

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, September 2, 2020

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

1. Comparative Analysis of Electric and Hydrogen Transit Fleets

Representatives from the Schatz Energy Research Center will give the board a presentation on their recent research of alternative fuels and infrastructure for HTA.

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 August 5, 2020 Regular Board Meeting

Action Recommended: Approve minutes

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F. Items Removed from Consent Calendar

G. Reports

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

Action Recommended: Receive and file

Handout

H. New Business

Amendment to the Salary Schedule for Unrepresented Employees

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Action Recommended: Approve Amendment to the Salary Schedule, by Adopting Resolution 20-12.

I. Closed Session

1. Public Comment
2. The Board will meet in closed session pursuant to:
Government Code Section 54957(b)(1) (employee performance evaluation): General Manager , and Government Code Section 54957.6 (meeting with designated representative, unrepresented employee): Designated representative Board Chair.
3. Report out of closed session.

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

August 5, 2020

PRESENT

Board Members

Rex Bohn, County of Humboldt
Paul Pitino, City of Arcata
Leslie Castellano, City of Eureka (Alt)
Julie Woodall, City of Rio Dell
Tami Trent, City of Fortuna

ABSENT

Steve Ladwig, City of Trinidad
Mike Wilson, County of Humboldt

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: Nancy Diamond; HTA Legal Counsel; Catherine Sundquist, CAE Transport Inc.; Oona Smith, HCAOG; Netra Khatri, City of Arcata.

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, 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.

Motion by Councilmember Trent, second by Supervisor Bohn to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the July 1, 2020 Regular Board Meeting

Action Recommended: Approve minutes

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

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.

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

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.

Items removed from the Consent Calendar

None

NEW BUSINESS

1. Adoption of the Fiscal Year 2020/21 Final Budget for Humboldt Transit Authority

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 and approve the final budget by adopting Resolution 20-09.

General Manager Greg Pratt directed the board to page 10 of the board packet addressing adoption of the 2020/21 Final Budget for Humboldt Transit Authority. The Finance Committee previously recommended adopting the 2020-21 Final Budget for Humboldt Transit Authority.

Motion by Supervisor Bohn, second by Councilmember Trent to adopt Resolution 20-09, Adopting Budget of Humboldt Transit Authority for Fiscal Year 2020-2021 and expressed their thanks to staff for all of their excellent work.

Public comment is closed.

Motion carries unanimously

2. Amendments to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees

General Manager Greg Pratt gave the board information and changes to the Classification Plan, Job Descriptions, and Salary Schedule for HTA Unrepresented Employees. He also addressed a typo in that Administrative Assistant I, Step E, should be \$19.06 and not \$15.28.

Motion by Councilmember Woodall, second by Councilmember Trent to adopt Resolution 20-11, Amending the Classification Plan and Salary Schedule of the Humboldt Transit Authority with changes.

Motion carries unanimously

3. Humboldt Transit Authority (HTA) Meeting Dates

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.

General Manager Greg Pratt gave the board a brief explanation of the changes to the JPA meeting dates and times.

Motion by Councilmember Trent, second by Supervisor Bohn to adopt Resolution 20-10 a Resolution of the Humboldt Transit Authority Governing Board of Directors Fixing the Day and Time for Regular Board Meetings.

Motion carries unanimously

OLD BUSINESS

None

REPORTS

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

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

Action Recommended: Receive and File

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

None

ADJOURNMENT

Meeting adjourned at 10:25 a.m.



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TO: Chair Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 2, 2020

SUBJECT: Amendment to the 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 change is as follows:

Salary Schedule

From the direction of the HTA Board, Staff has is completed a wage study for the position of the General Manager. Staff researched transit agencies of comparable size, service area, and employees from the State of Washington, Oregon, and California. Also included are two Executive Directors wage scales from local Joint Power Authority's.

The wage comparisons and proposed salary range are attached for Board review.

Action Recommended: Approve Amendments to the Classification Plan, Salary Schedule, and Job Descriptions by Adopting Resolution 20-12.

<u>Agency</u>	<u>Location</u>	<u>Position</u>	<u>Area Served</u>	<u>Routes</u>	<u>Budget</u>	<u>FTE</u>	<u>Year</u>	<u>Low</u>	<u>High</u>
Humboldt Transit	Eureka, CA	General Manager	134,623	9	\$7,784,112	53	2020	\$77,000	\$98,000
Valley Transit	Walla Walla, WA	General Manager	32,986	9	\$6,288,662	57	2019	\$101,000	\$122,283
Basin Transit	Klamath Falls, OR	General Manager	21,536	4	\$2,100,000	31	2020	\$80,868	\$104,374
El Dorado Transit	Placerville, CA	General Manager	148,614	7	\$5,423,884	50	2019	-	\$136,573
Mendocino Transit	Ukiah, CA	General Manager	87,424	9	\$5,122,750	49	2018	\$101,404	\$129,422
HCAOG	Eureka, CA	Executive Director	134,623	N/A	\$1,590,216	3	2020	\$108,513	\$131,892
HWMA	Eureka, CA	Executive Director	134,623	N/A	\$14,399,020	36	2019	\$118,040	\$124,021

September 2, 2020

HTA Classification Plan			Salary Schedule						
July 1, 2018									
Allocations									
Non-union positions	Current	Filled	A	B	C	D	E	F	
General Manager	1	1	Range \$37.02 - 47.12						
Operations Manager	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07	
Director of Maintenance	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07	
Human Resource Manager	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07	
Finance Manager	1	1	\$26.49	\$28.61	\$30.73	\$32.85	\$34.97	\$37.07	
Administrative & Finance Asst.	0	0	\$22.92	\$24.07	\$25.27	\$26.54	\$27.87	\$29.26	
Safety & ADA Coordinator	1	1	\$22.92	\$24.07	\$25.27	\$26.54	\$27.87	\$29.26	
Bookkeeper	1	1	\$20.50	\$21.23	\$21.95	\$22.66	\$23.38	\$24.14	
Administrative Assistant II	0	0	\$19.50	\$20.23	\$20.95	\$21.66	\$22.38	\$23.14	
Administrative Assistant I	1	1	\$14.29	\$15.27	\$16.26	\$17.24	\$17.61	\$19.22	
July 1, 2019									
Non-union positions	Current	Filled	A	B	C	D	E	F	
General Manager	1	1	Range \$37.02 - 47.12						
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	1	\$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	\$18.63	\$19.65	
July 1, 2020									
Non-union positions	Current	Filled	A	B	C	D	E	F	G H
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	1	0	\$27.70	\$29.91	\$32.13	\$34.35	\$36.56	\$38.75	\$40.69 \$42.72
Administrative & Finance Asst.	1	1	\$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	\$19.05	\$20.09	\$21.09 \$22.15
Current Range									
General Manager	1	1	37.07 - 47.12 (\$77,100 - \$98,000)						
Proposed Range									
General Manager	1	1	47.12 - 60.10 (\$98,000 - \$125,000)						

RESOLUTION 20-12
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 19-03 and 20-11; and,

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

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

1. Resolution 20-11 is hereby rescinded and replaced by Resolution 20-12 adopting the enclosed Salary Schedule effective September 2, 2020

PASSED, APPROVED AND ADOPTED this second day of September 2020, on the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair of the HTA Governing
Board of Directors

HTA Secretary to the Board