

Board of Directors  
NATALIE ARROYO  
City of Eureka  
REX BOHN  
County of Humboldt  
STEVE LADWIG  
City of Trinidad  
JULIE WOODALL  
City of Rio Dell  
PAUL PITINO  
City of Arcata  
TAMI TRENT  
City of Fortuna  
MIKE WILSON  
County of Humboldt

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, June 26, 2019

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 May 24, 2019 Special Board Meeting

Page 03

**Action Recommended: Approve minutes**

2. April statistics and financial statements for all systems operated by HTA

Handout

**Action Recommended: Receive and file**

3. 2018-2019 FY Budget Continuation until Adoption of 2018-2019 FY Budget

Page 05

Staff is recommending adoption of Resolution 19-05 to continue the current fiscal year budget. The final 2019-2020 fiscal year budget will be ready for Board review and adoption at its July Board meeting,

**Action recommended: Continue HTA's 2018-2019 Budget until adoption of the 2019-2020 budget by adopting Resolution 19-05**

F. Items Removed from Consent Calendar

## G. New Business

1. Social Services Transportation Advisory Council (SSTAC) Recommendations Page 07  
The SSTAC has provided their recommendations for Sunday Service for the Eureka Transit Service (ETS) and to install bike racks on all ETS buses.  
***Action Recommended: Review, Discuss, and Direct Staff.***
2. Letter of Support for Senate Bill (SB) 742 Page 11  
Councilmember Arroyo requested that the HTA Board Chair sign a letter of support for Senate Bill 742 which would give Amtrak the ability to pick up and drop off passengers without requiring them to purchase a train ticket.  
***Action Recommended: Authorize the HTA Board Chair to sign a letter of support for (SB) 742.***
3. California Transit Systems Joint Power Authority (CalTIP) Bylaws Amendments Page 14  
Because of recent amendments approved by the CalTIP Board, a resolution is required by each member entity to adopt the changes.  
*Enclosed: Comparison of Amended Joint Powers Agreement to Current Agreement*  
***Action Recommended: Approve Amendments to CalTIP's Bylaws by adopting Resolution 19-04.***
4. Preliminary Budget for Humboldt Transit Authority FY 2019/20 Page 17  
Staff has prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek Extension, Southern Humboldt Systems, and for contracting with the City of Arcata for maintenance and transit services.  
***Action Recommended: Review the budget as proposed by staff and recommended by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget.***

## H. Board Communications

### I. Staff Communications

### J. Closed Session

1. Public Comment
2. Pursuant to Government Code Section 54957(b)(1) the Board will meet in closed session: General Manager performance evaluation.
3. Report out of closed session.

## 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**

**SPECIAL BOARD MEETING**

**May 24, 2019**

**PRESENT**

Board Members

Paul Pitino, City of Arcata

Natalie Arroyo, City of Eureka

Mike Wilson, County of Humboldt

Rex Bohn, County of Humboldt

Jack West, City of Trinidad (Alt)

**ABSENT**

Tami Trent, City of Fortuna

Julie Woodall, City of Rio Dell

Steve Ladwig, City of Trinidad

Staff

Greg Pratt, General Manager

Brenda Fregoso, Secretary to the Board

Alene Webb, Finance Manager

Jim Wilson, Director of Maintenance

Consuelo Espinosa, ADA & Safety Coordinator

Brian Connors, Operations Manager

Also, in attendance were: Nancy Diamond, HTA Legal Counsel; Marcella Clem, HCAOG; Catherine Sundquist, CAE Transport.

**CALL TO ORDER**

Chairperson Pitino called the meeting to order at 9:00 a.m. Introductions were made.

**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.**

Motion by Supervisor Bohn, second by Supervisor Wilson to approve the Consent Calendar.

*Motion carries unanimously*

1. Minutes from the March 27, 2019 Regular Board Meeting

***Action Recommended: Approve minutes***

2. Agreement between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-a-Ride) Services.

3. Staff is recommending a one-year contract for CAE Transport to provide Dial-A-Ride services in Humboldt County.

***Action Recommended: Approve Agreement between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-a-Ride) Services.***

4. February 2019 statistics and financial statements for all systems

***Action Recommended: Receive and File***

**Items removed from the Consent Calendar**

None

**NEW BUSINESS**

1. Amendments to the Classification Plan, Job Description, and Salary Schedule for Represented and Unrepresented Employees.

Staff is proposing changes to the Classification Plan, Salary Schedule, and job Descriptions for both represented and unrepresented employees. All changes require board authorization.

General Manager Greg Pratt gave the board an update on the many changes happening at HTA and the need for the changes with staff, both represented and unrepresented.

Motion by Supervisor Bohn, second by supervisor Wilson to approve the amendments to the Classification Plan, Salary Schedule, and Job Descriptions by Adopting Resolution 19-03.

*Motion carries unanimously*

**OLD BUSINESS**

None

**Board Reports**

Councilmember Arroyo gave an update on SB 742 and requested that all board members write a letter of support.

**Staff Communications**

Secretary to the Board, Brenda Fregoso gave the board an update on some events that Staff attended and that HCSO is requesting to us an HTA bus for training.

Meeting adjourned at 9:15 a.m.



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 26, 2019

SUBJECT: Continuing 2018-2019 FY Budget until Adoption of 2019-2020 Budget

Staff typically presents a preliminary annual budget for the upcoming fiscal year to the Board for review at its May meeting. After Board approval of the preliminary budget, staff then publishes notice seeking input on the proposed budget and brings the final budget to the Board in May or June, before the beginning of the fiscal year.

Staffing constraints this year have delayed preparation of the 2019-2020 budget. The preliminary budget has been reviewed by the Finance and Operations Committee and will be presented to the Board at its regular meeting on June 26, 2019. If approved, staff will publish notice and prepare the final 2019-2020 for Board review and adoption at its regular meeting on July 24, 2019.

In order to fund HTA operations and activities until the 2019-2020 budget is approved, the Board is being asked to adopt Resolution 19-05 which will continue 2018-2019 budget until adoption of the 2019-2020 budget.

***Action recommended: Continue HTA's 2018-2019 Budget Until Adoption of the 2019-2020 Budget by Adopting Resolution 19-05***

**Resolution No. 19-05**

**A Resolution of the Governing Board of the Humboldt Transit Authority  
Continuing the 2018-2019 Fiscal Year Authority Budget Until  
Adoption of the 2019-20 Fiscal Year Authority Budget**

**WHEREAS**, the Humboldt Transit Authority's joint powers agreement requires the HTA Governing Board to adopt an annual budget for each fiscal year starting on July 1 and ending the following June 30;

**WHEREAS**, the Governing Board typically adopts the annual budget at a meeting that occurs before the end of the prior fiscal year and after reviewing a preliminary budget at an earlier meeting;

**WHEREAS**, due to unusual staffing constraints, the 2019-2020 final budget will not be ready for Board adoption before the end of the 2018-2019 fiscal year;

**WHEREAS**, the Governing Board reviewed a preliminary 2019-2020 budget at its regular meeting on June 26, 2019;

**WHEREAS**, the Governing Board desires to continue the 2018-2019 fiscal year budget until the 2019-2020 fiscal year budget can be adopted, most likely on July 24, 2019.

**NOW THEREFORE, BE IT RESOLVED** the Governing Board of the Humboldt Transit Authority hereby extends the 2018-2019 fiscal year budget until such time as the 2019-2020 fiscal year budget is adopted.

APPROVED:

DATED: \_\_\_\_\_, 2019

\_\_\_\_\_  
Chair of the HTA Governing Board

ATTEST:

DATED: \_\_\_\_\_, 2019

\_\_\_\_\_  
Secretary to the Board

**Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of Resolution No. 19-05 passed and adopted at a regular meeting of the HTA Governing Board, Eureka, California, held on the \_\_\_\_ day of \_\_\_\_\_, 2019 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
HTA Board Secretary



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 28, 2018

SUBJECT: Social Services Transportation Advisory Council (SSTAC) Recommendations

Excerpt from the Social Services Advisory Council's Strategic Plan: The SSTAC is an advisory body, established through the Transportation Development Act, which acts as a conduit at the regional/local level to facilitate actions that can result in funding and support for coordination and consolidation of social service transportation. The extent of its role is in large part up to the discretion of the Regional Transportation Planning Agency (HCAOG, in this case). A review of peer RTPAs has shown that an SSTAC's role can be limited to an advisory council for the UTN process, or that it can act as a de facto planning board for additional activities such as oversight of a TDP or as an outreach committee. In Humboldt County, per the HCAOG website, the SSTAC is defined as follows:

*"The role of the Social Services Transportation Advisory Council (SSTAC) is to lead and participate in the RTPA's annual "unmet transit needs" process, identifying transit needs that may be reasonable to meet. The SSTAC shall also review the Association's findings each year, recommending action as appropriate. They advise HCAOG on other issues concerning coordinating and consolidating specialized programs. The Council consists of social service transportation providers, users, and administrative agencies representing the elderly, disabled, and economically disadvantaged citizens of Humboldt County."*

The SSTAC role in Humboldt County is particularly active, with the SSTAC serving as a deliberative body making well considered recommendations to the HCAOG Board. The SSTAC is also a strong collaborator in how their role is defined within the county.

HTA Staff received Letters of Recommendation from the SSTAC last week regarding bus service on Sunday for the Eureka Transit Service (ETS) and allowing bikes on the ETS buses. Staff has provided points below for Board Consideration.

- The ETS route schedule covers a large area of the City. To bring bikes on the system, Staff will have to add time to the current schedule to allow time for bike loading/unloading which will reduce the coverage area. And in doing so, may affect the coverage area for Dial-A-Ride.
- There are problem areas on the ETS routes where it is not safe to put a 35' plus another 3-1/2' with the addition of the bike rack. There are potential stops that may be eliminated because of the extended length of the bus.
- Sunday Service on ETS will also require DAR to operate on Sundays. The HTA Board would need to consider that cost and if DAR would be confined only to the City of Eureka.

***Action Recommended: Review, Discuss, and Direct Staff.***

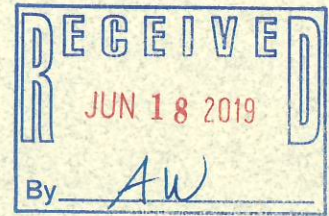




## HCAOG

*Regional Transportation  
Planning Agency*

611 I Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
www.hcaog.net



June 5, 2019

To: Transit Operators

RE: SSTAC recommendation for greater accommodation of bicycles on buses

In this year's Unmet Transit Needs cycle, commenters from Eureka, Arcata, and McKinleyville stated that bicycle racks are often full on Redwood Transit System (RTS) buses and non-existent on the Eureka Transit System (ETS) and Arcata & Mad River Transit System (A&MRTS) buses.

The Social Services Transportation Advisory Council (SSTAC) discussed that when a cyclist arrives to a full bike rack or to a bus with no bike rack at all, it inconveniences the cyclist by making the rider wait for the next bus, leave their bike in a undesirable location, or not consider transit as an option. The SSTAC determined that accommodating bicycles on buses is an operator issue, and not an unmet need. However, the SSTAC decided to issue this request to urge operators to consider how to accommodate cyclists.

ETS and A&MRTS have ongoing or upcoming studies intended to revamp their bus system, offering an opportunity to consider bicycle racks and/or the greater accommodation of bicycles in their planning.

HCAOG's Regional Transportation Plan, Variety in Rural Options of Mobility (RTP/VROOM) goals include delivering a "balanced mode share" and an "efficient transportation system." The State of California has bold goals to double bicycle ridership in the next decade. To help achieve these goals, a bike and bus trip should be seamless.



Transit Operators  
June 5, 2019  
Page 2

Having bicycle space available on the bus encourages riders by helping riders plan a connected and seamless multi-modal trip. HCAOG's VROOM Policy PT-6 states:

"HCAOG encourages transit providers to promote and accommodate bicycles on transit vehicles, and to provide secure bicycle parking facilities at transit stops and transportation centers." (Public Transportation Element)

HCAOG researched bicycle policies throughout the State including rural, suburban, metropolitan, and university towns, and found all operators contacted provide bicycle racks on the bus. Additionally, all operators with a "foldable bike" policy allowed them on board. Other agencies have additional bike-on-board policies. Examples include allowing bikes in the bus at the driver's discretion, allowing bikes in the bus only on the weekend or summer when ridership is lower, and allowing bikes in the bus only on the last bus run to prevent stranding riders.

Improving accommodations for bikes on buses is already making headway. In response to full bike racks, the Humboldt Transit Authority (HTA) applied for STA funding for bike tie-down stations to be placed inside their vehicles.

Please contact me at rfjbr@gmail.com or Philip Johnson at philip.johnson@hcaog.net if you have any questions. If you have any comments, they will be forwarded to the committee.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Richard Johnson', written over the word 'Sincerely,'.

Richard Johnson  
Chair, Social Services Transportation Advisory Council





## HCAOG

Regional Transportation  
Planning Agency

611 I Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
www.hcaog.net

June 5, 2019

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

RE: SSTAC recommendation for Eureka Sunday Service

Dear Chair Pitino and Governing Board Members,

In this year's Unmet Transit Needs cycle and in years past, riders have often requested Sunday service. Sunday service is typically not available rural areas, but has become common in small urban areas such as Eureka.

A lack of Sunday service lowers a rider's trust in transit. For example, a car-free transit user who works on Sundays must find other alternatives to get to work. Sunday service could give this rider a higher level of mobility. In Humboldt County, transit users are more likely to be low-income, thus more likely to have a job that requires them to work on Sundays. Sunday service would also give users access to shopping, entertainment, and other trips, reducing vehicle miles traveled.

The Social Services Transportation Advisory Council (SSTAC) reviewed this unmet need request the FY 2019-20 Unmet Transit Needs cycle and determined it to be an unmet need *not reasonable to meet*. However, we see this as an opportunity to request that the City of Eureka and HTA analyze Sunday service in the City of Eureka's Line Route Feasibility Study.

HTA's passenger per mile and passenger per service hour performance indicate that their limited Saturday service is more cost effective than weekday service, with Sunday service performing comparatively well (20% lower than Saturdays). We believe that this supports a demand for Sunday service in the region and sets up Sunday to perform well for Eureka Transit Service.

Please contact me at rfjbr@gmail.com or Philip Johnson at philip.johnson@hcaog.net if you have any questions or comments, which will be forwarded to the SSTAC.

Thank you for your time and consideration.

Sincerely,

Richard Johnson  
Chair, Social Services Transportation Advisory Council



133 V Street  
Eureka, CA 95501



*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

June 26, 2019

Senator Allen  
State Capitol, 10<sup>th</sup> & L Streets, Room 4076  
Sacramento CA 95814  
Attention: Zak Castillo-Krings

RE: Intercity Passenger Rail Services: Motor Coach Transportation of Passengers – Letter of Support

Dear Senator Allen,

The Humboldt Transit Authority is pleased to provide this letter of support for Senate Bill (SB) 742, which would amend Section 14035.55 provisions to enable the Joint Power Authorities (San Joaquin, Capitol Corridor, and LOSSAN) to pick up and drop off passengers on their Amtrak intercity thruway bus routes without requiring them to have a train ticket as part of their trip.

We appreciate that Senate Bill 742 provisions would:

- Increase revenues for the state at virtually no additional cost
- Provide improved access to priority and underserved communities
- Reduce the amount of greenhouse gases and air pollution emissions by diverting trips that would have previously been taken by an automobile
- Provide better utilization of current infrastructure and reduce congestion on some of the state's most congested freeways

California's Amtrak Thruway Bus Network is one of the largest intercity bus networks in the United States connecting over 250 communities throughout California and major cities in Nevada. This network is underutilized because of the Section 14035.55 restriction on who can use this network, being limited to only those who ride a train on a segment of their travel. By eliminating this restriction, the State could provide transportation services to more people while reducing energy consumption and emissions.

Amending Section 14035.55 could have a very positive effect on California's underserved priority and rural communities by providing a convenient and inexpensive alternative to the rising costs of automobile and airline travel. Connecting these communities to each other and to California's large economic centers would increase safe and affordable transportation options between these communities.

Intercity passenger rail and its associated Thruway bus network is environmentally friendly, and the state has a continuing interest in the provision of cost-effective and efficiently administered intercity passenger rail/Thruway bus services.

We are pleased to provide this letter of support for SB 742 to help move California forward.

Sincerely,

Paul Pitino  
Humboldt Transit Authority Board Chair

# SB 742 ALLEN

## INTERCITY PASSENGER RAIL SERVICES: MOTOR CARRIER TRANSPORTATION OF PASSENGERS

### BACKGROUND

SB 804 (Perata) was passed in 1999 with the objective of protecting private intercity bus lines from competition from the state sponsored Thruway bus network. SB 804 added Section 14035.55 to the Government Code requiring that passengers using state supported Amtrak Thruway buses (associated with the San Joaquins, Capitol Corridor, and Pacific Surfliner intercity passenger rail services) must have a rail component to their journey.

California's Amtrak Thruway Bus Network is one of the largest bus networks in the United States connecting over 250 communities throughout California and major cities in Nevada. This network is underutilized because of the Section 14035.55 restriction on who can use this network, being limited to only those who ride a train on a segment of their travel. By eliminating this restriction, the State could provide transportation services to more people while reducing energy consumption and emissions.

This year, rail passenger advocates and the San Joaquin Joint Powers Authority began working together to support legislation in order to amend Section 14035.55 that would enable the Joint Power Authorities (San Joaquin, Capitol Corridor, and LOSSAN) to pick up and drop off passengers on their Amtrak intercity thruway bus routes without requiring them to have a train ticket as part of their trip.

### PURPOSE

Senate Bill 742 would amend Section 14035.55 provisions to enable the Joint Power Authorities (San Joaquin, Capitol Corridor, and LOSSAN) to pick up and drop off passengers on their Amtrak intercity thruway bus routes without requiring them to have a train ticket as part of their trip. Amending Section 14035.55 provisions would increase revenues for the state at virtually no additional cost, would provide improved access to priority and underserved communities, and would reduce the amount of greenhouse gases and air pollution emissions by

diverting trips that would have previously been taken by an automobile. This change will also provide better utilization of current infrastructure and reduce congestion on some of the state's most congested freeways.

Amending Section 14035.55 could have a very positive effect on California's underserved priority and rural communities by providing a convenient and inexpensive alternative to the rising costs of automobile and airline travel. Connecting these communities to each other and to California's large economic centers would increase safe and affordable transportation options between these communities.

Intercity passenger rail and its associated Thruway bus network is environmentally friendly, and the state has a continuing interest in the provision of cost-effective and efficiently administered intercity passenger rail/Thruway bus services.

### VOTES & BILL STATUS

- Senate Transportation Committee (12 – 0)
- Senate Appropriations Committee
- Senate Floor
- Assembly Transportation Committee
- Assembly Appropriations Committee
- Assembly Floor
- Senate Concurrence

### SPONSORS/SUPPORTERS

- Rail Passengers Association of California and Nevada (Sponsor)
- S J Valley Regional Planning Agencies' Directors' Committee<sup>1</sup> (Sponsor)
- Central Valley Rail Working Group<sup>2</sup> (Sponsor)

<sup>1</sup> San Joaquin Valley Regional Planning Agencies' Directors' Committee Member Agencies are: Fresno Council of Governments, Kern Council of Governments, Kings County Association of Governments, Madera County Transportation Commission, Merced County Association of Governments, San Joaquin Council of Governments, Stanislaus Council of Governments, and Tulare County Association of Governments.



- San Joaquin Joint Powers Authority
- Capitol Corridor Joint Powers Authority
- San Joaquin Valley Rail Committee
- Sacramento Regional Rail Working Group
- Downtown Stockton Alliance
- Valley Vision
- Mendocino Transit Authority
- Los Rios Community College District
- Downtown Sacramento Partnership
- King City
- San Joaquin Bike Coalition
- San Joaquin Council of Governments
- The Riding Sun Center for Opportunity
- Butte County Association of Governments
- Transportation Agency for Monterey County
- Active San Gabriel Valley
- Coast Rail Coordinating Council (CRCC)
- Breath California Sacramento Region

#### OPPOSITION

- California Bus Association
- Amador Stage Lines
- Discovery Charters
- Greyhound
- H&L Charter Co.

#### FOR MORE INFORMATION

**Dan Leavitt, Manager of Regional Initiatives**

San Joaquin Joint Powers Authority  
[dan@acerail.com](mailto:dan@acerail.com) (209) 944-6266

<sup>2</sup> Central Valley Rail Working Group Member Agencies are: Sacramento Regional Transit District, Sacramento Area Council of Governments, City of Sacramento, City of Elk Grove, City of Galt, County of Sacramento, San Joaquin Regional Rail Commission, San Joaquin Council of Governments, San Joaquin Regional Transit District, City of Stockton, City of Manteca, City of Lodi, County of San Joaquin, Stanislaus Council of Governments, City of Turlock, City of Modesto, County of Stanislaus, Merced County Association of Governments, City of Merced, and County of Merced.



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 26, 2019

SUBJECT: California Transit Systems Joint Power Authority (CalTIP) Bylaws Amendments

**ACTION REQUESTED:** Passage of the attached Resolution No. 19-04 acknowledging the Humboldt Transit Authority Governing Board of Directors approval of the amended Joint Powers Agreement forming the California Transit Systems Joint Powers Authority and authorizing the General Manager to sign the amended Agreement.

**BACKGROUND:** Humboldt Transit Authority joined California Transit Systems Joint Powers Authority (CalTIP or Authority) in 1991 to obtain liability coverage, vehicle physical damage coverage, and risk management services through jointly pooling resources with the other transit agencies that are members of the Authority. CalTIP has provided competitive rates and needed risk management services over the years. As were many other self-insurance pools, CalTIP was formed in 1987 during a difficult time for public entities to obtain coverage from the insurance market. Although the difficulty of obtaining insurance from the standard markets eventually waned, the coverage provided by the insurance industry usually was not tailored to the specific needs of the public entities and did not provide the tailored risk management services.

CalTIP was formed with the signing of a joint powers agreement by each of its members. The Agreement was drafted in 1987 and was last amended in May 2011 to align the document with current operations and practices of the authority at that time. The document has not been updated since then.

The current amendments to the Agreement are the result of discussions with CalTIP's Oversight Committee and Board to address CalTIP's ongoing challenges associated with achieving certain quorum requirements at Board meetings in order to conduct business and to ensure the governing documents align with CalTIP's current practices and procedures.

CalTIP's draft Agreement and Bylaws with changes shown in redline were distributed to all CalTIP members on April 3, 2019, to provide members with time to review the changes, provide comments, and ask questions.

At its April 18th meeting, the CalTIP Board approved submitting the amended Joint Powers Authority Agreement to the Parties for approval. In addition, the CalTIP Board approved the Bylaws as amended to become effective upon approval of the Agreement. While the CalTIP Board has the authority to approve the amendments to the CalTIP Bylaws, because the Agreement makes reference to that document, it has been included for informational purposes.

**CONCLUSION:** The Agreement needs to be adopted by the governing bodies of at least three-fourths of the members of CalTIP, although CalTIP believes it best to have all members adopt the amended Agreement. The amendments are intended to address ongoing challenges with quorum requirements



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

and provide the CalTIP Board the flexibility and ability to make decisions and carry-forth initiatives in a more expeditious manner to the benefit of the organization. Each member, including Humboldt Transit Authority, has representation on the CalTIP Board of Directors and each director has similar interests as Humboldt Transit Authority in the operations of CalTIP because each member is a transit agency similar to Humboldt Transit Authority. Thus, staff respectfully requests the Governing Board of Directors to pass the attached Resolution No. 19-04.

***Action Recommended: Approve Amendments to CalTIP's Bylaws by adopting Resolution 19-04.***

**ATTACHMENTS:**

Resolution No. 19-04

Comparison of Amended Joint Powers Agreement to Current Agreement

RESOLUTION NO. 19-04

RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE HUMBOLDT TRANSIT AUTHORITY  
APPROVING THE AMENDED JOINT POWERS AUTHORITY AGREEMENT FORMING THE CALIFORNIA  
TRANSIT SYSTEMS JOINT POWERS AUTHORITY

WHEREAS, on June 19, 1991, by its Resolution No. 91-06, the Governing Board of Directors approved entering into an agreement that provided for the creation of the California Transit Systems Joint Powers Authority (hereinafter CalTIP) for the purpose of jointly funding tort liabilities and other losses and providing risk management services to reduce such losses;

WHEREAS, CalTIP has provided Humboldt Transit Authority coverage for such liabilities including losses to vehicles at overall cost-effective pricing;

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority finds it is in the best interest of Humboldt Transit Authority to continue its participation in CalTIP and obtain liability coverage and risk management services from CalTIP;

WHEREAS, the joint powers authority agreement of CalTIP has retained its original form as drafted in 1987 and amended in 2011 and there have been changes in operations of CalTIP since that time;

WHEREAS, the Governing Board of Directors recognizes the need to amend the CalTIP joint powers authority agreement to enable CalTIP to effectively govern the organization and adapt to changes in the environment in which CalTIP operates.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of Directors of the Humboldt Transit Authority accepts the changes to the joint powers authority agreement as presented, and

BE IT FURTHER RESOLVED that the Governing Board of Directors authorizes the General Manager to sign the amended joint powers authority agreement that shall enable the Humboldt Transit Authority to continue to enjoy the joint self-insurance and risk management programs provided by CalTIP.

THIS RESOLUTION DULY PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Chair of the HTA Governing  
Board of Directors

---

Secretary to the Board





133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 26, 2019

SUBJECT: Preliminary Budget for Humboldt Transit Authority FY 19/20

The majority of the 2019/2020 Draft Budget projected income and expenses are based on actual expenses incurred in the 2018/2019 Fiscal Year. The Finance and Operations Committee reviewed the budget over the last month and approved the draft. Explanations for significant increases and reductions from the prior year's budget are below.

I. Income Highlights

- a. Fare Reduction: Reduced Ridership calculated on estimated percentage based on current YTD reports
- b. Miscellaneous Revenue LCTOP Funds for Free Weekends to increase ridership
- c. CTSA Humboldt Senior Resource Center: Contract \$20,890 for the year.
- d. AMRTS includes an additional \$10,000.00 STA funds they will use for Driver Trainer
- e. Operating Grant 5311
  - i. \$217,000 RTS
  - ii. \$202,000 ETS
- f. Operating Grant 5311(f)
  - i. Up to \$283,186.00 for SHI and WC
- g. State of Good Repair Funds
  - i. \$200,676.00 For Operating and Capital Projects
- h. State Transit Assistance Funds
  - i. \$1,420,013.00 For Operating and Capital Projects

II. Expense Highlights

- a. New Staff Positions (Paid by STA funds) – Bookkeeper & Driver Trainer
- b. Salary Adjustments
  - i. 2.25% increase for represented and unrepresented employees
- c. Vehicle Liability Insurance Expected Increase: 21%
- d. Medical Insurance Expected Increase: 10%
- e. Workers Compensation Expected Increase: 13%



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

III. Additional Information

- a. Changes to the Administration and Maintenance Allocation percentages
  - i. Based on hours of operation for each service
  - ii. Elimination of TNT Service
- b. Facility Upgrades

***Action Recommended: Review the budget as proposed by staff and reviewed by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget.***

19



605.00 General Liability Insurance	RTS for 2019-2020	ETS for 2019-2020	WC for 2019-2020	SHI for 2019-2020	AMRTS for 2019-2020	CTSA for 2019-2020	Old Arcata Road 2019-2020	DAR Contract 2019-2020	Admin/HTA 2019-2020	Maint. Shop/Facility 2019-2020	Total
6052.00 ERMA Liability									16,000	-	16,000
608.00 Mileage & Per Diem									11,000		11,000
610.00 Postage						500			9,000	3,000	12,000
613.00 Service Charges									2,500	250	3,250
615.00 Specialized Services									1,000	-	1,000
<b>Operations</b>							10,000	790,440	-	-	800,440
688.20 Uniforms & Shoes	4,000	2,300	300	1,000						1,000	8,600
662.00 GFI - Ticket Stock & equip	12,000	2,500	500	1,900		50					16,950
663.00 WiFi/GPS/MyRide	25,000	2,500	1,600	6,500							35,600
661.00 Schedule Printing & Updates	11,000	5,800	3,500	3,000							23,300
664.00 Vehicle Insurance											-
664 Premiums	226,548	50,321	33,525	82,195		37,705				12,529	442,823
664.1 Deductibles	17,513	9,111	3,000	1,500							31,124
666.00 Operations Supplies					100				600	500	1,200
<b>Maintenance</b>											-
620.00 Gen. Maintenance Supplies	-	-	-	-	1,000					12,000	13,000
635.00 Shop Tools	-	-	-	-	800					18,000	18,800
688.30 Safety Supplies & Gear	-	-	-	-	650					5,000	5,650
688.10 Uniforms - Shop	-	-	-	-	3,200					19,000	22,200
<b>Vehicles</b>											-
650.00 Contract Services										2,500	2,500
651.00 Contract Repairs	10,000	8,000	1,000	1,500	1,000					5,000	26,500
653.00 Fuel	371,064	116,185	51,496	136,474						7,200	682,419
614.00 Special Studies/Permits	-	-	-	-	12,250					10,000	10,000
655.00 Parts	78,000	40,000	11,550	16,500	1,000					39,000	197,300
656.00 Small Tool Allowance										4,200	5,200
657.00 Tires	35,000	5,000	10,000	14,000	7,000					3,000	74,000
<b>Facilities</b>											-
601.00 I.T hardware, maint., licenses	10,400	10,400	10,400	10,400	10,400	55,400					107,400
631.00 Rentals & Leases	1,725	1,725	1,725	1,725	1,725	1,725					10,350
632.00 Contract Maint.	3,000	3,000	3,000	3,000	3,000	3,000					18,000
633.00 Utilities	11,500	11,500	11,500	11,500	11,500	11,500					69,000
634.00 Gen Facility M & R	1,600	1,600	1,600	1,600	1,600	1,600					9,600
<b>Total Direct Expense</b>	2,211,526	890,249	278,867	673,084	110,000	216,963	10,000	790,440	1,155,756	1,077,890	7,414,774
Revenues minus Direct Expense	818,338	348,641	71,067	185,998	0	0	0	0	606,495	817,691	
Allocated Admin. & Maint. Costs	818,337	348,641	71,067	185,999	0	0	0	0			
<b>NET Total</b>	0	0	0	0	0	0	0	0			
<b>Allocation Percentages</b>											
Admin. Allocation	57.46%	24.48%	4.99%	13.06%	0.00%	0.00%	0.00%	0.00%			
Maint. Allocation	348,492	148,470	30,264	79,208	0	0	0	0			
Total Allocations by service	469,845	200,171	40,803	106,790	0	0	0	0			
	818,337	348,641	71,067	185,999	0	0	0	0			
<b>Capital Projects</b>											
Capital Funds	165,000	1,014,000	75,000	0	0	12,000	0	0			1,652,685
	165,000	1,014,000	75,000	0	0	12,000	0	0			1,652,685
	0	0	0	0	0	0	0	0			0

NOTES: Admin & Maintenance Allocation Percentages are based on Hours of Operation.

NOTES: AMRTS and DAR are contracted and administered by HTA. Maintenance and Administration costs are part of the contracts and are subtracted prior to allocations