

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting May 18, 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. Special Presentation
 - a. HSU student Connor Callison will give the board a presentation on the Live Transit Map he has developed.
 - b. Token Transit will give the board a presentation on their mobile ticketing product.
- V. 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. Federal Transit Administration Section 5339 Page 01
Staff is recommending submitting an application for Federal Transit Administration Section 5339 Bus and Bus Facilities Grant Program to purchase capital equipment.
Action Recommended: Adopt Resolution 16-10 Authorizing Application for FTA Section 5339 Grant Funds and for the General Manager to Sign the Grant Agreement.
 - b. Federal Transit Administration Section 5310 Page 03
Staff is recommending submitting an application for Federal Transit Administration Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities.
Action Recommended: Adopt Resolution 16-11 Authorizing Application for FTA Section 5310 Grant Funds and for the General Manager to Sign the Grant Agreement.

- c. Humboldt Transit Authority Personnel Policy Page 05
 Staff is recommending amending the Personnel Policy to reflect the PERS Contract, and to change the salary schedule for non-represented employees to step increases.
 ~Personnel Policy Enclosed
Action Recommended: Approve Amendment to the Humboldt Transit Authority's Personnel Policy Manual & Salary Schedule for Unrepresented Employees by Adopting Resolution 16-12
- d. Surplus Equipment Page 09
 The Maintenance Department has replaced its 1996 F-350 Shop Utility Truck with a 2016 International Shop Utility Truck and no longer has a use for the F-350.
Action Recommended: Adopt Resolution 16-13 Declaring HTA's 1996 Diesel F-350 unit #804 as Surplus Equipment and Authorize the General Manager to Sell to the Highest Qualified Bidder.
- a. Agreement for Operation of Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt. Page 12
 Staff is recommending a three-year extension to the agreement between HTA and the County to provide transportation to/from Willow Creek.
 ~Contract Enclosed
Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and the County of Humboldt.
- b. California Office of Emergency Services (Cal OES) Grant Page 13
 Staff is recommending submitting an application to Cal OES for funds available to our region to apply for solar power and storage.
Action Recommended: Adopt Resolution 16-14 Authorizing Application for Cal OES Grant Funds and for the General Manager to Sign the Grant Agreement.
- c. Minutes from the April 20, 2016 Regular Board Meeting. Page 22
Action Recommended: Approve minutes
- VI. Items Removed from the Consent Calendar
- VII. Action Items
- a. Resolution of Recognition Page 24
 Resolution of Appreciation for HTA Maintenance Personnel and Drivers.
Action Recommended: Approve Resolution 16-15

b. Preliminary Budget for Humboldt Transit Authority fiscal year 2016/17

Staff has prepared a preliminary budget for operating the Redwood Transit System, Willow Creek Extension, Southern Humboldt Systems, Tish Non-Village, and for contracting with the Cities of Eureka, Arcata, and HCAOG for maintenance and transit services. The Finance and Operations Committee reviewed the budget during their meetings on March 23rd and April 6th this year.

Action Recommended: Review the budget as proposed by staff and recommended by the Finance and Operations Committee. Make changes if necessary.

If approved, direct staff to publish a notice regarding public input on the proposed budget.

VIII. Discussion Agenda

a. March 2016 statistics and financial statements for all systems operated by HTA

Enclosed

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.



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 Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 18, 2016

SUBJECT: Federal Transit Administration Section 5339 Low or No Emission Vehicle Deployment Program (LoNo)

The main purpose of the LoNo Program is to deploy the cleanest and most energy efficient U.S.-made transit buses on the roadway. These buses have been largely proven successful in testing and demonstrations, but are not yet widely deployed in transit fleets. The LoNo Program provides funding for transit agencies for capital acquisitions and leases of zero emission and low-emission transit buses, plus costs associated with construction and leasing of required support facilities such as recharging, refueling, and maintenance facilities.

Staff was recently contacted by CalTrans, and informed that The Federal Transit Administration (FTA) announced the availability of \$22.5 million of Fiscal Year 2015 funds for the deployment of low or no emission transit buses, and for supporting facilities and related equipment.

Staff is recommending submitting an application to assist in purchasing an electric bus, charging station, solar power and storage in the amount of \$600,000. These funds will be combined with other State and Federal Grants at no cost to the Authority.

Action Recommended: Adopt Resolution 16-10 Authorizing Application for FTA Section 5339 Grant Funds and for the General Manager to Sign the Grant Agreement.

RESOLUTION NO. 16-10

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5339 WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5339 of the Federal Transit Act (FTA Circular 9300.1B); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5339 grants for transportation projects for bus and bus facilities; and

WHEREAS, the Humboldt Transit Authority desires to apply for said financial assistance to permit purchase of capital equipment/vehicle overhaul/rehabilitation in Humboldt County; and

WHEREAS, the Humboldt Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Humboldt Transit Authority does hereby authorize the General Manager, to file and execute applications on behalf of Humboldt Transit Authority with the Department to aid in the financing of capital assistance projects pursuant to Section 5339 of the Federal Transit Act (FTA Circular 9300.1B); as amended.

That the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5339 projects.

That the General Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5339 project(s).

PASSED AND ADOPTED by the Humboldt Transit Authority of the Humboldt County, State of California, at a regular meeting of said Board Meeting held on the 18th of May, 2016 by the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 18, 2016

SUBJECT: Federal Transit Administration Section 5310 (Rides to Wellness)

This program (49 U.S.C. 5310) provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities, when the transportation service provided is unavailable, insufficient, or inappropriate. Funds are apportioned based on each state's share of the population for these two groups.

The purpose of the program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities in all areas. Eligible projects include both "traditional" capital investment and "nontraditional" investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

As the Consolidated Transportation Services Agency, HTA staff is recommending applying to the Rides to Wellness Program for dispatching software for the region. This requested dispatching software would help the agencies become more efficient with passenger pick up/drop off times and also give them the ability to coordinate.

Action Recommended: Adopt Resolution 16-11 Authorizing Application for FTA Section 5310 Grant Funds and for the General Manager to Sign the Grant Agreement.

RESOLUTION NO. 16-11

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310 (49 U.S.C. SECTION 5310) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1F); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for the elderly and disabled; and

WHEREAS, the Humboldt Transit Authority desires to apply for said financial assistance to permit operation of paratransit service in Humboldt County; and

WHEREAS, the Humboldt Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Humboldt Transit Authority does hereby authorize the General Manager, to file and execute applications on behalf of Humboldt Transit Authority with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1F), as amended.

That the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

That the General Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

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 18th of May 2016, by the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 18, 2016

SUBJECT: Humboldt Transit Authority Personnel Policy

Any changes to the Salary Schedule and Personnel Policy requires board authorization. The change to the benefit package has been updated to reflect the contract between CalPERS and HTA.

~Salary Schedule, Job Description, and Personnel Policy enclosed.

1. HTA will offer the benefit of retiree medical for unrepresented employees (no dependents) hired after June 1, 2016.
 - i. The change to the benefit package has been updated to reflect the contract between CalPERS and HTA.
2. Unrepresented employees will receives salary advancements based off of years of service instead of yearly performance reviews.
 - i. This change to the salary schedule will reflect the same steps that represented employees have for rate increases.
3. The job title of Secretary changed to Administrative Assistant.
 - i. Duties of the secretary have changed, therefore staff is recommending an update to the job description and title.

Action Recommended: Approve Amendment to the Humboldt Transit Authority's Personnel Policy Manual, Job Description & Salary Schedule for Unrepresented Employees by Adopting Resolution 16-12

HTA Classification Plan

June 1, 2016

Salary Schedule										
Allocation										
Position	Current	Filled	Proposed	A	B	C	D	D	F	
<i>Non-union positions</i>										
General Manager	1	1	1	Range \$37.02 - \$47.12						
Manager of Operations	1	1	1	\$25.84	\$27.91	\$29.98	\$32.05	\$34.12	\$36.17	
Director of Maintenance	1	1	1	\$25.84	\$27.91	\$29.98	\$32.05	\$34.12	\$36.17	
Human Resource Manager	0	0	1	\$25.84	\$27.91	\$29.98	\$32.05	\$34.12	\$36.17	
Finance Manager	0	0	1	\$25.84	\$27.91	\$29.98	\$32.05	\$34.12	\$36.17	
Bookkeeper	0	0	1	\$20.00	\$20.71	\$21.41	\$22.11	\$22.81	\$23.55	
ADA Specialist/Title VI Coordinator	1	1	1	\$19.23	\$20.09	\$20.95	\$21.81	\$22.67	\$23.55	
Transportation Supervisor	0	0	1	\$16.83	\$17.82	\$18.78	\$19.74	\$20.70	\$21.63	
Administrative Assistant	1	1	1	\$13.94	\$14.90	\$15.86	\$16.82	\$17.18	\$18.75	
<i>Union positions</i>										
Steps for union staff are negotiated and part of the MOU										
Shop Supervisor	1	1	1	\$23.73	\$24.70	\$25.67	\$26.64	\$27.62	\$28.58	
Lead Mechanic	1	1	1	\$22.78	\$23.48	\$24.21	\$24.97	\$25.76	\$26.31	
Senior Mechanic	1	1	1	\$21.68	\$22.39	\$23.11	\$23.87	\$24.66	\$25.22	
Equipment Mechanic	3	2	3	\$19.95	\$20.64	\$21.25	\$22.14	\$22.92	\$23.47	
Equipment Technician I	1	1	1	\$17.13	\$17.69	\$18.26	\$18.87	\$19.52	\$20.07	
Equipment Technician II				\$18.22	\$18.79	\$19.35	\$19.97	\$20.61	\$21.17	
Vehicle Service Worker	2	2	2	\$15.57	\$16.05	\$16.55	\$17.08	\$17.63	\$18.18	
Vehicle Service Worker (part-time)				\$14.58	\$15.03	\$15.50	\$15.98	\$16.50	\$16.67	
Cleaner/Janitor	1	1	1	\$14.83	\$15.27	\$15.73	\$16.21	\$16.69	\$17.24	
Cleaner/Janitor (part-time)	1	1	1	\$13.89	\$14.30	\$14.73	\$15.17	\$15.62	\$16.13	
Driver	30	30	32	\$15.57	\$16.05	\$16.55	\$17.08	\$17.63	\$18.18	
Extraboard Driver		12	5	\$15.57	\$16.05	\$16.55	\$17.08	\$17.63	\$18.18	
Extraboard Driver (part-time)				\$14.58	\$15.03	\$15.50	\$15.98	\$16.50	\$16.67	

Administrative Assistant

Under the direction of the Human Resources Manager, the Receptionist oversees all activities at the front desk and completes other tasks in support of administration and operations. Duties include but are not limited to:

- Answer phones, distributing calls and/or managing customer inquiries
- Provide schedule and route information to the general public as necessary
- Greet the public and fulfilling all general reception duties
- Provide services to management staff as needed, including typing, filing, invoicing, record keeping, phone management, etc.
- Sell tickets and passes to the public
- Calculate ridership statistics monthly
- Receive and process applications for reduced fares, and prepare ID cards
- Count cash and complete daily logs of money taken at the front desk
- Oversee front desk cash box and cash reconciliation
- Open and date all incoming mail
- Perform all administrative duties related to the Eureka Dial-a-Ride program, including ticket count reconciliation, client certification, complaints, and reports

RESOLUTION 16-12
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE PERSONNEL POLICY AND SALARY SCHEDULE

WHEREAS, on January 18, 2012, Humboldt Transit Authority adopted Resolution 12-01 implementing the Personnel Policy for unrepresented employees.; and,

WHEREAS, this document has been amended by Resolution 16-05; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Personnel Policy.

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

1. Resolution 16-05 is hereby rescinded and replaced by Resolution 16-12 adopting the enclosed Personnel Policy for Unrepresented Employees and Salary Schedule effective June 1, 2016.
2. HTA will offer the benefit of retiree medical for unrepresented employees (no dependents hired after June 1, 2016).
3. Unrepresented employees will receives salary advancements based off of years of service.
4. The job title of Secretary changed to Administrative Assistant.

PASSED, APPROVED AND ADOPTED this eighteenth day of May 2016, on the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Chair of the HTA Governing
Board of Directors

HTA Secretary to the Board



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 18, 2016

SUBJECT: Surplus Equipment

The 1996 F-350 maintenance utility truck, no longer meets clean air standards, has long ago exceeded its useful life in years, and was recently replaced by a 2016 International heavy duty maintenance utility truck.

The maintenance department no longer has a use for vehicle #804, and recommends that the board declare it as surplus equipment. Staff will publish a notice to accept sealed bids and will accept the highest qualified submission.

Action Recommended: Adopt Resolution 16-13 Declaring HTA's 1996 Diesel F-350 unit #804 as Surplus Equipment and Authorize the General Manager to Sell to the Highest Qualified Bidder.

RESOLUTION 16-13

RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS AUTHORIZING THE GENERAL MANAGER TO SELL OR OTHERWISE DISPOSE OF SURPLUS CITY PROPERTY IN THE FORM OF A 1996 DIESEL FORD F-350.

WHEREAS, in 1996, the Humboldt Transit Authority took delivery of a shop utility vehicle to for road calls and to maintain service levels; and

WHEREAS, staff has designated the shop utility vehicle as it has surpassed the end of its service life based on years in service; and

WHEREAS, the Humboldt Transit Authority desires to surplus the 1996 Diesel Ford F350 Shop Utility Vehicle and sell at fair market value or otherwise dispose of the asset.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby authorize the General Manager to exercise the sale or disposal of surplus property in the form of a 1996 Diesel Ford F350 shop utility vehicle. The description of this item is shown in Exhibit A to this resolution, incorporated herein by this reference.

NOW, THEREFORE, BE IT FURTHER RESOLVED that proceeds from any sale or disposal of the surplus vehicles shall be deposited into the Transit Fund.

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 18th of May 2016, by the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

Exhibit A
SURPLUS EQUIPMENT INFORMATION

1996- F-350, 7.3 Power stroke Shop Utility Vehicle with Harbor Service Body

Vehicle # 804, VIN 2FDJF37F9TCA72502

Lift Moore 3200 Crane

Manual Out-Riggers

Dual Fuel Tanks

21,816 miles

2-wheel drive

Push bumper

Work /Step Rear Bumper

Quincy Air Comp – Gas #150980-155

Spot Lights and Code 3 Caution light bar

70% tire tread (all six)



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 18, 2016

SUBJECT: Agreement for Operation of Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt.

Since July 2001, HTA has been operating bus service between Willow Creek and Arcata with seven trips per day, six days per week, connecting with RTS, AMRTS, KT-Net, and Trinity Transit. The system continues to be successful, and has kept its farebox return above the 10% minimum

The agreement includes compensation payable to Humboldt Transit Authority for the operation of bus service between Arcata and Willow Creek. The term of the agreement is three years, commencing July 1, 2016 and ending June 30, 2019.

Action Recommended: Review, discuss, make changes if necessary, approve Agreement for Operation of Bus Transit System in the Willow Creek Area.



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 18, 2016

SUBJECT: California Office of Emergency Services (Cal OES) Grant

The California Office of Emergency Services (Cal OES) funding opportunity is available through Proposition 1B, also known as the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. The Transit System, Safety, Security, and Disaster Response Account (TSSDRA), is a portion of Proposition 1B that funds the CTSGP-CTAF, administered by the Cal OES. Funds are allocated by the State Controller to eligible agencies (transportation planning commissions) and public transit operators pursuant to Sections 99313 and 99314 of the Public Utilities Code.

Staff was recently notified by the Humboldt County Association of Governments that there is \$62,148 available to the region, and recommends submitting an allocation request to Cal OES. If successful, the funds would be used for security improvements including solar power for the facility. A board resolution is required to apply for these funds.

Adopt Resolution 16-14 Authorizing Application for Cal OES Grant Funds and for the General Manager to Sign the Grant Agreement.

Grant Assurances

California Transit Security Grant Program California Transit Assistance Fund

Name of Applicant: _____

Grant Cycle: _____ Grant Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (____) _____

E-Mail Address: _____

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

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

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

Water Act of 1974, as amended, (P.L. 93-523); and

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

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

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

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

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____



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

RESOLUTION NO. 16-14

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Humboldt Transit Authority is eligible to receive CTSGP funds; and

WHEREAS, the Humboldt Transit Authority will apply for FY 14/15 CTSGP funds in an amount up to \$62,148 for security improvements; and

WHEREAS, the Humboldt Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires the Humboldt Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of [Name of Applicant] to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE GOVERNING BOARD OF THE HUMBOLDT TRANSIT AUTHORITY THAT GREG PRATT, GENERAL MANAGER, AND/OR HIS DESIGNEE, ALENE WEBB, FINANCE MANAGER, are hereby authorized to execute for and on behalf of the Humboldt Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

Passed and approved this Eighteenth day of May, 2016.

AYES:

NOES:

ABSENT:



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Certification

I, Mark Lovelace _____, duly appointed and
(Name)

Chair _____ of the Humboldt Transit Authority _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

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

Eighteenth day of, May, 2016 _____ .

(Official Position)

(Signature)

(Date)

Authorized Agent Signature Authority

AS THE Chair of the Governing Board
(Chief Executive Officer / Director / President / Secretary)

OF THE Humboldt Transit Authority
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Governor’s Office of Emergency Services.

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

Alene Webb, Finance Manager, OR
(Name or Title of Authorized Agent)

(Name or Title of Authorized Agent)

Signed and approved this Eighteenth day of May, 2016

Mark Lovelace, Chair of the HTA Governing Board of Directors

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

April 20, 2016

ROLL CALL

PRESENT

Board Members

Michael Winkler, City of Arcata
Natalie Arroyo, City of Eureka
Mark Lovelace, County of Humboldt
Julie Fulkerson, City of Trinidad

ABSENT

Rex Bohn, County of Humboldt
Tami Trent, City of Fortuna
Tim Marks, City of Rio Dell

Staff

Greg Pratt, General Manager
Jim Wilson, Director of Maintenance
Karen Wilson, Manager of Operations
Alene Webb, Finance Manager
Consuelo Espinosa, ADA Specialist
Brian Connors, Transportation Supervisor

Brenda Fregoso, Secretary to the Board

CALL TO ORDER

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

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel.

CITIZEN'S COMMUNICATIONS

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 Councilmember Fulkerson, second by Councilmember Arroyo to approve the Consent Calendar.

Motion carries unanimously

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

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

Action Recommended: Approve changes to the contract to 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.

b. First Amendment and Extension between HTA and UbiquiTel Leasing Company

An extension to an amendment of the existing contract is needed for UbiquiTel Leasing Company to upgrade their equipment on HTA's cell tower located at 133 V Street.

Action Recommended: Approve First Amendment To Lease between the Humboldt Transit Authority and UbiquiTel Leasing Company.

c. Approval of Minutes

Minutes from the March 16, 2016 regular board meeting.

Action Recommended: Approve minutes

Items removed from the Consent Calendar.

None

DISCUSSION AGENDA

a. February 2016 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 February 2016.

COMMUNICATIONS:

a. Board

Councilmember Arroyo addressed a concern about when she was employed with RCAA, specifying some challenges that local youth and families had in regards to being unfamiliar with accessing transit. She suggested that HTA host a "Bus Day" for transit training for the community. Manager of Operations Karen Wilson announced that two staff members from HTA recently took a city bus to Zane Middle School to educate the afterschool program on how to "ride the bus". Supervisor Lovelace suggest that HTA consider this item be placed on a future board agenda.

b. Staff

General Manager Greg Pratt announced that HTA recently entered into a partnership with Redwood Acres Fair in purchasing RTS and ETS tickets in advance for the fair. This will help the fair with parking issues and the bus ticket will get the passengers in the fair at a reduced price. Also partnering with the RV Park in getting transit information to the patrons of the park.

Meeting adjourned at 9:28 a.m.



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: Brenda Fregoso, Human Resource Manager

SUBJECT: Resolution expressing appreciation for the bus drivers and shop staff of Humboldt Transit Authority

In honor of Transportation Day, May 18, 2016, Humboldt Transit Authority would like to express appreciation for Humboldt Transit Authority's Bus Drivers and Maintenance Staff. Without safe, courteous and reliable public transportation, there would be no public transportation; therefore, drivers are the essential mainstay of any transit system.

There is other staff of Humboldt Transit Authority who needs to be recognized on this important day and that is maintenance staff; they do a remarkable job of keeping the equipment running smoothly and efficiently as well as compliant with FTA rules and regulations.

The combined effort of Humboldt Transit employees gets people where they're going safely and efficiently. There should be more than just one day to show our immense appreciation for this hard working group of people. Today, Humboldt Transit Authority would like to adopt Resolution 16-15 in appreciation for bus driver and maintenance staff.

Action Recommended: Approve and adopt Resolution 15-16, Expressing Appreciation for the Bus Drivers and Maintenance Staff of Humboldt Transit Authority.

Resolution of the
Humboldt Transit Authority

*Resolution expressing appreciation for the Bus Drivers and Maintenance Staff of Humboldt
Transit Authority*

WHEREAS, there is a great need for public transportation in both the City of Eureka and in all of Humboldt County; and,

WHEREAS, without our safe, courteous, and reliable public transportation drivers there would be no public transportation; therefore, drivers are the essential mainstay of any transit system; and,

WHEREAS, Humboldt Transit Authority's drivers have provided professional services to 832,369 passengers during 2015; and,

WHEREAS, Humboldt Transit Authority's drivers have driven over 901,565 miles during 2015; and,

WHEREAS, Humboldt Transit Authority's drivers provide constant public safety services insofar as they are alert to see and report any types of condition potentially hazardous to the Cities of Humboldt County's safety or property.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt Transit Authority's Governing Board hereby recognize and expresses its sincere appreciation to its drivers for their continued courteous and reliable services, and wishes them many more years of success in providing a much needed service to the citizens of Eureka and Humboldt County.

PASSED, APPROVED AND ADOPTED this eighteenth day of May, 2016 on the following vote:

Ayes:

Noes:

Absent:

*Chair of the HTA Governing Board of
Directors*

ATTEST: HTA Secretary to the Board

Resolution No. 16-15



133 V Street
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TO: Chair Lovelace
All Governing Board Members

FROM: Alene Webb, Finance Manager

DATE: May 18, 2016

SUBJECT: Highlights of the Humboldt Transit Authority operating budget for
FY 2016-17.

The Finance and Operations Committee worked with HTA staff during their meetings on March 23, 2016 and April 6, 2016 to prepare the draft budget. The following provides a summary of this year's budget estimate.

1. ETS Percentage for Allocated Expenses
 - i. The percentage of ETS's allocation of Administration and Maintenance expenses has increased to 16% based off of service hours driven.
2. Direct expenses are based on actual costs for the first 6 months, then doubled, with an average of 3% increase across the board. There are a few exceptions as indicated.
3. Fuel expenses are based on a fuel cost of approximately \$2.75 per gallon.
4. Medical Insurance was calculated to include a 13% increase due to rising costs.
5. Workers Comp was calculated to include the 2.5% increase in payroll, as well as a 10% yearly cost increase.
6. Computer/ IT expenses increased 10% over last year due to the additional number of computers used by HTA, and anticipation of future repair work that will be required.
7. Payroll Expenses
 - i. The number of full and part time employees should remain the same.
 - ii. Any increases in payroll are based on the negotiations finalized with the union.
 - iii. The tool allowance was increased to reflect the union negotiations.
8. The vehicle insurance was increased 14 % based on historical increases, as well as additional vehicles purchased.

***Action Recommended: Review the budget as proposed by staff and recommended by the Finance and Operations Committee. Make changes if necessary.
If approved, direct staff to publish a notice regarding public input on the proposed budget.***

	RTS for 2016-2017	ETS for 2016-2017	TNT for 2016-2017	WC for 2016-2017	SHI for 2016-2017	SHL for 2016-2017	(AMRTS) 2016-2017	DAR 2016-2017	Admin/HTA 2016-2017	Maint. Shop/Facility 2016-2017	Total
REVENUE											
Operating Revenue											
400.40 Contract Transportation	245,000	655,182		2,750			90,000	0			992,932
400.30 Fares	995,000	285,000	7,500	45,000	91,000	16,000	0	0			1,439,500
410.50 Insurance reimbursement							0	0			-
400.70 Passes & ID Cards							0	0	500		500
400.60 Outside Service Revenue							0	0		75,000	75,000
400.10 Misc. Revenues							0	0			-
Non-operating Revenues							0	0			-
410.10 Advertising Revenue							0	0	33,600		33,600
410.80 Rent & Leases							0	0	95,000	12,000	107,000
414.00 LTF/JPA Member Assessment	1,494,152		177,873	233,030	357,285	137,939	0	0			2,400,279
411.00 Federal Operating					130,284		0	0			130,284
412.00 STAF - State Operating Funds	144,137	27,599	7,884	7,884	19,716	7,884	13950	121,090	52,323	90,000	492,467
310.00 Unrestricted Net Assets							0	0			-
413.00 Interest Income							0	0	10,000		10,000
TOTAL REVENUE	2,878,289	967,781	193,257	288,664	598,285	161,823	103,950	121,090	191,423	177,000	5,681,562
EXPENSE											5,681,562
PAYROLL, AND RELATED BENEFITS											
680.00 Labor											-
Administration							1,100	92,740	410,260		504,100
Maintenance							49,000	4,500		400,616	454,116
Operations	590,233	257,165	36,530	49,730	106,480	27,163	0	0			1,067,301
680.1 Birthday	2,100	1,500	250	250	300	150	0	0	1,400	2,000	7,950
680.6 Earned Leave	50,600	18,692	1,045	4,000	6,000	2,000	0	0	35,000	30,000	147,337
680.2 Holiday Time	21,000	9,400	1,000	1,500	2,500	750	0	0	11,500	16,000	63,650
680.10 Overtime	9,000	5,000	1,000	2,000	2,500	500	0	0	3,000	6,000	29,000
670.00 Employment Taxes	13,000	5,765	1,650	1,650	2,750	1,000	0	0	8,000	10,000	43,815
676.00 Employee Bereavement	750	700	200	200	200	200	0	0	500	250	3,000
673.00 Worker's Compensation Insurance	130,702	38,940	8,778	11,000	24,640	5,940	7,000	2,000	2,700	62,300	294,000
690.00 Health & Welfare											-
6042.1 Medical	282,500	136,500	22,000	30,000	51,985	13,287	0	0	131,000	150,000	817,272
Dental	30,000	14,000	2,000	4,552	7,302	2,407	0	0	10,000	20,000	90,261
6042.3 Vision	5,000	2,000	500	900	1,200	450	0	0	3,000	1,200	14,250
6042.4 Life	1,600	500	100	197	300	64	0	0	670	900	4,331
6042.2 Retiree Med.	103,000	50,319	6,502	100	16,650	3,100	0	0	500	13,000	193,171
672.00 PERS Retirement	89,000	27,000	6,000	7,000	17,000	3,161	0	0	60,000	54,700	263,861
674.00 Physicals/DMV / B-ground checks	3,500	1,700	200	200	750	200	0	0	200	1,000	7,750
General Operating Expenses											-
General											-
603.00 Dues & Subscriptions							973	0	6,000	1,350	8,323
604.00 General Operating Supplies							550	0	5,000	3,000	8,550
609.00 Office Supplies							0	650	8,000	500	9,150
611.00 Printing Expense							0	300	5,000	3,000	8,300
616.00 Training & Development							1,000	0	25,000	7,500	33,500
Administration											-
6120.00 Legal Expenses							0	0	25,000	-	25,000
6121.00 Accounting & Bookkeeping							800	0	25,000	-	25,800
600.00 Advertising Expense							0	0	5,000	-	5,000
602.00 Cost of Funds							168	0	6,000	-	6,168
605.00 Non-vehicle Insurance							0	0	17,000	-	17,000
608.00 Mileage & Per Diem							0	0	12,000	4,000	16,000
607.00 Management & Consulting							0	0			-

No longer in use

	RTS for 2016-2017	ETS for 2016-2017	TNT for 2016-2017	WC for 2016-2017	SHI for 2016-2017	SHL for 2016-2017	(AMRTS) 2016-2017	DAR 2016-2017	Admin/HTA 2016-2017	Maint. Shop/Facility 2016-2017	Total
610.00 Postage							0	675	4,500	200	5,375
613.00 Service Charges							0	0	1,000	-	1,000
615.00 Specialized Services							0	0	-	-	-
Operations							0	0			-
688.20 Uniforms - Drivers	4,500	2,600	200	1,000	1,000	200	0	0			9,500
662.00 GFI -Ticket Stock & equip	14,000	2,500	750	2,000	1,500	300	2,000	0			23,050
663.00 WiFi//GPS/MyRide	29,000	2,000	1,300	1,300	2,000	1,000	0	0			36,600
661.00 Schedule Printing & Updates	3,600	300	110	100	200	100	700	0			5,110
664.00 Vehicle Insurance							0	0			-
664 Premiums	83,026	-	10,378	10,378	25,945	10,378	0	0		4,417	144,522
664.1 Deductables	20,000	-	2,000	18,000	11,000	2,100	0	0	5,000		58,100
666.00 Operations Supplies							550	0	2,500	1,000	4,050
Maintenance								0			-
620.00 Gen. Maintenance Supplies	-	-	-	-	-	-	2,800	0		20,000	22,800
635.00 Shop Tools	-	-	-	-	-	-	2,100	0		15,000	17,100
688.30 Safety Supplies & Gear	-	-	-	-	-	-	300	0		2,000	2,300
688.10 Uniforms - Shop	-	-	-	-	-	-	3,500	0		22,600	26,100
Vehicles								0			-
650.00 Contract Maintenance	22,000	14,000	4,000	-	2,700	1,000	4,000	0		500	48,200
651.00 Contract Repairs	5,000	2,250	250	500	500	250	1,700	0		15,000	25,450
653.00 Fuel	324,786	106,640	19,295	48,417	104,220	36,664	0	0		12,000	652,022
614.00 Special Studies/Permits	-	-	-	-	-	-	0	0		3,000	3,000
654.00 Oil & Lubricants	300	220	100	100	100	100	0	0		500	1,420
655.00 Parts	84,000	15,000	5,000	10,000	25,000	5,000	12,500	0		12,000	168,500
656.00 Small Tool Allowance							430	0		4,200	4,630
657.00 Tires	20,000	8,000	1,000	7,000	12,000	3,000	5,500	0		1,000	57,500
Facilities								0			-
601.00 I.T hardware, maint., licenses							1,279	15,000	8,000	56,000	80,279
631.00 Rentals & Leases							0	0		6,000	6,000
632.00 Subcontract Maint.							2,200	0		13,000	15,200
633.00 Utilities							0	0		67,000	67,000
634.00 Facility M & R							3,800	0		25,000	28,800
Total Direct Expense	1,942,197	722,691	132,138	212,074	426,722	120,464	103,950	115,865	837,730	1,067,733	5,681,562
Revenues minus Direct Costs	936,092	245,090	61,119	76,590	171,563	41,359	-	5,225	646,307	885,508	
Minus Allocated Admin. & Maint. Costs	936,092	245,090	61,119	76,591	171,563	41,359		5,225			
NET Total	0	0	0	0	0	0	0	0			
Allocation Percentages	61.11%	16.00%	3.99%	5.00%	11.20%	2.70%	0.00%	0.00%			
Admin. Allocation 646,307	394,958	103,409	25,788	32,315	72,386	17,450	0	0			
Maint. Allocation 885,508	541,134	141,681	35,332	44,275	99,177	23,909	0	0			
Total Allocations by service	936,092	245,090	61,119	76,591	171,563	41,359	0	0			
Capital Funds	500,000	0	125,000	0	190,000	121,000	0	0	0	350,000	1,528,000
Capital Purchases - Buses-Fuel Facility-GM	500,000	0	125,000	0	190,000	121,000	0	0	0	350,000	1,528,000
	0	0	0	0	0	0	0	0	0	0	0

General Expenses: data for any line item based on first six months expense (by line item) x2

NOTES: AMRTS and DAR are contracted and administered by HTA. Maintenance and Administration costs are part of the contracts and are subtracted prior to allocations

NOTES: Admin & Maintenance Allocation Percentages are based on Hours of Operation. ETS % is reduced to allow for contract adjustments, excess weighed to RTS.