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City of Trinidad
MIKE WILSON
County of Humboldt

HTA Board Staff
KATIE COLLENDER
General Manager
CONSUELO ESPINOSA
Secretary to the Board

Humboldt Transit Authority
Governing Board of Directors
North Coast Unified Air Quality Management District
Conference Room - 707 L St, Eureka, CA 95501
AGENDA

Public Participation In-Person or Teleconference
Microsoft Teams
Join on your computer, mobile app or room device
Join the meeting now
Meeting ID: 234 271 049 372 3
Passcode: RZ37YT78

October 7, 2026 | 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 Presentation
1. Unmet Transit Needs Presentation
HCAOG Staff: Steven Luther
HCAOG staff will present on the Unmet Transit Needs process.
Action Recommended: Discuss as necessary.

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 September 2, 2026, Regular Board Meeting Page 04
Staff: Consuelo Espinosa
Staff have prepared the minutes from the prior meeting.
Action Recommended: Approve Minutes.

2. Rejection of Claim Page 11
Staff: Katie Collender
A claim was filed against Humboldt Transit Authority, which staff has been advised to reject.
Action Recommended: Direct staff to send a notice of rejection to Ezia White.

3. Project 24-01 Maintenance Bay Retrofit Project Invitation for Bid: Response to Submitted Bids — Handout
Staff: Seth Beres
Bids for the maintenance bay retrofit project, funded through the TIRCP Cycle 5 award, were submitted. Staff is recommending award to the lowest responsive bid from a responsible bidder.
Action Recommended: 1) Waive any inconsequential irregularities in bid and award the contract for Project 24-01 Maintenance Bay Retrofit to Adams Commercial General Contracting Inc. in the amount of $772,835 and authorize the General Manager to execute the contract. 2) Approve $150,000 contingency budget for overages including fire hydrant installation by the City of Eureka, which is already estimated at $50,000.

4. Side Letter with AFSCME for Shop Employee Bid Process — Page 13
Staff: Katie Collender
Staff has negotiated a side letter with AFSCME representatives to establish a process for shop employees to bid on shifts based on seniority.
Action Recommended: Approve and authorize the General Manger to sign the Side Letter with the American Federation of State, County and Municipal Employees for a shop bid process.

F. Item Removed from Consent Calendar

G. Reports

1. Caltrans District 1 Report
Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand
No action required.
2. HTA Projects Update — Page 15
Staff: Seth Beres
No action required.
3. Draft July 2026 statistics and financial statements for all systems operated by HTA — Handout
Staff: Carolann Aggeler
No action required.

H. New Business

1. Reschedule November Board Meeting
Staff: Katie Collender
Staff would like to reschedule the meeting set for November 4, 2026 due to a conflict in attending a conference out of the area that offers a critical opportunity to connect and collaborate with other transit agencies and HTA staff will be presenting as well.
Action Recommended: Discuss and direct staff as necessary.
2. Discussion on Transportation Options at the California Redwood Coast-Humboldt County Airport (ACV) — Page 16
Staff: Katie Collender
Board members have requested to have a discussion about collaboration between HTA and ACV.
Actions Recommended: Discuss and direct staff as necessary.
3. Regional Climate Action Plan (RCAP) MOU — Page 17
The MOU for coordinated Regional Climate Action Plan implementation is ready for adoption.
Staff: Katie Collender
Action Recommended: Adopt the RCAP MOU and discuss representation for HTA on the Regional Climate Committee.
Large Attachments Available at: https://hta.org/board-meetings/

4. Updates to the Personnel Policy, Allocation Plan, and Office Staffing

   Staff: Katie Collender

   HTA requires updates to its Personnel Policy Manual per review by CalPERS. Staff recommend additional position allocations, updating the Administrative Assistant I/II job description, and changing the number of days open to the public to four.

   Actions Recommended:

   1. *Approve updated HTA Personnel Policy Manual for Unrepresented Employees.*
   2. *Approve Resolution 26-15 amending the Classification Plan and Salary Schedule.*
   3. *Approved the new and updated job descriptions and authorize HTA to be open four days per week to walk-ins.*

   Large Attachments Available at: https://hta.org/board-meetings/

I. Board Communications

J. Staff Communications

K. Closed Session

   1. Public Comment
   2. The Board will meet in closed session pursuant to Government Code Section 54956.9(d), conference with legal counsel -- exposure to litigation, 1 case.
   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.

Humboldt Transit Authority
Regular Board Meeting

September 02, 2026, 9:00 a.m.
North Coast Unified Air Quality Management District
Conference Room
707 L Street, Eureka, CA 95501

Present:
Board Chair Natalie Arroyo – County of Humboldt
Board Vice Chair Debra Garnes – City of Rio Dell
Alex Stillman - City of Arcata
Councilmember Jack Tuttle - City of Trinidad
Councilmember Tami Trent – City of Fortuna
Councilmember Leslie Castellano, City of Eureka

Absent:
Supervisor Mike Wilson – County of Humboldt

Staff
Katie Collender – General Manager
Nancy Diamond, HTA Legal Counsel
Consuelo Espinosa- Secretary to the Board
Carolann Aggeler – Finance Manager
Seth Beres – Project Manager
Jerome Qiriazi – Transit Planner

1, CALL TO ORDER

- Chairperson Natalie Aroyo called the meeting to order at 9:01 am.

2. Public Comment on Non-Agenda Items

Joanne McGarry

- Raised concerns about bus affordability and reliability, noting the end of the three-month free bus period and a recent delay.
- Asked what alternative transportation options are available for riders when a bus is significantly delayed or does not arrive, particularly for people who cannot afford rideshare services.
- Expressed disappointment that the Earth Center may not include indoor bicycle parking, and encouraged consideration of secure indoor bike facilities, with outdoor lockers as a secondary option.
- Highlighted the need for bus information at bus stops/shelters, noting that not all riders have smartphones or reliable access to a charged phone.
- Referenced existing bus information at Cal Poly as an example of what could be provided.

Rob Holmlund

- Introduced himself as the new Executive Director of HCAOG and shared his personal history of relying on public transit in Humboldt County.
- Said he is conducting a self-education tour of the bus system, riding routes to Trinidad, Willow Creek, and Ukiah to better understand the rider experience.

- Reported a positive initial experience with the bus system and expressed appreciation for HTA staff and their work.

3. Special Presentations

Transit Month Proclamation

- Staff/Board: The Board considered a proclamation recognizing September 2026 as Transit Month, highlighting the importance of public transportation to employment, education, healthcare, shopping, and community services, as well as the contributions of transit employees and riders.
- Public Comment – Colin Fiske, CRTP: Thanked the Board for recognizing Transit Month and highlighted statewide Transit Month activities, including the Ride Contest, a transit-focused community talk, a meet-and-greet with HTA drivers, and public official/bus rider ride-alongs. He also noted an open letter to state leadership regarding the importance of public transit and transit funding for Humboldt County.
    - Motion by Councilmember Leslie Castellano and second by Councilmember Alex Stillman to approve the Transit Month 2026 Proclamation.

Motion Approved Unanimously.

Week Without Driving Proclamation

- Staff/Board: The Board considered a proclamation recognizing October 1–8, 2026, as Week Without Driving, emphasizing mobility, transportation access, walking and biking infrastructure, and the role of transportation options in reducing greenhouse gas emissions.
- Public Comment – Chair Natalie Arroyo: Thanked the Board for adopting the proclamation and encouraged community members to participate, even if they cannot go without driving for the entire week. She described the event as an opportunity to experience transportation from a non-driver's perspective and identify opportunities to improve the transportation system.
- Additional Discussion: Colin Fiske, CRTP noted that participants will receive daily reflection prompts and were encouraged to share their experiences and reflections with organizers or on social media.

    - Motion by Councilmember Leslie Castellano and second by Councilmember Alex Stillman to approve and adopted the 2026 Week Without Driving Proclamation.

Motion Approved Unanimously.

Transportation Development Act Triennial Performance Audit FY 2022/23 to FY 2024/25

Presentation: Kathy Chambers of Moore & Associates presented the results of the independent TDA Triennial Performance Audit of HTA for FY 2022/23 through FY 2024/25. The audit reviewed HTA's compliance with TDA requirements and operational performance.

TDA Compliance: HTA had two compliance findings:

- The FY 2024/25 TDA fiscal audit was completed approximately five weeks after the March 31 deadline. The audit has since been completed, with no anticipated ongoing impact beyond the finding and recommendation.

- HTA's reporting of full-time equivalent (FTE) employees, meaning the number of employees expressed as equivalent full-time positions based on total hours worked, did not follow the TDA methodology. The TDA methodology calculates FTEs by dividing total work hours by 2,000.

Recommendations: The audit included three recommendations:

1. Work with the auditor to ensure future TDA fiscal audits are completed within the required timeframe.
2. Report FTE employees using the TDA definition and methodology.
3. Explore increased staffing levels to support HTA's continued growth, including additional supervisory and training capacity.

Staff Update: General Manager Katie Collender reported that HTA has already taken steps to address the staffing recommendation, including adding a full-time trainer and full-time transportation supervisor. HTA is also evaluating its long-term staffing structure and levels.

Arcata Findings: The audit also reviewed findings from the former City of Arcata transit operation, which has since been absorbed by HTA. Findings included late or unverifiable State Controller reports, a late TDA fiscal audit, and an inability to confirm the FTE calculation methodology. No recommendations were issued because Arcata no longer operates its own transit program.

Public Comment – Joanne McGarry: Commended HTA for absorbing the Arcata operation and expanding its bus driver workforce. She specifically praised HTA's recruitment efforts, professionalism, and use of additional drivers during training rides.

- Motion by Councilmember Leslie Castellano and second by Vice Chair Debra Garnes to receive and file the Transportation Development At Triennial Performance Audit.

Motion Approved Unanimously.

4. <u>Consent Calendar</u>

- **Minutes:** Approved the minutes from the August 5, 2026, Regular Board Meeting.
- **Rejection of Claim:** Directed staff to issue a Notice of Rejection to Pamela Miller regarding the claim filed against HTA.
- **Service Agreement with Cal Poly Humboldt:** Approved the material terms of the second contract amendment, subject to General Counsel's approval, and authorized the General Manager to execute the agreement.
- **W Street Resurfacing – Project 26-02:** Approved increasing the project budget, including necessary changes and contingency, for a total budget of **$581,000**.

❖ Motion by Vice Chair Debra Garnes and second by Councilmember Alex Stillman to approve the Consent Calendar, with Item E3, Service Agreement with Cal Poly Humboldt, pulled for discussion.

Motion Approved Unanimously.

5. <u>Items Removed From Consent Calendar</u>

Service Agreement with Cal Poly Humboldt- Pulled from Consent Calendar

Staff Update: Staff presented a draft Second Amendment implementing direction provided by the Board at its prior meeting. The amendment was still subject to final review and approval by General Counsel, with the core terms agreed upon with Cal Poly Humboldt.

Board Discussion: The Board discussed potential opportunities for student involvement in transit operations, including driver recruitment, while noting the CDL, training, and scheduling requirements associated with operating buses. Staff indicated that discussions regarding future evening service and potential vendors will continue, with updates anticipated at later Board meetings.

Public Comment

- Joanna McGeery: Shared information about the student-run Unitrans system at UC Davis and suggested that Cal Poly Humboldt students could potentially play a greater role in specialized transit services, noting potential employment and educational opportunities.
- Colin Fiske, CRTP: Expressed appreciation for the continuation of evening service but noted that the Orange Route provides only partial evening coverage. He encouraged development of consistent, long-term funding for evening service after December 19 and greater involvement of students and affected riders in future decisions.

    - Motion by Vice Chair Debra Garnes, and second by Councilmember Alex Stillman to approve the material terms of the Second Amendment to the Service Agreement with Cal Poly Humboldt for the service period of August 24 through December 19, 2026**,** subject to General Counsel's approval of the final form.

Motion approved unanimously.

6. Reports

CalTrans District 1 – Saskia Rymer-Burnett

- **District 1 Transit Plan**: Saskia provided an update on the two-year planning process that is underway as part of a statewide Caltrans effort involving all 12 districts.
- **Public engagement**: The public engagement phase is complete, including a July 30 meeting with community-based organizations and an August 7 tribal partner engagement meeting.
- **Needs assessment**: Consultants are compiling public and stakeholder comments. Transit agency input will remain the primary source for identifying transit needs, with public and community input supplementing that feedback.
- **Draft review**: Caltrans completed an internal review of the draft Needs Assessment chapter and provided comments to the consultants in mid-September.
- **Public draft**: The public draft of the District 1 Transit Plan is expected to be available mid-November through mid-December 2026 for public review and comment.
- **Completion**: The District 1 Transit Plan remains on track for completion in spring 2027.

No Public Comment in the room or online.

7. HTA Projects Update – Seth Beres:

HTA's Project Manager provided an update:

- **Hydrogen Fuel-Cell Bus Project:** The 90% design package for the hydrogen fueling station is expected the week of September 28, with a contractor bid walk scheduled for September 15. Ten of eleven hydrogen fuel-cell buses have been delivered and are undergoing inspections and acceptance testing.
- **Temporary Hydrogen Fueling:** HTA's temporary hydrogen fueling remains delayed, with the latest estimate for service in late September or early October. Because hydrogen levels are critically low and the buses need to be operated periodically to maintain the fuel cells, staff are pursuing interim fueling options with other vendors.
- **Maintenance Facility Retrofit:** A pre-bid conference is scheduled for the maintenance facility retrofit.
- **Eureka Transit Center:** The July 26 Gold Shovel event was successful, and construction mobilization by Danco is expected to begin the following Tuesday. HTA is coordinating bus stop relocations.
- **W Street:** Phase 1 is nearly complete, with Phase 2 expected to begin shortly. Substantial completion is anticipated by the end of September in preparation for hydrogen station construction.
- **Other Projects:** HTA is reviewing the draft feasibility report for the next-generation facility. The office remodel and Cedar House demolition are substantially complete.
- **Funding:** HTA is working with HCAOG and Caltrans on additional project funding and noted approximately $1.5 million in STA and other discretionary funds already committed to the projects.

Board Discussion: The Board discussed the potential impact of critically low hydrogen levels on the fuel-cell buses, HTA's efforts to secure interim fueling, and the contractual issues related to the fueling delays. The Board also discussed strong ridership on North State Express 101 and potential future vehicle capacity needs.

No Public Comments in the room or online.

8. Draft June 2026 Statistics and Financial Statements for all Systems Operated by HTA– Carolann Aggeler, HTA Finance Manager

Stats & Financial Statements

- Overall ridership increased 36%, while passengers per vehicle hour increased 23%.
- Fare revenue increased 15%, with farebox recovery at approximately 17%.
- Annual ridership exceeded 750,000 passengers, surpassing pre-COVID levels.
- North State Express 101 continued to show strong ridership, with discussion of potential future vehicle capacity needs.

No Public Comments in the room or online.

9. New Business

Adoption of the Fiscal Year 2026/2027 Final Budget for Humboldt Transit Authority

Finance Manager Carolann Aggeler gave the board an update:

- **Budget Changes:** The final budget incorporates the previously discussed Cal Poly contract, including corresponding increases in resources and requirements for AMRTS and the HHM late-night shuttle.
- **Funding:** HCOG funding, including SB 125/Fiscal Clif funding, was incorporated into the budget and will support reimbursement projects and operations.
- Staff noted that funding partnerships and competitive grant efforts have provided HTA with flexibility while other regional transit agencies are considering service reductions.
- Mid-Year Changes: The Board discussed that budget adjustments can be made during the fiscal year if necessary.

Public Hearing:

1. At 10:15 a.m., the public hearing opened to provide an opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2026/27.
2. Public Comment: No public comment in person or online.
3. At 10:30 a.m., the public hearing was closed.

❖ Motion by Vice Chair Debra Garnes and second by Councilmember Jack Tuttle to adopt the Fiscal Year 2026/2027 Final Budget for Humboldt Transit Authority.
Motion Approved Unanimously.

10. Regional Climate Action Plan (RCAP) Council Conflict of Interest Waiver

- **RCAP Overview:** Nancy Diamond provided an overview of the Regional Climate Action Plan, adopted by the Humboldt County Board of Supervisors in December 2025. The plan establishes collaboration among local jurisdictions and technical agencies to meet regional climate goals.
- **RCAP Council:** The plan includes a council of elected officials and technical agencies to support policy implementation.
- **Conflict of Interest:** Nancy Diamond explained that, as General Counsel for HTA and other participating agencies, she has a legal conflict under State Bar professional responsibility rules when representing multiple clients on the same matter. She requested a waiver, stating that the agencies' interests are not adverse and that she can adequately represent each agency.
- **Nature of Conflict:** Nancy clarified that the conflict is a legal professional responsibility matter and is not related to a political or policy conflict.

Board Discussion: The Board expressed support for the waiver and confidence in the legal representation based on their experience working with the agencies.

Public Comment: A member of the public expressed appreciation for the transparency regarding the potential conflict and noted general public concerns about conflicts of interest. No online public comments were received.

- Motion by Vice Chair Deborah Garnes, seconded by Councilmember Leslie Castellano to approve the conflict of interest waiver.

Motion Approved Unanimously.

11. Regional Climate Action Plan (RCAP) MOU

- Staff presented the draft RCAP MOU for Board discussion and input.
- HTA would participate as a JPA partner and would not provide a financial contribution at this time.
- The MOU establishes a Regional Climate Committee of elected officials/Board members and a Technical Advisory Committee for agency staff.
- Redwood Coast Energy Authority (RCEA) will fund the Climate Director position. Participating jurisdictions will contribute toward the Climate Program Manager position.
- Staff discussed clarifying the funding exhibit to distinguish RCEA's staff contributions from the funding requested from participating agencies.
- Staff also discussed documenting HTA staff time as a potential in-kind contribution for future grant opportunities.
- The MOU and funding schedule remain in draft form and are subject to further discussion among participating jurisdictions.

Board Discussion: Board members discussed the importance of HTA's participation in regional climate planning, including representation on the RCAP committee and Technical Advisory Committee, and the potential for HTA staff participation to support future grant opportunities. Staff will provide feedback to RCEA regarding clarification of the funding commitments and HTA's potential staff-time contribution.

Public Comment: Colin Fiske encouraged moving forward with the Climate Action Plan and expressed appreciation for the work being done to complete the process.

Action Recommended:

- Discuss participation in the RCAP MOU and direct staff to bring the item back to the October meeting for adoption.
- No motion was required; the item was presented for discussion and feedback.

12. Board Communications

- Councilmember Leslie Castellanos reported that the City of New York is exploring an application for the Transformative Climate Communities program, which could support housing, transit, and job development. She noted that the program may be a good fit for Sunset Heights and said she would coordinate with Miles and HTA staff regarding the opportunity.

13. Staff Communications

- Katie Collender reported participating in the Cal Poly Humboldt Student Orientation Resource Fair, providing students with information about HTA services, routes, fares, connections, and resources. She noted strong student interest and positive engagement from new and infrequent transit riders and highlighted continued community outreach efforts. She also reported continued coordination with Danco on the transit center project and discussed with RCEA and HCAOG the possibility of creating a shared JPA information booth at the transit center to provide information on HTA and other regional agencies while reducing staffing needs.

14. Closed Session

None

15. Meeting Adjourned at 10:50 a.m.

133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: October 7, 2026

SUBJECT: Rejection of Claim

A claim was submitted to HTA on September 24, 2026, by Ezia White for the cost of a hotel stay for a rider that did not make the bus to Willow Creek on September 11, 2026.

Sedgwick, HTA's claims administrator, has advised staff to send a notice of rejection to the claimant. The notice is included in your packet.

Action Recommended: Direct Staff to Send a Notice of Rejection to Ezia White.

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Eureka, CA 95501

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

October 7, 2026

Ezia White
1130 Bond Street
Redding, CA 96002

RE:	Claimant	:	Ezia White
	Our File No.	:	C6665A4834-0001-01
	Date of Loss	:	9/11/2026

Dear Ezia White:

NOTICE OF CLAIM REJECTION

Notice is Hereby Given that the claim you filed with Humboldt Transit Authority on September 24, 2026, was rejected without merit effective September 30, 2026. CA Government Code Section 913 requires the following warning be given when a claim is rejected.

WARNING
Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action in a municipal or superior court of the State of California on this claim. See Government Code Section 945.6. This warning applies only to State claims and does not apply to statutes of limitations for Federal causes of action.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to speak with an attorney, you should do so immediately.

Please also be advised that, pursuant to Sections 128.5 and 1038 of the California Code of Civil Procedure, the city will seek to recover all costs of defense in the event a lawsuit is filed in the matter and it is determined that the action was not brought in good faith and with reasonable cause.

Sincerely,

Katie Collender, General Manager

Humboldt Transit Authority

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Eureka, CA 95501

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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: October 7, 2026

SUBJECT: Side Letter with AFSCME for Shop Employee Bid Process

HTA and the American Federation of State, County and Municipal Employees ("AFSCME") have negotiated in good faith and reached a mutually agreed-upon side letter concerning the implementation of a structure for shop employees to bid for their shift, which is especially relevant for the reduced workweek. The side letter establishes the process by which shop assignments will be bid in accordance with seniority within each position classification.

Action Recommended: Approve the Side Letter with the American Federation of State, County and Municipal Employees for a shop bid process.

Figure 1: Draft Vinyl Banner for Airport

Letter of Agreement

AFSCME Local 1684, AFL-CIO

and

Humboldt Transit Authority

This agreement establishes an understanding between the Parties, AFSME Local 1684 ("the Union") and Humboldt Transit Authority ("HTA"), on the establishment of a "bid system" for the scheduling of "Shop" employees and related considerations for the 34 hour work schedule. The Parties agree that:

- HTA will produce a "Shop bid" schedule based on operational needs; The Union may make written advisory comments to HTA prior to posting of the bid; the timing of bid posting will be approximately every 6 months, in January and July, other than upon ratification of this agreement. HTA may create additional bids based on operational needs at other times.
- Bid selection will be conducted by seniority for each job classification separately.
- Bids established for a 4-day workweek schedule will try to prioritize at least two consecutive days off subject to operational needs.
- Paid time off ("PTO") may be used by an employee for any time not worked in a week up to the total of their bid hours; for example, if HTA has established a Shop employee bid, based on expected operational need, at 40 hours per week, then an employee taking a day off during the week may use accrued and appropriate PTO up to 40 hours for that week
- Established bids shall be congruent with the actual regular schedule of an employee. HTA shall not regularly schedule employees below or above the established bid for that employee. For example, HTA shall not create a 34 hour per week bid and regularly schedule that same employee for 40 hours per week during that bid window. Hours of work for the bid and the amount of PTO that can be used should all reflect actual regular scheduling. This does not preclude HTA from taking short-term, irregular actions to meet operational needs in emergent situations and does not preclude employees from electing to work additional hours.
- Regular bid days off shall not change for an employee during the bid period except through voluntary and mutual agreement.

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Office: (707) 443-0826
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TO: HTA Chair Natalie Arroyo
All Governing Board Members

FROM: Seth Beres, Project Manager

DATE: October 7, 2026

SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Cycle 5 Grant
This project funds the purchase of fuel cell electric buses, construction of a hydrogen fueling station, upgrades to maintenance bays, and construction of an intermodal transit center.

- Hydrogen Fueling Infrastructure
  a. Pre-Construction Bid Walk for Civil Contractors held on 9/15. It was well attended.
  b. 90% design package timeline has been pushed back, HTA staff are awaiting an update.
  c. Construction Mobilization timeline has been pushed back, HTA staff are awaiting an update.
  d. Draft critical path schedule now shows end of March 2027 for station completion.

- Temporary Fueling
  a. HTA staff did an emergency procurement to get an interim fueling solution while contractual fueling services continue to be delayed.

- Production Buses
  a. All 10 buses are delivered; HTA staff are currently performing post-delivery inspections and performance testing.

- Retrofit of Maintenance Bays
  a. HTA staff received 4 bids; on agenda for award recommendation.

- Eureka Transit Center
  a. Demolition began week of 9/14.
  b. HTA staff working with architect and general contractor on remaining site and interior design items.

Miscellaneous

- W Street Resurfacing
  a. Phase 1 & 2 have resumed after an opportunity to save demolition work in the maintenance bay project by moving it to this project was discovered and implemented.
  b. The project is expected to be substantially complete by the end of the month in time for the H2 station construction mobilization
- Next Generation Facility Project: Architect reviewing first round of HTA feedback
- Office Remodel and Cedar House Demolition Projects substantially complete.

No Action Required

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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: October 7, 2026

SUBJECT: Discussion on Transportation Options at the California Redwood Coast-Humboldt County Airport (ACV)

Board members expressed interest in holding a discussion regarding transportation options at the California Redwood Coast-Humboldt County Airport (ACV), including the respective roles of Humboldt Transit Authority (HTA) and rideshare providers serving the airport. The discussion would provide an opportunity to consider how public transit and rideshare services can complement one another in providing transportation to and from ACV.

HTA staff is already in contact with ACV staff and actively working on promoting transit ridership to and from the airport, including coordinated marketing, improved passenger information and airport wayfinding. The figure to the right is a draft of the four-foot by six-foot vinyl banner that will be hung in the lobby to remind travelers that there are many public transit options for getting around Humboldt.

Action Recommended: Discuss and direct staff as necessary.

Figure 1: Draft Vinyl Banner for Airport

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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: October 7, 2026

SUBJECT: Regional Climate Action Plan MOU

The Humboldt County Regional Climate Action Plan (RCAP) is a regional effort to coordinate strategies for reducing greenhouse gas (GHG) emissions throughout Humboldt County. The RCAP establishes a goal of reducing regional GHG emissions 40 percent by 2030 and achieving carbon neutrality by 2045.

A primary strategy of the RCAP is establishing a Regional Climate Committee ("Committee") consisting of representatives from participating jurisdictions and agencies. The Committee will coordinate implementation of RCAP measures, pursue funding opportunities, develop regional initiatives, and promote consistent climate-related policies and practices throughout the region.

The proposed MOU establishes the framework for the Regional Climate Committee and a Regional Climate Program Manager. Each Committee member would have one vote. Under the proposed MOU, HTA would be represented on the Regional Climate Committee by an elected official appointed by the HTA Board. Redwood Coast Energy Authority (RCEA) would host the Program Manager and provide administrative support to the Committee. The MOU also allows participating agencies to designate staff to a Regional Climate Technical Advisory Committee (TAC), which would provide technical input to the Program Manager and Committee.

This MOU was brought in draft form to the September 2, 2026 Board meeting and staff was directed to bring the MOU back for adoption once it was in final form. This MOU has been adopted by other bodies including RCEA. If the Board chooses to participate and adopts the MOU, the Board should talk about how the representative for the Regional Climate Committee.

Action Recommended: Adopt the RCAP MOU and discuss representation for HTA on the Regional Climate Committee.

Large Attachments Available at: https://hta.org/board-meetings/

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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, General Manager

DATE: October 7, 2026

SUBJECT: Updates to the Personnel Policy, Allocation Plan, and Office Staffing

HTA's Personnel Policy

All changes to the Humboldt Transit Authority Personnel Policy Manual for unrepresented employees require board authorization. Staff have been working with CalPERS representatives as part of a retirement audit and CalPERS would like HTA to update the longevity incentive language in the personnel policy to align pension law. This required separating the step increase language from the longevity increases and clarifying compounding increases, rather than referencing steps. The language below in track changes is from the revised document. (Minor updates to formatting to utilize document outline features and create a table of contents are excluded from tracked changes, but any changes to content are reflected.)

8.3 Salary Advancements

i) An employee shall receive an increase to the next step on the first day of the pay period beginning after completion of the probationary period. The probationary period for employees is six months of work after appointment to a full time position.

~~i)~~ii) Thereafter an employee shall receive a one-step increase upon completion of each additional full calendar year of service until reaching Step E. Unpaid leaves of absence approved by the HTA beyond those required by Federal or State law will not count towards eligibility for step increases.

~~ii)~~iii) Effective July 1, 2016: ~~Thereafter an employee shall receive a one-step increase upon completion of each additional full calendar year of service until reaching Step E.~~ An employee shall be eligible for ~~Step F~~longevity increases, calculated as an increase of base pay, of 5% after 10 years of service, ~~G~~ 10.25% after 15 years of service, and ~~H~~ 15.7625% after 20 years. Unpaid leaves of absence approved by the HTA beyond those required by Federal or State law will not count towards eligibility for ~~step~~ longevity increases.

Position Allocation

The number of drivers employed by HTA has doubled in the past five years. This is due to new services like the North State Express 101 and Flex, reinstatement of RTS service hours cut during the pandemic, and retention strategies like the reduced workweek. These critical daily operations, with drivers on the road six days a week, from 4:00 am to 11:00 pm, are almost entirely scheduled by the Operations Manager. A Transportation Supervisor was allocated a few years ago to assist with these duties, but these two positions are not sufficient to manage these extensive operations. The Transportation Supervisor position has covered the emergency operations phone a few times in the past six months, but this position is subject to overtime and has ended up costing the agency over a thousand dollars per week in

additional pay. This would be more expensive than adding another higher exempt employee to assist with these continuous operational duties and higher-level oversight. This addition will improve the oversight and safety of HTA's services. Funding for this position will come from the Transit and Intercity Rail Capital Program.

The allocations table is also in need of adjustment to add additional driver vacancies for increases in service and to prepare for the RTS streamlining project. These positions are already included in the budget for Fiscal Year 2026/27.

Updating Administrative Assistant I/II and Walk-In Office Days

The front desk is currently staffed with a temporary employee. It is time to hire a full-time HTA employee to fill this vital role and provide top tier service to external and internal stakeholders. The Administrative Assistant I/II job descriptions need to be updated to better reflect the work that position should perform for the Operations Department, including checking in and supporting the drivers. Dispatching and ensuring drivers are safe to perform their duties puts this position under Federal Transit Administration definition of safety-sensitive employment, requiring random drug testing. Staff believe this is an appropriate designation and have updated the job description accordingly.

The current bid for drivers, which started on 9/28/2026, all bids have three days off and are close to 34 hours of working time. Staff is proud of achieving staffing levels to enact the reduced workweek to improve workers' quality of life. In filling the full-time staff position for the front office, Staff recommends closing the office on Friday to retain consistency across roles and minimize overtime. Many other public offices have already closed on Friday as well. The HTA call center would still take phone calls and there would still be someone on duty to dispatch drivers and deal with emergencies.

Actions Recommended:

1. *Approve updated HTA Personnel Policy Manual for Unrepresented Employees.*
2. *Approve Resolution 26-15 amending the Classification Plan and Salary Schedule.*
3. *Approved the new and updated job descriptions and authorize HTA to be open four days per week to walk-ins.*

Large Attachments Available at: https://hta.org/board-meetings/

RESOLUTION 26-15
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,

WHEREAS, this document has been amended by Resolution 16-05, 16-12, 18-11, 19-03, 20-11, 21-05, 21-09, 21-17, and 23-13; 24-07; 25-02; 25-06; 25-13; 25-17; 26-01; and,

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

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

- Resolution 26-01 is hereby rescinded and replaced by Resolution 26-15.
- Allocate one full-time Deputy Operations Manager position.
- Allocate twenty additional drivers to reflect prior and future growth.

Unrepresented Positions

Classification	*A*	*B*	*C*	*D*	*E*	*F*	*G*	*H*
General Manager	$87.80	$92.19	$96.79	$101.62	$106.70	$112.04	$117.65	$123.54
Deputy General Manager	$73.16	$76.81	$80.65	$84.68	$88.91	$93.36	$98.03	$102.94
Operations Manager	$57.84	$60.73	$63.76	$66.94	$70.28	$73.80	$77.49	$81.37
Director of Maintenance	$56.96	$59.80	$62.79	$65.92	$69.21	$72.68	$76.32	$80.14
Human Resource Manager	$56.38	$59.19	$62.14	$65.24	$68.50	$71.93	$75.53	$79.31
Finance Manager	$63.60	$66.77	$70.10	$73.60	$77.27	$81.14	$85.20	$89.46
Project Manager	$52.94	$55.58	$58.35	$61.26	$64.32	$67.54	$70.92	$74.47
Deputy Operations Manager	$49.15	$51.61	$54.19	$56.90	$59.74	$62.73	$65.87	$69.16
Transit Planner	$48.13	$50.53	$53.05	$55.70	$58.48	$61.41	$64.49	$67.72
Admin. & Finance Asst.	$37.76	$39.64	$41.62	$43.70	$45.88	$48.18	$50.59	$53.12
Safety & ADA Coordinator	$37.76	$39.64	$41.62	$43.70	$45.88	$48.18	$50.59	$53.12

Classification	*A*	*B*	*C*	*D*	*E*	*F*	*G*	*H*
Bookkeeper	$34.32	$36.03	$37.83	$39.72	$41.70	$43.79	$45.98	$48.28
Marketing Coordinator	$34.32	$36.03	$37.83	$39.72	$41.70	$43.79	$45.98	$48.28
Administrative Assistant II	$28.21	$29.62	$31.10	$32.65	$34.28	$36.00	$37.80	$39.69
Administrative Assistant I	$25.65	$26.93	$28.27	$29.68	$31.16	$32.72	$34.36	$36.08

PASSED, APPROVED AND ADOPTED this seventh day of October 2026, on the following vote:

AYES:
NOES:
ABSENT:

_____

Chair of the HTA Governing
Board of Directors

ATTEST:

_____

HTA Secretary to the Board

Exhibit A

Humboldt Transit Authority Classification Plan

	Current Allocated Positions	Filled	Proposed Change
Unrepresented Positions			
General Manager	1	1	
Deputy General Manager	1	1	
Operations Manager	1	1	
Director of Maintenance	1	1	
Human Resource Manager	1	1	
Finance Manager	1	1	
Deputy Operations Manager	0	0	1
Project Manager	1	1	
Transit Planner	1	1	
Administrative & Finance Asst.	1	1	
Safety & ADA Coordinator	1	1	
Bookkeeper	1	1	
Marketing Coordinator	1	1	
Administrative Assistant II	1	0	
Administrative Assistant I	1	0	
Represented Positions			
Shop Supervisor	1	1	
Transportation Supervisor	1	0	
Lead Mechanic	1	0	
Senior Mechanic	1	1	
Equipment Mechanic	4	3	
Equipment Technician I	1	1	
Equipment Technician II	2	0	
Vehicle Service Worker	3	3	
Cleaner/Janitor	1	0	
Driver Trainer	1	0	
Driver	40	40	20
Extraboard Driver	5	5	

HUMBOLDT TRANSIT AUTHORITY

DEPUTY OPERATIONS MANAGER

DEFINITION:

Under the direction of the Operations Manager, assists in the management and coordination of daily transit operations for all transit systems operated or administered by HTA. Provides management oversight and support to operations employees and coordinates with dispatch, operators, and other departments to ensure safe, reliable, efficient, and customer-focused service. Responds to operational issues, service disruptions, accidents, emergencies, staffing shortages, and matters requiring management intervention. May act as the Operations Manager as authorized and responsible for after-hours on-call responsibilities. Shares a 24-hour, 7-day-a-week on-call schedule with the Operations Manager, alternating use of the HTA "BAT Phone." The Assistant Operations Manager is expected to be available as needed to respond to operational issues, emergencies, service disruptions, staffing needs, and other management-level concerns, which includes work outside "normal" working hours.

SUPERVISION:

Receives direction from the Operations Manager.

Exercises direct supervision over assigned staff.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to, the following:

- Assist the Operations Manager in managing and coordinating daily transit operations.
- Provide management oversight and support to supervisors and other lead employees.
- Monitor service levels, staffing, vehicle availability, on-time performance, missed trips, road calls, complaints, and other operational conditions.
- Coordinate with assigned staff and other departments to maintain service and resolve operational issues.
- Assist with staffing, run coverage, including driving routes as needed to maintain operations, operator assignments, overtime, attendance, and shift selection consistent with applicable policies and labor agreements.
- Assist with preparing driver bids, bus schedules, and maps.
- Provide management oversight of dispatch operations and provide backup or direct dispatch when necessary.
- Assist with route, schedule, and service changes as needed.
- Monitor compliance with HTA policies, safety requirements, and applicable laws and regulations.

- Assist with driver safety programs, training and retraining, drug and alcohol program requirements, and quality improvement efforts.
- Respond to and assist with investigations of accidents, incidents, road calls, emergencies, passenger complaints, and employee matters.
- Coordinate with internal and external partners such as emergency services, law enforcement, contractors, and other agencies as needed.
- Assist with employee performance management, investigations, corrective action, training, and labor-relations matters as assigned.
- Monitor operational performance and data, identify problems, and recommend improvements.
- Prepare reports, employee time records, correspondence, and administrative documentation.
- Assist with Operations Department budgeting, expenditures, and resource needs.
- Utilize operational technology, dispatch systems, and related systems as assigned.
- Represent the Authority with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Authority employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:
Operational characteristics, services, and activities of transit operations.

- Administration and operation of public passenger transportation systems and related safety procedures, rules, ordinances, regulations, and traffic laws.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.

- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the Operations Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, codes and covenants; observe performance and evaluate staff; problem-solve department related issues; follow various rules and procedures; and explain and interpret policy.
- Safely operate a transit bus when required, must be able to balance, bend, carry, push, reach, lean, lift; must be able to lift up to 50 pounds.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply Authority and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of Authority goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:
An associate degree or college coursework in transportation, business, public administration, management, or a related field is preferred, but not required. An equivalent combination of education, training, and progressively responsible work experience may be considered in lieu of formal education.

Experience:
One to three years of progressively responsible experience in public transit, transportation, paratransit, or a related field, including supervisory, lead, or management responsibilities. Experience as a transit operator, dispatcher, Transportation Supervisor, lead operator, or in a similar role is desirable.

Special Requirements:
Possession of a valid California driver's license and satisfactory driving record. A Class B Commercial Driver's License with appropriate passenger and air brake endorsements is required. Must complete required safety, regulatory, and emergency-management training and be available for as needed for assignments.

This is a safety-sensitive position subject to applicable U.S. Department of Transportation (DOT) and Federal Transit Administration (FTA) drug and alcohol testing requirements. Employment is contingent upon successful completion of required pre-employment testing. Employees are subject to random testing, post-accident testing when applicable, reasonable suspicion testing, and other testing required or permitted by federal regulations.

HUMBOLDT TRANSIT AUTHORITY

ADMINISTRATIVE ASSISTANT I/II

DEFINITION:

To perform responsible administrative and customer support duties for the Authority including receiving and responding to inquiries from the public, other Authority staff and outside agencies; coordinate and monitor daily transit operations, including driver assignments, service activity, schedule changes, service disruptions and related dispatch and operational functions; to prepare documents, correspondence and routine reports; to receive and process payments; and to provide other support duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant I - This is the entry level class in the Administrative Assistant series. Positions in this class typically require less directly related work experience than the journey level class. The Administrative Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Administrative Assistant II - This is the journey level class in the Administrative Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform and manage the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Administrative Assistant I and Administrative Assistant II

Receives immediate supervision from the Operations Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Serve as first line of contact to external customers via telephone or in person; respond to questions or complaints or refer customers to appropriate staff; provide a variety of general information regarding Authority services; and explain operating policies and procedures.

- Prepare, compile, tabulate and maintain operational data.
- Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical reports.
- Order, maintain and reconcile purchases of office supplies, merchandise and other and special purchases related to Authority operations; maintain inventory.
- Dispatch drivers related to road hazards, scheduled work, vehicle assignment, location inquiries, lost and found items, schedule delays or detours, and general issues.
- Coordinate and monitor daily transit operations, including driver assignments, routes, runs, reliefs, special assignments, schedule changes, timekeeping, and coverage needs.
- Monitor driver and service activity using radio, telephone, operational software, GPS/AVL, and other applicable systems.
- Communicate with drivers regarding assignments, schedules, passenger needs, detours, service changes, delays, road conditions, and operational instructions.
- Monitor and document delays, missed trips, passenger wait times, staffing concerns, route issues, and other service disruptions; coordinate approved service adjustments as needed.
- Receive, document, and appropriately escalate accidents, incidents, safety concerns, emergencies, and passenger issues.
- Coordinate communication among drivers, dispatch, supervisors, management, maintenance, and other departments.
- Maintain accurate dispatch sheets and records and assist with service, staffing, incident, and operational reports.
- Exercise sound judgment, prioritize operational needs, and determine when supervisory or management intervention is required.
- Provide accurate route, schedule, and service information to drivers, passengers, management, and the public.
- Provide assistance for the paratransit and reduced fare application processes including explaining application process, reviewing applications for completeness, and data entry.
- Assist other departments and staff with operational or administrative duties as assigned.
- Prepare and post social media outreach content.
- Receive, sort, open, time stamp and distribute mail.
- Perform administrative tasks in support of special projects which may include the collection, review, compilation and verification of information.
- Represent the Authority with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Authority employees and the public using principles of good customer service.

- Maintain confidentiality of sensitive employee, passenger, financial, operational, and agency information.
- Perform related duties as assigned.

QUALIFICATIONS:

Administrative Assistant I

Knowledge of:

- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn Authority services, policies and procedures.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; restock supplies; use telephone, radio, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.
- Develop and maintain filing systems.
- Compose general correspondence and letters.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Exercise sound judgment in prioritizing operational needs and determining when to escalate issues to supervisory or management personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.

- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of Authority goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year of increasingly responsible administrative support and customer service experience.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

This is a safety-sensitive position subject to applicable U.S. Department of Transportation (DOT) and Federal Transit Administration (FTA) drug and alcohol testing requirements. Employment is contingent upon successful completion of required pre-employment testing. Safety-sensitive employees are subject to random testing, post-accident testing (when applicable), reasonable suspicion testing, and other testing required or permitted by federal regulations.

Administrative Assistant II

In addition to the qualifications for the Administrative Assistant I:

Knowledge of:

- Advanced customer service techniques and enhanced knowledge of office procedures and practices.
- Comprehensive understanding of HTA services, policies, and procedures.
- Basic accounting principles; financial record keeping and reporting.

Ability to:

- Independently perform administrative and customer service duties requiring minimum oversight.
- Track and organize tasks to meet deadlines without reminders.
- Research, respond to and assist in the resolution of inquiries and complaints.
- Prepare correspondence, memorandums, and routine financial and operational reports.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible administrative support and customer service experience similar to Administrative Assistant I with the Humboldt Transit Authority.