

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting May 20, 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. Closed Session, Two Items
 - a. Public Comment
 - b. The Board will go into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
 - c. Pursuant to Government Code Section 54956.8 the board will meet in closed session to discuss the price and terms of a real property transaction concerning HTA properties located in Eureka at 2237 Second Street and APN's 002-081-005, 002-121-002, and 002-121-003. Property Negotiator: General Manager Greg Pratt.
 - d. Pursuant to Government Code Section 54957.1, at the conclusion of the closed sessions, a public report will be made by the Board Chair disclosing action taken as required.
- V. Action Items
 - a. Preliminary budget for Humboldt Transit Authority fiscal year 2015/16 Page 01
Staff has prepared a preliminary budget for operating the Redwood Transit System, Willow Creek Extension, Southern Humboldt Systems, New Service, and for contracting with the Cities of Eureka and Arcata for maintenance and transit services. The Finance and Operations Committee reviewed the budget during their meeting of May 11, 2015.
 - b. Maintenance Utility Truck Page 04
In February 2015, HTA sent out an Invitation for Bid to six California truck dealers for a shop utility truck. During this meeting, the board will review those proposals.

c. New Transit Service

In 2014, the Humboldt County Association of Government's board voted and approved that bus service to Old Arcata Road and the Tish Non-Village were unmet needs that were reasonable to meet. Staff was informed by Humboldt County Public Works that there is enough Local Transportation Funds to begin only one new service.

~Contracts Enclosed

VI. Consent Calendar

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

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

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

Action Recommended: Adopt Resolution 15-08 Authorizing Application for Public Transportation Modernization, Improvement, and Service Enhancement Account Program Grant Funds, and the General Manager to execute all Required Documents.

b. Approval of Minutes

Page 16

Minutes from the April 18, 2015 Regular Board Meeting.

Action Recommended: Approve minutes

c. Reject Claim

Page 19

Carol Ashley submitted a claim against Humboldt Transit Authority on March 23, 2015 for an incident on the Willow Creek Intercity Bus System.

Action Recommended: Reject the claim for personal injury submitted by Carol Ashley by Operation of Law.

d. Reject Claim

Page 21

Michael Husemann submitted a claim against Humboldt Transit Authority on March 24, 2015 for an incident on the Willow Creek Intercity Bus System.

Action Recommended: Reject the claim for personal injury submitted by Michael Husemann by Operation of Law.

e. Southern Humboldt Bus Service

Page 23

County Counsel and HTA Counsel have updated the current transportation contracts so that they are all uniform.

Approve the Agreement for Operation of Bus Transit System in the Southern Humboldt Area by and Between County of Humboldt and Humboldt Transit Authority.

~Contract Enclosed

- f. Willow Creek Bus Service
 County Counsel and HTA Counsel have updated the current transportation contracts so they are all uniform.
Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and Between County of Humboldt and Humboldt Transit Authority.
~Contract Enclosed

VII. Items Removed from the Consent Calendar

VIII. Discussion Agenda

Handout

- a. March 2015 statistics for all systems operated by HTA
 b. March 2015 financial statements for all systems operated by HTA

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.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

To: Michael Winkler, Chairperson
All Governing Board Members

From: Greg Pratt, General Manager

Date: May 20, 2015

Subject: Highlights for Humboldt Transit Authority Operating Proposed Budget
Fiscal Year 2015-2016

1. No Fares increase.
2. LTF/JPA Member Assessment represents a 3% increase as well as the New Service.
3. STAF Funds represent granted funds for 2015-2016.
4. Fuel is budgeted at \$3.45 per gallon.
5. Budget includes funding of the following payroll and related benefits.
 - a. An additional driver position for the new service.
 - b. Medical Insurance costs reflect a 10% increase as well as well as an additional position for the New Service.
 - c. Retiree Medical Increase is based on 10% increase as well as four employees retiring.
6. All Capital Projects:
 - a. One Willow Creek bus \$170,000.00.
 - b. Three Redwood Transit buses 1,500,000.00.
 - c. One Southern Humboldt Intercity bus 190,000.00.
 - d. One Southern Humboldt Local bus \$121,000.00.
 - e. Fuel Island Project \$200,000.00.
 - f. Relocation of the (Nixon) house from 2237 2nd Street.
 - g. Parts and Preventative Maintenance Projects \$40,000.00.
 - h. Web Site Upgrade \$12,000.00.

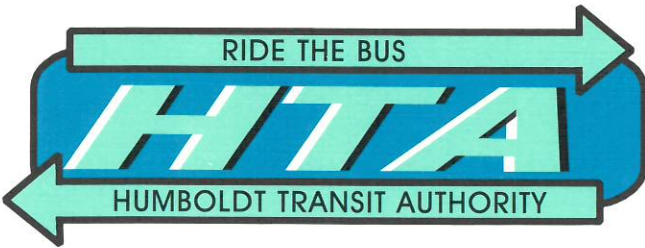
Action Recommended: Review the budget as proposed by staff and recommend by the Finance and Operations Committee. Make changes if necessary.

If approved, direct staff to prepare and publish a public notice in the local newspaper regarding public input on the proposed budget.

	RTS for 2015-2016	ETS for 2015-2016	NEW SERVICE 2015-2016	WC for 2015-2016	SHI for 2015-2016	SHL for 2015-2016	Admin/HTA 2015-2016	Maint. Shop/Facility 2015-2016	Total	(AMRTS)	EDAR / C DAR
REVENUE											
Operating Revenue											
400.40 Contract Transportation	234,000	636,288		3,336	90,000	14,000	8,026	68,417	950,067	90,000	16,000
400.50 Fares	965,000	290,000	19,188	49,000					1,427,188	0	25,500
410.50 Insurance reimbursement		33,496					425		33,496	0	0
400.70 Passes & ID Cards								70,000	425	0	0
400.60 Outside Service Revenue									70,000	85,000	0
400.10 Misc. Revenues									-	0	0
Non-operating Revenues											
410.10 Advertising Revenue							14,400		14,400	0	0
410.80 Rent & Leases							87,333		87,333	0	0
414.00 LTF/JPA Member Assessment	1,494,152		172,692	259,508	374,800	106,000			2,407,152	0	135,078
411.00 Federal Operating									-	0	0
412.00 STAF - State Operating Funds	133,175	10,185	1,335	5,752	3,683	870	72,289	252,000	479,289	0	24,000
310.00 Unrestricted Net Assets							10,000		-	0	0
413.00 Interest Income									10,000	0	0
TOTAL REVENUE	2,826,327	969,969	193,215	317,596	468,483	120,870	192,473	390,417	5,479,350	175,000	200,578
EXPENSE											
PAYROLL, AND RELATED BENEFITS											
680.00 Labor							396,282		396,282	8,026	16,000
Administration								454,116	454,116	60,500	0
Maintenance									1,001,319	0	0
Operations	548,973	241,339	36,530	49,626	100,985	23,866	1,400	1,800	7,750	0	0
680.10 Birthday	2,600	1,000	250	250	150	300	50,000	40,000	183,645	0	0
Earned Leave	50,600	26,000	1,045	4,000	10,000	2,000	6,100	14,300	55,150	0	0
680.20 Holiday Time	20,000	8,000	1,000	2,000	3,500	750	1,000	4,750	25,750	0	0
680.10 Overtime	9,000	5,000	1,000	2,000	2,500	500	8,122	10,286	53,063	0	0
670.00 Employment Taxes	19,000	7,765	1,650	1,650	3,556	1,034	500	250	4,500	7,917	0
676.00 Employee Bereavement	1,400	1,250	200	500	200	200	2,440	62,250	233,000	0	0
673.00 Worker's Compensation Insurance	92,267	40,563	6,144	8,348	16,982	4,006	143,334	138,448	776,938	0	0
690.00 Health & Welfare							16,973	15,912	88,741	0	0
6042 Medical	206,465	162,331	16,000	38,816	58,257	13,287	4,050	4,200	23,849	0	0
Dental	24,414	17,181	2,000	4,552	6,302	1,407	608	696	4,173	0	0
6042 Vision	7,292	4,626	500	1,149	1,661	371	25,000	12,000	148,600	0	0
6042 Life	1,391	825	100	197	292	64	70,500	54,700	244,361	0	0
6042 Retiree Med.	71,000	30,000	-	100	7,500	3,000	200	1,000	6,125	0	0
672.00 PERS Retirement	64,800	27,000	6,000	5,000	13,200	3,161				0	0
674.00 Physicals/DMV / B-ground checks	2,500	1,700	200	200	200	125				0	0
General Operating Expenses											
General											
603.00 Dues & Subscriptions							7,500	1,350	8,850	0	0
604.00 General Operating Supplies							2,000	750	2,750	0	0
609.00 Office Supplies							8,000		8,000	0	0
611.00 Printing Expense							15,000	7,500	15,000	0	0
616.00 Training & Development							10,000		17,500	0	1,000
Administration											
6120.00 Legal Expenses							60,000		60,000	0	0
6121.00 Accounting & Bookkeeping							15,000		15,000	0	1,000
600.00 Advertising Expense							5,000		5,000	0	0
602.00 Cost of Funds							6,000		6,000	0	0
605.00 Non-vehicle Insurance							12,000	4,000	12,000	0	0
608.00 Mileage & Per Diem							8,000		8,000	0	0
607.00 Management & Consulting							2,000		2,000	0	0
610.00 Postage							3,000		3,000	0	0

	RTS for 2015-2016	ETS for 2015-2016	NEW SERVICE 2015-2016	WC for 2015-2016	SHI for 2015-2016	SHL for 2015-2016	Admin/HTA 2015-2016	Maint. Shop/Facility 2015-2016	Total	(AMRTS)	ADAR/ EDAR / C DAR
613.00 Service Charges							1,500		1,500	0	169,078
615.00 Specialized Services							-		-	0	0
Operations										0	0
688.20 Uniforms - Drivers	5,500	2,600	400	400	550	250			9,700	0	0
660.00 GFI - Ticket Stock & equip	19,143	3,667	481	2,071	1,326	313			27,000	0	0
663.00 WiFi/GPS/MyRide	29,522	9,297	3,936	3,936	9,841	1,968	15,000		58,500	0	0
661.00 Schedule Printing & Updates									15,000	0	0
664.00 Vehicle Insurance									167,485	0	0
664.1 Premiums	83,743	33,496	11,166	11,166	22,331	5,583	5,000		53,000	0	0
664.1 Deductibles	20,000	10,000	5,000	4,000	4,000	5,000	5,000		4,400	0	0
666.00 Operations Supplies	2,000	1,600	100	100	50	50			30,000	0	0
Maintenance										0	0
620.00 Gen. Maintenance Supplies									30,000	697	0
635.00 Shop Tools									30,000	650	0
688.30 Safety Supplies & Gear									5,500	200	0
688.10 Uniforms - Shop									20,000	1,000	0
Vehicles										0	0
650.00 Contract Maintenance									500	0	0
651.00 Contract Repairs	1,000	250	250	500	500	500			28,000	1,700	0
653.00 Fuel	446,740	121,971	26,660	47,815	111,405	29,002			811,593	85,000	0
614.00 Special Studies/Permits	-	-	-	-	-	-			2,000	150	0
654.00 Oil & Lubricants	300	110	100	100	100	100			1,510	870	0
655.00 Parts	65,000	5,000	10,000	10,000	15,000	5,000			120,000	6,290	0
656.00 Small Tool Allowance									5,500	500	0
657.00 Tires	20,000	8,000	7,000	7,000	6,000	2,000			51,000	1,500	0
Facilities										0	0
601.00 I.T hardware, maint., licenses									50,000	0	13,500
631.00 Rentals & Leases									7,200	0	0
632.00 Subcontract Maint									10,500	0	0
633.00 Utilities									62,000	0	0
634.00 Facility M & R									30,000	0	0
Total Direct Expense	1,814,650	770,571	137,712	204,976	396,388	103,837	904,509	1,146,708	5,479,350	175,000	200,578
Revenues minus Direct Costs	1,011,677	199,398	55,503	112,620	72,095	17,033	712,036	756,291	0	0	0
Minus Allocated Admin. & Maint. Costs	1,011,677	199,399	55,503	112,621	72,095	17,033			0	0	0
NET Total	0	0	0	0	0	0	0	0	0	0	0
Allocation Percentages	68.90%	13.58%	3.78%	7.67%	4.91%	1.16%	NOTES: ETS share of admin & maint costs are based on mileage. RTS, WC, SHI, SHL & New Service of admin & maint costs are based on hours of operation and weighted shares (days of operation) of maintenance labor.				
Admin. Allocatio	712,036	96,694	26,915	54,613	34,961	8,260			2,233,000		
Maint. Allocation	756,291	102,704	28,588	58,008	37,134	8,773			2,233,000		
Total Allocations by service	1,011,677	199,399	55,503	112,621	72,095	17,033			0		
Capital Funds	1,500,000	0	0	170,000	190,000	121,000	12,000	240,000	2,233,000	0	0
Capital Purchases - Buses-Fuel Facility-GM	1,500,000	0	0	170,000	190,000	121,000	12,000	240,000	2,233,000	0	0
General Expenses: data for any line item based on first eight months expense (by line item) / 8 * 12	0	0	0	0	0	0	0	0	0	0	0

NOTES: AMRTS, AM/C
 DAR and the corridor
 are contracted and
 administered by HTA
 but are not part of the
 HTA Budget. Shop and
 administration costs are
 part of contract
 overhead.



*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: May 20, 2015

SUBJECT: Maintenance Utility Truck

Humboldt Transit Authority sent out invitations for bids on February 27th, 2015 via USPS to six truck dealers: Kenworth, Freightliner, Sacramento Truck Center, Peterbilt, and Western Truck Parts and Equipment Company. HTA Staff determined it non-productive to solicit the bid in the local paper, but rather mail the invitation to all of the local dealers and five others within northern California.

HTA received the minimum required amount of bids before the due date of May 1st, 2015, 2:00 pm. They were as follows:

- Advanced Truck Body & Equipment Company \$157,990
- Redding Freightliner \$165,591
- Coast Counties Truck & Equipment Company \$174,283.50

Advanced Truck Body & Equipment Company failed to seal their bid in an envelope inside their FedEx shipping box as required in the Invitation for Bid. HTA staff immediately sealed the box upon opening it and no other bidders had any knowledge of the bid. HTA Staff believes this to be an immaterial omission.

General Manager Greg Pratt, Facilities Manager Jim Wilson, and Shop Supervisor Kelly Masterson opened all three bids on May 1, 2015 at 3:00 pm and found that Advanced Truck Body & Equipment Company was the lowest responsible bidder.

Action Recommended: The Humboldt Transit Authority Board of Directors Find That the Failure of Advanced Truck Body & Equipment Company to Use an Inner sealed envelope is immaterial, and Award the Contract to Advanced Truck Body & Equipment Company as the Successful Bidder.

ADVANCED

TRUCK BODY & EQUIPMENT CO.

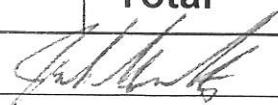
4825 TABLE ROCK RD. CENTRAL POINT, OR. 97502
TOLL FREE 1 (888) 289-1482 FAX (541) 664-1158

Estimate

Date	Estimate #
4/28/2015	2273

Name / Address				Reference	
Humboldt Transit District 133 V Street Eureka, CA 95501				HTA 2015-01	
Terms	DELIVERY ARO	Rep	FOB	Vehicle Type	
Due on receipt		DJR	Eureka CA	International	
Item	Description			Qty	Total
MISCELLAN...	2016 International 4300 SBA 4x2, 33,000 GVWR, 187" wheelbase, 280HP / 660TQ Cummins ISB motor, Allison 2500 transmission			1	68,501.52
MISCELLAN...	Option 1: 300HP / 660TQ motor (in lieu of 280HP / 660TQ Cummins ISB motor) ADD: \$650.00			0	0.00
MISCELLAN...	Option 2: 325HP / 750TQ motor with Allison 3000 or 3500 transmission - 5 or 6 speed transmission with auto neutral (in lieu of 280HP / 660TQ Cummins ISB motor, Allison 2500 transmission) ADD: \$4505.00			0	0.00
MISCELLAN...	Option 3: Air conditioning ADD: \$625.00			0	0.00
AUTO CRANE	772000201 - Titan 70 Service Body - 169"L x 93 3/4"W, 120" CA, Patented one-piece 10 gauge side-pack design for rugged, offroad use minimizes weld seams for less cracking and rust, 12 gauge tread plate on tops and cargo area for added durability, Integral crane box transfers load directly to outriggers reducing stress on the chassis <input type="checkbox"/> Internal stainless steel hinges reduce potential corrosion points, Double-paneled galvanneal doors for added strength, Gas shock door closers reduce wear-and-tear, Rounded door corners throughout reduce effect of load on stress points, Flush door panels with bulb seal gasket and functional full-length drip rail for dryer compartments, Fully undercoated for rust prevention, Best-in-class Two-Year Limited Warranty			1	20,965.00
Thank You For The Opportunity To Quote!				Total	

Signature _____



Josh Hamilton



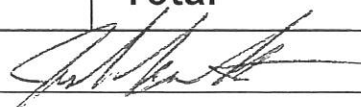
TRUCK BODY & EQUIPMENT CO.

4825 TABLE ROCK RD. CENTRAL POINT, OR. 97502
TOLL FREE 1 (888) 289-1482 FAX (541) 664-1158

Estimate

Date	Estimate #
4/28/2015	2273

Name / Address				Reference	
Humboldt Transit District 133 V Street Eureka, CA 95501				HTA 2015-01	
Terms	DELIVERY ARO	Rep	FOB	Vehicle Type	
Due on receipt		DJR	Eureka CA	International	
Item	Description			Qty	Total
AUTO CRANE	479000000 - Auto Crane HC-8 Crane with NexStar II, Weight: 1,705 lbs, Capacity: 8,000 lbs, Rating: 49,000 ft lb ; maximum lifting capacity of 8,000 lb at 5' 5", Stowed Boom Length: 13' 4", Extended Boom Length: 20' 6", Single Line Speed: 55 ft/min, 360° Hydraulic Requirements: 8 gpm (30 L/min) at 2,750 psi (189.6 bar) Cable: 95 ft (28.96 m) of 3/8" (9.52 mm) aircraft quality cable Standards: OSHA 1910.180 , ANSI B30.5 Warranty Two-year factory warranty			1	19,950.00
77202000	Hydraulic in/out, up/down outrigger for curb side crane. Titan 60 and 70 bodies			1	6,465.00
772059000	30" workbench bumper with vise plate, storage area and integrated step.			1	1,965.00
760365000	Curb-Side Application Receiver hitch assembly with Premier 270 pintle for Titan 70 crane body (30" bumper).			1	1,325.00
Crane Bodies	560126000 - Drawer Unit - Cabinet is 18"D x 15 1/2"W with a 3" riser. Drawers are 16" deep.			1	2,300.00
560544000	Five (5) 3" drawers, Two (2) 5" drawers, and Two (2) 7" drawers.			1	250.00
715064000	Mid-compartment oxygen/acetylene holder (2 bottles)			1	325.00
ELECTRIC	Boom Support (18.75" W) for Titan 70 Crane Body			1	1,050.00
ELECTRIC	475300113 - LED Compartment lighting			1	660.00
ELECTRIC	PW6000-12 - Power Bright 6000 watt inverter			1	90.00
ELECTRIC	1492115 - Dual 4 1/2" LED worklights mounted at rear of body			2	305.00
VTX609A	Whelen Vertex Amber Hide-Away mini strobe. Two (2) mounted in front of truck and Two (2) mounted in rear			4	945.00
ELECTRIC	Whelen Towmans Justice Lightbar (amber) with spot lights			1	115.00
ELECTRIC	B/U lights in rear bumper with 2 way diode and switch in cab			1	85.00
7- Way RV	7-Way RV style electrical socket, installed			1	95.00
MISCELLAN...	Tow air glad hands installed at rear of truck			1	
Thank You For The Opportunity To Quote!				Total	

Signature  _____
Josh Hamilton



TRUCK BODY & EQUIPMENT CO.

4825 TABLE ROCK RD. CENTRAL POINT, OR. 97502
TOLL FREE 1 (888) 289-1482 FAX (541) 664-1158

Estimate

Date	Estimate #
4/28/2015	2273

Name / Address
Humboldt Transit District 133 V Street Eureka, CA 95501

Reference
HTA 2015-01

Terms	DELIVERY ARO	Rep	FOB	Vehicle Type
Due on receipt		DJR	Eureka CA	International

Item	Description	Qty	Total
H400001	VMAC Predatair 40 hydraulic above deck air compressor. Direct drive rotary screw oppressor, 100% duty cycle, Output is up to 40 CFM with up 150 psi. Hydraulic requirement 9-14 gpm @ 2100 psi normal operating pressure, safety features or high temp. shut down, cold start protection, 200 psi air pressure relief vale, auto air pressure blowdown, air system one way check valve, 2800 psi hydraulic pressure relief valve setting.	1	5,175.00
AIR COMPR...	20 gallon air tank with remote drain	1	465.00
AIR COMPR...	FRL12150 - Filter/Regulator/Lubricator with 3 port air drop	1	155.29
AIR COMPR...	HR1250 - 1/2" x 50' Black air hose with steel reel	1	250.00
480420100	15-gallon reservoir with return filter, sight gauge, and suction strainer.	1	500.00
HYDRAULICS	Muncie PTO	1	1,450.00
HYDRAULICS	Muncie Hydraulic pump	1	420.00
HYDRAULICS	Hydraulic oil cooler	1	395.00
HYDRAULICS	Hydraulic selector valve	1	140.00
AW32	AW32 Hydraulic oil	15	195.00
Hoses	Parker hydraulic hoses and fittings	1	750.00
Single Stag...	Paint body single stage	1	2,100.00
PAINT	Bedline cargo area of service body with Line-X	1	1,875.00
INSTALLATI...	Installation labor	40	3,000.00
DELIVER V...	Delivery of vehicle.	1	780.00
FREIGHT	FREIGHT	1	2,500.00
MISCELLAN...	California Sales Tax at 8.75%	1	12,448.19

Thank You For The Opportunity To Quote!

Total \$157,990.00

Signature

Josh Hamilton

REDDING FREIGHTLINER

4991 Caterpillar Rd. P.O. Box 992070

Redding, CA 96099-2070

(530)241-4412

NEW VEHICLE RETAIL ORDER

Stock# QUOTED

Serial# QUOTED

Customer HUMBOLDT TRANSIT AUTHORITY

Date 4/25/2015

Address 133 V STREET

Phone 707-443-0826

City, State & Zip EUREKA,CA. 95501

DESCRIPTION OF VEHICLE

Year: 2016 Make: FREIGHTLINER Model: M2106 Odometer: NEW

Specifications: AS PER SPEC'S DATED 4/25/2015

OPTIONS BODY QUOTE (TOMS HOUSE OF HYDRAULICS)

QUOTE GOOD FOR 30 DAYS FROM MAY 1,2015

FOB EUREKA,CA.

#11 MIRRORS DO NOT TELESCOPE, BUT ARE 102" WIDE

WARRANTY 2 YRS BASIC ON CHASSIS AND 3 YEARS ON BODY AND CRANE

Locals:

Estimated Delivery:

Terms:

Trade In Year: NONE Make:

Truck Price

\$69,891.00

Model Type:

Options

\$82,308.00

Serial #:

Payoff Balance Owing To :

Sub Total

\$152,199.00

Appraised Value

F. E. T.

NONE

Less Payoff

Net Trade Credit

Sub Total

\$152,199.00

The above referenced vehicle is a NEW VEHICLE, and the undersigned Purchaser acknowledges that the only warranty, either expressed or implied, which passes with said NEW VEHICLE is that of the manufacturer, THAS d.b.a. Redding Freightliner expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability of fitness for a particular purpose.

I HAVE READ AND I UNDERSTAND THIS DISCLAIMER OF WARRANTIES AS TO THE NEW VEHICLE I AM PURCHASING HEREIN:

Purchaser's Initials

Sales Tax

\$13,317.00

Est. Lic Fees/ Doc Fee

\$75.00 TITLE ONLY

TOTAL

\$165,591.00

x

Units

ONE

Deposit

NONE

Cash on Delivery

NONE

Net Trade Credit

NONE

Balance Due

\$165,591.00

I acknowledge that I have read and understand all of the terms and conditions herein, Including the reverse side, AND I HEREBY CONFIRM THAT NO SALESPERSON HAS MADE ANY REPRESENTATIONS TO ME WHATSOEVER OTHER THAN SET FORTH ABOVE IN THIS AGREEMENT.

This order is not valid until accepted by the General Manager

Firm Name HUMBOLDT TRANSIT AUTHORITY

Salesperson RICK KROGEN

Signed

Accepted by:

Purchase Order # _____ Date _____

COAST COUNTIES TRUCK & EQUIPMENT CO.

DBA: COAST COUNTIES PETERBILT



SINCE 1949

MAIN OFFICE
1740 N. 4TH, SAN JOSE CA 95112
P.O. BOX 757, SAN JOSE, CA 95106-0757
PHONE (408) 453-5510 FAX (408) 453-7637



www.coastcounties.com

Date 04/28/15
Customer HTA
Attention Greg Pratt GM HTA
Address _____
City & State Eureka Ca
F.O.B. Point _____

Stock # _____
Phone # _____
Fax # _____
Mobile # _____
Email _____
Mileage _____

YEAR	MAKE	MODEL	DESCRIPTION	Day	Cab	Truck
2016	Peterbilt	337	SFFA 2/axle			
Specifications		TO Follow				

Includes Mechanics Body Palfinger
As Per Specs

Trade In: Year _____ Make _____
Body Type _____
License _____
Mileage _____
Payoff Balance Owing To _____
Appraised Value _____
Less Payoff _____
Net Trade Credit _____

Title () Reg ()
Fuel Tax _____
FHUT () Appraisal () Stock# _____

License to be determined at delivery time.
This order not valid until accepted by manager.

Firm Name _____

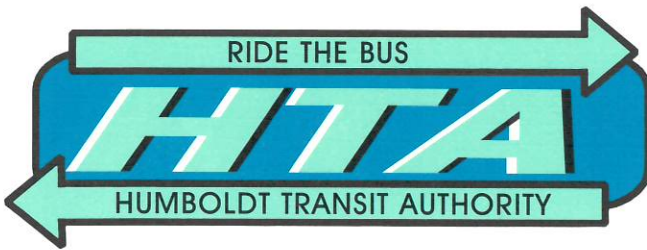
Purchase Order # _____

Accepted By: _____
purchaser

Cash Price	price each	\$160,171.00
Doc Fee		\$80.00
Total Cash Price		
12% Federal Excise		Exempt
Sales Tax		\$14,015.00
DMV - Est. (thru _____ EST.cost		Plus
Other	Tire Tax	\$17.50
Total Sales Price Each		\$174,283.50
FOB	Eureka	\$174,283.50

EXT
FOB Eureka
Accepted By: _____
Dennis Berners
sales manager

Accepted By: _____
Dennis Berners
salesman



*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: May 20, 2015

SUBJECT: New Transit Service

Last year, the HCAOG board voted that bus service to the Tish Non-Village and Old Arcata Road were unmet transit needs that were reasonable to meet. Because there were no buses available for any new service, the unmet need was not able to begin. Staff is researching possible funds to apply for during the next grant cycle in 2016. In the meantime, HTA staff purchased two surplus transit buses from the city of Arcata (AMRTS) to use for new service.

- Operational Costs to Service Old Arcata Road: \$229,190
 - Bus Stops: Mitchell Road, Three Corners, Indianola Cutoff, Indianola, Graham Road, Jacoby Creek, Bayside Post Office, Buttermilk Lane, 4th & H, and the Arcata Transit Center.
 - Construction costs:\$150,000
 - Timeline: 9-12 months
- Operational Costs to Service the Tish Non-Village: \$191,880
 - Bus Stops: College of the Redwoods, Loleta, Tish Non-Village, Fernbridge, Palmer Blvd, and 11th & N.
 - Construction costs: \$0.00
 - Timeline: Ready July 1, 2015

HTA staff has worked with County Public Works staff to identify what services could be started with the remaining Local Transportation Funds (LTF) that the county receives. County staff verified that for the 2015/16 fiscal year, only one service could be funded. Any remaining LTF funds would be frozen until both services are operating.

HTA staff has applied for operating assistance on behalf of the County. If approved by CalTRANS, the County will receive \$95,000 in 2016/17. The contract for one of the services needs to be executed by HTA and the Humboldt County Supervisors by the end of May or the operating assistance will be lost. Those funds can be used to improve existing bus stops or construct new ones.

Action Recommended: Either,

- 1. Approve contract between the County and HTA for the operation of the Old Arcata Road bus system, or***
- 2. Approve contract between the County and HTA for the operation of the Tish Non-Village bus system.***

Old Arcata Road Bus Service

Check In	6:48	7:03
Dead Head Bus Yard -4th & H	7:03	7:06
4th & H to Arcata Transit	7:06	8:11
Break	8:11	8:26
Arcata Transit to 4th & H	8:26	9:31
Break	9:31	9:44
4th & H to Arcata Transit	9:44	10:49
	10:49	11:04
Arcata Transit to 4th & H	11:04	12:09
Check Out	12:09	12:14
AM Time	5:26	
Check In	3:48	3:53
Dead Head Bus Yard -4th & H	3:53	3:56
4th & H to Arcata Transit	3:56	5:01
Break	5:01	5:16
Arcata Transit to 4th & H	5:16	6:21
Break	6:21	6:34
4th & H to Arcata Transit	6:34	7:39
	7:39	7:54
Arcata Transit to 4th & H	7:54	8:59
Check Out	8:59	9:04
PM Time	5:16	
Total Time	10:42	
Cost Per Hour	\$82.00	
Cost Per Day	\$881.50	
Cost per Week	\$4,407.50	
Cost Per Year	\$229,190.00	
Less Farebox	\$22,919.00	
Total Cost Per Year	\$206,271.00	

Tish Non-Village Bus System

Check In	6:34	6:49
Dead Head Bus Yard -11th & N	6:49	7:19
11th & N to CR	7:19	7:52
Break	7:52	8:22
Off Duty	8:22	8:31
CR to 11th & N	8:31	9:04
Break	9:04	9:18
Off Duty		
11th & N to CR	9:18	9:51
Break	9:51	10:21
Off Duty	9:51	10:01
CR to 11th & N	10:31	11:04
Dead Head Bus 11 & N - Yard	11:04	11:34
Check Out	11:34	11:39
AM Time	5:05	
-Off Duty	0:19	
Total AM Time	4:46	

Check In	3:01	3:06
Dead Head Bus Yard -CR	3:06	3:31
CR to 11th & N	3:31	4:04
Break	4:04	4:20
11th & N to CR	4:20	4:53
Break	4:53	5:23
Off Duty	5:23	5:31
CR to 11th & N	5:31	6:04
Break	6:04	6:24
Off Duty		
11th & N to CR	6:24	6:57
Dead Head Bus Bear River - Yard	6:57	7:17
Check Out	7:17	7:22
PM Time	4:21	
-Off Duty	0:08	
Total AM Time	4:13	
Total Time	8:59	

Cost Per Hour	\$82.00
Cost Per Day	\$738.00
Cost per Week	\$3,690.00
Cost Per Year	\$191,880.00
Less Farebox	\$19,188.00
Total Cost Per Year	\$172,692.00



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Vice Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 20, 2015

SUBJECT: Public Transportation Modernization, Improvement, and Service
Enhancement Account Program (PTMISEA)

The (PTMISEA) program was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion available to Transportation, \$3.6 billion dollars was allocated to PTMISEA to be available to transit operators over a ten-year period. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement.

Funds in this account are appropriated annually by the Legislature to the State Controllers Office (SCO) for allocation in accordance with Public Utilities Code (PUC) formula distributions: 50% allocated to Local Operators based on fare-box revenue, and 50% to Regional Entities based on population.

Staff was notified by Humboldt County Association of Governments (HCAOG) that there are PTMISEA funds available to the region for capital projects. There are \$76,120 in PUC Section 99313 funds available through HCAOG. If successful, HTA can purchase the awning and fuel dispensers for the new fueling facility. Board authorization is needed to apply for PTMISEA funds.

Action Recommended: Adopt Resolution 15-08 Authorizing Application for Public Transportation Modernization, Improvement, and Service Enhancement Account Program Grant Funds and the General Manager to Execute all Required Documents.

RESOLUTION # 15-08
AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND
SERVICE ENHANCEMENT ACCOUNT BOND PROGRAM

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

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

WHEREAS, the Humboldt Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager.

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

NOW THEREFORE, BE IT FURTHER RESOLVED THAT:

1. The HTA Governing Board authorizes the HTA General Manager, Greg Pratt, to submit an Allocation request to CalTRANS for \$ 76,120 of PUC Section 99313 funds to purchase equipment needed for the new fuel facility.
2. The General Manager is authorized to execute all required documents of the PTMISEA program and any amendments thereto with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twentieth day of May, 2015 on the following vote:

AYES:
NOES:
ABSENT:

Chair of the Humboldt Transit Authority Board of Directors

ATTEST:

Secretary to the Board

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

April 15, 2015

ROLL CALL

PRESENT

ABSENT

Board Members

Michael Winkler, City of Arcata

Rex Bohn, County of Humboldt

Mark Lovelace, County of Humboldt

Julie Fulkerson, City of Trinidad

Tami Trent, City of Fortuna

Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Dell

Staff

Greg Pratt, General Manager

Jim Wilson, Equipment and Facilities Manager

Brenda Fregoso, Secretary to the Board

Karen Wilson, Manager of Operations

Alene Webb, Administration and Finance Clerk

Also in attendance were; Nancy Diamond, Humboldt Transit Authority's Counsel, Cheryl Tucker with Associated Students, College of the Redwoods.

CALL TO ORDER

Chairperson Winkler called the meeting to order at 9:00 a.m. Introductions were made.

At 9:04 a.m. the board went into closed session

- a. Public Comment
None
- b. Pursuant to Government Code Section 54957.6. Agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
- c. Pursuant to Government Code Section 54956.9(b) to confer with Legal counsel regarding potential exposure to litigation.

The Board resumed open session at 9:43 a.m. Chairperson Winkler announced that there was nothing to report.

ACTION ITEMS

a. College of the Redwoods Pass Program

General Manager Greg Pratt gave the board an update on CR Staff and Associated Students (ASCR) request that the HTA Board reduce their cost of the month pass for the Redwood Transit System for their Corsair Pass.

Motion by Supervisor Lovelace, second by Councilmember Arroyo to approve the request from CR Staff and ASCR for HTA to reduce their cost for the RTS month passes.

Motion carries unanimously

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.

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

Motion carries unanimously

a. 5311 (f) Capital Application expansion

Board approval is required for submitting of grant applications. Staff is requesting to submit an application for the purchase of one (1) 32 foot, 29 passenger, and diesel expansion vehicle for Southern Humboldt Intercity System.

Action Recommended: Adopt Resolution 15-07 authorizing application for FTA Section 5311 (f) Grant Funds and the General Manager to sign the Grant Application.

b. Approval of Minutes

Minutes from March 18, 2015 Regular Board Meeting.

Action Recommended: Approve minutes

DISCUSSION AGENDA

a. February 2015 statistics for all systems operated by HTA

February 2015 statements for all systems operated by HTA

General Manager Greg Pratt gave the board Statistics and Statements information for February 2015 for all HTA systems.

COMMUNICATIONS

Board:

None

Staff:

General Manager Greg Pratt gave the board an update on the Bear River, Tish Non-Village Bus service.

General Manager Greg Pratt gave the board information on the ridership HTA provided for The Wall that Heals event.

Meeting adjourned at 10:30 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: May 20, 2015

SUBJECT: Claim Against Humboldt Transit Authority

On March 23, 2015, Carol Ashley submitted a claim for damages to Humboldt Transit Authority for an incident that occurred on a Willow Creek bus on January 28, 2015.

York Risk Services Group, Inc. Claims Adjuster Cameron Dewey 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 Carol Ashley based on operation of law



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

May 20, 2015

Carol Ashley
c/o Law Offices of Max Arnold
Santa Rosa, Ca 95405

Dear Ms. Ashley:

Notice is hereby given that the claim you presented to the Humboldt Transit Authority (HTA) was rejected by operation of law on May 20, 2015 by HTA's Governing Board. Please note this serves as formal notice to you regarding the statute of limitations guidelines mandated by the Government Code, as noted below.

WARNING

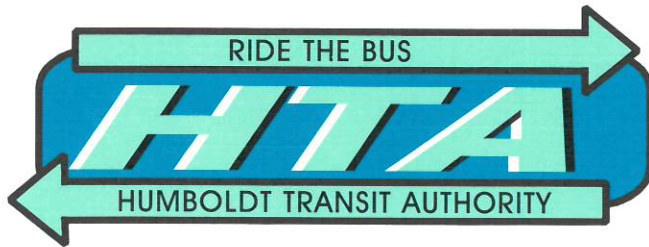
Subject to certain exceptions, you have only six (6) months from the date of this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 954.6.

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.

Chairman of the HTA Governing Board of
Directors

Attest: HTA Secretary to the Board



*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: May 20, 2015

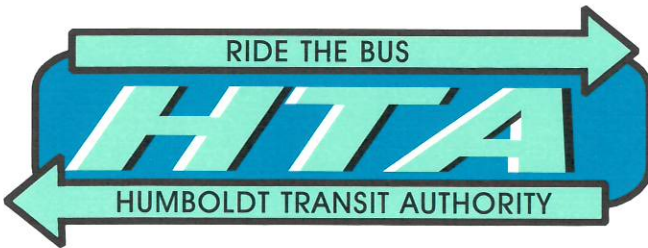
SUBJECT: Claim Against Humboldt Transit Authority

On March 24, 2015, Michael Husemann submitted a claim for damages to Humboldt Transit Authority for an incident that occurred on a Willow Creek bus on January 28, 2015.

York Risk Services Group, Inc. Claims Adjuster Cameron Dewey 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 Michael Husemann based on operation of law



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

May 20, 2015

Michael Husemann
c/o Homan & Stone
2121 N. California Blvd. Suite 290
Walnut Creek, CA 94596

Dear Mr. Husemann:

Notice is hereby given that the claim you presented to the Humboldt Transit Authority (HTA) was rejected by operation of law on May 20, 2015 by HTA's Governing Board. Please note this serves as formal notice to you regarding the statute of limitations guidelines mandated by the Government Code, as noted below.

WARNING

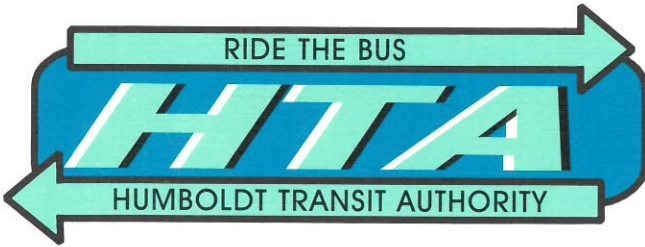
Subject to certain exceptions, you have only six (6) months from the date of this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 954.6.

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.

Chairman of the HTA Governing Board of
Directors

Attest: HTA Secretary to the Board



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Vice Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

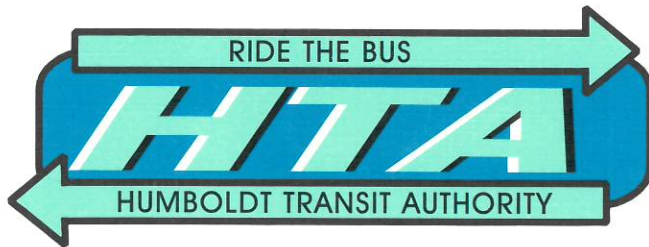
DATE: May 20, 2015

SUBJECT: Agreement for Operation of Bus Transit System in the Southern
Humboldt Area by and Between County of Humboldt and Humboldt
Transit Authority

Over the past three months, Humboldt County Public Works and HTA Staff have been updating the transportation contracts to reflect recent changes on how HTA submits reports and stats. HTA Counsel and County Counsel have also cleaned up the written language and made all of the contracts uniform. There has not been any changes to the terms of the contract or compensation.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Southern Humboldt Area by and Between County of Humboldt and Humboldt Transit Authority.

~Contract Enclosed



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Vice Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 20, 2015

SUBJECT: Agreement for Operation of Bus Transit System in the Willow
Creek Area by and Between County of Humboldt and Humboldt
Transit Authority.

Over the past three months, Humboldt County Public Works and HTA Staff have been updating the transportation contracts to reflect recent changes on how HTA submits reports and stats. HTA Counsel and County Counsel have also cleaned up the written language and made all of the contracts uniform. There has not been any changes to the terms of the contract or compensation.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and Between County of Humboldt and Humboldt Transit Authority.

~Contract Enclosed