I. Call meeting to Order

II. Roll Call & Introductions

III. Conference with Labor Negotiators
   i. Public Comment
   ii. The Board will go into Closed Session pursuant to Government Code Section 54957.6. agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO
   iii. The Board will Reconvene in Open Session

IV. Citizens Communications
Members of the community are invited to comment on items or issues not on the agenda.

V. Approval of Minutes
Minutes from the March 19, 2014 regular board meeting
Action Recommended: Make corrections, if necessary. Approve minutes.

VI. Action Items
   a. HTA Fuel Island
      Proposed changes to the entrance of the fuel island will increase in cost for permitting, sampling, surveying and bidding assistance.

   b. Nixon House
      Staff received a revised cost estimate to rehabilitate the house at 2237 Second Street that is located on HTA property.

   c. Amendment to HTA Classification Plan
      Ongoing changes to ADA regulations, Title VI reporting, growth to the organization and increased operating hours require changes to the staff at HTA.

   d. State Transit Assistance Funds Projects (STA) for 2014-2015
      Per the Transportation Development Act, Sections 99313 and 99314, STA funds are available to the regional operators for small capital projects. STA funds do not require a local funding match.
e. **Personal Care Attendants (PCA's)**

The ADA requires attendants for people with disabilities to ride for free on paratransit systems. There is no requirement for PCA's on fixed route/commuter transit such as RTS, ETS, and the Intercity systems.

VII. Discussion Agenda

   a. **February 2014 statements for all systems operated by HTA**
   Enclosed
   February 2014 statistics for all systems operated by HTA

VIII. Communications

   a. Board
   b. Staff

IX. Adjournment
MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
March 19, 2014

ROLL CALL

PRESENT
Board Members
Linda Atkins, City of Eureka
Michael Winkler, City of Arcata
Julie Fulkerson, City of Trinidad
Julie Woodall, City of Rio Dell
Dean Glaser, City of Fortuna
Mark Lovelace, County of Humboldt
Rex Bohn, County of Humboldt (Alt)

Staff
Greg Pratt, General Manager
Karen Wilson, Manager of Operations
Brenda Fregoso, Secretary to the Board
Jim Wilson, Equipment and Facilities Manager
Barbara Zoellner, Administration and Finance Manager

ABSENT
Estelle Fennell, Humboldt County

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

INTRODUCTIONS
The board members introduced themselves. Others in attendance were: Nancy Diamond, HTA Legal Council and Paul Pitino, City of Arcata resident.

At 9:00 a.m. the board went into closed session pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee Organization: American Federation of State, County and Municipal Employees Local 1684, AFL-CIO.

The board resumed open session at 9:29 a.m. Chairperson Atkins announced that there was nothing to report.

CITIZENS COMMUNICATIONS
Paul Pitino, Arcata city resident, attended today’s board meeting for the presentation from CR as to the possibility of HTA providing CR with a Corsairs pass. General Manager Greg Pratt indicated that this presentation is on next month’s agenda. Mr. Pitino further expressed his support in the pass and believes it would not be a large cost to provide this service.
MINUTES
Motion by Supervisor Lovelace, second by Councilmember Glaser to approve the minutes from the February 19, 2014 board meeting.
Motion carries unanimously

ACTION ITEMS

a. Responses 2012/2013 Fiscal & Compliance Audit
During the board’s regular February 2014 meeting the 2012/13 Fiscal and Compliance Audit was presented. The board directed staff to prepare the necessary responses to the entity affected by the audit findings. Those responses were included in the board packet for the board’s final review.

General Manager Greg Pratt went over all changes staff has made and discussed actions that staff in currently taking for future changes in the finance department.

Motion by Supervisor Lovelace, second by Councilmember Winkler to direct staff to send those responses to the entity affected by the findings.
Motion carries unanimously

b. Amendment to Agreement for the Southern Humboldt Local Deviated Fixed Route
Humboldt Transit Authority was notified that the Southern Humboldt Deviated Fixed Route must open deviations to the general public to come into compliance with ADA requirements.

General Manager Greg Pratt gave the board a description of the fixed verses deviated routes.

Motion by Supervisor Lovelace, second by Councilmember Winkler to approve Amendment No. 3 to Agreement for Operation of Bus Transit System Deviated Fixed Route Service in the Southern Humboldt Area.
Motion carries unanimously

c. Information Technology Service and Repair for Humboldt Transit Authority Office
Staff has received quotes for I.T. service and repair for HTA office and maintenance department. The board will review the quotes and award the contract.

General Manager Greg Pratt explained to the board why HTA is in need of dedicated I.T. repair.

Motion by Councilmember Fulkerson, second by Councilmember Woodall to award the contract to Network Management Services with a one (1) year contract.
Motion carries unanimously

DISCUSSION ITEMS

a. January 2014 statements for all systems operated by HTA
January 2014 statistics for all systems operated by HTA
Administration and Finance Manager Barbara Zoellner gave the Board statement and statistics information for January 2014.
COMMUNICATIONS

Board:
Supervisor Lovelace announced that he and General Manager Greg Pratt have discussed the recent news regarding inmates being released from jail in the evenings. Supervisor Lovelace expressed if there were any programs in place to allow inmates’ bus passes if released while buses were in operations. No programs were available at this time.
Chairperson Atkins announced that she and Vice Chair Winkler will not be able to attend next month’s board meeting.
Motion by Councilmember Winkler, second by Councilmember Glaser to move next month’s board meeting to the following Wednesday, April 23, 2014.
Motion carries unanimously

Staff:
None
General Manager Greg Pratt announced that at next month’s board meeting, Danielle Carmesin, with the Academy of the Redwoods at CR will be present to give a presentation from a survey done by the students.

Meeting adjourned at 10:24 a.m.
In November 2013 SHN Consulting Engineers & Geologists were awarded the contract to assist HTA in the development and design of the Fuel Island Project. At that time the project was to purchase and install a 15,000 gallon tank, replace the existing 3 diesel ConVault tanks, and prepare the 2 remaining tanks for gasoline.

HTA has 11 low floor buses in its fleet and 9 more coming this May. Low floor buses are not able to come in through the current fuel gate entryway due to the steep incline. Maintenance staff has to back the buses into position to be fueled. This has become a serious safety issue for vehicles and people in the bus yard. The low floor buses will increase to a total of 20 in May and will make the current situation worse.

Staff worked with SHN and found a solution to the problem that will improve the overall working conditions and allow for expansion. Moving the fuel island entrance from 1st Street to V Street will eliminate the buses backing up to the dispenser and will allow for possible fleet expansion in the future.

This change to the original scope of work will need to be expanded to include surveying, soils investigation and reporting, permitting, redesign, and assistance with the bid process at a cost of $38,190.

Action Recommended: Approve the Contract Between Humboldt Transit Authority and SHN Consulting Engineers & Geologists for Development, Design, and Project Management for the Fuel Island Project.
TO: Linda Atkins, Chair
   All Governing Board Members
FROM: Greg Pratt, General Manager
DATE: April 23, 2014
SUBJECT: Nixon House

Over three years ago, staff received a cost estimate to repair the 1899 Victorian
house that sits on HTA’s property at the corner of Second and X. At that time, the
estimated cost to rehabilitate the house was $330,000. To determine today’s cost,
staff researched the total inflated estimated cost to be at 15%, or a total of
$380,000. At the October 2013 regular HTA meeting, the board directed staff to
restore the house, retain architect Kash Boodjeh to complete the plans, and to begin
the process of recruiting a project manager who would also oversee the
construction contract competitive bid process.

Last week, Kash provided staff with a construction estimate that included prevailing
wage with a high and low range contingency ranging from $539,731 to $588,797.
Presently, HTA has 2.4 million dollars in restricted reserves that can only be used
for capital expenditures.

If the Board remains interested in the rehabilitation project, staff will return to the
Board at a future date to award the construction contract. At this time, staff needs
budget and architect approval, and would like the Board to create a sub-committee
to work with the General Manager in issuing design plan approvals.

Action recommended: Continue with the remodel project by 1) establishing a
budget of $600,000, 2) directing HTA Legal Counsel to draw up Kash Boodjeh’s
contract and authorize the General Manager to sign it, 3) forming a building
sub-committee with approval over full design, and 4) initiating a competitive
process for construction bids.

Alternative actions:

1) Investigate whether any parties may be interested in the house if it
   were relocated offsite, and return to the Board for further direction.

2) Investigate the cost of and funding sources for demolition of the house,
   and return to the Board for further direction.
# NIXSON HOUSE REHABILITATION
## STATEMENT OF PROBABLE COST

CONDITIONED FLOOR AREA = 1566 SF

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QNTY</th>
<th>UNIT</th>
<th>$/UNIT</th>
<th>TOTAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building Permit</td>
<td>Allowance</td>
<td></td>
<td></td>
<td></td>
<td>3,500</td>
</tr>
<tr>
<td></td>
<td><strong>DIVISION 1 - GENERAL REQUIREMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Site Clearing</td>
<td>remove trees prep site</td>
<td>6</td>
<td></td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Site Utilities</td>
<td>temporary power</td>
<td></td>
<td></td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Hygiene</td>
<td>temporary chemical toilet</td>
<td></td>
<td></td>
<td>690</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Security Fencing</td>
<td></td>
<td></td>
<td></td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Water / Sewer (no City fees)</td>
<td>trenching/piping/backfill</td>
<td>100.00</td>
<td>LF</td>
<td>12.00</td>
<td>1,200</td>
</tr>
<tr>
<td></td>
<td><strong>DIVISION 2 - SITE CONSTRUCTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Concrete Foundation</td>
<td>new premeter conc. Footing</td>
<td></td>
<td></td>
<td>23,555</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Lowering of Building</td>
<td>36&quot;</td>
<td></td>
<td></td>
<td>17,500</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Exterior Demo.</td>
<td>footing</td>
<td></td>
<td></td>
<td>10,080</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Interior Demo.</td>
<td>interior walls and fixtures</td>
<td></td>
<td></td>
<td>12,880</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Disposal</td>
<td></td>
<td></td>
<td></td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Conc. Walkway / Ramp / Stair</td>
<td></td>
<td></td>
<td></td>
<td>19,800</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Asphalt Paving</td>
<td></td>
<td></td>
<td></td>
<td>2,100</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Decks, Railing, and Stairs</td>
<td></td>
<td></td>
<td></td>
<td>15,400</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Site Clean-up</td>
<td></td>
<td></td>
<td></td>
<td>2,180</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DIVISION 3 - DEMOLITION, EARTHWORK &amp; CONCRETE</strong></td>
<td></td>
<td></td>
<td></td>
<td>104,995</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DIVISION 4 - MASONRY (NOT USED)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DIVISION 5 - METALS (NOT USED)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All city index multipliers

Very rough estimate on amount

cost reference | Notes
--- | ---
prevailing wage |prevailing wage
prevailing wage |prevailing wage
prevailing wage |prevailing wage
prevailing wage |prevailing wage
prevailing wage |prevailing wage
prevailing wage |prevailing wage

K. BOODIEH ARCHITECT
707-822-8691
ARCATA, CA

ESTIMATE DATE: 4/17/14
PAGE: 1 of 4
<table>
<thead>
<tr>
<th>DIVISION 6 - WOOD &amp; PLASTICS</th>
<th>45,450</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Trim / Interior Finish</td>
<td>1,900</td>
</tr>
<tr>
<td>2 Rough Lumber</td>
<td>6,000</td>
</tr>
<tr>
<td>3 Rough Carpentry</td>
<td>24,950</td>
</tr>
<tr>
<td>4 Finish Carpentry</td>
<td>12,600</td>
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</table>

<table>
<thead>
<tr>
<th>DIVISION 7 - THERMAL &amp; MOISTURE PROTECTION</th>
<th>46,929</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Insulation</td>
<td>4,200</td>
</tr>
<tr>
<td>2 Flashings/Gutters and Downspouts</td>
<td>9,500</td>
</tr>
<tr>
<td>3 Roofing</td>
<td>33,000</td>
</tr>
<tr>
<td>4 Sealants Caulking</td>
<td>229</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIVISION 8 - DOORS &amp; WINDOWS</th>
<th>25,945</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Doors and Jambs</td>
<td>4,450</td>
</tr>
<tr>
<td>2 Door Hardware</td>
<td>2,520</td>
</tr>
<tr>
<td>3 Windows, Sash</td>
<td>16,000</td>
</tr>
<tr>
<td>4 Skylights</td>
<td>2,975</td>
</tr>
</tbody>
</table>

*Estimate from website: velux pricing & RS Means*
### Division 4.4 - Covering Systems (Not Used)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Mirrors</td>
<td>450</td>
<td>Finish bath hardware</td>
</tr>
<tr>
<td>2'0 x 0'0</td>
<td>2</td>
<td>Countertops</td>
</tr>
<tr>
<td>1</td>
<td>000</td>
<td>Built-in</td>
</tr>
</tbody>
</table>

### Division 3.2 - Special Construction (Not Used)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2'0 x 0'0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Division 2 - Furnishings

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>12.809</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Built-in bookcase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.0 SF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deep</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14'0</td>
</tr>
<tr>
<td></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

### Division 1.1 - Equipment (Not Used)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16'0</td>
<td></td>
<td>Fip</td>
</tr>
<tr>
<td>2'7</td>
<td></td>
<td>Exterior &amp; interior</td>
</tr>
<tr>
<td>650</td>
<td></td>
<td>Fip</td>
</tr>
<tr>
<td>12'000</td>
<td></td>
<td>5/8 on ceiling, laced &amp; finished</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/2 on walls, laced &amp; finished</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gypsum board</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Viny tile flooring</td>
</tr>
</tbody>
</table>

### Division 10 - Specialties

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Division 9 - Finishes

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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00
### DIVISION 15 - MECHANICAL & PLUMBING

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Heating System</td>
<td>Furnace in attic</td>
<td>16,050</td>
</tr>
<tr>
<td>2 Plumbing</td>
<td>fixtures, piping: supply/waste</td>
<td>11,460</td>
</tr>
</tbody>
</table>

### DIVISION 16 - ELECTRICAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Rough Electrical</td>
<td>power and wiring</td>
<td>35,280</td>
</tr>
<tr>
<td>2 Finish Electrical</td>
<td>lighting and fixtures</td>
<td>7,400</td>
</tr>
</tbody>
</table>

**HARDCOST TOTAL**: 386,997

The above Hardcost Total does not include typical general contractor markups. Those plus contingencies are listed below as part of a low to high range.

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low Range</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@10%</td>
<td></td>
<td>38,700</td>
</tr>
<tr>
<td>21,285</td>
<td>Insurance and Bonding @ 5% (from previous total)</td>
<td></td>
</tr>
<tr>
<td>22,349</td>
<td>Gen Conditions @ 5% (from previous total)</td>
<td></td>
</tr>
<tr>
<td>70,400</td>
<td>Profit &amp; Overhead @ 15% (from previous totalS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>152,733</td>
</tr>
</tbody>
</table>

| **High Range** |                                                |        |
| @20%           |                                                | 77,399 |
| 23,220         |                                                |        |
| 24,381         |                                                |        |
| 76,800         |                                                |        |
|                | **Total**                                     | 201,800|

**BASE BID TOTAL**: 588,797

**Exclusions:**
Consultant fees, permit fees, development fees, city and PG&E utility hookup charges, signage, security, sound and data systems, appliances, city sidewalk improvements, landscape.
TO: Linda Atkins, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 23, 2014

SUBJECT: Amendment to the HTA Classification Plan

Staff is requesting changes to the HTA Classification Plan that was adopted on February 15, 2012 and amended on February 20, 2013. Currently the Maintenance Department has one full time and one part time Vehicle Service Worker (fueler). Since the last addition of a part time fueler, the operations have increased to seven days a week and the driving hours have increased by 100 hours/week. Staff recommends transitioning the part time position of fueler to full time to help keep the operation running smoothly.

The current Receptionist/ADA Specialist is spending the majority of time implementing policies and training personnel on the new Title VI regulations. She also assists the Operations Manager with ADA complaints, researches new regulations, and trains staff and drivers. Staff recommends changing the Receptionist/ADA Specialist job title and functions to ADA Specialist/Title VI Coordinator and hiring a second part time Receptionist.

Anderson, Lucas, Summerville & Borges' highest priority for HTA from the 2012/13 Fiscal and Compliance Audit was to add accounting personnel to the Finance Department. The position of Bookkeeper has been added.

Wages for the unfilled positions of Operations Supervisor and Shop Supervisor/Mechanic II have been updated to reflect comparable transit agencies.

~Job descriptions and proposed changes to the Classification Plan Salary Schedule are enclosed

_**Action Recommended:** Review, discuss and direct staff. If approved, amend the HTA Classification Plan to change staff positions by adopting Resolution 14-05._
RESOLUTION 14-05
RESOLUTION AMENDING THE HUMBOLDT TRANSIT SALARY MANUAL

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its personnel policies and publications;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Humboldt Transit Authority Classification Plan and Salary Schedule be amended as follows:

Allocated Positions
One General Manager
One Administrative and Finance Manager
One ADA Specialist/Title VI Coordinator
One Administrative Assistant II
One Administrative Assistant I (part-time)
Two Receptionists (part time)
One Operations Manager
One Operations Supervisor (part-time)
Twelve Extraboard Drivers
Thirty Drivers
One Equipment and Facilities Manager
One Shop Supervisor/Mechanic II
Two Mechanic II
One Mechanic I
Three Technician II
One Technician I
Two Vehicle Service Worker
One Cleaner/Janitor
One Cleaner/Janitor (part-time)

PASSED, APPROVED AND ADOPTED this twenty-third day of April 2014, on the following vote:

AYES:
NOES:
ABSENT:

___________________________
Chair of the HTA Governing Board of Directors

ATTEST:

___________________________
HTA Secretary to the Board
Humboldt Transit Authority
Organizational Chart

Classification Plan
FY 2014/15
Number of Allocated Positions indicated in ()

General Manager (1)

Administration and Finance Manager (1)

Bookeeper (1)
Administrative Assistants I and II (1.5)
ADA Specialist/Title VI Coordinator (1)
Receptionist (2) part time
Contract/ Consultants

Equipment and Facilities Manager (1)

Shop Supervisor/Mech. II (1)
Mechanic I (1) & Mechanic II (2)
Technician I (1) & Technician II (3)
Vehicle Service Worker (2)
Cleaner/Janitor (1.5)

Operations Manager (1)

Transportation Supervisor (1)
Drivers (30)
Extraboard Drivers (12)

IT Consultant
## HTA Classification Plan

**APRIL 23, 2014**

### Salary Schedule

<table>
<thead>
<tr>
<th>Position</th>
<th>Allocation</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-union positions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Manager</td>
<td>1</td>
<td>$37.02 - $47.12</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>1</td>
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<td>Equipment and Facilities Manager</td>
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<td>Administration and Finance Mgr</td>
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<td>Bookkeeper</td>
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<td>Administrative Assistant II</td>
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<td>Administrative Assistant I (part time)</td>
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<tr>
<td>ADA Specialist/Title VI Coordinator</td>
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</tr>
<tr>
<td>Receptionist</td>
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<tr>
<td>Receptionist (part time)</td>
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<td>$13.94 - $18.75</td>
</tr>
<tr>
<td>Transportation Supervisor</td>
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<td>$16.83 - $21.63</td>
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<tr>
<td>Shop Supervisor/ Mechanic II</td>
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<td><strong>Union positions</strong></td>
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<td>Mechanic II</td>
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<td>Mechanic I</td>
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<td>Technician I</td>
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<tr>
<td>Vehicle Service Worker</td>
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<td>Vehicle Service Worker (part-time)</td>
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<tr>
<td>Cleaner/Janitor</td>
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<td>Cleaner/Janitor (part-time)</td>
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<td>Driver</td>
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<td>Extraboard Driver</td>
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<tr>
<td>Extraboard Driver (part-time)</td>
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</table>

**Steps for union staff are negotiated and part of the MOU**

**No steps for non-union and salaried staff**
Receptionist

Under the direction of the Administration and Finance Manager, the Receptionist oversees all activities at the front desk and completes other tasks in support of administration and operations. Duties include but are not limited to:

- Answer phones, distributing calls and/or managing customer inquiries
- Provide schedule and route information to the general public as necessary
- Greet the public and fulfill all general reception duties
- Provide secretarial services to management staff as needed, including typing, filing, invoicing, record keeping, phone management, etc.
- Sell tickets and passes to the public
- Calculate ridership statistics monthly
- Receive and process applications for reduced fares, and prepare ID cards
- Count cash and complete daily logs of money taken at the front desk
- Oversee front desk cash box and cash reconciliation
- Open and date all incoming mail
- Perform all administrative duties related to the Eureka Dial-a-Ride program, including ticket count reconciliation, client certification, complaints, and reports
ADA Specialist/TITLE VI Coordinator

Under the direction of the Administration and Finance Manager, the ADA Specialist/TITLE VI Coordinator shall oversee the policies and procedures related to all DAR and Title VI programs for HTA area ridership. In addition, the ADA Specialist/TITLE VI Coordinator will assist in general administrative office functions.

**Americans with Disabilities Act (ADA)**
- The ADA Specialist assures the efficient operation of ADA requirements and policies.
- Process client assessments, eligibility requirements and application procedures.
- Respond to applicants regarding the phases of their application process and status and all facets of paratransit service, bearing strict adherence to ADA regulations.
- Evaluates daily bus schedules and recommends paratransit service modifications to increase efficiency in grouping customers on route services.

**TITLE VI**
- Prepare and deliver interdepartmental and outside agency presentations as needed.
- Gather and prepare information necessary, including yearly reports, as required by Caltrans/FTA, and other agencies as needed.
- Process, record and disseminate Title VI complaints received by HTA.
- Develop, monitor and dispense information regarding HTA's Title VI policy to the general public.
- Conduct training programs on ADA and Title VI for HTA employees and recipients of general funds.
- Review program directives, when applicable.
- Identify and propose ways to eliminate discrimination when found to exist.
- Perform all administrative duties related to the Dial-A-Ride program, including ticket reconciliation, client certification, complaints and reports.

**OTHER DUTIES**
- Assist in all administrative functions, including but not limited to: preparation of reports, clerical activities, answering of telephones, customer complaints, and routine banking functions.

**REQUIRED ABILITIES & TRAINING**
- Periodic travel to trainings, meetings and conferences
- Working knowledge of basic software (e.g. Microsoft Office)
- Clear oral and written communication skills
TO: Chairperson Atkins  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 23, 2014

SUBJECT: State Transit Assistance Funds (STAF) Projects for 2014/2015

There is a total of $531,147 available to transit operators in Humboldt County for both small capital projects and some operating subsidies. The projects listed below were approved at the April 17, 2014 Humboldt County Association of Governments Meeting.

Redwood Transit Projects and Funding Sections in the amount of $177,125:

1. (99313) $30,000 Parts and Tires
2. (99313) $50,000 Hybrid Maintenance
3. (99313) $30,000 (2) ISL Engines. (1) New / (1) Spare
4. (99314) $64,125 Finance Department Staffing

Staff also proposes the act as lead agency on a number of projects in the amount of $192,500 considered to be “regional” as they will include and benefit all the local transit agencies.

1. (99313) $13,500 Trapeze License / Dial-A-Ride
2. (99313) $ 7,500 Trapeze License / GPS
3. (99313) $10,000 Trapeze License / Passenger Information System
4. (99313) $ 7,500 Maintenance Software Licenses
5. (99313) $24,000 Corridor Dial-A-Ride
6. (99313) $115,000 Facility Maintenance & Shop Equipment
7. (99313) $15,000 Staff Training & Development

Action Recommended: Authorize staff to submit applications for State Transit Assistance Funds to the Humboldt County Association of Governments for $177,125 for the Redwood Transit System and $192,500 for the Regional Transit Operators.
DATE: April 23, 2014

TO: Chair Atkins
All Governing Board Members

FROM: Consuelo Espinosa, ADA Specialist

SUBJECT: Personal Care Attendants (PCA's) on Public Transportation

The Americans with Disabilities Act (ADA) regulations require that paratransit providers allow PCA’s to ride for free. There are no requirements that mandate PCA’s to ride for free on fixed route/public transit as they are to be charged a regular fare.

Humboldt Transit Authority reviewed the amount of PCA’s that use public transportation and found that the number in 2012 was roughly 10,000. This last calendar year the number of PCA’s rose to 13,000 free rides.

Action Recommended: Direct staff to notify the public and participating agencies that beginning July 1, 2014, Personal Care Attendants will pay regular fare on Redwood Transit, Willow Creek, Southern Humboldt Intercity, and Southern Humboldt Local System.