

Board of Directors
NATALIE ARROYO
City of Eureka
REX BOHN
County of Humboldt
STEVE LADWIG
City of Trinidad
JULIE WOODALL
City of Rio Dell
EMILY GOLDSTEIN
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: 846 4941 1523

BY PHONE 1 (408) 638-0968

BY COMPUTER: <https://us02web.zoom.us/j/82545305722>

Wednesday, December 8, 2021

9:00 AM

Special Board 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 September 1, 2021 Regular Board Meeting

Page 04

Action Recommended: Approve Minutes

2. Remote Teleconference Meetings

Page 07

Resolution to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Pursuant to Assembly Bill 361

Action Recommended: Approve Resolution 21-14 Implementing Teleconferencing Requirements During a Proclaimed State of Emergency

3. Agreement for Operation of Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt.

Page 09

Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from Willow Creek.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and the County of Humboldt.

4. Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority Page 10
 Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from the Southern Humboldt region.
Action Recommended: Approve the Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority
5. Humboldt Transit Authority's Drug & Alcohol Policy Page 11
 Due to recent changes to FTA testing regulations, an amendment is needed to the Humboldt Transit Authority's Drug & Alcohol Policy.
Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 21-13
 ~Attachments: HTA Drug & Alcohol Policy
6. HTA's Representative for California Transportation Indemnity Pool Page 13
 HTA board authorization is needed to appoint a CalTIP board member and/or an alternate.
Action Recommended: Authorize the appointment of the Finance Manager as Humboldt Transit Authority's representative and the General Manager and Human Resource Manager as alternates for the California Transportation Indemnity Pool by adopting Resolution 21-15.
7. Legal Counsel for the Humboldt Transit Authority Page 15
 Humboldt Transit Authority's Legal Counsel's contract is up for renewal. Enclosed is a four-year contract to retain the Law Offices of Nancy Diamond.
Action Recommended: Approve the contract between the Law Offices of Nancy Diamond and the Humboldt Transit Authority for Legal Services
8. Personnel Policy Amendment for Unrepresented Employees Page 21
 With the recent changes to the holiday calendar for represented employees, staff is recommending changing the unrepresented employee's holiday calendar to match it.
Action Recommended: Approve amendment to the Personnel Policy by Adopting Resolution 21-17
- F. Items Removed from Consent Calendar
- G. Reports
1. October statistics and financial statements for all systems operated by HTA Handout
Recommend: Review and Discuss
- H. New Business
1. Unmet Transportation Needs Public Hearing for FY 2022/23 Page 00
 The Transportation Development Act requires the Unmet Transportation Needs Process to be completed annually.
1. *Open a public hearing to allow citizens to comment on transit needs in Humboldt.*
 2. *Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments.*

2. MOU between HTA and The City of Eureka Page 25
 HTA is applying to Caltrans for a grant that will replace 10 diesel buses with 10 zero emission hydrogen fuel cell buses, construct both a hydrogen fueling station and an Intermodal Transit Center in the City of Eureka.
Action Recommended: Approve the Memorandum of Understanding (MOU) Between HTA and the City of Eureka establishing terms and authorize the General Manager to sign the agreement.
 3. Amendment to the Classification Plan, Job Descriptions, and Salary Schedule for Unrepresented Employees Page 29
 Staff is proposing changes to the Classification Plan for unrepresented employees. All amendments require board authorization.
Action Recommended: Approve Amendments to the Classification Plan and Salary Schedule, by Adopting Resolution 21-16
 4. Fare Modernization & Integration Project Page 33
 Staff is working with California Integrated Travel Project (Cal-ITP) and other rural transit providers in the North State to provide contactless payments using a credit card or mobile wallet for HTA and AMRTS systems.
Action Recommended: Review, Discuss, and Direct Staff
 5. Employee Pass Program Page 42
 The HTA Board will consider establishing an employee bus pass program for all JPA members to encourage ridership for its employees. The six-month pilot will allow Staff to gather data during a to gauge interest and to determine costs to the member agencies.
Action Recommended: Review, Discuss, and Direct Staff
- I. Board Communications
- J. Staff Communications
1. Hybrid Meetings
- 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

REGULAR BOARD MEETING

September 1, 2021

PRESENT

Board Members

Rex Bohn, County of Humboldt
Mike Wilson, County of Humboldt
Emily Goldstein, City of Arcata
Natalie, Arroyo, City of Eureka

ABSENT

Julie Woodall, City of Rio Dell
Steve Ladwig, City of Trinidad
Tami Trent, City of Fortuna

Staff

Greg Pratt, General Manager
Brenda Fregoso, Secretary to the Board
Brian Connors, Operations Manager
Alene Webb, Finance Manager

Jim Wilson, Director of Maintenance
Consuelo Espinosa, Transit Planner

Also, in attendance was Nancy Diamond; HTA Legal Counsel; Leann Schuetzle, AMRTS; Oona Smith, HCAOG.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:07 a.m.

ROLL CALL

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 Bohn to approve the Consent Calendar.

Motion carries unanimously

1. Minutes from the July 7, 2021 Board Meeting

Action Recommended: Approve minutes

2. Consolidated Transportation Services Agency (CTSA) Contract

The Humboldt Transit Authority was designated by the Humboldt County Association of Governments (HCAOG) as the CTSA for the Region. A draft contract for services is enclosed for Board approval.

Action Recommended: Approve the contract between Humboldt County Association of Governments and the Humboldt Transit Authority for Consolidated Transportation Services in Humboldt County.

3. PG&E's Electric Vehicle Fleet Program

The original agreement signed by the HTA Board in October 2019, requires an easement be executed by the Humboldt Transit Authority allowing PG&E to access and maintain their equipment up to the meter. Work is scheduled to begin in late September 2021.

Action Recommended: Adopt Resolution 21-12 authorizing the General Manager to execute an Electric Vehicle Charging Network Easement for Pacific Gas and Electric "PG&E" at 133 V Street, Eureka, CA as part of PG&E's EV Fleet Electrification Program.

4. Memorandum of understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSCME) for July 1, 2021 – June 30, 2024

The employee's contract between HTA and the Union, AFSCME expired on June 30, 2021. Staff is recommending extending the contract with certain amendments agreed upon during the negotiation process.

~ MOU Draft enclosed

Action Recommended: Approve changes to the contract to the July 1, 2021 – June 30, 2024 Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 21-10.

5. Amendments to the Salary Schedule and Personnel Policy Manual for Unrepresented Employees

Staff is proposing changes to the Salary Schedule for unrepresented employees. All changes require board authorization for approval.

Action Recommended: Approve Amendment to the Humboldt Transit Authority's Salary Schedule for Unrepresented Employees by Adopting Resolution 12-11.

6. Bus Shelter Maintenance & Repair

The current contract for cleaning transit shelters that HTA buses service is set to expire this month. Staff is requesting the board extend the present contract to another three-year term.

Action Recommended: Approve the contract between the Humboldt Transit Authority and Redwood Teen Challenge for Bus Shelter Cleaning and authorize the General Manager to execute the agreement.

Items removed from the Consent Calendar

None

REPORTS

None

NEW BUSINESS

1. Responses to the 2019-20 Fiscal and Compliance Audit

Staff prepared responses to the finding from the 2020-21 Fiscal and Compliance Audit.

General Manager Greg Pratt explained the typo where the agenda reads 2017-18 Fiscal and Compliance Audit and should be 2020-21 Fiscal and Compliance Audit and also on page 35, reads \$80,347 and should be \$86,347 for Capital expenditures for the Intercity system.

Motion by Supervisor Wilson, second by Supervisor Bohn to approve the 2020-2021 Fiscal and Compliance Audit and direct staff to prepare the responses as recommended below and authorize the General Manager to notify the affected member entities for this request. Authorize the restriction of funds as follows:

Intercity System: Restrict \$86,347 for Capital Purchases.

Motion carries unanimously

BOARD COMMUNICATIONS

Supervisor Wilson addressed the Board with SB 742 Bill and its history and what to expect moving forward.

Councilmember Arroyo inquired about the new HTA \$50 Bus Pass. General Manager Greg Pratt announced staff will have more information as well as stats next board meeting.

STAFF COMMUNICATIONS

General Manager, Greg Pratt announced HTA is working with New Flyer to bring a hydrogen bus to Eureka on September 9, 2021 on a flatbed truck for a demo and invited all board members as well as any members of the community.

ADJOURNMENT

Meeting adjourned at 9:25 a.m.

**HUMBOLDT TRANSIT AUTHORITY
RESOLUTION 21-14
RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF
EMERGENCY
PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, the Humboldt Transit Authority (HTA) is committed to preserving the Ralph M. Brown Act requirements that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, A state of emergency was proclaimed by Governor's Executive Order N-33-20 on March 4, 2020, addressing the threat of the COVID-19 pandemic, and remains in effect;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, COVID-19 and variants thereof remain a current threat to the health and safety of the general public, HTA Staff, and members of this Board; and

WHEREAS, the Humboldt County Department of Health & Human Services issued a Recommendation Regarding Physical Distancing Including Meetings of Legislative Bodies on September 29, 2021, which recommends physical distancing at gatherings and events, including meetings of local agency legislative bodies, and acknowledges that virtual meetings of legislative bodies provide a safer environment with less risk of exposure to COVID-19; and

WHEREAS, on November 8, 2021, the Humboldt County Department of Health & Human Services issued an Order for the Wearing of Face Coverings in Workplaces and Indoor Public Settings; and

WHEREAS, the HTA has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of the HTA legislative and advisory bodies subject to the Brown Act; and

WHEREAS, in response to the current threat to the public of the COVID-19 virus and its existing and potential variants, the Humboldt County indoor mask order, and the Humboldt County recommendation that local agency legislative bodies meet virtually, there is a desire to implement teleconference meetings pursuant to the requirements of the Brown Act so long as this State of and Emergency and local recommendations continue to exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference;
2. The Board of Directors finds, by a majority vote, that there exists a proclaimed state of emergency; and
3. The Humboldt County Department of Health & Human Services has ordered the wearing of masks at all indoor public gatherings and recommends that legislative bodies practice physical distancing by conducting virtual meetings, and

In accordance with AB 361, based on the findings and determinations herein, meetings of HTA's legislative will be held remotely by virtual means, while providing for all feasible means of public participation.

This resolution shall be effective upon adoption and remain in effect until HTA's next regular board meeting in February 2, 2022, when HTA shall consider renewing its findings by subsequent resolution, in accordance with AB 361.

PASSED, APPROVED AND ADOPTED this eighth day of December 2021 by the following roll call vote:

AYES:

NOES:

ABSENT:

Chair Arroyo

ATTEST:

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Agreement for Operation of Bus Transit System in the Willow Creek Area
by and between HTA and the County of Humboldt.

Since July 2001, HTA has been operating bus service between Willow Creek and Arcata six days per week, connecting with RTS, AMRTS, and Trinity Transit. The system continues to be successful, and has been a reliable source of transportation during the pandemic for residents that need to get to Arcata/Eureka for their essential needs.

The contract is up for renewal and there are no schedule changes at this time. The only change from the prior agreement is a 3% increase as shown in the enclosed contract. Because the system is 100% funded by the County's Local Transportation Fund, it is scheduled for approval on the Humboldt County Board of Supervisors upcoming agenda. HTA Staff was successful in receiving Federal Transit Administration Grant Funds to assist in the overall cost of the system.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and the County of Humboldt.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Agreement for Operation of Bus Transit System in the Southern Humboldt Area by and Between County of Humboldt and Humboldt Transit Authority

Since 2010, the Humboldt Transit Authority has been operating the Southern Humboldt Transit System providing an Intercity system for the Southern Region to connect to the Northern County. Since the last contract, HTA established weekend service from input from the community and comments coming from the Unmet Needs process. Over the last couple months, HTA staff has worked with Supervisor Bushnell to increase weekday service and explore improving service between Redway and Garberville.

The contract is up for renewal and there are no schedule changes at this time. The only change from the prior agreement is a 3% increase as shown in the enclosed contract. Because the system is 100% funded by the County's Local Transportation Fund, it is scheduled for approval on the Humboldt County Board of Supervisors upcoming agenda. HTA Staff was successful in receiving Federal Transit Administration Grant Funds to assist in the overall cost of the system.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Southern Humboldt Area by and Between County of Humboldt and Humboldt Transit Authority.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Humboldt Transit Authority's Drug & Alcohol Policy

Due to changes in the Federal Transit Administrations published Drug and Alcohol Regulations, the Division of Rail and Mass Transportation (DRMT) determined that all sub-recipient Drug and Alcohol Policies were effectively out-of-date and needed to be updated to become compliant with current FTA Drug & Alcohol regulations. Caltrans' consultants reviewed HTA's policy, and sent it back to be amended by the drug and alcohol program manager and adopted by the HTA Board.

~The draft policy with redline changes is enclosed.

Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 21-13.

RESOLUTION 21-13
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE DRUG AND ALCOHOL TESTING PROGRAM POLICY

WHEREAS, on January 24, 2018, Humboldt Transit Authority adopted Resolution 18-05 implementing a drug and alcohol testing program in compliance with 49 CFR, part 40; and,

WHEREAS, this document has been amended by Resolution 18-05,

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their policy and has determined that said policy needs amendment because Humboldt Transit Authority staffing has changed; and,

WHEREAS, it is convenient to republish the entire Drug and Alcohol Testing Program Policy as one document incorporating the appropriate changes made to the Code of Federal Regulations 49, Part 40, governing drug and alcohol testing for transportation properties.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Humboldt Transit Authority that Resolution 18-05 is hereby rescinded and are replaced by Resolution 21-13 adopting the attached document "Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority."

NOW, THEREFORE, BE IT FURTHER RESOLVED that;

1. Resolution 18-05 is hereby rescinded.
2. The General Manager is directed to accept the changes to the policy.

PASSED, APPROVED AND ADOPTED this eighth day of December 2021, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: HTA's Representative for California Transportation Indemnity Pool

Humboldt Transit Authority is a member of The California Transit Indemnity Pool (CalTIP). It is a joint powers insurance authority organized under California law in 1987. CalTIP is a self-insurance program for public transit operators where members pool funds to obtain insurance coverage, claims administration, and safety and loss control programs. CalTIP is governed by representatives of member transit operators.

All CalTIP participants are required to have designated representatives. Currently, Alene Webb is the designated representative and Greg Pratt and Brenda Fregoso are the alternates. Staff is requesting that the board move the position of Finance Manager to the designated representative and the position of General Manager and Human Resource Manager as the alternates for the CalTIP board.

Action Recommended: Authorize the appointment of the Finance Manager as Humboldt Transit Authority's representative and the General Manager and Human Resource Manager as alternates for the California Transportation Indemnity Pool by adopting Resolution 21-15.

RESOLUTION 21-15

**AUTHORIZATION FOR APPOINTMENT OF REPRESENTATION TO THE CALIFORNIA TRANSPORTATION
INDEMNITY POOL (CalTIP) JOINT POWERS AUTHORITY**

WHEREAS, the Humboldt Transit Authority (HTA) is an active participant in the California Transportation Indemnity Pool (CalTIP) and receives services and benefits from participation in the pool; and,

WHEREAS, all CalTIP participants are required to have a designated representative; and alternates and,

WHEREAS, the HTA Governing Board recognizes the need for the Authority to maintain voting members on the CalTIP Board of Directors

WHEREAS, HTA's Alene Webb serves as the designated representative and Greg Pratt and Brenda Fregoso serves as the designated alternate representatives on the CalTIP Board of Directors and,

WHEREAS, the position of Finance Manager will be the designated representative and the positions of General Manager and Human Resource Manager will be the designated alternative representatives.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that the Finance Manager will serve as HTA's designated representative, the General Manager and Human Resource Manager will be the designated alternates to the California Transportation Indemnity Pool.

PASSED, APPROVED AND ADOPTED this eighth day of December 2021 on the following vote:

AYES:

NOES:

ABSENT:

Chair of the Humboldt Transit Authority Board of Directors

ATTEST:

Secretary to the Board



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Contract Renewal for Legal Services

Nancy Diamond was first retained as Humboldt Transit Authority's General Counsel in 2012 and her contract was renewed again in 2017. Nancy has worked closely with HTA staff assisting with issues ranging from construction projects to Innovative Clean Transit Rule (zero emissions) to assisting with personnel issues. Currently, she is helping Staff navigate through the preliminary stages of the proposed Intermodal Transit Center and Hydrogen Fueling station in Eureka. Below are her hourly rates:

Nancy Diamond:

January 1, 2022 – December 31, 2022: \$ 250.00 per hour
January 1, 2023 – December 31, 2023: \$ 257.00 per hour
January 1, 2024 – December 31, 2024: \$265.00 per hour

Associate Attorneys:

At rates subject to advance approval by the General Manager not to exceed those of Nancy Diamond.

Paralegal Services:

January 1, 2022 – December 31, 2022: \$ 100.00 per hour
January 1, 2023 – December 31, 2024: \$ 103.00 per hour
January 1, 2024 – December 31, 2025: \$ 106.00 per hour

Other provisions in the contract would be unchanged. These include:

- Insurance at least as much as \$2,000,000 per occurrence and annual aggregate.
- HTA may obtain other legal services as needed for specialized matters.
- Either party may terminate the contract on 30 days' notice.

Action Recommended: Approve the contract between Attorney Nancy Diamond and The Humboldt Transit Authority for legal Services.

**CONTRACT FOR LEGAL SERVICES
HUMBOLDT TRANSIT AUTHORITY
AND
LAW OFFICES OF NANCY DIAMOND**

THIS CONTRACT FOR LEGAL SERVICES, effective January 1, 2022 is made by and between HUMBOLDT TRANSIT AUTHORITY, hereinafter referred to as “HTA,” and the LAW OFFICES OF NANCY DIAMOND, hereinafter referred to as “Law Firm.”

I. SCOPE OF SERVICES

HTA shall retain Law Firm as its counsel, and Law Firm shall provide HTA with advice, counsel and representation in HTA legal matters and litigation pursuant to the terms and conditions hereafter set forth. Nancy Diamond of Law Firm shall be appointed General Counsel to the HTA, hereinafter referred to as “Attorney.”

A. Basic Legal Services: Law Firm shall provide the following basic legal services:

Preparation of Documents: Law Firm shall develop, review or comment on ordinances, resolutions, contracts, agreements and other documents at the request of HTA.

Legal Advice: Law Firm shall provide HTA with advice and counsel in oral, written, or electronic form pertaining to Authority legal matters at the request of the General Manager, including but not limited to resolutions, ordinances, claims for damages, and contracts. Law Firm shall be available for consultation with HTA.

B. Other Legal Services: Law Firm shall be available to provide other legal services to HTA as follows:

- Legal review and documents for audits, grant applications and matters pertaining to funding sought or obtained from other governmental entities.
- Legal advice in connection with planning, zoning, and environmental review of major projects proposed for HTA.
- Legal advice in connection with HTA Board meetings and notices, personnel matters, and general operation issues.
- Monitor legal services provided by other attorneys in connection with pending or threatened litigation, including appeals.
- Legal advice to HTA on conflict of interest statutes and financial disclosure laws to insure timely and proper filing of reports.

C. Meetings: Upon request of the Chair of the Board of Directors, the Board of Directors, or the General Manager, Law Firm shall attend meetings of the Board of Directors. Law Firm shall attend staff meetings when requested by the General Manager.

- D. Services Not Covered: It is expressly understood and agreed that Law Firm shall have no general responsibility for overseeing HTA's operations; and that Law Firm shall have no duty or authority to prosecute criminal violation of any law or ordinance, except as otherwise expressly provided by ordinance or resolution of the Board of Directors. It is also understood and agreed that HTA may obtain legal services from time to time from other attorneys concerning special matters.

II. COMPENSATION AND EXPENSE REIMBURSEMENT

- A. Hourly Fee Schedule: HTA agrees to compensate Law Firm for services and expenses incurred on HTA's behalf based on the fee schedule in Exhibit A, attached hereto and incorporated herein.
- B. Travel Reimbursement: If Law Firm is requested by HTA to travel outside of Humboldt County on HTA's business, HTA shall reimburse Law Firm for all travel expenses actually incurred, including reasonable charge for meals (at a maximum equal to the HTA per diem rate), lodging, mileage (at current IRS business rate), airfare, taxi service, ground transportation, parking fees, bridge tolls, and other similar charges. Such reimbursement will only be paid upon submission of an itemized bill and appropriate receipts to the General Manager.
- C. Miscellaneous:
1. *Office Expenses*: HTA shall reimburse Law Firm for all reasonable costs advanced by Law Firm on HTA's behalf including but not limited to long distance telephone charges, facsimile charges, copying charges, charges for recordation and certification of documents and postal expenses.
 2. *Litigation Expenses*: HTA shall reimburse Law Firm for all litigation expenses actually advanced by Law Firm on HTA's behalf, including but not limited to court filing fees, jury fees, witness fees, deposition costs, costs of obtaining documents by subpoena and other ordinary and necessary litigation services.
- D. Payment : HTA will pay Law Firm within thirty (30) days after receiving an invoice that itemizes services, time and charges. Law Firm will invoice monthly.

III. CONFLICT OF INTEREST

Law Firm shall be entitled to maintain an active private law practice but will not represent private clients who have a claim adverse to or against HTA. It is understood by HTA that Law Firm represents numerous public agencies within the region, some of which may be member agencies of the HTA. Law Firm may continue to represent other public agencies to the extent that there are no issues between the agencies that would create a conflict of interest. Law Firm believes that the zealousness and commitment with which it will represent HTA will not be impaired by its representation of other public agencies. By signing this contract, HTA acknowledges its understanding of the nature of Law Firm's potential conflicts raised by other agencies. In the event issues arise that may create a conflict of interest, Law Firm shall provide notice to HTA and seek a waiver or disqualification for matters relating to that issue.

If a former client of Law Firm asserts a claim adverse to or in conflict with an interest of HTA or against HTA, and representation of HTA would pose a conflict of interest for Law Firm, Law Firm will promptly disclose the potential conflict to HTA and assist HTA in obtaining separate legal representation acceptable to HTA.

IV. PROFESSIONAL LIABILITY INSURANCE

At all times during this Contract, Attorney shall maintain a policy of professional errors and omissions insurance in the amount not less than Two Million Dollars (\$2,000,000.00) per claim and Two Million Dollars (\$2,000,000.00) annual aggregate.

V. INDEMNIFICATION

Law Firm agrees to indemnify and hold HTA harmless from any and all claims, demands, causes of action, suits and judgments, advanced by any person or person other than Law Firm, whether or not meritorious, which arise in any way out of Law Firm's performance of his duties under this agreement, or out of Attorney holding the office of General Counsel. Law Firm's duty to indemnify shall include a duty to defend HTA in any threatened or pending litigation, and to pay for or reimburse HTA for counsel fees and litigation expenses reasonably incurred in defense of suit threatened or pending litigation.

VI. TERM

This Contract shall be effective through December 31, 2025, unless terminated as provided under Section VII.

VII. TERMINATION OF AGREEMENT

Either party may terminate this Contract by giving thirty (30) days written notice to the other party. In the event of termination, Law Firm shall receive compensation and reimbursement for all services rendered and expenses due at the time of termination.

VIII. CONTRACT TERMS TO BE EXCLUSIVE

This written Contract contains the sole and entire agreement between the parties. It supersedes any and all other agreements between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this agreement or any representations inducing the execution and delivery hereof except such representations as are specifically set forth herein; and each party acknowledges that it has relied on its own judgment entering into this Contract.

IX. WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING

No waiver or modification of this Contract or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

X. CONTRACT GOVERNED BY LAW OF STATE OF CALIFORNIA

This Contract and performance hereunder, and all suits and special proceedings hereunder, shall be construed in accordance with the laws of the State of California. In any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of California shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.

XI. LAW FIRM IS INDEPENDENT CONTRACTOR

The parties intend that Law Firm shall perform the services required by this Agreement as an independent contractor engaged by HTA and not as an officer or employee of HTA nor as a partner or joint venturer

with Authority. No employee or agent of Law Firm shall be deemed to be an employee, agent, subagent or servant of HTA. Law Firm shall have the exclusive control over the manner and means of performing its obligations hereunder. Law Firm shall be solely responsible for the acts and omissions of its officers, employees, subcontractors and agents. Neither Law Firm nor its officers, employees, subcontractors and agents shall obtain any rights to retirement benefits, workers compensation benefits, or any other benefits which accrued to HTA employees. Nothing herein shall be construed as creating the duty of the HTA to supervise or control the acts or omissions of Law Firm or any person performing performance obligations hereunder.

XII. CONFIDENTIALITY

The Law Firm's services, advice, and representation shall be provided exclusively to the HTA and all records, data, and information coming into Law Firm's possession or knowledge for the HTA during the course of Law Firm's performance of services hereunder, shall be maintained in strictest confidence, except as needed or required for case preparation or presentation, and shall not be disclosed or furnished to any persons, firm, or agency without the express consent of HTA.

XIII. COMPLIANCE WITH APPLICABLE LAW

In the performance of services pursuant to the terms and provisions of this Agreement, Law Firm shall comply with all applicable Federal, State, county, and municipal laws, regulations, rules, and ordinances.

IN WITNESS WHEREOF, the parties have entered into this Contract as of the date above written.

**HUMBOLDT TRANSIT
AUTHORITY:**

ATTEST:

_____, Chairperson

_____, Clerk

Date

Date

LAW FIRM

Nancy Diamond

Date

EXHIBIT A
FEE SCHEDULE
(Effective January 1, 2022)

Legal Services:

Nancy Diamond:	January 1, 2022 – December 31, 2022:	\$ 250.00 per hour
	January 1, 2023 – December 31, 2023:	\$ 257.00 per hour
	January 1, 2024 – December 31, 2024:	\$265.00 per hour
Associate Attorneys:	At rates subject to advance approval by the General Manager not to exceed those of Nancy Diamond	
Paralegal Services:	January 1, 2022 – December 31, 2022:	\$ 100.00 per hour
	January 1, 2023 – December 31, 2024:	\$ 103.00 per hour
	January 1, 2024 – December 31, 2025:	\$ 106.00 per hour



TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Unrepresented Personnel Policy

To stay consistent with the recent holiday changes in the Memorandum of Understanding between the American Federation of State County and Municipal Employees and the Humboldt Transit Authority, staff recommends adding Veteran's Day and Christmas Eve to the unrepresented employees Holiday Calendar (see below). Unrepresented employees will have regular work day on President's Day and the Day after Christmas.

11.10 Holidays (Excerpt from HTA Personnel Policy)

- a. Employees are entitled to the paid holidays listed below provided they are in a paid status during any portion of both the normal working day immediately preceding and the normal working day immediately following the scheduled holiday.

January 1 (New Year's Day)
Third Monday of January (Martin Luther King Jr. Day)
~~Third Monday of February (President's Day)~~
Fourth Monday in May (Memorial Day)
July 4th (Independence Day)
First Monday in September (Labor Day)
Eleventh day of November (Veteran's Day)
Fourth Thursday in November (Thanksgiving Day)
Fourth Friday in November
Twenty-fourth of December (Christmas Eve)
Twenty-fifth day of December (Christmas Day)
~~Twenty-sixth day of December~~
Any holiday declared by the HTA Governing Board

Action Recommended: Approve amendments to the Unrepresented Employees by adopting Resolution 21-17.

RESOLUTION 21-17
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE PERSONNEL POLICY AND SALARY SCHEDULE

WHEREAS, on January 18, 2012, Humboldt Transit Authority adopted Resolution 12-01 implementing the Personnel Policy for unrepresented employees; and,

WHEREAS, this document has been amended by Resolution 16-05, 16-12 and 18-11; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Personnel Policy.

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

1. Resolution 18-11 is hereby rescinded and replaced by Resolution 21-17 adopting the enclosed Personnel Policy for Unrepresented Employees and Salary Schedule effective December 8, 2021.
2. HTA will observe the holidays of Veterans Day (November 11th) and Christmas Eve (December 24th) and no longer observe the holidays of President's Day or the Day After Christmas.

PASSED, APPROVED AND ADOPTED this eighth of December 2021, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA 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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Unmet Transportation Needs Public Hearing for FY 2022/23

Unmet Transit Needs are then subject to the adopted criteria to determine if the need is “reasonable to meet”:

1. To be considered reasonable to meet, a service must be operationally feasible and financially sustainable, as defined below:
 - a. To be considered operationally feasible, the service must have adequate running time, adequate roadways, and must be safe to operate.
 - b. To be considered financially sustainable, enough money should be available from identified sources of funding to pay for the marginal operating cost of the service continuously for three years.

For instance, comments that request transit 24 hours, seven days a week in not considered financially sustainable in Humboldt County.

2. Additionally, to be considered “reasonable to meet” the service must be projected to meet a minimum “marginal farebox return ratio” of 10 percent within two years. If multiple competing services are requested, other factors such as estimated subsidy per passenger trip and passengers per vehicle hour of service may also be considered. Ridership and farebox return ratio thresholds will also be considered for continuing newly-introduced services.

3. Pursuant to the requirements of Transportation Development Act (TDA) Statutes (Public Utilities Code Section 99401.5 (c)), a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.

4. Once a service is determined to be “reasonable to meet” and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically whether the service meets a minimum 10 percent marginal farebox ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent within the first year, or 100 percent within two years, the service may be cancelled and deemed “no longer reasonable to meet.” An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.



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After considering all available information compiled pursuant to the Unmet Transit Needs public participation process, the SSTAC forwards a recommendation to the HCAOG Board to one of the following findings:

- (1) there are no unmet transit needs;
- (2) there are no unmet transit needs that are reasonable to meet; or
- (3) there are unmet transit needs, including needs that are reasonable to meet.

If HCAOG adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit need shall be funded before any allocation is made for other (non-transit) uses within the jurisdiction. Local jurisdictions may decide to voluntarily fund needs that are determined not to be “reasonable to meet” from the jurisdiction’s TDA funds or other revenue sources.

- 1. Open a public hearing to allow citizens to comment on transit needs in Humboldt.*
- 2. Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments.*



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Memorandum of Understanding (MOU) between HTA and the City of Eureka

Over the last year and a half, HTA Staff and consultants from the Schatz Energy Research Center (SERC) having been laying the groundwork to apply for state and federal grants that promote the reduction of greenhouse gases. HTA plans to apply to the Transit Intercity Rail Capital Program to purchase zero emission hydrogen buses, install a hydrogen fueling station at our V street facility, and to construct an Intercity Transit Center that will promote public transit and other modes of transportation such as mass transit, bikes, scooters, carshare and rideshare.

An MOU between the City of Eureka and the Humboldt Transit Authority will help establish terms and understanding between the City and HTA concerning the construction of a hydrogen fueling station and development, construction and operation of an Intermodal Transit Center. The Eureka City Council approved the MOU at its November 16, 2021 regular Board Meeting.

Action Recommended: Approve the Memorandum of Understanding between the City of Eureka and the Humboldt Transit Authority establishing terms and authorize the General Manager to sign the agreement.

**INTERMODAL TRANSIT CENTER
MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF EUREKA
AND
THE HUMBOLDT TRANSIT AUTHORITY**

This Memorandum of Understanding (“MOU”) sets forth the terms and understanding between the City of Eureka (“City”) and the Humboldt Transit Authority, a joint powers authority (“HTA”) concerning the development, construction and operation of an intermodal transit center (“ITC”). The City and HTA are sometimes referred to herein collectively as the “Parties” or individually as a “Party”. The MOU is made effective on _____, 2021 (“Effective Date”).

RECITALS

1. The City owns real property located on 3rd Street adjacent to G and H Streets, identified by APNs 001-136-001-000 and 001-136-002-000, currently operated for parking, which it seeks to develop in part for housing (“Property”).
2. The Parties seek to collaborate on the development of the Property in a manner that includes housing and an ITC while simultaneously satisfying their respective needs and interests (“Project”).
3. HTA is the regional transit authority and the Consolidated Transportation Services Agency (CTSA) for Humboldt County. Among other services, HTA owns and operates the Eureka Transit Service (“ETS”), Redwood Transit Service (“RTS”), and Southern Humboldt Intercity (“SHI”) each of which travels through and provides transit services to, from, and within the City of Eureka. The City is a member of the HTA.
4. The Property is located in a central area of the City’s downtown near the main Highway 101 travel routes. Amtrak, Greyhound, ETS, RTS, and SHI currently have bus stops at or near the Property. Development of an ITC at the Property in conjunction with a mixed-housing development project will allow for a centralized, convenient transit transfer point that integrates HTA services and out-of-region transit carriers. The ITC will provide infrastructure and services that support multiple modes of transportation, such as bikes, scooters, carshare and rideshare, to enhance customer convenience, and increase commuter, shopper, visitor and residential ridership. Additionally, inclusion of electric vehicle (EV) charging stations at the ITC will further encourage the transition away from reliance on fossil fuel single owner vehicles. The Parties intend that this ITC will be an attractive, welcoming addition to the downtown Eureka environment and a point of pride for the City for many years to come.
5. HTA’s administrative offices and operational facility for fueling, servicing, maintaining, and garaging its buses is located in a non-centralized part of the City at 133 V Street, Eureka. HTA intends to add hydrogen buses to its fleet consistent with the California Air Resources Board's Innovative Clean Transit regulations (13 Cal. Code Regs §§ 2023, et seq.) and to develop hydrogen fueling capability at the V Street facility. HTA intends to apply for California State Transportation Agency (STA) 2022 Transit and Intercity Rail Capital Program (TIRCP) grant funds to purchase zero emission hydrogen buses, install a hydrogen fueling station at its V street facility, and to construct an ITC.

MUTUAL UNDERSTANDINGS

The Parties agree to cooperate and work together in good faith for the purpose of completing the Project. This MOU provides a statement of the Parties mutual understandings of the Project. The Parties acknowledge HTA's participation is subject to and conditioned on its receipt of grant funds providing for ITC development and construction.

A. City of Eureka's Roles and Responsibilities:

1. Identify the development pathway for the Property to include housing and an ITC ("Project").
2. Lead the Project development effort pursuant to City of Eureka policies and procedures.
3. Select the Developer consistent with the identified development pathway.
4. Be responsible for all development of all transactional documents associated with the Project, for example, Property conveyance and or other developer site-control documents.
5. Oversee Project completion consistent with the identified development pathway.

B. HTA's Roles and Responsibilities:

1. Apply for 2022 TIRCP grant funding to construct an ITC at the Property in conjunction with a mixed-use housing project.
2. Collaborate with City staff in identifying the Property development pathway for the ITC component of the Project.
3. Collaborate with City staff in the development of procurement documents, such as RFO, RFP, and /or construction bid documents, for the ITC component of the Project.
4. Collaborate with City staff in the development of key ITC design features, and provide ITC plans completed to a design specification level as needed by City staff to finalize RFO, RFP, and/or construction bid documents.
5. Collaborate with City staff and selected developer to oversee construction of the ITC.
6. Expend grant funds for construction of the ITC at the Property.

C. Mutual Responsibilities:

1. Conduct community engagement and outreach as appropriate to each Party's respective roles and responsibilities.
2. Pledge in good faith to go forward with this MOU and to further the goals and purposes of this MOU.
3. Attempt to resolve disputes, if any, through good faith discussions.

D. MOU Modifications:

The Parties may modify the list of intended activities set forth above and/or determine the practical manner by which the goals, purposes and activities of this MOU will be accomplished by mutual agreement. Any modifications to this MOU will be made in writing and signed by all Parties or their designees.

IN WITNESS WHEREOF the parties have executed this Agreement in quadruplicate the day and year first above written.

CITY OF EUREKA:

By: _____
Susan Seaman, Mayor

APPROVED AS TO ADMINISTRATION

By: _____
Miles Slattery, City Manager

APPROVED AS TO FORM:

By: _____
Robert N. Black, City Attorney

ATTEST:

By: _____
Pamela J. Powell, City Clerk

HUMBOLDT TRANSIT AUTHORITY:

By: _____
Greg Pratt, General Manager



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Eureka, CA 95501

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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Amendment to the Salary Schedule & Classification Plan for Represented Employees

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

Classification Plan & Salary Schedule

The Innovative Clean Transit Rule adopted by the California Air Resource Board requires all public transit agencies to gradually transition to a 100 percent zero-emission bus (ZEB) fleet. Beginning in 2029, 100% of new purchases by transit agencies must be ZEBs, with a goal for full transition by 2040. It applies to all transit agencies that own, operate, or lease buses with a gross vehicle weight rating (GVWR) greater than 14,000 lbs. It includes standard, articulated, over-the-road, double-decker, and cutaway buses.

To assist with the extra workload to achieve zero emissions, Staff is requesting the Board allocate a part-time position of Transit Planner. The majority of work will be researching zero emission technology, applying for state and federal grants, and the reporting that comes after being awarded.

Action Recommended: Approve Amendments to the Salary Schedule and Classification Plan by Adopting Resolution 21-16

December 8, 2021

HTA Classification Plan			
<u>Allocations</u>			
Unrepresented Positions	Current	Filled	Proposed
General Manager	1	1	
Operations Manager	1	1	
Director of Maintenance	1	1	
Human Resource Manager	1	1	
Finance Manager	1	1	
Administrative & Finance Asst.	1	1	
Safety & ADA Coordinator	1	0	
Bookkeeper	1	0	
Administrative Assistant II	1	1	
Administrative Assistant I	1	1	
Transit Planner	1	1	
Transit Planner P/T	0	0	1
Quality Control Supervisor/Night Shift	1	1	
Represented Positions	Current	Filled	Proposed
Shop Supervisor	1	1	
Lead Mechanic	1	0	
Senior Mechanic	1	1	
Equipment Mechanic	3	2	
Equipment Technician I	1	0	
Equipment Technician II	2	2	
Vehicle Service Worker	3	3	
Vehicle Service Worker (part-time)	0	0	
Cleaner/Janitor	1	0	
Cleaner/Janitor (part-time)	1	0	
Driver Trainer	1	1	
Driver	32	24	
Extraboard Driver			
Extraboard Driver (part-time)	12	5	

December 8, 2021

July 1, 2021								
Unrepresented Employees	A	B	C	D	E	F	G	H
Operations Manager	\$28.53	\$30.81	\$33.09	\$35.38	\$37.66	\$39.91	\$41.91	\$44.00
Director of Maintenance	\$28.53	\$30.81	\$33.09	\$35.38	\$37.66	\$39.91	\$41.91	\$44.00
Human Resource Manager	\$28.53	\$30.81	\$33.09	\$35.38	\$37.66	\$39.91	\$41.91	\$44.00
Finance Manager	\$28.53	\$30.81	\$33.09	\$35.38	\$37.66	\$39.91	\$41.91	\$44.00
Transit Planner	\$28.53	\$30.81	\$33.09	\$35.38	\$37.66	\$39.91	\$41.91	\$44.00
Administrative & Finance Asst	\$24.69	\$25.91	\$27.21	\$28.58	\$30.01	\$31.51	\$33.08	\$34.74
Safety & ADA Coordinator	\$24.69	\$25.91	\$27.21	\$28.58	\$30.01	\$31.51	\$33.08	\$34.74
Bookkeeper	\$22.07	\$22.87	\$23.63	\$24.40	\$25.18	\$26.00	\$27.30	\$28.66
Administrative Assistant II	\$21.00	\$21.79	\$22.56	\$23.33	\$24.09	\$24.92	\$26.16	\$27.47
Administrative Assistant I	\$15.39	\$16.44	\$17.51	\$18.57	\$19.62	\$20.69	\$21.73	\$22.81
Transit Planner - P/T	\$28.53	\$30.81	\$33.09	\$35.38	\$37.66	\$39.91	\$41.91	\$44.00

July 1, 2022								
Unrepresented Employees	A	B	C	D	E	F	G	H
Operations Manager	\$29.39	\$31.73	\$34.09	\$36.44	\$38.79	\$41.11	\$43.17	\$45.32
Director of Maintenance	\$29.39	\$31.73	\$34.09	\$36.44	\$38.79	\$41.11	\$43.17	\$45.32
Human Resource Manager	\$29.39	\$31.73	\$34.09	\$36.44	\$38.79	\$41.11	\$43.17	\$45.32
Finance Manager	\$29.39	\$31.73	\$34.09	\$36.44	\$38.79	\$41.11	\$43.17	\$45.32
Transit Planner	\$29.39	\$31.73	\$34.09	\$36.44	\$38.79	\$41.11	\$43.17	\$45.32
Administrative & Finance Asst	\$25.43	\$26.69	\$28.03	\$29.44	\$30.91	\$32.45	\$34.08	\$35.78
Safety & ADA Coordinator	\$25.43	\$26.69	\$28.03	\$29.44	\$30.91	\$32.45	\$34.08	\$35.78
Bookkeeper	\$22.74	\$23.55	\$24.34	\$25.13	\$25.94	\$26.78	\$28.12	\$29.52
Administrative Assistant II	\$21.63	\$22.45	\$23.23	\$24.03	\$24.81	\$25.66	\$26.95	\$28.29
Administrative Assistant I	\$15.85	\$16.93	\$18.04	\$19.13	\$20.21	\$21.31	\$22.38	\$23.50
Transit Planner - P/T	\$29.39	\$31.73	\$34.09	\$36.44	\$38.79	\$41.11	\$43.17	\$45.32

July 1, 2023								
Unrepresented Employees	A	B	C	D	E	F	G	H
Operations Manager	\$30.27	\$32.68	\$35.11	\$37.54	\$39.95	\$42.34	\$44.46	\$46.68
Director of Maintenance	\$30.27	\$32.68	\$35.11	\$37.54	\$39.95	\$42.34	\$44.46	\$46.68
Human Resource Manager	\$30.27	\$32.68	\$35.11	\$37.54	\$39.95	\$42.34	\$44.46	\$46.68
Finance Manager	\$30.27	\$32.68	\$35.11	\$37.54	\$39.95	\$42.34	\$44.46	\$46.68
Transit Planner	\$30.27	\$32.68	\$35.11	\$37.54	\$39.95	\$42.34	\$44.46	\$46.68
Administrative & Finance Asst	\$26.19	\$27.49	\$28.87	\$30.32	\$31.84	\$33.43	\$35.10	\$36.85
Safety & ADA Coordinator	\$26.19	\$27.49	\$28.87	\$30.32	\$31.84	\$33.43	\$35.10	\$36.85
Bookkeeper	\$23.42	\$24.26	\$25.07	\$25.89	\$26.72	\$27.58	\$28.96	\$30.41
Administrative Assistant II	\$20.39	\$21.16	\$21.90	\$22.65	\$23.39	\$24.19	\$25.40	\$26.67
Administrative Assistant I	\$14.94	\$15.96	\$17.00	\$18.03	\$19.05	\$20.09	\$21.09	\$22.15
Transit Planner - P/T	\$30.27	\$32.68	\$35.11	\$37.54	\$39.95	\$42.34	\$44.46	\$46.68

RESOLUTION 21-16
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE CLASSIFICATION PLAN AND SALARY SCHEDULE

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, 20-11, 21-05; and,

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

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

1. Resolution 21-05 is hereby rescinded and replaced by Resolution 21-16 adopting the enclosed Classification Plan effective December 8, 2021.
2. The addition of a Transit Planner (part-time) will be added to the Classification Plan.

PASSED, APPROVED AND ADOPTED this eighth day of December 2021, on the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Chair of the HTA Governing
Board of Directors

HTA Secretary to the Board

Far North Group: Fare Modernization & Integration Project

Presentation for HTA Board
of Directors

December, 2021



Fare Modernization & Integration Project

The Fare Modernization & Integration Project is a **regional effort to modernize fare collection and to align and simplify fares** among “Far North Group” transit providers:

- Humboldt Transit Authority
- Redwood Coast Transit Authority
- Mendocino Transit Authority
- Lake Transit Authority
- Trinity Transit

Project Objective and Scope

The Project is primarily focused on **improving the customer experience** of riding transit by offering riders:

1. Reliable and accurate bus arrival information in real time (by publishing GTFS schedule and real time data)
2. Ability to pay their fare using a card or mobile wallet with a contactless fare payment system on all fixed route vehicles
3. Simplified fare structure across all agencies in the region with fare capping to ensure customers always get the best fare when they use the contactless fare payment system

Benefits of Contactless Fare Collection

Allowing riders to tap a contactless bank card or mobile device also **benefits transit providers** through:

- Increased system ridership and rider satisfaction
- Decreased vehicle dwell times, reducing both greenhouse gas emissions and travel time
- Lower fare collection costs associated with processing cash
- Greater accessibility to low-income riders through fare capping
- Create more robust ridership information from riders' tap-on/tap-off payment behavior

A Regional Fare Approach

- The Far North Group transit providers established alignment on a **distance-based fare** structure
- Through further conversations, the group analyzed several options for an overall fare structure that would be acceptable to all, with the primary focus of ease of use for riders, including:
 1. Base rate and dollar per mile
 2. Zone-based
 3. Tiered distance-based fares
- The group selected option #3 as best aligned with the project objective and as the easiest to create consensus across the group

Contactless Fare Implementation Plan

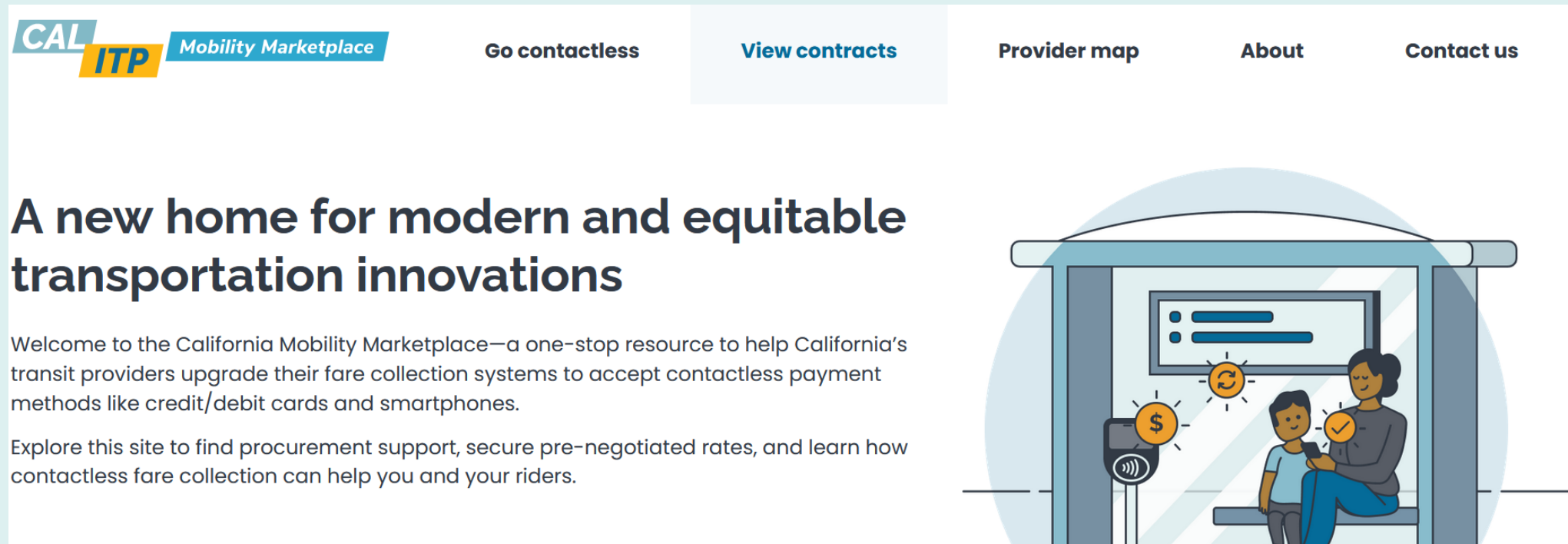
- Promotional \$1 contactless fare for all routes for six months. Encourages riders to try using contactless payment methods and for transit agencies to gather information on ridership.
- Following promotional period, Far North Group providers have agreed on the example distance-based fare table (see right) as baseline for implementation, to be refined using data from the 6-month promotional period.
- Also following initial 6-month period, a \$50 monthly fare cap promotion will be introduced to riders (also with a 6-month duration).
- Payment data collected over first 12 months used to set long-term weekly and/or monthly fare caps.

Distance (mi)	Full Fare	Discount Fare
0-12	\$1.50	\$0.75
13 - 20	\$2.50	\$1.25
21 - 30	\$3.00	\$1.50
31 - 40	\$4.00	\$2.00
41 - 60	\$5.50	\$2.75
61 - 90	\$7.00	\$3.50
91 - 100	\$10.00	\$5.00
100+	\$20.00	\$10.00

Example Distance-Based Fare Table

Contactless Fare Collection Procurement

Far North Group providers will procure contactless fare collection hardware and back-end services from statewide contracts, with technical support from Cal-ITP (many state and federal funding sources are eligible).



The screenshot shows the homepage of the CAL ITP Mobility Marketplace. The header includes the CAL ITP logo, the text 'Mobility Marketplace', and navigation links: 'Go contactless', 'View contracts', 'Provider map', 'About', and 'Contact us'. The main content area features a large heading 'A new home for modern and equitable transportation innovations', followed by a welcome message and a description of the marketplace as a one-stop resource for transit providers. To the right, there is an illustration of a transit station with a fare reader and two people using contactless payment methods.

CAL ITP Mobility Marketplace

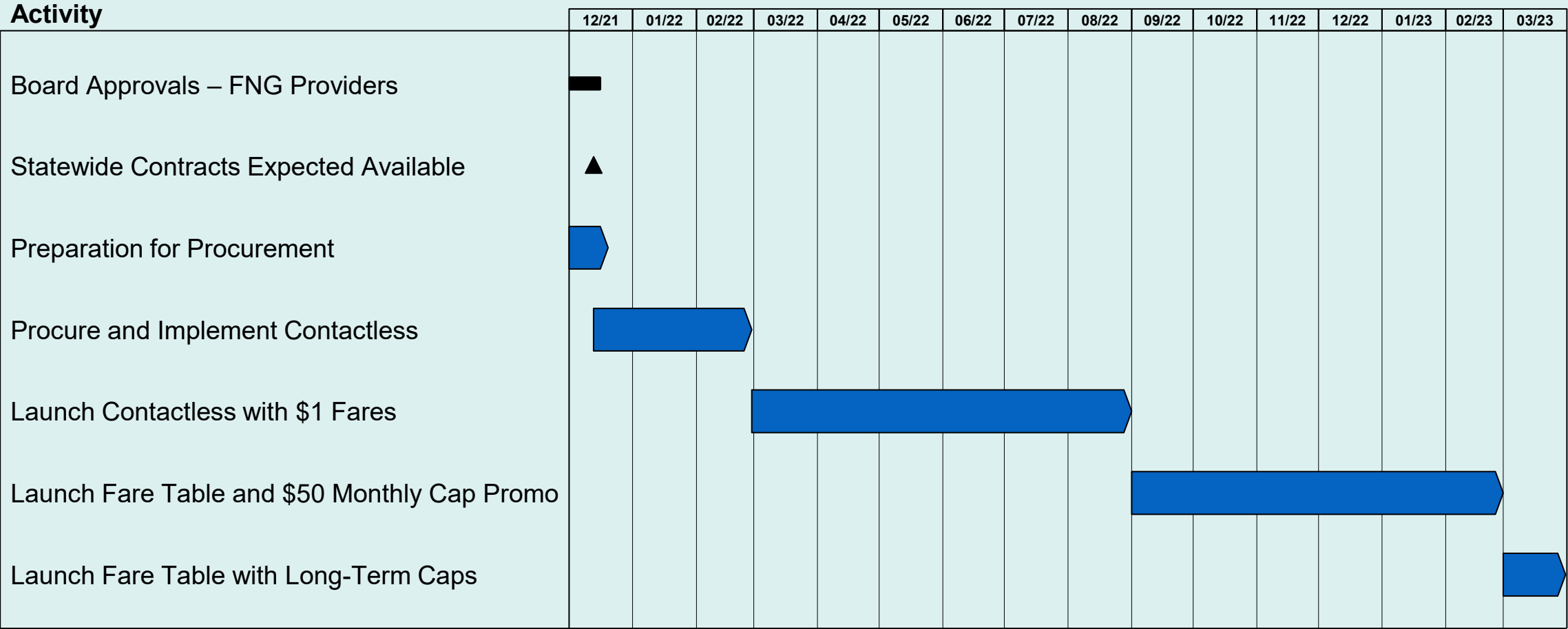
[Go contactless](#) [View contracts](#) [Provider map](#) [About](#) [Contact us](#)

A new home for modern and equitable transportation innovations

Welcome to the California Mobility Marketplace—a one-stop resource to help California’s transit providers upgrade their fare collection systems to accept contactless payment methods like credit/debit cards and smartphones.

Explore this site to find procurement support, secure pre-negotiated rates, and learn how contactless fare collection can help you and your riders.

Indicative Project Timeline







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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: December 8, 2021

SUBJECT: Joint Powers Authority (JPA) Members Employee Bus Pass Program

Since the pandemic, ridership on all systems is down 40% and has not increased in the last year. In an effort to encourage the reduction in Vehicle Miles Traveled and to promote public transit, Staff has been working with Supervisor Wilson on an employee pass pilot program for its JPA members. To expedite boardings and to track ridership tendencies, HTA is proposing providing in-house I.D. cards that will log information on each cardholder. It will provide data such as boarding times, system used, and time of day.

To determine the monthly cost to the member entity and analyze ridership trends, Staff is recommending running the pilot program for six months at no charge. Before the six months is completed, we will have enough ridership information to adjust route times, understand the cost to the member agencies, and add express buses where feasible.

Action Recommended: Review, Discuss, and Direct Staff.