOC.  
OF GOVERNMENTS

ATTEST:

---

Board Clerk

---

HCAOG Chair

---

HUMBOLDT TRANSIT  
AUTHORITY

ATTEST:

---

Secretary to the Board

---

HTA Chair

## EXHIBIT A

THIS EXHIBIT sets forth the costs for the services provided pursuant to this Agreement. It is the intention of the parties that this Exhibit be replaced as needed to provide for changes in such costs.

1. For July 1, 2017 through June 30, 2018, the maximum cost of the Dial-a-Ride transportation service contract to be entered into by HTA shall not exceed \$790,440, or \$65,870 per month. Of this maximum cost, funding partners shall pay the amount as outlined in paragraph 2.
  
2. 

City of Arcata	\$53,815	6.8%
City of Eureka	\$576,000	72.9%
County of Humboldt	\$81,263	10.3%
HCAOG	\$68,000	8.6%
Arcata/County Fares	\$11,362	1.4%

## EXHIBIT B

### SERVICE SCHEDULES, ROUTES

Service Schedule. The service shall be six days a week, Monday through Friday from 6:30 a.m. to 7:00 p.m. and Saturday from 7:00 a.m. to 5:00 p.m. Service will not be provided on the following holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (4<sup>th</sup> Thursday in November) and Christmas Day (December 25).

a.

b. Service routes. Dial-A-Ride service is provided to eligible persons and their personal care attendants (PCAs) and/or approved companions at such times and places as may be requested within a service area comprising the following:

- **Eureka (3):** This service area is the same as that for the Eureka Transit Service which includes Pine Hill, Myrtleowne, Bayshore Mall, and Cutten (as far out as Campton Road).
- **Arcata (2):** This service area is the same as that for the Arcata Transit Service.
- **Non-mandated Areas (1 & 4):** Including the College of the Redwoods including the areas of Humboldt Hill, Fields Landing, King Salmon, Old Arcata Road, Manila, McKinleyville, Ridgewood Heights and Elk River.

ADA Paratransit service is provided within  $\frac{3}{4}$  mile of fixed-route transit service. Outside of the fixed route services in Arcata and Eureka, the service areas are not an American with Disabilities Act (ADA) paratransit service. However, vehicles are required to be equipped to service mobility devices/wheelchairs and residents with limited mobility.





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: April 19, 2017

SUBJECT: Humboldt Transit Authority Meeting Dates

At the March 15, 2017 HTA meeting, staff was asked to survey the board about the possibility of moving the meeting from the third Wednesday of every month to the fourth Wednesday. Language from the HTA JPA is as follows:

*Section 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 each month. 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.*

The general consensus of the board was to move the meeting to fourth Wednesday to avoid scheduling conflicts and allow staff an extra week to prepare end of the month stats. Legal Counsel has prepared a resolution if the board chooses to move forward.

***Action Recommended: Approve Changing the Humboldt Transit Authority Governing Board of Directors Meeting Date to the fourth Wednesday of Every Month by adopting Resolution 17-08.***

**RESOLUTION No. 17-08**

**A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS FIXING THE DAY AND TIME FOR MONTHLY 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 month, at a date, hour and place to be determined by resolution of the Governing Board; and

**WHEREAS**, the regular meeting of the Governing Board has been established to occur on the third Wednesday of each month at 9:00 a.m. in the Conference Room of the HTA, 133 V Street, Eureka, CA; and

**WHEREAS**, the Governing Board seeks to change the regular meeting day to the fourth Wednesday of each month.

**NOW THEREFORE, BE IT RESOLVED** that the Governing Board of the Humboldt Transit Authority hereby changes its regular meeting day to the fourth Wednesday of each month at 9:00 a.m., to be held in the Conference Room of the Humboldt Transit Authority, 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 19th of April 2017, by the following vote:

AYES:  
NOES:  
ABSENT:

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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board