

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting January 20, 2016
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Citizen's Communications
Members of the community are invited to comment on items or issues not on the agenda.
- IV. Closed Session
 - a. Public Comment
 - b. The Board will go into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
 - c. Pursuant to Government Code Section 54957.1, at the conclusion of the closed sessions, a public report will be made by the Board Chair disclosing action taken as required.
- V. Action Items
 - a. Request for Proposals: Bus Advertising Page 01
In October 2015 HTA sent out Request for Proposals to nearby advertising firms to perform the contract duties of HTA's Bus Advertising Program. During this meeting the board will review those proposals. This item is continued from the December 17, 2015 meeting.
 - b. HTA Personnel Policy Page 05
Staff is recommending changes to the Personnel Policy for Unrepresented Employees.
- VI. 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.
 - a. Approval of Minutes Page 09
Minutes from the December 17, 2015 Regular Board Meeting.
Action Recommended: Approve minutes

- b. HTA's Drug and Alcohol Policy Page 12
Because of changes to the Federal Regulations 49 CFR Part 40, a revised Humboldt Transit Authority Drug & Alcohol Policy is needed to stay in compliance.
~HTA Drug & Alcohol Policy Enclosed
Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 16-01.

- c. Low Carbon Transit Operations Program (LCTOP) Page 14
Board authorization is needed to submit allocation requests to CalTRANS for LCTOP funds.
Action Recommended: Adopt Resolutions 16-02, 16-03, and 16-04 Authorizing Application for Low Carbon Transit Operations Program Grant Funds, and the General Manager to execute all Required Documents.

VII. Items Removed from the Consent Calendar

- VIII. Discussion Agenda Enclosed
a. November 2015 statistics and financial statements for all systems operated by HTA

IV. Elections of Officers
At the beginning of the year, new officers are elected to the following positions: Chair, Vice-Chair, and Finance & Operations Committee. The HTA Chair also serves on the Policy Advisory Committee for HCAOG.
The current positions are:
Chair – Winkler, Vice Chair – Lovelace
Finance & Operations Committee – Bohn, Arroyo, Winkler

- IX. Communications
a. Board
b. Staff

X. 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.

Memorandum

To: The Honorable Chair and Members of the Board of Humboldt Transit Authority
cc: Greg Pratt, General Manager
From: Nancy Diamond, General Counsel
Date: January 12, 2016
Re: Request for Proposal (RFP) Bus Advertising Services

Introduction: HTA received two responses to its RFP for bus advertising services, which were considered by the Board at its December 16, 2015 meeting. Differences in the proposals made direct comparison difficult, and the Board deferred action until its January 20, 2016 meeting in order to obtain clarification of several procedural and legal issues. The following provides a brief discussion of applicable law, the RFP and proposals, specific questions, and three alternate Board motions with findings as necessary for the Board's consideration.

Legal Framework for RFP Process: State law does not regulate the procurement of local services contracts as extensively as it regulates construction contract procurement. Construction contracts (like the HTA's recent Fuel Island construction contract process) must be competitively bid, awarded to the lowest responsive, responsible bidder, and a defined process must be followed to reject a construction bid for either non-responsiveness or non-responsibility (Public Contracts Code §§ 20150 et seq). With the exception of architectural/ engineering services and a few other types of service agreements such as franchise agreements, state law defers the process for procurement of services to a local agency. This process is typically defined through a procurement policy, through instructions contained in an RFP, or through a combination of both.

Under HTA's Procurement Policy, procurement for services (as opposed to goods or construction) generally requires informally soliciting price quotations from three potential service providers, and the contract is typically awarded to the lowest responsive quote. Services like bus advertising, where HTA receives a portion of profits received by the provider, are unusual because the value of the service to HTA cannot be measured by a "lowest price" analysis. As a result, the RFP is the primary method for defining the overall process, including proposal evaluation.

The Bus Advertising RFP: The RFP solicitation seeks proposals to market, produce and place ads on 25 of HTA's 27 buses, and to acquire, install, maintain and insure all related equipment. In exchange, the selected proposer will receive the exclusive right to sell advertising space on the HTA vehicles consistent with the RFP and the resulting contract. The number of buses, extent of advertising on each bus, the service contract, the revenue sharing percentage and method of calculation are all subject to negotiation between the HTA and the recommended proposer. Proposals were required to contain at a minimum:

1. Description of the proposing firm and any relevant experience of the firm and/or its principals including reference names and telephone numbers.
2. Location of the office that would be responsible for the program and the location from where advertising sales, placement and maintenance will be conducted, if different.
3. General description of the proposed program. Anticipated approach to the placement of bus exterior advertising including the expected size, mounting and location requirements and the number of vehicles necessary to fulfill the terms of the proposal.
4. Proposed advertising sales program and policy, including the anticipated fee structure for each type of space included in the proposal.
5. Sample contract provisions including the proposed term, revenue sharing schedule and termination provisions by type of advertising, if appropriate.
6. Any special considerations either requested by the proposing firm or to be given to HTA and its member entities, including any optional services or contract approaches being proposed for consideration.
7. Name, title, telephone number, email, and address of the authorized contact person for the proposing firm.

The RFP specifies that the proposal receiving the highest evaluation score will be recommended for selection by the Board, subject to the right of HTA to reject any or all bids and to waive any irregularity or informality in a proposal or the process. Evaluation of the proposals is based on a 105 point framework derived from four criteria, with the greatest number of points (50) allocated to the "Revenue Proposal" defined as "the bid that is in the best financial interest of the Humboldt Transit Authority."

Finally, and importantly, the RFP expressly prohibits proposers from contacting individual HTA Board members or employees to lobby on behalf of their proposals. Such activities may result in proposal rejection.

The Proposals: HTA received two proposals summarized as follows:

1. ADS in Motion:
 - \$2,800 fixed per month payment to HTA;
 - Anticipated gross sales of \$17,125 to \$26,250 per month (estimated from fee schedule provided and ability to fill ad space on all buses);
 - Revenue to HTA equal to 11% - 16% of anticipated gross revenues.
2. Allpoints Advertising:

- Greater of: \$1,600 per month payment to HTA and 35% of gross sales estimated at \$3,000 - \$6,000 per month;
- Anticipated gross sales equal to \$8,571 - \$17,143 per month (determined from information above: $\$3,000/.35$ to $\$6,000/.35$);
- Revenue to HTA equal to 35% of gross sales.

Concern exists whether at least one of the proposals was responsive to the RFP, particularly item #4, the proposed advertising sales program including anticipated fee structure. It is my opinion that neither proposal satisfied every requirement of the RFP, but that both provided enough information, especially in response to item #4 to allow the Board to make an informed decision.¹

ADS in Motion described its sales program by supplying a copy of its advertising contract. From this information and by making assumptions about the minimum and maximum number of ad spaces filled, staff was able to generate a range of anticipated sales profits expected by ADS in Motion, and, consequently, the proposed revenue sharing percentage. Allpoints described its sales program for the side spaces as based on three price points depending on the size of the ad space, the length of contract and number of faces purchased; and for the rear space, two size-dependent ad space levels. Using Allpoint's proposed profit sharing percentage (35%) and its estimated dollar value (\$3,000-\$6,000), a range of anticipated sales profits was generated.

As explained by the General Manager at the December 16, 2015 Board meeting, the different types of revenue sharing proposals made direct comparison and scoring of the 50-point Revenue Proposal criterion ("the bid that is in the best financial interest of the Humboldt Transit Authority") impossible. ADS in Motion offers a greater fixed payment and therefore a predictable monthly revenue share; Allpoints offers a potentially greater revenue share. Without policy direction from the Board, it is impossible to say which is in the best financial interest of the HTA. However, HTA retains the right to waive the inability to score the proposals as set out in the RFP in order to make this determination.

Additional Questions. Several questions have arisen, two of which have been brought to my attention and are discussed below:

1. May the proposers contact individual Board members or HTA employees during the procurement process in an attempt to lobby for his/her/its proposal? No. The RFP states clearly that this is prohibited conduct and may lead to rejection of a proposal.
2. Were the proposals properly disclosed in advance of the Board's decision? Yes. My understanding is that the proposals were kept confidential until evaluation was completed and the General Manager's memorandum was distributed to the Board. ADS in Motion argues that by disclosing the proposals, it will be placed at a competitive disadvantage should the contract be put out for bid again because its services contract was part of its proposal.

1. For example, neither responded to item #2 and stated the location of the maintenance office. This oversight is not material and can be addressed through negotiation and inclusion of appropriate language in the services contract.

Proposals submitted in response to an RFP are generally public records (Government Code section 6254 et seq), although they may be temporarily withheld from the public under the deliberative process exemption (Government Code section 6255, *Times Mirror Co. v. Superior Court* (1991) 53 Cal.3d 1325). Portions of a proposal may qualify for an exemption to disclosure, for example trade secrets and other proprietary information (Government Code section 6254(k)). Trade secret information is defined as a formula, pattern, compilation, program, device, method, technique or process (Civil Code section 3426.1), which probably does not apply to ADS in Motion's services contract. I am not aware of any other exemption that may apply. Additionally, nothing in the RFP requires the proposer to fix its fee structure for a specified length of time, and nothing would prevent ADS in Motion from changing the fee structure after contract award.

Potential Board Options: The Board retains complete discretion to accept either proposal or to reject both. The following provides the Board with potential options.

1. Award contract to ADS in Motion. As discussed, this proposal provides a predictable yet conservative revenue share. If the Board believes this proposal is in the best financial interest of the HTA, the motion would be similar to the following:

I move that the bus advertising contract be awarded to ADS in Motion, and waive irregularities in the proposal and/or in the process, if any.

2. Award bid to Allpoints. As discussed, this proposal provides a greater potential revenue share. If the Board believes this proposal is in the best financial interest of the HTA, the motion would be similar to the following:

I move that the bus advertising contract be awarded to Allpoints, and waive irregularities in the proposal and/or in the process, if any.

3. Reject all proposals. The Board is under no obligation to accept either proposal and may reject both. If this is the Board's desire, it may want to discuss whether a new RFP should be issued and if so provide additional direction to staff, for example inclusion of advertising space on HTA's bus shelters. The recommended motion would be similar to the following:

I move to reject both proposals, to revise the scope of the RFP to include bus shelters, and to bring the revised RFP back to the Board for review at the next meeting.



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TO: Chair Winkler
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 20, 2016

SUBJECT: Personnel Policy Manual for Unrepresented Employees

Beginning in July 1, 2000, the Humboldt Transit Authority agreed to contribute to all eligible and qualifying retired employees and their dependents, an amount equal to that of active employees for medical coverage. At that time, HTA paid 95% of the medical coverage for active employees. In 2003, HTA agreed to pay 100% of medical coverage for all employees *and* their dependents.

In 2011, the cost to HTA for retiree medical was \$95,000 and the cost for active employees medical was \$550,000. The projected cost for 2016 to HTA for retiree medical is \$163,000 and the cost for active employees medical will reach \$705,000.

With a forecast of two employees per year retiring over the next five years the cost of retiree medical to HTA will be over \$225,000. To be able to keep that commitment to current employees, staff is recommending that:

1. HTA offer employee only (no dependents) medical coverage for unrepresented employees hired after March 1, 2016
2. HTA remove the benefit of retiree medical for unrepresented employees hired after March 1, 2016

Action Recommended: Approve Amendment to the Humboldt Transit Authority's Personnel Policy Manual for Unrepresented Employees by Adopting Resolution 16-05

11.16 Medical and Other Insurance

11.16.1 Current Employees:

- a. HTA shall make available group hospitalization and medical, dental and vision care insurance to all employees and their dependents.
- b. During the term of this Manual, HTA intends to contract with the California Public Employees' Retirement System (CalPERS) for health insurance.
- c. For all active unrepresented HTA employees and their dependents, HTA shall pay 100% of the cost of the monthly premium in an amount equal to the least expensive plan offered by CalPERS in Humboldt County.
- d. HTA shall contribute towards the dental program the same percentage of premium as the health insurance.
- e. HTA shall contribute towards the vision care program \$300 per employee and \$150 per dependent, per calendar year, annually. In order to be compensated for vision care expenses an employee must submit receipts from a bona fide vision care provider and/or optical dispenser.
- f. HTA shall pay 100% of the cost of a \$10,000 life insurance policy for each employee.

11.16.2 Employees Hired as of March 1, 2016:

- a. HTA shall make available group hospitalization and medical, dental and vision care insurance to employees only.
- b. During the term of this Manual, HTA intends to contract with the California Public Employees' Retirement System (CalPERS) for health insurance.
- c. For all active unrepresented HTA employees and their dependents, HTA shall pay 100% of the cost of the monthly premium in an amount equal to the least expensive plan offered by CalPERS in Humboldt County.
- d. HTA shall contribute towards the dental program the same percentage of premium as the health insurance.
- e. HTA shall contribute towards the vision care program \$300 per employee, per calendar year, annually. In order to be compensated for vision care expenses an employee must submit receipts from a bona fide vision care provider and/or optical dispenser.
- f. HTA shall pay 100% of the cost of a \$10,000 life insurance policy for each employee.

11.17 Retirement

11.17.1 Current Employees

- a. Eligible employees will be enrolled in the Public Employees' Retirement System (CalPERS), including the 1959 Survivors' Benefits. HTA will contribute both the employer's and the employee's shares required by CalPERS.
- b. Eligible employees are defined and the provisions of the retirement plan are contained in the contract between HTA and CalPERS, as it exists on the effective date of this Manual or as it is amended during the term of this Manual.
- c. HTA agrees to contribute to the cost for medical insurance benefits for all eligible and qualifying retired unrepresented HTA employees and their dependents. For all eligible and qualifying retired HTA employees, HTA shall pay 100% of the cost of the least expensive medical insurance plan premium available in Humboldt County. For all eligible and qualifying retired unrepresented HTA employees' dependents, HTA shall pay 95% of the cost of the least expensive insurance plan premium for medical benefits with the retiree paying 5%.

11.17.2 Employees Hired as of March 1, 2016:

- a. Eligible employees will be enrolled in the Public Employees' Retirement System (CalPERS), including the 1959 Survivors' Benefits. HTA will contribute both the employer's and the employee's shares required by CalPERS.
- b. Eligible employees are defined and the provisions of the retirement plan are contained in the contract between HTA and CalPERS, as it exists on the effective date of this Manual or as it is amended during the term of this Manual.

11.18 Workers Compensation

RESOLUTION 16-05
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE PERSONNEL POLICY

WHEREAS, on January 18, 2012, Humboldt Transit Authority adopted Resolution 12-01 implementing the Personnel Policy for unrepresented employees.; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Personnel Policy.

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

1. Resolution 12-01 is hereby rescinded and replaced by Resolution 16-05 adopting the enclosed Personnel Policy for Unrepresented Employees effective January 20, 2016.
2. HTA will offer employee only (no dependents) medical coverage for unrepresented employees hired after March 1, 2016.
3. HTA will remove the benefit of retiree medical for unrepresented employees hired after March 1, 2016.

PASSED, APPROVED AND ADOPTED this twentieth day of January 2016, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the Humboldt Transit Authority
Governing Board of Directors

ATTEST:

HTA Secretary to the Board

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

December 16, 2015

ROLL CALL

PRESENT

ABSENT

Board Members

Mark Lovelace, County of Humboldt

Rex Bohn, County of Humboldt

Tami Trent, City of Fortuna

Michael Winkler, City of Arcata

Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Dell

Julie Fulkerson, City of Trinidad

Staff

Greg Pratt, General Manager

Karen Wilson, Manager of Operations

Consuelo Espinosa, ADA Specialist

Jim Wilson, Director of Maintenance

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

CALL TO ORDER

Councilmember Winkler called the meeting to order at 9:00 a.m.

Introductions were made.

Also in attendance were Ted Sheets and Chuck Edwards (via FaceTime), Advanced Display and Signs;

Geoff Wills, Allpoints Signs; John Gengenbach, Veteran and Eureka resident.

CITIZEN'S COMMUNICATIONS

John Gengenbach, a Veteran and Eureka resident, addressed the Board with some options that HTA could offer Veterans regarding reduced bus fares. General Manager Greg Pratt advised Mr.

Gengenbach and the Board that he will be applying for a grant and that reduced fares for Veteran's will be discussed further.

ACTION ITEMS

a. Request for Proposals: Bus Advertising

In October 2015, HTA sent out request for proposals to nearby advertising firms to perform the contract duties of HTA's Bus Advertising Program. During the meeting the Board reviewed the proposals.

General Manager Greg Pratt gave the Board a handout on how the two proposals received by Advanced Display and Signs and Allpoints Signs scored on their proposals. He stated that the proposal from Allpoints Signs did not include a fee schedule with a price list. Ted Sheets with Chuck Edwards (via FaceTime) from ADS in Motion and Geoff Wills from Allpoints Signs gave their presentation as to the cost and service they will provide.

Motion by Supervisor Bohn, second by Councilmember Trent to reject the current bids and put the proposal out for rebid.

Ayes; Supervisor Bohn, Councilmember Trent and Chairperson Winkler

Noes; Councilmember Marks, Councilmember Fulkerson, Councilmember Arroyo and Supervisor Lovelace

Motion failed due to a lack of majority

Motion by Councilmember Trent, second Supervisor Bohn to waive the irregularities and accept the bid from Allpoints Signs.

Councilmember Trent withdrew her motion for further clarification

Motion by Supervisor Lovelace, second by Councilmember Fulkerson to continue this item until January 20, 2016 board meeting and to extend Advance Design and Signs contract for 90 days.

Ayes; Supervisor Bohn, Councilmember Trent and Chairperson Winkler, Councilmember Fulkerson, Councilmember Arroyo and Supervisor Lovelace

Noes; Councilmember Marks

Motion carries

CONSENT CALENDAR

By motion, recommended the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.

Motion by Supervisor Lovelace, second by Councilmember Fulkerson to approve the Consent Calendar.

Ayes: Supervisor Bohn, Councilmember Trent, Chairperson Winkler, Councilmember Marks, Councilmember Fulkerson, and Supervisor Lovelace

Noes:

Recused: Councilmember Arroyo

Motion carries

a. Approval of Minutes

Minutes from the October 18, 2015 regular board meeting.

Action Recommended: Approve minutes

b. Master Agreement

Current Master Agreement between HTA and Caltrans are required in order to receive reimbursement for grant funds used on approved projects.

Action Recommended: Adopt Resolution 15-19 to approve the Master Agreement with Caltrans and HTA and authorize the General Manager to execute all Program Supplements for State-Funded Transit Projects and any Amendments with the California Department of Transportation.

Items removed from the Consent Calendar

c. Letter of Support

Redwood Community Action Agency and City of Eureka are requesting a letter of support for a Caltrans Planning Grant to increase safety and mobility for H and I Streets.

Action Recommended: Submit a letter to the City of Eureka supporting their Sustainable Transportation Planning Grant application to Caltrans.

No discussion on item c.

Motion Carries

DISCUSSION AGENDA

a. October 2015 statistics and financial statements for all systems operated by HTA

Finance Manager Alene Webb gave the Board highlights from the statistics and financial reports from the month of October 2015.

COMMUNICATIONS

Board:

Equipment and Facilities Manager Jim Wilson announced that HTA received four (4) new buses and that the HTA 40-year celebration bus has arrived.

Staff:

None

Meeting adjourned at 10:15 a.m.



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TO: Chair Winkler
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 20, 2016

SUBJECT: HTA Updated Drug and Alcohol Policy

In October 2015, the FTA published updated Drug and Alcohol Regulations. Due to these and several previous updates, the Division of Rail and Mass Transportation (DRMT) determined that all sub-recipient Drug and Alcohol Policies were effectively out-of-date, and needed to be updated to become compliant with FTA Drug & Alcohol regulations. Staff brought the updated version to the board for approval on December 17, 2014 and sent it to Caltrans. Last month we received comments back from Caltrans after their review. The only change to the document that was needed was to underline Federal regulations. Staff has made the corrections and board approval is needed to re-submit the policy back to Caltrans.

Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 16-01.

RESOLUTION 16-01
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE DRUG AND ALCOHOL TESTING PROGRAM POLICY

WHEREAS, on January 4, 1996, Humboldt Transit Authority adopted Resolution 96-01 implementing a drug and alcohol testing program in compliance with 49 CFR, part 40; and,

WHEREAS, this document has been amended by Resolutions 02-03, 02-10, 04-04, 05-02, 06-04, 12-05; and, further amended and restated pursuant to Resolutions 12-05, 12-09, and 14-09,

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their policy and has determined that said policy needs amendment because the Code of Federal Regulations has changed; and,

WHEREAS, it is convenient to republish the entire Drug and Alcohol Testing Program Policy as one document incorporating the appropriate changes made to the Code of Federal Regulations 49, Part 40, governing drug and alcohol testing for transportation properties.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Humboldt Transit Authority that Resolutions 96-01, 02-03, 02-10, 04-04, 05-02, 06-04, 12-05, 12-09, 14-09 are hereby rescinded and are replaced by Resolution 16-01 adopting the attached document "Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority."

NOW, THEREFORE, BE IT FURTHER RESOLVED that;

1. Resolution 14-09 is hereby rescinded.
2. The attached Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority is hereby adopted.
3. The General Manager is directed to accept the changes to the policy.

PASSED, APPROVED AND ADOPTED this twentieth day of January 2016, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board



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TO: Michael Winkler, Vice Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: January 20, 2016

SUBJECT: Low Carbon Transit Operations Program (LCTOP)

LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

On November 18, 2015 the HTA Board directed staff to apply for a zero emission 40' electric bus, charging station, operating funds to increase service, and ticket vouchers for Veterans. HTA was the only entity to respond to the Humboldt County Association of Government's call for projects for the available amount of \$103,181.

Staff is requesting Board authorization for the following projects:

1. \$68,775.00 Capital Lease for an Electric Bus
2. \$44,000.00 Charging Station for Electric Bus
3. \$5,900.00 Ticket Vouchers for Veterans

Caltrans requires a resolution for each project.

Action Recommended: Authorize the General Manager to apply for LCTOP funds for an electric bus, charging station, and ticket vouchers by approving resolutions 16-02, 16-03, and 16-04.

RESOLUTION #16-02

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
ELECTRIC BUS CAPITAL LEASE: \$68,775.00**

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Humboldt Transit Authority wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

List project(s), including the following information:

Project Name: Electric Bus Capital Lease

Amount of LCTOP funds requested: \$68,775.00

Short description of project: HTA needs to add another bus to increase frequency to accommodate the demand for ridership on Saturdays. Also, when the schools are in session, ridership is up 20%. Increased frequency is needed to keep up with the demand of ridership during peak times of the day. Purchasing an electric bus would reduce the GHG emissions of the overall fleet and increase ridership on the weekends and peak hours during the week.

Contributing Sponsors (if applicable): Humboldt County Association of Governments

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board

RESOLUTION #16-03

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
IN-DEPOT ELECTRIC BUS CHARGING STATION: \$44,000.00**

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Humboldt Transit Authority wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

List project(s), including the following information:

Project Name: In-Depot Electric Bus Charging Station

Amount of LCTOP funds requested: \$44,000.00

Short description of project: The In-Depot charging station will give the ability to charge the bus in under 5 hours and give it a range of 180 miles. Being able to have an extended range of travel will help increase frequency of the service and reduce the GHG.

Contributing Sponsors (if applicable): Humboldt County Association of Governments

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board

RESOLUTION #16-04

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
TICKET VOUCHERS: \$5,900.00**

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Humboldt Transit Authority wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

List project(s), including the following information:

Project Name: Ticket Vouchers

Amount of LCTOP funds requested: \$5,900.00

Short description of project: The ticket voucher program will be used to encourage the community to use public transportation with the goal of reducing greenhouse gas emissions.

Contributing Sponsors (if applicable): None

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board