AGENDA

Wednesday, July 24, 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 June 26, 2019 Regular Board Meeting
      Action Recommended: Approve minutes

     Page 03

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

     Handout

   3. Agreements between Humboldt State University and the Humboldt Transit Authority
      The contract states that between Humboldt State University and Humboldt Transit Authority
      for the Jack Pass are up for renewal.
      Action Recommended: Approve the Operating Contracts between Humboldt Transit Authority,
      and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit.
      ~Contracts Enclosed

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F. Items Removed from Consent Calendar
G. New Business

1. Adoption of the Fiscal Year 2019/20 Final Budget for Humboldt Transit Authority

The preliminary budget was adopted on June 26, 2019. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

Action Necessary:
1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2019/20.
2. After hearing comments, close the public hearing.
3. Make changes if necessary & approve the final budget by adopting Resolution 19-06.

H. Board Communications

I. Staff Communications

J. 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
June 26, 2019

PRESENT
Board Members
Paul Pitino, City of Arcata     Tami Trent, City of Fortuna
Steve Ladwig, City of Trinidad     Julie Woodall, City of Rio Dell
Mike Wilson, County of Humboldt     Natalie Arroyo, City of Eureka
Rex Bohn, County of Humboldt

Staff
Greg Pratt, General Manager    Jim Wilson, Director of Maintenance
Brian Connors, Operations Manager
Brenda Fregoso, Secretary to the Board
Alene Webb, Finance Manager
Consuelo Espinosa, ADA & Safety Coordinator

Also, in attendance were: Nany Diamond, HTA Legal Counsel; Phillip, 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 Wilson, second by Supervisor Ladwig to approve the Consent Calendar.
Motion carries unanimously.

1. Minutes from the June 26, 2019 Regular Board Meeting
   Action Recommended: Approve minutes

2. February 2019 statistics and financial statements for all systems
   Action Recommended: Receive and File

3. 2018-2019 FY Budget Continuation until Adoption of 2018-2019 FY
   Staff recommended adopting 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,

Items removed from the Consent Calendar
None
NEW BUSINESS

1. Social Services Transportation Advisory Council (SSTAC) Recommendations
The SSTAC provided their recommendations to the HTA Board to request Sunday Service for the Eureka Transit System (ETS) and to install bike racks on all their buses. The Board directed HTA Staff to research the recommendations and to bring back a report to a future meeting.

_Motioned by Supervisor Bohn, second by Supervisor Wilson that HTA bring back a report in October 2019, and that HTA generate a response to the SSTAC with data explaining any constraints with operating Sunday service and installing bike racks on ETS buses._

Motion carries unanimously.

2. Letter of Support for Senate Bill (SB) 742
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.

_Motioned by Supervisor Bohn, second by Supervisor Wilson to authorize letter of support for (SB) 742 and suggested that staff contact other transit agencies for their participation._

Motion carries unanimously.

3. California Transit Systems Joint Power Authority (CalTIP) Bylaws Amendments
Because of recent amendments approved by the CalTIP Board, a resolution is required by each member entity to adopt the changes.

_Motioned by Supervisor Bohn, second by Supervisor Wilson to approve CalTIP’s bylaws and adopted Resolution 19-04. Motion carries unanimously._

4. Preliminary Budget for Humboldt Transit Authority FY 2019/20
Staff presented the 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.

_Motioned by Supervisor Wilson, second by Supervisor Ladwig to approve the preliminary budget and to publish a notice regarding public input._

Motion carries unanimously.

BOARD COMMUNICATIONS
None

STAFF COMMUNICATIONS
None

CLOSED SESSION
A public hearing was provided but no members of the public were present.
The Board went into closed session at 9:42 am.
The Board came out of closed session at 10:10 am with nothing to report.

ADJOURNMENT
Meeting adjourned at 10:11 a.m.
TO:     Chair Pitino  
        All Governing Board Members

FROM:   Greg Pratt, General Manager

DATE:   July 24, 2019

SUBJECT: Humboldt State University Jack Pass Contracts

Humboldt Transit Authority has been under contract with Humboldt State University since 2008 to provide transportation services for students, faculty, and staff in an item known as the “Jack Pass.” Due to the constant change in ridership, the terms of the contracts are renewed yearly. The contracts up for renewal are for the Redwood Transit System, the Eureka Transit Service and the Willow Creek System for the duration of July 1, 2019 to June 30, 2020. Contract amounts are based on the prior year ridership statistics for Jack Pass usage.

Action Recommended: Approve the Operating Contracts between Humboldt Transit Authority, and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit.

~ Contracts enclosed
TO: Chair Pitino  
    All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 24, 2019

SUBJECT: Adopting the 2019/20 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 26, 2019 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 24, 2019 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 2019/20.**
2. **After hearing comments, close the public hearing.**
3. **Make changes if necessary & approve the final budget by adopting Resolution 19-06.**
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>203,259,000</td>
<td>204,950,000</td>
<td>208,368,000</td>
<td>210,986,000</td>
<td>213,604,000</td>
<td>216,222,000</td>
</tr>
<tr>
<td><strong>Direct Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Expense</td>
<td>110,887,000</td>
<td>112,804,000</td>
<td>115,721,000</td>
<td>118,638,000</td>
<td>121,555,000</td>
<td>124,472,000</td>
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<tr>
<td><strong>Net Revenue</strong></td>
<td>92,372,000</td>
<td>92,146,000</td>
<td>92,647,000</td>
<td>92,348,000</td>
<td>92,049,000</td>
<td>91,750,000</td>
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<tr>
<td><strong>Payroll &amp; Related Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Payroll &amp; Related Benefits</td>
<td>74,000,000</td>
<td>74,000,000</td>
<td>74,000,000</td>
<td>74,000,000</td>
<td>74,000,000</td>
<td>74,000,000</td>
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<tr>
<td><strong>Total</strong></td>
<td>203,259,000</td>
<td>204,950,000</td>
<td>208,368,000</td>
<td>210,986,000</td>
<td>213,604,000</td>
<td>216,222,000</td>
</tr>
</tbody>
</table>

Note: The table above represents the financial information for Humboldt Transit Authority for the years 2019-2020 to 2024-2025.
<table>
<thead>
<tr>
<th>Category</th>
<th>2019-2020</th>
<th>2020-2021</th>
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<tbody>
<tr>
<td>General Liability Insurance</td>
<td>9,000</td>
<td>1,600</td>
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<tr>
<td>Safety Supplies &amp; Gear</td>
<td>0</td>
<td></td>
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<tr>
<td>Gen. Maintenance Supplies</td>
<td></td>
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<tr>
<td>Gen Facility M &amp; R</td>
<td>106,772</td>
<td>11,500</td>
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<td>Contract Repairs</td>
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<tr>
<td>Shop Tools</td>
<td></td>
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<tr>
<td>Vehicle Insurance</td>
<td>19,000</td>
<td>226,548</td>
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<td>Contract Maint.</td>
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<td>Special Studies/Permits</td>
<td>200,136</td>
<td>0</td>
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<tr>
<td>WiFi//GPS/MyRide</td>
<td>469,764</td>
<td>0</td>
</tr>
<tr>
<td>Uniforms &amp; Shoes</td>
<td>10,000</td>
<td>11,000</td>
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<tr>
<td>I.T hardware, maint., licenses</td>
<td>12,000</td>
<td>0</td>
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<tr>
<td>Premiums</td>
<td>0</td>
<td>10,400</td>
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<td>Deductables</td>
<td>790,440</td>
<td>16,950</td>
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<tr>
<td>Total Direct Expense</td>
<td>7,414,633</td>
<td>682,419</td>
</tr>
</tbody>
</table>

**Allocation by Service**

- Administration: 57.46%
- Maintenance: 4.99%
- Operations: 13.06%
- Vehicles: 24.48%
- Facilities: 0.00%
- GFI - Ticket Stock & equip: 0.00%

**Total Allocations by Service**

- Administration: 605,200
- Maintenance: 817,549
- Operations: 665,000
- Vehicles: 548,641
- Facilities: 71,067
- GFI - Ticket Stock & equip: 0

**Allocation Percentages**

- Administration: 57.46%
- Maintenance: 4.99%
- Operations: 13.06%
- Vehicles: 24.48%
- Facilities: 0.00%
- GFI - Ticket Stock & equip: 0.00%

**Administration Costs**

- 633.00
- 601.00
- 657.00
- 656.00
- 655.00
- 614.00
- 653.00
- 78,000
- 11,500
- 3,000
- 40,000
- 33,525
- 1,600
- 3,000
- 1,725
- 5,000
- 8,000
- 2,500
- 790,440
- 16,950

**Humboldt Transit Authority**

- 2019-2020
- 2020-2021

**NOTES:** AMRTS and DAR are contracted and administered by HTA. Maintenance and administration costs are part of the contracts.
RESOLUTION 19-06
ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY
FOR FISCAL YEAR 2019-2020

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2019-2020 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

<table>
<thead>
<tr>
<th>Salaries and Employee Benefits</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>$2,524,840</td>
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<tr>
<td>Employee Benefits</td>
<td>$1,978,004</td>
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<table>
<thead>
<tr>
<th>Services and Supplies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$98,500</td>
</tr>
<tr>
<td>Administration</td>
<td>$181,475</td>
</tr>
<tr>
<td>Operations</td>
<td>$559,455</td>
</tr>
<tr>
<td>Maintenance - General</td>
<td>$59,650</td>
</tr>
<tr>
<td>Vehicles</td>
<td>$997,919</td>
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<tr>
<td>Facilities</td>
<td>$214,350</td>
</tr>
<tr>
<td>Specialized Services</td>
<td>$800,440</td>
</tr>
<tr>
<td>Total Operational Budget</td>
<td>$7,414,633</td>
</tr>
</tbody>
</table>

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

| TDA Joint Powers Assessments  | $3,370,341 |
| Auxiliary Transportation Revenues | $692,164 |
| Transit Fares                 | $1,327,105 |
| Non-transportation Revenues    | $308,787 |
| Operating Grants              | $1,706,236 |
| Interest Income               | $10,000 |
| Total Means of Financing      | $7,414,633 |

Capital Purchases for projects

STAF & 5311 $1,652,685

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-fourth day of July 2019, on the following vote:

AYES:
NOES:
ABSENT:

__________________________________________  _________________________________________
Chair of the HTA Governing Board of Directors
ATTEST:
HTA Secretary to the Board