

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting July 16, 2014
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Conference with Labor Negotiators
 - i. Public Comment
 - ii. 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, AFL-CIO
 - iii. The Board will Reconvene in Open Session
- IV. Citizens Communications
Members of the community are invited to comment on items or issues not on the agenda.
- V. Approval of Minutes Page 01
Minutes from the June 18, 2014 regular board meeting
Action Recommended: Make corrections, if necessary. Approve minutes.
- VI. Action Items
 - a. Reject Claim Page 04
Geraldine Vinson submitted a claim to HTA on May 19, 2014 for an incident that occurred with an ETS bus on November 22, 2013
 - b. Redwood Transit System Flag Stops Page 06
Staff is recommending that the Redwood Transit System eliminate flag stops along its route.
 - c. Humboldt Transit Authority Job Classification & Salary Schedule Page 10
Staff is proposing changes to the Salary Schedule and Classification Plan.
- VII. Information Items
 - a. May 2014 statistics for all systems operated by HTA Enclosed
May 2014 statements for all systems operated by HTA
- VIII. Communications
 - a. Board
 - b. Staff
- IX. Adjournment

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

June 18, 2014

ROLL CALL

PRESENT

ABSENT

Board Members

Linda Atkins, City of Eureka
Estelle Fennell, Humboldt County
Michael Winkler, City of Arcata
Mark Lovelace, County of Humboldt

Julie Fulkerson, City of Trinidad
Julie Woodall, City of Rio Dell
Dean Glaser, City of Fortuna

Staff

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

Barbara Zoellner, Admin. & Finance Mang

CALL TO ORDER

Chairperson Atkins called the meeting to order at 9:07 a.m.

Closed session pursuant to Government Code Section 54957.6 was eliminated from the agenda.

CITIZENS COMMUNICATIONS

None

MINUTES

Motion by Councilmember Winkler, second by Supervisor Fennell to approve the minutes from the May 21, 2014 board meeting.

Motion carries unanimously

CONSENT CALENDAR

Motion by Supervisor Lovelace, second by Supervisor Fennell to approve the Consent Calendar.

Motion carries unanimously

a. **North Coast Stand Down**

The Stand Down is scheduled for October 3rd through October 5th. Organizers are asking the HTA Board to allow Veterans to ride the bus for free during that period.

Action Recommended: Review, discuss and direct staff

- b. Extension and Amendment between the Humboldt Transit Authority and the Humboldt County Office of Education (HCOE) to Provide Vehicle Maintenance and Repair Service.
July 17, 2013 HTA entered into a one-year agreement with HCOE with an option to extend the agreement up to two additional years.

Action Recommended: Approve the Extension and Amendment between Humboldt Transit Authority and Humboldt County Office of Education (HCOE) to Provide Vehicle Maintenance and Repair Services by Adopting Resolution 14-05.

- c. Biennial Report of Conflict of Interest Code

Government Code §87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment.

Action Recommended: Authorize staff to submit a biennial report to the Fair Political Practices Commission stating the changes as listed in Exhibit A.

ACTION ITEMS

- a. Adoption of the Fiscal Year 2014/2015 Final Budget for Humboldt Transit Authority

The preliminary budget was adopted on May 21, 2014. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

Motion by Supervisor Fennell, second by Supervisor Lovelace to adopt Resolution 14-06, Adopting Budget of Humboldt Transit Authority for the fiscal year 2014/2015.

Motion carries unanimously

INFORMATION ITEMS

- a. Fuel Island Project

Pat Barsanti from SHN gave the board a progress report on the fuel island project.

- b. Redwood Transit System Flag Stops

Staff gave the board an update on flag stops on the Redwood Trans Systems.

PUBLIC COMMENT

Hugh Oiler expressed his concerns for having a bus stop at Redcrest, exit 670 or 671 off of 101. He also requests a small bus for the sounding Fortuna area.

General Manager Greg Pratt advised the board he will send out an email on all the purposed flag stops.

- a. April 2014 statements for all systems operated by HTA

April 2014 statistics for all systems operated by HTA

General Manager Greg Pratt gave the Board statement and statistics information for April 2014.

COMMUNICATIONS

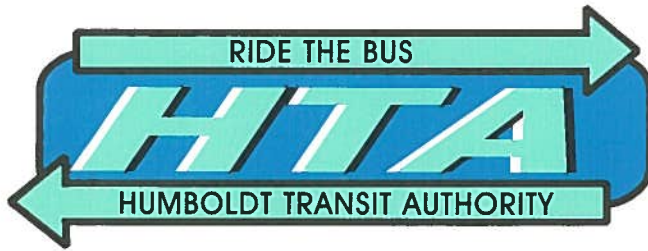
Board:

None

Staff:

Secretary to the Board Brenda Fregoso announced that there would be section in the Times-Standard about our new Hybrid buses with a photo of a new bus with HTA employees.

Meeting adjourned at 9:56 a.m.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Linda Atkins, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 16, 2014

SUBJECT: Claim against Humboldt Transit Authority

On May 19, 2014, Geraldine Vinson submitted a claim for damages to Humboldt Transit Authority for an incident that occurred on November 22, 2013. York Risk Services Group, Inc. Claims Adjuster Cameron Dewey recommended, based on the evidence, that HTA reject the claim.

**Action Necessary: Reject the claim for damages submitted by Geraldine Vinson.
Attached is a proposed letter of rejection**

July 16, 2014

Geraldine Vinson
c/o Accelerated Recovery Services
Case# CSA9-688881
P.O. Box 2368
Redwood City, CA 95064

Dear Ms. Vinson:

Notice is hereby given that the claim you presented to the Humboldt Transit Authority (HTA) was rejected by operation of law on July 16, 2014 by HTA's Governing Board. Please note this serves as formal notice to you regarding the statute of limitations guidelines mandated by the Government Code, as noted below.

WARNING

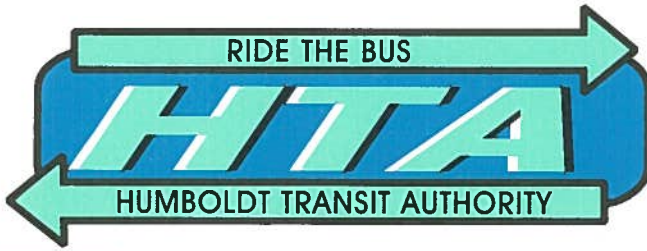
Subject to certain exceptions, you have only six (6) months from the date of this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 954.6.

The time limitation applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act, Government Code sections 900 et. Seq. Other causes of action, including those arising under federal law, may have shorter time limitations for filing.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Chairman of the HTA Governing Board of
Directors

Attest: HTA Secretary to the Board



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(707) 443-0826

TO: Chairperson Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 16, 2014

SUBJECT: Redwood Transit System (RTS) Flag Stops

Since its inception, RTS has used flag stops to pick up/drop off passengers along the main route. Flag Stops are not an established bus stop; however, as long as it is safe to pull over or if time permits in the schedule, flag stops are allowed.

While it may be convenient for passengers to be picked up/dropped off at flag stops, it has been difficult to track on-time performance and adjust schedules. It is also confusing to passengers because HTA has 35 drivers that service several flag stops in different locations.

RTS has 46 northbound bus stops and 47 southbound bus stops between Scotia and Trinidad. Besides regular bus stops, there's an additional 25+ flag stops in both directions. Over the past six months, drivers and staff have been working on identifying all flag stops and consolidating them. Since then, RTS has been moving toward servicing ten northbound flag stops and eleven southbound flag stops.

Staff and drivers would like to formally make these flag stops (see below) regular bus stops and install signage so they are all properly marked. We also recommend that the current practice of flag stops be eliminated on RTS.

~Maps of Fortuna, McKinleyville, and Rio Dell attached

NORTHBOUND FLAG STOPS

<i>Airport Road & Halfway</i>	<i>Eel River & Fernbridge Dr</i>	<i>Lupin & Peninsula</i>	<i>Painter & Wildwood</i>
<i>Central & Camino Way</i>	<i>Rohnerville Rd & Clifton</i>	<i>Peninsula</i>	<i>Davis & 4th Street</i>
<i>Giuntoli & Boyd</i>	<i>Valley South</i>		<i>Wildwood & Berkley</i>

SOUTHBOUND FLAG STOPS

<i>Airport Road & Halfway</i>	<i>Valley South</i>	<i>Lupin & Peninsula</i>	<i>Painter & Wildwood</i>
<i>Central & Camino Way</i>	<i>Eel River & Fernbridge Dr</i>	<i>Peninsula Dr.</i>	<i>Davis & 4th Street</i>
<i>Giuntoli & Boyd</i>	<i>Rohnerville Rd & Clifton</i>	<i>US Forrest Service</i>	<i>Wildwood & Berkley</i>

Action recommended: Review, discuss, and direct staff

Via CA 283 N

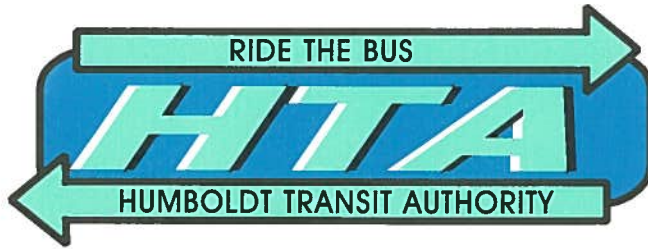
8 min

Rio Dell, CA
7 total stops



Map data ©2014 Google 1000 ft





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

(707) 443-0826

TO: Linda Atkins, Chair
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 16, 2014

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 February 20, 2013 and April 23, 2014.

Because of the proposed job duties of the Shop Supervisor such as vehicle maintenance and repairs, staff is recommending the board change the classification to a represented position with the title Shop Supervisor. The Shop Supervisor will perform skilled maintenance on all HTA vehicles and supervise maintenance employees under the direction of the Equipment and Facilities Manager.

Staff has consolidated the job duties of Administrative Assistance I, Administrative Assistance II, and Bookkeeper. The proposed position is Administrative & Finance Clerk and HTA has the qualified staff to fill it.

The salary range for Operations Manager, Equipment & Facilities Manager, and Administrator & Finance Manager have not been adjusted in 2-1/2 years. Staff is proposing that the board increase the range by 7.5% to reflect comparable transit agencies. No salaries will need to be adjusted for the change.

~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 to change staff positions by adopting Resolution 14-07.

RESOLUTION 14-07
RESOLUTION AMENDING THE HUMBOLDT TRANSIT 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	Administrative and Finance Manager
One	ADA Specialist/Title VI Coordinator
Two	Administrative & Finance Clerk
Two	Receptionists (part time)
One	Operations Manager
One	Transportation Supervisor
Twelve	Extraboard Drivers
Thirty	Drivers
One	Equipment and Facilities Manager
One	Lead Mechanic
One	Mechanic II
One	Mechanic I
Three	Technician II
One	Technician I
Two	Vehicle Service Worker
One	Cleaner/Janitor
One	Cleaner/Janitor (part-time)

PASSED, APPROVED AND ADOPTED this sixteenth day of July 2014, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

HTA Classification Plan JULY 16, 2014

Salary Schedule

Position	Allocation			Range						
	Cur.	Filled	Prop.	Hourly	A	B	C	D	D	F
<i>Non-union positions</i>										
General Manager	1	1		\$37.02 - \$47.12						
Operations Manager	1	1		\$25.84 - \$36.17						
Equipment and Facilities Manager	1	1		\$25.84 - \$36.17						
Administration and Finance Mgr	1	1		\$25.84 - \$36.17						
Administration & Finance Clerk	0	0	2	\$22.84 - \$28.13						
Bookkeeper	1	1		\$22.84 - \$28.13						
Administrative Assistant II	1	1		\$24.63 - \$26.44						
Administrative Assistant I (part time)	1	0		\$17.07 - \$21.87						
ADA Specialist/Title VI Coordinator	1	0		\$19.23 - \$23.55						
Receptionist (part time)	2	1		\$13.94 - \$18.75						
Transportation Supervisor	1	0		\$16.83 - \$21.63						
Shop Super-visor/Mechanic II	1	0		\$23.15 - \$27.88						
<i>Union positions</i>										
<i>Steps for union staff are negotiated and part of the MOU</i>										
Shop Super-visor	0	0	1	\$23.15 - \$27.88	\$23.15	\$24.10	\$25.05	\$26.00	\$26.95	\$27.88
Mechanic II	2	2	1	\$21.15 - \$24.60	\$21.15	\$21.84	\$22.55	\$23.29	\$24.06	\$24.60
Mechanic I	1	0		\$19.46 - \$22.90	\$19.46	\$20.14	\$20.73	\$21.60	\$22.36	\$22.90
Technician II	3	2		\$17.78 - \$20.65	\$17.78	\$18.33	\$18.88	\$19.48	\$20.11	\$20.65
Technician I	1	1		\$16.71 - \$19.58	\$16.71	\$17.26	\$17.81	\$18.41	\$19.04	\$19.58
Vehicle Service Worker	2	2		\$15.19 - \$17.74	\$15.19	\$15.66	\$16.15	\$16.66	\$17.20	\$17.74
Cleaner/Janitor	1	1		\$14.47 - \$16.82	\$14.47	\$14.90	\$15.35	\$15.81	\$16.28	\$16.82
Cleaner/Janitor (part-time)	1	1		\$13.55 - \$15.74	\$13.55	\$13.95	\$14.37	\$14.80	\$15.24	\$15.74
Driver	30	26		\$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	7		\$14.22 - \$16.60	\$14.22	\$14.66	\$15.12	\$15.59	\$16.10	\$16.60

Administrative & Finance Clerk

Working under the direction of the Finance & Administration Manager, the Administrative & Finance Clerk is responsible for and assists with a variety of bookkeeping, grant administration, 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 or pay bills in-house
- Compile financial statements and statistical reports
- Participate in completion of audits
- Assure reconciliations of cash accounts are correct and current

Contracts and Grants:

- Assist in tracking grant receipts and expenditures
- Assist in reconciling grant use to available funds
- Assure that all HTA contracts are current and signed

Personnel and Payroll:

- Calculate payroll hours for all employees from time clock or trip reports
- Complete payroll and ancillary records
- Calculate and monitor sick, vacation and administrative leave hours
- Manage administration of Public Employees Retirement System programs
- Manage all worker's compensation claims
- Assist all departments in new hire and benefit commencement processes

General:

- Prepare board agenda materials and will be available to serve as Secretary to the Board of Directors
- Assist in the answering of telephones, radio calls, and dispensing of schedule and fare information, when needed.
- As needed, assists with all other administrative duties assigned by the Administration and Finance Manager
- Manage marketing and advertising for HTA services as requested
- Assure that all employment posters are current and contain up to date contact information
- 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 of advanced bookkeeping experience

Shop Supervisor

Under the direction of the Equipment and Facilities Manager the Shop Supervisor is responsible for the maintenance and repair of Humboldt Transit Authority's and contracted vehicles. The Shop Supervisor schedules and assigns daily maintenance activities and work for shop employees, and is responsible for the performance and attendance of all department employees.

Maintenance

- Serves in a Mechanic II position and perform skilled maintenance and repair of HTA busses and equipment
- Perform major and minor repairs on all HTA rolling stock and other related components
- Perform safety checks and operational checks on equipment and buses
- Ensure the overall safety of the shop and facility
- Perform routine lubrications and other services as required
- Repair equipment in the field as necessary
- Maintain all repair and service records

Supervision

- Supervise all maintenance department staff and work schedules
- Plan and coordinate all department safety programs
- Assign all buses to daily runs
- Assist with annual inventory
- Assist in preparation of regulatory reports
- Covers for the Equipment and Facilities Manager as needed

Other

- On call for road calls and shop emergencies