Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting May 24, 2017  
HTA Conference Room - 133 V Street Eureka  
9:00 a.m.

I. Call meeting to Order  

II. Introductions & Recognition  

III. Community Members Communication  
Members of the community are invited to comment on items or issues not on the agenda.  

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

a. Minutes from the April 19, 2017 Regular Board Meeting.  
   Action Recommended: Approve minutes  

b. February & March 2017 statistics and financial statements for all systems operated by HTA  
   Action Recommended: Receive & File  

c. Federal Transit Administration Section 5311 Grant Funds  
   Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment and operating assistance.  
   Action Recommended: Adopt Resolution 17-09 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.  

V. Items Removed from the Consent Calendar  

VI. Action Items  

a. Preliminary Budget for Humboldt Transit Authority FY 2017/18  
   Staff has prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, Willow Creek Extension, Southern Humboldt Systems, Tish Non-Village, 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 on May 11, 2017.  
   Action Recommended: Review the budget as proposed by staff and recommended by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget.  

b. Humboldt Transit Authority’s Drug & Alcohol Policy  
   Because of changes to the Federal Regulations 49 CFR Part 40, a revised Humboldt Transit Authority Drug & Alcohol Policy is needed to stay in compliance.  
   ~HTA Drug & Alcohol Policy Enclosed  
   Action Recommended: Approve amendment to Humboldt Transit Authority’s Drug and Alcohol policy by adopting Resolution 17-10.
VII. Discussion Items

VIII. Communications
   a. Board
   b. Staff

IX. Adjournment

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

Humboldt Transit Authority (HTA) se compromete a una norma de no discriminación de acuerdo a los requisitos del Artículo VI del Acto Derechos Civiles de 1964. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con HTA al menos dos días antes de la reunión.
MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
April 19, 2017

ROLL CALL

PRESENT

Board Members
Rex Bohn, County of Humboldt
Paul Pitino, City of Arcata
Tim Marks, City of Rio Dell
Tami Trent, City of Fortuna
Steve Ludwig, City of Trinidad
Natalie Arroyo, City of Eureka
Mike Wilson, County of Humboldt

Staff
Greg Pratt, General Manager
Jim Wilson, Director of Maintenance
Consuelo Espinosa, ADA Specialist

ABSENT

Karen Wilson, Manager of Operations
Brenda Fregoso, Secretary to the Board
Alene Webb, Finance Manager

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:00 a.m.

Introductions were made.
Also in attendance was Nancy Diamond, HTA Legal Counsel; Jasion Chand, City Ambulance; Richard Tollison, Public Resident.

COMMUNITY MEMBERS COMMUNICATION

None

CONSENT CALENDAR

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

Motion by Councilmember Trent, second by Councilmember Marks to approve the Consent Calendar. 
Motion carries unanimously

a. Minutes from the March 15, 2017 Regular Board Meeting
Action Recommended: Approve minutes
b. Federal Transit Administration Title VI of Civil Rights Act of 1964 Public Participation Plan
   Board Resolution is required by Federal Transit Administration to adopt HTA’s Title VI Policy
   which includes the Public Participation Plan (Enclosed)
   **Action Recommended: Approve the Humboldt Transit Authority Title VI updated Public
   Participation Program by Adopting Resolution 17-07.**

c. Responses to the 2015/16 Fiscal and Compliance Audit
   Staff prepared responses to the findings from the 2015/16 Fiscal and Compliance Audit per
   board direction.
   **Action Recommended: Direct Staff to notify the affected member entity.**

**Items Removed from the Consent Calendar**
None

**DISCUSSION ITEMS:**

a. **The Eureka Transit Service**
   The board reviewed the Humboldt Transit Authority’s role in operation the Eureka Transit
   Service, administering their Dial-A-Ride program, and discusses upcoming changes.
   General Manager Greg Pratt discussed the HTA’s current role in operating the Eureka Transit
   Service and administering their Dial-A-Ride program and discussed upcoming changes with the
   line route study. Councilmember Arroyo expressed that she would like to explore the
   possibility of HTA taking on new roles and responsibilities with the Eureka Transit Service and
   that she will bring this up at a future meeting.

**ACTION ITEMS**

a. **Pass Program for the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME)**
   This agenda item will be moved to a future board meeting.

b. **Dial-A-Ride Funding Contract for Humboldt County**
   Staff and Legal Counsel have prepared a draft funding agreement for Dial-A-Ride services in the
   region. It is for a one-year term with no increase in costs from the prior year.
   General Manager Greg Pratt gave the board a brief summary on how the calculations were
   determined. The board directed staff to make changes to the Dial-A-Ride Funding Contract to
   add that HTA will evaluate the ridership data after nine months of operation to compare the
   current percentages to the actual numbers on Exhibit A of the handout.
   Motion by Councilmember Pitino, second by Councilmember Ludwig to approve the Dial-A-Ride
   Funding contract for Humboldt County and amending Exhibit A.
   **Motion Carried Unanimously**
c. Humboldt Transit Authority Meeting Dates
   The board considered moving the meeting date of the Regular HTA Board Meeting from the
   third Wednesday of every month to the fourth Wednesday of every month.
   Motion by Councilmember Pitino, second by Councilmember Trent to approve Resolution 17-08
   changing the day for Monthly Board Meetings.
   *Motion Carries unanimously*

COMMUNICATIONS:

   a. Board
   Steve Ludwig, City of Trinidad, introduced himself to the board.

   b. Staff
   General Manager Greg Pratt gave the board information on the new Assembly Bill that passed
   that reduced all farebox recovery ratios to 10%. He also thanked Consuelo Espinosa for all of
   her hard work on the Title VI Program.

   Meeting adjourned at 9:38 a.m.
TO:    Chair Arroyo  
       All Governing Board Members

FROM:  Greg Pratt, General Manager

DATE:  May 24, 2017

SUBJECT:  2017/18 & 2018/19 5311 Regional Apportionment Grant Funds

Each fiscal year, Regionally Apportioned Federal funds become available to the region. Staff was notified by the Humboldt County Association of Governments (HCAOG) that there is $743,183 available in this year’s Regional Apportionment Grant Fund program and $742,904 for the following year.

For the 17/18 FY, staff is requesting authorization from the HTA board to apply for a 40-foot, battery electric bus and operating assistance. For the 18/19 FY, a low floor cut-away bus and operating assistance.

17/18 5311 Funds  
$343,685 Electric Bus, Redwood Transit  
$49,489 Operating Assistance, Redwood Transit  

18/19 5311 Funds  
$146,075 Cut-Away Bus, Tish Non-Village Transit  
$242,280 Operating Assistance, Redwood Transit

Caltrans changed the application process from applying every year, to applying one year for two years of projects. 5311 program requires a board authorizing resolution for all grant applications.

**Action Recommended:** Adopt Resolution 17-09 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to Sign the Grant Agreement.
RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311
(49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital and operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act; (FTA C 9040.1F and FTA C 9050.1) and,

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

WHEREAS, Humboldt Transit Authority (HTA) desires to apply for said financial assistance to permit operation of rural transit service in Humboldt County for the 2017/18 and 2018/19 fiscal years; and,

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

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Humboldt Transit Authority does hereby authorize the HTA General Manager to file and execute applications on behalf of HTA with the Department to aid in the financing of operating or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended.

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

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

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

PASSED, APPROVED AND ADOPTED by Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of the Governing Board of Directors held on Wednesday, May 24, 2017 by the following vote:

AYES: ____________________________
NOES: ____________________________
ABSENT: ____________________________

Chair of the Humboldt Transit Authority
Governing Board of Directors

______________________________
ATTEST: HTA Secretary to the Board
TO:   Chair Arroyo  
      All Governing Board Members  
FROM:   Alene Webb, Finance Manager  
DATE:   May 24, 2017  
SUBJECT:  Preliminary Budget for Humboldt Transit Authority FY 2017/18  

1. Significant Changes for the 2017/2018 Fiscal Year  

The majority of the 2017/2018 Draft Budget projected income and expenses are based on actual expenses incurred in the 2016/2017 fiscal Year. Explanations for significant reductions and increases from the prior year’s budget are below.

A. Income  
   I.   **400.40 Contract Transportation**: An increase due to additional contracts. DAR and CTSA.  
   II.  **400.30 Fares**: Reduction in fares since ETS fares will no longer kept to offset contract amount.  
   III.  **410.50 Insurance Reimbursement**: This amount is the Rate Offset Fund from CalTIP to pay for Safety Consultant.  
   IV.   **411.00 Federal Operating**: Federal Operating is increased as more funds will be needed to operate WC based on projected expenses.  
   V.   **412.00 STAF State Operating Funds**: There is a reduction in the amount of STA Funds available

B. Expenses  
   I.   **6042.3 Vision**: The estimate was high for the 2016/2017 Fiscal Year.  
   II.   **672.00 PERS Retirement**: This amount is reduced as Classic employees retire or leave their positions with HTA and are replaced by PEPRA employees since the cost is less per employee.  
   III.  **609.00 Office Supplies**: This is based on actuals with a projected increase due to CTSA duties.  
   VI.  **611.00 Printing Expense**: The purchase of the new copy machine has reduced the cost.  
   VII.  **6120.00 Legal Expense**: We under budgeted for the 2016/2017 Fiscal Year.  
   VIII. **600.00 Advertising**: We increased the budget to reflect the new projects and more community outreach.  
   IX.   **602.00 Cost of funds**: Changing to US Bank has reduced the bank fees.  
   X.  **661.00 Schedule Printing**: Based on Actuals. It was under budgeted for 2016/2017 Fiscal Year.
XI. **664.00 Vehicle Premiums:** We added the CTSA as well as changed the Self-Insured Retention for vehicle liability from 1.0 Million to 1.5 million for 2017/2018 Fiscal Year.

XII. **664.10 Deductibles:** This amount is reduced after paying for Willow Creek Accident.

XIII. **666.00 Operation Supplies:** Some expenses are to be categorized differently for the 2017/2018 Fiscal Year.

XIV. **650.00 Contract Maintenance:** Some expenses are to be categorized differently for the 2017/2018 Fiscal Year.

XV. **614.00 Special Studies and Permits:** Based of prior year actuals. More permits are required.

XVI. **Facilities Expenses Account# 601.00-634.00:** Past allocation for facility expenses have been based off of mileage, hours of service or number of busses. This will no longer be feasible as we move forward and acquire varied contracts which do not allow for these calculations. This new methodology divides all facility expenses by the number of entities. This is based on the premise that each entity would have to provide a facility and pay costs to run their facility regardless of mileage, hours of service or number of busses.

2. **Capital Projects for the 2017/2018 Fiscal Year**
   
   A. RTS - Electric Bus: Grant Funds LCTOP, STA, 5311, and Murray Method
   B. TNT - Bus: Grant funds 5311
   C. SHI – Bus: Grant Funds 5311(f)
   D. Maintenance – Solar Project: Grant Funds CalOES
**Humboldt Transit Authority Draft Budget 2017-2018**

### Total Revenue
- **2016-2017**: 307,351
- **2017-2018**: 318,656

### Total Expenses
- **2016-2017**: 307,351
- **2017-2018**: 318,656

### Revenue

#### Operating Revenue
- **Non-operating Revenues**
  - 400.30 Fares: 18,000
  - 400.40 Contract Transportation: 940,200
  - 400.60 Outside Service Revenue: 85,000

#### Non-operating Revenues
- **Non-operating Revenues**
  - 410.80 Rent & Leases: 10,000
  - 414.00 LTF/JPA Member Assessment: 1,524,035
  - 410.10 Advertising Revenue: 33,600
  - 411.00 Federal Operating: 172,532

### Expenditures

#### General Operating Expenses
- **General**
  - 6121.00 Accounting & Bookkeeping: 30,000
  - 6122.00 Outside consultants: 80,000
  - 6120.00 Legal Expenses: 2,000
- **Health & Welfare**
  - 690.00 Health & Welfare: 13,000
  - 603.00 Dues & Subscriptions: 6,000
  - 604.00 General Operating Supplies: 5,000
  - 609.00 Office Supplies: 1,500
  - 611.00 Printing Expense: 750
  - 673.00 Worker’s Compensation Insurance: 130,702
  - 674.00 Physicals/DMV / B-ground checks: 3,500
  - 672.00 PERS Retirement: 50,000
  - 600.00 Advertising Expense: 10,000
  - 680.10 Overtime: 9,000
  - 602.00 Cost of Funds: 5,000
  - 605.00 General Liability Insurance: 17,000
  - 608.00 Other Insurance: 5,000
  - 6042.1 Medical: 296,625
  - 6042.2 Life: 1,600
  - 6042.3 Vision: 3,000
- **Maintenance**
  - 607,939
- **Operations**
  - 6042.2 Life: 1,600
  - 6042.1 Medical: 296,625
  - 6042.3 Vision: 3,000

### Percent Change

<table>
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<th>Category</th>
<th>2017-2018</th>
<th>2016-2017</th>
<th>% of Change</th>
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<tr>
<td>General</td>
<td>16,650</td>
<td>14,000</td>
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<tr>
<td>Health &amp; Welfare</td>
<td>13,000</td>
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<tr>
<td>Service</td>
<td>2017-2018</td>
<td>2016-2017</td>
<td>% of Change</td>
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<tr>
<td>------------------------------</td>
<td>-------------</td>
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<td>-------------</td>
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<td>Total Direct Expense</td>
<td>2,019,252</td>
<td>1,197,867</td>
<td>51.10%</td>
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<td>Revenues minus Direct Costs</td>
<td>814,799</td>
<td>213,333</td>
<td>68.60%</td>
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<tr>
<td>Minus Allocated Admin. &amp; Maint. Costs</td>
<td>814,798</td>
<td>213,333</td>
<td>68.60%</td>
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<tr>
<td>NET Total</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

Allocation Percentages:
- Admin.: 61.11%
- Maint.: 16.00%
- Other Services: 22.89%

Capital Projects:
- 950,000
- 125,000
- 190,000

Capital Funds:
- 950,000
- 190,000
- 350,000
- 1,615,000
TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 24, 2017

SUBJECT: Humboldt Transit Authority’s Drug & Alcohol Policy

Due to changes of the Federal Transit Administrations published Drug and Alcohol Regulations, the Division of Rail and Mass Transportation (DRMT) determined that all sub-recipient Drug and Alcohol Policies were effectively out-of-date, and needed to be updated to become compliant with current FTA Drug & Alcohol regulations. Caltrans reviewed HTA’s policy and sent it back to be amended by the drug and alcohol program manager and adopted by the HTA Board.

~The draft policy with redline changes is enclosed.

Action Recommended: Approve amendment to Humboldt Transit Authority’s Drug and Alcohol policy by adopting Resolution 17-10.
RESOLUTION 17-10
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE DRUG AND ALCOHOL TESTING PROGRAM POLICY

WHEREAS, on January 4, 1996, Humboldt Transit Authority adopted Resolution 96-01 implementing a drug and alcohol testing program in compliance with 49 CFR, part 40; and,

WHEREAS, this document has been amended by Resolutions 02-03, 02-10, 04-04, 05-02, 06-04, 12-05; and, further amended and restated pursuant to Resolutions 12-05, 12-09, 14-09, and 16-01,

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their policy and has determined that said policy needs amendment because the Code of Federal Regulations has changed; and,

WHEREAS, it is convenient to republish the entire Drug and Alcohol Testing Program Policy as one document incorporating the appropriate changes made to the Code of Federal Regulations 49, Part 40, governing drug and alcohol testing for transportation properties.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Humboldt Transit Authority that Resolutions 96-01, 02-03, 02-10, 04-04, 05-02, 06-04, 12-05, 12-09, 14-09, 16-01 are hereby rescinded and are replaced by Resolution 17-10 adopting the attached document “Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority.”

NOW, THEREFORE, BE IT FURTHER RESOLVED that;
1. Resolution 16-10 is hereby rescinded.
2. The attached Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority is hereby adopted.
3. The General Manager is directed to accept the changes to the policy.

PASSED, APPROVED AND ADOPTED this twenty-fourth day of May 2017, on the following vote:
AYES:
NOES:
ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board