

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**  
**TELECONFERENCE**

**ZOOM MEETING INSTRUCTIONS**

**MEETING ID: 674 131 2040**

**BY PHONE 1 (408) 638-0968**

**BY COMPUTER: <https://us02web.zoom.us/j/6741312040>**

**Wednesday, October 7, 2020**

**9:00 AM**

**Special 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**

Comparative Analysis of Electric and Hydrogen Transit Fleets

A representative 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 September 2, 2020 Regular Board Meeting

**Action Recommended: Approve minutes**

2. General Manager Salary Adjustment.

The Board completed a performance review of the General Manager and determined that his performance merits a salary increase within the approved General Manager salary range.

***Action Recommended: Approve salary increase for the General Manager of 3% per quarter for fiscal year 2020-2021 beginning July 1, 2020.***

**F. Items Removed from Consent Calendar**

G. Reports

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

Handout

***Action Recommended: Receive and file***

H. New Business

None

I. Board Communications

J. Staff Communications

K. Closed Session

1. Public Comment
2. The Board will meet in closed session pursuant to Government Code Section 54956.8 to discuss a real property matter. Location: 104 W Street, Eureka CA 95501.
3. Report out of closed session.

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.*

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**REGULAR BOARD MEETING VIA TELECONFERENCE**

**September 2, 2020**

**PRESENT**

Board Members

Rex Bohn, County of Humboldt

Paul Pitino, City of Arcata

Natalie, Arroyo, City of Eureka

Mike Wilson, County of Humboldt

Tami Trent, City of Fortuna

**ABSENT**

Steve Ladwig, City of Trinidad

Julie Woodall, City of Rio Dell

Staff

Greg Pratt, General Manager

Brenda Fregoso, Secretary to the Board

Brian Connors, Operations Manager

Alene Webb, Finance Manager

Consuelo Espinosa, Safety & ADA Coordinator

Jim Wilson, Director of Maintenance

Kelly Masterson, Maintenance Supervisor

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Jerome Carman, Schatz Energy Research Center; Oona Smith, HCAOG; Latanya Jacob, Eureka Resident.

**CALL TO ORDER**

Chairperson Pitino called the meeting to order at 9:01 a.m. General Manager Greg Pratt took roll call.

**COMMUNITY MEMBERS COMMUNICATION**

Latanya Jacob, Eureka resident addressed the board on ridership and asked for information as to when bus service may increase. She also requested that all bus stops have current schedules posted. General Manager explained the decline in ridership and the school's role in the decline. He also addressed the issue with schedules being vandalized at bus stops and asked that if anyone does notice a schedule missing or vandalized to please contact HTA.

**SPECIAL PRESENTATIONS**

**1. Comparative Analysis of Electric and Hydrogen Transit Fleets**

Jerome Carman with Schatz Energy Research Center gave the board a presentation on their recent research of alternative fuels and infrastructure for HTA.

**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 Councilmember Arroyo to approve the Consent Calendar.*

*Motion carries unanimously*

**1. Minutes from the August 5, 2020 Regular Board Meeting**

***Action Recommended: Approve minutes***

## Items removed from the Consent Calendar

None

## REPORTS

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

General Manager Greg Pratt gave the board and update on the reports for May 2020 and addressed the many issues HTA is facing with the pandemic and schools not in session, however, conducting social learning.

**Action Recommended: Receive and File**

## NEW BUSINESS

1. Amendments to the Salary Schedule for Unrepresented Employees

General Manager Greg Pratt directed board members to page 6 and page 7 of the agenda for wage comparisons and proposed salary range.

Supervisor Bohn indicated that he recognizes the great job General Manager Greg Pratt has done and that it appears that all staff are in the proper places and that he does supports this agenda item.

Councilmember Arroyo indicated she is also impressed with Staff and is supportive.

Motion by Supervisor Bohn, second by Supervisor Wilson to adopt Resolution 20-12, Amending the Classification Plan and Salary Schedule.

*Motion carries unanimously*

## CLOSED SESSION:

1. Public Comment

None

2. The Board met in closed session at 10:17 a.m. 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 represented Board Chair.

3. Report out of closed session.

Nothing to report

## OLD BUSINESS

None

## BOARD COMMUNICATIONS

Councilmember Arroyo discussed with the board Creative Bus Stops. She indicated that City Manager Miles upon travel has seen how this can beautify the City and along Broadway.

She also thanked Ms. Jacobs for attending today's Board meeting and her interest in transit and the community.

## STAFF COMMUNICATIONS

None

## ADJOURNMENT

Meeting adjourned at 10:25 a.m.

# Memorandum

**To:** The Honorable Chair and Members of the Board

**From:** Nancy Diamond, HTA General Counsel

**Date:** October 1, 2020

**Re:** General Manager, Personnel Action re Salary

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On September 2, 2020, the Board adopted Resolution 20-12 amending the Classification Plan and Salary Schedule for the General Manager position. The General Manager salary range is now \$47.12-\$60.10 per hour or \$98,000 - \$125,000 per year, and the General Manager currently receives \$47.12 per hour or \$98,000 per year in salary, the low end of the range.

The HTA Board appointed Greg Pratt as its General Manager on December 21, 2011. Mr. Pratt has worked with HTA in management since 2001. The Board completed an annual performance review of the General Manager on September 2, 2020, and determined that his outstanding performance for HTA during the prior year merits a 3% salary increase per quarter for the 2020-2021 fiscal year beginning July 1, 2020 as follows:

July 1, 2020:	\$48.53 per hour	\$100,940.00 per year
October 1, 2020:	\$49.99 per hour	\$103,968.20 per year
January 1, 2021:	\$51.49 per hour	\$107,087.25 per year
April 1, 2021:	\$53.03 per hour	\$110,299.87 per year

This amount has been accounted for in the approved 2020-2021 fiscal year budget.

***Action Recommended: Approve salary increase for the General Manager of 3% per quarter for fiscal year 2020-2021 beginning July 1, 2020.***