

Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting June 15, 2016  
HTA Conference Room - 133 V Street Eureka  
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Community Members Communication  
Members of the community are invited to comment on items or issues not on the agenda.
- IV. Discussion Agenda
  - a. March 2016 statistics and financial statements for all systems operated by HTA Enclosed
- V. 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. Request for Proposals (RFP) to Provide Dial-A-Ride (DAR) Services in Humboldt County Page 01  
Staff has enclosed a draft RFP regarding DAR services in Humboldt County for board review and approval.  
~RFP Enclosed  
***Action Recommended: Approve the distribution of the RFP for DAR services in Humboldt County with minor changes subject to legal counsel's review.***
  - b. Eighth Amendment to Agreement for Operation of Bus Transit System Page 03  
The contract between Humboldt Transit Authority and the City of Eureka is up for renewal. It is necessary at this time to extend the agreement with the City of Eureka.  
~Contract Enclosed  
***Action Recommended: Adopt the Eighth Amendment to Agreement for Operation of Bus Transit System.***
  - c. Minutes from the May 18, 2016 Regular Board Meeting. Page 06  
***Action Recommended: Approve minutes***
- VI. Items Removed from the Consent Calendar
- VII. Action Items

a. Adoption of the Fiscal Year 2016/17 Final Budget for Humboldt Transit Authority

Page 09

The preliminary budget was adopted on May 18, 2016. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

***Action Recommended:***

1. ***Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2016/17.***
2. ***After hearing comments, close the public hearing.***
3. ***Make changes if necessary and approve the final budget by adopting Resolution 16-16***

b. Dial-A-Ride (DAR) Eligibility

Page 14

To insure paratransit services are meeting the needs of those for whom it is intended, staff is recommending removing the automatic qualification of the certification process.

***Action Recommended: Direct staff to remove automatic age certification approval for paratransit services beginning on July 1, 2016 and notify the affected agencies.***

VIII. Closed Session

- a. Public Comment
- b. Pursuant to Government Code Section 54957(b)(1) the Board will meet in closed session to conduct an evaluation of performance for the employee currently holding the position of General Manager, Greg Pratt.
- c. Pursuant to Government Code Section 54957.6 the Board will meet in closed session to give direction to its appointed representative concerning negotiations over salary for the unrepresented 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.
- e. The Board will Reconvene in Open Session

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.*



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Lovelace  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 15, 2016

SUBJECT: Request for Proposals to Provide Dial-A-Ride (DAR) Services in Humboldt County

In April of 2015, in response to a recommendation made by the DAR Ad Hoc Committee, the Humboldt County Association of Governments (HCAOG) contracted with Mr. Philip McGuire. Mr. McGuire, with Innovative Paradigms, and was selected based on his experience in creating and managing Dial-A-Ride systems in other communities, as well as his experience in the management of Consolidated Transportation Services Agencies (CTSAs). Mr. McGuire was tasked with reviewing the existing DAR systems and contracts, and providing written recommendations to improve efficiency and cost saving strategies for the region.

The HCAOG Board reviewed his report dated May, 2015, and directed HCAOG staff to move forward with the next steps outlined in the report, including soliciting proposals to consolidate the service under one contractor through a Request for Proposals. The HCAOG Board also asked that the Request for Proposal include five (5) points in scoring for local service providers.

Mr. McGuire met with service providers, funding agencies and social service program representatives and reviewed existing contracts. His comments, findings and recommendations were provided in a final report and the recommendations pertaining to the Humboldt Transit Authority are as follows:

1. Consolidate three paratransit contracts into a single agreement.
2. Consolidate contract management under the Humboldt Transit Authority.

For the first recommendation, HTA staff has prepared a Request for Proposals (RFP) for a single contractor to provide Dial-A-Ride services in Arcata, Eureka, and the portions of unincorporated areas of the county where service is currently provided. The area currently being served is from McKinleyville to the College of the Redwoods. HCAOG staff supports the RFP being processed by Humboldt Transit Authority in keeping with the overall recommendations to introduce efficiencies, possible cost savings, and improved business practices.



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The second recommendation is for the HTA Staff to manage the contract with the single service provider. Staff has reviewed the duties of certification, monitoring system performance, and administration of the contract and has drafted a budget amount of \$106,000. The contract for those services would be between HTA and HCAOG and funded using regional Transportation Development Act Funds. The RFP would be awarded by HTA subject to receiving these funds from HCAOG.

***Action Recommended: Approve the distribution of the RFP for DAR services in Humboldt County with minor changes subject to legal counsel's review.***



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TO: Chair Lovelace  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 15, 2016

SUBJECT: Eighth Amendment to Agreement for Operation of Bus Transit System

On July 1, 2001, the present agreement with Humboldt Transit Authority (HTA) for operation of the Eureka Transit Service (ETS) became effective. The agreement was amended and extended for the three-year periods FY03/04 – FY05/06, FY06/07 – FY08/09, FY09/10 – FY11/12, the two-year period FY12/13 – FY13/14, and the one year periods FY14/15 and FY15/16.

The attached proposed contract extension is for the two year period beginning July 1, 2016 and ending June 30, 2018 with a 1.5% increase for the 16/17 FY. The Eureka City Council signed the agreement on July 7, 2016.

***Action Recommended: Adopt the Eighth Amendment to Agreement for Operation of Bus Transit System.***

**EIGHTH AMENDMENT TO AGREEMENT  
FOR OPERATION OF BUS TRANSIT SYSTEM**

**WHEREAS**, on or about June 20, 2001 the City of Eureka, a municipal corporation of the State of California (“City”), and the Humboldt Transit Authority, a joint powers public entity of the State of California (“Contractor”), entered into an Agreement for Operation of Bus Transit System (“Agreement”); and,

**WHEREAS**, on April 23, 2003, said Agreement was extended and amended through June 30, 2006, and again amended and extended for the periods of July 1, 2006 through June 30, 2009, July 1, 2009 through June 30, 2012; July 1, 2012 through June 30, 2014 and July 1, 2014 through June 30, 2015; and July 1, 2015 through June 30, 2016 and,

**WHEREAS**, the parties desire to amend the Agreement.

**NOW, THEREFORE, IT IS AGREED** that the Agreement is amended as follows:

1. Paragraph 2, Term of Agreement:

“2. Term of Agreement: The term of this Agreement shall be for two years commencing July 1, 2016 and ending June 30, 2018.”

2. Section 20, Compensation, is amended and restated in its entirety:

“a. For fiscal years 2016 and 2017, City shall pay Contractor for the performance of the service set forth in this Agreement as follows:

1. Total contract amount of \$940,200, for a monthly fixed rate payment of \$78,350.

2. In addition to such fixed and variable amounts as are paid Contractor, City will pay Contractor the actual cost of vehicle liability insurance, exclusive of collision coverage, obtained by the Contractor under this Agreement. Upon cancellation of this Agreement, Contractor shall delete City vehicles from Contractor’s insurance policy and direct the insurer to pay the refund to the City.”

Any carryover from the Eureka Transit Service operation at the end of the contract term will be returned to the City of Eureka once that number has been confirmed by the annual financial audit. Unanticipated increases in the cost or decreases in the revenue of operating Eureka Transit Service will be compensated only after action by the Eureka City Council.

Should the Eureka City Council not approve of additional compensation to Contractor for an increase in costs over amount bid, Contractor shall have

the option of terminating this Agreement as provided in Section 21.  
Following notice of termination, Contractor shall continue operation of bus transit  
system until City finds a replacement contractor, provided City agrees to  
compensate Contractor for additional costs in the interim.”

3. Section 19, Accounting for Fares, is amended and restated in its entirety:

Contractor will remove locked cash vaults from Eureka Transit Service buses on a daily basis and count and record the contents of each vault. The fares collected in said vaults will be credited to the Eureka Transit Service on a monthly basis. A report will accompany the monthly payment of fares to the City and will contain the following information for each operating day of each month: route, cash fares collected, ticket sales, pass sales, as well as any other type of fare collected. Such report will be made available to the City by the tenth (10<sup>th</sup>) day of each month or upon request by City.

4. This Amendment to Agreement for Operation of Bus Transit System shall become effective July 1, 2016. Except as amended, the Agreement remains in full force and effect.

CITY OF EUREKA:

APPROVED AS TO CONTENT:

BY: \_\_\_\_\_  
Frank Jäger, Mayor

BY: \_\_\_\_\_  
Greg Sparks, City Manager

ATTEST:

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
Pamela J. Powell, City Clerk

BY: \_\_\_\_\_  
Cyndy Day-Wilson, City Attorney

HUMBOLDT TRANSIT AUTHORITY:

CONTRACTING PARTY:

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
Chair of the HTA Board

BY: \_\_\_\_\_  
Legal Counsel

ATTEST:

BY: \_\_\_\_\_  
Secretary to the Board



**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**REGULAR BOARD MEETING**

**May 18, 2016**

**ROLL CALL**

**PRESENT**

**Board Members**

Michael Winkler, City of Arcata

Natalie Arroyo, City of Eureka

Tim Marks, City of Rio Del

Julie Fulkerson, City of Trinidad

Tami Trent, City of Fortuna

**ABSENT**

Rex Bohn, County of Humboldt

Mark Lovelace, County of Humboldt

**Staff**

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Karen Wilson, Manager of Operations

Alene Webb, Finance Manager

Consuelo Espinosa, ADA Specialist

Brian Connors, Transportation Supervisor

Brenda Fregoso, Secretary to the Board

**CALL TO ORDER**

Vice Chairperson Arroyo called the meeting to order at 9:01 a.m.

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel; Connor Callison, Live Transit Map; Morgan Conbere, Sam Daly and Zachary Browne with Token Transit Inc.,.

**CITIZEN'S COMMUNICATIONS**

Vice Chair Arroyo announced that agenda item Citizen's Communication will be changed to Community Member's Communications.

Connor Callison with Live Transit Map gave the board a present on Live Transit Map.

Morgan Conbere, Sam Daly and Zachary Bowne with Token Transit, Inc. gave a presentation on what Token Transit Inc's, business is, mobile ticketing, and a gave a brief description of how it works.

## 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 Fulkerson, second by Councilmember Winkler to approve the Consent Calendar.

*Motion carries unanimously*

a. Federal Transit Administration Section 5339

Staff is recommending submitting an application for Federal Transit Administration Section 5339 Bus and Bus Facilities Grant Program to purchase capital equipment.

**Action Recommended: Adopt Resolution 16-10 Authorizing Application for FTA Section 5339 Grant Funds to sign the Grant Agreement.**

b. Federal Transit Administration Section 5310

Staff is recommending submitting an application for Federal Transit Administration Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities.

**Action Recommended: Adopt Resolution 16-11 Authorizing Application for FTA Section 5310 Grant Funds and Grant Funds and for the General Manager to sign the Grant Agreement.**

c. Humboldt Transit Authority Personal Policy

Staff is recommending amending the Personnel Policy to reflect the PERS Contract, and to change the salary schedule for non-represented employees to step increases.

**Action Recommended: Approve Amendment to the Humboldt Transit Authority's Personal Policy Manual & Salary Schedule for Unrepresented Employees by Adopting Resolution 16-12.**

d. Surplus Equipment

The Maintenance Department has replaced its 1996 F-350 Shop Utility Truck with 2016 International Shop Utility Truck and no longer has use for the F-350.

**Action Recommended: Adopt Resolution 16-13 Declaring HTA's 1996 Diesel F-350 unit #804 as Surplus Equipment and Authorize the General Manager to sell to the highest qualified bidder.**

e. Agreement for Operation of Bus Transit System in the Willow Creek area by and between HTA and the County of Humboldt.

Staff is recommending a three-year extension to the agreement HTA and the County to provide transportation to and from Willow Creek.

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

f. California Office of Emergency Services (CAL OES) Grant

Staff is recommending submitting and application to CAL OES for funds available to our region to apply for solar power and storage.

**Action Recommended: Adopt Resolution 16-14 Authorizing Application for CAL OES Grant Funds and for the General Manager to sign the Grant Agreement.**

g. Minutes from the April 20, 2016 Regular Board Meeting

**Action Recommended: Approve Minutes**

Items removed from the Consent Calendar.

None

**ACTION ITEMS**

a. Resolution of Recognition

Resolution of Appreciation for HTA Maintenance Personnel and Drivers.

Human Resource Manager Brenda Fregoso gave the board information on why HTA was giving recognition to Maintenance and Driver personnel, and what would be taking place for this special day.

*Motion by Councilmember Winkler, second by Councilmember Marks to adopt Resolution 16-15 Expressing Appreciation for the Bus Drivers and Maintenance Staff of Humboldt Transit Authority.*

*Motion carries unanimously*

b. Preliminary Budget for Humboldt Transit Authority fiscal year 2016/17

Staff has prepared a preliminary budget for operating the Redwood Transit System, Willow Creek Extension, Southern Humboldt System, Tish Non-Village, and for contracting with the Cities of Eureka, Arcata, and HCAOG for maintenance and transit services. The Finance and Operations Committee reviewed the budget during their meetings on March 23<sup>rd</sup> and April 6<sup>th</sup> this year.

**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.**

**COMMUNICATIONS:**

a. Board

b. Staff

Meeting adjourned at 10:22 a.m.



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TO: Chair Lovelace  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 15, 2016

SUBJECT: Adopting the 2016/17 Final Budget for the Humboldt Transit Authority

Included in this agenda packet is the Final Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee on March 23, 2016 and April 6, 2016, and was adopted by the Board as an approved preliminary budget during its regular May 18, 2016 meeting.

Staff also placed a notice in the Times-Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions have been received from any members of the public, nor were any changes made by the board or the finance committee.

Any members of the public may still make comments regarding this budget during a public hearing opportunity to be conducted during the regular June 15, 2016 board meeting; at that time, the board may also make changes to the budget if they so desire.

***Action Necessary:***

- 1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2016/17.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & approve the final budget by adopting Resolution 16-16.***

**RESOLUTION 16-16  
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY  
FOR FISCAL YEAR 2016-2017**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2016-2017 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll \$2,025,517

Employee Benefits \$1,979,647

Services and Supplies

General \$67,823

Administration \$101,343

Operations \$280,932

Maintenance - General \$68,300

Vehicles \$960,722

Facilities \$197,278

Total Operational Budget Requirements \$ 5,681,562

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments \$2,400,279

Auxiliary Transportation Revenues \$992,932

Transit Fares \$1,439,500

Non-transportation Revenues \$346,384

Operating Grants \$492,467

Interest Income \$10,000

Total Means of Financing \$5,681,562

*Capital Purchases for STAF & 5311 projects \$1,286,000*

BE IT FURTHER RESOLVED that the details of the budget are contained in the complete budget which is on file in the offices of the Humboldt Transit Authority at 133 'V' Street, Eureka, California. Said complete budget is included herein by reference as though fully set forth.

PASSED, APPROVED AND ADOPTED this seventeenth day of June 2015, on the following vote:

AYES:

NOES:

ABSENT:

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Chair of the HTA Governing  
Board of Directors

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ATTEST:  
HT A Secretary to the Board

REVENUE											
Operating Revenue											
400.40 Contract Transportation											
400.30 Fares	245,000										992,932
410.50 Insurance reimbursement	995,000	655,182									1,439,500
400.70 Passes & ID Cards		285,000									-
400.60 Outside Service Revenue									500		500
400.10 Misc. Revenues										75,000	-
Non-operating Revenues											
410.10 Advertising Revenue									33,600		-
410.80 Rent & Leases									95,000		107,000
414.00 LTF/IPA Member Assessment	1,494,152		177,873		233,030	357,285	137,939	0	0		2,400,279
411.00 Federal Operating						130,284		0	0		130,284
412.00 STAF - State Operating Funds	144,137	27,599	7,884		7,884	19,716	7,884	13950	121,090	52,323	492,467
310.00 Unrestricted Net Assets								0	0		-
413.00 Interest Income								0	0	10,000	10,000
TOTAL REVENUE	2,878,289	967,781	193,257	288,664	598,285	161,823	103,950	121,090	191,423	177,000	5,681,562
EXPENSE											
PAYROLL, AND RELATED BENEFITS											
680.00 Labor											
Administration											
Maintenance											
Operations											
680.1 Birthday	590,233	257,165	36,530	49,730	106,480	27,163	0	92,740	410,260	400,616	1,067,301
680.6 Earned Leave	2,100	1,500	250	250	300	150	0	7,950	1,400	2,000	7,950
680.2 Holiday Time	50,600	18,692	1,045	4,000	6,000	2,000	0	0	35,000	30,000	147,337
680.10 Overtime	21,000	9,400	1,000	1,500	2,500	750	0	0	11,500	16,000	63,650
670.00 Employment Taxes	9,000	5,000	1,000	2,000	2,500	500	0	0	3,000	6,000	29,000
676.00 Employee Bereavement	13,000	5,765	1,650	1,650	2,750	1,000	0	0	8,000	10,000	43,815
673.00 Worker's Compensation Insurance	750	700	200	200	200	200	0	0	500	250	3,000
690.00 Health & Welfare	130,702	38,940	8,778	11,000	24,640	5,940	7,000	2,000	2,700	62,300	294,000
6042.1 Medical											
Dental	282,500	136,500	22,000	30,000	51,985	13,287	0	0	131,000	150,000	817,272
6042.3 Vision	30,000	14,000	2,000	4,552	7,302	2,407	0	0	10,000	20,000	90,261
6042.4 Life	5,000	2,000	500	197	1,200	450	0	0	3,000	1,200	14,250
6042.2 Retiree Med.	1,600	500	100	197	300	64	0	670	500	900	4,331
672.00 PER'S Retirement	103,000	50,319	6,502	100	16,650	3,100	0	0	500	13,000	193,171
674.00 Physical/DNV / B-ground checks	89,000	27,000	6,000	7,000	17,000	3,161	0	0	60,000	54,700	263,861
General Operating Expenses											
General											
603.00 Dues & Subscriptions								0			-
604.00 General Operating Supplies							973	0	6,000	1,350	8,323
609.00 Office Supplies							550	0	5,000	3,000	8,550
611.00 Printing Expense							0	650	8,000	500	9,150
616.00 Training & Development							0	300	5,000	3,000	-
Administration											
6120.00 Legal Expenses							1,000	0	25,000	7,500	33,500
6121.00 Accounting & Bookkeeping							0	0	25,000	-	25,000
600.00 Advertising Expense							800	0	25,000	-	25,800
602.00 Cost of Funds							0	0	5,000	-	5,000
605.00 Non-vehicle Insurance							168	0	6,000	-	6,168
608.00 Mileage & Per Diem							0	0	17,000	-	17,000
610.00 Postage							0	0	12,000	4,000	16,000
							0	675	4,500	200	5,375

	RTS for 2016-2017	ETS for 2016-2017	TNT for 2016- 2017	WC for 2016-2017	SHI for 2016-2017	SHL for 2016-2017	(AMRTS) 2016-2017	DAR 2016-2017	Admin/HTA 2016-2017	Maint. Shop/Facility 2016-2017	Total
613.00 Service Charges							0	0	1,000	-	1,000
615.00 Specialized Services							0	0	-	-	-
<b>Operations</b>							0	0			-
688.20 Uniforms - Drivers	4,500	2,600	200	1,000	1,000	200	0	0			9,500
662.00 GFI -Ticket Stock & equip	14,000	2,500	750	2,000	1,500	300	2,000	0			23,050
663.00 WiFi/GPS/MMRide	29,000	2,000	1,300	1,300	2,000	1,000	0	0			36,600
661.00 Schedule Printing & Updates	3,600	300	110	100	200	100	700	0			5,110
664.00 Vehicle Insurance							0	0			-
664.1 Premiums	83,026	-	10,378	10,378	25,945	10,378	0	0	5,000	4,417	144,522
664.1 Deductibles	20,000	-	2,000	18,000	11,000	2,100	0	0	2,500	1,000	58,100
666.00 Operations Supplies							550	0		1,000	4,050
<b>Maintenance</b>							0	0			-
620.00 Gen. Maintenance Supplies	-	-		-	-	-	2,800	0		20,000	22,800
635.00 Shop Tools	-	-		-	-	-	2,100	0		15,000	17,100
688.30 Safety Supplies & Gear	-	-		-	-	-	300	0		2,000	2,300
688.10 Uniforms - Shop	-	-		-	-	-	3,500	0		22,600	26,100
<b>Vehicles</b>							0	0			-
650.00 Contract Maintenance	22,000	14,000	4,000	-	2,700	1,000	4,000	0		500	48,200
651.00 Contract Repairs	5,000	2,250	250	500	500	250	1,700	0		15,000	25,450
653.00 Fuel	324,786	106,640	19,295	48,417	104,220	36,664	0	0		12,000	652,022
614.00 Special Studies/Permits	-	-		-	-	-	0	0		3,000	3,000
654.00 Oil & Lubricants	300	220	100	100	100	100	0	0		500	1,420
655.00 Parts	84,000	15,000	5,000	10,000	25,000	5,000	12,500	0		12,000	168,500
656.00 Small Tool Allowance							430	0		4,200	4,630
657.00 Tires	20,000	8,000	1,000	7,000	12,000	3,000	5,500	0		1,000	57,500
<b>Facilities</b>							0	0			-
601.00 I.T hardware, maint., licenses							1,279	15,000		56,000	80,279
631.00 Rentals & Leases							0	0		6,000	6,000
632.00 Subcontract Maint.							2,200	0		13,000	15,200
633.00 Utilities							0	0		67,000	67,000
634.00 Facility M & R							3,800	0		25,000	28,800
<b>Total Direct Expense</b>	<b>1,942,197</b>	<b>722,691</b>	<b>132,138</b>	<b>212,074</b>	<b>426,722</b>	<b>120,464</b>	<b>103,950</b>	<b>115,865</b>	<b>837,730</b>	<b>1,067,733</b>	<b>5,681,562</b>
<b>Revenues minus Direct Costs</b>	<b>936,092</b>	<b>245,090</b>	<b>61,119</b>	<b>76,590</b>	<b>171,563</b>	<b>41,359</b>	<b>-</b>	<b>5,225</b>	<b>646,307</b>	<b>885,508</b>	
<b>Minus Allocated Admin. &amp; Maint. Costs</b>	<b>936,092</b>	<b>245,090</b>	<b>61,119</b>	<b>76,591</b>	<b>171,563</b>	<b>41,359</b>	<b>0</b>	<b>5,225</b>			
<b>NET Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Allocation Percentages</b>	<b>61.11%</b>	<b>16.00%</b>	<b>3.99%</b>	<b>5.00%</b>	<b>11.20%</b>	<b>2.70%</b>	<b>0.00%</b>	<b>0.00%</b>			
Admin. Allocation	646,307	103,409	25,788	32,315	72,386	17,450	0	0			
Maint. Allocation	885,508	141,681	35,332	44,275	99,177	23,909	0	0			
Total Allocations by service	936,092	245,090	61,119	76,591	171,563	41,359	0	0			
<b>Capital Funds</b>											
Capital Purchases - Buses-Fuel Facility-GM	500,000	0	125,000	0	190,000	121,000	0	0	0	350,000	1,286,000
	500,000	0	125,000	0	190,000	121,000	0	0	0	350,000	1,286,000
	0	0	0	0	0	0	0	0	0	0	0

General Expenses: data for any line item based on first six months expense (by line item) x2 plus 3%

NOTES: AMRTS and DAR are contracted and administered by HTA. Maintenance and Administration costs are part of the contracts and are subtracted prior to allocations

NOTES: Admin & Maintenance Allocation Percentages are based on Hours of Operation. ETS % is reduced to allow for contract adjustments, excess weighed to RTS.





133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

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TO: Chair Lovelace  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 15, 2016

SUBJECT: Dial-A-Ride (DAR) Eligibility

In 1991, HTA entered into a contract with City Ambulance of Eureka to provide door-to-door transit service to the cities of Eureka, Arcata, and the greater McKinleyville areas, and is referred to as Dial-Ride/Lift (DAR/L). When the Americans with Disabilities Act (ADA) was signed into legislation, only a few changes were made to the program to maintain compliance, as Humboldt County was already providing a basic complementary paratransit service.

In 2005, HTA was compelled to make further changes to the certification process and eligibility criteria due to abuse of the DAR/L system by a significant number of riders and agencies. The age limit for automatic qualification was increased from 63 to 72, and a 24-hour advance reservation system was implemented. These changes proved beneficial, and some savings in operating costs were realized. Unfortunately, these savings were short-lived and costs began rising again as riders and agencies learned how to work around the system.

United States Code Title 49 (Transportation) Part 37.123 states:

"The following individuals are ADA paratransit eligible:

(1) Any individual with a disability who is unable, as the result of a physical or mental impairment (including a vision impairment), and without the assistance of another individual (except the operator of a wheelchair lift or other boarding assistance device), to board, ride, or disembark from any vehicle on the system which is readily accessible to and usable individuals with disabilities.

(2) Any individual with a disability who needs the assistance of a wheelchair lift or other boarding assistance device and is able, with such assistance, to board, ride and disembark from any vehicle which is readily accessible to and usable by individuals with disabilities if the individual wants to travel on a route on the system during the hours of operation of the system at a time, or within a reasonable period of such time, when such a vehicle is not being used to provide designated public transportation on the route."



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HTA is dedicated to working with individuals to assist them with public transportation through training and education, and to provide DAR/L service to those unable to utilize the public transportation system. Automatically certifying individuals over the age of 72 is inconsistent with United States Transportation regulations, and causes a hardship on the system.

The Social Services Transportation Advisory Council, the Service Coordination Committee, and the Technical Advisory Committee all approved to support HTA's recommendation to remove the automatic certification of individuals over the age of 72, per ADA Section 37.123.

If approved by the HTA Board, staff will immediately notify all agencies that after July 1, 2016, HTA will no longer accept automatic certifications for those aged 72 and above. All participants that need paratransit services will be required to go through the certification process as outlined in the Transportation Services for Individuals with Disabilities by the Federal Transit Administration. No participants who have registered before the date of July 1, 2016 will be effected.

***Action Recommended: Direct staff to remove automatic age certification for paratransit services beginning on July 1, 2016, and notify the affected agencies.***