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

ZOOM MEETING INSTRUCTIONS
MEETING ID: 674 131 2040
BY PHONE 1 (408) 638-0968
BY COMPUTER: https://us02web.zoom.us/j/6741312040

Wednesday, July 1, 2020
10:00 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 3, 2020 Regular Board Meeting
   Action Recommended: Approve minutes

2. 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 Draft Specifications between Humboldt Transit Authority and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit and Authorize the General Manager to Execute the Final Contracts.

3. Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)
   HTA would like to establish a Public Transportation Agency Safety Plan to increase the safety of its drivers and passengers and to strengthen the agency’s safety and risk management program.
   Action Recommended: Approve Humboldt Transit Authority’s Public Transportation Agency Safety Plan by adopting Resolution 20-05
4. **2019-2020 FY Budget Continuation until Adoption of 2020-2021 FY Budget**

   Staff is recommending adoption of Resolution 20-06 to continue the current fiscal year budget. The final 2020-2021 fiscal year budget will be ready for Board review and adoption at its August Board meeting.

   **Action recommended:** Continue HTA’s 2019-2020 Budget until adoption of the 2020-2021 budget by adopting Resolution 20-06

F. **Items Removed from Consent Calendar**

G. **New Business**

1. **Responses to the 2018/19 Fiscal and Compliance Audit**

   During the board’s regular June 2020 meeting the 2018/19 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.

2. **Preliminary Budget for Humboldt Transit Authority FY 2020/21**

   Staff has prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek & Southern Humboldt Intercity Systems, and for contracting with the City of Arcata for maintenance 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. **Reports**

1. **March 2020 statistics and financial statements for all systems operated by HTA.**

   **Action Recommended:** Receive and file

I. **Closed Session**

   None

J. **Board Communications**

K. **Staff Communications**

L. **Adjournment**

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**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 HTA Regular Board Meeting
Video Conference Meeting
June 3, 2020
10:00 AM

PRESENT
Board Members
Paul Pitino, Chair
Natalie Arroyo, City of Eureka
Steve Ludwig, City of Trinidad
Rex Bohn, County of Humboldt
Tami Trent, City of Fortuna
Mike Wilson, County of Humboldt

ABSENT
Julie Woodall, City of Rio Dell

STAFF
Greg Pratt, General Manager
Alene Webb, Finance Manager
Consuelo Espinosa, Safety & ADA

Brenda Fregoso, HR Manager
Brian Connors, Operations Manager
Jim Wilson, Director of Maintenance

A. CALL TO ORDER
Chairperson Pitino called the meeting to order at 10:05am.

B. ROLL CALL & INTRODUCTIONS
Also on the video conference call were: Catherine Sundquist, City Ambulance; Barbara Guest, Anderson Lucas Somerville & Borges; Oona Smith, HCAOG; Genevieve Evans, LSC Transportation Consultants

C. CITIZEN’S COMMUNICATIONS
None

D. SPECIAL PRESENTATIONS
None

E. 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.

1. Minutes from the May 6, 2020 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
   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

Motion by Councilmember Wilson, second by Councilmember Arroyo to approve the Consent Calendar.
Motion carries unanimously
F. ITEMS REMOVED FROM THE CONSENT CALENDAR
None

G. NEW BUSINESS

a. **2018/2019 Fiscal & Compliance Audit**
   Barbara Guest with Anderson, Lucas, Somerville, & Borges presented the 2019/19 Fiscal & 
   Compliance Audit to the board and went over some highlights and finds. General Manager 
   Greg Pratt discussed the TDA and Excess funds. 
   *Motion by Councilmember Wilson, second by Councilmember Arroyo to approve compliance audit 
   and prepare necessary responses.*

b. **Fiscal Years 2016-2017 through 2018-19 Triennial Performance Audits**
   Genevieve gave a power point presentation that provided the overall evaluated efficiency, 
   effectiveness, and economy of the operation with a historical overlook of the entity. 
   The integration of the AMRTS was brought up as a verbal recommendation but was not included 
   in the report, however AMRTS has its own performance audit. 
   *The Triennial Performance Audit for the Humboldt Transit Authority was accepted.*

c. **Mobility on Demand Strategic Development Plan**
   Oona Smith with HCAOG gave an overview of HCAOG’s MOD Strategic Development Plan and the 
   potential pilot projects that have been identified for the region. 
   *Received report with much discussion about the MOD Plan and its content and that more research 
   needed to be conducted as the strategic plan should solely focus on new technologies and not 
   reconstructing HTA.*

d. **Humboldt Transit Public Transportation Agency Safety Plan (PTSAP)**
   Greg Pratt reported that HTA would like to establish a Public Transportation Agency Safety Plan to 
   increase the safety of its drivers and passengers and to strengthen the agencies safety and risk 
   management program. 
   *Draft was reviewed and this topic be placed on the July 1, 2020 Agenda for additional discussion 
   and for final approval.*

H. REPORTS
November stats and financial statements for all system were received and filed.

H. CLOSED SESSION
None

I. BOARD COMMUNICATIONS
Paul and Rex thanked staff for making this operation happen.

J. STAFF COMMUNICATIONS
Greg reported that ridership is down by 75% due to pandemic and that new service adjustments were 
made effective May 18, 2020, with the collection of fares. 
Alene reminded board members about the finance committee meeting on July 1, 2020.

K. ADJOURNMENT
11:25 am
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, 2020 to June 30, 2021. Contract amounts are based on the prior year ridership statistics for Jack Pass usage. Ridership was down 15% from the prior year.

Action Recommended: Approve the Draft Specifications between Humboldt Transit Authority, and Humboldt State University for bus service for Willow Creek, Eureka Transit, and Redwood Transit and Authorize the General Manager to Execute the Final Contracts.
2020 - 2021 Transportation Specifications
for the Redwood Transit System

The Redwood Transit System (RTS) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Redwood Transit System (RTS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2020 thru June 30, 2021.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the RTS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.

- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. RTS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.

- HSU will provide RTS with written notification of changes in HSU identification cards so as to ensure RTS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by RTS.

- RTS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Facilities Management, Building 46, Arcata, CA 95521.

RTS shall actively work with Jeanne Rynne, Associate Vice President- Facilities Management (707) 826-3646, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus and other campus-related transit planning.
The total amount of the contract is based on the ridership as measured between April 1, 2019 thru March 31, 2020 and cost per passenger for JackPass qualified riders, or otherwise agreed to by all parties. Please see Method 2 outlined in Exhibit B. Ridership during this period was established at 95,769 passengers; JackPass qualified rider cost per passenger has been established at $1.93. Therefore, the total contract value for FY20/21 shall be a flat rate of One Hundred Eighty-Four Thousand Eight-hundred and Thirty-Four Dollars ($184,834) for unlimited rides on RTS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of Ninety Three Thousand One Hundred and Forty-Five Dollars and Fifty Cents ($93,145.50) shall be due on October 31, 2020. The second installment shall be the remaining one-half of the contract total in the amount of Ninety Three Thousand One Hundred and Forty-Five Dollars and Fifty Cents ($93,145.50) and shall be due on March 30, 2021.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Facilities Management, Building 46- Plant Operations, Arcata, CA 95521, House #13, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2020 through June 30, 2021. Service shall commence on July 1, 2020.

This contract may be re-evaluated October 31, 2020 based on review of ridership data for April 1, 2020 – September 30, 2020 and HSU campus repopulation plans for Spring Semester 2021. Any changes will be issued by amendment and agreed to by both parties.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.
2020 - 2021 Transportation Specifications
for the Eureka Transit System

The Eureka Transit System will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Eureka Transit System (ETS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2020 thru June 30, 2021.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

• Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the ETS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.

• The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. ETS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.

• HSU will provide ETS with written notification of changes in HSU identification cards so as to ensure ETS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by ETS.

• ETS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Facilities Management, Building 46-Facilities Management, Arcata, CA 95521.

ETS shall actively work with Jeanne Rynne, Associate Vice President- Facilities Management (707) 826-3646, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus and other campus-related transit planning.
The total amount of the contract is based on ridership as measured between April 1, 2019 and March 31, 2020 and cost per passenger for JackPass qualified riders, or otherwise agreed to by all parties. Please see Method 2 outlined in Exhibit B. Ridership during this period was established at 7,709 passengers; JackPass qualified rider cost per passenger has been established at $1.00. Therefore, the total contract value for FY20/21 shall be a flat rate of Seven Thousand Seven Hundred Nine Dollars and Zero Cents ($7,709.00) for unlimited rides on ETS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of Three Thousand Eight Hundred Fifty-Four Dollars and Fifty Cents ($3,854.50) shall be due on October 31, 2020. The second installment shall be the remaining one-half of the contract total in the amount of Three Thousand Eight Hundred Fifty-Four Dollars and Fifty Cents ($3,854.50) and shall be due on March 31, 2021.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Contracts, Procurement & Accounts Payable, Student Business Services, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2020 through June 30, 2021. Service shall commence on July 1, 2020.

This contract may be re-evaluated October 31, 2020 based on review of ridership data for April 1, 2020 – September 30, 2020 and HSU campus repopulation plans for Spring Semester 2021. Any changes will be issued by amendment and agreed to by both parties.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.
2020 - 2021 Transportation Specifications for the Willow Creek Service

The Willow Creek Service (WCS) will provide all labor, equipment, materials and any other costs necessary to provide transportation services for Humboldt State University (HSU) students, faculty and staff under the following specified terms:

The Willow Creek Service (WCS) will provide regular, scheduled bus service to all published stops on all published routes during all published hours of operations for the period encompassing July 1, 2020 thru June 30, 2021.

Transportation services for all HSU students, faculty and staff shall be subsidized by HSU in accordance with the following:

- Upon boarding, the rider shall be required to swipe either a HSU photo identification card or a five-day temporary JackPass card, through the onboard electronic fare box to validate ridership. In addition, the WCS driver shall make efforts to validate ridership via visual verification that the photo on the HSU photo identification card matches the rider.

- The subsidized fare shall be made available to the rider at the time of the ride. Pre-purchased transportation passes or other types of transportation passes/tickets shall not be required. WCS shall provide, at no charge, five day JackPass temporary passes to the University which may, in turn, be issued to new customers or those experiencing issues with ridership validation with their HSU photo identification card.

- HSU will provide WCS with written notification of changes in HSU identification cards so as to ensure WCS is able to maintain accurate valid rider information within the electronic fare box and ridership controls system operated by WCS.

- WCS shall record ridership and present a monthly report to HSU detailing ridership and statistical data. Said report shall be submitted no later than one week following the end of each month. Reports may be submitted to: Humboldt State University, Facilities Management, Building 46- Plant Operations, Arcata, CA 95521.

WCS shall actively work with Jeanne Rynne, Associate Vice President- Facilities Management (707) 826-3646, or her designee, to coordinate successful completion of these services including changes in schedule and location of stops on campus and other campus-related transit planning.
The total amount of the contract is based on ridership as measured between April 1, 2019 thru March 31, 2020 and cost per passenger for JackPass qualified riders, or otherwise agreed to by all parties. Please see Method 2 outlined in Exhibit B. Ridership during this period was established at 427 passengers; JackPass qualified rider cost per passenger has been established at $3.05. Therefore, the total contract value for FY2020/21 shall be a flat rate of One Thousand Three Hundred Twelve Dollars and Zero Cents ($1,312.00) for unlimited rides on WCS for those individuals complying with the terms of ridership as defined above and throughout the terms of this contract.

Payment is to be made in two installments. Payment of one-half of the contract total in the amount of Six Hundred Fifty-Six Dollars and Zero Cents ($656.00) shall be due on October 31, 2020. The second installment shall be the remaining one-half of the contract total in the amount of Six Hundred Fifty-Six Dollars and Zero Cents ($656.00) and shall be due on March 31, 2021.

Payment is to be made upon receipt of invoice submitted to Humboldt State University, Contracts, Procurement & Accounts Payable, Student Business Services, Arcata, CA 95521.

The term of this contract shall encompass July 1, 2020 through June 30, 2021. Service shall commence on July 1, 2020.

This contract may be re-evaluated October 31, 2020 based on review of ridership data for April 1, 2020 – September 30, 2020 and HSU campus repopulation plans for Spring Semester 2021. Any changes will be issued by amendment and agreed to by both parties.

This contract may be cancelled by either party upon thirty (30) days written notice. This contract is not a continuous agreement beyond the dates specified herein. Subsequent contracts, if any, will be prepared as separate agreements and this agreement is not contingent assurance of continuation.
TO:   Chair Pitino  
      All Governing Board Members  

FROM:   Greg Pratt, General Manager  

DATE:   June 3, 2020  

SUBJECT:  Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)  

On July 19, 2018, Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA’s Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective on July 19, 2019, with a compliance deadline of July 19, 2020. Due to COVID-19, that deadline was extended to December 31, 2020.

The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307); recipients of FTA’s Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) and/or Rural Area Formula Program (Section 5311) are currently excluded. Therefore, the Authority who only receives financial assistance via Section 5310 and Section 5311 is not required to have a PTASP at this time. However, the Authority’s senior management team and its Sedgwick safety and risk management consultant, believe that establishing and implementing the program now will strengthen the Authority’s safety and risk management program, thus providing increased safety for the public who use the Authority’s services and the safety of the Authority’s employees while also reducing operating costs through improved safety and risk management.

The Authority’s PTASP was developed over the past 12 months by the Authority’s PTASP team. The team consists of the: General Manager, Finance Manager, Human Resources Manager, Director of Maintenance, Operations Manager, and the Safety & ADA Coordinator, with guidance from the Authority’s Sedgwick safety and risk management consultant.

The PTASP team will manage and monitor the Authority’s PTASP monthly and prepare an updated plan to present to the Board annually for its approval. Staff reviewed the PTASP with the HTA Board at the June 3, 2020 regular meeting and did not receive any comments or additions to the Plan.

Action Recommended: Approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 20-05.
RESOLUTION NO. 20-05,

APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) FOR THE HUMBOLDT TRANSIT AUTHORITY

WHEREAS, the Humboldt Transit Authority directly operates, oversees safe, friendly, and reliable public transportation in the County of Humboldt; and

WHEREAS, the Redwood and Eureka Transit and are local fixed-route and Willow Creek and Southern Humboldt are intercity systems operated by the Humboldt Transit Authority. The local paratransit public transportation service is operated through a sub-contractor by CAE Transport Inc.; and

WHEREAS, the Public Transportation Agency Safety Plan formalizes safety programs and procedures in place at the Humboldt Transit Authority and improves the safety risk management, safety assurance, and safety oversight processes; and

WHEREAS, the safe operation of public transportation for Humboldt Transit Authority is the top priority of the Authority and the Governing Board.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority does hereby approve and accept the agency’s 2020/21 Public Transportation Agency Safety Plan.

PASSED AND ADOPTED by the Governing Board of the Humboldt Transit Authority on this 1st day of July, 2020, by the following vote:

AYES:  
NOES:  
ABSENT:

Name:  Paul Pitino          Title:  Chair of the Governing Board of Directors

Signature:  ____________________  Date:  __________________________

Attest:  _________________________

Secretary to the Board
TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 1, 2020

SUBJECT: Continuing 2019-2020 FY Budget until Adoption of 2020-2021 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 due to COVID-19 this year have delayed preparation of the 2020-2021 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 July 1, 2020. If approved, staff will publish notice and prepare the final 2020-2021 for Board review and adoption at its regular meeting on August 5, 2020.

In order to fund HTA operations and activities until the 2020-2021 budget is approved, the Board is being asked to adopt Resolution 20-06 which will continue 2019-2020 budget until adoption of the 2020-2021 budget.

Action recommended: Continue HTA’s 2019-2020 Budget Until Adoption of the 2020-2021 Budget by Adopting Resolution 20-06
Resolution No. 20-06

A Resolution of the Governing Board of the Humboldt Transit Authority
Continuing the 2019-2020 Fiscal Year Authority Budget Until
Adoption of the 2020-21 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 due to COVID-19, the 2020-2021 final budget will not be ready for Board adoption before the end of the 2019-2020 fiscal year;

WHEREAS, the Governing Board reviewed a preliminary 2020-2021 budget at its regular meeting on July 1, 2020;

WHEREAS, the Governing Board desires to continue the 2019-2020 fiscal year budget until the 2020-2021 fiscal year budget can be adopted, most likely on August 5, 2020.

NOW THEREFORE, BE IT RESOLVED the Governing Board of the Humboldt Transit Authority hereby extends the 2019-2020 fiscal year budget until such time as the 2020-2021 fiscal year budget is adopted.

APPROVED:

DATED: ______________, 2020  
Chair of the HTA Governing Board

ATTEST:

DATED: ______________, 2020  
Secretary to the Board

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of Resolution No. 20-06 passed and adopted at a regular meeting of the HTA Governing Board, Eureka, California, held on the ____ day of ______________, 2020 by the following vote:

AYES:  
NOES:  
ABSENT:  

____________________________________
HTA Board Secretary
TO:   Chair Pitino  
      All Governing Board Members

FROM:   Greg Pratt, General Manager

DATE:   July 1, 2020

SUBJECT:  Responses to the FY 2018/19 TDA Fiscal and Compliance Audit

This is to acknowledge the management letter (attached) of April 15, 2020, 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, 2019, 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 $150,747 in excess TDA operating funds for the Willow & Southern Humboldt Intercity Bus Systems, and $33,752 in excess for the Old Arcata Road Pilot Program.

   Solution: I have communicated this with a representative from the County regarding following the auditor’s solution (b) for HTA to restrict excess TDA funds in the amount of $150,747 for capital expenditures for Intercity Systems and to follow the auditor’s solution (c) to repay the excess TDA funds from the Old Arcata Road Pilot Program in the amount $33,752 to the Transportation Planning Agency (HCAOG).

   Action Recommended: 1. Review and discuss. 2. If approved, direct staff to notify the affected member entities.
April 15, 2020

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, 2019 and have issued our report thereon dated April 15, 2020. 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, 2019 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, 2019.

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<tr>
<th></th>
<th>SoHum Combined</th>
<th>Willow Creek</th>
<th>Old Arcata Rd</th>
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<tbody>
<tr>
<td><strong>Operating Costs</strong></td>
<td></td>
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<tr>
<td>$987,740</td>
<td>$333,625</td>
<td>$1,255</td>
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<td>Less Depreciation</td>
<td>(159,966)</td>
<td>(51,122)</td>
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<td>Less Fare Revenues</td>
<td>(116,920)</td>
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<td>Less Federal Operating Funds</td>
<td>(283,186)</td>
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<td><strong>Maximum TDA Fund Eligibility</strong></td>
<td>427,668</td>
<td>233,009</td>
<td>1,248</td>
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|                      |                |              |              |
| **STAF Operating Funds Received** | 3,388 | - | - |
| **TDA Funds Received** | 540,685 | 267,351 | 35,000 |
| **Total**             | 544,073       | 267,351      | 35,000       |

|                      |                |              |              |
| **Excess TDA Funds Received** | $116,405 | $34,342 | $33,752 |

**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.
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
TO: Chair Pitino  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 1, 2020

SUBJECT: Preliminary Budget for Humboldt Transit Authority FY 2020/2021

The majority of the 2020/2021 Draft Budget projected income and expenses are based on actual expenses incurred in the 2019/2020 Fiscal Year. Also taken into consideration are the lost fares, reduced ridership, reduced service and additional expenses due to the current COVID Pandemic. The Finance and Operations Committee reviewed the budget last month and approved the draft. Explanations for significant increases and reductions from the prior year’s budget are below.

1. **Income Highlights**
   a. HSU Contracts reduced 15% due to reduction in ridership from prior year.
   b. AMRTS Maintenance Contract increase due to new contract estimate based on actual expense calculations.
   c. CTSA Humboldt Senior Resource Center: Contract $14,000 for 20-21 year.
   d. Old Arcata Road Contract to remain the same as prior year’s contract.
   e. AMRTS Driver Trainer contract posted to Administration income.
   f. Fare Reduction: Reduced Ridership calculated on estimated percentage based on current YTD reports and an overall projected 20% reduction due to COVID pandemic.
   g. Miscellaneous Revenue LCTOP Funds for Free Rides to reimburse Humboldt Transit Authority for lost fares due to COVID pandemic.
   h. LTF Member Assessment increases based on current contracts.
   i. Operating Grant 5311
      i. $488,989 RTS
      ii. $325,992 ETS
   j. Operating Grant 5311(f)
      i. Up to $285,000 for SHI and WC
   k. SGR Funds (State of Good Repair) $180,087 For Operating.
   l. STA Funds $1,015,910 For Operating.
2. Expense Highlights
   a. New Staff Positions (Paid by STA funds) – Transit Planner
   b. Salary Adjustments – 2.25% increase for employees.
   c. Vehicle Liability and Damage Insurance Expected Increase: 21%
      i. The increases in insurance have been stimulated by the California Fires as well as other Natural disasters Country Wide.
   d. Medical Insurance Expected Increase: 10%
   e. Workers Compensation Expected Increase: 13%
   f. OPEB (Other Post-Employment Benefits) Expected paydown of liability $200,000.

3. Capital Projects
   a. RTS Passenger Information System $ 70,000 Funded by STA
   b. ETS Vehicle Purchase $ 120,000 Funded by STA
   c. CTSA Cameras for DAR Vehicles $ 20,000 Funded by STA

4. Additional Information
   a. Old Arcata Road is still a “Pilot Program” with minor service changes to make it more attractive to ridership.
   
   b. Combined Medical and Dental expenses on Budget to match GL in our accounting system.
   
   c. Due to the COVID pandemic these calculations are based on past practice. These calculations also take into consideration the lost fares, reduced ridership as well as reduced service.
   
   d. The increases in insurance have been stimulated by the California Fires as well as other natural disasters country wide. These expenses are based on the most current estimates given to us by our industry representatives.

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.
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Humboldt Transit Authority
Draft Budget
2020-2021
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**Operations**

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| 688.20 Uniforms & Shoes | 5,500             | 2,300             | 600              |                   | 900                |                   |                |                   | 1,750                 | 11,050              |       |
| 662.00 GFI - Ticket Stock & equip | 12,000            | 25,000            | 1,000            | 2,000             |                   | 100               | 800            |                   | 662.00                | 15,000              | 18,400 |
| 663.00 WiFi/GPS/MyRide | 14,544            | 15,000            | 15,000           |                   |                   |                   |                |                   | 37,800                | -                    | 37,800 |
| 688.30 Safety Supplies & Gear |                   |                   |                  |                   |                   |                   |                | 800               | -                    | 14,544              | 514,026 |
| 688.10 Uniforms - Shop | 19,500            |                   | 12,000           |                   |                   |                   |                |                   | 50,111                | -                    | 50,111 |

**Vehicles**

|                      |                   |                   |                  |                   |                   |                   |                |                   |                      |                    |
|----------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|----------------|-------------------|----------------------|----------------------|-------|
| 650.00 Contract Services |                   |                   |                  |                   |                   |                   |                |                   | 2,500                 | 2,500                |       |
| 651.00 Contract Repairs | 18,000            | 12,000            | 2,000            |                   |                   |                   |                |                   | 41,500                | -                    | 41,500 |
| 653.00 Fuel | 333,719           | 103,000           | 48,350           | 110,175           |                   |                   |                |                   | 603,810               | -                    | 603,810 |
| 614.00 Special Studies/Permits |                   |                   |                  |                   |                   |                   |                |                   | 18,000                | -                    | 18,000 |
| 655.00 Parts | 85,000            | 30,000            | 23,000           | 36,000            |                   |                   |                |                   | 225,900               | -                    | 225,900 |
| 656.00 Small Tool Allowance | 46,000            | 18,000            | 18,000           | 25,000            |                   |                   |                |                   | 4,200                 | -                    | 4,200  |
| 657.00 Tires | 112,200           | 11,200            | 11,200           | 11,200            |                   |                   |                |                   | 132,000               | -                    | 132,000 |

**Facilities**

|                      |                   |                   |                  |                   |                   |                   |                |                   |                      |                    |
|----------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|----------------|-------------------|----------------------|----------------------|-------|
| 611.00 I.T. hardware, maint., licenses | 12,030            | 2,083             | 2,083            | 2,083             |                   |                   |                |                   | 12,498                | -                    | 12,498 |
| 631.00 Rentals & Leases | 1,000             | 1,000             | 1,000            | 1,000             |                   |                   |                |                   | 6,000                 | -                    | 6,000  |
| 632.00 Contract Maint. | 12,500            | 12,500            | 12,500           | 12,500            |                   |                   |                |                   | 75,000                | -                    | 75,000 |
| 633.00 Utilities | 1,197             | 1,197             | 1,197            | 12,500            |                   |                   |                |                   | 1,200                 | -                    | 1,200  |

**Total Direct Expense**

|                      | 2,281,545         | 825,612           | 310,436          | 622,065           | 135,000           | 240,937          | 10,000  | 790,440          | 1,543,340            | 1,024,737           | 7,784,112 |

**Revenues minus Direct Expense**

|                      | 1,028,214         | 438,056           | 89,293           | 233,880           | 0                 | 0                | 0       | 0                | 916,306              | 673,137             |       |

**Allocated Admin. & Maint. Costs**

|                      | 1,028,214         | 438,056           | 89,293           | 233,880           | 0                 | 0                | 0       | 0                | 0                    | 0                   |       |

**Total Expenses including Indirect Expenses**

|                      | 3,309,759         | 1,263,668         | 399,729          | 855,945           | 135,000           | 240,937          | 10,000  | 790,440          | 1,543,340            | 1,024,737           | 7,784,112 |

**NET Total**

|                      | 0                 | 0                 | 0                | 0                 | 0                 | 0                | 0       | 0                | 0                    | 0                   |       |

**Allocation Percentages**

|                      | 57.46%            | 24.48%            | 4.99%            | 13.07%            | 0.00%             | 0.00%            | 0.00%   | 0.00%            | 100.00%              | 0                   |       |

**Admin. Allocation**

|                      | 916,306           | 526,509           | 224,312          | 45,724            | 119,761           | 0                | 0       | 0                | 0                    | 0                   |       |

**Mant. Allocation**

|                      | 873,137           | 501,705           | 213,744          | 43,570            | 114,199           | 0                | 0       | 0                | 0                    | 0                   |       |

**Total Allocations by service**

|                      | 1,028,214         | 438,056           | 89,293           | 233,880           | 0                 | 0                | 0       | 0                | 0                    | 0                   |       |

**Capital Projects**

|                      | 70,000            | 120,000           | 0                | 0                 | 0                 | 20,000           | 0       | 0                | 67,000               | 277,000             |       |

**Capital Funds**

|                      | 70,000            | 120,000           | 0                | 0                 | 0                 | 20,000           | 0       | 0                | 67,000               | 277,000             |       |

**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.**