

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting June 17, 2015
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

I. Call meeting to Order

II. Roll Call & Introductions

III. Citizen's Communications

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

IV. Closed Session

- 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 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. Presentation

Ben Winkler from Redwood Coast Energy Authority will give a presentation on alternative fuels.

Page 01

VI. Action Items

Adoption of the Fiscal Year 2015/16 Final Budget for Humboldt

The preliminary budget was adopted on May 20, 2015. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

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a. Humboldt Transit Authority Mission Statement

HTA does not have a recorded mission statement. Staff is requesting the board consider the statements submitted by HTA employees.

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b. Information Technology Service and Repair for Humboldt Transit Authority

A new contract is needed for I.T. support and staff is requesting the board extend the present contract.

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VII. 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. Approval of Minutes Page 19
Minutes from the May 20, 2015 Regular Board Meeting.
Action Recommended: Approve minutes.

- b. California Office of Emergency Services Grant Page 23
A board resolution is needed for the City of Eureka for them to request \$11,360 in Cal EOS funds. The Funds were originally allocated to HTA through the Humboldt County Association of Governments.
Action Recommended: Approve Resolution 15-11.

- c. Authorized Agent for the Public Transportation Modernization, Improvement, and Service Enhancement Account. (PTMISEA) Page 25
Board approval is needed to authorize the General Manager to sign grant applications and contracts.
Action Recommended: Approve the General Manager as the authorizing agent to sign PTMISEA grant applications and contracts by adopting Resolution 15-12

VIII. Items Removed from the Consent Calendar

IX. Discussion Agenda

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

X. Communications

- a. Board
- b. Staff

XI. 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.



Northwest California Alternative Fuels Readiness Project



The Northwest California Alternative Fuels Readiness Project is developing a readiness plan for the counties of Del Norte, Siskiyou, Humboldt, Trinity, and Mendocino.

Focus on the Future

- Create a roadmap for wise and effective alternative fuel infrastructure deployment.
- Identify activities that encourage regional alternative fuel vehicle adoption.
- Coordinate regional efforts that support the successful introduction of alternative fuel vehicles.
- Highlight training and first responder needs for safe deployment and adoption.
- Facilitate robust market development for alternative fuels.

Promote Economic Development

To address multiple barriers to alternative transportation fuel adoption in the region, this project:

- Promotes the need for alternative fuel infrastructure;
- Encourages the use of locally processed fuels;
- Informs consumers about alternative fuels;
- Addresses permitting and regulatory hurdles with local and regional government agencies;
- Engages local and regional fleets about alternative fuel conversion opportunities.

Project Partners

This is a cooperative effort between the Redwood Coast Energy Authority, the Schatz Energy Research Center at Humboldt State University, the Mendocino Council of Governments, the North Coast Unified Air Quality Management District, and the Siskiyou County Economic Development Council. Funding is provided by the California Energy Commission under grant number ARV-13-012.



Change More Than Just the Car You Drive

Through accelerated commercialization of alternative and renewable fuels, this project not only ensures the region meets its share of the State's low carbon fuel standard, but also improves air quality, encourages energy sustainability, and improves regional resilience to natural disasters.



Align with State Goals

The State of California has set ambitious goals for adopting alternative fuels. Through the State Alternative Fuels Plan (AB 1007), current State policy is to:

- Transition away from petroleum consumption via AB 1076 and the *Reducing California's Petroleum Dependence* plan;
- Reduce greenhouse gas emissions through AB 32 and adoption of the low carbon fuel standard;
- Increase in-state biofuel production and use through the *Bioenergy Action Plan for California*;
- Improve air quality through state mandates set by the California Air Resources Board.

The Northwest California Alternative Fuels Readiness Project promotes State goals by assessing the opportunity to commercialize and adopt low carbon fuels in the unique setting of the Northwest Region. The project also integrates local needs and challenges into a strategic planning and outreach effort that effectively enhances the adoption of alternative fuels.

Clean, Sustainable, and Secure

Fuels that are cleaner than gasoline or diesel can be sourced within the United States, and in our region, to facilitate a more secure energy future. Fuels under consideration are **electricity, natural gas and propane, hydrogen, and biofuels such as biodiesel and biogas.**

Project Stakeholder Input Is Needed

Numerous stakeholders will have a voice in this project, including:

- Local governments
- Fuel producers and distributors
- Emergency responders
- Fleet operators
- Auto dealers
- Many others

Stakeholder Outreach Timeline

- | | | | |
|---|------|---------------------------|------|
| | 2014 | 2015 | 2016 |
| • Assess alternative fuel infrastructure and deployment options (including an assessment of planning, permitting and deployment challenges) | | April 2014 - August 2015 | |
| • Analyze and recommend incentives to increase alternative fuel adoption | | May 2014 - June 2015 | |
| • Develop strategic plan for alternative fuel market development | | August 2014 - June 2015 | |
| • Cooperatively develop training materials for infrastructure owners, operators, managers, and emergency response teams | | May 2015 - November 2015 | |
| • Create outreach materials and strategies to communicate alternative fuel benefits | | July 2015 - December 2015 | |
| • Develop and finalize a regional readiness plan | | July 2015 - October 2015 | |

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EnergyAuthority

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www.RedwoodEnergy.org



Air Resources Board
Mary D. Nichols
Chairman

State of California

Edmund G. Brown Jr.



State Water Resources Control Board
Felicia Marcus
Chair

July 31, 2013

Certified Unified Program Agencies (CUPAs)
Underground Storage Tank (UST) Operators
Petroleum Fuel Marketers, Refiners, and Blenders
Renewable Diesel Producers/Importers
Other Interested Stakeholders

Renewable Diesel Should Be Treated the Same as Conventional Diesel

This is a joint statement by the Air Resources Board (CARB) and the State Water Resources Control Board intended to clarify questions that have been raised regarding the status of renewable diesel. As discussed below, renewable diesel should be treated the same as conventional CARB diesel for all purposes, including storage in underground storage tanks (USTs).

For purposes of this statement, conventional CARB diesel is petroleum-based diesel that meets specified aromatics, sulfur content, and lubricity standards, as well as ASTM International standard specification, ASTM D975-12a. Similarly, renewable diesel also meets ASTM D975-12a, but it is made from non-petroleum sources. Specifically, renewable diesel meets the definition of "hydrocarbon oil" and the physical and chemical properties specified in ASTM D975-12a. For comparison, Attachment 1 shows the ASTM D975-12a specifications and typical properties for conventional CARB diesel and samples of renewable diesels recently tested by various researchers. As shown, both the tested conventional CARB diesel and renewable diesel samples fall well within the ASTM D975-12a specifications.

Despite renewable diesel being comparable to conventional CARB diesel, there have been questions regarding the ability of marketers and others to store renewable diesel in USTs. Further, questions have been raised about the compatibility of renewable diesel with leak detection systems used in USTs currently storing conventional CARB diesel. We consider renewable diesel to be a "drop in" fuel that can be blended with conventional CARB diesel in any amount and used with existing infrastructure and diesel engines. Accordingly, renewable diesel that meets the requirements for conventional CARB diesel and ASTM D975-12a should be treated no differently than conventional CARB diesel that is legal for sale in California.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

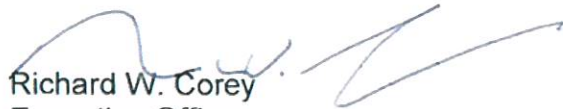
Various Stakeholders

Page 2

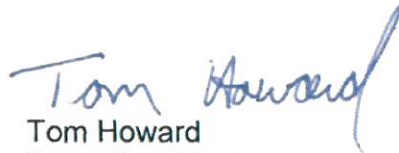
Our staffs would be happy to discuss any questions you may have with regard to renewable diesel or this letter. Please contact Mr. Floyd Vergara, Chief, Alternative Fuels Branch, at (916) 327-5986 or fvergara@arb.ca.gov for air-related questions, and Ms. Shahla Farahnak, Assistant Deputy Director, Groundwater Quality Branch, at (916) 341-5737 or sfarahnak@waterboards.ca.gov for water-related questions.

Sincerely,

Sincerely,



Richard W. Corey
Executive Officer
California Air Resources Board



Tom Howard
Executive Director
State Water Resources Control Board

Attachment

cc: Ms. Shahla Farahnak,
Assistant Deputy Director,
Groundwater Branch, State Water Resources Control Board

Mr. Floyd Vergara, Chief
Alternative Fuels Branch, Air Resources Board

Attachment 1
Table of Sample Renewable Diesel Properties

Property	Test Method	D975-12a ¹	Sample Fuel Properties								
			ARB Study ²		CRC Study ³						
			Conv. CARB Diesel	Renewable Diesel	RD1	RD2	RD3	RD4	RD5	RD6	
Flash Point, °C	D93	38 min	148	146	68.25	59.5	72	76	46	89.25	
Water and Sediment, % vol	D2709	0.05 max	---	---	---	---	---	---	---	---	
	D1796	0.5 max	< 0.02	< 0.02	0.0022	0.0034	0.0031	0.0007	0.0016	0.0034	
Distillation Temperature, °C90 %, % vol recovered	D86	282 - 338	322	286	294	291	301	315	297	292	
Kinematic Viscosity, mm ² /S at 40°C	D445	1.3 - 24.0	2.7	2.5	2.605	2.525	2.096	3.613	1.878	2.841	
Ash, % mass, max	D482	0.10 max	< 0.001	< 0.001	---	---	---	---	---	---	
Sulfur, ppm (µg/g)	D5453	15 max	4.7	0.3	1	1	0.8	0.6	0.7	19.2	
% mass	D2622	0.05 max	---	---	---	---	---	---	---	---	
% mass	D129	2.00 max	---	---	---	---	---	---	---	---	
Copper strip corrosion rating (3 h at a minimum control temperature of 50 °C)	D130	No. 3 max	1b	1a	---	---	---	---	---	---	
Cetane number	D613	30 min	55.8	72.3	74.5	72.1	54.8	74.7	47.6	74.7	
<i>One of the following properties must be met:</i>											
(1) Cetane index	D976-80	40 min	56.8	76.9	---	---	---	---	---	---	
(2) Aromaticity, % vol	D1319	35 max	---	---	---	---	---	---	---	---	
Operability Requirements											
Cloud point, °C, max	D2500	Report	-6.6	-27.1	-3.6	-14.4	-20.3	-12.7	<-54	-4.2	
or											
LTFT/CFPP, °C, max	D4539 / D6371	Report	---	---	-8	-16	-27	-15	---	-9	
Ramsbottom carbon residue on 10% distillation residue, % mass	D524	0.35 max	0.03	0.02	---	---	---	---	---	---	
Lubricity, HFRR @ 60°C, micron, max	D6079 / D7688	520 max	---	---	576	591	370	538	603	---	
Conductivity, pS/m or Conductivity Units (C.U.), min	D2624 / D4308	25 min	55	135	---	---	---	---	---	---	
Total Aromatic Content	D5186-96	N/A	18.7	0.4	0.3	0.5	20.35	0.6	2.6	0.7	
PAH	D5186-96	N/A	1.5	0.1	0.08	0.1	3.5	<0.1	<0.31	<0.1	
Nitrogen Content, ppmw	D4629-96	N/A	1.3	1.3	0.01	0.01	7.1	0.1	0.2	0.5	
Derived Cetane #	IQT*	N/A	---	74.7	77.75	73.3	52.15	89.15	44.1	79.05	
Gravity, API	D287-82	N/A	39.3	51.3	50.5	50.3	39.4	48.5	38.2	49.7	
IBP	D86	N/A	337	326	325	311.8	357.4	332.9	316.3	394.1	
10%, °F	D86	N/A	408	426	437.7	415.4	391.5	518.9	367.8	478.5	
50%, °F	D86	N/A	519	521	533.4	527.6	477.2	572.3	434.2	535.9	
EP, °F	D86	N/A	659	568	585.2	573.4	602.8	646.7	619.1	578.6	
Pour Point, °C	D-97	N/A	-12	-47	-6	-21	-36	-18	-69	-9	

*ASTM International D975-12a, Standard Specification for Diesel Fuel Oils

² Biodiesel Characterization and NOx Mitigation Study - Durbin et al., 2011

³CRC Report No. AVFL-19-2, 2013



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Chairperson Winkler
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 17, 2015

SUBJECT: Adopting the 2015/16 Final Budget for the Humboldt Transit Authority

Included in this agenda packet is the Fiscal Year 2015/16 Final Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee on May 11, 2015, and adopted by the Board as an approved preliminary budget during its regular May 20, 2015 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 17, 2015 board meeting. The board may also make changes to the budget if they so desire.

Action Recommended:

- 1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2015/16.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & approve the final budget by adopting Resolution 15-10.***

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

**RESOLUTION 15-10
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY
FOR FISCAL YEAR 2015-2016**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2015-2016 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll \$1,851,717

Employee Benefits \$1,855,645

Services and Supplies

General \$52,100

Administration \$116,500

Operations \$335,085

Maintenance - General \$85,500

Vehicles \$1,020,103

Facilities \$162,700

Total Operational Budget Requirements \$ 5,479,350

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments \$2,407,152

Auxiliary Transportation Revenues \$950,067

Transit Fares \$1,427,188

Non-transportation Revenues \$205,654

Operating Grants \$479,289

Interest Income \$10,000

Total Means of Financing \$5,479,350

Capital Purchases for STAF & 5311 projects \$2,333,000

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 County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 17, 2015

SUBJECT: Humboldt Transit Authority Mission Statement

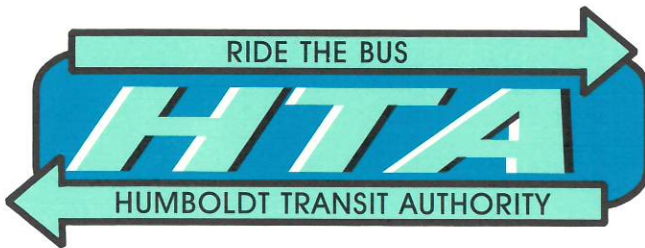
At the December 2014 regular board meeting, staff communicated to the board that Humboldt Transit Authority did not have a mission statement. Staff created a contest and asked all employees to submit a mission statement that best describes this agency and its relationship to the public. At last week's staff meeting, staff voted on their top two choices. Staff is requesting that the board consider the top two choices below and develop a mission statement for the authority.

- Humboldt Transit Authority is dedicated to providing safe, efficient and affordable transportation connecting communities in Humboldt County and increasing accessibility to the public. Transportation services will be responsive to the communities growing needs while conserving our natural resources
- Humboldt Transit Authority operates with the mission to provide safe, courteous and reliable transportation services to the people of Humboldt County and surrounding areas. Our goals in servicing the public include exhibiting excellence in safety and customer service, environmentally sound vehicles and technology, and joining together all facets of our community through means of consistent transportation.

Other submissions were as follows:

- To transport the citizens of Humboldt County in a safe, reliable, and courteous environment
- To provide safe and reliable transportation for our community
- We at Humboldt Transit Authority take you places.
- Humboldt Transit Authority is a member-driven public agency dedicated to providing safe and reliable transportation to the public.
- We at Humboldt Transit Authority deliver sustainable transportation that link people with the community conveniently and safety.

Action Recommended: Review, Discuss, and Direct Staff



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Chairperson Winkler
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 17, 2015

SUBJECT: Information Technology Service and Repair for Humboldt Transit Authority

In March 2014, staff sent out Request for Proposals for IT support due to the poor state of HTA's overall system. Staff was having problems with corrupted files, slow access to those files, and many programs needed to run the operation were constantly failing. HTA computer usage has grown over the last five years from eight computers and one server, to twenty-five computers and five servers. Staff size has grown, and the maintenance department has become dependent on their computers for diagnostics on all of the HTA's fleet with the addition of Eureka, Arcata, and Humboldt County Office of Education.

In addition to several maintenance programs that need support, there are several others that are important to the organization, such as: programs for the electronic fareboxes, dispatch, time clock, GPS tracking systems, QuickBooks, video surveillance, online HTA store, and HTA's website. HTA buses are running from 5:00 a.m. to 11:00 p.m. so it is essential that staff has the ability to log into all servers and workstations to troubleshoot problems that arise when the office is closed.

Based off of the research that staff presented to the board in March 2014, Network Management Services (NMS) was awarded the contract. HTA has a high number of computers, users, and servers, and NMS has the personnel to respond in a timely manner and has done so over the past year. NMS's contract is now up, and we are using them on a month to month basis. Staff feels that choosing anyone else at this time would cause a major setback by waiting for another support team to learn HTA's entire system. NMS has done an excellent job with ongoing system maintenance, secure server back-ups, and prompt response to over 50 service calls (see enclosure) over the past six months.

Action Recommended: Authorize the General Manager to execute the contract with Network Management Services for a three year term.

Network Management Services

Managed Services for Businesses
Technology Services you can Trust



Business Class Management, Support & Services

Annual Technology Review
Prepared on 06/09/15

NMS took over network security, disaster recovery and maintenance on 3/21/2014.

System Status:

Firewall

The consumer grade router was replaced with NMS Guard-IT, our fully managed Internet gateway security service which is required for PCI compliance.

Guard-IT subscriptions are current and the gateway antivirus and antimalware are fully functional.

Email

The Exchange email server now has a SSL certificate so it meets current email standards.

All email now flows through Email Defense which is a multiple layer security solution to help keep infected emails out of the system and reduce the amount of time staff must delete SPAM.

Additionally, in the event of an internet outage, email will be queued in the cloud until the mail system is back online so email will not be lost.

Remote Access

Remote access is now provided through a business class SSL VPN to allow staff secure remote access.

Phone and communication system

Staff can now record phone calls from customers for training and/or problem escalation.

Secure instant messages allow staff to instantly communicate with other staff when they are on the phone.

NMS provides remote support of the phone system under the current agreement.

Managed Antivirus

All workstations have current definitions⁽¹⁾

All servers have current definitions⁽¹⁾

Managed Antimalware

All workstations are current on their updates⁽¹⁾

Managed patch management

All systems receive approved patches on Wednesday night.

Staff use of NMS Help Desk phone and email support

Staff has access to the NMS help desk to answer their questions or perform just in time training. Service can be requested via email or by phone.

Staff has received help from NMS 56 times in 2015 as of 06/09/15.

Since NMS updated our ticket tracking system in January of this year, we do not have easy access to 2014 statistics; however, I will retrieve it on request.

Backup and Disaster Recovery

When NMS took over, the backup was stored at the former technician's house.

Backup and disaster recovery is now being provided by NMS Recover-IT, our fully managed backup and disaster recovery solution. All servers are currently backed up both onsite and offsite at a secure data center.

The backup is monitored daily and a verification test is performed monthly.



Network Management Services

Voice (707) 268-8850

Fax (707) 445-5833

www.nms1.com

1018 7th Street Eureka, CA 95501

Notes on Antivirus and Antimalware:

1. Antivirus and antimalware software also needs to be regularly updated in order to recognize the latest threats.

There are two common methods that an antivirus software application uses to detect viruses. The first, and by far the most common method of virus detection is using a list of virus signature definitions. This works by examining the content of the computer's memory and the files stored on fixed or removable drives (hard drives, floppy drives, or USB flash drives), and comparing those files against a database of known virus "signatures". Virus signatures are just strings of code that are used to identify individual viruses; for each virus, the antivirus designer tries to choose a unique signature string that will not be found in a legitimate program.



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Network Management Services

Managed Services for Small Businesses
Technology Services you can Trust



Business Class Management, Support & Services

NMS Monthly Service Plans 2015		PremierCare	TotalCare
NMS Information Technology (IT) Services		Features & Benefits List	
100% Guaranteed 1 Hour or Less Response for Emergency Service		Included	Included
100% No-Hassle 90 Day Money Back Guarantee		Included	Included
100% No-Hassle Billing Guarantee			Included
SECURE-IT	Business Class Security Services		
Weekly review of security updates that are needed to secure your computer systems		✓	✓
Microsoft patch management performed weekly		✓	✓
Security and application updates for over 92-applications performed weekly		✓	✓
Anti-Virus subscriptions included and updated daily		✓	✓
Anti-Spyware & Anti-Malware subscriptions included and updated daily (Endpoints require 2GB RAM min)		✓	✓
MANAGE-IT	Virtual CIO Services		
Network Fully Documented		✓	✓
Trouble Ticketing System & Knowledgebase		✓	✓
Monthly Executive Reports		✓	✓
Network Summary, & Asset Reports		✓	✓
Hardware acquisition assistance		✓	✓
Software acquisition assistance		✓	✓
Annual Technology Planning Session		✓	✓
Quarterly Conference		✓	✓
DNS management		✓	✓
Vendor Liaison		✓	✓
MONITOR-IT	Network Monitoring Services		
Network, Server, & Desktop Monitoring by the NMS Network Operations Center (NOC)		✓	✓
Anti-Virus & Anti-Malware monitoring		✓	✓
Auditing of hardware changes		✓	✓
Event & error log monitoring and remediation		✓	✓
Drive space monitoring & automated cleanup & defragmentation		✓	✓
Drive defragmentation		✓	✓
Backup Monitoring, testing, and verification		✓	✓
Exchange & SQL Database Monitoring		✓	✓
Line of business & other critical application monitoring		✓	✓
Monitoring of other services & performance monitors as requested		✓	✓
TRACK-IT	Asset Tracking Services		
Hardware Asset & Configuration Management		✓	✓
Software License Management		✓	✓
GUARD-IT	Business Class Firewall Security Services		
Hardware Firewall with Unified Threat Management		✓	✓
Gateway Anti-Virus protection		✓	✓
Gateway Anti-Spyware protection		✓	✓
Content and Application Filtering		✓	✓
Bandwidth Management and VPN Support		✓	✓
Secure Socket Layer VPN Support		✓	✓
Remote access via SSL and RDP		✓	✓
Monitoring by the NMS Network Operations Center (NOC)		✓	✓
Firmware updates and security services subscriptions are included and updated daily		✓	✓
EMAIL DEFENSE	Business Class Email Security		
Over 20 Layers of Email Defense		✓	✓
Spam filters		✓	✓
Virus and worm filters		✓	✓
Content and attachment filtering		✓	✓
Report as SPAM button for Outlook		✓	✓
Daily SPAM report		✓	✓
Message Continuity - Message Continuity is a fully automated recovery service enabling web-based email access, management and use during planned or unplanned outages.		✓	✓

NMS Monthly Service Plans 2015		PremierCare	TotalCare
RECOVER-IT BACKUP & DISASTER RECOVERY OPTIONS			
WORKSTATION			
Workstations are backed up to onsite storage			✓
Fast single file or directory restore			✓
Image based backup allows NMS to restore the entire computer quickly			✓
File or directory recovery performed at no additional cost			✓
Full system recovery included with service agreement			✓
SERVER LITE			
Not for use on servers with Exchange or SQL			
Servers are backed up to onsite storage			
Fast single file or directory restore			
Image based backup allows NMS to restore the entire server quickly			
File or directory recovery performed at no additional cost			..
Full system recovery included with service agreement			..
SERVER - CLOUD BACKUP			
Servers are backed up to onsite storage		✓	
Fastest single file or directory restore		✓	
Image based backup allows NMS to restore the entire server quickly		✓	
File or directory recovery performed at no additional cost		✓	..
Full system recovery included with service agreement		✓	..
Backed up in the cloud at bi-coastal U.S. data centers that meet SSAE16 Standards		✓	
Supports Active Directory, Exchange and SQL		✓	
SERVER – CLOUD BACKUP & DISASTER RECOVERY			
Servers are backed up to onsite storage			✓
Fastest single file or directory restore			✓
Image based backup allows NMS to restore the entire server quickly			✓
File or directory recovery performed at no additional cost			✓
Full system recovery included with service agreement			✓
Backed up in the cloud at bi-coastal U.S. data centers that meet SSAE16 Standards			✓
Supports Active Directory, Exchange and SQL			✓
Virtualization of the server in the cloud for disaster recovery			✓
SERVER – DISASTER RECOVERY & BUSINESS CONTINUITY			
Servers are backed up to onsite storage			
Fastest single file or directory restore			
Image based backup allows NMS to restore the entire server quickly			
File or directory recovery performed at no additional cost			..
Full system recovery included with service agreement			..
Backed up in the cloud at bi-coastal U.S. data centers that meet SSAE16 Standards			
Supports Active Directory, Exchange and SQL			
Virtualization of the server in the cloud for disaster recovery			
Virtualization of the server onsite for testing and when internet is not available			
SUPPORT-IT		Business Class On-site and Remote Assistance	
Normal Business Hours, Mon-Fri, 8AM to 5M (Standard Rate: \$119 per hour)			
Response time for non-emergency work during normal business hours		2-hours	1-hour
Helpdesk and Remote Support, 15-Minute Minimum per service order		Included	Included
On-Site Support, 60-Minute Minimum per visit		\$106	Included
Project or Non-Contract Work		\$106	\$97
After Hours & Holiday Rates (Standard Rate: \$149 per hour)			
Remote Emergency After Hours Support for Down Server or Critical Network Infrastructure 1 hour minimum		Included	Included
Emergency After Hours Support for Down Server or Critical Network Infrastructure - On-Site, 90-minute minimum		\$136	Included
Project Work, 90-minute minimum		\$136	\$97



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RATES AND TERMS		MONTHLY RATES	
NMS Service Plans		PremierCare	TotalCare
1-year agreement		\$3,279.72	\$4,289.53
2-year agreement receives a 5% Discount		\$3,130.64	\$4,094.55
3-year agreement receives a 10% Discount		\$2,981.56	\$3,899.57

CHOOSE YOUR NMS SERVICE PLAN	CHOOSE YOUR TERM AND DISCOUNT
<ul style="list-style-type: none"> <input type="radio"/> PremierCare <input type="radio"/> TotalCare 	<ul style="list-style-type: none"> <input type="radio"/> 1-year agreement <input type="radio"/> 2-year agreement 5% Discount <input type="radio"/> 3-year agreement 10% Discount

Terms and Conditions

NMS will install TotalCare agents on 25 workstations and 5 server(s). All devices connected to the LAN require that and TotalCare agent be installed. Additional devices added or removed from the network will increase or decrease your rates. TotalCare agents will be audited once per month to update your service agreement. Prepaid labor not used during the current period may not be accumulated.

If the customer does not pay all charges for services or parts provided by Network Management Services promptly when due or is more than 30 days past due on any invoice: (1) Network Management Services may (A) refuse to service the equipment or (B) furnish service on a C.O.D. basis at published rates, (2) The customer agrees to pay interest on all past due amounts at 1.5% of the outstanding balance per month commencing upon the date payment is due and (3) The customer agrees to pay Network Management Services' costs and expenses of collection including the maximum attorney's fees permitted by law, said not to exceed 25% of the amount due hereunder.

Client agrees to pay NMS a \$75,000.00 employment services fee if client should employ in a paid or non-paid position a current or former NMS employee. Former is defined as employed by NMS in the six months prior to employment by client.

Other than the obligation set forth herein, Network Management Services disclaims all warranties, expressed or implied, including any implied warranties of merchantability, fitness for use, or fitness for a particular purpose. Network Management Services shall not be responsible for direct, incidental or consequential damages, including but not limited to damages arising out of the use or performance of the equipment or loss of use to the equipment.

Should Network Management Services be found negligent, the maximum amount of damages shall not exceed one-month of this service agreement.

Subject to the terms and conditions herein: No changes or amendments of the terms or conditions of this contract are authorized unless a Tim Foster of Network Management Services has agreed to them in writing. No terms or conditions, expressed or implied, are authorized unless they appear on this agreement signed by the customer and Network Management Services.

I agree to the Plan and Term stated above. This agreement may be terminated by either party with 30-days written notice. I understand that early termination of this agreement requires that all discounts that were received be reversed and paid within 30-days. I understand that this agreement will automatically renew for a 1-year term at a maximum rate increase of 3% unless written notice is given by either party at least 30-days prior to the renewal date.

Accepted By:

Date Accepted

Dully authorized signature for **Humboldt Transit Authority**

Date Accepted

Dully authorized signature for **Network Management Services**



Network Management Services

Voice (707) 268-8850

Fax (707) 445-5833

www.nms1.com

1018 7th Street Eureka, CA 95501

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
May 20, 2015

ROLL CALL

PRESENT

ABSENT

Board Members

Michael Winkler, City of Arcata
Rex Bohn, County of Humboldt
Mark Lovelace, County of Humboldt
Julie Fulkerson, City of Trinidad
Tami Trent, City of Fortuna
Tim Marks, City of Rio Del

Natalie Arroyo, City of Eureka

Staff

Greg Pratt, General Manager
Karen Wilson, Manager of Operations
Alene Webb, Administration and Finance
Jim Wilson, Equipment and Facilities Manager
Brenda Fregoso, Secretary to the Board

Also in attendance was Nancy Diamond, Humboldt Transit Authority's Counsel and Richard Tollison, Eureka resident.

CITIZEN'S COMMUNICATIONS

None

CALL TO ORDER

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

At 9:03 a.m. the board went into closed for two items.

a. Public Comment

None

- 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.
- 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.

The board resumed open session at 9:57 a.m. Chairperson Winkler announced that there was nothing to report.

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. General Manager Greg Pratt gave the board an update on the 2015/16 budget. Motion by Supervisor Lovelace, second by Councilmember Trent to approve the 2015/16 budget.
Motion carries unanimously
- 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. General Manager Greg Pratt gave the board information on the proposals that HTA sent out for the new HTA utility truck. Motion by Supervisor Bohn, second by Supervisor Lovelace to approve the proposal from Advanced Truck Body and Equipment for the purchase of a new HTA utility truck.
Motion carries unanimously
- 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.

General Manager Greg Pratt gave the board the information and the history with HCOAG in adding service for Tish Non-Village and Old Arcata Road. General Manager Greg Pratt announced that he was informed by Humboldt County Public Works that there is enough Local Transportation Funds to begin only one of the two new services. Motion by Supervisor Lovelace, second by Councilmember Trent to approve new service for Tish Non-Village and to inform Humboldt County Public Works the desire to move forward with Old Arcata Road service.

Motion carries unanimously

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 Supervisor Lovelace, to approve the Consent Calendar.

Motion carries unanimously

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

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

Action Recommend: 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 15, 2015 Regular Board Meeting.

Action Recommended: Approve minutes

- c. Reject Claim

Carol Ashley 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 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 in uniform.

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

~ Contract Enclosed

f. Willow Creek Bus Service

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

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

~Contract Enclosed

DISCUSSION AGENDA

a. March 2015 statements for all systems operated by HTA

March 2015 statistics for all systems operated by HTA

General Manager Greg Pratt gave the Board statement and statistics information for March 2015.

COMMUNICATIONS

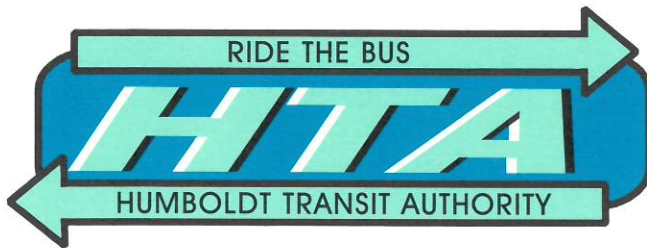
Board:

None

Staff:

General Manager Greg Pratt announced that this is HTA's 40 year anniversary and that a new RTS bus from Gillig will be wrapped with the American Flag and represent that it is HTA's 40 year anniversary; the American Flag wrap be no cost to HTA.

Meeting adjourned at 10:55 a.m.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 17, 2015

SUBJECT: California Office of Emergency Services Grant

The California Office of Emergency Services (CAL OES) funding opportunity is available through Proposition 1B, also known as the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. The Transit System, Safety, Security, and Disaster Response Account (TSSDRA), is a portion of Proposition 1B that funds the CTSGP-CTAF, administered by the CAL OES. Funds are allocated by the State Controller to eligible agencies (transportation planning commissions) and public transit operators pursuant to Sections 99313 and 99314 of the Public Utilities Code.

Since 2012, the Humboldt County Association of Governments (HCAOG) has been applying for CAL OES grants on behalf of the region, and then contracting with local transit operators to implement the ADA Compliant Bus Stop Improvement Project. For the latest grant cycle, the Cities of Arcata and Eureka have offered to apply for the funds directly.

In each grant cycle, the State Controller allocates funds to eligible transit operators. HTA's allocation is \$11,360 per grant cycle. In order for these funds to be eligible to the City of Eureka for the current grant opportunity, CAL OES has requested a Board Resolution to allow the City of Eureka to use the \$11,360 allocated to HTA. The Humboldt Transit Authority has been the recipient of approximately \$250,000 of the \$621,475 allocated to HCAOG over the previous five cycles.

Action Recommended: Approve the allocation of \$11,360 of CAL OES funds to the city of Eureka by adopting Resolution 15-11

RESOLUTION 15-11

AUTHORIZATION ALLOCATION OF THE FY 2014-15 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM (CTSGP) TO THE CITY OF EUREKA

WHEREAS, the California Governor’s Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the CTSGP; and

WHEREAS, the Cal OES has developed guidelines for the purpose of administering and distributing CTSGP funds to eligible project sponsors; and

WHEREAS, public transit agencies throughout Humboldt County have expressed the need to improve bus stops in the region to full Americans with Disabilities (ADA) standards in the interest of public safety and disaster preparedness; and

WHEREAS, the City of Eureka, as an operator of a public transportation system, is eligible to receive CTSGP funds; and

WHEREAS, Cal OES requires a resolution be prepared authorizing transfer of CTSGP Section 8879.58(3) funds allocated to the HTA to the City of Eureka.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The HTA approves the request by City of Eureka for \$11,360 of Section 8879.58(a)(3) funds; and
2. The State Controller and Cal OES are hereby requested to pass-through \$11,360 of HTA’s share of CTSGP Section 8879.58(a)(3) funds directly to the City of Eureka; and
3. The General Manager is hereby authorized to sign agreements with the City of Eureka, Cal OES, the State Controller and other agencies as may be necessary for the transfer of \$11,360 of HTA’s share of CTSGP Section 8879.58(a)(3) funds directly to the City of Eureka.

PASSED AND ADOPTED by the HTA, in the County of Humboldt, State of California, this ____ day ____ 2015, by the following vote:

AYES:

NOES:

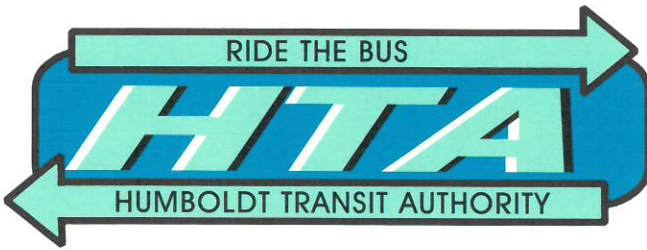
ABSENT:

ABSTAIN:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Michael Winkler, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 17, 2015

SUBJECT: Authorized Agent for the Public Transportation Modernization,
Improvement, and Service Enhancement Account. (PTMISEA)

The California Department of Transportation requires a board resolution naming the individual who is authorized to sign grant applications and contracts. The last bond sale had the authorized agent listed as the Interim General Manager. D.O.T. requested an updated signature form for the upcoming bond sale that is to take place at the end of June 2015.

Action Recommended: Approve the General Manager as the authorizing agent to sign PTMISEA grant applications and contracts by adopting Resolution 15-12



**Division of Mass Transportation
Public Transportation Modernization, Improvement, and
Service Enhancement Account (PTMISEA)
Authorized Agent Form**

Authorized Agent

AS *THE* Chair

(Chief Executive Officer / Director / President / Secretary)

OF *THE* Humboldt Transit Governing Board of Directors

(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds provided by the California Department of Transportation, Division of Mass Transportation. This form is valid at the beginning of Fiscal Year 2010-2011 until the end of the PTMISEA Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

Greg Pratt, General Manager OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent)

Michael Winkler, Chair of the HTA Governing Board of Directors
(Print Name) (Title)

(Signature)

Approved this 17th day of June, 2015

RESOLUTION 15-12

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 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 the General Manager be 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 seventeenth day of June 2015 on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Board of Directors

ATTEST:

Secretary to the Board