

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, July 6, 2022

9:00 AM

Special 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 June 1, 2022 Regular Board Meeting.

Page 04

Action Recommended: Approve Minutes

2. Remote Teleconference Meetings

Page 07

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

Action Recommended: Approve Resolution 22-12 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency

3. Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services

Page 09

Staff is recommending a one-year contract for CAE Transport to provide Dial-A-Ride services in Humboldt County.

Action Recommended: Approve Agreement between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services.

4. General Manager Salary Adjustment. Page 10
 On March 10, 2022 the Board completed a performance review of the General Manager and determined that his performance merits a five percent (5%) payment on June 30, 2022.
Action Recommended: Approve a One-Time Payment to the General Manager on June 30, 2022 in the amount of \$5,790.74.
5. Humboldt Transit Authority's Procurement Policy Page 11
 Staff updated its Procurement Policy to reflect Federal Transit Administration threshold amounts.
Action Recommended: Approve Humboldt Transit Authority's Procurement Policy by adopting Resolution 22-13.
- F. Items Removed from Consent Calendar
- G. Reports Enclosed
1. Draft April statistics and financial statements for all systems operated by HTA
Action Recommend: Review and Discuss
- H. New Business Page 13
1. 2020/2021 Fiscal & Compliance Audit
 Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance that financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges will be present at this meeting to review the audit and answer any questions from board members or the public.
Action Recommended: Receive, review, discuss and direct staff prepare the necessary responses.
2. Adoption of the Fiscal Year 2022/23 Final Budget for Humboldt Transit Authority Page 17
 The preliminary budget was adopted on June 2, 2021. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.
Action Recommended:
 1. **Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2022/23.**
 2. **After hearing comments, close the public hearing.**
 3. **Make changes if necessary & approve the final budget by adopting Resolution 22-14.**
3. Facility Planning: Request for Qualifications (RFQ) Page 21
 Staff is requesting Board authorization to distribute an RFQ to assess layout, design, and efficiency of the current administrative and maintenance facility and propose options for updating and improving the facility.
Action Recommended: Authorize Staff to Submit an RFQ for facility layout and design and Authorize Staff to Distribute.

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. Pursuant to Government Code Section 54956.9 (d)(2), the board will meet in Closed Session to consider potential litigation against the Humboldt Transit Authority.
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

June 01, 2022

PRESENT

Board Members

Rex Bohn, County of Humboldt
Tami Trent, City of Fortuna
Natalie, Arroyo, City of Eureka
Mike Wilson, County of Humboldt
Julie Woodall, City of Rio Dell
Meredith Matthews, City of Arcata

ABSENT

Steve Ladwig, City of Trinidad

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
Carolann Aggeler, Administration and Finance Assistant

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Stevie Luther, HCAOG.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:04 a.m.

ROLL CALL & Introductions

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 Councilmember Woodall, second by Councilmember Trent to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the May 4, 2022 Regular 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 22-08 Implementing Teleconferencing Requirements during a Proclaimed State of Emergency.
3. 2021-2022 FY Budget Continuation until Adoption of 2022-2023 FY Budget
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 2021-222 Budget until adoption of the 2022-2023 budget by adopting Resolution 22-09.

Items removed from the Consent Calendar

None

REPORTS

1. March 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 and a brief update on the new \$50.00 Travel Humboldt, 31-Day Regional Pass as well as the increase in Cal Poly Humboldt ridership.

NEW BUSINESS

1. Preliminary budget for Humboldt Transit Authority FY 2022/2023
Staff presented the preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, Eureka Transit Service, Willow Creek and Southern Humboldt Intercity System, and for contracting with the City of Arcata for maintenance services.
The Finance and Operations Committee reviewed the budget on May 16, 2022 and approved the draft. General Manager Greg Pratt pointed out highlights for the significant increases and reductions from the prior year's budget as outlined on page 12 of the board packet. **Motion by Supervisor Bohn, second by Councilmember Woodall to approve the 2022/23 Preliminary Budget for Humboldt Transit Authority and direct staff to make necessary changes and to publish a notice regarding public input on the proposed budget. Motion carries unanimously**
2. Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)
Each year the Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP) reviews the plan and the accomplishments of the current year to develop a revised plan that contains goals for continuous improvements.
General Manager Greg Pratt pointed out the agency 2021 PTASP Safety Performance goals as illustrated on page 15 of the board packet. **Motion by Supervisor Bohn, second by Councilmember Arroyo to approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 22-10. Motion carries unanimously**

3. Humboldt Transit Authority Volunteer Program

In order for the Humboldt Transit Authority to include volunteers under its Workers Compensation Policy Plan, a board resolution is required. HTA's insurance carrier, California Transit Indemnity Pool, provided guidance to HTA staff as indicated on page 14 of the board packet. ***Motion by Supervisor Bohn, second by Councilmember Arroyo to approve the HTA's Volunteer Policy and Adopt Resolution 22-11 Qualifying Volunteer for Workers Compensation. Motion carries unanimously***

BOARD COMMUNICATIONS

Councilmember Natalie Arroyo announced that she would be attending the Eureka Main Street board meeting, per their request via zoon on June 15, 2022.

STAFF COMMUNICATIONS

General Manager Greg Pratt announced that staff would be attending the Far North Transit Symposium Expo in Ukiah, where attendees could connect with exhibitors and professionals to discuss topics in California transit, including ZEB options, procurement and mobile fares, June 2-3, 2022.

ADJOURNMENT

Meeting adjourned at 9:37 a.m.

CLOSED SESSION

None

HUMBOLDT TRANSIT AUTHORITY
RESOLUTION 22-12
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 August 10, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

PASSED, APPROVED AND ADOPTED this 6th day of July 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: July 6, 2022

SUBJECT: Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for
Paratransit Transportation (Dial-A-Ride) Services.

In March of 2016, Humboldt Transit Authority became the county's Coordinated Transportation Services Agency (CTSA) to oversee and manage the paratransit system in the region. The purpose of the CTSA is to address paratransit inefficiencies, monitor system performance, reduce costs, and improve coordination with other agencies.

The HTA Maintenance Department continues to maintain low repair costs with scheduled routine maintenance and assistance from the State of Good Repair grant, which has helped stabilize costs. CAE and HTA will continue to use ridership data and trends to better serve the community, member entities, and the public.

Staff is recommending extending the agreement between CAE Transport and the Humboldt Transit Authority for a one-year term with a 5% increase from the prior year. The affected entities have been notified and approved the funding agreement for the 22/23 FY.

~Contract Enclosed

Action Recommended: Approve Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services.

Memorandum

To: The Honorable Chair and Members of the Humboldt Transit Authority Board of Directors
From: Nancy Diamond, HTA General Counsel
Date: June 16, 2022
Re: General Manager, Supplemental Personnel Action re Salary

At its meeting on May 4, 2022, the HTA Board acknowledged completion of the annual performance review for its General Manager, Greg Pratt, and provided a meritorious salary adjustment. In presenting this item to the Board, staff inadvertently omitted a component of the Mr. Pratt's merit award consisting of a one-time 5% payment on June 30, 2022, equal to \$5,790.74.

Action Recommended: Approve a one-time 5% payment to the General Manager on June 30, 2022 in the amount of \$5,790.74.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 6, 2022

SUBJECT: Humboldt Transit Authority Procurement Policy

The Office of Management and Budget (OMB) issued memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance." In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) this memorandum raises the threshold for micro-purchases under federal financial assistance awards to \$10,000 and raises the threshold for simplified acquisitions to \$250,000 for all recipients.

Staff has updated HTA's Procurement Policy to reflect current OMB thresholds for Mini-Micro Purchases, Micro Purchase, and Major Purchases. In addition to the threshold changes, staff also made minor edits to improve language clarity.

~Policy enclosed.

Action Recommended: Approve Changes to Humboldt Transit Authority's Procurement Policy by Adopting Resolution 22-13.

RESOLUTION NO. 22-13

A RESOLUTION ADOPTING THE HUMBOLDT TRANSIT AUTHORITY
PROCUREMENT POLICY

WHEREAS, on September 16, 2015, Humboldt Transit Authority adopted Resolution 15-14 implementing its Procurement Policy; and,

WHEREAS, Humboldt Transit Authority (HTA) is updating its Procurement Policy in an effort to ensure compliance with federal and state procurement requirements and realize efficiencies within the procurement process; and

WHEREAS, it is in the public interest to establish procedures to procure and contract for materials, services, and work, and to acquire, use, and dispose of real, personal, and intangible property; and

WHEREAS, procurement processes with open and full competition, pursuant to federal and state procurement law, are in the public's interest; and

WHEREAS, the Humboldt Transit Authority Governing Board of Directors has determined that it is in the public interest to facilitate certain procurements by delegating authority to review and approve contracts to the General Manager and the Board's appointed committees.

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

1. Resolution 15-14 is hereby rescinded and replaced by Resolution 22-13 adopting the enclosed Procurement Policy effective July 6, 2022.

PASSED, APPROVED AND ADOPTED this sixth day of July 2022, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

HTA Secretary to the Board

MANAGEMENT LETTER

DRAFT

May 30, 2022

Board of Directors
Humboldt Transit Authority
133 V Street
Eureka, California 95501

Ladies and Gentlemen,

We have audited the financial statements of Humboldt Transit Authority (HTA) for the year ended June 30, 2021 and have issued our report thereon dated May 30, 2022. As part of our audit, we reviewed and tested HTA's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability of assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of HTA's system of internal accounting control for the year ended June 30, 2021 which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, we submit, for your consideration, our comments and recommendations on the operating methods, accounting policies and procedures, and other matters which came to our attention during the course of the audit.

CURRENT YEAR FINDINGS

1. Compliance with TDA Fund Eligibility:

Excess Operating Funds Received:

As shown in Note 2 to the financial statements, the following systems did not meet the compliance requirements of Section 6634 of the California Administrative Code dealing with TDA fund eligibility. Fund eligibility is determined by subtracting actual fare revenues, depreciation, and any federal operating funds received from operating expenses. This amount represents the maximum allowable TDA funding for operating expenses for the fiscal year ended June 30, 2021.

	RTS	SoHum	Willow Creek
Operating Costs	\$ 4,551,808	\$ 831,615	\$ 351,610
Less Depreciation	(1,052,950)	(149,151)	(54,130)
Less Fare Revenues	(632,582)	(44,952)	(18,055)
Less Federal Operating Funds	(1,700,448)	(412,800)	(112,800)
Maximum TDA Fund Eligibility	1,165,828	224,712	166,625
STAF Operating Funds Received	12,417	-	-
TDA Funds Received	1,649,030	573,614	323,829
	1,661,447	573,614	323,829
Excess TDA Funds Received	\$ 495,619	\$ 348,902	\$ 157,204

Recommendation: HTA has several options to remedy this situation:

- Claims by member entities for operating costs for the following fiscal year may be reduced by the current year excess TDA funds.
- Members may file amended claims for the current fiscal year applying the excess fund to capital expenditures made during the current year.
- Members may repay the excess TDA funds to the Transportation Planning Agency (HCAOG) on demand.

The above recommendations and comments are intended to be constructive suggestions on ways to improve the policies and procedures of HTA. They are not intended to be all-inclusive of the areas in which improvements might be achieved. Should you have any questions regarding these comments or any other matters, please contact us.

In conclusion, we wish to thank the staff of Humboldt Transit Authority for their cooperation and assistance during our audit.

ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

DRAFT



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 6, 2022

SUBJECT: Adopting the 2022/23 Final Budget for 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 1, 2022 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.

Members of the public may still make comments regarding this budget during the public hearing portion of the July 6, 2022 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 2022/23.*
2. *After hearing comments, close the public hearing.*
3. *Make changes if necessary & approve the final budget by adopting Resolution 22-14.*

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.

RESOLUTION 22-14
HUMBOLDT TRANSIT AUTHORITY BUDGET ADOPTION
FOR FISCAL YEAR 2022-2023

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for fiscal year 2022-2023 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 be, and the same hereby is, approved and adopted.

REVENUES

LTF Joint Powers Assessments	\$3,565,864
Transit Fares	\$965,500
State Operating	\$1,248,669
Federal Operating Grants	\$895,422
Cares Act	\$1,216,235
Total Means of Financing	\$8,499,431

EXPENSES

Payroll	\$3,238,576
Employee Benefits	\$1,926,450
General	\$78,700
Administration	\$224,750
Operations	\$384,4000
Maintenance	\$103,000
Vehicles	\$1,172,498
Facilities	\$406,140
Specialized Services	\$964,917
Total Expenses	\$8,499,431

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 sixth day of July, 2022, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:
HTA Secretary to the Board



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 6, 2022

SUBJECT: Facility Planning: Request for Qualifications (RFQ)

The infrastructure in HTA's transit yard ranges in age between twenty and fifty years and has been pieced together, added on, and modified over time without a long-term plan in place. Recently, the demolition of the "Nixon House" and the sealing off of W Street through the center of the lot have added space for bus parking, but still HTA is unable to fully utilize the potential of its property.

In order to prepare for the Innovated Clean Transit Rule, HTA needs to plan for hydrogen and electric fueling stations and make room for an influx of hydrogen fuel cell buses. During the transition there could be an additional ten to fifteen buses on the lot. Determining the ideal placement of maintenance bays to accommodate different technologies will be crucial to future operations. In addition, staff is currently working between two administrative buildings, reducing efficiency and occupying space that could be used for much-needed parking.

The RFQ is broken up into three phases to coincide with available grants. Phase I is to provide HTA with a 2D layout for the placement of buildings and expanded parking facilities. Planning funds for Phase I have been set aside and are currently available. Phase II is to provide 30% drawings and contingent on applying for and receiving a planning grant from the State of California or the Federal Transit Administration. Phase II will allow HTA to apply for a grant to fund Phase III, funding a 100% design and construction costs.

If the HTA Board approves the RFQ, Staff will bring back a recommendation to proceed at the August Special Meeting.

Action Recommended: Approve the Request for Qualifications for Facility Planning and Construction and Authorize Staff to Distribute.