

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
TELECONFERENCE

ZOOM MEETING INSTRUCTIONS

MEETING ID: 674 131 2040

BY PHONE 1 (408) 638-0968

BY COMPUTER: <https://us02web.zoom.us/j/6741312040>

Wednesday, August 5, 2020

10:00 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 July 1, 2020 Regular Board Meeting

Page 03

Action Recommended: Approve minutes

Coronavirus Aid, Relief, and Economic Security (CARES) Act Call for Projects

Page 06

The Humboldt County Association of Governments (HCAOG) informed agencies in the region that there are CARES Act funds available through the Federal Transit Administration Section 5311 Program.

Action Recommended: Adopt Resolution 20-08 Authorizing Application for CARES Act, FTA Section 5311 Grant Funds and authorize the General Manager to Sign the Grant Agreement.

2. Federal Transit Administration Title VI of Civil Rights Act of 1964

Page 08

The Federal Transit Administration is requiring agencies to update their Title VI plan every three years. Caltrans recently approved the draft plan submitted by staff, and needs board approval for final submission. ~Title VI Plan Enclosed

Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 20-07

F. Items Removed from Consent Calendar

G. New Business

1. Adoption of the Fiscal Year 2020/21 Final Budget for Humboldt Transit Authority Page 10
The preliminary budget was adopted on July 25, 2020. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.
Action Necessary:
 - A. *Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2020/21.*
 - B. *After hearing comments, close the public hearing.*
 - C. *Make changes if necessary & approve the final budget by adopting Resolution 20-09.*

2. Amendments to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees Page 15
Staff is proposing changes to the Classification Plan, Salary Schedule, and Job Descriptions for unrepresented employees. All changes require board authorization.
Action Recommended: Approve Amendments to the Classification Plan, Salary Schedule, and Job Descriptions by Adopting Resolution 20-11.

3. Humboldt Transit Authority (HTA) Meeting Dates Page 21
The recent amendment to the HTA Joint Powers Agreement changes the frequency of meeting dates from monthly to quarterly. Calendar year meeting dates and times will be fixed by resolution.
Action Recommended: Approve the Schedule for Regular Board Meetings by Adopting Resolution 20-10

H. Reports

1. March 2020 statistics and financial statements for all systems operated by HTA. Handout
Action Recommended: Receive and file

- I. Closed Session
None
- J. Board Communications
- K. Staff Communications
- 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 VIA TELECONFERENCE

July 1, 2020

PRESENT

Board Members

Rex Bohn, County of Humboldt
Steve Ladwig, City of Trinidad
Paul Pitino, City of Arcata
Natalie Arroyo, City of Eureka
Mike Wilson, County of Humboldt
Sue Strahan, City of Rio Dell (Alt)

ABSENT

Tami Trent, City of Fortuna

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Brian Connors, Operations Manager
Alene Webb, Finance Manager
Consuelo Espinosa, Safety & ADA Coordinator

Jim Wilson, Director of Maintenance

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Catherine Sundquist, CAE Transport Inc.

CALL TO ORDER

Chairperson Pitino called the meeting to order at 10:02 a.m. and 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 Bohn, second by Supervisor Wilson to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the June 3, 2020 Regular Board Meeting

Action Recommended: Approve minutes

2. Agreements between Humboldt State University and Humboldt Transit Authority

The contract between Humboldt State University and Humboldt Transit Authority for the Jack Pass are up for renewal.

Action Recommended: Approve the Draft Specifications between Humboldt Transit Authority and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit and Authorize the General Manager to Execute the Final Contracts.

3. Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)

HTA would like to establish a Public Transportation Agency Safety Plan to increase the safety of its drivers and passengers and to strengthen the agency's safety and risk management program.

~PTASP Enclosed

Action Recommended: Approve Humboldt Transit Authority's Public Transportation Agency Safety Plan by Adopting Resolution 20-05.

4. 2019-2020 FY Budget Continuation until Adoption of 2020-2021 FY Budget

Staff is recommending adoption of Resolution 20-06 to continue the current fiscal year budget. The final 2020-2021 fiscal year budget will be ready for Board review and adoption at its August Board Meeting.

Action Recommended: Continue HTA's 2019-2020 Budget until adoption of the 2020-2021 Budget by adopting Resolution 20-06.

Items removed from the Consent Calendar

None

NEW BUSINESS

1. Responses to the 2018/2019 Fiscal and Compliance Audit

During the board's regular June 2020 meeting the 2018/19 Fiscal and Compliance Audit was presented. The board directed staff to prepare the necessary responses to the entity affected by the audit findings. Those responses are included in this packet for the board's final review.

General Manager Greg Pratt gave the board updates to the audit findings and information on proceeding forward.

Motion by Supervisor Wilson, second by Councilmember Ladwig to adopt staff's responses to the Fiscal and Compliance Audit, and directed staff to send the responses to the entity affected by these findings.

Motion carries unanimously

2. Preliminary Budget for Humboldt Transit Authority 2020-21

Staff has prepared a preliminary budget for the Consolidated and Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek, and Southern Humboldt Intercity System, and for contracting with the City of Arcata for maintenance services.

General Manager Greg Pratt announced that the Finance Committee met and addressed highlights from the 2020/2021 draft budget.

Motion by Supervisor Bohn, second by Councilmember Arroyo to adopt the 2020/21 budget, make any necessary changes and directs staff to publish a notice regarding public input on the 2020/21 budget.

Motion carries unanimously

Supervisor Bohn and Supervisor Wilson thank Alene Webb, Humboldt Transit Authority's Finance Manager, for a job well done on the budget for the last several years.

OLD BUSINESS

None

REPORTS

1. March 2020 statistics and financial statements for all systems operated by HTA

General Manager Greg Pratt gave the board an update on the reports for March 2020 and addressed the many issues HTA is facing with COVID 19 and addressed several funding sources that will help assist with the many issues.

Action Recommended: Receive and File

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

None

ADJOURNMENT

Meeting adjourned at 10:22 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: August 5, 2020

SUBJECT: Coronavirus Aid, Relief, and Economic Security (CARES) Act Call for Projects

On July 20, 2020 the Humboldt County Association of Governments (HCAOG) sent out a Call for Projects for CARES Act funds for Federal Transit Administration (FTA) Section 5311 Program Phase 2 in the amount of \$1,637,669. Eligible projects are capital, planning and operating assistance.

The applications are due to Caltrans by August 13, 2020 and HTA Staff is requesting authorization from the HTA board to apply for Operating Assistance for the Eureka Transit Service and the Redwood Transit System. CARES Act Phase 2 operating grant funds can be used over the span of two years.

Action Recommended: Adopt Resolution 20-08 Authorizing Application for CARES Act, FTA Section 5311 Grant Funds and authorize the General Manager to Sign the Grant Agreement.



**Authorizing Resolution for FTA Funds
State of California
Division of Rail and Mass Transportation**

RESOLUTION NO 20-08

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/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); 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 transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, Humboldt Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Humboldt County; and

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

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Humboldt Transit Authority Governing Board of Directors does hereby Authorize the (Position Title), to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

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

That General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

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

PASSED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors of the County of Humboldt, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

AYES:

NOES:

ABSENT:

(Please Print)

Name: _____

Title: _____

Signature: _____

Date: _____



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TO: Chair Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 5, 2020

SUBJECT: Federal Transit Administration Title VI of Civil Rights Act of 1964

Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance." Note that the Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

Consistent with Title VI, DOT's implementing regulations, and Executive Order 13166, Humboldt Transit Authority will take reasonable steps to ensure meaningful access to benefits, services, information and other important transit activities for individuals who are Limited English Proficient (LEP), as well as those individuals who may have limited ability to read, write, or understand English.

Each Title VI Plan submittal is considered new and it includes among all other requirements a Public Participation Plan. Its purpose is to ensure that Humboldt Transit Authority utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

As a requirement by the Federal Transit Administration, the Humboldt Transit Authority has updated the Title VI Plan to include all necessary elements. Humboldt Transit Authority certifies compliance with the policies, procedures and plan with regard to the Title VI of the Civil Rights Act of 1964. A draft of the Title VI Plan document was submitted and reviewed by Caltrans in June 2017, where it was determined that it met all the requirements specified in FTA Circular C 4702.1B.

Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 20-07.

~Program enclosed

THE BOARD OF DIRECTORS OF THE HUMBOLDT TRANSIT AUTHORITY AUTHORIZES AND APPROVES THE TITLE VI PLAN PURSUANT TO THE CIVIL RIGHTS ACT OF 1964

WHEREAS, the agency desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

WHEREAS, Section 601 of the Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

WHEREAS, the Humboldt Transit Authority ensures that the level and quality of public transportation service is provided in a nondiscriminatory manner;

WHEREAS, the Humboldt Transit Authority promotes full and fair participation in public transportation decision-making without regard to race, color, or national origin;

WHEREAS, the Humboldt Transit Authority ensures meaningful access to all transit-related programs and activities by persons with limited English proficiency.

WHEREAS, Humboldt Transit Authority wishes to authorize approval of the Title VI Plan developed by Humboldt Transit Authority staff to comply with necessary provisions.

WHEREAS, Humboldt Transit Authority, a state of California joint powers public entity assures that all of its programs and activities will be free from discrimination, whether those programs are federally funded or not.

WHEREAS, each Title VI Plan must be submitted every three years.

WHEREAS, the 2020 Title VI Plan has been reviewed and approved through the Humboldt Transit Authority Board of Directors.

NOW, THEREFORE BE IT RESOLVED, The Humboldt Transit Authority certifies compliance with the policies, procedures and plans with regard to the Title VI of the Civil Rights Act of 1964 as required and hereby adopts the updated 2020 Title VI Plan.

AND BE IT FURTHER RESOLVED, That the General Manager is authorized to implement components of the plan in order to meet federal requirements and update policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act of 1964.

PASSED, APPROVED AND ADOPTED this fifth day of August 2020, on the following vote:

AYES:

NOES:

ABSENT:

Signed: _____

Chair of the HTA Governing
Board of Directors

Attest: _____

Secretary to the Board



133 V Street
Eureka, CA 95501

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

TO: Chair Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 5, 2020

SUBJECT: Adopting the 2020/21 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 July 5, 2020 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 August 5, 2020 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 2020/21.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & approve the final budget by adopting Resolution 20-09.***

DRAFT

REVENUE									
Operating Revenue									
# Contract Transportation	184,834	7,709	1,312		135,000	14,000	10,000		372,855
# Fares	658,655	161,146	28,000	72,000	65,000				984,801
# Passes & ID Cards									500
# Outside Service Revenue			5,765	11,831				43,000	43,000
# Misc. Revenues(c)top	199,878	85,833							303,307
Non-operating Revenues									
# Advertising Revenue									45,600
# Rent & Leases									132,600
# LTR/TPA Member Assessment	1,649,010	449,992	278,152	573,614			649,703		3,600,471
# Federal Operating	488,989	325,992	86,500	198,500					1,099,981
# State Operating Funds									
# STAF	-	221,302				121,937	140,737		1,015,910
# SGR State Of Good Repair	128,993	11,694				40,000			180,087
# Unrestricted Net Assets									
# Interest Income									5,000
TOTAL REVENUE	3,309,759	1,263,668	399,729	855,945	135,000	240,937	10,000	790,440	7,784,112
DIRECT EXPENSE									
PAYROLL, AND RELATED BENEFITS									
680.00 Labor									
Administration									
Maintenance					5,000	65,000			692,740
Operations	730,000	300,404	70,000	150,000	50,000	50,000		480,864	580,864
680.1 Birthday	5,475	2,000	1,172	1,000				2,500	14,647
680.6 Earned Leave	50,000	17,000	5,000	11,000				35,000	150,229
680.2 Holiday Time	38,000	12,400	3,000	10,000				15,000	98,050
680.10 Overtime	17,000	6,500	2,700	3,800				4,000	59,000
670.00 Employment Taxes	16,900	6,800	1,390	3,635				13,500	56,225
676.00 Employee Bereavement	1,000	500	300	300				500	3,200
673.00 Worker's Compensation Insurance	95,000	40,000	7,660	25,000	5,400	6,000		31,000	281,060
690.00 Health & Welfare									
6042.1 Health and Dental	273,000	130,000	23,000	41,000				125,000	709,000
6042.3 Vision	4,500	1,800	800	1,500				4,500	15,600
6042.4 Life	1,600	690	200	400				700	4,440
6042.2 Retiree Health	98,000	23,000	3,000	22,500				250	155,750
6042.7 OPEB Reduction Payment								200,000	200,000
672.00 PERB Retirement	62,000	20,750	10,000	15,000				195,000	356,750
674.00 Physicals/DMV / B-ground checks	5,600	2,500	400	900				250	11,150
General Operating Expenses									
General									
603.00 Dues & Subscriptions								6,500	10,500
604.00 General Operating Supplies								10,000	11,200
609.00 Office Supplies								10,000	11,787
611.00 Printing Expense						787		7,500	10,500
616.00 Training & Development					200	1,000		35,000	50,200
616.10 Meeting & Consultation								5,000	8,000
Administration									
6120.00 Legal Expenses								55,000	55,000
6121.00 Accounting & Bookkeeping								20,000	20,000
6122.00 Outside consultants								50,000	50,000
600.00 Advertising Expense								25,000	25,000
602.00 Cost of Funds					300			8,300	8,600

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 20-09
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY
FOR FISCAL YEAR 2020-2021

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2020-2021 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll	\$2,583,008
Employee Benefits	\$2,056,101

Services and Supplies

General	\$102,187
Administration	\$222,700
Operations	\$709,568
Maintenance - General	\$69,300
Vehicles	\$1,027,910
Facilities	\$212,898
Specialized Services	<u>\$800,440</u>
Total Operational Budget	\$7,784,112

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments	\$3,600,471
Auxiliary Transportation Revenues	\$222,000
Transit Fares	\$1,179,156
Non-transportation Revenues	\$178,200
Operating Grants	\$2,599,285
Interest Income	<u>\$5,000</u>
Total Means of Financing	\$7,784,112

Capital Purchases for Projects

STAF & SGR State Funds	\$277,000
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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 fifth day of August 2020, 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 Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 5, 2020

SUBJECT: Amendments to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees

All changes to the Classification Plan, Salary Schedule, and Job Descriptions require board authorization. A summary of the proposed changes are as follows:

The addition of a Transit Planner

HTA averages over 2.5 million dollars in grant funds each year and reporting requirements continue to increase with each new grant. Also, as the designated Consolidated Transportation Services Agency (CTSA), HTA works with other agencies to identify transit needs and coordinates with other providers to maximize service with limited resources. A finding in HTA's last Triennial Performance Audit was that this agency would benefit by having a dedicated planner to assist with grant writing and management, outreach and general transit planning. This position is already in the budget and is funded with State Transit Assistance Funds that was recently approved by the HCAOG Board.

Job Description included.

Salary Schedule

In an effort to reward long-tenured employees, HTA added two longevity steps (Steps G & H) to the represented workers' pay scale. A 5% increase at 15 years of service and an additional 5% increase when 20 years of service is reached. I am recommending adding Steps G and H to the unrepresented pay scale to reward and retain Administrative Staff that have a long tenure here at HTA. This will affect two employees and have a minimal budget impact.

Salary Schedule included.

Action Recommended: Approve Amendments to the Classification Plan, Salary Schedule, and Job Descriptions by Adopting Resolution 20-11.

RESOLUTION 20-11
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE CLASSIFICATION PLAN AND SALARY SCHEDULE

WHEREAS, on January 18, 2012, Humboldt Transit Authority adopted Resolution 12-01 implementing the Personnel Policy for unrepresented employees and Salary Schedule and Classification plan for represented and unrepresented employees; and,

WHEREAS, these documents have been amended by Resolution 16-05, 16-12, 18-11 and 19-03; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Salary Schedule and Classification Plan.

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

1. Resolution 19-03 is hereby rescinded and replaced by Resolution 20-11 adopting the enclosed Classification Plan, Job Description and Salary Schedule effective July 1, 2020.
2. The position of Transit Planner will be added to the Salary Schedule and Classification Plan.

PASSED, APPROVED AND ADOPTED this twenty-fourth day of May 2019, on the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Chair of the HTA Governing
Board of Directors

HTA Secretary to the Board

July 30, 2020

HTA Classification Plan

Allocations

Salary Schedule

Non-union positions	Current	Filled	Proposed	A	B	C	D	E	F
General Manager	1	1	1		Range \$37.02 - 47.60				
Operations Manager	1	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07
Director of Maintenance	1	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07
Human Resource Manager	1	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07
Finance Manager	1	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07
Administrative & Finance Asst.	0	0	1	\$22.92	\$24.07	\$25.27	\$26.54	\$27.87	\$29.26
Safety & ADA Coordinator	1	1	1	\$22.92	\$24.07	\$25.27	\$26.54	\$27.87	\$29.26
Bookkeeper	1	1	1	\$20.50	\$21.23	\$21.95	\$22.66	\$23.38	\$24.14
Administrative Assistant II	0	0	1	\$19.50	\$20.23	\$20.95	\$21.66	\$22.38	\$23.14
Administrative Assistant I	1	1	1	\$14.29	\$15.27	\$16.26	\$17.24	\$17.61	\$19.22

July 1, 2019

Non-union positions	Current	Filled	Proposed	A	B	C	D	E	F
General Manager	1	1		Range \$37.02 - 47.60					
Operations Manager	1	1		\$27.09	\$29.25	\$31.42	\$33.59	\$35.76	\$37.90
Director of Maintenance	1	1		\$27.09	\$29.25	\$31.42	\$33.59	\$35.76	\$37.90
Human Resource Manager	1	1		\$27.09	\$29.25	\$31.42	\$33.59	\$35.76	\$37.90
Finance Manager	1	1		\$27.09	\$29.25	\$31.42	\$33.59	\$35.76	\$37.90
Administrative & Finance Asst.	1	0		\$23.44	\$24.61	\$25.84	\$27.14	\$28.50	\$29.92
Safety & ADA Coordinator	1	1		\$23.44	\$24.61	\$25.84	\$27.14	\$28.50	\$29.92
Bookkeeper	1	1		\$20.96	\$21.71	\$22.44	\$23.17	\$23.91	\$24.68
Administrative Assistant II	1	1		\$19.94	\$20.69	\$21.42	\$22.15	\$22.88	\$23.66
Administrative Assistant I	1	1		\$14.61	\$15.61	\$16.63	\$17.63	\$14.94	\$19.65

July 1, 2020

Non-union positions	Current	Filled	Proposed	A	B	C	D	E	F	G	H
General Manager	1	1		Range \$37.02 - \$47.60							
Operations Manager	1	1		\$27.70	\$29.91	\$32.13	\$34.35	\$36.56	\$38.75	\$40.69	\$42.72
Director of Maintenance	1	1		\$27.70	\$29.91	\$32.13	\$34.35	\$36.56	\$38.75	\$40.69	\$42.72
Human Resource Manager	1	1		\$27.70	\$29.91	\$32.13	\$34.35	\$36.56	\$38.75	\$40.69	\$42.72
Finance Manager	1	1		\$27.70	\$29.91	\$32.13	\$34.35	\$36.56	\$38.75	\$40.69	\$42.72
Transit Planner	0	0	1	\$27.70	\$29.91	\$32.13	\$34.35	\$36.56	\$38.75	\$40.69	\$42.72
Administrative & Finance Asst.	1	0		\$23.97	\$25.16	\$26.42	\$27.75	\$29.14	\$30.59	\$32.12	\$33.73
Safety & ADA Coordinator	1	1		\$23.97	\$25.16	\$26.42	\$27.75	\$29.14	\$30.59	\$32.12	\$33.73
Bookkeeper	1	1		\$21.43	\$22.20	\$22.94	\$23.69	\$24.45	\$25.24	\$26.50	\$27.83
Administrative Assistant II	1	1		\$20.39	\$21.16	\$21.90	\$22.65	\$23.39	\$24.19	\$25.40	\$26.67
Administrative Assistant I	1	1		\$14.94	\$15.96	\$17.00	\$18.03	\$15.28	\$20.09	\$21.09	\$22.15



Humboldt Transit Authority

Transit Planner

Working under the direction of the General Manager, the Transit Planner is responsible for regional transportation coordination, planning, operation and maintenance of transportation projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordination with other agencies to reduce redundancy in service and to maximize resources in the County of Humboldt.
- Assist in the implementation of bus transit systems by creating and modifying transit routes, bus stop locations, and transit schedules.
- Analyze transit performance data, including passenger count and vehicle running time; identify modifications for transit routes, bus stops, and transit schedules.
- Maintain accurate ridership data to create operational efficiencies and trends for reporting purposes; distribute monthly reports to appropriate departments.
- Analyze operational data including route mileage, vehicle running time, hours of operation, bus stop inventory; produce analytical reports.
- Plan the location and installation or removal of temporary and permanent bus stops to accommodate construction, road emergencies, and transit service needs.
- Use complex, customized transportation scheduling and runcutting software to develop transit routes and schedules.
- Completes grant applications, administers procurement processes and manages contracts with consultants and vendors.
- Coordinate with other departments in the preparation and review of transit related information materials including public timetables, system maps, performance reports, and special promotions.
- Collaboration with individuals, schools, counties, cities, community groups, and other special interest groups regarding transit service.
- Work with and maintain confidential information.
- Demonstrate regular and punctual attendance.
- Other duties as assigned.

RESOLUTION 20-09
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY
FOR FISCAL YEAR 2020-2021

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2020-2021 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll	\$2,583,008
Employee Benefits	\$2,056,101

Services and Supplies

General	\$102,187
Administration	\$222,700
Operations	\$709,568
Maintenance - General	\$69,300
Vehicles	\$1,027,910
Facilities	\$212,898
Specialized Services	<u>\$800,440</u>
Total Operational Budget	\$7,784,112

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments	\$3,600,471
Auxiliary Transportation Revenues	\$222,000
Transit Fares	\$1,179,156
Non-transportation Revenues	\$178,200
Operating Grants	\$2,599,285
Interest Income	<u>\$5,000</u>
Total Means of Financing	\$7,784,112

Capital Purchases for Projects

STAF & SGR State Funds	\$277,000
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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 fifth day of August 2020, 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: Paul Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 5, 2020

SUBJECT: Humboldt Transit Authority Meeting Dates

Recently, the Joint Powers Agreement was recently amended as follows:

3.3. Regular Meetings. The Governing Board shall provide for its regular and special meetings; provided, however, that at least one regular meeting shall be held quarterly. The date, hour and place of the holding of the regular meetings shall be fixed by resolution of the Governing Board and a copy of such resolution shall be filed with each party hereto.

Staff has included Resolution 20-10 with proposed meeting dates and time for the remainder of the 2020 Calendar year. Special meetings will be scheduled as needed and coordinated with board members.

Action Recommended: Approve the Schedule for Regular Board Meetings by Adopting Resolution 20-10

RESOLUTION No. 20-10

**A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS
FIXING THE DAY AND TIME FOR REGULAR BOARD MEETINGS**

WHEREAS, the Joint Powers Agreement for the Humboldt Transit Authority (HTA) requires the HTA Governing Board to hold at least one regular meeting per quarter, at a date, hour and place to be determined by resolution of the Governing Board; and

WHEREAS, special meetings may be called at other times in the discretion of the Board Chair working with General Manager.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby adopts its regular meeting schedule as follows:

- First Wednesday of February at 9:00 am
- First Wednesday of May at 9:00 am
- First Wednesday of June at 9:00 am
- First Wednesday of September at 9:00 am
- First Wednesday of December at 9:00 am

BE IT FURTHER RESOLVED that all regular meetings shall be held in the Conference Room of the HTA, 133 V Street, Eureka, CA.

PASSED AND ADOPTED by the Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the fifth day of August 2020, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair of the HTA Governing Board

HTA Secretary to the Board