

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting September 21, 2016
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- 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. Agreement Between Humboldt State University and the Humboldt Transit Authority Page 01
The contracts between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.
Action Recommended: Approve the Contracts between the Redwood Transit System, Willow Creek Intercity, and Humboldt State University.
~contracts enclosed
 - b. Minutes from the August 17, 2016 Regular Board Meeting. Page 06
Action Recommended: Approve minutes
 - c. August 2016 statistics and financial statements for all systems operated by HTA Enclosed
Action Recommended: Receive & File
- V. Items Removed from the Consent Calendar
- VI. Action Items
 - a. Humboldt County Dial A Ride (DAR) Page 09
Staff will update the board on recent events and upcoming improvements with DAR in the region.

- VII. Communications
 - a. Board
 - b. Staff: W Street.

- VIII. 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

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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 21, 2016

SUBJECT: Humboldt State University Jack Pass Contracts

Humboldt Transit Authority has been under contract with Humboldt State University since 2008 to provide transportation services for students, faculty, and staff in an item known as the "Jack Pass." Due to the constant change in ridership, the terms of the contracts are renewed yearly. The two contracts up for renewal are for the Redwood Transit System and the Willow Creek System for the duration of July 1, 2016 to June 30, 2017.

Action Recommended: Approve the Contracts Between Redwood Transit, Willow Creek, and Humboldt State University.

~ Contracts enclosed

2016- 2017 Transportation Specifications for the Redwood Transit System

The Redwood Transit System (RTS) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Redwood Transit System (RTS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2016 thru June 30, 2017.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the RTS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.
- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. RTS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.
- HSU will provide RTS with written notification of changes in HSU identification cards so as to ensure RTS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by RTS.
- RTS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Facilities Management, Building 46, Arcata, CA 95521.

RTS shall actively work with Traci Ferdolage, Associate Vice President- Facilities Management (707) 826-4111, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus and other campus-related transit planning.

The total amount of the contract is based on the ridership as measured between April 1, 2015 thru March 31, 2016 and cost per passenger for JackPass qualified riders. Ridership during this period was established at 163,913 passengers; JackPass qualified rider cost per passenger has been established at \$1.57. Therefore, the total contract value for FY2016/17 shall be a flat rate of Two Hundred and Fifty-Seven Thousand Three Hundred and Forty-Three Dollars and Eleven Cents (\$257,343.11) for unlimited rides on RTS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of One Hundred and Twenty-Eight Thousand Six Hundred and Seventy-One Dollars and Six Cents (\$128,671.06) shall be due on October 31, 2016. The second installment shall be the remaining one-half of the contract total in the amount of One Hundred and Twenty-Eight Thousand Six Hundred and Seventy-One Dollars and Five Cents (\$128,671.05) and shall be due on March 30, 2017.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Facilities Management, Building 46- Plant Operations, Arcata, CA 95521, House #13, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2016 through June 30, 2017. Service shall commence on July 1, 2016.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.

2016- 2017 Transportation Specifications for the Willow Creek Service

The Willow Creek Service (WCS) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Willow Creek Service (WCS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2016 thru June 30, 2017.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the WCS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.
- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. WCS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.
- HSU will provide WCS with written notification of changes in HSU identification cards so as to ensure WCS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by WCS.
- WCS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Facilities Management, Building 46- Plant Operations, Arcata, CA 95521.

WCS shall actively work with Traci Ferdolage, Associate Vice President- Facilities Management (707) 826-4111, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus and other campus-related transit planning.

The total amount of the contract is based on ridership as measured between April 1, 2015 thru March 31, 2016 and cost per passenger for JackPass qualified riders. Ridership in FY2015/2016 was established at 956 passengers; JackPass qualified rider cost per passenger has been established at \$2.75. Therefore, the total contract value for FY2016/17 shall be a flat rate of Two Thousand Six Hundred Twenty-Nine Dollars and Zero Cents (\$2,629.00) for unlimited rides on WCS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of One Thousand Three Hundred Fourteen Dollars and Fifty Cents (\$1,314.50) shall be due on October 31, 2016. The second installment shall be the remaining one-half of the contract total in the amount of One Thousand Three Hundred Fourteen Dollars and Fifty Cents (\$1,314.50) and shall be due on March 31, 2017.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Facilities Management, Building 46- Facilities Management, Arcata, CA 95521, House #13, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2016 through June 30, 2017. Service shall commence on July 1, 2016.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

August 17, 2016

ROLL CALL

PRESENT

Board Members

Mark Lovelace, County of Humboldt

Tim Marks, City of Rio Dell

Natalie Arroyo, City of Eureka

Julie Fulkerson, City of Trinidad

Tami Trent, City of Fortuna

Paul Pitino, City of Arcata (Alt)

Rex Bohn, County of Humboldt

ABSENT

Michael Winkler, City of Arcata

Staff

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Karen Wilson, Manager of Operations

Alene Webb, Finance Manager

Brenda Fregoso, Secretary to the Board

CALL TO ORDER

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

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel; Richard Tollison, Eureka 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 Fulkerson, second by Councilmember Arroyo to approve the Consent Calendar.

Motion carries unanimously

a. General Manager Job Description

Due to recent additions to General Manager's duties, an updated job description has been created to reflect those changes.

Action Recommended: Approve the General Manager's job description dated July 1, 2016.

b. General Manager Salary Adjustment

The Board completed a performance review of the General Manager and determined that his performance merits a salary increase within the approved General Manager salary range and commensurate with increased CTSA administration job responsibilities.

Action Recommended: Approve salary increase for the General Manager to \$45.10 per hour; retroactive to the first pay period after July 1, 2016.

c. Minutes from the July 20, 2016 Regular Board Meeting

Action Recommended: Approve minutes

d. Letter of Support

Redwoods Rural Health Care is applying for a grant to continue to provide preventative dental services, eligibility assistance, care coordination, and behavior health services.

Action Recommended: Submit a letter to Redwoods Rural Health Center Supporting their grant application.

e. June 2016 Statistics and Financial Statements for all Systems Operated by HTA

Action Recommended: Receive and File

Items removed from the Consent Calendar.

None

Discussion Agenda

a. Promotion and Marketing for Humboldt Transit Authority

Staff gave the Board an update on the research it requested as it pertained to marketing and promotional ideas for public transportation.

Finance Manager Alene Webb gave the board some examples of promotions that HTA can and cannot do, and Human Resource Manager Brenda Fregoso gave the Board information on some of the promotions that HTA is currently working on.

ACTION ITEMS

a. Humboldt Transit Authority Bike and Ride Policy

The Board directed staff to work with Councilmember Arroyo to address bike and ride procedures for Redwood Transit. A draft policy, brochure for passengers, and updated training procedures were provided to the Board for review. Final adoption will be on a future agenda.

b. Facilities Solar Project and Security

Through the California Office of Emergencies Grant Program, Staff has secured over \$350,000 to upgrade security around HTA's facility and to install solar panels and storage to keep the facility operational at all times, and to reduce energy costs to the authority.

General Manager Greg Pratt gave the Board information on the CalOES grant funds and announced that he is still waiting to hear on another grant.

Public Hearing was open, none. Public Hearing was closed.

Motion by Councilmember Fulkerson, second by Supervisor Lovelace to adopt Resolution 16-17, Authorizing Governing Board of Directors Adopting Certain Findings Authorizing the Authority to Enter Into a Design-Build contract for the Humboldt Transit Authority Bus Facility Solar Project and Authorize the General Manager to Distribute a Request for Proposals for a qualified energy services company to provide design-build solar project installation services.

Motion carries unanimously

COMMUNICATIONS:

a. Board

Councilmember Arroyo announced that there were no proposals received for the RFP to operate Dial-A-Ride, and asked if HTA could operate Dial-A-Ride.

b. Staff

General Manager Greg Pratt announced that there was no interest from the RFP's sent out, and that he has requested feedback from the agencies he sent the RFP's to, and is waiting to hear back from them.

Meeting adjourned at 10:03



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 21, 2016

SUBJECT: Humboldt County Dial-A-Ride (DAR)

In March of 2016, The Humboldt Transit Authority became the regions Coordinated Transportation Services Agency (CTSA) to oversee and assist the paratransit system in the region. The purpose of the CTSA is to improve paratransit inefficiencies, monitor system performance, reduce costs, and coordination with other agencies. The DAR system is funded with the Local Transportation Funds from the City of Eureka, City of Arcata, the County of Humboldt, and State Transit Assistant Funds through HCAOG. Each agency has its own contract with City Cab.

In June of this year, HTA hired a consultant to assist staff in issuing a Request For Proposals (RFP) to provide paratransit services in Humboldt County. Staff sent out the RFP to 12 different vendors and posted it on several websites. Five interested vendors met with HTA and HCAOG staff in July at the Pre-Proposal Conference to gather more information about the area and submit questions. HTA's consultant and staff addressed the questions and concerns submitted but no proposals were received. The failure of receiving responses does not affect service as it will continue to be provided by City Cab through existing contracts.

At last month's meeting, the board requested that HTA take a look at the possibility of operating the system. HTA's operating statistics and financials (enclosed) show that the cost to operate a transit system ranges from \$62 to \$99 per hour depending on the type of system. The current provider, City Cab, has been operating the DAR system for over 15 years and their costs have recently increased. They will continue to provide transportation services to the region at a rate that is still under \$40/hour. Even our lowest per hour cost would be a substantial increase to the contributing jurisdictions to fund the system.



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Also requested was for staff to look into the possibility of re-issuing the RFP. At this time, there is no new information that could be added to the RFP that would generate any interest and there would not be any cost savings for HTA to operate the DAR system. The other hurdle is that DAR here in Humboldt is difficult to compare with other agencies as it has many complex zones and boundaries.

Action Recommended: Direct staff to continue to work with the current provider and member agencies on contracts and system improvements.

~Below is a summary of tasks.

- *HTA staff will continue to work with the County, Arcata, Eureka, HCAOG, and the service provider to consolidate contracts.*
- *The current DAR dispatching software and hardware used by City Cab is out of date and needs to be replaced. Ridership and performance data has been challenging to obtain and coordination with other providers has been very difficult with the current program. Staff has sent out an RFQ to acquire a system that has the capability to coordinate with public transit, nutritional programs, and also volunteer driver programs. It will also need to have the capability to allow HTA the ability to generate monthly board reports.*
- *There is not an accurate map defining DAR boundaries. Staff is working with Trillium Solutions, which already has our GIS information, to develop a comprehensive DAR map. This will help educate the user to help plan trips and assist the provider in defining the servicing area.*
- *HTA staff will reexamine the fare structure for the zones to ensure the farebox recovery ratio is proportionate to operating costs.*