Wednesday, September 2, 2020 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
   1. Comparative Analysis of Electric and Hydrogen Transit Fleets
      Representatives from the Schatz Energy Research Center will give the board a presentation on their recent research of alternative fuels and infrastructure for HTA.

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 August 5, 2020 Regular Board Meeting
      Action Recommended: Approve minutes

F. Items Removed from Consent Calendar

G. Reports
   1. May 2020 statistics and financial statements for all systems operated by HTA.
      Action Recommended: Receive and file

Page 03
H. New Business
   Amendment to the Salary Schedule for Unrepresented Employees

   Action Recommended: Approve Amendment to the Salary Schedule, by Adopting Resolution 20-12.

I. Closed Session
   1. Public Comment
   2. The Board will meet in closed session pursuant to:
      Government Code Section 54957(b)(1) (employee performance evaluation): General Manager,
      and Government Code Section 54957.6 (meeting with designated representative, unrepresented employee): Designated representative Board Chair.

J. Board Communications
K. Staff Communications
L. Adjournment

Humboldt Transit Authority (HTA) is committed to a policy of non-discrimination pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Persons who require special accommodations, accessible seating, or documentation in alternative formats under the American with Disabilities Act or persons who require translation services (free of charge) should contact HTA at least two days prior to the meeting.

Humboldt Transit Authority (HTA) se compromete a una norma de no discriminación de acuerdo a los requisitos del Artículo VI del Acto Derechos Civiles de 1964. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con HTA al menos dos días antes de la reunión.
CALL TO ORDER
Chairperson Pitino called the meeting to order at 10:02 a.m. and introductions were made.

COMMUNITY MEMBERS COMMUNICATION
None

SPECIAL PRESENTATIONS
None

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.

Motion by Councilmember Trent, second by Supervisor Bohn to approve the Consent Calendar.
Motion carries unanimously

1. Minutes from the July 1, 2020 Regular Board Meeting
   Action Recommended: Approve minutes

2. Coronavirus Aid, Relief, and Economic Security (CARES) Act Call for Projects
   The Humboldt County Association of Governments (HCAOG) informed agencies in the region that there are CARES Act funds available through the Federal Transit Administration Section 5311 Program.
   Action Recommended: Adopt Resolution 20-08 Authorizing Application for CARES Act, FTA Section 5311 Grant Funds and authorize the General Manager to sign the Grant Agreement.
3. Federal Transit Administration Title VI of Civil Rights Act of 1964
The Federal Transit Administration is requiring agencies to update their Title VI plan every three years. Caltrans recently approved the draft plan submitted by staff, and needs board approval for final submission.  

~Title VI Plan Enclosed

Action Recommended: Approve the updated Humboldt Transit Authority Title VI Plan by Adopting Resolution 20-07.

Items removed from the Consent Calendar
None

NEW BUSINESS
1. Adoption of the Fiscal Year 2020/21 Final Budget for Humboldt Transit Authority
The preliminary budget was adopted on July 25, 2020. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

Action Necessary:
A. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2020/21.
B. After hearing comments, close the public hearing.
C. Make Changes if necessary and approve the final budget by adopting Resolution 20-09.

General Manager Greg Pratt directed the board to page 10 of the board packet addressing adoption of the 2020-21 Final Budget for Humboldt Transit Authority. The Finance Committee previously recommended adopting the 2020-21 Final Budget for Humboldt Transit Authority.

Motion by Supervisor Bohn, second by Councilmember Trent to adopt Resolution 20-09, Adopting Budget of Humboldt Transit Authority for Fiscal Year 2020-2021 and expressed their thanks to staff for all of their excellent work.

Public comment is closed.

Motion carries unanimously

2. Amendments to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees
General Manager Greg Pratt gave the board information and changes to the Classification Plan, Job Descriptions, and Salary Schedule for HTA Unrepresented Employees. He also addressed a typo in that Administrative Assistant I, Step E, should be $19.06 and not $15.28.

Motion by Councilmember Woodall, second by Councilmember Trent to adopt Resolution 20-11, Amending the Classification Plan and Salary Schedule of the Humboldt Transit Authority with changes.

Motion carries unanimously

3. Humboldt Transit Authority (HTA) Meeting Dates
The recent amendment to the HTA Joint Powers Agreement changes the frequency of meeting dates from monthly to quarterly. Calendar year meeting dates and times will be fixed by resolution.

General Manager Greg Pratt gave the board a brief explanation of the changes to the JPA meeting dates and times.

Motion by Councilmember Trent, second by Supervisor Bohn to adopt Resolution 20-10 a Resolution of the Humboldt Transit Authority Governing Board of Directors Fixing the Day and Time for Regular Board Meetings.

Motion carries unanimously
OLD BUSINESS
None

REPORTS
1. April 2020 statistics and financial statements for all systems operated by HTA
   General Manager Greg Pratt gave the board an update on the reports for April 2020 and addressed the many issues HTA is facing with COVID-19 and addressed several funding sources that will help assist.
   
   Action Recommended: Receive and File

BOARD COMMUNICATIONS
None

STAFF COMMUNICATIONS
None

ADJOURNMENT
   Meeting adjourned at 10:25 a.m.
TO:   Chair Pitino  
      All Governing Board Members

FROM:  Greg Pratt, General Manager

DATE:   September 2, 2020

SUBJECT:   Amendment to the and Salary Schedule for Unrepresented Employees

All changes to the Classification Plan, Salary Schedule, and Job Descriptions require board authorization. A summary of the proposed change is as follows:

**Salary Schedule**
From the direction of the HTA Board, Staff has completed a wage study for the position of the General Manager. Staff researched transit agencies of comparable size, service area, and employees from the State of Washington, Oregon, and California. Also included are two Executive Directors wage scales from local Joint Power Authority’s.

The wage comparisons and proposed salary range are attached for Board review.

*Action Recommended: Approve Amendments to the Classification Plan, Salary Schedule, and Job Descriptions by Adopting Resolution 20-12.*
<table>
<thead>
<tr>
<th>Agency</th>
<th>Location</th>
<th>Position</th>
<th>Area Served</th>
<th>Routes</th>
<th>Budget</th>
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## HTA Classification Plan

### July 1, 2018

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### Current Range

- General Manager: 37.07 - 47.12 ($77,100 - $98,000)

### Proposed Range

- General Manager: 47.12 - 60.10 ($98,000 - $125,000)
WHEREAS, on January 18, 2012, Humboldt Transit Authority adopted Resolution 12-01 implementing the Personnel Policy for unrepresented employees and Salary Schedule and Classification plan for represented and unrepresented employees; and,

WHEREAS, these documents have been amended by Resolution 16-05, 16-12, 18-11 19-03 and 20-11; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Salary Schedule.

NOW, THEREFORE, BE IT RESOLVED by the Humboldt Transit Authority Governing Board of Directors as follows:

1. Resolution 20-11 is hereby rescinded and replaced by Resolution 20-12 adopting the enclosed Salary Schedule effective September 2, 2020

PASSED, APPROVED AND ADOPTED this second day of September 2020, on the following vote:

AYES: 
NOES: 
ABSENT: 

______________________________
Chair of the HTA Governing Board of Directors

______________________________
ATTEST:

______________________________
HTA Secretary to the Board