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

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
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
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.

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**

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**

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.
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.
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.*
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.
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, this Agreement. Upon cancellation of this Agreement, Contractor shall delete City 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 (10th) 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.
ROLL CALL

PRESEN

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

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

ABSENT

Rex Bohn, County of Humboldt
Mark Lovelace, County of Humboldt

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 Browne 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 23rd and April 6th 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.
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:

Chair of the HTA Governing Board of Directors

ATTEST:
HT A Secretary to the Board
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Humboldt Transit Authority

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**NOTES:** Admin & Maintenance Allocation Percentages are based on Hours of Operation. ETS % is reduced to Total Allocations by service. ETS and DAR are contracted and administered by HTA. Maintenance and Administration costs are part of the contracts and are subtracted prior to allocations.
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."
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.