Wednesday, July 25, 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 June 27, 2018 Regular Board Meeting
      Recommend: Approve minutes
      Attachments: June 27, 2018 minutes

   2. May 2018 statistics and financial statements for all systems operated by HTA
      Recommend: Receive and file

   3. Adaptation Planning Grant
      The Humboldt Transit Authority was recently awarded a State transportation planning grant through Caltrans. Board authorization is required for the General Manager to execute documents related to the grant program.
      
      **Adopt Resolution 18-10 authorizing the General Manager to execute agreements with the California Department of Transportation for the Climate Resilient Electrified Transit Plan for Humboldt County.**

F. Items Removed from Consent Calendar
G. Old Business
1. Adoption of the Fiscal Year 2018/19 Final Budget for Humboldt Transit Authority
The preliminary budget was adopted on June 27, 2018. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

2. Advertising Agreement Between HTA and ADS in Motion
Due to recent changes in Humboldt Transit Authority’s fleet inventory, ADS in Motion has submitted an amendment proposal to the HTA board for consideration.

H. Closed Session: 2 Items (Time Sensitive 9:30 am)
1. 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.
2. The Board will go into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182).
3. The Board will Reconvene in Open Session and report out as necessary.

I. New Business
1. Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSMCE) for July 1, 2018 – June 30, 2021.
The employee’s contract between HTA and the union expired on June 30, 2018. Staff is recommending extending the contract with certain amendments agreed upon during the negotiating process.
~Draft MOU enclosed

J. Board Reports
K. Department Reports
L. 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.
ROLL CALL

PRESENT
Board Members
Natalie Arroyo, City of Eureka
Paul Pitino, City of Arcata
Rex Bohn, County of Humboldt
Estelle Fennell, County of Humboldt (Alt)

Staff
Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Alene Webb, Finance Manager

ABSENT
Steve Ladwig, City of Trinidad
Tami Trent, City of Fortuna
Tim Marks, City of Rio Dell
Mike Wilson, County of Humboldt

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Jaison Chand, City Ambulance

CALL TO ORDER
Chairperson Arroyo called the meeting to order at 9:02 a.m. General Manager Greg Pratt introduced Brian Connors as Interim Operations Manager and announced that Karen Wilson is no longer with Humboldt Transit Authority.

COMMUNITY MEMBERS COMMUNICATION
None

SPECIAL PRESENTATIONS
None

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. Councilmember Pitino request to pull item 7 from the Consent Calendar.
Motion by Supervisor Fennell, second by Councilmember Pitino to approve the Consent Calendar. Motion carries unanimously

1. Minutes from the May 23, 2018 Regular Board Meeting
   Action Recommended: Approve minutes

2. April 2018 statistics and financial statements for all systems
   Action Recommended: Receive and File
3. Agreement for Operation of the Tish Non-Village Bus Transit System by and between HTA and the County of Humboldt
   Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from Fortuna and College of the Redwoods.
   **Action Recommended:** Approve the Agreement for Operation of Bus Transit System in the Tish Non-Village Area by and between Humboldt Transit Authority and the County of Humboldt.

4. Agreement for Operation of the Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt
   Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from Willow Creek.
   **Action Recommended:** Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and the County of Humboldt.

5. Amendment No. 1 to Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride Services)
   **Action Recommended:** Approve Amendment No. 1 to Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services.

6. Agreement Between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing
   Staff and Legal counsel have prepared a funding agreement for Dial-A-Ride services in the region. It is for a one-year term with no increase in costs from prior year’s contract.
   **Action Recommended:** Approve the Agreement between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing.

8. 2017-2018 FY Budget Continuation until Adoption of the 2018-2019 FY Budget
   Staff is recommending adoption of Resolution 18-06 to continue the current fiscal year budget. The final 2018-2019 fiscal year budget will be ready for Board review and adoption at its July 2018 board meeting.
   **Action Recommended:** Continue HTA’s 2017-2018 Budget until adoption of the 2018-2019 budget by adopting Resolution 18-06

9. Federal Transit Administration Section 5311 Grant Funds
   Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment and for operating assistance.
   **Action Recommended:** Adopt Resolution 18-07 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to sign the Grant Agreement

10. Federal Transit Administration Section 5311(f) Grant Funds
    Staff is recommending submitting an application for 5311 (f) operating assistance for the Intercity Bus Systems.
    **Action Recommended:** Adopt Resolution 18-04 Authorizing Application for FTA Section 5311 (f) Grant Funds and the General Manager to sign the Grant Agreement
Items Removed from the Consent Calendar

7. Humboldt Transit Authority’s Drug & Alcohol Policy
   An amendment is needed to appoint a Drug & Alcohol Program Manager for the Humboldt Transit
   Authority’s Drug & Alcohol Policy.
   Councilmember Pitino inquired as to why on page 55 of Humboldt Transit Authority’s Drug & Alcohol Policy
   on page 55, under Medical Review Office, the City and State is missing from the address.
   General Manager Greg Pratt advised that this information is not important to HTA, however, he would get
   that corrected and have it revised.
   Motion by Councilmember Pitino, second by Supervisor Fennell to approve amendment to Humboldt Transit
   Authority’s Drug and Alcohol Policy by adopting Resolution 18-05 with a revision to page 55.
   *Motion carries unanimously*

OLD BUSINESS
None

NEW BUSINESS

1. Preliminary Budget for Humboldt Transit Authority FY 2018-2019
   Staff has prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the
   Redwood Transit System, the Eureka Transit System, Willow Creek Extension, Southern Humboldt Systems,
   Tish Non-Village, and for contracting with the City of Arcata for maintenance and transit services. The Finance
   and Operations Committee reviewed the budget during their meeting on June 20, 2018.
   General
   General Manager Greg Pratt gave the board information and changes on the preliminary budget for FY 2018-
   2019 and Capital Projects and Finance Manager Alene Webb gave the board information on OPEB (Other Post-
   Employment Benefits) and retiree medical.
   Motion by Councilmember Pitino, second by Supervisor Fennell to approve the preliminary Budget for 2018-
   2019 and directed staff to publish a notice regarding public input on the proposed budget.
   *Motion carries unanimously*

2. Humboldt Transit Authority ADA Specialist/Title VI Coordinator
   Staff is recommending a revision to the ADA Specialist/Title VI Coordinator job position by adding the duties
   of Safety Coordinator, changing the job title to Safety & ADA Coordinator, and revising the salary schedule to
   reflect the added duties.
   General Manager Greg Pratt gave the board information on the changes to the ADA Specialist/Title VI
   Coordinator job title and announced that staff is requesting to change the title to Safety & ADA Coordinator
   and that this position is held by Consuelo Espinosa and would now be reporting to the General Manager. He
   also addressed the revised wage scale with the board.
   Motion by Councilmember Pitino, second by Supervisor Fennell to approve the revised job title and Salary
   Schedule.
   *Motion carries unanimously*

3. Agreement for Operation of the Southern Humboldt Bus System by and between County of Humboldt and the
   Humboldt Transit Authority
   Staff is recommending a three-year agreement between HTA and the County to provide transportation
   to/from the Southern Humboldt region.
General Manager Greg Pratt gave the board brief history on the Southern Humboldt service and Humboldt Transit Authority’s plan to move forward effective 07/02/2018 with new service and fares.

Motion by Supervisor Fennell, second by Councilmember Pitino to approve the Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority.

*Motion carries unanimously*

**CLOSED SESSION: 2 Items (Times Sensitive 9:30 a.m.)**

1. **Public Comment**
   
   *None*

2. **The Board went 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.**

3. **The Board went into Closed Session pursuant to Government Code Section 54956.9(a) to confer with Legal Counsel regarding pending litigation: Maxon v. HTA (Humboldt County Sup. Ct Case No. DR180182).**

4. **The Board reconvened in Open Session at 11:29 a.m. Chairperson Arroyo reported that there was nothing to report.**

**Board Reports**

Chairperson Arroyo announced that she met John Webb at the last HCOAG meeting and that he is requesting to get local participants involved in the rail project.

Councilmember Pitino announced that the Arcata Bus Stop Improvement Plan is almost complete.

**Department Reports**

*None*

**Communications**

*None*

Meeting adjourned at 11:42 a.m.
TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 25, 2018

SUBJECT: Adaptation Planning Grant

California has set ambitious targets to adopt zero emissions bus fleets, the most recent of which are reflected in the California Air Resources Board Innovative Clean Transit Program. Reaching these targets will require more than technology development and capital expenditure on charging infrastructure. A climate-resilient energy infrastructure plan is needed to bridge the gap between a future-proof design, electricity load management, infrastructure ownership costs, and utility infrastructure planning efforts.

Currently there is no clear or consistent methodology on how to best design electric charging infrastructure. This project will develop a Climate Risk and Adaptation Report and Electric Charging Infrastructure Report, both of which will be compiled into a Climate Resilient Electrified Transit Plan. This Plan will enable HTA to understand charging infrastructure requirements and costs while integrating climate adaptation, resiliency, and emergency planning efforts.

Charging infrastructure is a necessary part of an electric fleet, but there is little guidance from the industry regarding how to best plan for, install, and operate this infrastructure. It is critical that charging infrastructure planning aligns with regional climate adaption planning and State and local utility regulations. The proposed long term plan will provide this information to HTA, and also contribute to efforts by transit agencies across the State.

HTA was awarded $153,650 from Caltrans and $19,908 from the State Transit Assistance Program to fund this project and will be partnering with the Schatz Energy Resource Center, the Humboldt County Association of Governments, Redwood Coast Energy Authority, and McKeever Energy & Electric.

Action Recommended: Adopt Resolution 18-10 authorizing the General Manager to execute agreements with the California Department of Transportation for the Climate Resilient Electrified Transit Plan for Humboldt County.
RESOLUTION 18-10

A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY AUTHORIZING THE GENERAL MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE CLIMATE RESILIENT ELECTRIFIED TRANSIT PLAN FOR HUMBOLDT COUNTY

WHEREAS, the GOVERNING BOARD of the HUMBOLDT TRANSIT AUTHORITY is eligible to receive Federal and/or State funding transportation planning related plans, through the California Department of Transportation;

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs;

WHEREAS, the GOVERNING BOARD of the HUMBOLDT TRANSIT AUTHORITY wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED by the GOVERNING BOARD of the HUMBOLDT TRANSIT AUTHORITY, authorize the General Manager, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED this twenty-fifth day of July 2018, on the following vote:

AYES:
NOES:
ABSENT:

____________________________________
Chair of the HTA Governing Board of Directors

ATTEST:

____________________________________
Secretary to the Board
TO: Chair Arroyo  
All Governing Board Members  

FROM: Greg Pratt, General Manager  

DATE: July 25, 2018  

SUBJECT: Adopting the 2018/19 Final Budget for the Humboldt Transit Authority

Included in this agenda packet is the Final Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee and was adopted by the Board as an approved preliminary budget during its regular June 25, 2018 meeting.

Staff also placed a notice in the Times-Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions have been received from any members of the public, nor were any changes made by the board or the finance committee.

Any members of the public may still make comments regarding this budget during a public hearing opportunity to be conducted during the regular July 25, 2018 board meeting. At that time, the board may also make changes to the budget if they so desire.

Action Necessary:

1. **Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2018/19.**
2. **After hearing comments, close the public hearing.**
3. **Make changes if necessary & approve the final budget by adopting Resolution 18-08.**
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**Notes:** Actual maintenance administrative expenses were based on hours of operation. All funds are controlled and administered by the Humboldt Transit Authority.
WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2018-2019 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 be, and the same hereby is, approved and adopted.

**APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT**

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<th>Salaries and Employee Benefits</th>
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<td>Total Operational Budget</td>
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**THE MEANS OF FINANCING THE BUDGET REQUIREMENTS**

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<td>TDA Joint Powers Assessments</td>
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<td>Transit Fares</td>
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**Capital Purchases for projects**

| STAF & 5311 | $2,725,092 |

BE IT FURTHER RESOLVED that the details of the budget are contained in the complete budget which is on file in the offices of the Humboldt Transit Authority at 133 'V' Street, Eureka, California. Said complete budget is included herein by reference as though fully set forth.

PASSED, APPROVED AND ADOPTED this Twenty-fifth day of July 2018, on the following vote:
AYES:
NOES:
ABSENT:

____________________________
Chair of the HTA Governing
Board of Directors

____________________________
ATTEST:
HTA Secretary to the Board
TO: Chair Arroyo  
    All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 25, 2018

SUBJECT: Bus Advertising Proposal from ADS in Motion

In April of 2016, the Humboldt Transit Authority entered into a contract with ADS in Motion for Bus Advertisement Services for a five-year term. Since that time, HTA has taken over the Eureka Transit Service and acquired seven City of Eureka Buses for ETS and eight Dial-A-Ride vehicles. ADS was paying the City of Eureka $1,000/month for 12 total vehicles.

Because of the increase to HTA’s fleet inventory, Chuck Edwards from ADS provided a proposal for the additional buses which was presented to the HTA board at the May 2018 regular meeting. The Board rejected the proposal and asked for additional information regarding the existing advertising contract between the City of Eureka and ADS in Motion, which was assigned to HTA as part of the ETS transfer. Since that meeting, staff learned that the Eureka contract with ADS in Motion expired in November 2015, it was based off of 12 vehicles, and that ADS in Motion would add $150.00 per additional vehicle resulting in a total contract value of $1450 per month for the 15 ETS vehicles.

ADS in Motion submitted a new proposal, attached, in which the 15 ETS vehicles would brought into the existing HTA contract to cover a total of 42 vehicles. Under this proposal, revenue to HTA would be the greater of $4,000 per month or 35% of ADS’ net revenue, and the contract would be extended to 2025.

Under the existing contract expiring March 31, 2021, HTA receives $2800 per month, flat fee, for 27 vehicles. These contract terms are exclusive to only the 27 vehicles stated in the contract; the contract specifies that additional HTA vehicles are subject to negotiation.

Options for board consideration:

1. Accept the July proposal from ADS in Motion in the amount of $4,000 per month or 35% of the net revenue; whichever is greater and extend the agreement to 2025.
2. Authorize the General Manager to negotiate with ADS in Motion for the addition of fifteen (15) vehicles to the HTA fleet.
3. Distribute a Request for Proposals for the additional fifteen (15) vehicles.
Greg Pratt  
General Manager  
Humboldt Transit Authority  
133 V Street Eureka, CA 95501  
(707) 443-0826 ext. 101  
greg@hta.org  

Greg,  

We are currently paying the City of Eureka $250 per month for the privilege of selling advertising on the Dial-A-Ride (DAR) service buses and $750 per month for selling advertising on the Eureka Transit System (ETS) buses, for a guaranteed total of $1,000 per month.

Now that the Humboldt Transit Authority is managing both the DAR and ETS buses, we propose the following in exchange for an addendum that extends our present contract to 2025:

1. We will pay the HTA an additional $1,200 per month, bringing your total guaranteed monthly amount to $4,000

2. We will pay the HTA a commission amount of either 35% of our net-revenue or $4,000; whichever is greater. This allows the HTA to receive a higher amount as the number of buses in the fleet increase or we gain additional income by selling additional spaces.

We will present a monthly recap report that reflects the total amount due based on this formula. Using this formula, and based on the current number of bus spaces available for advertising at our current rate sheet, the potential HTA monthly income is approximately $5,786, if every space is sold.

We are thankful for the opportunity to be of continued service to both the HTA and the general Humboldt County Business Community.

Yours truly,

Charles Edwards  
ADS In Motion  
(707) 599-0590

17 July 2018
TO:   Chair Arroyo  
      All Governing Board Members

FROM:   Greg Pratt, General Manager

DATE:   July 25, 2018

SUBJECT:  Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSME) for July 1, 2018 – June 30, 2021.

The employee’s contract between the American Federation of State, County, and Municipal Employees and Humboldt Transit Authority expired on June 30, 2018. We have successfully negotiated a draft contract with the represented employees. Below are some of the highlights.

1. Increased base wages at Step E by either 6.0% or 14.0% depending on classification for the 2018 fiscal year.
   2.5% wage increase for all bargaining unit members for fiscal years 2019 and 2020.

2. Established 5.0% between each step and added longevity steps (G & H) as reflected in Appendix A.

3. Beginning with the 2019 health plan year, the Authority will pay for employees addressed in Section 23.2, 100% of the lowest cost available medical and dental plans.

Action Recommended: Approve changes to the contract to the July 1, 2018 - June 30, 2021 Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 18-09.
RESOLUTION 18-09

A RESOLUTION APPROVING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE HUMBOLDT TRANSIT AUTHORITY AND THE LOCAL 1684, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

WHEREAS, the Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) entered into a memorandum of understanding (MOU) for the time period July 1, 2015 through June 30, 2018; and

WHEREAS, the parties have negotiated a successor MOU.

NOW, THEREFORE, BE IT RESOLVED by the Humboldt Transit Authority Governing Board of Directors that the successor memorandum of understanding between Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) for the time period July 1, 2018 to June 30, 2021 is hereby approved.

PASSED, APPROVED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors, on July 25, 2018 by the following vote:

AYES:
NOES:
ABSENT:

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Chair of the HTA Governing Board of Directors

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ATTEST: HTA Secretary to the Board