

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting February 15, 2017
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Introductions & Recognition
- III. 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 – Lovelace, Vice Chair – Arroyo
Finance & Operations Committee – Bohn, Winkler, Trent
- IV. Community Members Communication
Members of the community are invited to comment on items or issues not on
the agenda.
- V. 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. Minutes from the January 18, 2017 Regular Board Meeting. Page 01
Action Recommended: Approve minutes
 - b. December 2016 statistics and financial statements for all
systems operated by HTA Enclosed
Action Recommended: Receive & File
 - c. HTA's Legal Counsel Conflict Waiver Page 04
HTA is the Consolidated Transportation Services Agency for the Region and
will need to enter into agreements with City of Arcata for DAR service.
Because of the potential conflict, staff is recommending the board approve a
Conflict Waiver for its Legal Counsel.
***Action Recommended: Approve the Conflict Waiver for HTA Legal Counsel,
Nancy Diamond***
 - d. Federal Transit Administration Section 5310 Grant Funds Page 06
Board authorization is required to submit an application for Section 5310
Enhanced Mobility of Seniors & Individuals with Disabilities Traditional Grant
Program to purchase capital equipment for the Regions DAR program.
***Action Recommended: Adopt Resolution 17-03 Authorizing Application for
FTA Section 5310 Grant Funds and the General Manager to Sign the Grant
Agreement.***

VI. Items Removed from the Consent Calendar

VII. Action Items

- a. Humboldt Transit Authority Solar Photovoltaic System Page 08
Board Approval of Addendum Number 1 for HTA's Solar Photovoltaic System is needed to begin construction.
~Addendum & Proposal Attached.
- b. HTA Mobile Phone Media Promotion Page 13
HTA Staff is requesting authorization from the board to discount passes for first time users of mobile ticketing app.
- c. Humboldt Transit Authority Bike and Ride Policy Page 15
The board directed staff to work with Vice-Chair Arroyo to address bike and ride procedures for Redwood Transit. A draft policy is included for final board approval.

VIII. Communications

- a. Board
- b. Staff:

IX. Adjournment

Humboldt Transit Authority (HTA) is committed to a policy of non-discrimination pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Persons who require special accommodations, accessible seating, or documentation in alternative formats under the American with Disabilities Act or persons who require translation services (free of charge) should contact HTA at least two days prior to the meeting.

Humboldt Transit Authority (HTA) se compromete a una norma de no discriminación de acuerdo a los requisitos del Artículo VI del Acto Derechos Civiles de 1964. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con HTA al menos dos días antes de la reunión.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

January 18, 2017

ROLL CALL

PRESENT

Board Members

Natalie Arroyo, City of Eureka
Tami Trent, City of Fortuna
Paul Pitino, City of Arcata
Tim Marks, City of Rio Dell
Mike Wilson, County of Humboldt
Susan Strahan, City of Rio Dell (Alt.)

ABSENT

Rex Bohn, County of Humboldt

Staff

Greg Pratt, General Manager
Alene Webb, Finance Manager
Jim Wilson, Director of Maintenance
Karen Wilson, Manager of Operations
Brenda Fregoso, Secretary to the Board

CALL TO ORDER

Vice Chair Arroyo called the meeting to order at 9:01 a.m.

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel; Jasion Chand, City Ambulance.

Resolution of Appreciation for HTA Board Member Michael Winkler

Motion by Supervisor Wilson, second by Councilmember Pitino to move this item, Resolution 17-01, to last on the agenda.

Motion carries unanimously

COMMUNITY MEMBERS COMMUNICATION

None

CONSENT CALENDAR

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

Motion by Supervisor Wilson, second by Councilmember Trent to approve the Consent Calendar.

Motion carries unanimously

- a. Minutes from the November 16, 2016 Regular Board Meeting

Action Recommended: Approve minutes

- b. November 2016 Statistics and Financial Statements for all systems

Action Recommended: Receive and File

- c. Legal Counsel for Humboldt Transit Authority

Humboldt Transit Authority's Legal Counsel's contract is up for renewal. Enclosed is a five year contract to retrain the Law Office of Nancy Diamond.

Action Recommended: Approve the contract between the Law Office of Nancy Diamond and the Humboldt Transit Authority for Legal Services

ACTION ITEMS

- a. Employment Practices Liability (EPL) Program

The California Indemnity Pool will no longer offer EPL coverage through their Liability Program for the 2017/18 Fiscal Year. Staff is recommending obtaining coverage through the Employment Risk Management Authority (ERMA).

General Manager, Greg Pratt directed the board to page 10 of the board packet and gave a brief description of CalTIP and reason for no longer wanting to include EPL. Board members were directed to page 16 of the board packet to discuss the different levels of coverage's and the pricing.

Motion by Supervisor Wilson, second by Councilmember Pitino to adopt Resolution 17-02 Authorizing Participation in the Employment Risk Management Authority at the \$75,000 level.

Motion carries unanimously

- b. Resolution of Appreciation for HTA Board Member Michael Winkler

Vice Chair Arroyo read Resolution 17-02, The Humboldt Transit Authority Recognizing and Commending the Service of Councilmember Michael Winkler.

Motion by Supervisor Wilson, second by Councilmember Pitino to approve Resolution 17-01.

Motion carries unanimously

COMMUNICATIONS:

a. Board

Councilmember Pitino inquired about the CR Pass program as he has had community members reach out to him regarding the program. General Manager Greg Pratt advised that the program has and will be sustaining.

Councilmember Arroyo advised the board and staff of the different programs going on in the community such as; the extended late Saturday Service and the Veterans' Bus program and the different ways that the programs, staff and Council have reached out to the community announcing these different programs.

b. Staff

General Manager Greg Pratt announced that HTA is offering mobile ticketing. HTA is partnering with Token Transit out of San Francisco to do a pilot program next month. Zack with Token Transit along with some of his staff be here to launch the program.

General Manager Greg Pratt announced that he and four (4) staff members are going to Monterey to visit the CTSA there. General Manager Greg Pratt advised that HTA is the CTSA for DAR and that staff needs to have a better understanding of what the duties are and what grants are available.

Jasion Chand with City Ambulance gave the board an update on how the DAR program is currently running.

Meeting adjourned at 9:48 a.m.

Memorandum

To: The Honorable Chair and Members of the Governing Board of the HTA

cc: Greg Pratt, General Manager

From: Nancy Diamond, District Counsel

Date: February 3, 2017

Re: Waiver of Potential Conflict of Interest with the City of Arcata Concerning Dial-a-Ride services

The California Rules of Professional Conduct applicable to attorneys require attorneys to notify a client in the event a potential conflict of interest exists due to the simultaneous representation of clients with interests that have the potential of becoming adverse to each other. The attorney may seek a written waiver from both clients in order to proceed with the simultaneous representation.

As the Board may know, in addition to the services I provide to HTA as its General Counsel, I am the City Attorney for the City of Arcata. I am currently seeking a waiver of the potential for a conflict of interest arising from HTA's responsibilities as the Consolidated Transportation Services Agency (CTSA) for Humboldt County. Among other duties as CTSA, HTA will assume administration of the "Dial-a-Ride" program required to be offered throughout the region, including within and adjacent to the City of Arcata. Full implementation of region-wide Dial-a-Ride administration will require HTA to enter into one or more agreements with the City of Arcata. No actual conflict of interest currently exists in regard to Dial-a-Ride, and I anticipate that the HTA General Manager will negotiate the proposed terms of HTA's Dial-a-Ride program administration and come to agreement with Arcata staff prior to my involvement. However, because of the potential for conflict, the California Rules of Professional Conduct require me to seek this waiver.

If the Board desires not to approve the waiver and to obtain independent representation for this matter, I will assist the General Manager and the Board in finding appropriate alternate representation.

CONFLICT WAIVER

A potential conflict of interest exists in regard to the representation by Nancy Diamond, Attorney at Law, of the Humboldt Transit Authority (“HTA”) and the City of Arcata (“City”). The nature of this potential conflict arises from the HTA’s responsibilities as the Consolidated Transportation Services Agency (CTSA) for Humboldt County. Among other duties as CTSA, HTA will assume administration of the contract for “Dial-a-Ride” services required to be offered throughout the region, including within and adjacent to the City of Arcata. Full implementation of region-wide Dial-a-Ride administration will require HTA and the City to enter into one or more agreements.

California law prohibits an attorney from representing clients that have potential or actual interests adverse to each other unless the clients have, in writing, waived the conflict of interest. Whenever an attorney has an actual or potential conflict of interest, she/he is required to inform her/his clients of that fact in writing and they, based on that information, must sign a waiver of the conflict in order for the attorney to continue to provide representation. That waiver is made knowing that wherever a conflict exists, actually or in potential, it is always best to have independent legal counsel.

Pursuant to these legal requirements, you are therefore advised that because of the potential for conflict, it may be in your best interests to have legal independent counsel. Despite this advice, you would prefer to have Nancy Diamond, Attorney at Law, represent you, and you hereby waive the conflict. In the event a conflict becomes actual, that is, an adverse interest actually exists, you will be notified of such actuality, and representation by Nancy Diamond, Attorney at Law, on the matter giving rise to the conflict, shall be discontinued unless and until the HTA and the City can provide additional informed consent.

By motion of the Board of the Humboldt Transit Authority made on February 15, 2017.

HUMBOLDT TRANSIT AUTHORITY

Natalie Arroyo, Chair of the Board

ATTEST:

Secretary to the Board

AYES:
NOES:
ABSENT:
ABSTENTIONS:



133 V Street
Eureka, CA 95501

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

TO: Vice-Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 15, 2017

SUBJECT: Federal Transit Administration Section 5310 Grant Funds

The California Department of Transportation has notified its sub-recipients that there are Federal Transit Administration Section 5310 grant funds available for Dial-A-Ride (DAR) services.

Staff is requesting approval from the HTA board to apply for two (2) Class A W/C equipped transit vehicles in the amount of \$170,000, of which \$136,000 is to be paid with 5310 Grant Funds and \$34,000 is to be paid with matching funds or if approved, Toll Credits.

City Ambulance of Eureka (CAE) took over the servicing the non-mandated areas after the prior provider ended their service on January 1, 2016. The two vehicles will be purchased by HTA and leased to CAE through a MOU approved by Caltrans. The newer equipment will improve on-time performance of the overall DAR system and reduce maintenance costs.

Action Recommended: Adopt Resolution 17-03 Authorizing Application for FTA Section 5310 Grant Funds and the General Manager to Sign the Grant Agreement.

Authorizing Resolution
RESOLUTION NO. 17-03

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310 (49 U.S.C. SECTION 5310) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (**FTA C 9070.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, The Humboldt Transit Authority (HTA) desires to apply for said financial assistance to permit operation of paratransit service in Humboldt County; and

WHEREAS, the Humboldt Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Humboldt Transit Authority does hereby authorize Greg Pratt, HTA General Manager, to file and execute applications on behalf of Humboldt Transit Authority with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (**FTA C 9070.1G**), as amended.

That Greg Pratt, HTA General Manager, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Greg Pratt, HTA General Manager, is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

That Greg Pratt, HTA General Manager, is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

PASSED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors of Humboldt County, State of California, at a regular meeting of said Commission or Board Meeting held on the fifteenth of February, 2017 by the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board



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TO: Vice-Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 15, 2017

SUBJECT: Humboldt Transit Authority Solar Photovoltaic System

At the November 16, 2016 regular Board meeting, the Board awarded a contract to Greenway Partners and McKeever Energy and Electric to design and construct the HTA bus facility solar system. Based on this, HTA entered into a Design-Build contract with McKeever Energy and Electric as prime contractor, and Greenway Partners as a subcontractor. The contract Scope of Services consists of an initial Preliminary Services Phase in which the HTA facility is evaluated, and a second Implementation Phase in which improvements are constructed. The contract fixes the Preliminary Services Phase costs at \$15,750. Because the Implementation Phase costs were unknown when the contract was signed, the contract fixes the Implementation Phase costs at a "Guaranteed Maximum Cost" to be determined by the parties during Phase 1.

McKeever Energy and Electric has prepared a Guaranteed Maximum Cost Proposal for the Implementation Phase in the amount of \$336,288.62. This amount is within budget for the project's grant funding, and will allow expenditure of funds within the grant deadlines. This project is funded by grants received from California Office of Emergency Services (Cal OES) using Proposition 1B money with a first funding expenditure deadline of March 31, 2017.

Staff seeks Board approval of an addendum to the contract to accept the Guaranteed Maximum Cost. In addition, although not anticipated to be necessary, staff seeks authorization to approve all contract change orders if fully funded by a grant, and up to \$50,000.00 if not funded by a grant.

Action Recommended:

- 1) Approve Addendum No. 1 to the Design-Build Contract Between HTA and McKeever Energy and Electric for the HTA Bus Facility Solar Photovoltaic System, and authorize the General Manager to execute the Addendum.**
- 2) Authorize the General Manager to approve all change orders to the Design-Build Contract Between HTA and McKeever Energy and Electric for the HTA Bus Facility Solar Photovoltaic System if fully funded by a grant, and up to \$50,000.00 if not grant funded.**

**ADDENDUM NUMBER 1
TO DESIGN-BUILD CONTRACT FOR HUMBOLDT
TRANSIT AUTHORITY BUS FACILITY SOLAR
PHOTOVOLTAIC SYSTEM**

This is an Addendum Number 1 to that Contract between the Humboldt Transit Authority (“HTA”), and McKeever Energy & Electric, Inc. (“Designer/Builder”), effective January 13, 2017 (“Effective Date”), made for purposes specific to implementation costs of Scope of Services Phase 2.

PROJECT BACKGROUND

The Contract fixes the cost of Phase 1: Preliminary Services at \$15,750. Phase 1: Preliminary Services, Task 4 requires Designer/Builder to prepare a Guaranteed Maximum Price (GMP) proposal, representing the maximum price for Phase 2 Implementation Services, equipment and labor.

GUARANTEED MAXIMUM PRICE

HTA hereby accepts Designer/Builder’s GMP proposal, attached hereto and incorporated herein (“GMP Proposal”). As full compensation for Designer/Builder's complete and satisfactory performance of **the Phase 2 Implementation Services** as described in the Contract Documents and GMP Proposal attached hereto, HTA agrees to pay Designer/Builder, and Designer/Builder agrees to accept the following Guaranteed Maximum Price, which shall be paid to the Designer/Builder according to the Contract Documents.

Phase 2: Implementation Services: \$ 336,288.62

Total Phase 1 and Phase 2 Costs: \$ 352,038.62

HTA:

Designer/Builder

Greg Pratt, General Manager

Name: Nathan McKeever

Date:

Date:

Approved as to form:

Nancy Diamond, HTA Legal Counsel

Date: _____



PROPOSAL

TO: Humboldt Transit Authority
 Humboldt Transit Authority
 133 V Street
 Eureka, CA 95501

Project: D-B Contract for HTA Bus Facility
 Solar PV System
Date: 2/9/2017

We propose to furnish all materials, equipment, and labor, subject to any exclusions listed below, required to complete the following:

1.	Grant 1 - Phase 1: Preliminary Services	\$15,750.00
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Description of Services:
 Per contract Exhibit A, Tasks 1-4.

2.	Grant 1 - Facility Wide Lighting Project	\$86,148.49
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Description of Services:
 See Lighting Submittals Package for Complete Scope of Work.

3.	Grant 1 - 8.5kW Grid-Tied PV Solar Array on Storage Building	\$47,597.03
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Description of Services:
 See Submittals Package: Humboldt Transit Authority | 8.5kW PV System for Complete Scope of Work.

4.	Grant 1 - Suddenlink Service Entrance	\$2,256.49
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Description of Services:
 Storage Building: Install 2" conduit riser and pull string from Records Room to a weather-head on the North side of the building's exterior to accommodate new Suddenlink service drop. Coordinate and manage installation.

5.	Grant 1 - Advanced Security Package	\$84,947.48
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Description of Services:
 See Security Plans & Submittals (Advanced Security) for complete scope of work.

6.	Grant 1 - Pacific Builders Walls & Doors	\$22,410.05
	<i>Description of Services:</i> See Pacific Builders Walls & Doors Plans and Submittals for a complete Scope of Work.	
7.	Grant 1 - Conduit & Raceways for Advanced Security Package	\$4,772.98
	<i>Description of Services:</i> Install conduits and raceways for Advanced Security scope of work.	
8.	Grant 1 - Alves Roofing, Storage Building Roofing Repairs	\$3,722.55
	<i>Description of Services:</i> Remove and replace all existing roof fasteners and replace with stainless steel fasteners. Seal new fasteners under solar array. Install closure at all ridge vent units. Remove and replace 3 existing clear roof panels with solid roof panel under solar array.	
9.	Grant 2 - 10kW Grid-Tied PV Solar Array on Main Building	\$61,562.60
	<i>Description of Services:</i> Design, permit & install a ~+/- 10kW solar array at the main building. Details TBD in Phase 2.	
10.	Grant 2 - UPS for Security & Suddenlink Equipment in Storage Building	\$19,184.46
	<i>Description of Services:</i> Design & install an Uninterruptible Power Supply (UPS) system for the Suddenlink Modem, Network Equipment, Security Equipment. Details TBD in Phase 2. All network equipment and devices are Owner-Provided.	
11.	Grant - 2 Relocate ID Card Equipment	\$3,686.49
	<i>Description of Services:</i> Relocate the ID Card camera from its current location to the proposed new location in the reception area. Install surface mounted wire-mold or conduit as necessary. Mount new camera to T-bar and position. Coordinate with the Owner's IT team to finalize connections and re-commission this equipment.	

TOTAL: \$352,038.62

Terms and Conditions

Exclusions

McKeever Energy & Electric, Inc. | | DIR No. 1000004290 | SBA Certified Small Business #124262 |
Veteran-Owned Business DVBE · 5000 West End Road, # 4 · Arcata, CA 95521

- Any services not described in the scope of work.
- Private utility locator.
- Access panels.
- Corrections of existing unsafe or non-code compliant conditions.
- Mounting bracket or steel plate for drop cord reels.
- New or modifications of Front lobby/reception desk and furniture to be provided by Owner.
- Trenching or backfilling.
- Fingerprinting, clearances or other extraordinary start-up requirements.
- Temporary lighting and power.
- Air Quality, Asbestos and lead paint testing and abatement.
- Demo of Existing chain link fence and gate in the Upstairs Security Area.

Assumption and Limitations

- Owner will provide its Network/IT team for all required network interfaces with new equipment being add to the existing network.
- Subsequent project phases shall be negotiated in separate scopes of work under construction contracts as applicable.
- Work to be done during normal business hours.
- Two year workmanship warranty is provided for the work done by ME&E.
- ME&E is not responsible for project delays resulting from AHJ or utility inspections and approvals.
- Proposal valid for 30 days.
- This scope of work will require a power outage(s). Customer is responsible for backing up of all data storage systems, we are not liable for data loss. ME&E is not responsible if existing breakers fail to reset.
- Site security to be provided by others.
- Lobby/reception personnel will be relocated during the course of construction, main entrance will be for construction personnel; Owner will re-locate the main entrance and facilitate a safe working environment for all personnel.

Contractor: Nick Jones 2/9/2017
 McKeever Energy & Electric, Inc. | | DIR No. 1000004290 | SBA
 Certified Small Business #124262 | Veteran-Owned Business
 DVBE Date

ACCEPTANCE OF PROPOSAL: The above prices, scope, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work specified.

Client: _____ Humboldt Transit Authority _____ Date



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TO: Vice-Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 15, 2017

SUBJECT: Token Transit, Inc., Mobile Ticketing

Last month staff announced that Token Transit, Inc. would be here to launch and pilot a mobile ticketing program.

Token Transit, Inc., headquartered in San Francisco, California, was founded by a team of former Google and Apple employees who are dedicated to building products that make using public transportation easy and accessible for everyone. Token Transit currently offers a simple, secure, cost effective way for small and mid-sized transportation agencies to let riders purchase fares with their phones. Their products offering include the following;

1. Universal
2. Visual verification mobile tickets for ISO and Android devices (no hardware necessary)
3. Secure mobile ticket purchases using a credit or debit card
4. Detailed analytics and integration with existing data infrastructure

Token Transit's long-term vision is to create a single mobile experience that allows riders to pay for transit anywhere. It will standalone and will provide a fully integrated mobile payment solution for public transit.

For the Launch Program

Token Transit, Inc. will partner with Redwood Transit System to participate in an initial launch of their service. Their launch program will rely on secure visual validation of mobile tickets purchased on a rider's smart phone using a linked credit or debit card. Token Transit will provide applications for IOS and Android as well as mobile ticketing rider analytics and necessary integration with existing data collections systems. Administration of the mobile apps, payment processing, and servers to provide this service will be handled by token transit.



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Funds

Funds for RTS pass sales using the Token Transit App will be automatically transferred to HTA's bank account on a recurring weekly basis. Token Transit partners with third party payment processor Strip. Strip is certified to PCI Service Provider Level I, the most stringent level of certification available in the payments industry.

Board approval is required to offer a transit pass discount to first time users of the App. HTA Staff proposes discounts for the following passes:

\$59 Month Pass discounted to \$29.50

\$4.90 Day Pass discounted to \$2.45

\$3.00 Single Ride discounted to \$1.50

Action Recommended: Approve Staff's recommendation to provide transit fares for ½ off the listed price for first time users of the Token Transit App.



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TO: Vice-Chair Natalie Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 15, 2017

SUBJECT: Humboldt Transit Authority Bike and Ride Policy

Until 2003, the Redwood Transit System had a four bike rack system in the rear of the bus where passenger could store their bikes. At that time, passengers would come into the office to have a picture I.D. taken along with training. However, the height of the racks and locks needed greatly slowed down the boarding process. Because of the danger of having passengers load their bikes behind the bus and out of the sight of the driver, HTA switched to front bike racks.

The front racks hold 2 to 3 bikes depending on the model of rack so at times there isn't enough room on the racks to accommodate all bike riding passenger. Since 2003, administrative practices have allowed bikes inside the bus in wheel chair spaces when not needed for wheel chairs, and when the bikes are properly secured. Since that time, HTA has posted several notices and held safety meetings of how to accommodate bikes being brought inside the bus.

Although the policy has remained consistent since in 2003, there have been inconsistent applications for bringing bikes on board RTS buses. At the 2016 July Regular HTA meeting, the Board directed staff to work with Councilmember Arroyo to develop and bring back a formal Bike Policy for their review. The attached Policy is based on input from Vice-Chair Arroyo and is largely consistent with the existing policy. Also included for Board review is a rider brochure explaining the procedure, and the driver training document that includes how to tie down bicycles in the wheelchair position.

Action Recommended: Review, Discuss, Make Necessary Changes, and Adopt the Bike and Ride Policy for the Humboldt Transit Authority.

HUMBOLDT TRANSIT AUTHORITY

TRAINING CHECKLIST

- Destination Sign
- Hazardous Condition Reports
- Radio Procedures
- Lost & found procedures
- HTA Procedures & Guidelines Manual
- Shop – *Area Designated for Shop Staff*
- Dispatch Sheet
- Bid Packet (Run Instructions)
- Schedule Adherence
- Break Room Courtesy: Wi-Fi In-box
- Diesel Exhaust Fluid (DEF)
- Rangers _____ GFI _____
- Read Past Bulletins
- Fares – RTS, ETS, Willow Creek, So Hum, Tish-Non
- Video Surveillance
- Trip Sheet (last card sold #'s, limited English proficiency count. LEP) & VDR's
- Cell Phones
- Bike Policy, Bike Rack & Bike Securement**
- Cell Phone
- Driver Change
- Automatic Tire Chains (DVD)
- 1 Hour Drug & Alcohol Training (DVD)
- Difference between Accident and Incident

My initials indicate that I have received sufficient training and have a thorough understanding of the operation of the vehicles, equipment and procedures listed above.

Driver's signature

Date

Instructor's signature

Date

HUMBOLDT TRANSIT AUTHORITY

PROFICIENCY CHECKLIST

- Brake Test: Air _____ Hydraulic _____
- Pre-Trip & Post-Trip Inspections
- Seat belt use
- Mirror Use
- Verification of Transit Training (VTT)
- ETS Bus: Low Floor _____ Hybrid _____
- RTS Bus: Low Floor _____ Hybrid _____
- Cutaways: FORD _____ CHEVY _____ INTERNATIONAL _____ FREIGHTLINER _____
- Blinkers & Emergency Flashers
- Parking Brakes & Interlocks
- Wheelchair lift Operations LU-6 _____ LU-11 _____, Ricon _____ & Braun _____
- Wheelchair Securements Q-Strait _____ Q-Pod _____
- Reading of Gauges/Light Switches
- Emergency Equipment Frist Aid Kit, Fire Extinguisher (use) _____ Triangles (set-up) _____
- ADA Regulations
- Passenger Relations
- Call Out Major Transfer Points & Stops
- TSI Vehicle Operations
- TSI Customer Relations
- TSI Emergency Management _____ Accident Procedures _____

My initials indicate that I have received sufficient training and have a thorough understanding of the operation of the vehicles, equipment and procedures listed above

Drivers' Signature

Date

Instructor's signature

Date



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Humboldt Transit Authority Bike & Ride Policy

Bike racks are available on the Redwood Transit System, Willow Creek Intercity System, Tish Non-Village Transit, and Southern Humboldt Systems.

Bikes are not allowed on the Eureka Transit Service or Arcata & Mad River System.

Depending on the bus, bike racks can carry two to three bikes. Spaces on the rack are first come, first served.

Single seat, two wheeled bikes are allowed. Both wheels must fit into the bike rack wheel slots and the support arm/hook must fit over the top of the bike wheel. No part of the bike can block the driver's view. Tandem, three wheeled, or motor-driven bikes are not allowed.

Drivers will allow up to two bikes to be brought on board if there is enough room to do so.

- Seating for passengers will always take priority over space for bikes.
- Bikes must be properly secured in the designated wheelchair securement station.
- The driver can determine whether or not the bike is secured properly.
- If a rider in a wheelchair is occupying the designated wheelchair securement station, the bike will not be allowed on board.
- If either the wheelchair securement station or seating in the securement area is needed by a rider mid-journey, the bike will need to be removed. If there is no room to move the bike onto the bike rack, the rider must get off the bus (with his / her bike).
- Bikes will not be allowed to protrude into the aisle way.
- Bikes already secured inside the bus may remain inside even if space becomes available on the exterior bike rack.
- Muddy or greasy bikes are not permitted inside the bus.

There is no guarantee that there will be space on any specific bus for your bicycle. If a wheelchair user requires the space on the bus, passengers with bicycles inside buses will be bumped and provided a Free Pass to use on the next bus trip.

Humboldt Transit Authority provides public transportation for urban and rural communities of Humboldt County, California. Humboldt Transit Authority operates with the mission to provide safe, courteous and reliable transportation services to the people of Humboldt County and our surrounding areas. Our goals in servicing the public include exhibiting excellence in safety and customer service, environmentally sound vehicles and technology, and joining together all facets of our community.

*HTA operates Saturday
Schedule for the following days:*

- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Labor Day
- Day after Thanksgiving
- Day after Christmas

***NO SERVICE** operated on
the following Holidays:*

- New Years Day
- Independence Day
- Thanksgiving Day
- Christmas Day



BIKE & RIDE PROCEDURES



Humboldt Transit Authority
133 V Street
Eureka, CA 95501

P: (707) 443-0826
F: (707) 443-2032

admin@hta.org
www.hta.org

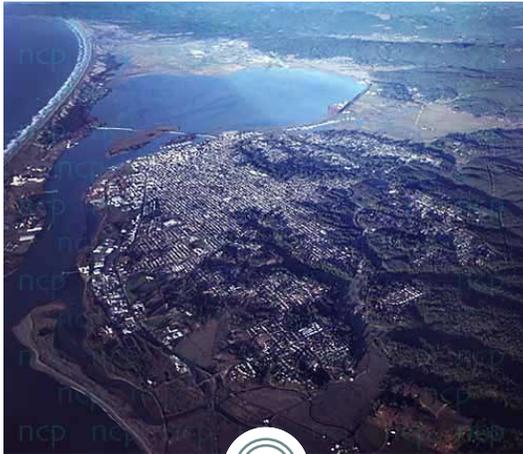
Office Hours
Monday to Friday
8:00am to 4:30pm
(Closed Noon to 1:00pm for lunch)



BIKE AND RIDE

Bicycle racks are only provided on the RTS, Tish-Non Village, Willow Creek, So-Hum Local and Intercity Transit Systems.

1. When the bus approaches and stops, have the bike ready to load, then let the driver know that you will be loading a bike
2. Approaching from the curbside, lower the rack with one hand while supporting the bike with the other hand
3. Place the bike into either of the racks wheel wells. Both bike positions are completely independent of each other making it easy to load in seconds
4. Pull the support arm out and up over the front tire of the bike. The rack contacts the bicycles tires only, no contact is made with the bicycle frame
5. **HTA is not responsible for any damaged, lost, or stolen items.**



Depending on the bus, bike racks can carry two to three bikes.

Spaces on the rack are first come, first served. Single seat, two wheeled bikes are allowed. Both wheels must fit into the bike rack wheel slots and the support arm/hook must fit over the top of the bike wheel. No part of the bike can block the driver's view. Tandem, three wheeled, or motor driven bikes are not allowed.

There is no guarantee that there will be space on any specific bus for your bicycle. If a wheelchair user requires the space on the bus, passengers with bicycles inside buses will be bumped and provided a free pass to use on the next bus trip.

BIKES ON THE BUS

1. Drivers will allow up to two bikes to be brought on board if there is enough room to do so.
2. Seating for passengers will always take priority over space for bikes.
3. Bikes must be properly secured in the designated wheelchair securement station.
4. The driver can determine whether or not the bike is secured properly.
5. If a rider in a wheelchair is occupying the designated wheelchair securement station, the bike will not be allowed on board.
6. If either the wheelchair securement station or seating in the securement area is needed by a rider mid-journey, the bike will need to be removed. If there is no room to move the bike onto the bike rack, the rider must get off the bus (with his / her bike).
7. Bikes will not be allowed to protrude into the aisle way.
8. Bikes already secured inside the bus may remain inside even if space becomes available on the exterior bike rack.
9. Muddy or greasy bikes are not permitted inside the bus.

Have questions or would like to report a compliment or complaint? Please contact our dispatcher during office hours by email or phone:

**admin@hta.org
(707)443-0826**