

Board of Directors  
NATALIE ARROYO  
City of Eureka  
REX BOHN  
County of Humboldt  
STEVE LADWIG  
City of Trinidad  
JULIE WOODALL  
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 24, 2019

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 26, 2019 Regular Board Meeting Page 03  
**Action Recommended: Approve minutes**
2. May statistics and financial statements for all systems operated by HTA Handout  
**Action Recommended: Receive and file**
3. Agreements between Humboldt State University and the Humboldt Transit Authority Page 05  
The contract states that between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.  
**Action Recommended: Approve the Operating Contracts between Humboldt Transit Authority, and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit.**  
~Contracts Enclosed

F. Items Removed from Consent Calendar

## G. New Business

1. Adoption of the Fiscal Year 2019/20 Final Budget for Humboldt Transit Authority  
The preliminary budget was adopted on June 26, 2019. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

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### **Action Necessary:**

1. *Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2019/20.*
2. *After hearing comments, close the public hearing.*
3. *Make changes if necessary & approve the final budget by adopting Resolution 19-06.*

## H. Board Communications

## I. Staff Communications

## J. 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**

**SPECIAL BOARD MEETING**

**June 26, 2019**

**PRESENT**

Board Members

Paul Pitino, City of Arcata

Steve Ladwig, City of Trinidad

Mike Wilson, County of Humboldt

Rex Bohn, County of Humboldt

**ABSENT**

Tami Trent, City of Fortuna

Julie Woodall, City of Rio Dell

Natalie Arroyo, City of Eureka

Staff

Greg Pratt, General Manager

Brian Connors, Operations Manager

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Consuelo Espinosa, ADA & Safety Coordinator

Jim Wilson, Director of Maintenance

Also, in attendance were: Nany Diamond, HTA Legal Counsel; Phillip, HCAOG; Catherine Sundquist, CAE Transport.

**CALL TO ORDER**

Chairperson Pitino called the meeting to order at 9:00 a.m. Introductions were made.

**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.**

*Motion by Supervisor Wilson, second by Supervisor Ladwig to approve the Consent Calendar.*

*Motion carries unanimously.*

1. Minutes from the June 26, 2019 Regular Board Meeting

***Action Recommended: Approve minutes***

2. February 2019 statistics and financial statements for all systems

***Action Recommended: Receive and File***

3. 2018-2019 FY Budget Continuation until Adoption of 2018-2019 FY

Staff recommended adopting Resolution 19-05 to continue the current fiscal year budget. The final 2019-2020 fiscal year budget will be ready for Board review and adoption at its July Board meeting,

***Action recommended: Continue HTA's 2018-2019 Budget until adoption of the 2019-2020 budget by adopting Resolution 19-05***

**Items removed from the Consent Calendar**

None

## NEW BUSINESS

1. Social Services Transportation Advisory Council (SSTAC) Recommendations

The SSTAC provided their recommendations to the HTA Board to request Sunday Service for the Eureka Transit System (ETS) and to install bike racks on all their buses. The Board directed HTA Staff to research the recommendations and to bring back a report to a future meeting.

***Motioned by Supervisor Bohn, second by Supervisor Wilson that HTA bring back a report in October 2019, and that HTA generate a response to the SSTAC with data explaining any constraints with operating Sunday service and installing bike racks on ETS buses.***

***Motion carries unanimously.***

2. Letter of Support for Senate Bill (SB) 742

Councilmember Arroyo requested that the HTA Board Chair sign a letter of support for Senate Bill 742 which would give Amtrak the ability to pick up and drop off passengers without requiring them to purchase a train ticket.

***Motioned by Supervisor Bohn, second by Supervisor Wilson to authorize letter of support for (SB) 742 and suggested that staff contact other transit agencies for their participation.***

***Motion carries unanimously.***

3. California Transit Systems Joint Power Authority (CalTIP) Bylaws Amendments

Because of recent amendments approved by the CalTIP Board, a resolution is required by each member entity to adopt the changes.

***Motioned by Supervisor Bohn, second by Supervisor Wilson to approve CalTIP's bylaws and adopted Resolution 19-04. Motion carries unanimously.***

4. Preliminary Budget for Humboldt Transit Authority FY 2019/20

Staff presented the preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek Extension, Southern Humboldt Systems, and for contracting with the City of Arcata for maintenance and transit services.

***Motioned by Supervisor Wilson, second by Supervisor Ladwig to approve the preliminary budget and to publish a notice regarding public input.***

***Motion carries unanimously.***

## BOARD COMMUNICATIONS

None

## STAFF COMMUNICATIONS

None

## CLOSED SESSION

A public hearing was provided but no members of the public were present.

The Board went into closed session at 9:42 am.

The Board came out of closed session at 10:10 am with nothing to report.

## ADJOURNMENT

Meeting adjourned at 10:11 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 Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 24, 2019

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 contracts up for renewal are for the Redwood Transit System, the Eureka Transit Service and the Willow Creek System for the duration of July 1, 2019 to June 30, 2020. Contract amounts are based on the prior year ridership statistics for Jack Pass usage.

***Action Recommended: Approve the Operating Contracts between Humboldt Transit Authority, and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit.***

*~ Contracts enclosed*



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TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 24, 2019

SUBJECT: Adopting the 2019/20 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 26, 2019 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 24, 2019 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 2019/20.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & approve the final budget by adopting Resolution 19-06.***

REVENUE		RTS for 2019-2020	ETS for 2019-2020	WC for 2019-2020	SHI for 2019-2020	AMRTS for 2019-2020	CTSA for 2019-2020	Old Arcata Road 2019-2020	DAR Contract 2019-2020	Admin/HTA 2019-2020	Maint. Shop/Facility 2019-2020	Total
<b>Operating Revenue</b>												
400.40 Contract Transportation		210,000	7,305	1,747		110,000	20,890	10,000	332,222			692,164
400.30 Fares		883,400	240,000	48,000	118,000		37,705			500		1,327,105
400.70 Passes & ID Cards											40,000	500
400.60 Outside Service Revenue												40,000
400.10 Misc. Revenues		64,437	10,239	1,872	4,139					10,000		90,687
<b>Non-Operating Revenues</b>												
410.10 Advertising Revenue										45,600		45,600
410.80 Rent & Leases										120,000	12,000	132,000
414.00 LTF/PA Member Assessment		1,632,527	449,992	272,698	556,906				458,218			3,370,341
411.00 Federal Operating		217,000	202,000	25,617	180,037							624,654
412.00 STAF & SGR - State Operating Funds		22,500	329,354				158,368			363,161	208,199	1,081,582
310.00 Unrestricted Net Assets										10,000		10,000
413.00 Interest Income												
<b>TOTAL REVENUE</b>		<b>3,029,864</b>	<b>1,238,890</b>	<b>349,934</b>	<b>859,082</b>	<b>110,000</b>	<b>216,963</b>	<b>10,000</b>	<b>790,440</b>	<b>549,261</b>	<b>260,199</b>	<b>7,414,633</b>
<b>DIRECT EXPENSE</b>												
<b>PAYROLL, AND RELATED BENEFITS</b>												
680.00 Labor												
Administration										591,437		675,740
Maintenance						21,000	63,303					564,790
Operations		716,000	301,404	73,335	193,571	29,500	40,000				495,290	1,884,310
680.1 Birthday		5,475	2,741	1,172	3,062	0				2,500	2,170	17,120
680.6 Earned Leave		46,260	18,000	5,000	11,000	0				31,000	32,229	143,489
680.2 Holiday Time		47,050	16,600	5,051	13,194	0				13,500	19,650	115,045
680.10 Overtime		9,000	3,700	2,000	3,500	0				7,500	15,000	40,700
670.00 Employment Taxes		16,900	6,800	1,390	3,635	0				11,128	10,200	50,653
676.00 Employee Bereavement		950	500	200	200	0				500	600	2,950
673.00 Worker's Compensation Insurance		84,265	34,572	9,765	25,808	0	730			21,000	82,172	262,312
690.00 Health & Welfare												
604.2.1 Medical		275,700	146,603	22,000	77,950					140,000	159,000	821,253
Dental		37,876	20,397	4,166	11,200					15,500	14,000	103,139
604.2.3 Vision		5,900	2,500	700	1,500					4,500	4,500	19,600
604.2.4 Life		1,600	690	140	370					828	900	4,528
604.2.2 Retiree Health		90,000	34,000	50	22,500					900	10,000	157,450
604.2.7 OPEB Reduction Payment												
672.00 PERS Retirement		53,200	29,800	9,002	12,000					74,113	55,000	233,115
674.00 Physicals/DMV / B-ground checks		3,000	2,000	200	800					250	1,000	7,250
<b>General Operating Expenses</b>												
<b>General</b>												
603.00 Dues & Subscriptions										6,000	4,000	10,000
604.00 General Operating Supplies										5,000	3,000	8,000
609.00 Office Supplies							500			6,000	1,000	7,500
611.00 Printing Expense							1,000			5,000	2,000	8,000
616.00 Training & Development										36,000	20,000	56,000
616.10 Meeting & Consultation										5,000	4,000	9,000
<b>Administration</b>												
6120.00 Legal Expenses										30,000		30,000
6121.00 Accounting & Bookkeeping										25,000		25,000
6122.00 Outside consultants										50,000		50,000
600.00 Advertising Expense										25,000		25,000
602.00 Cost of Funds						225				8,000		8,225

	RTS for 2019-2020	ETS for 2019-2020	WC for 2019-2020	SHI for 2019-2020	AMRTS for 2019-2020	CTSA for 2019-2020	Old Arcata Road 2019-2020	DAR Contract 2019-2020	Admin/HTA 2019-2020	Maint. Shop/Facility 2019-2020	Total
605.00 General Liability Insurance									16,000	-	16,000
605.00 ERMA Liability									11,000	-	11,000
608.00 Mileage & Per Diem									9,000	3,000	12,000
610.00 Postage						500			2,500	250	3,250
613.00 Service Charges									1,000	-	1,000
615.00 Specialized Services									-	-	800,440
<b>Operations</b>											-
688.20 Uniforms & Shoes	4,000	2,300	300	1,000						1,000	8,600
662.00 GH-Ticket Stock & equip	12,000	2,500	500	1,900	50						16,950
663.00 WiFi/GPS/MYride	25,000	2,500	1,600	6,500							35,600
661.00 Schedule Printing & Updates	11,000	5,800	3,500	3,000							23,300
664.00 Vehicle Insurance											-
664.00 Premiums	226,548	50,321	33,525	82,195		37,705				12,387	442,681
664.1 Deductibles	17,513	9,111	3,000	1,500	100				600	500	31,124
666.00 Operations Supplies											1,200
<b>Maintenance</b>											-
620.00 Gen. Maintenance Supplies	-	-	-	-	1,000					12,000	13,000
635.00 Shop Tools	-	-	-	-	800					18,000	18,800
688.30 Safety Supplies & Gear	-	-	-	-	650					5,000	5,650
688.10 Uniforms - Shop	-	-	-	-	3,200					19,000	22,200
<b>Vehicles</b>											-
650.00 Contract Services										2,500	2,500
651.00 Contract Repairs	10,000	8,000	1,000	1,500	1,000					5,000	26,500
653.00 Fuel	371,064	116,185	51,496	136,474						7,200	682,419
614.00 Special Studies/Permits	-	-	-	-						10,000	10,000
655.00 Parts	78,000	40,000	11,550	16,500	12,250					39,000	197,300
656.00 Small Tool Allowance					1,000					4,200	5,200
657.00 Tires	35,000	5,000	10,000	14,000	7,000					3,000	74,000
<b>Facilities</b>											-
601.00 IT hardware, maint, licenses	10,400	10,400	10,400	10,400	10,400	55,400					107,400
631.00 Rentals & Leases	1,725	1,725	1,725	1,725	1,725	1,725					10,350
632.00 Contract Maint.	3,000	3,000	3,000	3,000	3,000	3,000					18,000
633.00 Utilities	11,500	11,500	11,500	11,500	11,500	11,500					69,000
634.00 Gen Facility M & R	1,600	1,600	1,600	1,600	1,600	1,600					9,600
<b>Total Direct Expense</b>	<b>2,211,526</b>	<b>890,249</b>	<b>278,867</b>	<b>673,084</b>	<b>110,000</b>	<b>216,963</b>	<b>10,000</b>	<b>790,440</b>	<b>1,155,756</b>	<b>1,077,748</b>	<b>7,414,633</b>
<b>Revenues minus Direct Expense</b>	<b>818,338</b>	<b>348,641</b>	<b>71,067</b>	<b>185,998</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>606,495</b>	<b>817,549</b>	
<b>Allocated Admin. &amp; Maint. Costs</b>	<b>818,338</b>	<b>348,641</b>	<b>71,067</b>	<b>185,998</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>606,495</b>	<b>817,549</b>	
<b>NET Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Allocation Percentages</b>	<b>57.46%</b>	<b>24.48%</b>	<b>4.99%</b>	<b>13.06%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	
Admin. Allocation	348,574	148,505	30,271	79,226	0	0	0	0	0	0	386,685
Maint. Allocation	469,764	200,136	40,796	106,772	0	0	0	0	0	0	386,685
<b>Total Allocations by service</b>	<b>818,338</b>	<b>348,641</b>	<b>71,067</b>	<b>185,998</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Projects</b>	<b>165,000</b>	<b>1,014,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,652,685</b>
<b>Capital Funds</b>	<b>165,000</b>	<b>1,014,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,652,685</b>

NOTES: Admin & Maintenance Allocation Percentages are based on Hours of Operation.

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



**RESOLUTION 19-06  
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY  
FOR FISCAL YEAR 2019-2020**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2019-2020 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll	\$2,524,840
Employee Benefits	\$1,978,004

Services and Supplies

General	\$98,500
Administration	\$181,475
Operations	\$559,455
Maintenance - General	\$59,650
Vehicles	\$997,919
Facilities	\$214,350
Specialized Services	<u>\$800,440</u>
Total Operational Budget	\$7,414,633

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments	\$3,370,341
Auxiliary Transportation Revenues	\$692,164
Transit Fares	\$1,327,105
Non-transportation Revenues	\$308,787
Operating Grants	\$1,706,236
Interest Income	<u>\$10,000</u>
Total Means of Financing	\$7,414,633

*Capital Purchases for projects*

*STAF & 5311*      \$1,652,685

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-fourth day of July 2019, on the following vote:

AYES:  
NOES:  
ABSENT:

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Chair of the HTA Governing  
Board of Directors

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ATTEST:  
HTA Secretary to the Board