

Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting July 15, 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. 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

Minutes from the June 17, 2015 Regular Board Meeting.

***Action Recommended: Approve minutes***

Page 01

V. Items Removed from the Consent Calendar

VI. Action Items

a. Classification Plan

Staff is proposing changes to the Salary Schedule and Classification Plan.

Page 04

b. Mission Statement

Staff is requesting the board consider submissions made by HTA employees for a Mission Statement.

Page 09

VII. Discussion Agenda

a. May 2015 statistics for all systems operated by HTA

b. May 2015 financial statements for all systems operated by HTA

Page 10

c. Tish-Non Village & Old Arcata Road.

Staff will give the board an update on the new service to Tish Non-Village and proposed bus stop construction on Old Arcata Road.

VIII. Communications

a. Board

b. Staff

IX. Adjournment

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

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

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**  
**REGULAR BOARD MEETING**  
**June 17, 2015**

**ROLL CALL**

**PRESENT**

**Board Members**

Michael Winkler, City of Arcata  
Natalie Arroyo, City of Eureka  
Mark Lovelace, County of Humboldt  
Tami Trent, City of Fortuna  
Tim Marks, City of Rio Dell

**ABSENT**

Rex Bohn, County of Humboldt  
Julie Fulkerson, City of Trinidad

**Staff**

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

Also in attendance were Nancy Diamond, Humboldt Transit Authority's Counsel and Hugh Oiler, Redcrest resident.

**CITIZEN'S COMMUNICATIONS**

None

**CALL TO ORDER**

Chairperson Winkler called the meeting to order at 9:02 a.m.

At 9:04 a.m. the board went into closed session.

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 54957.1, at the conclusion of the closed session, a public report will be made by the Board Chair disclosing action taken as required.

The board resumed open session at 9:50 a.m. Chairperson Winkler announced that closed session would resume after the regular board meeting.

## Presentation

Ben Winkler with the Redwood Coast Energy Authority gave a presentation to the board on alternative fuels.

## ACTION ITEMS

a. Adoption of the Fiscal Year 2015/16 Final Budget for Humboldt Transit Authority

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.

Motion by Supervisor Lovelace, second by Councilmember Arroyo to adopt the 2015/16 Final Budget for Humboldt Transit Authority.

*Motion carries unanimously*

b. Humboldt Transit Authority Mission Statement

Humboldt Transit Authority does not have a recorded Mission Statement. Staff is requesting the board to consider the statements submitted by HTA employees.

General Manager Greg Pratt gave the board information regarding HTA having a Mission Statement and presented two Mission Statements from HTA employees.

Supervisor Lovelace suggested changing the text in Mission Statement number one (1) as it appeared the majority of the board liked Mission Statement number one (1) and place this again on next month's agenda.

c. Information Technology Service and Repair for Humboldt

A new contract is needed for I.T. support and staff is requesting the board extend the present contract. General Manager Greg Pratt gave the board the history of HTA's past IT support and requested that the board approve the request to extend the current contract with Network Management.

Motion by Councilmember Arroyo, second by Supervisor to approve the request from staff to extend the contract with current IT support; Network Management.

*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 Supervisor Lovelace, second by Councilmember Trent to approve the Consent Calendar.

*Motion carries unanimously*

a. Approval of Minutes

Minutes from the May 20, 2015 Regular Board Meeting.

**Action Recommended: Approve minutes**

b. California Office of Emergency Service Grant

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 Public Modernization, Improvement, and Service Enhancement Account (PTMISEA).  
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.**

**DISCUSSION AGENDA**

- a. April 2015 statements for all systems operated by HTA  
April 2015 statistics for all systems operated by HTA  
General Manager Greg Pratt gave the Board statement and statistics information for April 2015.

**COMMUNICATIONS**

**Board:**

None

**Staff:**

General Manager Greg Pratt gave the board an update on the Tish-Non bus service and its schedule.

Board resumed closed session at 10:38. Nothing to report.

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: July 15, 2015

SUBJECT: Amendment to the HTA Classification Plan

Staff is requesting changes to the HTA Classification Plan that was adopted on February 15, 2012 and amended on July 16, 2014.

In 2012, there were changes to the represented employee titles. Their union, AFSCME, never ratified the changes so staff is recommending reverting back to the original titles.

<u>Current Title</u>	<u>Proposed Change</u>	<u>Wage Scale Change</u>
Mechanic II	Lead Mechanic	None
Mechanic I	Senior Mechanic	None
Technician II	Equipment Mechanic	None
Technician I	Equipment Technician	None

Also, the staffing at HTA has changed and we have been working on restructuring job duties and titles. No wages will be increased due to any recommended changes. The summaries of modifications are as follows:

<u>Current Title</u>	<u>Proposed Change</u>	<u>Wage Scale Change</u>
Admin & Finance Mgr.	Finance Manager	None
Admin & Finance Clerk (2)	Human Resource Mgr. Bookkeeper	\$22.84-\$28.13 to \$25.84-\$36.17 \$22.84-\$28.13 to \$16.20-\$20.70
Facilities & Maint. Mgr	Director of Maintenance	None
Receptionist Part-Time (2)	Receptionist Full-Time (1)	None

~Job descriptions and proposed changes to the Classification Plan Salary Schedule are enclosed

***Action Recommended: Review, discuss and direct staff. If approved, amend the HTA Classification Plan by adopting Resolution 15-13.***

RESOLUTION 15-13  
RESOLUTION AMENDING THE HUMBOLDT TRANSIT AUTHORITY SALARY  
MANUAL

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its personnel policies and publications;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Humboldt Transit Authority Classification Plan and Salary Schedule be amended as follows:

Allocated Positions

One	General Manager
One	Operations Manager
One	Human Resource Manager
One	Finance Manager
One	Director of Maintenance
One	Shop Supervisor
One	Transportation Supervisor
One	Bookkeeper
One	ADA Specialist/Title VI Coordinator
One	Receptionist
Twelve	Extraboard Drivers
Thirty-two	Drivers
One	Lead Mechanic
One	Senior Mechanic
Three	Equipment Mechanic
One	Equipment Technician
Two	Vehicle Service Worker
One	Cleaner/Janitor
One	Cleaner/Janitor (part-time)

PASSED, APPROVED AND ADOPTED this fifteenth day of July 2015, on the following vote:

AYES:

NOES:

ABSENT:

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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board

**HTA Classification Plan JULY 15, 2015**

**Salary Schedule**

Position	Allocation			Range		A	B	C	D	D	F
	Current	Filled	Proposed	Hourly	Hourly						
<i>Non-union positions</i>											
General Manager	1	1	1	\$37.02 - \$47.12							
Operations Manager	1	1	1	\$25.84 - \$36.17							
Maintenance Manager	1	1	1	\$25.84 - \$36.17							
Human Resource Manager	0	0	1	\$25.84 - \$36.17							
Finance Manager	0	0	1	\$22.84 - \$28.13							
Bookkeeper	0	0	1	\$16.20 - \$20.70							
ADA Specialist/Title VI Coordinator	1	1	1	\$19.23 - \$23.55							
Receptionist	0	0	1	\$13.94 - \$18.75							
Transportation Supervisor	1	1	1	\$16.83 - \$21.63							
<i>Union positions</i>											
Steps for union staff are negotiated and part of the MOU											
Shop Supervisor	1	1	1	\$23.15 - \$27.88	\$23.15	\$24.10	\$25.05	\$26.00	\$26.95	\$27.88	
Lead Mechanic	1	1	1	\$21.15 - \$24.60	\$21.15	\$21.84	\$22.55	\$23.29	\$24.06	\$24.60	
Senior Mechanic	1	1	1	\$19.46 - \$22.90	\$19.46	\$20.14	\$20.73	\$21.60	\$22.36	\$22.90	
Equipment Mechanic	3	2	3	\$17.78 - \$20.65	\$17.78	\$18.33	\$18.88	\$19.48	\$20.11	\$20.65	
Equipment Technician	1	1	1	\$16.71 - \$19.58	\$16.71	\$17.26	\$17.81	\$18.41	\$19.04	\$19.58	
Vehicle Service Worker	2	2	2	\$15.19 - \$17.74	\$15.19	\$15.66	\$16.15	\$16.66	\$17.20	\$17.74	
Cleaner/Janitor	1	1	1	\$14.47 - \$16.82	\$14.47	\$14.90	\$15.35	\$15.81	\$16.28	\$16.82	
Cleaner/Janitor (part-time)	1	1	1	\$13.55 - \$15.74	\$13.55	\$13.95	\$14.37	\$14.80	\$15.24	\$15.74	
Driver	30	30	32	\$15.19 - \$17.74	\$15.19	\$15.66	\$16.15	\$16.66	\$17.20	\$17.74	
Extraboard Driver				\$15.19 - \$17.74	\$15.19	\$15.66	\$16.15	\$16.66	\$17.20	\$17.74	
Extraboard Driver (part-time)		12	5	\$14.22 - \$16.60	\$14.22	\$14.66	\$15.12	\$15.59	\$16.10	\$16.60	



## **Finance Manager**

Under the direction of the General Manager and the agency's Board, the Finance Manager is responsible for the planning and oversight of all agency financial operations. S/he assists in planning financial operations, and supervises financial staff and consultants. The Finance Manager is a member of the management team and serves as a primary interface with the Board of Directors on financial matters.

### **Financial Stewardship:**

- Responsible for all planning and system development that supports the fiscal health of the organization
- Develop and manage annual and long term budgets
- Oversee status of agency investments, holdings, equipment and properties
- Develop and maintain sound and current financial management systems and procedures
- Prepare periodic financial analyses, manage cash flow
- Prepare financial reports and analyses for management and the Board
- Manage Audit processes
- Procure and manage adequate insurance coverage (property, liability and collision)
- Oversee payroll and the preparation and audit of all required State and Federal Payroll Tax forms.
- Oversee the preparation and audit of all quarterly and yearly State and Federal tax forms required including 1099s and State Board of Equalization forms
- Accompany the General Manager to meetings that pertain to the organizations financial matters as necessary
- Establish and maintain good working relationships with public agencies as necessary
- Monitor departments expenses as compared to the yearly budget
- Establish and maintain good working relationships within the organization
- Attend required training and extended education as it pertains to the financial operations and fiscal health of the organization
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Create and maintain a Financial Flow Chart

### **Grant and Contract Administration:**

- Administer all grants and contracts, and serve as alternate grant and contract officer
- Prepare, review and negotiate contracts and grants
- Ensure grant and contract compliance, maintain grant and contract inventories, and submit required reports
- Monitor changes in funding availability
- Reconcile Grant use to available funds

### **Personnel Administration:**

- Manage financial personnel systems, and plan and implement improvements
- Train and monitor financial personnel on all daily bookkeeping tasks and payroll systems

## **Bookkeeper**

Working under the direction of the Finance Manager, the Bookkeeper is responsible for and assists with a variety of bookkeeping, personnel, payroll and related tasks.

### **Bookkeeping:**

- Assist with bookkeeping tasks as assigned
- Assure that all A/P and A/R are current with terms
- Prepare requests for payment of invoices through the county auditor's office and pays bills in-house
- Compiles financial statements and statistical reports as assigned
- Participate in completion of audits
- Prepares and reconciliations of cash accounts are correctly
- Requesting County funds and reconcile expenses daily
- All banking responsibilities
- Vault Counts and Brink's reporting

### **Contracts and Grants:**

- Assists in tracking grant receipts and expenditures
- Assists in reconciling grant use to available funds

### **Personnel and Payroll:**

- Enter payroll hours for all employees from time clock or trip reports as received from Employee's Supervisors
- Completes all payroll related duties as required
- Assist Human Resources with employee benefits and any employment change
- Monitors all employee leave hours

### **General:**

- Assists in the answering of telephones and dispensing of schedule and fare information, as needed
- Assists in the answering of radio calls, as needed
- Assists with all other administrative duties assigned by the Finance Manager and Human Resources as needed
- Assist in general administrative tasks as assigned

### **Minimum Position Requirements:**

- High school diploma or equivalent certification
- Two post high school courses in Basic Bookkeeping and one in Principles of Accounting (course titles may vary) or a minimum three years in advanced bookkeeping experience



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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: July 15, 2015

SUBJECT: Humboldt Transit Authority Mission Statement

At the December regular board meeting, staff communicated to the board that Humboldt Transit Authority does not have a mission statement. Staff had a contest and asked all employees to submit a mission statement that best describes this agency and its relationship to the public. At last month's board meeting, the board requested that staff send the mission statements to them in digital format.

- 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.

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*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***

Humboldt Transit Authority  
 Redwood Transit System  
 Comparative Performance Activity Report

**RTS**

	Month			YTD 2014-2015	YTD 2013-2014	% Change	
	May 2015	May 2014	% Change				
1	Passengers - Weekdays	39,799	42,928	-7.29	510,662	512,065	-0.27
2	Passengers - Saturdays/Holidays	4,001	3,909	2.35	44,434	40,293	10.28
3	Passengers - Sunday	1,960	1,595	22.88	19,236	19,202	0.18
4	<b>Total Passengers</b>	<b>45,760</b>	<b>48,432</b>	<b>-5.52</b>	<b>574,332</b>	<b>571,560</b>	<b>0.48</b>
5	Miles - Weekdays	51,100	46,875	9.01	555,364	544,585	1.98
6	Miles - Saturdays/Holidays	4,884	4,884	0.00	43,956	44,623	-1.49
7	Miles -Sundays	2,945	2,356	25.00	28,272	27,503	2.80
8	<b>Total Miles</b>	<b>58,929.00</b>	<b>54,115.00</b>	<b>8.90</b>	<b>627,592</b>	<b>616,711</b>	<b>1.76</b>
9	Hours - Weekdays	2,373	2,482	-4.38	27,284	26,559	2.73
10	Hours - Saturdays/Holidays	222	222	0.00	1,994	1,989	0.24
11	Hours - Sundays	124	99	25.00	1,190	1,169	1.81
12	<b>Total Hours</b>	<b>2,718.52</b>	<b>2,802</b>	<b>-2.99</b>	<b>30,468</b>	<b>29,717</b>	<b>2.53</b>
13	Days - Weekdays	20	21	-4.76	229	231	-0.87
14	Days - Saturdays/Holidays	6	6	0.00	54	53	1.89
15	Days - Sundays	5	4	25.00	48	47	2.13
16	<b>Total Days</b>	<b>31</b>	<b>31</b>	<b>0.00</b>	<b>331</b>	<b>331</b>	<b>0.00</b>
17	Cash Fares	4,773	5,061	-5.69	56,794	59,507	-4.56
18	Stored Value Fares	17,021	19,775	-13.93	203,526	217,716	-6.52
19	Day Pass	2,973	3,058	-2.78	33,810	31,900	5.99
20	Jack Pass	10,939	11,235	-2.63	160,512	144,608	11.00
21	Month Pass	8,755	8,029	9.04	105,187	104,454	0.70
22	In-Town Fare	843	666	26.58	8,685	7,092	22.46
23	Free/Attendants	456	607	-24.88	5,809	6,282	-7.53
24	Wheelchair Passengers	125	160	-21.88	1,722	1,876	-8.21
25	Bicycles	1,736	1,934	-10.24	18,710	21,436	-12.72
26	<b>FARE REVENUES</b>	<b>\$ 93,615.95</b>	<b>\$ 90,693.57</b>	<b>3.22</b>	<b>\$ 1,081,562.32</b>	<b>\$1,062,237.41</b>	<b>1.82</b>
27	Charter Service	\$ -	\$ -	0.00	\$ -	\$ -	0.00
28	<b>OPERATING COSTS</b>	<b>\$ 248,202.48</b>	<b>\$ 227,431.26</b>	<b>9.13</b>	<b>\$ 2,534,249.38</b>	<b>\$2,289,209.30</b>	<b>10.70</b>
29	<b>FAREBOX REV. AS % OF OP. COSTS</b>	<b>37.72%</b>	<b>39.88%</b>	<b>-5.42</b>	<b>42.68%</b>	<b>46.40%</b>	<b>-8.03</b>
30	OPERATING COST PER PASSENGER	\$ 5.42	\$ 4.70	15.51	\$ 4.41	\$ 4.01	10.17
31	OPERATING COST PER VEHICLE MILE	\$ 4.21	\$ 4.20	0.22	\$ 4.04	\$ 3.71	8.78
32	FAREBOX REV. PER VEHICLE MILE	\$ 1.59	\$ 1.68	-5.21	\$ 1.72	\$ 1.72	0.05
33	OPERATING COST PER VEHICLE HOUR	\$ 91.30	\$ 81.16	12.50	\$ 83.18	\$ 77.03	7.97
34	PASSENGERS PER VEHICLE HOUR	16.83	17.28	-2.60	18.85	19.23	-1.99
35	AVE. DAILY RIDERSHIP-WEEKDAYS	1,989.95	2,044.19	-2.65	2,229.97	2,216.73	0.60
36	AVE. DAILY RIDERSHIP-SATURDAY	666.83	651.50	2.35	822.85	760.25	8.24
37	AVE. DAILY RIDERSHIP-SUNDAY	392.00	398.75	-1.69	400.75	408.55	-1.91

**NOTES FOR May 2014-2015**

- A. TOTAL PASSENGERS = #17-23.
- B. CALCULATION OF #29 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 1/2014
- D. MINIMUM FAREBOX RETURN AT ROW 29 SHOULD BE 26.4%
- E. MILES INCLUDES REVENUE AND NON REVENUE MILES

**Humboldt Transit Authority**  
**RTS Profit & Loss Budget Performance**  
May 2015

	<u>May 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '14 - May 15</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Operating Revenue	93,615.95	95,234.01	98.3%	1,081,562.32	1,120,740.17	96.5%	1,201,341.00
Non-operating Revenue	120,889.42	138,756.16	87.12%	1,416,307.43	1,526,317.76	92.79%	1,665,073.92
<b>Total Income</b>	<u>214,505.37</u>	<u>233,990.17</u>	<u>91.67%</u>	<u>2,497,869.75</u>	<u>2,647,057.93</u>	<u>94.36%</u>	<u>2,866,414.92</u>
<b>Gross Profit</b>	214,505.37	233,990.17	91.67%	2,497,869.75	2,647,057.93	94.36%	2,866,414.92
<b>Expense</b>							
624 - Depreciation Expense	89,327.31	89,327.31	100.0%	982,600.41	982,600.41	100.0%	982,600.41
Administration & General	25,233.97	38,582.08	65.4%	389,917.31	424,402.92	91.87%	462,985.00
Maintenance	97,927.37	103,935.08	94.22%	962,165.38	1,143,285.92	84.16%	1,247,221.00
Operations	8,342.61	8,600.64	97.0%	155,616.26	94,607.28	164.49%	103,207.92
Payroll Expenses	116,698.53	87,750.07	132.99%	1,026,550.43	965,250.93	106.35%	1,053,001.00
<b>Total Expense</b>	<u>337,529.79</u>	<u>238,867.87</u>	<u>141.3%</u>	<u>3,516,849.79</u>	<u>2,627,547.05</u>	<u>133.85%</u>	<u>2,866,414.92</u>
<b>Net Ordinary Income</b>	-123,024.42			-1,018,980.04			0.00
Total Expense	337,529.79			3,516,849.79			
Depreciation	89,327.31			982,600.41			
Expense Less Depreciation	248,202.48			2,534,249.38			
<b>Net Income Less Depreciation Expense</b>	<u>-33,697.11</u>			<u>-36,379.63</u>			

Humboldt Transit Authority  
Eureka Transit System  
Comparative Performance Activity Report

**ETS**

April 14

		Month						
		May 2015	May 2014	% Change	YTD 2014-2015	YTD 2013-2014	% Change	
1	Passengers - Weekdays	18,627	18,704	-0.41	199,731	200,523	-0.39	
2	Passengers - Saturdays/Holidays	1,692	1,799	-5.95	16,486	17,022	-3.15	
3	<b>Total Passengers</b>	<b>20,319</b>	<b>20,503</b>	<b>-0.90</b>	<b>216,217</b>	<b>217,545</b>	<b>-0.61</b>	
4	Miles - Weekdays	11580	12,222	-5.25	132852	134242	-1.04	
5	Miles - Saturdays/Holidays	1524	1,716	-11.19	14292	15003	-4.74	
6	<b>Total Miles</b>	<b>13,104.00</b>	<b>13,938.00</b>	<b>-5.98</b>	<b>147144</b>	<b>149245</b>	<b>-1.41</b>	
10	Hours - Weekdays	1037	1,108	-6.39	11952	12186	-1.92	
11	Hours - Saturdays/Holidays	134	135	-0.67	1210	1192	1.50	
12	<b>Total Hours</b>	<b>1171</b>	<b>1,243</b>	<b>-5.77</b>	<b>13162</b>	<b>13378</b>	<b>-1.62</b>	
13	Days - Weekdays	20	21	-4.76	229	231	-0.87	
14	Days - Saturdays/Holidays	6	6	0.00	54	53	1.89	
15	<b>Total Days</b>	<b>26</b>	<b>27</b>	<b>-3.70</b>	<b>283</b>	<b>284</b>	<b>-0.35</b>	
16	Cash Fares	3,299	3,367	-2.02	34,661	35,534	-2.46	
17	Stored Value Fares	10,172	11,164	-8.89	110,800	116,460	-4.86	
18	Day Pass	839	867	-3.23	11,142	9,028	23.42	
19	Jack Pass	886	729	21.54	9,828	8,062	21.91	
20	Month Pass	4,345	3,552	22.33	41,794	39,668	5.36	
21	Free/Attendants	781	824	-5.22	7,995	10,320	-22.53	
22	Wheelchair Passengers	132	193	-31.61	1,776	2,493	-28.76	
23	<b>FARE REVENUES</b>	<b>\$ 33,280.18</b>	<b>\$ 28,163.43</b>	<b>18.17</b>	<b>\$ 274,428.84</b>	<b>\$ 238,160.94</b>	<b>15.23</b>	
24	Charter Service	\$ -	\$ -	0.00	\$ -	\$ -	0.00	
25	<b>OPERATING COSTS</b>	<b>\$ 80,900.29</b>	<b>\$ 73,849.35</b>	<b>9.55</b>	<b>\$ 814,385.49</b>	<b>\$ 781,844.64</b>	<b>4.16</b>	
26	<b>FAREBOX REV. AS % OF OP. COSTS</b>	<b>41.14%</b>	<b>38.14%</b>	<b>7.87</b>	<b>33.70%</b>	<b>30.46%</b>	<b>10.62</b>	
27	OPERATING COST PER PASSENGER	\$ 3.98	\$ 3.60	10.54	\$ 3.77	\$ 3.59	4.80	
28	OPERATING COST PER VEHICLE MILE	\$ 6.17	\$ 5.30	16.52	\$ 5.53	\$ 5.24	5.65	
29	FAREBOX REV. PER VEHICLE MILE	\$ 2.54	\$ 2.02	25.69	\$ 1.87	\$ 1.60	16.87	
30	OPERATING COST PER VEHICLE HOUR	\$ 69.08	\$ 59.42	16.25	\$ 61.88	\$ 58.44	5.88	
31	PASSENGERS PER VEHICLE HOUR	17.35	16.50	5.17	16.43	16.26	1.02	
32	AVE. DAILY RIDERSHIP-WEEKDAYS	931.35	890.67	4.57	872.19	843.99	3.34	
33	AVE. DAILY RIDERSHIP-SATURDAY	282.00	299.83	-5.95	305.30	319.68	-4.50	

**NOTES FOR May 2014-2015**

- A. TOTAL PASSENGERS = #16-21.
- B. CALCULATION OF #26 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 1/14.
- D. MINIMUM FAREBOX RETURN AT ROW 26 SHOULD BE 22.4%
- E. MILES INCLUDES REVENUE AND NON REVENUE MILES

**Humboldt Transit Authority**  
**ETS P&L Budget Performance**  
May 2015

	<u>May 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '14 - May 15</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Operating Revenue	33,280.18	21,250.00	156.61%	274,428.84	233,750.00	117.4%	255,000.00
Non-operating Revenue	53,692.42	53,692.42	100.0%	588,617.20	590,616.58	99.66%	686,345.00
<b>Total Income</b>	<u>86,972.60</u>	<u>74,942.42</u>	<u>116.05%</u>	<u>863,046.04</u>	<u>824,366.58</u>	<u>104.69%</u>	<u>941,345.00</u>
<b>Gross Profit</b>	86,972.60	74,942.42	116.05%	863,046.04	824,366.58	104.69%	941,345.00
<b>Expense</b>							
Administration & General	4,595.56	7,248.83	63.4%	72,984.09	79,737.17	91.53%	86,986.00
Maintenance	22,871.67	25,527.91	89.6%	239,450.14	280,807.09	85.27%	306,335.00
Operations	109.04	1,438.59	7.58%	12,621.25	15,824.41	79.76%	17,263.00
Payroll Expenses	53,324.02	44,230.09	120.56%	489,330.01	486,530.91	100.58%	530,761.00
<b>Total Expense</b>	<u>80,900.29</u>	<u>78,445.42</u>	<u>103.13%</u>	<u>814,385.49</u>	<u>862,899.58</u>	<u>94.38%</u>	<u>941,345.00</u>
<b>Net Ordinary Income</b>	6,072.31			48,660.55			0.00

Humboldt Transit Authority  
Willow Creek  
Comparative Performance Activity Report

**WC**

	Month			YTD 2014-2015	YTD 2013-2014	% Change
	May 2015	May 2014	% Change			
1 Passengers - Weekdays	936	1,143	-18.11	11,901	12,014	-0.94
2 Passengers - Saturday	123	92	33.70	1,255	1,046	19.98
3 <b>Total Passengers</b>	<b>1,059</b>	<b>1,235</b>	<b>-14.25</b>	<b>13,006</b>	<b>13,060.00</b>	<b>-0.41</b>
4 Miles - Weekdays	7,400.00	8,022.00	-7.75	85,774.00	88,814.00	-3.42
5 Miles - Saturdays	1,650.00	1,620.00	1.85	14,760.00	14,472.00	1.99
6 <b>Total Miles</b>	<b>9,050.00</b>	<b>9,642.00</b>	<b>-6.14</b>	<b>100,534.00</b>	<b>103,286.00</b>	<b>-2.66</b>
7 Hours - Weekdays	207.60	217.98	-4.76	2,377.02	2,389.42	-0.52
8 Hours - Saturdays/Holidays	44.88	44.88	0.00	403.92	397.52	1.61
9 <b>Total Hours</b>	<b>252.48</b>	<b>262.86</b>	<b>-3.95</b>	<b>2,780.94</b>	<b>2,786.94</b>	<b>-0.22</b>
10 Days - Weekdays	20	21	-4.76	229	231	-0.87
11 Days - Saturdays/Holidays	6	6	0.00	54	53	1.89
12 <b>Total Days</b>	<b>26</b>	<b>27</b>	<b>-3.70</b>	<b>283</b>	<b>284</b>	<b>-0.35</b>
13 Cash Fares	298	345	-13.62	3,777	3,555	6.24
14 Stored Value Fares	648	708	-8.47	7,620	7,417	2.74
15 Day Pass	8	6	33.33	56	87	-35.63
16 Jack Pass	31	82	-62.20	928	1,241	-25.22
17 Month Pass	65	108	-39.81	625	713	-12.34
18 Free/Attendants	9	21	-57.14	150	148	1.35
19 Wheelchair Passengers	4	7	-42.86	45	56	-19.64
20 Bicycles	24	23	4.35	223	256	-12.89
21 <b>FARE REVENUES</b>	<b>\$ 3,551.15</b>	<b>\$ 3,379.43</b>	<b>5.08</b>	<b>\$ 42,587.64</b>	<b>\$ 42,373.84</b>	<b>0.50</b>
22 Charter Service	\$ -	\$ -		\$ -	\$ -	
23 <b>OPERATING COSTS</b>	<b>\$ 25,331.99</b>	<b>\$ 25,168.44</b>	<b>0.65</b>	<b>\$ 268,970.18</b>	<b>\$ 259,831.29</b>	<b>3.52</b>
24 <b>FAREBOX REV. AS % OF OP. COSTS</b>	<b>14.02%</b>	<b>13.43%</b>	<b>4.40</b>	<b>15.83%</b>	<b>16.31%</b>	<b>-2.91</b>
25 OPERATING COST PER PASSENGER	\$ 23.92	\$ 20.38	17.38	\$ 20.68	\$ 19.90	3.95
26 OPERATING COST PER VEHICLE MILE	\$ 2.80	\$ 2.61	7.23	\$ 2.68	\$ 2.52	6.35
27 FAREBOX REV. PER VEHICLE MILE	\$ 0.39	\$ 0.35	11.96	\$ 0.42	\$ 0.41	3.26
28 OPERATING COST PER VEHICLE HOUR	\$ 100.33	\$ 95.75	4.79	\$ 96.72	\$ 93.23	3.74
29 PASSENGERS PER VEHICLE HOUR	4.19	4.70	-10.73	4.68	4.69	-0.20
30 AVE. DAILY RIDERSHIP-WEEKDAYS	46.80	54.43	-14.02	51.97	52.01	-0.08
31 AVE. DAILY RIDERSHIP-SATURDAY	20.50	15.33	33.70	23.24	19.74	17.76

**NOTES FOR May 2014-2015**

- A. TOTAL PASSENGERS = #13-18.
- B. CALCULATION OF #24 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 7/11
- D. MINIMUM FAREBOX RETURN AT ROW 24 SHOULD BE 10%



Humboldt Transit Authority  
Willow Creek P & L Budget Performance  
May 2015

	May 15	Budget	% of Budget	Jul '14 - May 15	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Operating Revenue	3,551.15	3,583.50	99.1%	42,587.64	40,461.00	105.26%	43,836.00
Non-operating Revenue	26,721.17	22,020.50	121.35%	294,186.52	242,225.50	121.45%	264,246.00
<b>Total Income</b>	<b>30,272.32</b>	<b>25,604.00</b>	<b>118.23%</b>	<b>336,774.16</b>	<b>282,686.50</b>	<b>119.13%</b>	<b>308,082.00</b>
<b>Gross Profit</b>	<b>30,272.32</b>	<b>25,604.00</b>	<b>118.23%</b>	<b>336,774.16</b>	<b>282,686.50</b>	<b>119.13%</b>	<b>308,082.00</b>
<b>Expense</b>							
624 · Depreciation Expense	3,094.69	4,147.50	68.15%	34,041.59	45,622.50	91.95%	49,770.00
Administration & General	2,826.56	11,029.58	105.61%	41,951.42	121,325.42	99.25%	132,355.00
Maintenance	11,648.06	1,344.66	108.42%	120,418.10	14,791.34	103.91%	16,136.00
Operations	1,457.92	9,151.76	102.71%	15,369.55	100,669.24	90.63%	109,821.00
Payroll Expenses	9,399.45	25,673.50	110.72%	91,231.11	282,408.50	107.3%	308,082.00
<b>Total Expense</b>	<b>28,426.68</b>	<b>41,147.50</b>	<b>110.72%</b>	<b>303,011.77</b>	<b>282,408.50</b>	<b>107.3%</b>	<b>308,082.00</b>
<b>Net Ordinary Income</b>	<b>1,845.64</b>	<b>4,456.50</b>		<b>33,762.39</b>	<b>33,762.39</b>		<b>0.00</b>
<b>Total Expense</b>	<b>28,426.68</b>	<b>4,456.50</b>		<b>303,011.77</b>	<b>303,011.77</b>		<b>303,011.77</b>
<b>Depreciation</b>	<b>3,094.69</b>	<b>3,094.69</b>		<b>34,041.59</b>	<b>34,041.59</b>		<b>34,041.59</b>
<b>Expense Less Depreciation</b>	<b>25,331.99</b>	<b>1,361.81</b>		<b>268,970.18</b>	<b>268,970.18</b>		<b>268,970.18</b>
<b>Net Income Less Depreciation Expense</b>	<b>4,940.33</b>	<b>3,094.69</b>		<b>67,803.98</b>	<b>67,803.98</b>		<b>67,803.98</b>

Humboldt Transit Authority  
 Southern Humboldt - Intercity  
 Comparative Performance Activity Report



	Month			YTD 2014-2015	YTD 2013-2014	% Change	
	May 2015	May 2014	% Change				
1	Passengers - Weekdays	1,890	1,966	-3.87	21,709	20,735	4.70
2	Passengers - Saturday	0	0	0.00	0	0	0.00
3	<b>Total Passengers</b>	<b>1,890</b>	<b>1,966</b>	<b>-3.87</b>	<b>21,709</b>	<b>20,735</b>	<b>4.70</b>
4	Miles - Weekdays	18,360	18,900	-2.86	208,656.00	207,900.00	0.36
5	Miles - Saturdays	0	0	0.00	0.00	0.00	0.00
6	<b>Total Miles</b>	<b>18,360.00</b>	<b>18,900</b>	<b>-2.86</b>	<b>208,656.00</b>	<b>207,900.00</b>	<b>0.36</b>
7	Hours - Weekdays	497.60	511	-2.69	5,651.41	5,612.31	0.70
8	Hours - Saturdays	0.00	0	0.00	0.00	0.00	0.00
9	<b>Total Hours</b>	<b>497.60</b>	<b>511</b>	<b>-2.69</b>	<b>5,651.41</b>	<b>5,612.31</b>	<b>0.70</b>
10	Days - Weekdays	20	21	-4.76	229	231	-0.87
11	Days - Saturdays	0	0	0.00	0	0	0.00
12	<b>Total Days</b>	<b>20</b>	<b>21</b>	<b>-4.76</b>	<b>229</b>	<b>231</b>	<b>-0.87</b>
13	Cash Fares	288	274	5.11	3,217	3,774	-14.76
14	Stored Value Fares	1,170	1,240	-5.65	13,219	12,598	4.93
15	Month Pass	396	413	-4.12	4,926	3,945	24.87
16	Free/Attendants	36	39	-7.69	340	418	-18.66
17	Wheelchair Passengers	0	4	-100.00	13	21	-38.10
18	Bicycles	69	61	13.11	589	565	4.25
19	<b>FARE REVENUES</b>	<b>\$ 6,806.31</b>	<b>\$ 6,318.11</b>	<b>7.73</b>	<b>\$ 79,136.75</b>	<b>\$ 70,678.44</b>	<b>11.97</b>
20	Charter Service	\$ -	\$ -	0.00	\$ -	\$ -	0.00
21	<b>OPERATING COSTS</b>	<b>\$ 50,962.61</b>	<b>\$ 57,004.49</b>	<b>-10.60</b>	<b>\$ 445,689.35</b>	<b>\$ 428,872.55</b>	<b>3.92</b>
22	<b>FAREBOX REV. AS % OF OP. COSTS</b>	<b>13.36%</b>	<b>11.08%</b>	<b>20.50</b>	<b>17.76%</b>	<b>16.48%</b>	<b>7.74</b>
23	OPERATING COST PER PASSENGER	\$ 26.96	\$ 29.00	-7.00	\$ 20.53	\$ 20.68	-0.74
24	OPERATING COST PER VEHICLE MILE	\$ 2.78	\$ 3.02	-7.97	\$ 2.14	\$ 2.06	3.54
25	FAREBOX REV. PER VEHICLE MILE	\$ 0.37	\$ 0.33	10.90	\$ 0.38	\$ 0.34	11.56
26	OPERATING COST PER VEHICLE HOUR	\$ 102.42	\$ 111.48	-8.13	\$ 78.86	\$ 76.42	3.20
27	PASSENGERS PER VEHICLE HOUR	3.80	3.84	-1.21	3.84	3.69	3.97
28	AVE. DAILY RIDERSHIP-WEEKDAYS	94.50	93.62	0.94	94.80	89.76	5.61
29	AVE. DAILY RIDERSHIP-SATURDAY	0.00	0.00	0.00	0.00	0.00	0.00

**NOTES FOR May 2014-2015**

- A. TOTAL PASSENGERS = #13-16.
- B. CALCULATION OF #22 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 7/11
- D. MINIMUM FAREBOX RETURN AT ROW 22 SHOULD BE 10%

**Humboldt Transit Authority**  
**S H Intercity Budget Performance**  
May 2015

	<u>May 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '14 - May 15</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Operating Revenue	6,806.31	5,833.33	116.68%	79,136.75	64,166.67	123.33%	70,000.00
Non-operating Revenue	41,863.58	29,288.61	142.94%	461,018.26	322,174.41	143.1%	351,463.00
<b>Total Income</b>	<u>48,669.89</u>	<u>35,121.94</u>	<u>138.57%</u>	<u>540,155.01</u>	<u>386,341.08</u>	<u>139.81%</u>	<u>421,463.00</u>
<b>Gross Profit</b>	48,669.89	35,121.94	138.57%	540,155.01	386,341.08	139.81%	421,463.00
<b>Expense</b>							
624 · Depreciation Expens	2,091.76			23,009.36			
Administration & General	1,740.90	2,749.00	63.33%	27,668.78	30,239.00	91.5%	32,988.00
Maintenance	22,379.28	14,900.91	150.19%	188,160.59	163,910.09	114.8%	178,811.00
Operations	1,304.55	1,682.67	77.53%	26,974.76	18,509.33	145.74%	20,192.00
Payroll Expenses	25,537.88	15,789.33	161.74%	202,885.22	173,682.67	116.81%	189,472.00
<b>Total Expense</b>	<u>53,054.37</u>	<u>35,121.91</u>	<u>151.06%</u>	<u>468,698.71</u>	<u>386,341.09</u>	<u>121.32%</u>	<u>421,463.00</u>
<b>Net Ordinary Income</b>	-4,384.48			71,456.30			
Total Expense	53,054.37			468,698.71			
Depreciation	2,091.76			23,009.36			
Expense Less Depreciation	50,962.61			445,689.35			
<b>Net Income Less Depreciation Expense</b>	<u>-2,292.72</u>			<u>94,465.66</u>			

Humboldt Transit Authority  
 Southern Humboldt - Local  
 Comparative Performance Activity Report



	Month			YTD 2014-2015	YTD 2013-2014	% Change	
	May 2015	May 2014	% Change				
1	Passengers - Weekdays	1,125	1,096	2.65	11,654	11,014	5.81
2	Passengers - Saturday	0	0	0.00	0	0	0.00
3	<b>Total Passengers</b>	<b>1,125</b>	<b>1,096</b>	<b>2.65</b>	<b>11,654</b>	<b>11,014</b>	<b>5.81</b>
4	Miles - Weekdays	2,160.00	3,182	-32.11	28,516.50	34,997	-18.52
5	Miles - Saturdays	0.00	0	0.00	0	0	0.00
6	<b>Total Miles</b>	<b>2,160.00</b>	<b>3,182</b>	<b>-32.11</b>	<b>28,516.50</b>	<b>34,997</b>	<b>-18.52</b>
7	Hours - Weekdays	117.60	128	-7.89	1,363.92	1,397	-2.35
8	Hours - Saturdays	0.00	0	0.00	0	0	0.00
9	<b>Total Hours</b>	<b>117.60</b>	<b>128</b>	<b>-7.89</b>	<b>1,363.92</b>	<b>1,397</b>	<b>-2.35</b>
10	Days - Weekdays	20	21	-4.76	229	231	-0.87
11	Days - Saturdays	0	0	0.00	0	0	0.00
12	<b>Total Days</b>	<b>20</b>	<b>21</b>	<b>-4.76</b>	<b>229</b>	<b>231</b>	<b>-0.87</b>
13	Cash Fares	308	299	3.01	3,161	3,765	-16.04
14	Stored Value Fares	811	776	4.51	8,385	7,063	18.72
15	Free/Attendants	6	21	-71.43	108	186	-41.94
16	Wheelchair Passengers	1	1	0.00	17	15	13.33
17	Bicycles	38	27	40.74	260	198	31.31
18	<b>FARE REVENUES</b>	<b>\$ 1,364.40</b>	<b>\$ 1,300.30</b>	<b>4.93</b>	<b>\$ 14,191.15</b>	<b>\$ 12,519.34</b>	<b>13.35</b>
19	Charter Service	\$ -	\$ -	0.00	\$ -	\$ -	0.00
20	<b>OPERATING COSTS</b>	<b>\$ 15,147.83</b>	<b>\$ 13,393.05</b>	<b>13.10</b>	<b>\$ 116,647.27</b>	<b>\$ 111,734.10</b>	<b>4.40</b>
21	<b>FAREBOX REV. AS % OF OP. COSTS</b>	<b>9.01%</b>	<b>9.71%</b>	<b>-7.23</b>	<b>12.17%</b>	<b>11.20%</b>	<b>8.58</b>
22	OPERATING COST PER PASSENGER	\$ 13.46	\$ 12.22	10.19	\$ 10.01	\$ 10.14	-1.34
23	OPERATING COST PER VEHICLE MILE	\$ 7.01	\$ 4.21	66.59	\$ 4.09	\$ 3.19	28.12
24	FAREBOX REV. PER VEHICLE MILE	\$ 0.63	\$ 0.41	54.55	\$ 0.50	\$ 0.36	39.11
25	OPERATING COST PER VEHICLE HOUR	\$ 128.81	\$ 104.90	22.80	\$ 85.52	\$ 79.99	6.91
26	PASSENGERS PER VEHICLE HOUR	9.57	8.58	11.44	8.54	7.89	8.36
27	AVE. DAILY RIDERSHIP-WEEKDAYS	56.25	52.19	7.78	50.89	44.50	14.36
28	AVE. DAILY RIDERSHIP-SATURDAY	0.00	0.00	0.00	0.00	0	0.00

**NOTES FOR May 2014-2015**

- A. TOTAL PASSENGERS = #13-15.
- B. CALCULATION OF #21 FAREBOX % = FARE REVENUES DIVIDED BY OPERATING COSTS.
- C. FARE/TICKET CHANGES 2/08. FARE INCREASE 7/11
- D. MINIMUM FAREBOX RETURN AT ROW 21 SHOULD BE 10%
- E. MILES INCLUDES REVENUE AND NON REVENUE MILES

## Humboldt Transit Authority S H Local P&L Budget Performance May 2015

	<u>May 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '14 - May 15</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Operating Revenue	1,364.40	1,083.33	125.95%	14,191.15	11,916.67	119.09%	13,000.00
Non-operating Revenue	9,536.08	9,536.09	100.0%	108,163.58	104,896.91	103.11%	114,433.00
<b>Total Income</b>	<u>10,900.48</u>	<u>10,619.42</u>	<u>102.65%</u>	<u>122,354.73</u>	<u>116,813.58</u>	<u>104.74%</u>	<u>127,433.00</u>
<b>Gross Profit</b>	10,900.48	10,619.42	102.65%	122,354.73	116,813.58	104.74%	127,433.00
<b>Expense</b>							
624 - Depreciation Expens	1,722.51			18,947.61			7,815.00
Administration & General	412.41	651.25	63.33%	6,554.55	7,163.75	91.5%	54,808.00
Maintenance	5,478.30	4,567.33	119.95%	46,396.86	50,240.67	92.35%	15,761.00
Operations	808.29	1,313.41	61.54%	11,204.47	14,447.59	77.55%	49,049.00
Payroll Expenses	8,448.83	4,087.41	206.7%	52,491.39	44,961.59	116.75%	127,433.00
<b>Total Expense</b>	<u>16,870.34</u>	<u>10,619.40</u>	<u>158.86%</u>	<u>135,594.88</u>	<u>116,813.60</u>	<u>116.08%</u>	<u>127,433.00</u>
<b>Net Ordinary Income</b>	-5,969.86			-13,240.15			
Total Expense	16,870.34			135,594.88			
Depreciation	1,722.51			18,947.61			
Expense Less Depreciation	15,147.83			116,647.27			
<b>Net Income Less Depreciation Expense</b>	<u>-4,247.35</u>			<u>5,707.46</u>			