

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting May 24, 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 April 19, 2017 Regular Board Meeting. Page 03
Action Recommended: Approve minutes
 - b. February & March 2017 statistics and financial statements for all systems operated by HTA Handout
Action Recommended: Receive & File
 - c. Federal Transit Administration Section 5311 Grant Funds Page 06
Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment and operating assistance.
Action Recommended: Adopt Resolution 17-09 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.
- V. Items Removed from the Consent Calendar
- VI. Action Items
 - a. Preliminary Budget for Humboldt Transit Authority FY 2017/18 Page 08
Staff has prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, Willow Creek Extension, Southern Humboldt Systems, Tish Non-Village, and for contracting with the Cities of Eureka and Arcata for maintenance and transit services. The Finance and Operations Committee reviewed the budget during their meeting on May 11, 2017.
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.
 - b. Humboldt Transit Authority's Drug & Alcohol Policy Page 12
Because of changes to the Federal Regulations 49 CFR Part 40, a revised Humboldt Transit Authority Drug & Alcohol Policy is needed to stay in compliance.
~HTA Drug & Alcohol Policy Enclosed
Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 17-10.

VII. Discussion Items

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

April 19, 2017

ROLL CALL

PRESENT

ABSENT

Board Members

Rex Bohn, County of Humboldt
Paul Pitino, City of Arcata
Tim Marks, City of Rio Dell
Tami Trent, City of Fortuna
Steve Ludwig, City of Trinidad
Natalie Arroyo, City of Eureka
Mike Wilson, County of Humboldt

Staff

Greg Pratt, General Manager
Jim Wilson, Director of Maintenance
Consuelo Espinosa, ADA Specialist

Karen Wilson, Manager of Operations
Brenda Fregoso, Secretary to the Board
Alene Webb, Finance Manager

CALL TO ORDER

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

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel; Jasion Chand, City Ambulance; Richard Tollison, Public Resident.

COMMUNITY MEMBERS COMMUNICATION

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 Trent, second by Councilmember Marks to approve the Consent Calendar.
Motion carries unanimously

- a. Minutes from the March 15, 2017 Regular Board Meeting

Action Recommended: Approve minutes

- b. Federal Transit Administration Title VI of Civil Rights Act of 1964 Public Participation Plan
Board Resolution is required by 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
Staff 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.

Items Removed from the Consent Calendar

None

DISCUSSION ITEMS:

- a. The Eureka Transit Service
The board reviewed the Humboldt Transit Authority's roll in operation the Eureka Transit Service, administering their Dial-A-Ride program, and discusses upcoming changes. General Manager Greg Pratt discussed the HTA's current role in operating the Eureka Transit Service and administering their Dial-A-Ride program and discussed upcoming changes with the line route study. Councilmember Arroyo expressed that she would like to explore the possibility of HTA taking on new roles and responsibilities with the Eureka Transit Service and that she will bring this up at a future meeting.

ACTION ITEMS

- a. Pass Program for the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME)
This agenda item will be moved to a future board meeting.

- b. Dial-A-Ride Funding Contract for Humboldt County
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. General Manager Greg Pratt gave the board a brief summary on how the calculations were determined. The board directed staff to make changes to the Dial-A-Ride Funding Contract to add that HTA will evaluate the ridership data after nine months of operation to compare the current percentages to the actual numbers on Exhibit A of the handout. Motion by Councilmember Pitino, second by Councilmember Ludwig to approve the Dial-A-Ride Funding contract for Humboldt County and amending Exhibit A.
Motion Carried Unanimously

c. Humboldt Transit Authority Meeting Dates

The board considered moving the meeting date of the Regular HTA Board Meeting from the third Wednesday of every month to the fourth Wednesday of every month.

Motion by Councilmember Pitino, second by Councilmember Trent to approve Resolution 17-08 changing the day for Monthly Board Meetings.

Motion Carries unanimously

COMMUNICATIONS:

a. **Board**

Steve Ludwig, City of Trinidad, introduced himself to the board.

b. **Staff**

General Manager Greg Pratt gave the board information on the new Assembly Bill that passed that reduced all farebox recovery ratios to 10%. He also thanked Consuelo Espinosa for all of her hard work on the Title VI Program.

Meeting adjourned at 9:38 a.m.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

FROM: Greg Pratt, General Manager

DATE: May 24, 2017

SUBJECT: 2017/18 & 2018/19 5311 Regional Apportionment Grant Funds

Each fiscal year, Regionally Apportioned Federal funds become available to the region. Staff was notified by the Humboldt County Association of Governments (HCAOG) that there is \$743,183 available in this year's Regional Apportionment Grant Fund program and \$742,904 for the following year.

For the 17/18 FY, staff is requesting authorization from the HTA board to apply for a 40-foot, battery electric bus and operating assistance. For the 18/19 FY, a low floor cut-away bus and operating assistance.

17/18 5311 Funds

\$343,685 *Electric Bus, Redwood Transit*
\$49,489 *Operating Assistance, Redwood Transit*

18/19 5311 Funds

\$146,075 *Cut-Away Bus, Tish Non-Village Transit*
\$242,280 *Operating Assistance, Redwood Transit*

Caltrans changed the application process from applying every year, to applying one year for two years of projects. 5311 program requires a board authorizing resolution for all grant applications.

Action Recommended: Adopt Resolution 17-09 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.

RESOLUTION 17-09

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311
(49 U.S.C. SECTION 5311) 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 and operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act; (FTA C 9040.1F and FTA C 9050.1) and,

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for public transportation projects; and,

WHEREAS, Humboldt Transit Authority (HTA) desires to apply for said financial assistance to permit operation of rural transit service in Humboldt County for the 2017/18 and 2018/19 fiscal years; and,

WHEREAS, HTA 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 HTA General Manager to file and execute applications on behalf of HTA with the Department to aid in the financing of operating or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended.

That the General Manager is authorized to execute and file all assurances 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 5311 projects.

That the General Manager is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 projects (s).

PASSED, APPROVED AND ADOPTED by Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of the Governing Board of Directors held on Wednesday, May 24, 2017 by the following vote:

AYES:

NOES:

ABSENT:

Chair of the Humboldt Transit Authority
Governing Board of Directors

ATTEST: HTA Secretary to the Board



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

FROM: Alene Webb, Finance Manager

DATE: May 24, 2017

SUBJECT: Preliminary Budget for Humboldt Transit Authority FY 2017/18

1. Significant Changes for the 2017/2018 Fiscal Year

The majority of the 2017/2018 Draft Budget projected income and expenses are based on actual expenses incurred in the 2016/2017 fiscal Year. Explanations for significant reductions and increases from the prior year's budget are below.

A. Income

- I. **400.40 Contract Transportation:** An increase due to additional contracts. DAR and CTSA.
- II. **400.30 Fares:** Reduction in fares since ETS fares will no longer kept to offset contract amount.
- III. **410.50 Insurance Reimbursement:** This amount is the Rate Offset Fund from CalTIP to pay for Safety Consultant.
- IV. **411.00 Federal Operating:** Federal Operating is increased as more funds will be needed to operate WC based on projected expenses.
- V. **412.00 STAF State Operating Funds:** There is a reduction in the amount of STA Funds available

B. Expenses

- I. **6042.3 Vision:** The estimate was high for the 2016/2017 Fiscal Year.
- II. **672.00 PERS Retirement:** This amount is reduced as Classic employees retire or leave their positions with HTA and are replaced by PEPRA employees since the cost is less per employee.
- III. **609.00 Office Supplies:** This is based on actuals with a projected increase due to CTSA duties.
- VI. **611.00 Printing Expense:** The purchase of the new copy machine has reduced the cost.
- VII. **6120.00 Legal Expense:** We under budgeted for the 2016/2017 Fiscal Year.
- VIII. **600.00 Advertising:** We increased the budget to reflect the new projects and more community outreach.
- IX. **602.00 Cost of funds:** Changing to US Bank has reduced the bank fees.
- X. **661.00 Schedule Printing:** Based on Actuals. It was under budgeted for 2016/2017 Fiscal Year.



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- XI. **664.00 Vehicle Premiums:** We added the CTSA as well as changed the Self-Insured Retention for vehicle liability from 1.0 Million to 1.5 million for 2017/2018 Fiscal Year.
- XII. **664.10 Deductibles:** This amount is reduced after paying for Willow Creek Accident.
- XIII. **666.00 Operation Supplies:** Some expenses are to be categorized differently for the 2017/2018 Fiscal Year.
- XIV. **650.00 Contract Maintenance:** Some expenses are to be categorized differently for the 2017/2018 Fiscal Year.
- XV. **614.00 Special Studies and Permits:** Based of prior year actuals. More permits are required.
- XVI. **Facilities Expenses Account# 601.00-634.00:** Past allocation for facility expenses have been based off of mileage, hours of service or number of busses. This will no longer be feasible as we move forward and acquire varied contracts which do not allow for these calculations. This new methodology divides all facility expenses by the number of entities. This is based on the premise that each entity would have to provide a facility and pay costs to run their facility regardless of mileage, hours of service or number of busses.

2. Capital Projects for the 2017/2018 Fiscal Year

- A. RTS - Electric Bus: Grant Funds LCTOP, STA, 5311, and Murray Method
- B. TNT - Bus: Grant funds 5311
- C. SHI - Bus: Grant Funds 5311(f)
- D. Maintenance - Solar Project: Grant Funds CalOES

	RTS 2017-2018	ETS 2017- 2018	TNT 2017 2018	WC 2017- 2018	SHI 2017 2018	SHL 2017 2018	AMRTS 2017-2018	DAR & CTSA 2017-2018	Admin/HTA 2017-2018	Maint. Shop/Facility 2017-2018	Total 2017-2018	Total 2016- 2017	% of Change
REVENUE													
Operating Revenue													
400.40 Contract Transportation	230,000	940,200		2,000			90,000	890,668			2,152,868	992,932	116.82%
400.30 Fares	1,029,000		18,000	38,000	91,000	14,000		39,462	80,000		1,229,462	1,439,500	-14.59%
410.50 Insurance reimbursement									500	85,000	500	500	
400.70 Passes & ID Cards											85,000	75,000	13.33%
400.60 Outside Service Revenue											-	-	
400.10 Misc. Revenues											-	-	
Non-operating Revenues													
410.10 Advertising Revenue											33,600	33,600	
410.80 Rent & Leases											105,000	107,000	-1.87%
414.00 LTF/JPA Member Assessment	1,524,035		183,209	267,351	318,656	143,974			95,000	10,000	2,437,225	2,400,279	1.54%
411.00 Federal Operating					172,532						172,532	130,284	32.43%
412.00 STAR - State Operating Funds	51,016							22,195	180,689	25,000	278,900	492,467	-43.37%
310.00 Unrestricted Net Assets									10,000		-	10,000	
413.00 Interest Income											10,000	10,000	
TOTAL REVENUE	2,834,051	940,200	201,209	307,351	582,188	157,974	90,000	952,325	399,789	120,000	6,585,087	5,681,562	15.90%
EXPENSE													
PAYROLL, AND RELATED BENEFITS													
680.00 Labor													
Administration									422,620		526,376	504,100	4.42%
Maintenance										418,739	448,739	454,116	-1.18%
Operations	607,939	264,879	37,625	51,221	109,674	27,874	30,000	102,740			1,099,212	1,067,301	2.99%
680.1 Birthday	2,100	1,500	250	250	300	150			1,400	2,000	7,950	7,950	
680.6 Earned Leave	50,600	18,692	1,045	4,000	6,000	2,000			35,000	30,000	147,337	147,337	
680.2 Holiday Time	21,000	9,400	1,000	1,500	2,500	750			11,500	16,000	63,650	63,650	
680.10 Overtime	9,000	5,000	1,000	2,000	2,500	500			3,000	6,000	29,000	29,000	
670.00 Employment Taxes	13,000	5,765	1,650	1,650	2,750	1,000			8,000	10,000	43,815	43,815	
676.00 Employee Bereavement	750	700	200	200	200	200			500	250	3,000	3,000	
673.00 Worker's Compensation Insurance	130,702	38,940	8,778	11,000	24,640	5,940	2,000		2,700	62,300	287,000	294,000	-2.38%
690.00 Health & Welfare													
6042.1 Medical	296,625	148,050	23,100	31,500	54,584	13,951			137,550	157,500	862,860	817,272	5.58%
6042.3 Dental	30,000	14,000	2,000	4,552	7,302	2,407			10,000	20,000	90,261	90,261	
6042.4 Vision	3,000	1,250	300	600	900	300			3,000	1,200	10,550	14,250	-25.96%
6042.2 Life	1,600	500	100	197	300	64			670	900	4,331	4,331	
6042.2 Retiree Med.	103,000	40,319	6,502	100	16,650	3,100			500	13,000	183,171	193,171	-5.18%
672.00 PERS Retirement	50,000	24,000	4,000	4,000	7,000	2,500			60,000	45,000	196,500	263,861	-25.53%
674.00 Physicals/DNV // B-ground checks	3,500	1,700	200	200	750	200			200	1,000	7,750	7,750	
General Operating Expenses													
General													
603.00 Dues & Subscriptions									6,000	2,000	8,000	8,323	-3.88%
604.00 General Operating Supplies									5,000	3,000	8,000	8,550	-6.43%
609.00 Office Supplies								1,500	8,000	2,000	11,500	9,150	25.68%
611.00 Printing Expenses								750	3,500	1,000	5,250	8,300	-36.17%
616.00 Training & Development									25,000	10,000	35,000	33,500	4.48%
616.10 Meeting & Consultation									4,000	750	4,750	4,750	
Administration													
6120.00 Legal Expenses								2,000	30,000	-	32,000	25,000	28.00%
6121.00 Accounting & Bookkeeping									30,000	-	30,000	25,800	16.28%
6122.00 Outside consultants									80,000	-	80,000	-	
600.00 Advertising Expense									10,000	-	10,000	5,000	100.00%
602.00 Cost of Funds									5,000	-	5,000	6,168	-18.94%
605.00 General Liability Insurance									17,000	-	17,000	17,000	0.00%
6052.00 ERMA Liability									10,282	-	10,282	10,282	
608.00 Mileage & Per Diem									10,000	4,000	14,000	16,000	-12.50%

	RTS 2017-2018	ETS 2017- 2018	TNT 2017- 2018	WC 2017- 2018	SHI 2017- 2018	SHL 2017- 2018	AMRTS 2017-2018	DAR & CTS 2017-2018	Admin/HTA 2017-2018	Maint. Shop/Facility 2017-2018	Total 2017-2018	Total 2016- 2017	% of Change
610.00 Postage											5,750	5,375	6.98%
613.00 Service Charges								1,000	4,500	250	1,000	1,000	-
615.00 Specialized Services								790,440	-	-	790,440	-	-
Operations													
638.20 Uniforms & Shoes	4,500	2,600	300	300	1,000	300				540	9,540	9,500	0.42%
662.00 GFI - Ticket Stock & equip	14,000	2,500	500	500	1,500	500	300				19,800	23,050	-14.10%
663.00 WiFi/GPS/MyRide	29,000	2,000	1,300	1,300	6,000	1,500					41,100	36,600	12.30%
661.00 Schedule Printing & Updates	6,000	3,500	250	250	3,000	250					13,250	5,110	159.30%
664.00 Vehicle Insurance													
664 Premiums	147,912			21,359	43,301	11,132		22,195		5,023	258,558	144,522	78.91%
664.1 Deductibles	10,000	2,000		22,691	2,000	2,000			1,000	780	41,691	58,100	-28.24%
Maintenance													
666.00 Operations Supplies							220				1,500	4,050	-62.96%
620.00 Gen. Maintenance Supplies							2,926			17,074	20,000	22,800	-12.28%
635.00 Shop Tools							2,195			12,805	15,000	17,100	-12.28%
688.30 Safety Supplies & Gear							293			1,707	2,000	2,300	-13.04%
688.10 Uniforms - Shop							3,306			22,794	26,100	26,100	-
Vehicles													
650.00 Contract Maintenance	7,500	2,250	250	1,250	1,500	250	1,500			2,000	2,000	48,200	-95.85%
651.00 Contract Repairs	347,394	95,192	17,393	40,935	77,374	14,976				7,500	22,000	25,450	-13.56%
653.00 Fuel	84,000	10,000	5,000	8,000	25,000	3,000	23,500			4,500	606,764	652,022	-7.86%
614.00 Special Studles/Permits							614			12,000	4,500	3,000	50.00%
655.00 Parts	22,000	8,000	1,500	7,000	12,000	3,000	2,000			1,000	56,500	57,500	-1.74%
656.00 Small Tool Allowance													
657.00 Tires	11,930	11,930	11,930	11,930	11,930	11,930	7,930	19,500			99,010	80,277	23.34%
Facilities													
631.00 IT hardware, maint., licenses	750	750	750	750	750	750	750	750			6,000	6,000	-
631.00 Rentals & Leases	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825			14,600	15,200	-3.95%
632.00 Subcontract Maint.	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125			57,000	67,000	-14.93%
633.00 Utilities	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500			20,000	28,800	-30.56%
634.00 Facility M & R													
Total Direct Expense	2,019,252	726,867	148,009	240,684	432,855	121,974	90,000	952,325	947,422	905,698	6,585,087	5,681,562	15.90%
Revenues minus Direct Costs	814,799	213,333	53,200	66,667	149,333	36,000			547,633	785,698			
Minus Allocated Admin. & Maint. Costs	814,799	213,333	53,200	66,667	149,333	36,000							
NET Total	0	0	0	0	0	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	547,633	87,621	21,851	27,382	61,335	14,786	0	0					
Maint. Allocation	785,698	125,712	31,349	39,285	87,998	21,214	0	0					
Total Allocations by service	814,798	213,333	53,200	66,667	149,333	36,000	0	0					
Capital Projects	950,000	0	125,000	0	190,000	0	0	0	0	350,000	1,615,000	1,615,000	0
Capital Funds	0	0	0	0	0	0	0	0	0	0	0	0	0



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 24, 2017

SUBJECT: Humboldt Transit Authority's Drug & Alcohol Policy

Due to changes of the Federal Transit Administrations published Drug and Alcohol Regulations, the Division of Rail and Mass Transportation (DRMT) determined that all sub-recipient Drug and Alcohol Polices were effectively out-of-date, and needed to be updated to become compliant with current FTA Drug & Alcohol regulations. Caltrans reviewed HTA's policy and sent it back to be amended by the drug and alcohol program manager and adopted by the HTA Board.
~The draft policy with redline changes is enclosed.

Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 17-10.

RESOLUTION 17-10
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE DRUG AND ALCOHOL TESTING PROGRAM POLICY

WHEREAS, on January 4, 1996, Humboldt Transit Authority adopted Resolution 96-01 implementing a drug and alcohol testing program in compliance with 49 CFR, part 40; and,

WHEREAS, this document has been amended by Resolutions 02-03, 02-10, 04-04, 05-02, 06-04, 12-05; and, further amended and restated pursuant to Resolutions 12-05, 12-09, 14-09, and 16-01,

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their policy and has determined that said policy needs amendment because the Code of Federal Regulations has changed; and,

WHEREAS, it is convenient to republish the entire Drug and Alcohol Testing Program Policy as one document incorporating the appropriate changes made to the Code of Federal Regulations 49, Part 40, governing drug and alcohol testing for transportation properties.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Humboldt Transit Authority that Resolutions 96-01, 02-03, 02-10, 04-04, 05-02, 06-04, 12-05, 12-09, 14-09, 16-01 are hereby rescinded and are replaced by Resolution 17-10 adopting the attached document "Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority."

NOW, THEREFORE, BE IT FURTHER RESOLVED that;

1. Resolution 16-10 is hereby rescinded.
2. The attached Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority is hereby adopted.
3. The General Manager is directed to accept the changes to the policy.

PASSED, APPROVED AND ADOPTED this twenty-fourth day of May 2017, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board