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
      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
      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)**
   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**
   Minutes from the April 18, 2015 Regular Board Meeting.
   **Action Recommended: Approve minutes**

c. **Reject Claim**
   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**
   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**
   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**
Willow Creek Bus Service
County Counsel and HTA Counsel have updated the current transporta
ton 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

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.
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/IPA 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 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.
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<td>Salaries &amp; related expenses</td>
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**NOTES:** ETS share of district’s market costs are based on the average ETS ridership of the district and the school district. The ETS share of district’s market costs is calculated as follows:

- Total Operating Costs for the district
- Total Operating Costs for the school district
- ETS ridership for the district
- Ridership share of the school district
- ETS share of district’s market costs

**General Fund Revenues:**

- General fund revenues are calculated as the difference between general fund expenses and general fund appropriations.

**Capital Fund Revenues:**

- Capital fund revenues are calculated as the difference between capital fund expenses and capital fund appropriations.

**Notes:**

- The ETS share of district’s market costs is calculated based on the average ETS ridership of the district and the school district.
- Total General Expenses include salaries, benefits, and related expenses, as well as indirect costs.
- Other Operating Costs include benefits and indirect costs.
- Total Operating Costs include both general and other operating costs.

**District Allocation by Service:**

- District allocation by service includes transportation, maintenance, and purchase of equipment.

**School Allocation by Service:**

- School allocation by service includes transportation, maintenance, and purchase of equipment.
133 “V” Street, Eureka, CA 95501-0844

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

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<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Total</th>
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<tbody>
<tr>
<td>MISCELLAN...</td>
<td>2016 International 4300 SBA 4x2, 33,000 GVWR, 187&quot; wheelbase, 280HP / 660TQ Cummins ISB motor, Allison 2500 transmission</td>
<td>1</td>
<td>68,501.52</td>
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<tr>
<td>MISCELLAN...</td>
<td>Option 1: 300HP / 660TQ motor (in lieu of 280HP / 660TQ Cummins ISB motor) ADD: $650.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>MISCELLAN...</td>
<td>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</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>MISCELLAN...</td>
<td>Option 3: Air conditioning ADD: $625.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>AUTO CRANE</td>
<td>772000201 - Titan 70 Service Body - 169&quot;L x 93 3/4&quot;W, 120&quot; 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 D 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</td>
<td>1</td>
<td>20,965.00</td>
</tr>
</tbody>
</table>

Thank You For The Opportunity To Quote!

Signature: [Signature]

Page 1

Josh Hamilton
### Estimate

**Date** 4/28/2015  **Estimate #** 2273

**Reference**
HTA 2015-01

---

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

**Terms**  
Due on receipt

**Rep**  DJR  
**FOB** Eureka CA  
**Vehicle Type** International

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<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO CRANE</td>
<td>4790000000 - 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&quot;, Stowed Boom Length: 13' 4&quot;, Extended Boom Length: 20' 6&quot;, 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&quot; (9.52 mm) aircraft quality cable Standards: OSHA 1910.180, ANSI B30.5 Warranty Two-year factory warranty</td>
<td>1</td>
<td>19,950.00</td>
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<td>772020000</td>
<td>Hydraulic in/out, up/down outrigger for curb side crane. Titan 60 and 70 bodies</td>
<td>1</td>
<td>6,465.00</td>
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<tr>
<td>772059000</td>
<td>30&quot; workbench bumper with vise plate, storage area and integrated step. Curb-Side Application</td>
<td>1</td>
<td>1,965.00</td>
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<tr>
<td>760365000</td>
<td>Receiver hitch assembly with Premier 270 pintle for Titan 70 crane body (30&quot; bumper)</td>
<td>1</td>
<td>1,325.00</td>
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<tr>
<td>Crane Bodies</td>
<td>560126000 - Drawer Unit - Cabinet is 18&quot;D x 15 1/2&quot;W with a 3&quot; riser. Drawers are 16&quot; deep. Five (5) 3&quot; drawers, Two (2) 5&quot; drawers, and Two (2) 7&quot; drawers.</td>
<td>1</td>
<td>2,300.00</td>
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<tr>
<td>560544000</td>
<td>Mid-compartment oxygen/acylene holder (2 bottles)</td>
<td>1</td>
<td>250.00</td>
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<tr>
<td>715064000</td>
<td>Boom Support (18.75&quot; W) for Titan 70 Crane Body</td>
<td>1</td>
<td>325.00</td>
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<tr>
<td>ELECTRIC</td>
<td>475300113 - LED Compartment lighting</td>
<td>1</td>
<td>1,050.00</td>
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<tr>
<td>ELECTRIC</td>
<td>PW6000-12 - Power Bright 6000 watt inverter</td>
<td>1</td>
<td>660.00</td>
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<tr>
<td>ELECTRIC</td>
<td>1492115 - Dual 4 1/2&quot; LED worklights mounted at rear of body</td>
<td>2</td>
<td>90.00</td>
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<tr>
<td>VTX609A</td>
<td>Whelen Vertex Amber Hide-Away mini strobe. Two (2) mounted in front of truck and Two (2) mounted in rear</td>
<td>4</td>
<td>305.00</td>
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<tr>
<td>ELECTRIC</td>
<td>Whelen Towmans Justice Lightbar (amber) with spot lights</td>
<td>1</td>
<td>945.00</td>
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<tr>
<td>ELECTRIC</td>
<td>7-Way RV lights in rear bumper with 2 way diode and switch in cab</td>
<td>1</td>
<td>115.00</td>
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<td>MISCELLANEOUS...</td>
<td>Tow air glad hands installed at rear of truck</td>
<td>1</td>
<td>95.00</td>
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**Total**

Thank You For The Opportunity To Quote!

Signature

Josh Hamilton

Page 2
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<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
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<tbody>
<tr>
<td>H4000001</td>
<td>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.</td>
<td>1</td>
<td>5,175.00</td>
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<tr>
<td>AIR COMPR.</td>
<td>20 gallon air tank with remote drain</td>
<td>1</td>
<td>465.00</td>
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<tr>
<td>AIR COMPR.</td>
<td>FRL12150 - Filter/Regulator/Lubricator with 3 port air drop</td>
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<td>155.29</td>
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<tr>
<td>AIR COMPR.</td>
<td>HR1250 - 1/2&quot; x 50' Black air hose with steel reel</td>
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<td>250.00</td>
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<tr>
<td>480420100</td>
<td>15-gallon reservoir with return filter, sight gauge, and suction strainer.</td>
<td>1</td>
<td>500.00</td>
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<tr>
<td>HYDRAULICS</td>
<td>Muncie PTO</td>
<td>1</td>
<td>1,450.00</td>
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<tr>
<td>HYDRAULICS</td>
<td>Muncie Hydraulic pump</td>
<td>1</td>
<td>420.00</td>
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<td>Hydraulic oil cooler</td>
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<td>HYDRAULICS</td>
<td>Hydraulic selector valve</td>
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<td>140.00</td>
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<tr>
<td>AW32</td>
<td>AW32 Hydraulic oil</td>
<td>15</td>
<td>195.00</td>
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<td>Hoses</td>
<td>Parker hydraulic hoses and fittings</td>
<td>1</td>
<td>750.00</td>
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<tr>
<td>Single Stag.</td>
<td>Paint body single stage</td>
<td>1</td>
<td>2,100.00</td>
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<tr>
<td>PAINT</td>
<td>Bedline cargo area of service body with Line-X</td>
<td>1</td>
<td>1,875.00</td>
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<td>INSTALLATI.</td>
<td>Installation labor</td>
<td>40</td>
<td>3,000.00</td>
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<td>DELIVER V.</td>
<td>Delivery of vehicle.</td>
<td>1</td>
<td>780.00</td>
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<tr>
<td>FREIGHT</td>
<td>FREIGHT</td>
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<tr>
<td>MISCELLAN..</td>
<td>California Sales Tax at 8.75%</td>
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<td>12,448.19</td>
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Total: $157,990.00

Thank You For The Opportunity To Quote!

Signature: [Signature]

Josh Hamilton
NEW VEHICLE RETAIL ORDER

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 (TOM’S 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: Options $82,308.00
Type:
Serial #:
Payoff Balance Owing To: Sub Total $152,199.00
  Appraised Value F. E. T.: NONE
  Less Payoff
  Net Trade Credit

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

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

Purchase Order #: Date

Balance Due $165,591.00

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

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<th>YEAR</th>
<th>MAKE</th>
<th>MODEL</th>
<th>DESCRIPTION</th>
<th>2/axle</th>
<th>Day</th>
<th>Cab</th>
<th>Truck</th>
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<tr>
<td>2016</td>
<td>Peterbilt 337</td>
<td>SFFA</td>
<td>2/axle</td>
<td>Day</td>
<td>Cab</td>
<td>Truck</td>
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Specifications TO Follow

Includes Mechanics Body Palfinger

As Per Specs

Trade In:
Year Make
License
Mileage
Payoff Balance Owning 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.

Cash Price price each $160,171.00
Doc Fee $80.00
Total Cash Price
12% Federal Excise
Sales Tax
DMV - Est. (thru) EST. cost
Other
Tire Tax $17.50

Plus

Total Sales Price Each $174,283.50

FOB Eureka $174,283.50

EXT

FOB Eureka

Accepted By: Dennis Bermers

Accepted By: purchaser

Accepted By: salesman
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 Cuttoff, 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

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<td><strong>Check In</strong></td>
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<td>3:48</td>
</tr>
<tr>
<td>Dead Head Bus Yard - 4th &amp; H</td>
<td>7:03</td>
<td>3:53</td>
</tr>
<tr>
<td>4th &amp; H to Arcata Transit</td>
<td>7:06</td>
<td>3:56</td>
</tr>
<tr>
<td>Break</td>
<td>8:11</td>
<td>5:01</td>
</tr>
<tr>
<td>Arcata Transit to 4th &amp; H</td>
<td>8:26</td>
<td>5:16</td>
</tr>
<tr>
<td>Break</td>
<td>9:31</td>
<td>6:21</td>
</tr>
<tr>
<td>4th &amp; H to Arcata Transit</td>
<td>9:44</td>
<td>6:34</td>
</tr>
<tr>
<td>AM Time</td>
<td>10:49</td>
<td>7:39</td>
</tr>
<tr>
<td>Arcata Transit to 4th &amp; H</td>
<td>11:04</td>
<td>7:54</td>
</tr>
<tr>
<td>Check Out</td>
<td>12:09</td>
<td>8:59</td>
</tr>
<tr>
<td><strong>PM Time</strong></td>
<td>5:16</td>
<td>9:04</td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td>10:42</td>
<td></td>
</tr>
</tbody>
</table>

- **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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Check In</th>
<th>Check Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dead Head Bus Yard - 11th &amp; N</td>
<td>6:34</td>
<td>6:49</td>
</tr>
<tr>
<td>11th &amp; N to CR</td>
<td>7:19</td>
<td>7:52</td>
</tr>
<tr>
<td>Break</td>
<td>7:52</td>
<td>8:22</td>
</tr>
<tr>
<td>Off Duty</td>
<td>8:22</td>
<td>8:31</td>
</tr>
<tr>
<td>CR to 11th &amp; N</td>
<td>8:31</td>
<td>9:04</td>
</tr>
<tr>
<td>Break</td>
<td>9:04</td>
<td>9:18</td>
</tr>
<tr>
<td>Off Duty</td>
<td>9:18</td>
<td>9:51</td>
</tr>
<tr>
<td>11th &amp; N to CR</td>
<td>9:51</td>
<td>10:21</td>
</tr>
<tr>
<td>Off Duty</td>
<td>9:51</td>
<td>10:01</td>
</tr>
<tr>
<td>CR to 11th &amp; N</td>
<td>10:31</td>
<td>11:04</td>
</tr>
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</table>

### Dead Head Bus 11 & N - Yard

<table>
<thead>
<tr>
<th>Activity</th>
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<th>Check Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Time</td>
<td>5:05</td>
<td>5:10</td>
</tr>
<tr>
<td>- Off Duty</td>
<td>0:19</td>
<td>0:19</td>
</tr>
<tr>
<td>Total AM Time</td>
<td>4:46</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Check In</th>
<th>Check Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dead Head Bus Yard - CR</td>
<td>3:01</td>
<td>3:06</td>
</tr>
<tr>
<td>CR to 11th &amp; N</td>
<td>3:31</td>
<td>4:04</td>
</tr>
<tr>
<td>Break</td>
<td>4:04</td>
<td>4:20</td>
</tr>
<tr>
<td>11th &amp; N to CR</td>
<td>4:20</td>
<td>4:53</td>
</tr>
<tr>
<td>Break</td>
<td>4:53</td>
<td>5:23</td>
</tr>
<tr>
<td>Off Duty</td>
<td>5:23</td>
<td>5:31</td>
</tr>
<tr>
<td>CR to 11th &amp; N</td>
<td>5:31</td>
<td>6:04</td>
</tr>
<tr>
<td>Break</td>
<td>6:04</td>
<td>6:24</td>
</tr>
<tr>
<td>Off Duty</td>
<td>6:24</td>
<td>6:57</td>
</tr>
</tbody>
</table>

### Dead Head Bus Bear River - Yard

<table>
<thead>
<tr>
<th>Activity</th>
<th>Check In</th>
<th>Check Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM Time</td>
<td>4:21</td>
<td>4:21</td>
</tr>
<tr>
<td>- Off Duty</td>
<td>0:08</td>
<td>0:08</td>
</tr>
<tr>
<td>Total AM Time</td>
<td>4:13</td>
<td></td>
</tr>
<tr>
<td>Total Time</td>
<td>8:59</td>
<td></td>
</tr>
</tbody>
</table>

| Cost Per Hour                   | $82.00   |
| Cost Per Day                    | $738.00  |
| Cost per Week                   | $3,590.00|

- Cost Per Year: $191,880.00
- Less Farebox: $19,188.00

**Total Cost Per Year**: $172,692.00
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

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
Tim Marks, City of Rio Dell

Staff
Greg Pratt, General 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.
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
133 “V” Street, Eureka, CA 95501-0844

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
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
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
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
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