

Board of Directors
NATALIE ARROYO
City of Eureka
REX BOHN
County of Humboldt
STEVE LADWIG
City of Trinidad
JULIE WOODALL
City of Rio Dell
MEREDITH MATTHEWS
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

IN-PERSON & TELECONFERENCE

ZOOM MEETING INSTRUCTIONS

MEETING ID: 889 4157 3337

BY PHONE 1 (408) 638-0968

BY COMPUTER: <https://us02web.zoom.us/j/89256028326>

Wednesday, June 1, 2022

9:00 AM

Regular Board 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 May 4, 2022 Regular Board Meeting.

Page 03

Action Recommended: Approve Minutes

2. Remote Teleconference Meetings

Page 06

Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361

Action Recommended: Approve Resolution 22-08 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency

3. 2021-2022 FY Budget Continuation until Adoption of 2022-2023 FY Budget

Page 08

Staff is recommending adoption of Resolution 22-09 to continue the current fiscal year budget. The final 2022-2023 fiscal year budget will be ready for Board review and adoption at its July Special Board meeting,

Action recommended: Continue HTA's 2021-2022 Budget until adoption of the 2022-2023 budget by adopting Resolution 22-09

F. Items Removed from Consent Calendar

G. Reports

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

Enclosed

Action Recommend: Review and Discuss

H. New Business

1. Preliminary Budget for Humboldt Transit Authority FY 2022/23

Page 10

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

Action Recommended: Review the budget as proposed by staff and recommended by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget

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

Page 14

In 2020, HTA established 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. The program has been a success and Staff has made a few minor edits for the 22/23 fiscal year's plan. ~PTASP Enclosed

Action Recommended: Approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 22-10

3. Humboldt Transit Authority Volunteer Program

Page 17

Staff is requesting that the HTA Board consider Volunteers to assist HTA Staff in promoting public transportation. Board authorization is required to cover Volunteers under HTA's Workers Compensation Program.

Action Recommended: Approve HTA's Volunteer Policy and Adopt Resolution 22-11 Qualifying Volunteers for Workers Compensation.

I. Board Communications

J. Staff Communications

K. Closed Session

1. Before going into closed session, the Board will take Public Comment on the item.
2. The Board will meet in closed session pursuant to Government Code Section 54956.8 to discuss a real property matter. Location: 133 V Street, Eureka CA 95501.
3. Report out of closed session.

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

May 04, 2022

PRESENT

Board Members

Rex Bohn, County of Humboldt
Steve Ladwig, City of Trinidad
Natalie, Arroyo, City of Eureka
Mike Wilson, County of Humboldt
Julie Woodall, City of Rio Dell

ABSENT

Meredith Matthews, City of Arcata
Tami Trent, City of Fortuna

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Consuelo Espinosa, Transit Planner
Jerome Qiriazzi, Transit Planner (Part Time)
Brian Connors, Operations Manager
Katie Collender, Finance Manager
Sherry Dunlap, Safety & ADA Coordinator
Jim Wilson, Director of Maintenance

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Oona Smith, HCAOG; Catherine Sundquist, CAE Transport; Latanya Jacobs, Eureka Resident.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:02 a.m.

ROLL CALL & Introductions

General Manager Greg Pratt introduced Jerome Qiriazzi, HTA's newest Part Time Transit Planner.

COMMUNITY MEMBERS COMMUNICATION

Eureka resident, Latanya Jacobs inquired about the Eureka Transit Routes and ticket fares.

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 Councilmember Ladwig to approve the Consent Calendar. Yes votes by Wilson, Bohn, Ladwig, and Arroyo with Woodall abstaining. Motion carries unanimously

1. Minutes from the March 10, 2022 Special Board Meeting

Action Recommended: Approve minutes

2. Remote Teleconference Meetings

Resolution to implement teleconferencing requirements during a proclaimed State of Emergency Pursuant to Assembly Bill 361.

Action Recommended: Adopt Resolution 22-05 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.

3. Federal Transit Administration Section 5311 Grant Funds

Board authorization is required to submit an application for Section 5311.

Action Recommended: Adopt Resolution 22-06 Authorizing Application for FTA Section 5311 Grants Funds and authorize the General Manager to sign the Grant Agreements.

4. General Manager Salary Adjustment

On March 10, 2022 the Board completed a performance review of the general Manager and determined that his performance merits three five percent (5%) increases over three years, retroactive to July 1, 2021.

Action Recommended: approve a 5% salary increase for the General Manager per year retroactive to the first pay period after July 1, 2021; a 5% salary increase effective July 1, 2022; and, conditionally approve a 5% salary increase effective July 1, 2023 to per year subject to Board approval of an amended classification plan for the General Manager.

5. Investment of Monies in the Local Agency Investment Fund

Board authorization is required for HTA to participate in the Local Agency Investment Fund. Use of this account will depend on availability of funds and there are not requirements on minimum balance or investment term.

Action Recommended: Adopt Resolution 22-07 authorizing Investment of Monies in the Local Agency Investment Fund.

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 has prepared a funding agreement for Dial-a-Ride services in the region. The contract is for a one-year term and the amount will remain the same as the prior year.

~Agreement Enclosed

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 Operation and Administrative Cost-Sharing.

Items removed from the Consent Calendar

None

REPORTS

1. February 2022 Statistics and Financial Statements for all systems operated by HTA

General Manager Greg Pratt gave the board an update and highlights from all systems as well as a brief update on the new \$50.00 Travel Humboldt, 31-Day Regional Pass.

2. Employee Pass, Housing Pass for Non-Profits

General Manager Greg Pratt gave the board an update on the new JPA Employee Bus Pass Program and announced that March showed an increase for this program.

NEW BUSINESS

1. Summer Youth Pass & Passes for Non-Profits

General Manager directed the Board to page 18 of the agenda and gave an update on the possibility of a pilot program for the Summer Youth and Non-Profits to provide free bus passes. Supervisor Wilson indicated that he supports this program and inquired if there are grant funds that can be used for the Non-Profit organizations. General Manager indicated that there are grant funds that can be used to fund this as a pilot program and will look at this program in a year.

Motion by Supervisor Wilson, second by Councilmember Woodall to authorize Staff to utilize grant funds to provide 100 bus passes to the Non-Profit groups and run a pilot program for free summer youth passes. Motion carries unanimously

2. Intermodal Transit Center and Transit Intercity Rail Capital Program (TIRCP) Update

General Manager directed the Board to page 20 of the agenda and gave an update on the Intermodal Transit Center (TIRCP) and its five (5) projects. Board Chair Arroyo and General Manager Pratt also gave a back history on the project and how the location was established.

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

Secretary to the Board, Brenda Fregoso announced Greg Pratt received an award from CALACT for Recognition for his contribution to CALACT as a board member. In addition, at this year's CALACT Conference in New Port Beach, HTA received an award for Outstanding Transportation Agency Award. *Congratulations HTA*

ADJOURNMENT

Meeting adjourned at 9:35 a.m.

CLOSED SESSION

1. Public Comment

None

2. The board met in closed session pursuant to government Code Section 54956.8 to discuss a real property matter. Location 133 V street, Eureka, CA 95501

3. Report out of closed session

Nothing to report

ADJOURNMENT

Meeting adjourned at 10:05 a.m.

**HUMBOLDT TRANSIT AUTHORITY
RESOLUTION 22-08
RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF
EMERGENCY
PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, the Humboldt Transit Authority (HTA) is committed to preserving the Ralph M. Brown Act requirements that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, A state of emergency was proclaimed by Governor's Executive Order N-33-20 on March 4, 2020, addressing the threat of the COVID-19 pandemic, and remains in effect;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, COVID-19 and variants thereof remain a current threat to the health and safety of the general public, HTA Staff, and members of this Board; and

WHEREAS, the Humboldt County Department of Health & Human Services issued a Recommendation Regarding Physical Distancing Including Meetings of Legislative Bodies on September 29, 2021, which recommends physical distancing at gatherings and events, including meetings of local agency legislative bodies, and acknowledges that virtual meetings of legislative bodies provide a safer environment with less risk of exposure to COVID-19; and

WHEREAS, the HTA has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of the HTA legislative and advisory bodies subject to the Brown Act; and

WHEREAS, in response to the current threat to the public of the COVID-19 virus and its existing and potential variants, the Humboldt County indoor mask order, and the Humboldt County recommendation

that local agency legislative bodies meet virtually, there is a desire to implement teleconference meetings pursuant to the requirements of the Brown Act so long as this State of and Emergency and local recommendations continue to exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference;
2. The Board of Directors finds, by a majority vote, that there exists a proclaimed state of emergency; and

In accordance with AB 361, based on the findings and determinations herein, meetings of HTA's legislative will be held remotely by virtual means, while providing for all feasible means of public participation.

This resolution shall be effective upon adoption and remain in effect until HTA's next special board meeting on July 6, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

PASSED, APPROVED AND ADOPTED this 1st day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair of the HTA 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
www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 1, 2022

SUBJECT: Continuing 2021-2022 FY Budget until Adoption of 2022-2023 Budget

Staff typically presents a preliminary annual budget for the upcoming fiscal year to the Board for review at its May meeting. After Board approval of the preliminary budget, staff then publishes notice seeking input on the proposed budget and brings the final budget to the Board in May or June, before the beginning of the fiscal year.

Staff turnover in the Finance Department this year have delayed preparation of the 2022-2023 budget. The preliminary budget has been reviewed by the Finance and Operations Committee and will be presented to the Board at its regular meeting on June 1, 2022. If approved, staff will publish notice and prepare the final 2022-2023 for Board review and adoption at its regular meeting on July 6, 2022.

In order to fund HTA operations and activities until the 2022-2023 budget is approved, the Board is being asked to adopt Resolution 22-09 which will continue 2021-2022 budget until adoption of the 2022-2023 budget.

Action recommended: Continue HTA's 2021-2022 Budget Until Adoption of the 2022-2023 Budget by Adopting Resolution 22-09.

Resolution No. 22-09

A Resolution of the Governing Board of the Humboldt Transit Authority
Continuing the 2021-22 Fiscal Year Authority Budget Until
Adoption of the 2022-23 Fiscal Year Authority Budget

WHEREAS, the Humboldt Transit Authority's joint powers agreement requires the HTA Governing Board to adopt an annual budget for each fiscal year starting on July 1 and ending the following June 30;

WHEREAS, the Governing Board typically adopts the annual budget at a meeting that occurs before the end of the prior fiscal year and after reviewing a preliminary budget at an earlier meeting;

WHEREAS, due to staffing turnovers, the 2022-2023 final budget will not be ready for Board adoption before the end of the 2021-2022 fiscal year;

WHEREAS, the Governing Board reviewed a preliminary 2022-2023 budget at its regular meeting on June 1, 2022;

WHEREAS, the Governing Board desires to continue the 2021-2022 fiscal year budget until the 2022-2023 fiscal year budget can be adopted, most likely on July 6, 2022.

NOW THEREFORE, BE IT RESOLVED the Governing Board of the Humboldt Transit Authority hereby extends the 2021-2022 fiscal year budget until such time as the 2022-2023 fiscal year budget is adopted.

PASSED, APPROVED AND ADOPTED this 1st day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

DATED: June 1, 2022

Chair of the HTA Governing Board

ATTEST:

DATED: June 1, 2022

Secretary to the Board

HUMBOLDT TRANSIT AUTHORITY
DRAFT BUDGET
2022-2023

| | Redwood Transit System (RTS) | Eureka Transit System (ETS) | Willow Creek (WC) | Southern Humboldt Intercity (SHI) | AMRTS Maintenance | CTSA | Samoa | Dial-A-Ride (DAR) Contract | Administration | Maintenance | Total |
|--|------------------------------------|--------------------------------|----------------------|---|----------------------|----------------------|----------------------|-------------------------------|----------------------|---------------------|------------------------|
| REVENUE | | | | | | | | | | | |
| Operating Revenue | | | | | | | | | | | |
| 400.40 Contract Transportation | \$ 56,769.00 | \$ 4,508.00 | \$ 92.00 | | \$ 135,000.00 | | | | | | \$ 196,369.00 |
| 400.30 Fares | \$ 600,000.00 | \$ 235,000.00 | \$ 30,000.00 | \$ 50,000.00 | | \$ 50,000.00 | \$ 500.00 | | | | \$ 965,500.00 |
| CARES Act | \$ 634,593.00 | \$ 223,078.00 | \$ 155,350.00 | \$ 138,743.00 | | | \$ 64,471.00 | | | | \$ 1,216,235.00 |
| 400.10 Misc. Revenues (LCTOP) | \$ 227,034.00 | \$ 115,319.00 | \$ 4,104.00 | \$ 13,915.00 | | | | | | | \$ 360,372.00 |
| Non-operating Revenues | | | | | | | | | | | |
| 410.10 Advertising Revenue | | | | | | | | | \$ 51,000.00 | | \$ 51,000.00 |
| 410.80 Rent & Leases | | | | | | | | | | | |
| 414.00 LTF/JPA Member Assessment | \$ 1,698,530.00 | \$ 280,883.00 | \$ 260,469.00 | \$ 608,547.00 | | | | \$ 717,435.00 | | | \$ 3,565,864.00 |
| 411.00 Federal Operating | \$ 487,163.00 | \$ 108,259.00 | \$ 100,000.00 | \$ 200,000.00 | | | | | | | \$ 895,422.00 |
| 412.00 State Operating Funds | | | | | | | | | | | |
| 412.01 STAF | \$ 132,000.00 | \$ 292,561.00 | | | | \$ 161,865.00 | \$ 134,287.00 | \$ 113,195.00 | \$ 211,614.00 | | \$ 1,045,522.00 |
| 412.05 SGR State OF Good Repair | \$ 60,000.00 | \$ 30,000.00 | | | | \$ 40,000.00 | | | | \$ 73,147.00 | \$ 203,147.00 |
| TOTAL REVENUE | \$ 3,896,089.00 | \$ 1,289,608.00 | \$ 550,015.00 | \$ 1,011,205.00 | \$ 135,000.00 | \$ 251,865.00 | \$ 199,258.00 | \$ 830,630.00 | \$ 262,614.00 | \$ 73,147.00 | \$ 8,499,431.00 |
| DIRECT EXPENSE | | | | | | | | | | | |
| PAYROLL, AND RELATED BENEFITS | | | | | | | | | | | |
| 680.00 Labor | | | | | | | | | | | |
| Administration | | | | | \$ 7,000.00 | \$ 65,902.00 | \$ 9,400.00 | | \$ 667,600.00 | | \$ 749,902.00 |
| Maintenance | | | | | \$ 38,774.00 | \$ 50,000.00 | | | | \$ 562,750.00 | \$ 651,524.00 |
| Operations | \$ 759,000.00 | \$ 299,000.00 | \$ 78,912.00 | \$ 180,888.00 | | | | | | | \$ 1,317,800.00 |
| 680.1 Birthday | \$ 5,000.00 | \$ 2,000.00 | \$ 500.00 | \$ 2,000.00 | | | | | \$ 2,500.00 | \$ 2,500.00 | \$ 14,500.00 |
| 680.6 Earned Leave | \$ 64,000.00 | \$ 36,000.00 | \$ 7,200.00 | \$ 20,000.00 | | | | | \$ 127,400.00 | \$ 85,250.00 | \$ 339,850.00 |
| 680.2 Holiday Time | \$ 27,000.00 | \$ 15,000.00 | \$ 5,000.00 | \$ 8,000.00 | | | | | \$ 30,000.00 | \$ 27,000.00 | \$ 112,000.00 |
| 680.10 Overtime | \$ 15,000.00 | \$ 8,000.00 | \$ 4,000.00 | \$ 5,000.00 | | | | | \$ 4,000.00 | \$ 17,000.00 | \$ 53,000.00 |
| 670.00 Employment Taxes | \$ 15,000.00 | \$ 8,000.00 | \$ 2,000.00 | \$ 3,000.00 | | | | | \$ 14,000.00 | \$ 14,000.00 | \$ 56,000.00 |
| 673.00 Worker's Compensation Insurance | \$ 115,000.00 | \$ 75,000.00 | \$ 31,500.00 | \$ 55,000.00 | \$ 1,500.00 | \$ 500.00 | | | \$ 42,000.00 | \$ 60,000.00 | \$ 380,500.00 |
| 690.00 Health & Welfare | | | | | | | | | | | |
| 6042.1 Health and Dental | \$ 290,000.00 | \$ 120,000.00 | \$ 45,000.00 | \$ 75,000.00 | | | | | \$ 110,000.00 | \$ 170,000.00 | \$ 810,000.00 |
| 6042.3 Vision | \$ 3,500.00 | \$ 2,000.00 | \$ 500.00 | \$ 1,000.00 | | | | | \$ 2,000.00 | \$ 2,000.00 | \$ 11,000.00 |
| 6042.4 Life | \$ 1,200.00 | \$ 600.00 | \$ 100.00 | \$ 300.00 | | | | | \$ 750.00 | \$ 750.00 | \$ 3,700.00 |
| 6042.2 Retiree Health | \$ 95,000.00 | \$ 45,000.00 | \$ 5,000.00 | \$ 20,000.00 | | | | | \$ 5,000.00 | \$ 10,000.00 | \$ 180,000.00 |
| 672.00 PERS Retirement | \$ 100,000.00 | \$ 55,000.00 | \$ 6,000.00 | \$ 16,000.00 | | | | | \$ 213,000.00 | \$ 80,000.00 | \$ 470,000.00 |
| 674.00 Physicals/DMV / B-ground checks | \$ 5,500.00 | \$ 2,500.00 | \$ 250.00 | \$ 500.00 | | | | | \$ 3,500.00 | \$ 3,000.00 | \$ 15,250.00 |
| General Operating Expenses | | | | | | | | | | | |
| General | | | | | | | | | | | |
| 603.00 Dues & Subscriptions | | | | | | | | | \$ 3,100.00 | \$ 4,000.00 | \$ 7,100.00 |
| 604.00 General Operating Supplies | | | | | | | | | \$ 4,000.00 | \$ 1,100.00 | \$ 5,100.00 |
| 609.00 Office Supplies | | | | | | | | | \$ 10,000.00 | \$ 4,000.00 | \$ 14,000.00 |
| 611.00 Printing Expense | | | | | | \$ 500.00 | | | \$ 250.00 | \$ 1,750.00 | \$ 2,500.00 |
| 616.10 Meetings & Trainings | | | | | \$ 200.00 | | | | \$ 35,000.00 | \$ 14,800.00 | \$ 50,000.00 |
| Administration | | | | | | | | | | | |
| 6120.00 Legal Expenses | | | | | | | | | \$ 25,000.00 | | \$ 25,000.00 |
| 6121.00 Accounting & Bookkeeping | | | | | | | | | \$ 35,000.00 | | \$ 35,000.00 |
| 6122.00 Outside consultants | | | | | | | | | \$ 75,000.00 | | \$ 75,000.00 |
| 600.00 Advertising Expense | | | | | | | | | \$ 25,000.00 | | \$ 25,000.00 |
| 602.00 Cost of Funds | \$ 3,500.00 | \$ 600.00 | \$ 100.00 | \$ 200.00 | \$ 300.00 | | | | \$ 8,300.00 | | \$ 13,000.00 |
| 605.00 General Liability Insurance | | | | | | | | | \$ 20,000.00 | | \$ 20,000.00 |
| 6052.00 ERMA Liability | | | | | | | | | \$ 17,000.00 | | \$ 17,000.00 |
| 608.00 Mileage & Per Diem | | | | | | | | | \$ 8,000.00 | \$ 3,000.00 | \$ 11,000.00 |
| 610.00 Postage | | | | | | \$ 750.00 | | | \$ 2,000.00 | | \$ 2,750.00 |
| 613.00 Service Charges | | | | | | | | | \$ 1,000.00 | | \$ 1,000.00 |
| 615.00 Specialized Services | | | | | | | \$ 134,287.00 | \$ 830,630.00 | \$ - | | \$ 964,917.00 |

HUMBOLDT TRANSIT AUTHORITY
DRAFT BUDGET
2022-2023

| | Redwood Transit System (RTS) | Eureka Transit System (ETS) | Willow Creek (WC) | Southern Humboldt Intercity (SHI) | AMRTS Maintenance | CTSA | Samoa | Dial-A-Ride (DAR) Contract | Administration | Maintenance | Total |
|--|------------------------------------|--------------------------------|----------------------|---|----------------------|---------------|---------------|-------------------------------|-----------------|-----------------|-----------------|
| Operations | | | | | | | | | | | |
| 688.20 Uniforms & Shoes | \$ 2,250.00 | \$ 1,100.00 | \$ 450.00 | \$ 700.00 | | | | | | \$ 2,000.00 | \$ 6,500.00 |
| 662.00 GFI -Ticket Stock & equip | \$ 3,000.00 | \$ 1,500.00 | \$ 400.00 | \$ 570.00 | \$ 30.00 | \$ 500.00 | | | | | \$ 6,000.00 |
| 663.00 WIFI | \$ 12,500.00 | \$ 2,100.00 | \$ 1,500.00 | \$ 5,000.00 | | | | | | | \$ 21,100.00 |
| 661.00 Schedule Printing & Updates | \$ 500.00 | \$ 100.00 | | | | | | | | | \$ 600.00 |
| 664.00 Vehicle Insurance | | | | | | | | | | | |
| 664 Premiums | \$ 185,000.00 | \$ 41,000.00 | \$ 24,000.00 | \$ 44,000.00 | | \$ 41,000.00 | | | | \$ 6,700.00 | \$ 341,700.00 |
| 664.1 Deductibles | \$ 3,000.00 | \$ 2,000.00 | \$ 500.00 | \$ 1,000.00 | | | | | | | \$ 6,500.00 |
| 666.00 Operations Supplies | \$ 1,000.00 | \$ 500.00 | \$ 125.00 | \$ 250.00 | \$ 125.00 | | | | | | \$ 2,000.00 |
| Maintenance | | | | | | | | | | | |
| 620.00 Gen. Maintenance Supplies | | | | | \$ 1,000.00 | | | | | \$ 16,500.00 | \$ 17,500.00 |
| 635.00 Shop Tools | | | | | \$ 1,000.00 | | | | | \$ 21,000.00 | \$ 22,000.00 |
| 688.30 Safety Supplies & Gear | \$ 17,500.00 | \$ 7,800.00 | \$ 2,200.00 | \$ 3,900.00 | \$ 1,800.00 | \$ 3,000.00 | | | \$ 2,800.00 | \$ 6,000.00 | \$ 45,000.00 |
| 688.10 Uniforms - Shop | | | | | \$ 1,000.00 | | | | | \$ 17,500.00 | \$ 18,500.00 |
| Vehicles | | | | | | | | | | | |
| 650.00 Contract Services | | | | | | | | | | \$ 2,500.00 | \$ 2,500.00 |
| 651.00 Contract Repairs | \$ 20,000.00 | \$ 8,000.00 | \$ 1,500.00 | \$ 2,500.00 | \$ 1,000.00 | | | | | \$ 2,500.00 | \$ 35,500.00 |
| 653.00 Fuel | \$ 390,600.00 | \$ 86,800.00 | \$ 49,600.00 | \$ 93,000.00 | | | | | | \$ 9,000.00 | \$ 629,000.00 |
| 614.00 Special Studies/Permits | | | | | | | | | | \$ 18,000.00 | \$ 18,000.00 |
| 655.00 Parts | \$ 100,000.00 | \$ 47,000.00 | \$ 20,000.00 | \$ 35,000.00 | \$ 15,000.00 | \$ 10,000.00 | | | | \$ 8,000.00 | \$ 235,000.00 |
| 656.00 Small Tool Allowance | | | | | \$ 700.00 | | | | | \$ 3,800.00 | \$ 4,500.00 |
| 657.00 Tires | \$ 70,000.00 | \$ 26,000.00 | \$ 13,000.00 | \$ 17,000.00 | \$ 10,000.00 | \$ 7,000.00 | | | | \$ 4,998.00 | \$ 147,998.00 |
| 697.00 Economic Uncertainty Reserve | \$ 63,000.00 | \$ 14,000.00 | \$ 8,000.00 | \$ 15,000.00 | | | | | | | \$ 100,000.00 |
| Facilities | | | | | | | | | | | |
| 601.00 Computer and Software | \$ 26,429.00 | \$ 26,429.00 | \$ 26,429.00 | \$ 26,429.00 | \$ 26,429.00 | \$ 43,571.00 | \$ 26,429.00 | | | | \$ 202,145.00 |
| 630.00 Facility Contract Repairs | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | | | | \$ 11,998.00 |
| 631.00 Rentals & Leases | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | \$ 1,714.00 | | | | \$ 11,998.00 |
| 632.00 Contract Maint. | \$ 11,358.00 | \$ 11,357.00 | \$ 11,357.00 | \$ 11,357.00 | \$ 11,357.00 | \$ 11,357.00 | \$ 11,357.00 | | | | \$ 79,500.00 |
| 633.00 Utilities | \$ 10,714.00 | \$ 10,714.00 | \$ 10,714.00 | \$ 10,714.00 | \$ 10,714.00 | \$ 10,714.00 | \$ 10,714.00 | | | | \$ 74,998.00 |
| 634.00 Gen Facility M & R | \$ 3,643.00 | \$ 3,643.00 | \$ 3,643.00 | \$ 3,643.00 | \$ 3,643.00 | \$ 3,643.00 | \$ 3,643.00 | | | | \$ 25,501.00 |
| Total Direct Expense | \$ 2,422,622.00 | \$ 962,171.00 | \$ 362,908.00 | \$ 660,379.00 | \$ 135,000.00 | \$ 251,865.00 | \$ 199,258.00 | \$ 830,630.00 | \$ 1,493,200.00 | \$ 1,181,398.00 | \$ 8,499,431.00 |
| Revenues minus Direct Expense | \$ 1,473,467.00 | \$ 327,437.00 | \$ 187,107.00 | \$ 350,826.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,230,586.00 | \$ 1,108,251.00 | \$ - |
| Allocated Admin. & Maint. Costs | \$ 1,473,467.00 | \$ 327,437.00 | \$ 187,107.00 | \$ 350,826.00 | | | | | | | |
| Total Expenses including Indirect Expenses | \$ 3,896,089.00 | \$ 1,289,608.00 | \$ 550,015.00 | \$ 1,011,205.00 | \$ 135,000.00 | \$ 251,865.00 | \$ 199,258.00 | \$ 830,630.00 | | | |
| NET Total | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | \$ - |
| Allocation Percentages | 63% | 14% | 8% | 15% | \$ - | \$ - | \$ - | \$ - | | | |
| Admin. Allocation 1,230,586 | \$ 775,269.00 | \$ 172,282.00 | \$ 98,447.00 | \$ 184,588.00 | \$ - | \$ - | \$ - | \$ - | | | |
| Maint. Allocation 1,108,251 | \$ 698,198.00 | \$ 155,155.00 | \$ 88,660.00 | \$ 166,238.00 | \$ - | \$ - | \$ - | \$ - | | | |
| Total Allocations by service | \$ 1,473,467.00 | \$ 327,437.00 | \$ 187,107.00 | \$ 350,826.00 | \$ - | \$ - | \$ - | \$ - | | | |

NOTES: Admin & Maintenance Allocation Percentages
are based on vehicle mileage.

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.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 1, 2022

SUBJECT: Preliminary Budget for Humboldt Transit Authority FY 2022/2023

The 2022/2023 Draft Budget projected income and expenses are based on actual expenses incurred in the 2021/2022 Fiscal Year. Also taken into consideration are the lost fares, reduced ridership, reduced service and additional expenses due to the current COVID Pandemic. The Finance and Operations Committee reviewed the budget on May 16, 2022 and approved the draft. Explanations for significant increases and reductions from the prior year's budget are below.

1. Income Highlights

- Fares are expected to continue to increase as ridership returns in the aftermath of the 20-21 COVID emergence.
- The Cal Poly Humboldt contractual contributions to Redwood Transit System (RTS) and Eureka Transit System (ETS) improved from the prior year's COVID-related decrease in ridership.
- CARES Act funds continue to supplement for lost fares, increased costs due to inflation, and contract reductions. Positions allocated in prior years to maintain cleanliness and safety standards enacted during the COVID pandemic are also funded by CARES.
- The Low Carbon Transit Operations Program (LCTOP) is designed to promote ridership and has allowed for reduced fares and the successful \$50 regional pass program.
- RTS JPA member assessments increased 3% in this year, as did assessments for Willow Creek (WC) and Southern Humboldt Intercity (SHI). Although inflation has caused a dramatic increase in operational costs, HTA is using its CARES allocation instead of increasing JPA member contributions in this fiscal year.
- The Dial-a-Ride contract with CAE sees its first increase in several years. Hourly costs remain competitive at this pricing.
- State of Good Repair (SGR) funding increased from the prior fiscal year, a much-needed offset to higher vehicle maintenance costs overall.
- State Transit Assistance (STA) hovers around prior year levels and is spread across five programs.



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2. Expense Highlights

- The price of essentials, such as fuel, parts, and tires, have increased greatly over the past year. Fuel is expected to increase 25%, parts 18%, and tires 16%.
- New staff positions (paid by CARES) to keep up with heightened cleanliness and safety requirements due to COVID-19 include:
 - Quality Control Supervisor (Night Shift)
 - Vehicle Service Worker
- Hourly wages will rise 3% on July 1, 2022, as negotiated in employee MOUs.
- Vehicle Liability and Damage Insurance Expected Increase: 21%
- Medical Insurance Expected Increase: 15%
- Workers Compensation Expected Increase: 36%

3. Additional Information

- Allocation percentages are based on actual vehicle miles from the prior year.
- CARES funding has helped fill the void from decreased operational revenues, but it will come to an end. Staff is working on finding other sources to ensure a steady transition away from CARES reliance.
- High inflation continues to inflate expenses for goods and services. Federal rate increases may slow this down in the upcoming year, but we cannot expect prices to decrease to pre-pandemic levels.

Action Recommended: Review the budget as proposed by staff and reviewed by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 1, 2022

SUBJECT: Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)

On July 19, 2018, Federal Transit Administration (FTA) published the [Public Transportation Agency Safety Plan \(PTASP\) Final Rule](#), which requires certain operators of public transportation systems that receive federal funds under FTA's [Urbanized Area Formula Grants](#) to develop safety plans that included the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective on July 19, 2019, with a compliance deadline of July 19, 2020.

The rule applied to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307); recipients of FTA's [Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program](#) (Section 5310) and/or [Rural Area Formula Program](#) (Section 5311) are currently excluded. Therefore, the Authority who only receives financial assistance via Section 5310 and Section 5311 is not required to have a PTASP at this time. However, the Authority's senior management team and its Sedgwick safety and risk management consultant, believed that establishing and implementing the program would strengthen the Authority's safety and risk management program, thus providing increased safety for the public who use the Authority's services and the safety of the Authority's employees while also reducing operating costs through improved safety and risk management. The Authority's Board approved the first HTA PTASP in July 2020.

Each year the Authority's PTASP plan reviews the plan and the accomplishments of the current year to develop a revised plan that contains amended goals for continuous improvement. Specific goals for system reliability are required as part of the plan. The chart below shows the accomplishments of the 2021 PTASP Safety Performance goals.



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| Mode of Transit Service | Fatalities Goal | Fatalities Experienced | Injuries Goal | Injury Experienced | Safety Events Goal | Safety Events Experienced | System Reliability Goals | % of System Reliability Goal Achieved |
|-------------------------|-----------------|------------------------|---------------|--------------------|--------------------|---------------------------|--------------------------|---------------------------------------|
| Commuter | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1.0 | 9,700 | 106.3% |
| Dial-A-Ride | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 25,000 | 433.0% |
| Fixed Route | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 0.0 | 4,800 | 110.0% |
| Intercity | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 0.0 | 31,000 | 99.2% |

2022 HTA PTASP Safety Performance goals are illustrated in the table below. The distance between the need to remove a bus from service (reliability) has been increased for the Commuter and Dial-A-Ride modes.

| Mode of Transit Service | Fatalities | Injuries | Safety Events | System Reliability |
|-------------------------|------------|----------|---------------|--------------------|
| Commuter | 0.0 | 0.0 | 0.0 | 10,500 |
| Dial-A-Ride | 0.0 | 0.0 | 0.0 | 50,000 |
| Fixed Route | 0.0 | 0.0 | 0.0 | 4,800 |
| Intercity | 0.0 | 0.0 | 0.0 | 31,000 |

The 2022/2023 PTASP Committee has been expanded to include the Transit Planner. Additionally, HTA is voluntarily meeting the new FTA requirements for large bus transit agencies to include the agency's safety team in the in the Agency's PTASP review process. Attached to this report is the draft for the 2022 Humboldt Transit Authority PTASP for the Board's approval.

Action Recommended: Approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 22-10.

RESOLUTION NO. 22-10,
APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) FOR THE
HUMBOLDT TRANSIT AUTHORITY

WHEREAS, the Humboldt Transit Authority directly operates, oversees safe, friendly, and reliable public transportation in the County of Humboldt; and

WHEREAS, the Redwood and Eureka Transit and are local fixed-route and Willow Creek and Southern Humboldt are intercity systems operated by the Humboldt Transit Authority. The local paratransit public transportation service is operated through a sub-contractor by CAE Transport Inc.; and

WHEREAS, the Public Transportation Agency Safety Plan formalizes safety programs and procedures in place at the Humboldt Transit Authority and improves the safety risk management, safety assurance, and safety oversight processes; and

WHEREAS, the safe operation of public transportation for Humboldt Transit Authority is the top priority of the Authority and the Governing Board.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority does hereby approve and accept the agency's 2022/23 Public Transportation Agency Safety Plan.

PASSED, APPROVED AND ADOPTED this 1st day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Name: Natalie Arroyo

Title: Chair of the HTA Governing Board of Directors

Signature: _____

Date: _____

Attest: _____

Secretary to the Board



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 1, 2022

SUBJECT: Humboldt Transit Authority Volunteer Program

In the past couple months, Staff has been approached by members of the public wanting to volunteer their time to promote public transportation for HTA. HTA does not currently allow for volunteers. All of our regular interns are paid. However, this resolution would allow HTA to reduce its liability exposure by ensuring that anyone who may qualify as a volunteer is covered under HTA's policy.

According to Labor Code 3363.5, public employers may choose to extend workers' compensation coverage to volunteers that perform services for the organization. In order for HTA to include volunteers under its Workers Compensation Policy, a board resolution is required. HTA's insurance carrier, California Transit Indemnity Pool, provided guidance to HTA staff with the enclosed policy with attachments.

Action Recommended: Approve HTA's Volunteer Policy and Adopt Resolution 22-11 Qualifying Volunteers for Workers Compensation.

**HUMBOLDT TRANSIT AUTHORITY
RESOLUTION 22-11**

**RESOLUTION DESIGNATING PERSONS PERFORMING VOLUNTARY SERVICES WITHOUT
PAY AS EMPLOYEES FOR THE LIMITED PURPOSE OF QUALIFYING FOR WORKERS'
COMPENSATION INSURANCE COVERAGE UNDER CALIFORNIA LABOR CODE SECTION
3200, ET SEQ.**

WHEREAS, persons who perform volunteer services for the Humboldt Transit Authority are not currently covered by the Humboldt Transit Authority's Workers' Compensation policy since they do not fall within the definition of "employee" as defined by California Labor Code sections 3351.5, which governs eligibility for Workers' Compensation Insurance coverage, and are in fact specifically excluded from such designation by Labor Code section 3352, subdivision (i); and

WHEREAS, the state legislature has seen fit, by passing Labor Code section 3363.5, to provide that in certain circumstances where persons perform voluntary services for a public agency, such persons may be deemed employees of the public agency while performing such service in order to qualify for Workers' Compensation Insurance coverage, provided the governing body of the public agency has adopted a resolution so declaring; and

WHEREAS, this Humboldt Transit Authority, a public agency, desires to provide, as authorized by the Labor Code, Workers' Compensation Insurance coverage to its persons who perform voluntary services;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of Humboldt Transit Authority, under the authority of California Labor Code section 3363.5, subdivision (a), adopts and declares the following:

All persons who perform volunteer services for the Humboldt Transit Authority without pay are, while performing such voluntary services, hereby designated "employees" of the Humboldt Transit Authority for the limited purpose of qualifying for Workers' Compensation Insurance coverage under the provisions of California Labor Code sections 3200, et seq.

BE IT FURTHER RESOLVED that "voluntary service without pay" is defined for purposes of this resolution as services performed by any person who receives no remuneration other than remuneration for meals, transportation, lodging, or reimbursement of any other incidental expenses associated with such voluntary service.

AND BE IT FURTHER RESOLVED that the effective date of this Resolution shall be June 1, 2022

PASSED, APPROVED AND ADOPTED this 1st day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair of the HTA Board of Directors

ATTEST:

Secretary to the Board