

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting – September 18, 2013
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Elect Temporary Chair
 - a. Due of the absence of Chair Atkins and Vice Chair Winkler, the board will need to elect a temporary Chair for today's HTA regular board meeting.
Action Recommended: Nominate and elect a temporary chair.
- IV. Approval of minutes
Minutes from the July 17, 2013 regular board meeting
Action Recommended: Make corrections, if necessary. Approve minutes. Page 01
- V. Citizens Communications
Members of the community are invited to comment on items or issues not on the agenda
- VI. Consent Calendar
 - a. Public Transportation Modernization, Improvement and Service Enhancement Account Program (PTMISEA)
The City of Eureka will be using 5311 Regional Apportionment and Public Transportation Modernization, Improvement, and Service Enhancement Account Program PTMISEA to purchase two buses. The Eureka City Council approved on September 3, 2013 to reallocate the remaining PTMISEA funds of \$450,000 to HTA to purchase a low floor diesel bus as listed in the bus replacement schedule.
Action Recommended: Authorize the HTA General Manager to submit a Corrective Action Plan to CalTRANS and transfer \$450,000 from the City of Eureka's PTMISEA funds to HTA for the purchase of a low floor diesel bus. Page 04
 - b. Humboldt State University Jack Pass Contract
The Contracts between Humboldt State University and Humboldt Transit Authority for the Jack Pass is up for renewal.
Action Recommended: Approve the contracts between Humboldt State University and the Humboldt Transit Authority. Page 05

c. 2013 Fiscal Year Wage Reopener for the 2012-2015 Memorandum of Understanding

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The HTA negotiating team appointed by the board has successfully agreed with American Federation of State, County & Municipal Employees for a wage increase for the 2013 fiscal year wage reopener.

Action Recommended: Approve the revised 2013-14 Fiscal Year Salary Schedule between the Humboldt Transit Authority and The American Federation of State, County, & Municipal Employees, effective on July 1, 2013 and direct the general manager to execute all necessary documents.

VII. Action Items

a. July 2013 statements for all systems operated by HTA
July 2013 statistics for all systems operated by HTA

Handout

Action Recommended: Receive, review, and file

b. Southern Humboldt Local System

Staff will give the board an update on bus stop changes made to the Southern Humboldt Local System.

Action Recommended: Review and Discuss

c. Redwood Transit Update

Staff will give the board an update on the new Redwood Transit schedule that was implemented on August 19, 2013.

Action Recommended: Review and Discuss

d. Humboldt Transit Authority Main Office

With the recent growth of HTA personnel, staff is requesting to move the main HTA public office from 133 V Street to the recently vacated building that is owned by HTA located at 104 W Street.

Action Recommended: Review and discuss. If approved, accept staff's recommendation to move Humboldt Transit Authority's main office to 104 W Street and keep Operations and Maintenance in the office at 133 V Street.

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VIII. Communications

- a. Board
- b. Staff

IX. Adjournment

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

July 17, 2013

ROLL CALL

PRESENT

Board Members

Linda Atkins, City of Eureka
Rex Bohn, Humboldt County
Dean Glaser, City of Fortuna
Julie Fulkerson, City of Trinidad
Alex Stillman, City of Arcata (Alt)

ABSENT

Julie Woodall, City of Rio Dell
Michael Winkler, City of Arcata
Estelle Fennell, Humboldt County

Staff

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

CALL TO ORDER

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

INTRODUCTIONS

The board members introduced themselves. Others in attendance were: Nancy Diamond, HTA Legal Council and Russell Shorey, City of Eureka.

Public Comment

None

At 9:04 a.m. the board went into closed session pursuant to Government Code Section 54957.6. Agency designated representative: Greg Pratt. Employee Organization: American Federation of State, County and Municipal Employees Local 1684, AFL-CIO.

The board resumed open session at 9:32 a.m. Chairperson Atkins announced that there was nothing to report.

MINUTES

Motion by Councilmember Glaser, second by Supervisor Bohn to approve the minutes from the June 19, 2013 regular board meeting. Councilmember Stillman abstained.

Motion carried

CITIZENS COMMUNICATIONS

None

ACTION ITEMS

- a. Year to date financial statements for all systems operated by HTA
Year to date ridership statistics for all systems operated by HTA
Administration and Finance Manager Barbara Zoellner gave the board a report on the financial statements and ridership statistics for the month of May 2013.

- b. Adoption of the Fiscal Year 2013-14 final budget for Humboldt Transit Authority
The preliminary budget was adopted on June 19, 2013. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.
A public hearing opportunity to comment on the proposed budget was offered to the public; no members of the public had any comments on the budget.
Motion by Councilmember Fulkerson, Second by Councilmember Stillman to approve the final 2013-14 budget and adopt Resolution 13-09.
Motion carries unanimously

- c. Agreement between the Humboldt County Office of Education (HCOE and the Humboldt Transit Authority (HTA) to provide vehicle maintenance and repair service.
At the Humboldt County Office of Education's May 2013 meeting, the board accepted Humboldt Transit Authority's proposal to provide preventive maintenance and repairs on eleven school buses.
Equipment and Facilities Manager Jim Wilson gave the board an update on the contract lost with Humboldt Fire and the new contract with Humboldt County Office of Education.
Motion by Councilmember Stillman, second by Councilmember Glaser to adopt the agreement between Humboldt County Office of Education and Humboldt Transit Authority to provide preventive maintenance and repairs on eleven school buses.
Motion carries unanimously

- d. State Transit Assistance Funds Projects (STA) for 2013-14
Per the Transportation Development Act, Section 99313 and 99314, STA funds are available to regional operators for small capital projects. STA funds do not require a local funding match.
Motion by Councilmember Stillman, second by Councilmember Glaser to authorize staff to submit applications for State Transit Assistance Funds to the Humboldt County Association of Governments for \$167,209 for Redwood Transit System and \$329,500 for the Regional Transit Operators.
Motion carries unanimously

- e. Redwood Transit System Update
General Manager Greg Pratt gave the board a handout of the proposed Redwood Transit System schedule and gave the board an update on the progress being made.

- f. 2237 2nd Street Property
Councilmember Fulkerson from Trinidad requested the board discuss options for the house located on HTA's property on the corner of 2nd and X Street that is in need of major repairs.
Councilmember Fulkerson announced that she took photos of the white house located at 2237 2nd Street, on HTA property. Councilmember Fulkerson indicated that she presented the photos to a

few programs and agencies to find out if they would be interested in taking the renovation of this property on as a project. She found that there were no resources and said that her main interest is to have a plan for this property and to explore all possibilities of renovation and restoration. General Manager Greg Pratt indicated that he would start with the City of Eureka to find out what the options are available for this structure.

COMMUNICATIONS

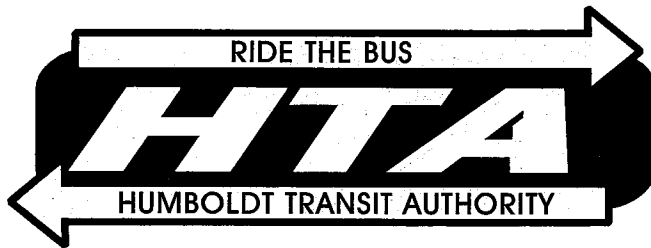
Board:

Councilmember Stillman announced that she thought Councilmember Fulkerson's advertisement "bus service for people while on vacation" is excellent and suggested contacting lodging establishments and the Visitor Convention and Bureau's marketing committee to put this information out more to the public.

Staff:

Equipment and Facilities Manager Jim Wilson announced that he is checking into getting HTA buses equipped with a device that will hold a traffic light signal when the bus is in the middle of an intersection. With the City of Eureka updating their traffic signals to meet emergency vehicle needs, HTA can now be equipped with this device.

Meeting adjourned at 10:20 a.m.



*A Public Entity Serving
Humboldt County Since 1976*

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

(707) 443-0826

TO: Chair Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 18, 2013

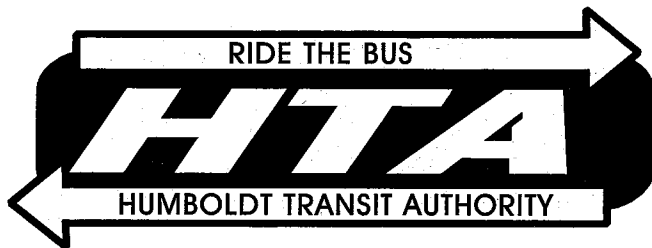
SUBJECT: Public Transportation Modernization, Improvement and Service
Enhancement Account Program (PTMISEA) / Prop. 1b.

The local operators, which include the City of Eureka, Humboldt Transit Authority and The City of Arcata, work together with the available funding to the region for a bus replacement schedule. Because there are very few funding sources, it is important that the operators keep up with the schedule to replace their older buses to stay in compliance with the California Air Resource Board, reduced road calls, break downs, and repair costs.

Recently the City of Eureka applied for a 5311 Regional Apportionment bus and was just awarded that contract. At the same time, the City of Eureka received funding for two (2) PTMISEA buses. The City had been waiting on receiving the PTMISEA funds for over three years. There was no timeline when the City of Eureka they would receive the funds because it gets distributed throughout the state after bond sales.

Large size, heaving duty transit buses can only be replaced when they are twelve years old or surpass 500,000 miles. The City of Eureka has two (2) that are eligible for replacement. One from 5311 and one from PTMISEA leaving funding that can be transferred to the Redwood Transit System, which needs nine (9) replacement vehicles over the next two years. The Eureka City Council adopted a resolution on September 3, 2013 supporting the Corrective Action Plan to reallocate the remaining funds of \$450,000 to the Redwood Transit System.

Action Recommended: Authorize the HTA General Manager to submit a Corrective Action Plan to CalTRANS and transfer \$450,000 from the City of Eureka's PTMISEA funds to HTA for the purchase of a low floor diesel bus.



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FROM: Greg Pratt, General Manager

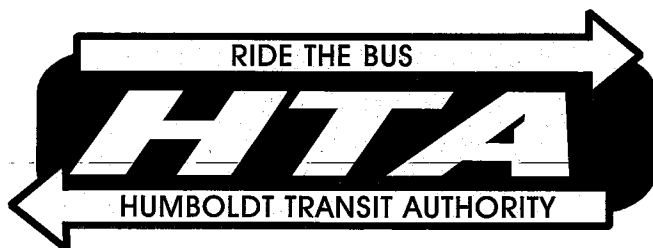
DATE: September 18, 2013

SUBJECT: Humboldt State University Jack Pass Contracts

Humboldt Transit Authority has been under contract since 2008 with Humboldt State University to provide transportation services for students, faculty, and staff better known as the "Jack Pass." Due to the constant change in ridership, the term of the contracts are renewed yearly. The two contracts up for renewal are for the Redwood Transit System and the Willow Creek System for the duration of July 1, 2013 to June 30, 2014. There have been no changes in the contract from last year.

Action Recommended: Approve the Contracts Between Redwood Transit, Willow Creek, and Humboldt State University.

~ Contracts enclosed



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TO: Chair Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 18, 2013

SUBJECT: 2013 Fiscal Year Wage Reopener for the 2012-2015
AFSCME Memorandum of Understanding

Under the direction of the Humboldt Transit Authority Board of Directors, the negotiating team successfully concluded negotiations with the American Federation of State, County & Municipal Employees (AFSCME), Council 57 concerning the July 1, 2103 MOU wage reopener. The parties have agreed through execution of a Side Agreement to the MOU that each employee in the bargaining unit shall receive a \$0.34 per hour wage increase effective July 1, 2013.

This salary increase will cost approximately \$28,000 per year, which the Finance Committee has reviewed and approved.

- Salary Schedule Attached

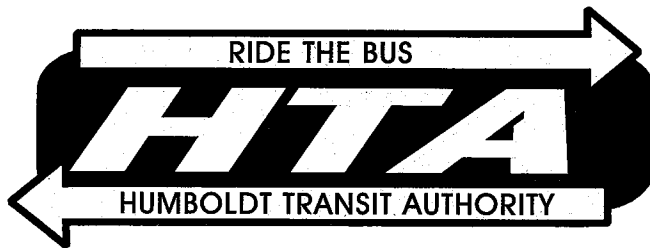
Action Recommended: Approve revised Salary Schedule, effective July 1, 2013, and authorize the General Manager to execute all necessary documents to implement the MOU wage reopener agreement.

HTA Classification Plan

FISCAL YEAR 2013-2014

Salary Schedule

Position	Allocation			Range		A	B	C	D	D
	Cur.	Filled	Prop.	Hourly	Hourly					
<i>No steps for non-union and salaried staff</i>										
Non-union positions										
General Manager	1	1	1	\$37.02 - \$47.12						
Operations Manager	1	1	1	\$24.04 - \$33.65						
Equipment and Facilities Manager	1	1	1	\$24.04 - \$33.65						
Administration and Finance Mgr	1	1	1	\$24.04 - \$33.65						
Administrative Assistant II	0	0	1	\$21.63 - \$26.44						
Administrative Assistant I	1	1	0	\$17.07 - \$21.87						
Administrative Assistant I (part-time)	1	0	1	\$17.07 - \$21.87						
Receptionist/ADA Specialist	1	1	1	\$13.94 - \$18.75						
Operations Supervisor (part-time)	1	0	1	\$15.88 - \$18.26	\$15.88	\$16.32	\$16.78	\$17.25	\$17.76	\$19.76
Shop Supervisor/ Mechanic II	1	0	1	\$20.45 - \$23.67	\$20.45	\$21.09	\$21.76	\$22.45	\$23.17	
<i>Steps for union staff are negotiated and part of the MOL</i>										
Union positions										
Mechanic II	2	2	2	\$21.15 - \$24.60	\$21.15	\$21.84	\$22.55	\$23.29	\$24.06	
Mechanic I	2	0	1	\$19.46 - \$22.90	\$19.46	\$20.14	\$20.73	\$21.60	\$22.36	
Technician II	2	2	3	\$17.78 - \$20.65	\$17.78	\$18.33	\$18.88	\$19.48	\$20.11	
Technician I	1	1	1	\$16.71 - \$19.58	\$16.71	\$17.26	\$17.81	\$18.41	\$19.04	
Vehicle Service Worker	1	1	1	\$15.19 - \$17.74	\$15.19	\$15.66	\$16.15	\$16.66	\$17.20	
Vehicle Service Worker (part-time)	1	1	1	\$14.22 - \$16.60	\$14.22	\$14.66	\$15.12	\$15.59	\$16.10	
Cleaner/Janitor	1	1	1	\$14.47 - \$16.82	\$14.47	\$14.90	\$15.35	\$15.81	\$16.28	
Cleaner/Janitor (part-time)	0	0	1	\$13.55 - \$15.74	\$13.55	\$13.95	\$14.37	\$14.80	\$15.24	
Driver	30	26	30	\$15.19 - \$17.74	\$15.19	\$15.66	\$16.15	\$16.66	\$17.20	
Extraboard Driver				\$15.19 - \$17.74	\$15.19	\$15.66	\$16.15	\$16.66	\$17.20	
Extraboard Driver (part-time)	12	7	12	\$14.22 - \$16.60	\$14.22	\$14.66	\$15.12	\$15.59	\$16.10	



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TO: Chair Atkins
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 18, 2013

SUBJECT: Humboldt Transit Authority Main Office

Last month, the business renting HTA's office building on 104 W Street ended their lease. Staff is recommending using the building on 104 W Street as the public office and keeping the current office of 133 V Street for operations, maintenance, training and meetings.

Since expanding service and operating on Sunday, HTA staff has grown from five employees to nine. Moving part of the office staff to W street will address the issue of the recent growth of HTA. The building is also better equipped for ADA assessments for para-transit passengers.

The capital needed to set up the sever and install a ramp for ADA access will come from State Transit Assistance Funds that have already been approved for building maintenance.

A diagram with staff's request will be handed out at the meeting.

Action Recommended: Review and discuss. If approved, accept staff's recommendation to move Humboldt Transit Authority's main office to 104 W Street and keep Operations and Maintenance in the office at 133 V Street.