

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting – October 17, 2012
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Introductions & Recognitions
- III. Approval of minutes
 - a. Minutes from the September 19, 2012 regular board meeting Page 01

***Action Recommended: Make corrections, if necessary.
Approve minutes.***
- IV. Citizens Communications
Members of the community are invited to comment on items or issues not on the agenda
- V. Action Items
 - a. Year to date financial statements for all systems operated by HTA Handout
Year to date ridership statistics for all systems operated by HTA
Action Recommended: Receive, review, and file
 - b. Humboldt State University Jack Pass Contracts Page 03
The Contracts between Humboldt State University and Humboldt Transit Authority for the Jack Pass is up for renewal.
***Action Recommended: Review, Discuss, make changes if necessary.
Direct staff to notify HSU of any changes and bring the contracts back to the November HTA Board meeting for final approval.***
 - c. Southern Humboldt Bus System
Staff will give the board an update on the Southern Humboldt Deviated Fixed (Local) Route and the Southern Humboldt Intercity Route.
Action Recommended: Review and discuss
 - d. Amendment to Agreement for Operation of Bus Transit System in the Southern Humboldt Area Page 08
Currently the Southern Humboldt Intercity and Local System travel as far south as Garberville. To improve ridership, staff is requesting that Benbow be added to both Southern Humboldt Systems.
Action Recommended: Approve the Amendment to Agreement for Operation of Bus Transit System in the Southern Humboldt Area

- e. Fifth Amendment to Agreement for Operation of Bus Transit System Page 11
The contract between Humboldt Transit Authority and the City of Eureka is up for renewal. It is necessary at this time to extend the agreement with the City of Eureka.
Action Recommended: Adopt the Fifth Amendment to Agreement for Operation of Bus Transit System.
- f. Bus Service from Eureka to San Francisco Airport (SFO) Page 14
At the September meeting, Councilmember Fulkerson requested staff put bus service between Eureka and the San Francisco airport on this month's agenda to discuss what options are available.
Action Recommended: Review and discuss
- g. Conference with Labor Negotiators
i. Public Comment
ii. The Board will go into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: Greg Pratt
Employee organization: Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO
iii. The Board will Reopen Session

VI. Communications

- a. Board:
b. Staff

VII. Adjournment

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

BOARD MEETING

September 19, 2012

ROLL CALL

PRESENT

ABSENT

Board Members

Linda Atkins, City of Eureka
Mark Lovelace, Humboldt County
Julie Fulkerson, City of Trinidad
Michael Winkler, City of Arcata
Dean Glaser, City of Fortuna

Jimmy Smith, Humboldt County
Julie Woodall, City of Rio Dell

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Barbara Zoellner, Administration and Finance Manager

Jim Wilson, Equipment and Facilities Manager
Karen Wilson, Director of Operations

CALL TO ORDER

Chairperson Atkins called the meeting to order at 9:00 a.m.

MINUTES

Motion by Councilmember Glaser, second by Councilmember Fulkerson to approve the minutes from the August 22, 2012 board meeting.

Councilmember Winkler abstained

Motion carried

CITIZENS COMMUNICATIONS

None

DISCUSSION AGENDA

- a. Year to date financial statements for all systems operated by HTA
Year to date ridership statistics for all systems operated by HTA
Administration and Finance Manager Barbara Zoellner gave an update on the new financial reports.
- b. Humboldt State University Jack Pass Contracts
The contract between Humboldt State University and Humboldt Transit Authority for the Jack Pass is up for renewal.
This discussion agenda item will be put back on the October board meeting agenda with more information and for approval.

c. Updated Drug and Alcohol Policy

Due to recent Federal Transit Administration (FTA) audit of HTA and several rural transit agencies, Caltrans is requiring all agencies use the FTA Drug and Alcohol Policy template. Motion by Councilmember Lovelace, second by Councilmember Glaser to approve the amendment to the Humboldt Transit Authority's Drug and Alcohol policy and adopt Resolution 12-09.

Motion carried

d. Southern Humboldt Bus System

General Manager Greg Pratt gave an update on Southern Humboldt's promotion "Try us Tuesdays". Pratt also announced they are discussing adding Benbow to the Southern Humboldt's schedule; a rough draft of Southern Humboldt's contract has been sent to the County Board of Supervisors for approval.

e. Conference with Labor Negotiators

Public Comment

None

The board went into closed session pursuant to Government Code Section 54957.6. Agency designated representative: Greg Pratt. Employee Organization: American Federation of State, County and Municipal Employees Local 1684, AFL-CIO.

The board resumed open session at 10:17 a.m.

VI. Communications

a. Board

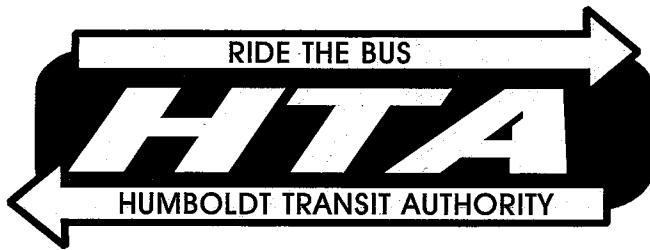
HCAOG has changed the date of their next meeting to Monday September 24, 2012 and Chairperson, Linda Atkins is not able to attend. Councilmember Fulkerson agreed that she would attend the next HCAOG meeting.

Councilmember Fulkerson asked to have the subject of over-the-road bus service between Eureka and the San Francisco International Airport placed on October's agenda so the board could discuss it.

b. Staff

General Manager Greg Pratt announced that the small claims case between Humboldt Transit Authority and Pearl Davis has come to rest; Ruling was in HTA's favor.

Meeting adjourned at 10:29 a.m.



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Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Chairperson Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 17, 2012

SUBJECT: Humboldt State University Jack Pass Contracts

Since 2008, Humboldt Transit Authority has been under contract to provide transportation services for Humboldt State University students, faculty, and staff better known as the "Jack Pass." Due to the constant change in ridership, the term of the contracts are renewed yearly.

The fees collected for the Jack Pass are \$29.02 for a full time student and \$17.31 for a part time student. Revenues collected from JackPass are used to pay for transportation services including RTS, ETS, Willow Creek, AMRTS as well as a separate shuttle service associated with their residence halls.

The two contracts up for renewal are for the Redwood Transit System and the Willow Creek System for the duration of July 1, 2012 to June 30, 2013.

Action Recommended: Review, Discuss, make changes if necessary. Direct staff to contact HSU staff of any changes and bring the contracts backs to the November HTA Board meeting for final approval.



HUMBOLDT STATE UNIVERSITY

Planning, Design & Transportation Management

2012- 2013 Transportation Specifications for the Redwood Transit System

The Humboldt Transit Authority (HTA) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Redwood Transit System (RTS) and Southern Humboldt Transit System (SHTS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2012 thru June 30, 2013.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the HTA/RTS/SHTS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.
- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. HTA/RTS/SHTS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.
- HSU will provide HTA/RTS/SHTS with written notification of changes in HSU identification cards so as to ensure HTA/RTS/SHTS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by HTA/RTS/SHTS.

HTA/RTS/SHTS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

HTA/RTS/SHTS shall actively work with Traci Ferdolage, Senior Director- Planning, Design & Transportation Management (707) 826-4111, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus, resolution of ongoing ridership issues, and other campus-related transit planning.

The total amount of the contract is based on the previous fiscal year's ridership and cost per passenger for JackPass qualified riders. Ridership in FY2011/2012 was established at 144,683 passengers; JackPass qualified rider cost per passenger has been established at \$1.45. Therefore, the total contract value for FY2012/13 shall be a flat rate of Two Hundred Ten Thousand Dollars and No Cents (\$210,000.00) for unlimited rides on RTS/SHTS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of One Hundred Five Thousand Dollars and No Cents (\$105,000.00) shall be due on October 31, 2012. The second installment shall be the remaining one-half of the contract total in the amount of One Hundred Five Thousand Dollars and No Cents (\$105,000.00) and shall be due on April 30, 2013.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2012 through June 30, 2013. Service shall commence on July 1, 2012.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.



HUMBOLDT STATE UNIVERSITY

Planning, Design & Transportation Management

2012- 2013 Transportation Specifications for the Willow Creek Service

The Humboldt Transit Authority (HTA) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Willow Creek Service (WCS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2012 thru June 30, 2013.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the HTA/WCS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.
- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. HTA/WCS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.
- HSU will provide HTA/WCS with written notification of changes in HSU identification cards so as to ensure HTA/WCS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by HTA/WCS.

HTA/WCS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

HTA/WCS shall actively work with Traci Ferdolage, Senior Director- Planning, Design & Transportation Management (707) 826-4111, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus and other campus-related transit planning.

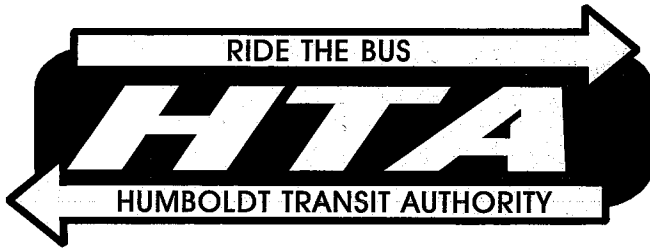
The total amount of the contract is based on the previous fiscal year's ridership and cost per passenger for JackPass qualified riders. Ridership in FY2011/2012 was established at 2,579 passengers; JackPass qualified rider cost per passenger has been established at \$2.75. Therefore, the total contract value for FY2012/13 shall be a flat rate of Seven Thousand Ninety-Two Dollars and Twenty-Five Cents (\$7,092.25) for unlimited rides on WCS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of Three Thousand Five Hundred Forty-Six Dollars and Thirteen Cents (\$3,546.13) shall be due on October 31, 2012. The second installment shall be the remaining one-half of the contract total in the amount of Three Thousand Five Hundred Forty-Six Dollars and Twelve Cents (\$3,546.12) and shall be due on April 30, 2013.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Office of Planning, Design & Transportation Management, House #13, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2012 through June 30, 2013. Service shall commence on July 1, 2012.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.



*A Public Entity Serving
Humboldt County Since 1976*

133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Chairperson Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 17, 2012

SUBJECT: Amendment to Agreement for Operation of Bus Transit System
in the Southern Humboldt Area

Since 2010, the Humboldt Transit Authority has been providing public transportation between Garberville and Eureka. In an effort to improve ridership for the Deviated Fixed Route and the Intercity Route, staff is recommending extending bus service to Benbow.

In order to change the service area, authorization is needed from the county by amending Exhibit 1. ~Enclosed

Action Recommended: Approve the Amendment to Agreement for Operation of Bus Transit System in the Southern Humboldt Area

**AMENDMENT TO AGREEMENT FOR OPERATION OF
BUS TRANSIT SYSTEM IN THE SOUTHERN HUMBOLDT AREA**

This is an amendment to the Agreement entered into on June 26, 2012 by and between the County of Humboldt (hereinafter called "County"), and Humboldt Transit Authority (hereinafter called "Contractor"). The effective date of this Amendment is November 9, 2012.

WITNESSETH:

WHEREAS, County and Contractor have entered into an Agreement for the operation of the County's Southern Humboldt bus transit system; and

WHEREAS, Contractor has signified its intent to extend the bus route further to the south to include Benbow effective November 9, 2012; and

WHEREAS, Section 3 of the Agreement permits changes to fares, routes, services, schedules and transfer privileges when the Contractor obtains authorization from County; and

WHEREAS, County and Contractor have agreed to amend the existing Agreement to extend the bus route south to Benbow.

NOW, THEREFORE, IT IS AGREED as follows:

1. The bus routes and rates which may be changed by the Contractor pursuant to Section 3 of the above-referenced Agreement shall be shown in Exhibit 1, dated November 2012 (attached hereto and incorporated by reference), and such Exhibit 1 shall supersede and replace prior Exhibit 1 of the Agreement.
2. Except as modified herein, the June 26, 2012 Agreement shall remain in full force and effect. In the event of a conflict between the provisions of this amendment and the original Agreement, the provisions of this amendment shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this amendment on the date set forth above.

COUNTY OF HUMBOLDT:

HUMBOLDT TRANSIT AUTHORITY

Chairman, Board of Supervisors

Chairman, HTA Governing Board

APPROVED AS TO FORM:

BY:

Deputy County Counsel

Risk Manager

Exhibit 1

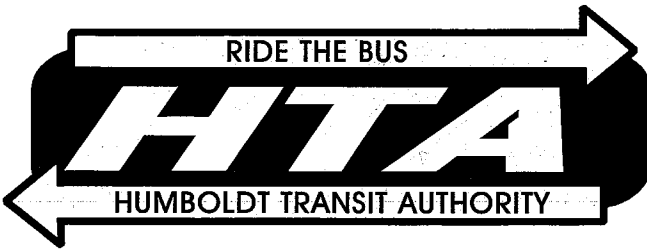
SOUTHERN HUMBOLDT SERVICE-NOVEMBER 2012

A. FIXED ROUTE LOCAL BUS

1. There will be several stops in Garberville and Redway, one stop in downtown Phillipsville (north and south), one stop in Miranda (north and south), and one stop in Benbow (north and south).
2. The bus will operate on a regular schedule from Monday to Friday.
3. Special Service due to disability is available after completion of ADA Paratransit Eligibility Requirements. Door-to-door bus service will be offered only by reservation 24-hours in advance of planned trip.
4. Cash Fares:
 - 4.1 Regular: \$1.50
 - 4.2 Reduced: \$1.25
 - 4.3 There will be a 50-cent surcharge for door-to-door service in the addition to the regular fare.
5. Transit Pass Fares:
 - 5.1 Regular: \$1.10
 - 5.2 Reduced: \$0.85
 - 5.3 \$10 Transit Pass
 - 5.4 \$20 Transit Pass

B. INTERCITY BUS

1. There will be several stops between Benbow and 5th & H in Eureka
2. The bus will operate on a regular schedule from Monday to Friday.
3. Cash Fares:
 - 3.1 Regular: \$5.00
 - 3.2 Reduced: \$4.50
4. Transit Pass Fares:
 - 4.1 Regular \$3.50
 - 4.2 Reduced: \$3.00
 - 4.3 \$10 Transit Pass
 - 4.4 \$20 Transit Pass
5. Unlimited Rides Month Pass
 - 5.1 Regular: \$100.00
 - 5.2 Reduced: \$90.00



*A Public Entity Serving
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133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Chairperson Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 17, 2012

SUBJECT: Fifth Amendment to Agreement for Operation of Bus Transit System

The contract between the City of Eureka and Humboldt Transit Authority for the operation of the Eureka Transit Service is up for renewal. I have enclosed a proposal for extending the contract. We would like to enter into a 2-year agreement with a 10% increase the first year and a 4% increase in the second year.

Action Recommended: Adopt the Fifth Amendment to Agreement for Operation of Bus Transit System.

**FIFTH AMENDMENT TO AGREEMENT
FOR OPERATION OF BUS TRANSIT SYSTEM**

WHEREAS, on or about June 20, 2001 the City of Eureka, a municipal corporation of the State of California (“City”), and the Humboldt Transit Authority, a joint powers public entity of the State of California (“Contractor”), entered into an Agreement for Operation of Bus Transit System (“Agreement”); and,

WHEREAS, on April 23, 2003, said Agreement was extended and amended through June 30, 2006, and again amended and extended for the period of July 1, 2006 through June 30, 2009, and again amended and extended for the period of July 1, 2009 through June 30, 2012; and,

WHEREAS, the parties desire to amend the Agreement.

NOW, THEREFORE, IT IS AGREED that the Agreement is amended as follows:

1. Paragraph 2, Term of Agreement:

“2. Term of Agreement: The term of this Agreement shall be for two years commencing July 1, 2012 and ending June 30, 2014.”

2. Section 20, Compensation, is amended and restated in its entirety:

“a. For fiscal year 2012-2013, City shall pay Contractor for the performance of the service set forth in this Agreement as follows:

1. Payment of the monthly fixed rate of \$70,984.25.

2. In addition to such fixed and variable amounts as are paid Contractor, City will pay Contractor the actual cost of vehicle liability insurance, exclusive of collision coverage, obtained by the Contractor under this Agreement. Upon cancellation of this Agreement, Contractor shall delete City vehicles from Contractor’s insurance policy and direct the insurer to pay the refund to the City.”

“b. For fiscal year 2013-14, City shall pay Contractor for the performance of the service set forth in this Agreement as follows:

1. Payment of the monthly fixed rate of \$73,823.58.

2. In addition to such fixed and variable amounts as are paid Contractor, City will pay Contractor the actual cost of vehicle liability insurance, exclusive of collision coverage, obtained by the Contractor under this Agreement.

Upon cancellation of this Agreement, Contractor shall delete City vehicles from Contractor's insurance policy and direct the insurer to pay the refund to the City.

Any carryover from the Eureka Transit Service operation at the end of each year will be rolled over to assist with operating expenses for the following year. Any carryover from the Eureka Transit Service operation at the end of the contract term will be returned to the City of Eureka once that number has been confirmed by the annual financial audit. Unanticipated increases in the cost of operating Eureka Transit Service will be compensated only after action by the Eureka City Council.

Should the Eureka City Council not approved of additional compensation to Contractor for an increase in costs over amount bid, Contractor shall have the option of terminating this Agreement as provided in Section 21. Following notice of termination, Contractor shall continue operation of bus transit system until City finds a replacement contractor, provided City agrees to compensate Contractor for additional costs in the interim."

3. This Amendment to Agreement for Operation of Bus Transit System shall become effective July 1, 2012. Except as amended, the Agreement remains in full force and effect.

CITY OF EUREKA:

APPROVED AS TO CONTENT:

BY: _____
Frank Jäger, Mayor

BY: _____
David W. Tyson, City Manager

ATTEST:

APPROVED AS TO FORM:

BY: _____
Pamela J. Powell, City Clerk

BY: _____
Cyndy Day-Wilson, City Attorney

HUMBOLDT TRANSIT AUTHORITY:

CONTRACTING PARTY:

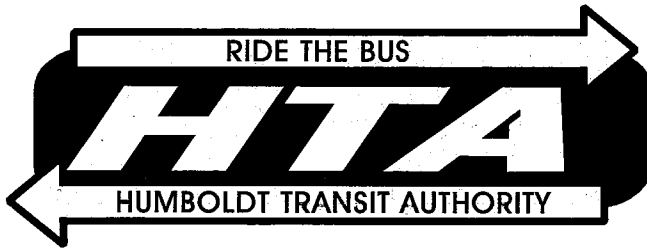
APPROVED AS TO FORM:

BY: _____
Chair of the HTA Board

BY: _____
Legal Counsel

ATTEST:

BY: _____
Secretary to the Board



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133 "V" Street, Eureka, CA 95501-0844

(707) 443-0826

TO: Chairperson Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 17, 2012

SUBJECT: Bus Service from Eureka to San Francisco Airport (SFO)

Currently, Greyhound offers bus service from Arcata with the final destination ending in San Francisco just south of Fisherman's Warf. After the 7 hour ride to San Francisco, passengers can transfer to the Metro Rail or the Airport Express to SFO which takes about 45 minutes. The price of a Greyhound ticket from Arcata to San Francisco is between \$54.50 and \$59.50 depending on the day of the week traveled. The cost between San Francisco to the Airport ranges between \$8.00 to \$15.00. Because commercial drivers are only allowed to drive 10 hours/day, lodging and meals are added into Greyhound's *operating cost* totaling \$1100 each way.

Using Greyhound's numbers, running the bus service between Eureka and San Francisco 5 days/week would be roughly \$570,000 per year and 7 days/week would be just over \$800,000 per year.

The equipment needed would be over-the-road (OTR) coaches because they are designed for traveling long distances in comfort. Depending on the service, 2 buses would be needed with at least one back up. The cost of OTR buses average \$750,000 apiece.

Action Recommended: Review and discuss