

Board of Directors
NATALIE ARROYO
City of Eureka
REX BOHN
County of Humboldt
STEVE LADWIG
City of Trinidad
TIMOTHY MARKS
City of Rio Dell
PAUL PITINO
City of Arcata
TAMI TRENT
City of Fortuna
MIKE WILSON
County of Humboldt

HTA Board Staff
GREG PRATT
General Manager
BRENDA FREGOSO
Secretary to the Board



Humboldt Transit Authority
Governing Board of Directors
HTA Conference Room - 133 V Street Eureka
AGENDA

Wednesday, July 25, 2018

9:00 AM

Regular Meeting

A. Call Meeting To Order

B. Roll Call & Introductions

C. Community Members Communication

Members of the community are invited to comment on items or issues not on the agenda.

D. Special Presentations

E. 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.

1. Minutes from the June 27, 2018 Regular Board Meeting Page 03
Recommend: Approve minutes
Attachments: June 27, 2018 minutes
2. May 2018 statistics and financial statements for all systems operated by HTA Handout
Recommend: Receive and file
3. Adaptation Planning Grant Page 07
The Humboldt Transit Authority was recently awarded a State transportation planning grant through Caltrans. Board authorization is required for the General Manager to execute documents related to the grant program.
Adopt Resolution 18-10 authorizing the General Manager to execute agreements with the California Department of Transportation for the Climate Resilient Electrified Transit Plan for Humboldt County.

F. Items Removed from Consent Calendar

G. Old Business

1. Adoption of the Fiscal Year 2018/19 Final Budget for Humboldt Transit Authority Page 09
The preliminary budget was adopted on June 27, 2018. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.
2. Advertising Agreement Between HTA and ADS in Motion Page 14
Due to recent changes in Humboldt Transit Authority's fleet inventory, ADS in Motion has submitted an amendment proposal to the HTA board for consideration.

H. Closed Session: 2 Items (Time Sensitive 9:30 am)

1. The Board will go into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
2. The Board will go into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182) .
3. The Board will Reconvene in Open Session and report out as necessary

I. New Business

1. Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSMCE) for July 1, 2018 – June 30, 2021. Page 16
The employee's contract between HTA and the union expired on June 30, 2018. Staff is recommending extending the contract with certain amendments agreed upon during the negotiating process.
~Draft MOU enclosed

J. Board Reports

K. Department Reports

L. 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

June 27, 2018

ROLL CALL

PRESENT

Board Members

Natalie Arroyo, City of Eureka
Paul Pitino, City of Arcata
Rex Bohn, County of Humboldt
Estelle Fennell, County of Humboldt (Alt)

ABSENT

Steve Ladwig, City of Trinidad
Tami Trent, City of Fortuna
Tim Marks, City of Rio Dell
Mike Wilson, County of Humboldt

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Alene Webb, Finance Manager

Jim Wilson, Director of Maintenance
Consuelo Espinosa, ADA Specialist

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Jaison Chand, City Ambulance

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:02 a.m. General Manager Greg Pratt introduced Brian Connors as Interim Operations Manager and announced that Karen Wilson is no longer with Humboldt Transit Authority.

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATIONS

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.

Councilmember Pitino request to pull item 7 from the Consent Calendar.

Motion by Supervisor Fennell, second by Councilmember Pitino to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the May 23, 2018 Regular Board Meeting
Action Recommended: Approve minutes
2. April 2018 statistics and financial statements for all systems
Action Recommended: Receive and File

3. Agreement for Operation of the Tish Non-Village Bus Transit System by and between HTA and the County of Humboldt
 Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from Fortuna and College of the Redwoods.
Action Recommended; Approve the Agreement for Operation of Bus Transit System in the Tish Non-Village Area by and between Humboldt Transit Authority and the County of Humboldt.

4. Agreement for Operation of the Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt
 Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from Willow Creek.
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.

5. Amendment No. 1 to Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride Services)
Action Recommended: Approve Amendment No. 1 to Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services.

6. Agreement Between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing
 Staff and Legal counsel have prepared a funding agreement for Dial-A-Ride services in the region. It is for a one-year term with no increase in costs from prior year's contract.
Action Recommended: Approve the Agreement between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing.

8. 2017-2018 FY Budget Continuation until Adoption of the 2018-2019 FY Budget
 Staff is recommending adoption of Resolution 18-06 to continue the current fiscal year budget. The final 2018-2019 fiscal year budget will be ready for Board review and adoption at its July 2018 board meeting.
Action Recommended: Continue HTA's 2017-2018 Budget until adoption of the 2018-2019 budget by adopting Resolution 18-06

9. Federal Transit Administration Section 5311 Grant Funds
 Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment and for operating assistance.
Action Recommended: Adopt Resolution 18-07 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to sign the Grant Agreement

10. Federal Transit Administration Section 5311(f) Grant Funds
 Staff is recommending submitting an application for 5311 (f) operating assistance for the Intercity Bus Systems.
Action Recommended: Adopt Resolution 18-04 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to sign the Grant Agreement

Items Removed from the Consent Calendar

7. Humboldt Transit Authority's Drug & Alcohol Policy

An amendment is needed to appoint a Drug & Alcohol Program Manager for the Humboldt Transit Authority's Drug & Alcohol Policy.

Councilmember Pitino inquired as to why on page 55 of Humboldt Transit Authority's Drug & Alcohol Policy on page 55, under Medical Review Office, the City and State is missing from the address.

General Manager Greg Pratt advised that this information is not important to HTA, however, he would get that corrected and have it revised.

Motion by Councilmember Pitino, second by Supervisor Fennell to approve amendment to Humboldt Transit Authority's Drug and Alcohol Policy by adopting Resolution 18-05 with a revision to page 55.

Motion carries unanimously

OLD BUSINESS

None

NEW BUSINESS

1. Preliminary Budget for Humboldt Transit Authority FY 2018-2019

Staff has prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit System, Willow Creek Extension, Southern Humboldt Systems, Tish Non-Village, and for contracting with the City of Arcata for maintenance and transit services. The Finance and Operations Committee reviewed the budget during their meeting on June 20, 2018.

General

General Manager Greg Pratt gave the board information and changes on the preliminary budget for FY 2018-2019 and Capital Projects and Finance Manager Alene Webb gave the board information on OPEB (Other Post-Employment Benefits) and retiree medical.

Motion by Councilmember Pitino, second by Supervisor Fennell to approve the preliminary Budget for 2018-2019 and directed staff to publish a notice regarding public input on the proposed budget.

Motion carries unanimously

2. Humboldt Transit Authority ADA Specialist/Title VI Coordinator

Staff is recommending a revision to the ADA Specialist/Title VI Coordinator job position by adding the duties of Safety Coordinator, changing the job title to Safety & ADA Coordinator, and revising the salary schedule to reflect the added duties.

General Manager Greg Pratt gave the board information on the changes to the ADA Specialist/Title VI Coordinator job title and announced that staff is requesting to change the title to Safety & ADA Coordinator and that this position is held by Consuelo Espinosa and would now be reporting to the General Manager. He also addressed the revised wage scale with the board.

Motion by Councilmember Pitino, second by Supervisor Fennell to approve the revised job title and Salary Schedule.

Motion carries unanimously

3. Agreement for Operation of the Southern Humboldt Bus System by and between County of Humboldt and the Humboldt Transit Authority

Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from the Southern Humboldt region.

General Manager Greg Pratt gave the board brief history on the Southern Humboldt service and Humboldt Transit Authority's plan to move forward effective 07/02/2018 with new service and fares.

Motion by Supervisor Fennell, second by Councilmember Pitino to approve the Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority.

Motion carries unanimously

CLOSED SESSION: 2 Items (Times Sensitive 9:30 a.m.)

1. Public Comment

None

2. The Board went into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
3. The Board went into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal Counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182).
4. The Board reconvened in Open Session at 11:29 a.m. Chairperson Arroyo reported that there was nothing to report.

Board Reports

Chairperson Arroyo announced that she met John Webb at the last HCOAG meeting and that he is requesting to get local participants involved in the rail project.

Councilmember Pitino announced that the Arcata Bus Stop Improvement Plan is almost complete.

Department Reports

None

Communications

None

Meeting adjourned at 11:42 a.m.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 25, 2018

SUBJECT: Adaptation Planning Grant

California has set ambitious targets to adopt zero emissions bus fleets, the most recent of which are reflected in the California Air Resources Board Innovative Clean Transit Program. Reaching these targets will require more than technology development and capital expenditure on charging infrastructure. A climate-resilient energy infrastructure plan is needed to bridge the gap between a future-proof design, electricity load management, infrastructure ownership costs, and utility infrastructure planning efforts.

Currently there is no clear or consistent methodology on how to best design electric charging infrastructure. This project will develop a Climate Risk and Adaptation Report and Electric Charging Infrastructure Report, both of which will be compiled into a Climate Resilient Electrified Transit Plan. This Plan will enable HTA to understand charging infrastructure requirements and costs while integrating climate adaptation, resiliency, and emergency planning efforts.

Charging infrastructure is a necessary part of an electric fleet, but there is little guidance from the industry regarding how to best plan for, install, and operate this infrastructure. It is critical that charging infrastructure planning aligns with regional climate adaption planning and State and local utility regulations. The proposed long term plan will provide this information to HTA, and also contribute to efforts by transit agencies across the State.

HTA was awarded \$153,650 from Caltrans and \$19,908 from the State Transit Assistance Program to fund this project and will be partnering with the Schatz Energy Resource Center, the Humboldt County Association of Governments, Redwood Coast Energy Authority, and McKeever Energy & Electric.

Action Recommended: Adopt Resolution 18-10 authorizing the General Manager to execute agreements with the California Department of Transportation for the Climate Resilient Electrified Transit Plan for Humboldt County.

RESOLUTION 18-10

A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY AUTHORIZING THE GENERAL MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE CLIMATE RESILIENT ELECTRIFIED TRANSIT PLAN FOR HUMBOLDT COUNTY

WHEREAS, the GOVERNING BOARD of the HUMBOLDT TRANSIT AUTHORITY is eligible to receive Federal and/or State funding transportation planning related plans, through the California Department of Transportation;

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs;

WHEREAS, the GOVERNING BOARD of the HUMBOLDT TRANSIT AUTHORITY wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED by the GOVERNING BOARD of the HUMBOLDT TRANSIT AUTHORITY, authorize the General Manager, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twenty-fifth day of July 2018, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

FROM: Greg Pratt, General Manager

DATE: July 25, 2018

SUBJECT: Adopting the 2018/19 Final Budget for the Humboldt Transit Authority

Included in this agenda packet is the Final Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee and was adopted by the Board as an approved preliminary budget during its regular June 25, 2018 meeting.

Staff also placed a notice in the Times-Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions have been received from any members of the public, nor were any changes made by the board or the finance committee.

Any members of the public may still make comments regarding this budget during a public hearing opportunity to be conducted during the regular July 25, 2018 board meeting. At that time, the board may also make changes to the budget if they so desire.

Action Necessary:

- 1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2018/19.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & approve the final budget by adopting Resolution 18-08.***

REVENUE	RTS for 2018-2019	ETS for 2018-2019	TNT for 2018-2019	WC for 2018-2019	SHI for 2018-2019	AMRTS for 2018-2019	CTSA for 2018-2019	DAR for 2018-2019	Admin/HTA 2018-2019	Maint. Shop/Facility 2018-2019	Total
Operating Revenue											
400.40 Contract Transportation	210,000			2,000		90,000	19,205	779,078			1,100,283
400.30 Fares	946,000	241,232	27,000	36,274	95,000		30,539	11,362	500		1,387,407
400.70 Passes & ID Cards											500
400.60 Outside Service Revenue				1,946					8,390	120,000	120,000
400.10 Misc. Revenues	13,620			1,946	1,946						27,848
Non-operating Revenues											
410.10 Advertising Revenue		12,000							45,600		57,600
410.80 Rent & Leases									105,000	9,000	114,000
414.00 LTF/JPA Member Assessment	1,584,978	476,405	177,873	267,351	540,685		35,000				3,082,292
411.00 Federal Operating	217,000	202,000		28,772	190,809						638,581
412.00 STAF & SGR - State Operating Funds	11,250	171,242					149,938		93,340	132,144	557,914
310.00 Unrestricted Net Assets									10,000		10,000
413.00 Interest Income											
TOTAL REVENUE	2,982,848	1,102,879	206,819	336,343	828,440	90,000	234,682	790,440	262,830	261,144	7,096,425
EXPENSE											
PAYROLL, AND RELATED BENEFITS											
680.00 Labor											
Administration						2,712			344,094		467,706
Maintenance						22,293	120,900			479,680	501,973
Operations	658,395	260,529	39,218	58,655	166,675				1,700	2,053	1,183,472
680.1 Birthday	2,880	1,009	206	253	718				36,000	53,460	8,819
680.6 Earned Leave	68,390	25,747	2,500	6,002	17,054				13,000	17,500	209,153
680.2 Holiday Time	28,801	10,992	1,791	2,527	7,182				5,000	10,000	81,793
680.10 Overtime	9,000	3,700	800	2,000	2,500				5,000	10,000	33,000
670.00 Employment Taxes	13,600	5,178	800	1,200	3,393				500	600	44,171
676.00 Employee Bereavement	950	700	200	200	200				5,000	62,300	3,350
673.00 Worker's Compensation Insurance	87,452	34,572	5,177	7,675	21,808	2,000					225,984
690.00 Health & Welfare											
6042.1 Medical	312,208	117,167	24,200	31,800	90,364				153,000	169,000	897,739
Dental	45,472	17,154	2,500	3,990	11,339				12,000	20,000	112,455
6042.3 Vision	8,350	3,150	466	700	2,082				3,000	2,000	19,748
6042.4 Life	1,600	570	92	135	383				670	900	4,350
6042.2 Retiree Health	80,000	30,000	500	100	21,000				900	11,000	143,500
6042.7 OPFB Reduction Payment											
672.00 PERS Retirement	88,736	33,868	2,812	7,787	22,128				51,000	41,020	247,351
674.00 Physicals/DWV / B-ground checks	2,500	2,000	200	200	750				340	1,000	6,990
General Operating Expenses											
General											
603.00 Dues & Subscriptions									6,000	3,000	9,000
604.00 General Operating Supplies									8,000	3,000	11,000
609.00 Office Supplies							1,120		5,000	1,000	7,120
611.00 Printing Expense							2,500		3,000	1,000	6,500
616.00 Training & Development									18,000	8,000	26,000
616.10 Meeting & Consultation									4,000	750	4,750

	RTS for 2018-2019	ETS for 2018-2019	TNT for 2018-2019	WC for 2018-2019	SHI for 2018-2019	AMRTS for 2018-2019	CTSA for 2018-2019	DAR for 2018-2019	Admin/HTA 2018-2019	Maint. Shop/Facility 2018-2019	Total
Administration											
6120.00 Legal Expenses									50,000		50,000
6121.00 Accounting & Bookkeeping									20,000		20,000
6122.00 Outside consultants									25,000		25,000
600.00 Advertising Expense									20,640		20,640
602.00 Cost of Funds									8,000		8,000
605.00 General Liability Insurance									16,000		16,000
6052.00 ERMA Liability									10,282		10,282
608.00 Mileage & Per Diem							623		6,000	1,000	7,000
610.00 Postage									2,500	250	3,373
613.00 Service Charges									500		500
615.00 Specialized Services									790,440		790,440
Operations											
688.20 Uniforms & Shoes	4,500	2,000	300	300	1,000					540	8,640
662.00 GFI -Ticket Stock & equip	14,000	2,000	1,000	500	1,500	400					19,400
663.00 WiFi//GPS//MYRide	25,000	5,500	2,500	4,200	11,000						48,200
661.00 Schedule Printing & Updates	6,000	3,000	150	250	3,000	150					12,550
664.00 Vehicle Insurance											
664 Premiums	183,490	40,758	8,373	27,153	66,573		30,539			10,148	367,033
664.1 Deductibles	17,839	2,000	1,500	5,000	2,000	420			1,000	500	29,339
666.00 Operations Supplies									500		1,420
Maintenance											
620.00 Gen. Maintenance Supplies	-	-		-	-	1,500				11,000	12,500
635.00 Shop Tools	-	-		-	-	1,500				10,000	11,500
688.30 Safety Supplies & Gear	-	-		-	-	175				1,200	1,375
688.10 Uniforms - Shop	-	-		-	-	3,000				19,000	22,000
Vehicles											
650.00 Contract Services	15,000	2,250	1,000	5,000	1,500	1,250				2,500	2,500
651.00 Contract Repairs	447,500	127,500	19,072	49,500	131,250		10,000			9,500	35,500
653.00 Fuel										7,500	792,322
614.00 Special Studies/Permits	63,050	20,000	4,000	10,000	15,504	10,000	35,000			7,500	177,554
655.00 Parts						600				4,200	4,800
656.00 Small Tool Allowance	43,946	13,067	1,200	14,000	13,919	10,000				1,000	97,132
Facilities											
601.00 I.T hardware, maint, licenses	12,500	12,500	12,500	12,500	12,500	12,500	12,500				87,500
631.00 Rentals & Leases	1,400	1,400	1,400	1,400	1,400	1,400	1,400			9,800	9,800
632.00 Contract Maint.	9,700	9,700	9,700	9,700	9,700	9,700	9,700			67,900	67,900
633.00 Utilities	8,500	8,500	8,500	8,500	8,500	8,500	8,500			59,500	59,500
634.00 Gen Facility M & R	1,900	1,900	1,900	1,900	1,900	1,900	1,900				13,300
Total Direct Expense	2,262,659	798,412	154,557	273,127	648,822	90,000	234,682	790,440	840,626	1,003,101	7,096,425
Total Direct Admin. and Maint. Net Costs	720,189	304,467	52,262	63,216	179,618	0	0	0	577,796	741,957	Admin & Maint Net
Allocated Admin. and Allocated Expenses	2,982,848	1,102,879	206,819	336,343	828,440	90,000	234,682	790,440			
NET Total Income minus Expenses	0	0	0	0	0	0	0	0			
Allocation Percentages	54.57%	23.07%	3.96%	4.79%	13.61%	0.00%	0.00%	0.00%			
Admin. Allocation	577,796	133,298	22,881	27,676	78,638	0	0	0	0	0	0
Maint. Allocation	741,957	171,169	29,381	35,540	100,980	0	0	0	0	0	0
Total Allocations by Service	720,189	304,467	52,262	63,216	179,618	0	0	0			
Capital Projects	950,000	950,000	0	75000	0	0	113900	130000	0	506,192	2,725,092
Capital Funds	950,000	950,000	0	75000	0	0	113900	130000	0	506,192	2,725,092
	0	0	0	0	0	0	0	0	0	0	0

NOTES: Admin & Maintenance Allocation Percentages are based on Hours of Operation. AMRTS and DAR are Contracted and Administered by HTA. Maintenance and Administration costs are part of the contracts and are subtracted prior to allocations

**RESOLUTION 18-08
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY
FOR FISCAL YEAR 2018-2019**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2018-2019 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll	\$2,153,151
Employee Benefits	\$2,038,404

Services and Supplies

General	\$64,370
Administration	\$160,795
Operations	\$486,582
Maintenance - General	\$47,375
Vehicles	\$1,117,308
Facilities	\$238,000
Specialized Services	<u>\$790,440</u>
Total Operational Budget	\$7,096,425

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments	\$3,082,292
Auxiliary Transportation Revenues	\$1,100,283
Transit Fares	\$1,387,407
Non-transportation Revenues	\$319,948
Operating Grants	\$1,196,495
Interest Income	<u>\$10,000</u>
Total Means of Financing	\$7,096,425

Capital Purchases for projects

<i>STAF & 5311</i>	\$2,725,092
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BE IT FURTHER RESOLVED that the details of the budget are contained in the complete budget which is on file in the offices of the Humboldt Transit Authority at 133 'V' Street, Eureka, California. Said complete budget is included herein by reference as though fully set forth.

PASSED, APPROVED AND ADOPTED this Twenty-fifth day of July 2018, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:
HTA Secretary to the Board



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 25, 2018

SUBJECT: Bus Advertising Proposal from ADS in Motion

In April of 2016, the Humboldt Transit Authority entered into a contract with ADS in Motion for Bus Advertisement Services for a five-year term. Since that time, HTA has taken over the Eureka Transit Service and acquired seven City of Eureka Buses for ETS and eight Dial-A-Ride vehicles. ADS was paying the City of Eureka \$1,000/month for 12 total vehicles.

Because of the increase to HTA's fleet inventory, Chuck Edwards from ADS provided a proposal for the additional buses which was presented to the HTA board at the May 2018 regular meeting. The Board rejected the proposal and asked for additional information regarding the existing advertising contract between the City of Eureka and ADS in Motion, which was assigned to HTA as part of the ETS transfer. Since that meeting, staff learned that the Eureka contract with ADS in Motion expired in November 2015, it was based off of 12 vehicles, and that ADS in Motion would add \$150.00 per additional vehicle resulting in a total contract value of \$1450 per month for the 15 ETS vehicles.

ADS in Motion submitted a new proposal, attached, in which the 15 ETS vehicles would be brought into the existing HTA contract to cover a total of 42 vehicles. Under this proposal, revenue to HTA would be the greater of \$4,000 per month or 35% of ADS' net revenue, and the contract would be extended to 2025.

Under the existing contract expiring March 31, 2021, HTA receives \$2800 per month, flat fee, for 27 vehicles. These contract terms are exclusive to only the 27 vehicles stated in the contract; the contract specifies that additional HTA vehicles are subject to negotiation.

Options for board consideration:

- 1. Accept the July proposal from ADS in Motion in the amount of \$4,000 per month or 35% of the net revenue; whichever is greater and extend the agreement to 2025.***
- 2. Authorize the General Manager to negotiate with ADS in Motion for the addition of fifteen (15) vehicles to the HTA fleet .***
- 3. Distribute a Request for Proposals for the additional fifteen (15) vehicles.***

Greg Pratt
General Manager
Humboldt Transit Authority
133 V Street Eureka, CA 95501
(707) 443-0826 ext. 101
greg@hta.org

17 July 2018

Greg,

We are currently paying the City of Eureka \$250 per month for the privilege of selling advertising on the Dial-A-Ride (DAR) service buses and \$750 per month for selling advertising on the Eureka Transit System (ETS) buses, for a guaranteed total of \$1,000 per month.

Now that the Humboldt Transit Authority is managing both the DAR and ETS buses, we propose the following in exchange for an addendum that extends our present contract to 2025:

1. We will pay the HTA an additional \$1,200 per month, bringing your total guaranteed monthly amount to \$4,000
2. We will pay the HTA a commission amount of either 35% of our net-revenue or \$4,000; whichever is greater. This allows the HTA to receive a higher amount as the number of buses in the fleet increase or we gain additional income by selling additional spaces.

We will present a monthly recap report that reflects the total amount due based on this formula. Using this formula, and based on the current number of bus spaces available for advertising at our current rate sheet, the potential HTA monthly income is approximately \$5,786, if every space is sold.

We are thankful for the opportunity to be of continued service to both the HTA and the general Humboldt County Business Community.

Yours truly,

Charles Edwards
ADS In Motion
(707) 599-0590

ADS In Motion – 726 2nd Street, Eureka, CA 95501 (707) 599-0590



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 25, 2018

SUBJECT: Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSMCE) for July 1, 2018 – June 30, 2021.

The employee's contract between the American Federation of State, County, and Municipal Employees and Humboldt Transit Authority expired on June 30, 2018. We have successfully negotiated a draft contract with the represented employees. Below are some of the highlights.

1. Increased base wages at Step E by either 6.0% or 14.0% depending on classification for the 2018 fiscal year.
2.5% wage increase for all bargaining unit members for fiscal years 2019 and 2020.
2. Established 5.0% between each step and added longevity steps (G & H) as reflected in Appendix A.
3. Beginning with the 2019 health plan year, the Authority will pay for employees addressed in Section 23.2, 100% of the lowest cost available medical and dental plans.

Action Recommended: Approve changes to the contract to the July 1, 2018 - June 30, 2021 Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 18-09.

RESOLUTION 18-09

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

WHEREAS, the Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) entered into a memorandum of understanding (MOU) for the time period July 1, 2015 through June 30, 2018; and

WHEREAS, the parties have negotiated a successor MOU.

NOW, THEREFORE, BE IT RESOLVED by the Humboldt Transit Authority Governing Board of Directors that the successor memorandum of understanding between Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) for the time period July 1, 2018 to June 30, 2021 is hereby approved.

PASSED, APPROVED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors, on July 25, 2018 by the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of
Directors

ATTEST: HTA Secretary to the Board