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County of Humboldt
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City of Rio Dell
PAUL PITINO
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HTA Board Staff
GREG PRATT
General Manager
BRENDA FREGOSO
Secretary to the Board



Humboldt Transit Authority
Governing Board of Directors
HTA Conference Room - 133 V Street Eureka
AGENDA

Wednesday, March 28, 2018

9:00 AM

Regular Meeting

A. Call Meeting To Order

B. Roll Call & Introductions

C. Community Members Communication

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

D. Special Presentations

E. 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.

1. Minutes from the February 28, 2018 Regular Board Meeting Page 03
Action Recommended: Approve minutes
Attachments: February 28, 2018 minutes
2. January 2018 statistics and financial statements for all systems operated by HTA Enclosed
Action Recommended: Receive and file
3. Amendment Number Seven to Lease: New Cingular Wireless Enclosed
An amendment to the contract is needed (contract enclosed) for any additions, modifications or changes of use of space on the Tower and must be first subject to a fully executed amendment to the Lease by both parties.
Action Recommended: Approve Amendment Number Seven between the Humboldt Transit Authority and New Cingular Wireless.
Attachments: Proposed changes from PWM Inc.

4. Amendment No. 1 to Design Build Contract for HTA Bus Facility and Solar Photovoltaic System

Board authorization is needed to amend the Design-Build Contract between McKeever Energy & Electric Inc., and the Humboldt Transit Authority for a bus facility solar photovoltaic system

Action Recommended: Approve Amendment Number one to the Contract between the Humboldt Transit Authority and McKeever Energy & Electric, Inc and authorize the General Manager to sign.

Attachments: Amendment No.1

F. Items Removed from Consent Calendar

G. Old Business

H. New Business

1. Establish Board Meeting Process Guidelines

Discuss expectations of the Board and Staff at HTA monthly meetings.

Action Recommended: Discuss and make recommendations to the chair

2. Responses to the 2016/17 Fiscal and Compliance Audit

Page 12

During the board’s regular February 2018 meeting the 2016/17 Fiscal and Compliance Audit was presented. The board directed staff to prepare the necessary responses to the entity affected by the audit findings. Those responses are included in this packet for the board’s final review.

Action Recommended: Review staff’s responses to the Fiscal and Compliance Audit, if approved direct staff to send those responses to the entity affected by those findings.

4. Earth Day April 22, 2018

Handout

Staff would like to discuss promoting Earth Day to the Board on the Redwood Transit System.

Action Recommended: Discuss and direct staff if necessary

I. Board Reports

J. Department Reports

K. 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

February 28, 2018

ROLL CALL

PRESENT

Board Members

Tami Trent, City of Fortuna

Rex Bohn, County of Humboldt

Mike Wilson, County of Humboldt

Steve Ladwig, City of Trinidad

Paul Pitino, City of Arcata

Natalie Arroyo, City of Eureka

ABSENT

Tim Marks, City of Rio Dell

Staff

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Karen Wilson, Manager of Operations

Consuelo Espinosa, ADA Specialist

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Jaison Chand, CAE Transport; Oona Smith, HCAOG.

CALL TO ORDER

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

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATION

1. HCAOG: Public transit branding presentation

Oona with HCAOG gave the board information on branding on all HTA systems. She informed the board that HCAOG is exploring phases 3 & 4 from the Regional Transit Marketing and Unified Branding Plan. Also mentioned is that committees, SSC & SSTAC is still working on this item and this item will be placed on a future agenda.

2. LSC Transportation Consultants, Inc.: Presentation of the Transit Development Plan

The Humboldt County Transit Development Plan 2017-2022 was handed out to all board members.

Salena McKinney with LSC Transportation Consultants, Inc. gave the board a presentation on the final TDP that was presented to HCAOA in November 2017.

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 Chairperson Arroyo, second by Supervisor Wilson to approve the Consent Calendar with the amendment to remove item 2.

Motion carries unanimously

1. Minutes from the January 24, 2018 Regular Board Meeting

Action Recommended: Approve minutes

2. Humboldt Transit Authority's Drug & Alcohol Policy

Because of changes to the Federal Regulations 49 CFR Part 40, a revised Humboldt Transit Authority Drug & Alcohol Policy is need to stay in compliance.

Action Recommend: Approve amendment to Humboldt Transit Authority's Drug & Alcohol policy by adopting Resolution 18-02.

Items Removed from the Consent Calendar

3. December 2017 statistics and financial statements for all systems

Action Recommended: Receive and File

OLD BUSINESS

1. Status of Solar Project

Nate McKeever with McKeever Energy & Electric gave the board an update on the progress made preparing the facility to charge electric buses and vehicles.

NEW BUSINESS

1. 2016/2017 Fiscal & Compliance Audit

Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance with the same. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of the State and Local Government, to obtain reasonable assurance about whether the financial statements are free of material misstatement. A representative from the firm Anderson, Lucas, Somerville, & Borges is present at this meeting to review the audit and answer any question from the board members.

Barbara Guest from the firm Anderson, Lucas, Somerville & Borges was present and addressed the 2016/2017 audit with the board. Barbara Guest reviewed highlights as well as issues that were noted during the course of the audit.

Motion my Chairperson Arroyo, second by Supervisor Wilson to review and receive the 2016/2017 audit and direct staff to send the necessary responses.

Motion carries unanimously

2. Proposed Fare Increase for Redwood Transit System

Due to the continuing increase to the transit systems' operating costs, staff is proposing a fare increase for all systems.

General Manager Greg Pratt gave the board information and a handout on the purposed rate increases for RTS to be effective July 1, 2018.

Motion by Councilmember Ladwig, second by Councilmember Pitino to approve the proposed fare increase for Redwood Transit System and recommend to the Humboldt County Board of Supervisors to increase fares as proposed to Willow Creek, Southern Humboldt, and Tish Non-Village beginning July 1, 2018.

3. Dial-A-Ride/Route Math Reports

Staff has accumulated ridership reports from the DARR software program that will help determine percentages each entity contributes.

General Manager Greg Pratt handed out Dial-A-Ride/Route Match Reports to all board members. He gave the board information on contribution by registered users for the service areas. This item will be continued as future agenda items moving forward into 2019 including other HCAOG committees.

Board Reports

None

Department Reports

None

Meeting adjourned at 10:58 a.m.



133 V Street
Eureka, CA 95501

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Office: (707) 443-0826
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www.hta.org

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 28, 2018

SUBJECT: Amendment No. 1 to Design Build Contract for HTA Bus Facility and Solar Photovoltaic System

AMENDMENT No. 1 TO
DESIGN-BUILD CONTRACT FOR HUMBOLDT TRANSIT AUTHORITY BUS FACILITY SOLAR PHOTOVOLTAIC SYSTEM

On January 18, 2017 the HTA board signed an agreement with McKeever Energy & Electric Inc. to design, fabricate, deliver, install, operate, and maintain a Solar Photovoltaic System. Out of that effort, McKeever Energy & Electric partnered with HTA and the Schatz Energy Research Center (SERC) to develop project phases and planning in an effort to achieve HTA's goals (summarized below). Each phase and or goal will involve the pursuit of grant and or similar funding packages. Staff has worked with HTA Legal Counsel to update the scope of work (see below) with Amendment No. 1, attached.

Phase 3 (Completion no later than June 30, 2019)

Upgrade meter main service to ~2000 Amps at 480 Volts.

Install cut-over.

Install first EV bus charger for single Proterra bus.

Prepare concept plan to upgrade the HTA's campus electrical infrastructure to power four additional electric buses using solar, solar+, and/or microgrid infrastructure and complete construction activities; develop design/build budget inclusive of PG&E's fees for installation of following:

~97 kW turn-key roof-top solar PV system on main/admin building existing roofs.

~139 kW turn-key solar PV carport.

~25 kW turn-key roof-top solar PV system on storage building.

Install future conduits for completion of Phase 5.

Phase 4 (Completion by June 30, 2024)

Complete design and installation of

~97 kW turn-key roof-top solar PV system on main/admin building existing roofs.

~139 kW turn-key solar PV carport.

~25 kW turn-key roof-top solar PV system on storage building.

Complete design and installation of microgrid and energy storage (Tesla batteries, or equivalent) on-site for resiliency in emergencies and rate arbitrage (buying power at a low price and storing it to sell at a higher price).



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Connect entire HTA campus to one meter.
Complete installation of 4 additional EV bus chargers.

Action Recommended: Approve Amendment Number one to the Contract between the Humboldt Transit Authority and McKeever Energy & Electric, Inc and authorize the General Manager to sign.

**AMENDMENT No. 1 TO
DESIGN-BUILD CONTRACT FOR HUMBOLDT TRANSIT AUTHORITY BUS FACILITY
SOLAR PHOTOVOLTAIC SYSTEM**

This is an amendment (“Amendment”) to that certain Agreement by and between the Humboldt Transit Authority, (“HTA”) and McKeever Energy & Electric, Inc., (“Designer/Builder”), entitled *Design-Build Contract For Humboldt Transit Authority Bus Facility Solar Photovoltaic System 133 V Street, and 2223 2nd Street Eureka, CA*, effective January 13, 2017, and subject to Addendum No. 1, dated February 15, 2017 (collectively referred to as the “Agreement”). This Amendment No. 1 is made effective on _____, 2018.

RECITALS

WHEREAS, pursuant to the Agreement, Designer/Builder delivered a “HTA Energy Master Plan: Technical Memo” (“Energy Master Plan”), which provides a pathway to further analyze, design, develop and install a microgrid system capable of supporting up to five electric buses by solar power;

WHEREAS, HTA has purchased one electric bus with expected delivery by the end of 2018, and is working with the Designer/Builder to design and timely install the infrastructure needed to charge this first electric bus;

WHEREAS, the parties desire to amend the Agreement to provide for the installation, in phases, of solar infrastructure that will power up to five total electric buses, subject to the availability of grant funding.

NOW THEREFORE, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. Exhibit A, Scope of Work, is replaced in its entirety with Exhibit A-1, attached hereto and incorporated herein. The HTA General Manager may make reasonable changes to the Scope of Work implementation phasing and specific tasks, consistent with the overall purposes of designing, installing and operating a solar PV system and/or microgrid to power the HTA facility and up to five electric buses.
2. Section 3, Proposals and Compensation, is replaced in its entirety with the following:

“3. Proposals & Compensation. As full compensation for Designer/Builder's complete and satisfactory performance of the work and activities described in the Contract Documents, HTA agrees to pay Designer/Builder, and Designer/Builder agrees to accept payment based on the schedule set out in Exhibit A-1, which shall be paid to the Designer/Builder according to the Contract Documents. Payment for services, and completion of specific Work items is dependent on HTA acquiring grant or other appropriate financing.”
3. Section 5, Time for Completion, is replaced in its entirety with the following:

“5. Time for Completion. All Work shall be completed within the time schedule set forth in the Scope of Work, Exhibit A-1.
4. General Conditions, Section 20, Modifications of Contract, Subsection (a), *Changes in Work*, is replaced with the following (subsections 20(b) – (e) of Section 20 are unchanged):

“a. Changes In Work:

1) The HTA, before the date of acceptance of the work, may, without notice to the Sureties, order changes in the work (“Modifications”), may order extra materials and extra work in connection with the performance of the Contract, and the Designer/Builder shall promptly comply with such orders.

2) If changes ordered in design, workmanship or materials are of such a nature as to increase or decrease the cost of any part of the work, the price fixed in the Contract shall be increased or decreased by such amount as represents the reasonable and proper allowance for the increase or decrease in the cost of the work in accordance with the provisions of this Article, and any other applicable terms of the Contract, including, but not limited to, the Designer/Builder’s schedule of values and the price for allowances, if any. Except as provided by law, the HTA General Manager may approve any change order that increases a cost amount stated in the Contract, provided that committed grant funding to HTA or funding otherwise appropriated in the HTA budget exists to fund the increased amount.

3) In the case of a disputed work item, the HTA may direct the Designer/Builder to perform the disputed work at no additional cost to the HTA on the grounds that the work is adequately indicated in the Contract Documents, and therefore already included in the Contract price. If the Designer/Builder maintains that the disputed work represents a modification to the Contract, Designer/Builder may submit a claim in accordance with Article 50, Resolution of Construction Claims. Notwithstanding any dispute regarding the requirements of the Contract Documents, Designer/Builder shall promptly and fully comply with the HTA’s directive. Designer/Builder’s failure to do so shall be deemed a material breach of this Contract, and in addition to all other remedies, HTA may, at its sole discretion, hire another Designer/Builder and/or use its own forces to complete the disputed work at Designer/Builder’s sole expense, and may deduct the cost of such work from the Contract price.”

5. Change Orders. Change Orders Numbered 1-28, are hereby ratified.

6. Ratification of Agreement. The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 effective as of the date indicated above.

HTA:

Designer/Builder

Greg Pratt, General Manager

Nathan McKeever,

Date:

Date:

Approved as to Form:

Designer/Builder License No and Expiration:
CA C-10 985286

Nancy Diamond, HTA Legal Counsel

EXHIBIT A-1
Scope of Work and Estimated Cost
(HTA EV Charging Station Microgrid Project)

Phases 1-2 (Completed)

- Upgrade HTA campus security system and security infrastructure.
- Retrofit all existing lighting to LED (low energy fixtures) and add LED exterior lighting fixtures for better security.
- Power maintenance shop with sun, thus removing PG&E costs for that meter.
- Develop HTA Master Energy Plan and campus sketch.
- Develop high-level costs report for purposes of applying grant funding.

Phase 3 (Completion no later than June 30, 2019)

- Upgrade meter main service to ~2000 Amps at 480 Volts.
- Install cut-over.
- Install first EV bus charger for single Proterra bus.
- Prepare concept plan to upgrade the HTA's campus electrical infrastructure to power four additional electric buses using solar, solar+, and/or microgrid infrastructure and complete construction activities; develop design/build budget inclusive of PG&E's fees for installation of following:
 - ~97 kW turn-key roof-top solar PV system on main/admin building existing roofs.
 - ~139 kW turn-key solar PV carport.
 - ~25 kW turn-key roof-top solar PV system on storage building.
- Install future conduits for completion of Phase 5.

Phase 4 (Completion by June 30, 2024)

- Complete design and installation of
 - ~97 kW turn-key roof-top solar PV system on main/admin building existing roofs.
 - ~139 kW turn-key solar PV carport.
 - ~25 kW turn-key roof-top solar PV system on storage building.
- Complete design and installation of microgrid and energy storage (Tesla batteries, or equivalent) on-site for resiliency in emergencies and *rate arbitrage* (buying power at a low price and storing it to sell at a higher price).
- Connect entire HTA campus to one meter.
- Complete installation of 4 additional EV bus chargers.

TASK	ESTIMATED COST
Phase 3: Installation of Meter Main Service, Cut-over and 1 st EV Bus Charging Station	\$ 98,000
Phase 4: ~97 kW Turn-key rooftop solar PV system on Main Building	\$316,000
Phase 4: ~25 kW Turn-key rooftop solar PV system on storage building	\$84,000
Phase 4: ~139 kW Turn-key rooftop solar PV carport	\$700,000
Phase 4: Installation of 4 EV Bus charging Stations	\$33,000
Phase 4: Energy Storage	\$300,000
Total Estimated Cost	\$1,627,653

Notes: Completion of tasks is dependent on HTA’s acquisition of W street.
Timeline for completion of tasks is dependent on acquisition of funding.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 28, 2018

SUBJECT: Responses to the FY 2016/17 TDA Fiscal and Compliance Audit

This is to acknowledge the management letter (attached) of December 18, 2017, from Anderson, Lucas, Somerville, & Borges, LLP the certified public accounting firm who performed the audit. Staff has reviewed the Report on Audit of the Humboldt Transit Authority for the Year Ended June 30, 2017, and related comments regarding their findings. The following represents our recommended response to the same:

CURRENT YEAR FINDINGS

1. Compliance with TDA Fund Eligibility

Finding: Excess operating funds received. Because HTA was successful in receiving State and Federal Grants, there was \$115,567 in excess TDA operating funds for the Willow Intercity Bus System, the Southern Humboldt Intercity & Local Bus Systems, and the McKinleyville/Arcata Dial-A-Ride.

Solution: I have communicated this with representatives from the County, Arcata, and HCAOG about following the auditor’s solution (c) for HTA to repay the excess TDA funds to the Transportation Planning Agency (HCAOG) on demand. HCAOG will make available the following:

County of Humb \$113,383
City of Ar \$2,184

2. Non-Compliance with TDA Minimum Farebox Recovery Ratios

Finding: Per TDA Code Section 99268.8, minimum Farebox Recover Ratios compliance testing for the two Southern Humboldt routes began for the year ended June 30, 2013. Southern Humboldt Local route is required to maintain a farebox ratio of 10%. According the auditors calculations, farebox recover for the Southern Humboldt Local route was 9.71% and did not meet the minimum 10% for June 30, 2017. If an operator fails to maintain its required fare box ratio for two fiscal years, (not necessarily consecutive years), the TDA/ST A allocation will be reduced during a subsequent penalty year by the amount of the difference between the required fare revenues and the actual fare revenues received in the second year of non-compliance. In this fiscal year, which is the noncompliance year, there is no change in eligibility since all operators are allowed one grace year for a first time failure to meet a required fare box recovery ratio.

Solution: Staff is working with the Southern Humboldt community and Supervisor Fennell to fold the Local bus service into the Intercity System and adding weekends. Also, the HTA board recommended to the County Board of Supervisors to raise fares on the systems we operate for them.

Action Recommended: 1. Review and discuss. 2. If approved, direct staff to notify the affected member entities.



ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

CERTIFIED PUBLIC ACCOUNTANTS

ART STEWART (1945-1964)
RICHARD RODRIGUE (1950-1985)
DAVID L. SOMERVILLE (1971-1982)
DONALD L. HARRIS (1962-1994)
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DAVID A. SOMERVILLE, INACTIVE

December 18, 2017

Board of Directors
Humboldt Transit Authority
133 V Street
Eureka, California 95501

Ladies and Gentlemen,

We have audited the financial statements of Humboldt Transit Authority (HTA) for the year ended June 30, 2017 and have issued our report thereon dated December 18, 2017. As part of our audit, we reviewed and tested HTA's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability of assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of HTA's system of internal accounting control for the year ended June 30, 2017 which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, we submit, for your consideration, our comments and recommendations on the operating methods, accounting policies and procedures, and other matters which came to our attention during the course of the audit.

CURRENT YEAR FINDINGS

1. Compliance with TDA Fund Eligibility:

Excess Operating Funds Received:

As shown in Note 2 to the financial statements, the following systems did not meet the compliance requirements of Section 6634 of the California Administrative Code dealing with TDA fund eligibility. Fund eligibility is determined by subtracting actual fare revenues, depreciation, and any federal operating funds received from operating expenses. This amount represents the maximum allowable TDA funding for operating expenses for the fiscal year ended June 30, 2017.

	<u>SoHum Inter City</u>	<u>Arcata DAR</u>	<u>Willow Creek</u>	<u>So Hum Local</u>
Operating Costs	\$ 644,473	\$ 147,840	\$ 300,939	\$ 173,200
Less Depreciation	(85,132)	-	(37,813)	(20,160)
Less Fare Revenues	(80,938)	(18,222)	(38,451)	(14,863)
Less Federal Operating Funds	<u>(300,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Maximum TDA Fund Eligibility	178,403	129,618	224,675	138,177
STAF Operating Funds Received	6,945	-	2,728	5,027
TDA Funds Received	<u>263,645</u>	<u>135,078</u>	<u>235,078</u>	<u>137,939</u>
	270,590	135,078	237,806	142,966
Excess TDA Funds Received	<u>\$ 92,187</u>	<u>\$ 5,460</u>	<u>\$ 13,131</u>	<u>\$ 4,789</u>

Recommendation: HTA has several options to remedy this situation:

- a. Claims by member entities for operating costs for the following fiscal year may be reduced by the current year excess TDA funds.
- b. Members may file amended claims for the current fiscal year applying the excess fund to capital expenditures made during the current year.
- c. Members may repay the excess TDA funds to the Transportation Planning Agency (HCAOG) on demand.

2. Non-Compliance with TDA Minimum Fare box Recovery Ratios

Per TDA Code Section 99268.8, minimum mandatory Fare box Recovery Ratio compliance testing for the two Southern Humboldt routes began for the year ended June 30, 2013. Southern Humboldt Local route is required to maintain a fare box ratio of 10%. According to our calculations, fare box recovery ratio for the Southern Humboldt Local route was 9.71% and did not meet the minimum 10% for June 30, 2017.

If an operator fails to maintain its required fare box ratio for two fiscal years, (not necessarily consecutive years), the TDA/STA allocation will be reduced during a subsequent penalty year by the amount of the difference between the required fare revenues and the actual fare revenues received in the second year of non-compliance. In this fiscal year, which is the noncompliance year, there is no change in eligibility since all operators are allowed one grace year for a first time failure to meet a required fare box recovery ratio.

Recommendation: HTA needs to increase ridership, thus increase fare revenue and reduce operating costs for the Southern Humboldt Local route in order to meet the minimum fare box ratio in the future.

The above recommendations and comments are intended to be constructive suggestions on ways to improve the policies and procedures of HTA. They are not intended to be all-inclusive of the areas in which improvements might be achieved. Should you have any questions regarding these comments or any other matters, please contact us.

In conclusion, we wish to thank the staff of Humboldt Transit Authority for their cooperation and assistance during our audit.

ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

Anderson, Lucas, Somerville, & Borges