

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting February 18, 2015
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. 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 01
Minutes from the January 21, 2015 regular board meeting.
Action Recommended: Approve minutes.
 - b. Federal Transit Administration Section 5311 Grant Funds Page 04
Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment.
Action Recommended: Authorize staff to submit an application to Caltrans requesting capital assistance to purchase one or more buses depending on available funding by adopting Resolution 15-03
 - c. Reject Claim Page 06
Vernon Sripworth submitted a claim against Humboldt Transit Authority on December 1, 2014 for an alleged incident on the Redwood Transit System.
Action Recommended: Reject the claim for personal injury submitted by Vernon Sripworth based on operation of law.
- V. Items Removed from the Consent Calendar
- VI. Action Items
 - a. 2013/2014 Fiscal & Compliance Audit Page 08
Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance with the same.
~continued on next page.

The audit is conducted in accordance with *Government Auditing Standards* issued by the Controller General of the United States and the provisions of *Office of Management and Budget Circular A-128, Audits of State and Local Government*, to obtain reasonable assurance about whether the financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges will be present at this meeting to review the audit and answer any questions from board members or the public. **Action Recommended: Receive, review, discuss and direct staff prepare the necessary responses.**

b. Shop Truck Invitation for Bids

Page 12

Staff has secured monies through the State Transit Assistant Funds Program to purchase a utility shop truck with a crane. Pursuant to the policy that HTA has followed since March 2012, Humboldt Transit Authority staff is requesting authorization to send out invitations for bid.

Action Recommended: Authorize the General Manager to send out Invitations for Bid

VII. Discussion Agenda

Page 23

- a. December 2014 statistics for all systems operated by HTA
- b. December 2014 financial statements for all systems operated by HTA

VIII. Closed Session

- a. Public Comment
- b. Pursuant to Government Code Section 54956.8 the board will meet in closed session to discuss the price and terms of a real property transaction concerning HTA property located at 2nd and X Streets, Eureka, CA (Nixon House), Property Negotiator: General Manager Greg Pratt.
- c. Pursuant to Government Code Section 54957(1), at the conclusion of the closed session a public report will be made by the Board Chair disclosing action taken as required.

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.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
January 21, 2014

ROLL CALL

PRESENT

ABSENT

Board Members

Michael Winkler, City of Arcata
Mark Lovelace, County of Humboldt
Julie Fulkerson, City of Trinidad
Tami Trent, City of Fortuna
Natalie Arroyo, City of Eureka

Julie Woodall, City of Rio Dell
Estelle Fennell, County of Humboldt

Staff

Greg Pratt, General Manager
Karen Wilson, Manager of Operations
Brenda Fregoso, Secretary to the Board
Jim Wilson, Equipment and Facilities Manager

CALL TO ORDER

Vice Chair Winkler called the meeting to order at 9:00 a.m. Introductions were made. Others in attendance were Nancy Diamond, HTA Council and Basil Oilar, Redway resident.

CITIZENS COMMUNICATIONS

None

ELECTION OF OFFICERS

At the beginning of the year, new officers are elected to the following positions: Chair, Vice-Chair and Finance and Operations Committee. The HTA Chair also serves on the Policy Advisory Committee for HCOAG.

The current positions were:

Chair – Atkins, **Vice Chair** – Winkler

Finance and Operations Committee – Supervisor Bohn, **Chair** - Atkins and **Vice Chair** - Winkler

Councilmember Fulkerson nominated Councilmember Winkler as Chair of the HTA board and Supervisor Lovelace as Vice Chair of the HTA board.

The board unanimously agreed.

The following members were elected to serve on the Finance and Operation Committee by unanimous vote:

Supervisor Bohn, Chair -Winkler and Vice Chair - Supervisor Lovelace

CONSENT CALENDAR

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

Motion carries unanimously

a. Public Transportation Modernization, Improvement and Service Enhancement Account Program (PTMISEA)

Board authorization is needed to submit allocation requests to CalTRANS for PTMISEA funds.

Action recommended: Adopt Resolution 15-01 Authorizing Application for Public Transportation Modernization, Improvement and Enhancement Account Program, Grant Funds and General Manager to execute all required documents.

ACTION ITEMS

a. Resolution of Recognition

Resolution of Appreciation for HTA Board member Julie Woodall.

Motion by Councilmember Fulkerson, second by Supervisor Lovelace to adopt Resolution 15-02.

Motion carries unanimously

b. Approval of Minutes

Minutes from the October 15, 2014 and December 17, 2014 regular board meetings.

Motion by Supervisor Lovelace, second by Councilmember Fulkerson to approve the minutes from the October 15, 2014 and December 17, 2014 regular board meetings.

Motion carries unanimously

c. Vietnam Veterans Memorial

The American Veterans Humboldt Bay Post 96 is requesting a gratis charter from Redwood Transit to transport Veterans to and from the Tish Non Community Center in Loleta to view The Wall That Heals.

Post Commander Dean Glaser gave the board a brief description of what The Wall That Heals represents and what the American Veterans Humboldt Bay Post 96 is requesting. The wall will be displayed from March 31, 2015 through April 2, 2015. Motion by Supervisor Lovelace, second by Councilmember Fulkerson to authorize Redwood Transit to transport all Veterans to The Wall That Heals for this three (3) day event at no charge to Veterans.

Motion carries unanimously

DISCUSSION AGENDA

- a. November 2014 statistics for all systems operated by HTA
November 2014 statements for all systems operated by HTA
General Manager Pratt gave the board Statistics and Statements information for November 2014 for all HTA systems.

COMMUNICATIONS

Board:

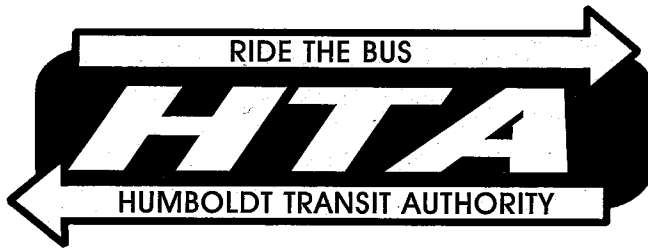
Councilmember Fulkerson welcomed all new board members.

Staff:

Equipment and Facilities Manager Jim Wilson announced that HTA will be receiving three (3) new buses for Southern Humboldt.

Jim Wilson also announced that the fueling island project is waiting for permits from the City of Eureka to move forward.

Meeting adjourned at 9:30 a.m.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 18, 2015

SUBJECT: 2015/2016 5311 Regional Apportionment Grant Funds

Each fiscal year, Regionally Apportioned Federal funds become available to the region. Staff was notified by the Humboldt County Association of Governments that there is \$757,678 available in this year's Regional Apportionment Grant Fund program.

For Redwood Transit, Staff is requesting approval from the HTA board to apply for one (1) 40-foot, clean diesel transit bus in the amount of \$498,500 of which \$348,500 is to be paid with 5311 Regional Apportionment Grant Funds and \$150,000 is to be paid with matching funds which have already been set aside for bus acquisition. The bus being replaced will have surpassed its useful life of 500,000 miles.

For Southern Humboldt, Staff is requesting approval from the HTA board to apply for one (1) 25-foot, Glaval Type C bus in the amount of \$125,000, of which \$75,000 is to be paid with 5311 Regional Apportionment Grant Funds and \$50,000 is to be paid with matching funds which have already been set aside for bus acquisition. Currently, the local system only has one bus which puts a strain on system operations when required maintenance services are due.

The new buses will cut down on road calls, decrease maintenance costs, and improve on-time performance with their reliability. The 5311 program requires a board authorizing resolution for all grant applications.

Action Recommended: Adopt Resolution 14-01 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.

RESOLUTION 15-03

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311
(49 U.S.C. SECTION 5311) 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 and operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act; (FTA C 9040.1F and FTA C 9050.1) and,

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for public transportation projects; and,

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

WHEREAS, HTA 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 the HTA General Manager to file and execute applications on behalf of HTA with the Department to aid in the financing of operating or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended.

That the General Manager is authorized to execute and file all assurances or any other document required by the Department.

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the General Manager is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 projects (s).

PASSED, APPROVED AND ADOPTED by Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of the Governing Board of Directors held on Wednesday, February 18, 2015 by the following vote:

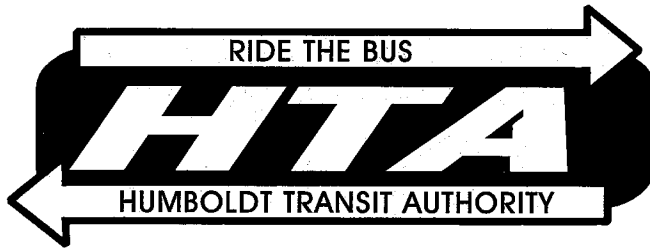
AYES:

NOES:

ABSENT:

Chair of the Humboldt Transit Authority
Governing Board of Directors

ATTEST: HTA Secretary to the Board



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

(707) 443-0826

TO: Michael Winkler, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 18, 2015

SUBJECT: Claim Against Humboldt Transit Authority

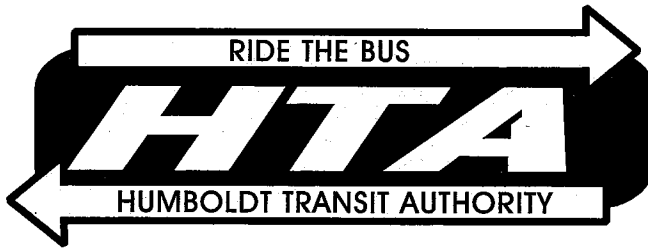
On November 17, 2014 Vernon Sripworth submitted a claim for damages to Humboldt Transit Authority.

His original claim was returned as insufficient on November 24, 2014. Mr. Sripworth then resubmitted his claim with additional information that was received by Humboldt Transit Authority on December 1, 2014. The loss involved a slip and fall that occurred on September 17, 2014.

York Risk Services Group, Inc. Claims Adjuster Kelly Winters recommends that this claim be rejected based on operation of law.

~Attached is the proposed letter of rejection

Action Necessary: Reject the claim for personal injury submitted by Vernon Sripworth based on operation of law



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

(707) 443-0826

February 18, 2015

Vernon Sripworth
115 Samoa Blvd. Apt. #66
Arcata, CA 95521

Dear Mr. Sripworth:

Notice is hereby given that on February 18, 2015 Humboldt Transit Authority's Governing Board of Directors rejected the claim you presented to Humboldt Transit Authority on December 1, 2014.

WARNING

Subject to certain exceptions, you have only six (6) months from the date of this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 954.6.

The time limitation applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act, Government Code sections 900 et. Seq. Other causes of action, including those arising under federal law, may have shorter time limitations for filing.

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

Chair of the HTA Governing
Board of Directors

Attest: HTA Secretary to the Board

MANAGEMENT LETTER



ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

CERTIFIED PUBLIC ACCOUNTANTS

ART STEVART (1947-1994)
RICHARD RODRIGUE (1950-1985)
DAVID J. SOMERVILLE (1971-1982)
DONALD J. HARRIS (1962-1984)
EUGENE R. LUCAS (1959-2013)

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DAVID A. SOMERVILLE, II
KEITH D. BORGES
BARBARA J. GIBSE

W. A. CHISA
VANESSA ANDERSON, EA

JAMES M. ANDERSON, Inc. Inc.

February 2, 2015

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

Ladies and Gentlemen,

We have audited the financial statements of Humboldt Transit Authority (HTA) for the year ended June 30, 2014 and have issued our report thereon dated February 2, 2015. As part of our audit, we reviewed and tested HTA's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards.

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

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

Board of Directors
Humboldt Transit Authority

Our study and evaluation of HTA's system of internal accounting control for the year ended June 30, 2014 which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, we submit, for your consideration, our comments and recommendations on the operating methods, accounting policies and procedures, and other matters which came to our attention during the course of the audit.

CURRENT YEAR FINDINGS

1. Compliance with TDA Fund Eligibility:

Excess Operating Funds Received:

As shown in Note 2 to the financial statements, the following systems did not meet the compliance requirements of Section 6634 of the California Administrative Code dealing with TDA fund eligibility. Fund eligibility is determined by subtracting actual fare revenues, depreciation, and any federal operating funds received from operating expenses. This amount represents the maximum allowable TDA funding for operating expenses for the fiscal year ended June 30, 2014.

	Arcata DAR	Willow Creek	SoHum Local	SoHum Inter City
Operating Costs	\$ 147,603	\$ 324,679	\$ 133,031	\$ 534,826
Less Depreciation	-	(33,228)	(12,219)	(25,101)
Less Fare Revenues	(28,488)	(46,744)	(13,879)	(77,085)
Less STAF operating Funds	(1,180)	(6,790)	(6,953)	(17,933)
Less Federal operating Funds	-	(91,607)	-	(150,000)
Maximum TDA Fund Eligibility	117,935	146,310	99,980	264,707
TDA Funds Received	130,793	244,611	137,153	316,047
Excess TDA Funds Received	\$ 12,858	\$ 98,301	\$ 37,173	\$ 51,340

Recommendation: HTA has several options to remedy this situation:

- a. Claims by member entities for operating costs for the following fiscal year may be reduced by the current year excess TDA funds.
- b. Members may file amended claims for the current fiscal year applying the excess fund to capital expenditures made during the current year.

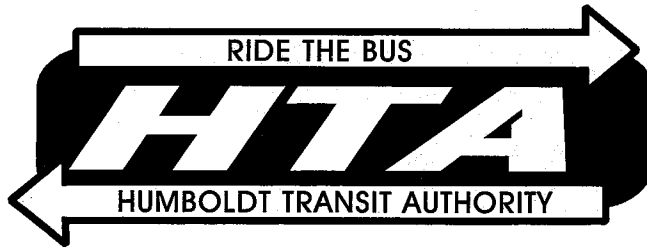
Board of Directors
Humboldt Transit Authority

- c. Members may repay the excess TDA funds to the Transportation Planning Agency (HCAOG) on demand.

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

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

ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 18, 2015

SUBJECT: Shop Truck Invitation for Bid

Staff has secured \$185,000 from the State Transit Assistant Funds (STAF) program for a heavy-duty utility shop truck with a crane. There is no local match needed with STAF funds. With the size of the fleet continuing to increase, having a reliable truck for road calls will improve response time. The truck being replaced is 1996 Ford F350; it is limited with weight restrictions, and does not have the towing capacity necessary for smaller buses. The maintenance staff has identified its prospective bidders and is ready to send out invitations for bid.

Action Recommended: Authorize the General Manager to send out Invitations for Bid.

BID COVER SHEET

PROJECT NAME: 2015 Service Truck with Crane
PROJECT TYPE: Purchase
OWNERSHIP: Public Agency
LOCATION: HTA, 133 V Street, Eureka, California
PROJECT CONTACT: Greg Pratt, General Manager, HTA
ADVERTISE DATE: February 27, 2015
BID DUE DATE: May 1, 2015

NOTICE OF INVITATION FOR BIDS

**HUMBOLDT TRANSIT AUTHORITY
2015 SERVICE TRUCK WITH CRANE**

CITY OF EUREKA, HUMBOLDT COUNTY, CALIFORNIA

RFP # HTA 2015-01

**Humboldt Transit Authority
133 V Street
Eureka, California 95501**

Proposals will be received by the Humboldt Transit Authority at 133 V Street, Eureka, California 95501, until 2:00 p.m. (Local Time) on May 1, 2015.

This project is funded by the California State Transit Assistance Program

Description:

Proposals must be received by the office of the Humboldt Transit Authority at 133 V Street, Eureka, California 95501 by May 1, 2015 at 2:00 p.m., local time. All proposals must be received in a sealed envelope, and show the RFP number and opening date and time on the outside of the envelope. If your proposal is sent by an overnight courier, there must be an internal envelope that contains the required information. This project involves the purchase of a 2015 shop truck and crane.

This **Invitation for Bids (IFB)** has been distributed by the Humboldt Transit Authority (HTA). . If changes to this IFB arise, and an addendum is issued, you will be responsible for obtaining that additional information and for confirming that you understand the changes. In order to be certain that you are listed as a "Registered Bidder" that will be advised of any changes, please complete the attached "Registered Proposer Information Sheet," and fax it to this office at 707-443-2032 before you prepare and send your bid.

It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the HTA office prior to the opening time. The receiving time in the HTA office will be the governing time for acceptability of bids.

Late bids shall be returned to the bidder unopened.

Proposers must submit one (1) original signature copy and three (3) hard copies of their proposal.

During the proposal process, all correspondence and verbal contact shall be directed to:

Greg Pratt, General Manager
Humboldt Transit Authority
133 V Street
Eureka, CA 95501

Phone: 707 443-0826
Fax: 707-443-2032
email: greg@hta.org

Responsiveness of Bidders:

HTA reserves the right to reject any and all bids as non-responsive or to waive any defects or irregularities in bidding in accordance with applicable law. Any bid that fails to conform to the essential requirements of the IFB, contains errors or omissions, or imposes conditions that modify requirements of the IFB as determined by the Humboldt Transit Authority, will be rejected as non-responsive.

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Before a public entity may reject a low monetary bid as non-responsive, it must provide notice and an opportunity for the bidder to be heard.

Before rejecting the lowest bid on the basis that the bidder is not responsive, HTA's legal counsel will be consulted to ensure that both substantive and procedural legal requirements have been met.

A bid that contains a mistake may not be responsive for the solicitation document. As a result, the bidder may have the opportunity to withdraw its bids without forfeiting its bid bond.

BIDS WILL NOT BE ACCEPTED BY TELEPHONE OR FACSIMILE MACHINE.

Sealed Bids Received:

1. PREPARATION OF BID FORM

To receive consideration, bids must be submitted on the prescribed form. All blank spaces for bid process or any other sums of money must be filled in, stating the amounts with unit prices and totals. The completed bid form should be without alterations or erasures. Any erasures or other changes must be initialed by the bidder or explained over his/her signature.

All bids must be received in sealed envelopes which are labeled externally with the name of the bidder, and his/her address. It is the sole responsibility of the bidder to see that his/her bid is received by the specified time and due date. Any bid received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

It will be assumed that the bidder has investigated and is satisfied as to the conditions to be encountered; as to the character, quality, and quantities of work to be performed and materials to be furnished; and as to the requirements of the project and the Contract. It is mutually agreed that submission of a proposal shall be considered prima-facie evidence that the bidder has made such examination.

2. RECEIPT OF BIDS

Bids shall be submitted so as to be received in the office designated in the invitation for bids not later than the exact time set for the receipt of bids. The only acceptable evidence to establish the time of receipt at the Authority's offices is the time/date stamp of HTA which shall be placed on the bid wrapper immediately upon receipt. The HTA staff person receiving the bid shall sign the exterior of the bid package to verify the date and time received and person receiving the bid. The timeliness of bids is the sole responsibility of the bidder.

3. WITHDRAWAL OF BIDS

Any bidder may withdraw its bid, either personally or by telegraphic or written request, received by the Authority, at any time prior to the time fixed for the receipt of the bids. Except as provided in state law, negligence on the part of bidders in preparing their bid confers no right of withdrawal of their bid after such bid has been opened. No bid may be withdrawn for a period of 60 days following bid opening.

4. AMENDMENTS OF IFB

- If after issuance of invitations for bids, but before the time set for opening of bids, it becomes necessary to make changes in quantities, specifications, delivery schedules, opening dates, etc., or to correct or clarify a defective or ambiguous invitation, such changes shall be accomplished by issuance, in writing, of an amendment to the invitation for bids. The amendment shall be sent to each prospective bidder to whom the invitation for bids has been furnished.
- Each amendment issued to an invitation for bid shall:
 - Be serially numbered and dated.
 - Include the number, date and a description of the original invitation for bids concerned.
 - Clearly state the changes made in the invitation for bids and the extension of the opening date, if any.
 - Include instructions to bidders for acknowledging receipt of the amendment and information concerning the effect of failure to acknowledge and return the amendment.
- Before issuing an amendment to an invitation for bids, the period of time remaining until the time set for opening and the need for extending the time set for opening must be considered. Where only a short time remains before the time set for opening, consideration shall be given to notifying bidders of an extension of time by telegraph or telephone. Such notification should be confirmed in the amendment.
- Any information given to a prospective bidder concerning an invitation for bids shall be furnished promptly to all other prospective bidders as an amendment to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders. No award shall be made on the invitation unless such amendment has been issued in sufficient time to permit all prospective bidders to consider such information in submitting or modifying their bids.

5. CANCELLATION OF IFB

- An Invitation for Bids shall not be canceled unless cancellation is clearly in HTA's interest (i.e., where there is no longer a requirement for the material or service, or where amendments to the invitation would be of such magnitude that a new invitation is desirable). When an invitation is canceled, bids which have been received shall be returned unopened to the bidders and a Notice of Cancellation shall be sent to all prospective bidders to whom invitations for bids were issued.
- The notice of cancellation shall identify the invitation for bids; briefly explain the reason the invitation is being canceled; and, where appropriate, assure prospective bidders that they will be given an opportunity to bid on any re-solicitation of bids or any further requirements for the type of material or service involved.
- If the invitation for bids is canceled before the time for bid openings, this fact shall be recorded in the file, with a statement of the number of concerns invited to bid and the number of bids received.

6. TABULATION OF BIDS

Bids shall be evaluated on the basis of responsiveness and responsibility indicated in the Invitation for Bids. Contract award, if made, shall be made to the bidder submitting the lowest bid, unless the Authority determines that the bid is not responsive and/or the bidder is found to be not responsible.

7. RESPONSIBLE BIDDER EVALUATION

Before awarding the contract, HTA shall determine that a prospective contractor is responsible and that prices are reasonable. A responsible prospective contractor is one who meets the standards set forth below:

- Has adequate financial resources or the ability to obtain such resources as required during performance of the contract.
- Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments, commercial as well as governmental.
- Has a satisfactory record of performance. Documented past unsatisfactory performance will ordinarily be sufficient to justify a finding of non-responsibility.
- Has a satisfactory record of integrity and business ethics.
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Has the necessary organization, experience, operational controls, and technical skills, or the ability to obtain them.
- Has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them.

8. AWARD OF CONTRACT

- Unless all bids are rejected, award shall be made by HTA by written notice, within the time for acceptance specified in the bid or extension thereof, to that responsible and responsive bidder who submits the lowest bid.
- When award is made to other than the lowest bidder, the lowest bidder will be notified in writing by HTA of any evidence reflecting upon the responsibility of the bidder and affording the bidder the opportunity to rebut such evidence and present evidence of qualifications to perform the contract.
- When an award is made to a bidder for less than all of the items which may be awarded to that bidder and additional items are being withheld for subsequent award, the first award to that bidder shall state that the Authority may make subsequent awards on those additional items within the bidders' acceptance period.
- Award shall be made by mail or personal delivery to the successful bidder of a notice of award and the proper contract documents. The successful bidder shall complete and execute the contract documents and return them to HTA within the time specified. The Authority will finalize the execution of the contract and send a copy to the successful bidder.

9. SALES TAX

All bidders **MUST** calculate California Sales/Use Tax at the current rate in effect in Humboldt County. The Authority is obligated to pay all applicable taxes imposed in the county of receipt either to the supplier or directly to the state in form of a Sales Tax (on the transfer of tangible personal property) or a Use Tax (on the storage, use or other consumption in California) of same.

10. ADDITIONAL POLICY

Unless specified explicitly here, all bids shall be processed, and the contract awarded, as stated in HTA's Procurement Policy Manual. A copy of this policy may be obtained upon request from the General Manager at HTA.

Email: greg@hta.org
Phone: (707) 443-0826

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

BID SPECIFICATIONS

This bid is for one 2015 Service Truck with Crane.

TRUCK

1. Truck must be new, unused, 2015 model year
2. GCWR 26,000 – 33,000 lbs.
3. 280-300 HP Diesel Engine w/engine brake
4. Allison Automatic Transmission
5. 4:10 limited slip axle ratio
6. Two wheel drive with dual Aluminum rear wheels
7. (6) Aluminum wheels with chrome hub covers
8. High capacity trailer tow package w/Pintle Hook
9. Electric 7 way tow plug (wired Running, Brake, and Turn)
10. Tow air glad hands at rear / Trailer air brakes
11. Telescoping trailer tow mirrors / heated /remote
12. Aluminum Fuel tank /min 50 gal
13. Cab steps/Running boards/lighted LED
14. Power windows/ Locks
15. Gray vinyl front bench seat with flip down compartment
16. Rubber floor mats
17. Reading lamps /LED
18. Heavy Duty alternator
19. Front tow hooks
20. Engine block heater and on board trickle charger
21. Roof clearance lights /LED
22. High quality switches (upfitter)
23. Wieland light bar (tow amber) with spot lights
24. Hide-away emergency strobe light package
25. Window vent visors
26. AM/FM Radio with CD player
27. Weather Band and four speakers
28. 12 volt electrical receptacle
29. Heated and power mirrors
30. Left and Right sun visors
31. Left and Right door pockets
32. Service Truck delivered to the HTA Yard (included in the price)
33. Standard manufacturer's warranty (included in the price)

UTILITY CRANE BODY

1. 11'-13' Body / not to exceed 15'
2. Compartment lights /LED/ Cab Mounted Master Switch on/off
3. Reinforced for 12,000 lb. crane
4. Heavy duty hydraulic outriggers
5. Side compartments will be no less than 18 inches deep
6. Compartment with small dual tank holders (oxy, acetylene)
7. Inside bed sprayed with spray in bed liner
8. Tool Compartment with ball bearing sliding minimum (8) drawers
9. Stainless steel hinges
10. Stainless steel door latches
11. Work bench rear bumper w/viser and long bar storage/back up lights in bumper with rear on/off switch
12. Full Undercoating
13. Mounted in box 6000 watt power inverter
14. Dual work lights on the rear/LED
15. Direct drive hydraulic Rotary Screw air compressor (40 CFM @ 150 PSI) with Oil Cooler, 22-gallon underbody air receiver with remote drain valve
16. Provide Additional option for Air Compressor; Mounted
17. 1/2" x 50' air reel, F-L-R and 3-port air drop

CRANE

1. 8,000 lb. capacity
2. Radio remote control (200' range)
3. Self-lubricating bearing
4. Fully hydraulic extension boom
5. 15' boom length
6. 3/8 aircraft cable with latch hook, travel block and down haul weight
7. PTO driven hydraulics

Note: Contract award will be made to the responsive, responsible low BIDDER as determined by the TOTAL BASE BID.

It is further agreed that:

- (a) In case of a discrepancy between words and figures, the words shall prevail, and in the case of a discrepancy between unit prices and totals, the unit price shall prevail.
- (b) HTA reserves the right to eliminate any section of this proposal from the contract without claim of the BIDDER for profits lost.
- (c) No verbal agreement of conversation with any officer, agent, or employee of HTA, either before or after the execution of the Agreement, shall affect or modify any of the terms or obligations of this proposal.
- (d) HTA will not be responsible for any errors or omission on the part of the undersigned in making up his/her BID, nor will the BIDDER be released on account of errors.
- (f) The Undersigned BIDDER certifies that he/she has confirmed that the proposed form of contract, and the plans and specifications are complete.

Respectfully submitted:

Signature

Title

Address

Date

Humboldt Transit Authority
Redwood Transit System
Comparative Performance Activity Report

RTS

	Month			YTD 2014-2015	YTD 2013-2014	% Change	
	December 2014	December 2013	% Change				
1	Passengers - Weekdays	37,173	39,689	-6.34	284,664	274,049	3.87
2	Passengers - Saturdays/Holidays	3,368	3,627	-7.14	24,551	23,888	2.78
3	Passengers - Sunday	1,407	1,951	-27.88	10,706	10,750	-0.41
4	Total Passengers	41,948	45,267	-7.33	319,921	308,687	3.64
5	Miles - Weekdays	54,420	49,925	9.00	288,675	311,755	-7.40
6	Miles - Saturdays/Holidays	4,070	4,170	-2.40	23,606	24,807	-4.84
7	Miles - Sundays	2,356	2,905	-18.90	15,314	15,238	0.50
8	Total Miles	60,846.00	57,000	6.75	327,595	351,800	-6.88
9	Hours - Weekdays	2,505	2,749	-8.88	14,903	14,202	4.93
10	Hours - Saturdays/Holidays	185	185	0.00	1,071	1,103	-2.92
11	Hours - Sundays	99	124	-20.00	645	648	-0.56
12	Total Hours	2,788.65	3,057	-8.79	16,618	15,954	4.17
13	Days - Weekdays	21	20	5.00	126	126	0.00
14	Days - Saturdays/Holidays	5	5	0.00	29	29	0.00
15	Days - Sundays	4	5	-20.00	26	26	0.00
16	Total Days	30	30	0.00	181	181	0.00
17	Cash Fares	4,545	5,176	-12.19	31,931	34,570	-7.63
18	Stored Value Fares	15,255	17,469	-12.67	113,494	119,380	-4.93
19	Day Pass	2,616	2,751	-4.91	18,279	17,334	5.45
20	Jack Pass	12,025	11,720	2.60	90,407	73,902	22.33
21	Month Pass	6,252	7,013	-10.85	57,833	50,401	2.43
22	In-Town Fare	734	680	7.94	4,568	3,855	18.50
23	Free/Attendants	521	458	13.76	3,409	3,185	7.03
24	Wheelchair Passengers	102	161	-36.65	1,090	1,182	-7.78
25	Bicycles	1,082	1,630	-33.62	10,372	12,303	-15.70
26	FARE REVENUES	\$ 85,269.53	\$80,161.30	6.37	\$ 599,607.79	\$472,787.13	26.82
27	Charter Service	\$ -	0	0.00	\$ -		0.00
28	OPERATING COSTS	\$ 234,527.51	\$181,408.36	29.28	\$ 1,476,530.84	\$1,046,323.61	41.12
29	FAREBOX REV. AS % OF OP. COSTS	36.36%	44.19%	-17.72	40.61%	45.19%	-10.13
30	OPERATING COST PER PASSENGER	\$ 5.59	\$ 4.01	39.51	\$ 4.62	\$ 3.39	36.16
31	OPERATING COST PER VEHICLE MILE	\$ 3.85	\$ 3.18	21.11	\$ 4.51	\$ 2.97	51.54
32	FAREBOX REV. PER VEHICLE MILE	\$ 1.40	\$ 1.41	-0.35	\$ 1.83	\$ 1.34	36.19
33	OPERATING COST PER VEHICLE HOUR	\$ 84.10	\$ 59.33	41.74	\$ 88.85	\$ 65.59	35.47
34	PASSENGERS PER VEHICLE HOUR	15.04	14.81	1.60	19.25	19.35	-0.51
35	AVE. DAILY RIDERSHIP-WEEKDAYS	1,770.14	1,984.45	-10.80	2,259.24	2,174.99	3.87
36	AVE. DAILY RIDERSHIP-SATURDAY	673.60	725.40	-7.14	846.59	823.72	2.78
37	AVE. DAILY RIDERSHIP-SUNDAY	351.75	390.20	-9.85	411.77	413.46	-0.41

NOTES FOR December 2014-2015

- A. TOTAL PASSENGERS = #17-23.
- B. CALCULATION OF #29 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 1/2014
- D. MINIMUM FAREBOX RETURN AT ROW 29 SHOULD BE 26.4%
- E. MILES INCLUDES REVENUE AND NON REVENUE MILES

Humboldt Transit Authority
RTS Profit & Loss Budget Performance
December 2014

	<u>Dec 14</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Dec 14</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
Operating Revenue	85,269.53	95,234.02	89.54%	599,637.79	600,670.53	99.82%	1,201,341.00
Non-operating Revenue	125,433.11	138,756.16	90.4%	811,860.33	832,536.96	97.52%	1,665,073.92
Total Income	<u>210,702.64</u>	<u>233,990.18</u>	<u>90.05%</u>	<u>1,411,498.12</u>	<u>1,433,207.49</u>	<u>98.48%</u>	<u>2,866,414.92</u>
Gross Profit	210,702.64	233,990.18	90.05%	1,411,498.12	1,433,207.49	98.48%	2,866,414.92
Expense							
Administration & General	33,914.70	38,582.08	87.9%	258,930.74	231,492.52	111.84%	462,985.00
Maintenance	94,739.23	103,935.08	91.15%	552,224.59	623,610.52	88.55%	1,247,221.00
Operations	10,235.13	8,600.64	119.0%	113,303.51	51,604.08	219.56%	103,207.92
Payroll Expenses	95,638.45	87,750.07	108.99%	552,132.00	526,500.58	104.86%	1,053,001.00
Total Expense	<u>234,527.51</u>	<u>238,867.87</u>	<u>98.18%</u>	<u>1,476,530.84</u>	<u>1,433,207.70</u>	<u>103.02%</u>	<u>2,866,414.92</u>
Net Ordinary Income	-23,824.87	-4,877.69		-65,062.72	-0.21		0.00

Humboldt Transit Authority
Eureka Transit System
Comparative Performance Activity Report

ETS

	Month		% Change	YTD 2014-2015	YTD 2013-2014	% Change
	December 2014	December 2013				
1 Passengers - Weekdays	15,900	16,740	-5.02	108,326	109,665	-1.22
2 Passengers - Saturdays/Holidays	1,334	1,536	-13.15	9,189	9,334	-1.55
3 Total Passengers	17,234	18,276	-5.70	117,515	118,999	-1.25
4 Miles - Weekdays	12159	11,640	4.46	73215	73132	0.11
5 Miles - Saturdays/Holidays	1270	1,430	-11.19	7942	8139	-2.42
6 Total Miles	13,429.00	13,070	2.75	81157	81271	-0.14
10 Hours - Weekdays	1089	1,055	3.21	6611	6648	-0.54
11 Hours - Saturdays/Holidays	112	113	-0.67	651	652	-0.14
12 Total Hours	1200.60	1,168	2.84	7262	7299	-0.51
13 Days - Weekdays	21	20	5.00	126	126	0.00
14 Days - Saturdays/Holidays	5	5	0.00	29	29	0.00
15 Total Days	26	25	4.00	155	155	0.00
16 Cash Fares	3,099	3,249	-4.62	19,028	19,767	-3.74
17 Stored Value Fares	8,457	9,590	-11.81	60,948	63,109	-3.42
18 Day Pass	900	754	19.36	6,665	4,893	36.22
19 Jack Pass	753	717	5.02	5,114	3,761	35.97
20 Month Pass	3,435	3,135	9.57	21,677	21,516	0.75
21 Free/Attendants	590	831	-29.00	4,083	5,788	-29.46
22 Wheelchair Passengers	171	182	-6.04	1,081	1,548	-30.17
23 FARE REVENUES	\$ 25,586.12	\$18,846.88	35.76	\$ 146,946.52	\$ 118,669.97	23.83
24 Charter Service	\$ -	0	0.00	\$ -	\$ -	0.00
25 OPERATING COSTS	\$ 80,211.42	\$64,510.95	24.34	\$ 464,016.06	\$ 415,207.93	11.76
26 FAREBOX REV. AS % OF OP. COSTS	31.90%	29.22%	9.18	31.67%	28.58%	10.80
27 OPERATING COST PER PASSENGER	\$ 4.65	\$ 3.53	31.86	\$ 3.95	\$ 3.49	13.17
28 OPERATING COST PER VEHICLE MILE	\$ 5.97	\$ 4.94	21.01	\$ 5.72	\$ 5.11	11.91
29 FAREBOX REV. PER VEHICLE MILE	\$ 1.91	\$ 1.44	32.13	\$ 1.81	\$ 1.46	24.00
30 OPERATING COST PER VEHICLE HOUR	\$ 66.81	\$ 55.26	20.91	\$ 63.89	\$ 56.88	12.32
31 PASSENGERS PER VEHICLE HOUR	14.35	15.65	-8.30	16.18	16.30	-0.74
32 AVE. DAILY RIDERSHIP-WEEKDAYS	757.14	837.00	-9.54	859.73	843.99	1.86
33 AVE. DAILY RIDERSHIP-SATURDAY	266.80	307.20	-13.15	316.86	319.68	-0.88

NOTES FOR December 2014-2015

- A. TOTAL PASSENGERS = #16-21.
- B. CALCULATION OF #26 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 1/14.
- D. MINIMUM FAREBOX RETURN AT ROW 26 SHOULD BE 22.4%
- E. MILES INCLUDES REVENUE AND NON REVENUE MILES

Humboldt Transit Authority
ETS P&L Budget Performance
December 2014

	<u>Dec 14</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Dec 14</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
Operating Revenue	25,586.12	21,250.00	120.41%	146,946.52	127,500.00	115.25%	255,000.00
Non-operating Revenue	61,427.25	53,692.42	114.41%	330,590.91	322,154.48	102.62%	686,345.00
Total Income	87,013.37	74,942.42	116.11%	477,537.43	449,654.48	106.2%	941,345.00
Gross Profit	87,013.37	74,942.42	116.11%	477,537.43	449,654.48	106.2%	941,345.00
Expense							
Administration & General	6,371.92	7,248.83	87.9%	48,642.40	43,493.02	111.84%	86,986.00
Maintenance	23,492.15	25,527.91	92.03%	142,862.41	153,167.54	93.27%	306,335.00
Operations	1,305.52	1,438.59	90.75%	9,894.61	8,631.46	114.63%	17,263.00
Payroll Expenses	49,041.83	44,230.09	110.88%	262,616.64	265,380.46	98.96%	530,761.00
Total Expense	80,211.42	78,445.42	102.25%	464,016.06	470,672.48	98.59%	941,345.00
Net Ordinary Income	6,801.95	-3,503.00		13,521.37	-21,018.00		0.00

Humboldt Transit Authority
Willow Creek
Comparative Performance Activity Report

WC

	Month			YTD 2014-2015	YTD 2013-2014	% Change	
	December 2014	December 2013	% Change				
1	Passengers - Weekdays	1,153	1,031	11.83	7,198	7,249	-0.70
2	Passengers - Saturday	121	87	39.08	760	634	19.87
3	Total Passengers	1,274	1,118	13.95	7,870	7,883.00	-0.16
4	Miles - Weekdays	7,770.00	7,640	1.70	47,664.00	48,704.00	-2.14
5	Miles - Saturdays	1,375.00	1,350	1.85	7,885.00	7,992.00	-1.34
6	Total Miles	9,145.00	8,990	1.72	55,549.00	56,696.00	-2.02
7	Hours - Weekdays	217.98	208	5.00	1,307.88	1,299.52	0.64
8	Hours - Saturdays/Holidays	37.40	37	0.00	216.92	218.00	-0.50
9	Total Hours	255.38	245	4.24	1,524.80	1,517.52	0.48
10	Days - Weekdays	21	20	5.00	126	126	0.00
11	Days - Saturdays/Holidays	5	5	0.00	29	29	0.00
12	Total Days	26	25	4.00	155	155	0.00
13	Cash Fares	357	301	18.60	2,383	2,209	7.88
14	Stored Value Fares	796	639	24.57	4,596	4,324	6.29
15	Day Pass	5	3	66.67	34	56	-39.29
16	Jack Pass	83	140	-40.71	598	832	-28.13
17	Month Pass	23	25	-8.00	259	377	-31.30
18	Free/Attendants	10	10	0.00	88	85	3.53
19	Wheelchair Passengers	3	8	-62.50	31	31	0.00
20	Bicycles	10	17	-41.18	123	172	-28.49
21	FARE REVENUES	\$ 4,296.15	\$3,231.42	32.95	\$ 25,780.83	\$ 24,265.10	6.25
22	Charter Service	\$ -	0	0.00	\$ -	\$ -	0.00
23	OPERATING COSTS	\$ 21,925.20	\$22,590.18	-2.94	\$ 154,100.19	\$ 138,855.18	10.98
24	FAREBOX REV. AS % OF OP. COSTS	19.59%	14.30%	36.98	16.73%	17.48%	-4.26
25	OPERATING COST PER PASSENGER	\$ 17.21	\$ 20.21	-14.83	\$ 19.58	\$ 17.61	11.16
26	OPERATING COST PER VEHICLE MILE	\$ 2.40	\$ 2.51	-4.59	\$ 2.77	\$ 2.45	13.27
27	FAREBOX REV. PER VEHICLE MILE	\$ 0.47	\$ 0.36	30.70	\$ 0.46	\$ 0.43	8.44
28	OPERATING COST PER VEHICLE HOUR	\$ 85.85	\$ 92.20	-6.89	\$ 101.06	\$ 91.50	10.45
29	PASSENGERS PER VEHICLE HOUR	4.99	4.56	9.32	5.16	5.19	-0.64
30	AVE. DAILY RIDERSHIP-WEEKDAYS	54.90	51.55	6.51	57.13	57.53	-0.70
31	AVE. DAILY RIDERSHIP-SATURDAY	24.20	17.40	39.08	26.21	21.86	19.87

NOTES FOR December 2014-2015

- A. TOTAL PASSENGERS = #13-18.
- B. CALCULATION OF #24 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 7/11
- D. MINIMUM FAREBOX RETURN AT ROW 24 SHOULD BE 10%

Humboldt Transit Authority
Willow Creek P & L Budget Performance
December 2014

	<u>Dec 14</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Dec 14</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
Operating Revenue	4,296.15	3,583.50	119.99%	25,780.83	21,918.00	117.62%	43,836.00
Non-operating Revenue	26,721.17	22,020.50	121.35%	160,580.67	132,123.02	121.54%	264,246.00
Total Income	<u>31,017.32</u>	<u>25,604.00</u>	<u>121.14%</u>	<u>186,361.50</u>	<u>154,041.02</u>	<u>120.98%</u>	<u>308,082.00</u>
Gross Profit	31,017.32	25,604.00	121.14%	186,361.50	154,041.02	120.98%	308,082.00
Expense							
Administration & General	3,645.79	4,147.50	87.9%	27,831.46	24,885.00	111.84%	49,770.00
Maintenance	10,232.97	11,029.58	92.78%	67,429.43	66,177.52	101.89%	132,355.00
Operations	973.97	1,344.66	72.43%	7,424.86	8,068.04	92.03%	16,136.00
Payroll Expenses	7,072.47	9,151.76	77.28%	51,414.44	54,910.44	93.63%	109,821.00
Total Expense	<u>21,925.20</u>	<u>25,673.50</u>	<u>85.4%</u>	<u>154,100.19</u>	<u>154,041.00</u>	<u>100.04%</u>	<u>308,082.00</u>
Net Ordinary Income	9,092.12	-69.50		32,261.31	0.02		0.00
Net Income	<u>9,092.12</u>	<u>-69.50</u>		<u>32,261.31</u>	<u>0.02</u>		<u>0.00</u>

Humboldt Transit Authority
 Southern Humboldt - Intercity
 Comparative Performance Activity Report

SHI

	Month			YTD 2014-2015	YTD 2013-2014	% Change
	December 2014	December 2013	% Change			
1 Passengers - Weekdays	1,703	1,588	7.24	12,339	11,504	7.26
2 Passengers - Saturday	0	0	0.00	0	0	0.00
3 Total Passengers	1,703	1,588	7.24	12,339	11,504	7.26
4 Miles - Weekdays	19,278	18,000	7.10	114,102.00	113,400.00	0.62
5 Miles - Saturdays	0	0	0.00	0.00	0.00	0.00
6 Total Miles	19,278.00	18,000	7.10	114,102.00	113,400.00	0.62
7 Hours - Weekdays	522.48	487	7.29	3,088.77	3,055.56	1.09
8 Hours - Saturdays	0.00	0	0.00	0.00	0.00	0.00
9 Total Hours	522.48	487	7.29	3,088.77	3,055.56	1.09
10 Days - Weekdays	21	20	5.00	126	126	0.00
11 Days - Saturdays	0	0	0.00	0	0	0.00
12 Total Days	21	20	5.00	126	126	0.00
13 Cash Fares	261	326	-19.94	1,980	2,337	-15.28
14 Stored Value Fares	1,032	1,011	2.08	7,501	7,112	5.47
15 Month Pass	369	231	59.74	2,694	1,860	44.84
16 Free/Attendants	41	20	105.00	164	195	-15.90
17 Wheelchair Passengers	1	3	-66.67	7	11	-36.36
18 Bicycles	54	30	80.00	318	280	13.57
19 FARE REVENUES	\$ 5,298.65	\$5,341.16	-0.80	\$ 45,729.90	\$ 40,187.48	13.79
20 Charter Service	\$ -	0	0.00	\$ -	\$ -	0.00
21 OPERATING COSTS	\$ 39,696.23	\$35,339.87	12.33	\$ 244,035.58	\$ 214,629.77	13.70
22 FAREBOX REV. AS % OF OP. COSTS	13.35%	15.11%	-11.68	18.74%	18.72%	0.08
23 OPERATING COST PER PASSENGER	\$ 23.31	\$ 22.25	4.74	\$ 19.78	\$ 18.66	6.01
24 OPERATING COST PER VEHICLE MILE	\$ 2.06	\$ 1.96	4.88	\$ 2.14	\$ 1.89	13.00
25 FAREBOX REV. PER VEHICLE MILE	\$ 0.27	\$ 0.30	-7.37	\$ 0.40	\$ 0.35	13.09
26 OPERATING COST PER VEHICLE HOUR	\$ 75.98	\$ 72.57	4.70	\$ 79.01	\$ 70.24	12.48
27 PASSENGERS PER VEHICLE HOUR	3.26	3.26	-0.04	3.99	3.76	6.11
28 AVE. DAILY RIDERSHIP-WEEKDAYS	81.10	79.40	2.14	97.93	91.30	7.26
29 AVE. DAILY RIDERSHIP-SATURDAY	0.00	0.00	0.00	0.00	0.00	0.00

NOTES FOR December 2014-2015

- A. TOTAL PASSENGERS = #13-16.
- B. CALCULATION OF #22 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 7/11
- D. MINIMUM FAREBOX RETURN AT ROW 22 SHOULD BE 10%

Humboldt Transit Authority
S H Intercity Budget Performance
December 2014

	<u>Dec 14</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Dec 14</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
Operating Revenue	5,298.65	5,833.33	90.83%	45,729.90	35,000.02	130.66%	70,000.00
Non-operating Revenue	41,863.58	29,288.59	142.94%	251,700.36	175,731.50	143.23%	351,463.00
Total Income	<u>47,162.23</u>	<u>35,121.92</u>	<u>134.28%</u>	<u>297,430.26</u>	<u>210,731.52</u>	<u>141.14%</u>	<u>421,463.00</u>
Gross Profit	47,162.23	35,121.92	134.28%	297,430.26	210,731.52	141.14%	421,463.00
Expense							
Administration & Genera	2,416.45	2,749.00	87.9%	18,446.86	16,494.00	111.84%	32,988.00
Maintenance	17,799.23	14,900.91	119.45%	99,514.69	89,405.54	111.31%	178,811.00
Operations	1,516.17	1,682.67	90.11%	17,914.28	10,095.98	177.44%	20,192.00
Payroll Expenses	17,964.38	15,789.33	113.78%	108,159.75	94,736.02	114.17%	189,472.00
Total Expense	<u>39,696.23</u>	<u>35,121.91</u>	<u>113.02%</u>	<u>244,035.58</u>	<u>210,731.54</u>	<u>115.8%</u>	<u>421,463.00</u>
Net Ordinary Income	7,466.00	0.01		53,394.68	-0.02		0.00
Net Income	<u>7,466.00</u>	<u>0.01</u>		<u>53,394.68</u>	<u>-0.02</u>		<u>0.00</u>

Humboldt Transit Authority
 Southern Humboldt - Local
 Comparative Performance Activity Report

SHL

	Month			YTD 2014-2015	YTD 2013-2014	% Change	
	December 2014	December 2013	% Change				
1	Passengers - Weekdays	925	1,002	-7.68	6,168	6,227	-0.95
2	Passengers - Saturday	0	0	0.00	0	0	0.00
3	Total Passengers	925	1,002	-7.68	6,168	6,227	-0.95
4	Miles - Weekdays	2,268.00	3,030	-25.15	17,392.50	19,089	-8.89
5	Miles - Saturdays	0.00	0	0.00	0	0	0.00
6	Total Miles	2,268.00	3,030	-25.15	17,392.50	19,089	-8.89
7	Hours - Weekdays	123.48	122	1.55	758.28	758	-0.01
8	Hours - Saturdays	0.00	0	0.00	0	0	0.00
9	Total Hours	123.48	122	1.55	758.28	758	-0.01
10	Days - Weekdays	21	20	5.00	126	126	0.00
11	Days - Saturdays	0	0	0.00	0	0	0.00
12	Total Days	21	20	5.00	126	126	0.00
13	Cash Fares	271	339	-20.06	1,756	2,327	-24.54
14	Stored Value Fares	644	655	-1.68	4,362	3,821	14.16
15	Free/Attendants	10	8	25.00	50	79	-36.71
16	Wheelchair Passengers	2	3	-33.33	11	14	-21.43
17	Bicycles	22	20	10.00	143	99	44.44
18	FARE REVENUES	\$ 1,084.05	\$1,146.97	-5.49	\$ 7,408.13	\$7,013.10	5.63
19	Charter Service	\$ -	0	0.00	\$ -	\$0.00	0.00
20	OPERATING COSTS	\$ 10,468.13	\$8,696.42	20.37	\$ 61,522.88	\$67,993.65	-9.52
21	FAREBOX REV. AS % OF OP. COSTS	10.36%	13.19%	-21.48	12.04%	10.31%	16.74
22	OPERATING COST PER PASSENGER	\$ 11.32	\$ 8.68	30.39	\$ 9.97	\$ 12.85	-22.35
23	OPERATING COST PER VEHICLE MILE	\$ 4.62	\$ 2.87	60.82	\$ 3.54	\$ 2.68	31.81
24	FAREBOX REV. PER VEHICLE MILE	\$ 0.48	\$ 0.38	26.27	\$ 0.43	\$ 0.23	83.52
25	OPERATING COST PER VEHICLE HOUR	\$ 84.78	\$ 71.52	18.54	\$ 81.13	\$ 61.50	31.92
26	PASSENGERS PER VEHICLE HOUR	7.49	8.24	-9.09	8.13	4.79	69.89
27	AVE. DAILY RIDERSHIP-WEEKDAYS	44.05	50.10	(12.08)	48.95	44.50	10.01
28	AVE. DAILY RIDERSHIP-SATURDAY	0.00	0.00	0.00	0.00	0	0.00

NOTES FOR December 2014-2015

- A. TOTAL PASSENGERS = #13-15.
- B. CALCULATION OF #21 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 7/11
- D. MINIMUM FAREBOX RETURN AT ROW 21 SHOULD BE 10%
- E. MILES INCLUDES REVENUE AND NON REVENUE MILES

Humboldt Transit Authority
S H Local P&L Budget Performance
December 2014

	<u>Dec 14</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Dec 14</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
Operating Revenue	1,084.05	1,083.33	100.07%	7,408.13	6,500.02	113.97%	13,000.00
Non-operating Revenue	9,749.97	9,536.07	102.24%	60,483.18	57,216.48	105.71%	114,433.00
Total Income	<u>10,834.02</u>	<u>10,619.40</u>	<u>102.02%</u>	<u>67,891.31</u>	<u>63,716.50</u>	<u>106.55%</u>	<u>127,433.00</u>
Gross Profit	10,834.02	10,619.40	102.02%	67,891.31	63,716.50	106.55%	127,433.00
Expense							
Administration & General	572.44	651.25	87.9%	4,369.93	3,907.50	111.83%	7,815.00
Maintenance	4,370.46	4,567.33	95.69%	24,597.22	27,404.02	89.76%	54,808.00
Operations	920.19	1,313.41	70.06%	6,454.31	7,880.54	81.9%	15,761.00
Payroll Expenses	4,605.04	4,087.41	112.66%	26,101.42	24,524.54	106.43%	49,049.00
Total Expense	<u>10,468.13</u>	<u>10,619.40</u>	<u>98.58%</u>	<u>61,522.88</u>	<u>63,716.60</u>	<u>96.56%</u>	<u>127,433.00</u>
Net Ordinary Income	<u>365.89</u>	<u>0.00</u>		<u>6,368.43</u>	<u>-0.10</u>		<u>0.00</u>
Net Income	<u>365.89</u>	<u>0.00</u>		<u>6,368.43</u>	<u>-0.10</u>		<u>0.00</u>