

Board of Directors
NATALIE ARROYO
County of Humboldt
LESLIE CASTELLANO
City of Eureka
STEVE LADWIG
City of Trinidad
ALEX STILLMAN
City of Arcata
TAMI TRENT
City of Fortuna
MIKE WILSON
County of Humboldt
JULIE WOODALL
City of Rio Dell

HTA Board Staff
GREG PRATT
General Manager
CONSUELO ESPINOSA
Secretary to the Board



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

Public Participation In-person or Teleconference

Microsoft Teams

Join on your computer, mobile app or room device

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Meeting ID: 257 063 927 537

Passcode: ZFFRdC

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Wednesday, March 29, 2023

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 March 1, 2023, Regular Board Meeting.

Page 04

Action Recommended: Approve Minutes

2. Transit Service Agreement

Page 07

Over the last year, Staff has been working with the Linc Housing Corporation and the City of Eureka on an Affordable Housing, Sustainable Communities Grant through the State of California and the Department of Housing and Community Development.

Action Recommended: Approve the Transit Service Agreement between HTA and the City of Eureka and Authorize the General Manager to sign the Agreement.

3. May 3, 2023, Board Meeting

Page 08

Because of the Special Meeting that was called, Staff would like the Board to consider canceling the April 5, 2023 Regular Board Meeting.

Action Recommended: Cancel the April 5, 2023, Regular HTA Board Meeting.

4. Notice of Untimely Claim Page 09
 A claim was presented to HTA by ATT for damages to a telephone pole, however the claim was submitted over six months past the original date of occurrence.
Action Recommended: Authorize the General Manager to send a Notice of Untimely Claim to AT&T.
5. Rejection of Claim Page 11
 Veronica Lewis submitted a claim against Humboldt Transit Authority due to an alleged incident on June 10, 2022.
Action Recommended: Reject Claim Submitted by Veronica Lewis and Authorize the General Manager to Process and Send the Letter of Rejection.
6. Agreement between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing. Page 13
 Staff has prepared a funding agreement for regional Dial-A-Ride services in fiscal year 2023-2024. The contract is for a one-year term and will have a 6% increase from last year.
 -Agreement Enclosed
Action Recommended: Approve the Agreement between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing.
7. Low Carbon Transit Operators Program (LCTOP) Grant Page 22
 Staff requests approval to apply for fiscal year 2022-2023 LCTOP funds available to our region for free and/or reduced regional bus passes and ridership recruitment efforts.
Action Recommended: Adopt resolution 23-04 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP.
- F. Items Removed from Consent Calendar
- G. Reports
1. Draft January statistics and financial statements for all systems operated by HTA Enclosed
Action Recommend: Review and Discuss
- H. New Business
1. Humboldt Transit Authority Procurement Policy Page 30
 Staff has worked with HTA Legal Counsel to update its Procurement Policy to clean up language and structure and include a Design Build provision.
Procurement Policy will be a Handout.
Action Recommended: Approve the Amendment to the Humboldt Transit Authority Procurement Policy by Adopting Resolution 23-05.
2. Regional Fares for HTA Credit Card Validators on Fixed Route, Intercity, and Commuter Systems Page 32
 Staff is recommending a new fare structure for the Contactless Fare Payment System that has been installed in all HTA buses.
Action Recommended: Approve Contactless Fare Payment Structure for Redwood, Eureka, Willow Creek, and Southern Humboldt Transit Systems.

3. Humboldt Transit Authority Fare Structure

Page 33

To build ridership, Staff is proposing making significant changes to the fare structure used on all HTA systems.

Action Recommended:

1. ***Direct Staff to Present New Fares and Structure to the SSTAC and Bring it back to the HTA Board for a Public Hearing.***
2. ***Continue Selling Regional Passes at a Discount when LCTOP Subsidized Funds are Expended.***

4. Humboldt Transit Authority Bus Ads

Page 34

Staff is requesting to keep the administration of selling bus ads in-house.

Action Recommended: Authorize Staff to Administer the Bus Advertising Program and Provide Quarterly Reports to the Board.

5. Projects Update

Page 35

Staff will update the Board on current and future projects.

Action Recommended: Review, Discuss, and Make Recommendations if Necessary.

- I. Board Communications
- J. Staff Communications
- K. Closed Session: None
- 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

March 1, 2023

PRESENT

Board Members

Natalie, Arroyo, County of Humboldt
Steve Ladwig, City of Trinidad
Tami Trent, City of Fortuna
Julie Woodall, City of Rio Dell
Alex Stillman, City of Arcata
Leslie Castellano, City of Eureka

ABSENT

Mike Wilson, County of Humboldt

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Transit Planner
Katie Collender, Finance Manager
Carolann Aggeler, Administration and Finance Assistant
Andi Evans, Bookkeeper
Jim Wilson, Director of Maintenance
Jerome Qiriazzi, Transit Planner (Part Time)
Sherry Dunlap, Safety & ADA Coordinator

Brian Connors, Operations Manager

Also in attendance were Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, CAE Transport; Colin Fiske Coalition for Responsible Transportation Priorities; Oona Smith, HCAOG; Althea Christensen, Member of the Public.

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:00 am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Althea Christensen, Community Member announced that Transit Driver Appreciation Day this year is on Saturday March 18th, 2023. Althea also suggested that HTA reach out to the City of Ferndale, for the possibility of coordinating public transit to minimize vehicular traffic from the City of Ferndale, while work is being performed on the bridge.

Colin Fiske with CRTP, invited board members to ride public transportation to and from board meetings, so that they can gain experience and encourage other transit riders.

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 Councilmember Stillman, second by Supervisor Ladwig to approve the Consent Calendar.

Motion carries unanimously.

A. 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 February 1, 2023, Regular Meeting.

Action Recommended: Approve Minutes

2. Letters of Support

A. The Northern California Deputy Director of External Affairs requests the HTA Governing Board of Directors provide a letter of support to the Governor's office regarding a price gouging penalty on Big Oil.

B. The Humboldt County Association of Government is applying to Caltrans' Sustainable Communities Grant for Multimodal Connectivity Analysis & Vibrant Neighborhood Planning.

Action Recommended: Review, Discuss, and if Approved, Authorize the HTA Board Chair to Sign a Letter of Support to the Governor's office Regarding High Fuel Prices and for HCAOG's Sustainable Communities Grant Application.

3. Federal Transit Administration Section 5311 (f) Grant Funds

Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment and for operating assistance.

Action Recommended: Adopt Resolution 21-03 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to sign the Grant Application.

Items removed from the Consent Calendar

None

REPORTS

1. Draft December statistics and financial statements for all systems operated by HTA

Finance Manager Katie Collender presented HTA's Comparative Performance Activity Reports and reported that the farebox ratio for all systems is similar to last month and looking good.

NEW BUSINESS

1. Humboldt Transit Authority Ad hoc Committee

General Manager Greg Pratt reported that staff formed an ad-hoc committee to provide advice and direction when it comes to changes to the cost allocation plan and to approve expenses over the amount of \$150,000. Due to a change with the County Representative, a replacement was in need to be named, for a three-person committee that will disband after the term of the TIRCP grant.

Motion by Councilmember Ladwig, second by Supervisor Arroyo to Appoint Councilmember Leslie Castellano to the TIRCP Ad Hoc Committee to the HTA Board to Serve until the Grant Projects have been completed.

Motion carried unanimously.

2. HTA Projects Update

Staff gave the board an update on the following items:

- Redwood Coast Express: General Manager Greg Pratt announced that bus service slated to commence on January 1, 2024.

- North State Transit Symposium July 12 & 13, 2023: General Manager Greg Pratt announced that HTA will be hosting a Transit Symposium at the Sequoia Conference Center in Eureka, bringing together transit agencies, regulators and zero emission bus manufactures to discuss methods towards meeting state Zero Emission goals. Sessions and exhibitors will also highlight ways that other transit agencies are building passenger ridership, transitioning to zero emission buses, mobile ticketing, and hands-free payment processing.
- Fare Integration: Finance Manger Katie Collender updated the board that HTA is looking to propose a fare capping system across other HTA systems that will provide the tap and pay for bus fare using credit cards for payment.
- Ride Humboldt: Finance Manager Katie Collender informed the board that in 2018 HCAOG issued a report that there would be a significant benefit to riders if all systems operated in a more unified way by working to bring forth the "Ride Humboldt", which was the winning branding slogan. The slogan was created in effort to attract passengers with simplicity, which is our number one goal.
- Advertising: General Manager Greg Pratt updated the board that in August/September of 2022, HTA took over the advertising contract by working with current and new vendors. Finance Manager Katie Collender presented an Income Comparison Report, which listed income comparison from the prior contractor vs what HTA has projected based to date on all current contracts.
- Operations: General Manager gave the board an update about the Infotainment screens and the direction that HTA is going with passenger notices and advertising strategies for non-profit organizations

3. Samoa Transit Operating Statics

General Manager Greg Pratt announced that due to extremely low ridership and the lack of funds, that the Samoa Transit service that began operating on January 4, 2021, would be discontinued after this FY 22/23. Staff also recommended exploring other ways to service the peninsula as development grows.
Motion by Councilmember Ladwig, second by Supervisor Woodall to discontinue Transit Service to Samoa and work with HCAOG to find alternative solutions to providing service to the peninsula. Motion carried unanimously.

BOARD COMMUNICATIONS

Councilmember Castellano reminded staff about Transit Driver Appreciation Day and that she was looking for proclamation text before the next City Council Meeting. Councilmember Arroyo offered to forward text before their next meeting in March 2023.

Councilmember Stillman made mention that direction marking signage has been installed at the Eureka Arcata Airport, which will allow the public a more visual of their environment.

Councilmember Arroyo inquired about a transportation reimbursement incentive for a bus transit pass vs mileage reimbursement. General Manager Greg Pratt announced that reimbursement for mileage forms were available after the meeting and that members have the option to opt-out.

STAFF COMMUNICATIONS

None

CLOSED SESSION

None

ADJOURNMENT

Meeting adjourned at 10:13 a.m.



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: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Affordable Housing Sustainable Communities (AHSC); Transit Service Agreement

Linc Housing is assisting the City of Eureka apply to the AHSC Program. The AHSC Program will assist project areas by providing grants and/or loans, or any combination that will achieve GHG emissions reductions and benefit Disadvantaged Communities through increasing accessibility of affordable housing, employment centers, and key destinations via low-carbon transportation resulting in fewer vehicle miles traveled (VMT) through shortened or reduced trip length or mode shift from Single Occupancy Vehicle (SOV) use to transit, bicycling, or walking. Three Project Area types have been identified to implement this strategy: Transit Oriented Development (TOD) Project Areas, Integrated Connectivity Project (ICP) Project Areas, or Rural Innovation Project Areas (RIPA).

Transportation projects that will be funded through the AHSC Program is close to five-million dollars and are listed below:

- Two 9-passenger electric shuttles
- Charging station at the HTA bus yard
- Bus stop improvements at over 15 locations
- Transit Signal Priority along I Street and H Street
- Operating Assistance for 10 years for the microtransit system
- Annual Transit Pass for each apartment
- Bus Stop Enhancements (solar lighting and real time signage)

The City of Eureka has had two public meetings to discuss the project and it will be on the next City of Eureka's Council agenda. The application is due on April 4, 2023, and will be notified if successful later this year.

Agreement; meeting handout

Action Recommended: Approve the Agreement between the City of Eureka and Humboldt Transit Authority and Authorize the General Manager to Sign the Agreement.



133 V Street
Eureka, CA 95501

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Office: (707) 443-0826
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TO: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: April 5, 2023, Regular Board Meeting

Because of a time sensitive issue, a Special Meeting was called on March 29, 2023. Because all business was able to be scheduled and conducted, Staff recommends canceling the April 5, 2023 Regular Board meeting.

Action Recommended: Cancel the April 5, 2023, Regular HTA Board Meeting.



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Office: (707) 443-0826
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TO: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Notice of Untimely Claim

May 20, 2022 our bus came in contact with a telephone pole on the corner of V and 1st Street. On February 6, 2023, HTA received a claim for damages that was past the six months requirement for submitting a claim.

Sedgwick, HTA Claims Administrator, advised Staff to send a Notice of Untimely Claim to AT&T. The notice is included in your packet.

Action Recommended: Direct Staff to Send a Notice of Untimely Claim to Pacific Bell Telephone DBA AT&T.



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

March 29, 2023

Santana Sanchez
The Claims Center
PO Box 47604
Minneapolis, MN 55447

RE: Claimant : Pacific Bill Telephone DBA AT&T
Date of Loss : May 19, 2022
Our File No. : C366515487-0001-01
Your File : 2MN130153

Dear Santana Sanchez:

NOTICE OF UNTIMELY CLAIM AFTER SIX MONTHS

Notice is Hereby Given that the claim you presented to the Humboldt Transit Authority on February 6, 2023, will not be accepted for consideration because it was not presented within six (6) months of the date after the event or occurrence as required by law. Accordingly, the claim has not and will not be considered on its merits. See Sections 911.2 of the Government Code.

WARNING

Your only recourse at this time is to apply without delay to the Humboldt Transit Authority, for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, Section 946.6 of the Government Code, under some circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

Humboldt Transit Authority

Greg Pratt
General Manager



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: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Rejection of Claim

On May 31, 2022, ETS Bus #66 was involved in an incident with hard breaking. A claim was filed by Veronica Lewis on June 10, 2022, for injuries. Because information was missing, a Notice of Insufficiency was sent out on June 24, 2022, and we have not received any information back to date.

Sedgwick, HTA Claims Administrator, advised Staff to send a Notice of Rejection to Veronica Lewis. The notice is included in your packet.

Action Recommended: Direct Staff to Send a Notice of Rejection by Operation of Law to Veronica Lewis.



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

March 24, 2023

Veronica Lewis
P.O. Box 5406
Eureka, CA 95502

Dear Ms. Lewis:

Notice is hereby given that the claim you submitted to Humboldt Transit Authority for the incident occurring on May 31, 2022 has been rejected by Operation of Law on March 29, 2023.

WARNING

Subject to certain exceptions, you have only six (6) months from the date of this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 954.6.

The time limitation applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act, Government Code sections 900 et. Seq. Other causes of action, including those arising under federal law, may have shorter time limitations for filing.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

Humboldt Transit Authority

Greg Pratt
General Manager



133 V Street
Eureka, CA 95501

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Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Agreement between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride (DAR) Services Operating and Administrative Cost-Sharing.

The Humboldt Transit Authority is the Coordinated Transportation Services Agency for the region and is tasked with consolidating contracts, zones, and schedules to streamline the system to keep costs down and make it easier for passengers to navigate the system.

Although Dial-A-Ride ridership has declined as a result of the pandemic, it has been steadily increasing as clients return to public transportation and regular activities. To modernize and increase efficiency, Staff has implemented a new dispatching software that focuses on effectively grouping rides and filling driver schedules. At this time, riders call in and a dispatcher enters the ride into the system, but soon DAR clients will be able to book their own rides online, if they choose. These improvements create the system capacity to open up rides for the general public at a later date, maximizing the daily use of each vehicle and filling in a gap in current transit offerings.

The proposed contract is for a one-year term beginning July 1, 2023. Due to the rising costs in operations, this year's contract will see a 6% increase, which is the first increase to the contract in six years.

Action Recommended: Approve the Agreement between the Humboldt Transit Authority, City of Arcata, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing.

**AGREEMENT BETWEEN
THE HUMBOLDT TRANSIT AUTHORITY, CITY OF ARCATA, COUNTY OF
HUMBOLDT AND THE HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**

**REGARDING DIAL-A-RIDE SERVICES OPERATING AND
ADMINISTRATIVE COST-SHARING**

This Agreement Regarding Dial-a-Ride Services Operating and Administrative Cost-sharing is made as of the date of the last party signing below by and among the Humboldt Transit Authority, a joint powers public agency of the State of California (hereinafter referred to as “HTA”), the City of Arcata, a municipal corporation of the State of California (hereinafter referred to as “ARCATA”), the County of Humboldt, a political subdivision of the State of California (hereinafter referred to as “COUNTY”), and the Humboldt County Association of Governments, a joint powers public agency of the State of California (hereinafter referred to as “HCAOG”). This Agreement is effective July 1, 2023.

RECITALS

1. Effective July 1, 2016, HCAOG designated HTA as the Consolidated Transportation Services Agency (CTSA) for Humboldt County, with responsibility, among other things, for administering a consolidated region-wide program to provide advance-reservation, curb-to-curb transportation for qualified elderly and disabled persons in the Cities of Arcata and Eureka and un-mandated areas in the County (“Dial-a-Ride” or “DAR”).
2. Dial-a-Ride currently serves approximately 900 Dial-a-Ride registrants and provides approximately 18,000 rides per year.
3. Dial-a-Ride services are financed by Transit Development Act (TDA) funds administered through HCAOG. HCAOG distributes TDA funds separately to ARCATA, HTA, and the COUNTY for the specific purpose of providing Dial-a-Ride services.
4. Pursuant to HTA’s CTSA authority, HTA is prepared to enter into a contract with City Ambulance of Eureka, Inc. to provide Dial-a-Ride services within Arcata, Eureka and un-mandated portions of the County effective July 1, 2023.
5. The parties seek to fund HTA’s administration of a consolidated Dial-a-Ride contract through pro-rata contribution of each jurisdiction’s TDA Dial-a-Ride funding to define respective agency roles, responsibilities, and commitments in the operation of the region-wide Dial-a-Ride services based on the terms below.

NOW THEREFORE, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. **Term.** The term of this is July 1, 2023 – June 30, 2024, unless terminated earlier as provided herein. This Agreement may be extended upon the mutual agreement of the parties.

2. **Dial-a-Ride Services, Contract.** HTA has qualified and shall enter into a contract with City Ambulance of Eureka, Inc. (“Service Contractor”) to provide Dial-a-Ride services within the jurisdictions of Arcata, Eureka, and the un-mandated portions of Humboldt County (“Service Contract”) beginning July 1, 2023. The Service Contract shall provide service levels or service terms substantially similar to current Dial-a-Ride service as shown in Exhibit B, attached hereto and incorporated herein. The HTA General Manager shall have the authority to change said service levels by up to ten percent (10%). Changes to said service levels in excess of 10% shall require advance approval by ARCATA, COUNTY and/or HCAOG, as appropriate.

3. **Payment for Costs of Services, Maximum Cost Service Contractor.** ARCATA, HTA, the COUNTY and HCAOG agree to share the cost of Dial-a-Ride services, as specified in *Exhibit A*. Payment to the Service Contractor under the Service Contract shall not exceed the Maximum Cost provided in *Exhibit A*, Paragraph 1. Such Maximum Cost does not include the administrative charge to be paid to HTA by HCAOG as CTSA.

4. **Administration of Service Contract.** HTA shall be responsible for administration of the Service Contract consistent with the administrative duties for Dial-a-Ride services set out in Exhibit B, attached hereto and incorporated herein. HTA's duties hereunder do not include bringing or defending litigation, administrative hearings or any other actions or proceedings, except as provided in Paragraph 16, or auditing the contractor's books, records or accounts.

5. **Eligibility to be Determined by HTA.** As part of HTA’s administration duties, HTA shall determine the eligibility of persons requesting the Dial-a-Ride services and shall issue tickets to persons determined to be eligible.

6. **Vehicles.** The Service Contract shall use HTA owned vehicles acquired with the use of Federal Transit Act (FTA) Section 5310 funds. HTA owns the following vehicles to be used in Dial-a-Ride service:

HTA Dial-A-Ride Fleet Inventory

Unit #	Year	Make	Model	VIN	License	Capacity	Mileage
53	2019	Ford	Glaval	1FDES8PM6KKB91014	1618185	7+2 w/c	23,722
54	2019	Ford	Glaval	1FDEE3FS9KDC74239	1622297	7+2 w/c	26,310
56	2017	Ford	Glaval	1FDEE3FS0HDC47228	1528605	7+2 w/c	153,556
57	2015	Ford	Glaval	1FDEE3FL2FDA08589	1459682	7+2 w/c	148,422
58	2019	Ford	Glaval	1FDEE3SF5KDC19108	1568738	7+2 w/c	67,352
59	2019	Ford	Glaval	1FDEE3SF0KDC19114	1568739	7+2 w/c	78,787
78	2015	Ford	Glaval	1FDEE3FL2FDA08592	1452660	7+2 w/c	201,078
79	2015	Ford	Glaval	1FDEE3FL4FDA08593	1473272	7+2 w/c	136,742

7. **Payment for Costs of Services and Contract Administration.** ARCATA, HTA, the COUNTY and HCAOG agree to share the cost of Dial-a-Ride services, including HTA’s Service Contract administration and eligibility determination, as specified in *Exhibit A*.

8. Time of Payment.

- a. On or before August 1, 2023, HTA shall invoice each agency for the estimated total annual payment due from ARCATA, the COUNTY and HCAOG as provided in *Exhibit A*. ARCATA, the COUNTY and HCAOG shall each pay HTA on a quarterly basis. If the estimated total annual payment exceeds the actual HTA costs, as agreed to by the parties, the overpayment shall be applied to the following year's payment.
- b. In no event shall the aggregate amount payable by the parties under the terms of this Agreement exceed the sum provided for in *Exhibit A*, unless this Agreement is amended by the parties.

9. Records.

- a. HTA will keep and maintain for a minimum period of three (3) years after the expiration of each year of this Agreement accurate records and accounts of all receipts and expenditures, evidence of indebtedness and credit and other transactions relating to its performance of duties hereunder in a format prescribed by ARCATA, the COUNTY, and HCAOG. HTA will make such records and accounts available for inspection on request. ARCATA, the COUNTY, and HCAOG may, at their own expense, provide for an independent audit of such records and accounts by a certified public accountant.
- b. Twice each year, HTA shall prepare and submit to ARCATA, the COUNTY, and HCAOG a written summary of the Dial-a-Ride program which provides a comparison of the number of passengers carried, passengers per trip, revenue, contractor payments and fare box ratio for that month compared to the same 6-month period of the preceding year, together with such comparisons between the current fiscal year-to-date and the preceding fiscal year-to-date if such information is available.

10. No Assignment. No party hereto may assign, transfer, or otherwise substitute its interest or obligations hereunder without the written consent of the other party.

11. Relationship of Parties. Each party hereto is an independent contractor. No party hereto is the employee of any other party.

12. Non-Discrimination. In performing this Agreement, no party hereto shall discriminate against any employee or applicant for employment because of race, color age, creed, sex or national origin and shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to such factors. Such affirmative action shall include, but not be limited to, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship. Each party hereto shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State of California, setting forth the provisions of this Fair Employment and Housing section. Each party will permit access to its records of employment, employment advertisements, application forms and other pertinent data and records by the California Fair Employment and Housing commission or any other agency of the State of California forth purpose of investigation to ascertain compliance with this paragraph

13. State and Federal Requirements. The Congress of the United States, the Legislature of the State of California, and the Governor of the State of California, each within their respective jurisdictions, have prescribed certain employment practices with respect to contract and other work financed with federal or state funds. HTA shall insure that work performed under this agreement is done in conformance with rules and regulations embodying such requirements where they are applicable. Any agreement or Service Contract entered into by HTA for the performance of work connected with this agreement shall incorporate the provisions of Paragraph 14, or its equivalent.

14. Insurance.

- a. HTA shall require the Service Contractor to carry minimum levels of insurance as follows:
 - i. Workers compensation as required by law;
 - ii. Employer's liability with minimum limits of \$2,000,000;
 - iii. Commercial General for bodily injury and property damage with a combined single limit no less than \$2,000,000 per occurrence and general aggregate limit of at least \$4,000,000 for all of Contractor's premises and operations other than actual Dial-a-Ride passenger service;
 - iv. Automobile no less than \$2,000,000;
 - v. All policies shall be endorsed to include as additional insureds HTA, as well as ARCATA, COUNTY, and HCAOG, and their respective officials, employees, volunteers and agents; and shall be provided on a primary, non-contributing basis in relation to other insurance or self-insurance available to the additional insured;
 - vi. Endorsement precluding cancellation or reduction in coverage before the expiration of thirty (30) days after HTA shall have received written notification by registered mail from the insurance carrier; and,
 - vii. A standard cross-liability endorsement or severability of interests clause with stipulation that inclusion of the agencies named as an additional insured shall not in any way affect their respective rights either in respect to any claim, demand, suit or judgment made, brought or recovered against the Service Contractor .

- b. HTA carries public liability insurance in the minimum amount of \$5,000,000, covering all bodily injury, including death, and all property damage arising out of HTA's obligations under this Agreement. HTA shall maintain in full force and effect said policy during the Term of this Agreement. The policy shall contain specific endorsements naming ARCATA, the COUNTY, and HCAOG, and their respective officials, employees, volunteers and agents as additional insured for all liability arising out of the operations by or on behalf of HTA.

15. Indemnity. Each party shall hold the other party and its governing board, officers, agents, and employees harmless from, indemnify for, and defend from any liability for damages or claims for damages resulting or alleged to have resulted from personal injury, including death, as well as from liability for claims for property damages, including loss of the use thereof, which may arise or are claimed to arise or be occasioned in anyway, in whole or in part, from services performed pursuant to this Agreement, except where caused by the sole negligence or willful misconduct of the indemnifying party.

16. Notices. When it is provided in this Agreement that notice be given, such notice will be deemed given on posting in the United States mail, postage prepaid, addressed as follows:

To HTA: General Manager
 Humboldt Transit Authority
 133 'V' Street
 Eureka, CA 95501

To ARCATA: City Manager
 City of Arcata
 736 F St.
 Arcata, CA 95521

To COUNTY: Humboldt County Board of Supervisors
 Courthouse
 825 5th Street
 Eureka, CA 95501

To HCAOG: Executive Director
 HCAOG
 611 I Street, Suite B
 Eureka, CA 95501

17. No Third Party Beneficiaries. This is not a third party beneficiary agreement and does not create any rights in any person not a party hereto.

18. Provisions Required by Law. Each and every provision of law and clause required to be inserted in this Agreement shall be deemed to be inserted herein and shall be enforced as though it were included herein; and if for any reason any such provision is not inserted, or is not correctly stated, then on application of any party, this AGREEMENT shall be physically amended to make such insertion or correction.

19. Entire Agreement. This Agreement shall constitute the entire understanding or agreement among the parties concerning the work to be performed and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter.

20. Amendments. This Agreement may be amended only in writing and upon the agreement of all parties.

21. Counterparts. This Agreement may be signed in separate counterparts, and all counterparts, when signed, shall constitute an enforceable agreement.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Agreement the day and year first above written.

(Signatures on following pages)

CITY OF ARCATA

ATTEST:

City Clerk

Mayor

COUNTY OF HUMBOLDT

ATTEST:

Board Clerk

Board of Supervisor Chair

HUMBOLDT COUNTY
ASSOC.
OF GOVERNMENTS

ATTEST:

Board Clerk

HCAOG Chair

HUMBOLDT TRANSIT
AUTHORITY

ATTEST:

Secretary to the Board

HTA Chair

EXHIBIT A

THIS EXHIBIT sets forth the costs for the services provided pursuant to this Agreement. It is the intention of the parties that HTA staff will evaluate the ridership data before the end of the calendar year to compare the current percentages to the actual numbers, and that this Exhibit be replaced as needed to provide for changes in such costs.

1. For July 1, 2023 through June 30, 2024, the maximum cost of the Dial-a-Ride transportation service contract to be entered into by HTA shall not exceed \$889,073 or \$74,089.42 per month. Of this maximum cost, funding partners shall pay the amount as outlined in paragraph 2.

2.

City of Arcata	\$89,174	10.03%
Humboldt Transit Authority	\$515,395	57.97%
County of Humboldt	\$163,323	18.37%
HCAOG	\$121,181	13.63%

EXHIBIT B

SERVICE SCHEDULES, ROUTES

Service Schedule. The service shall be six days a week, Monday through Friday from 7:00 a.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 5:00 p.m. Service will not be provided on the following holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (4th Thursday in November) and Christmas Day (December 25).

a.

b. *Service routes.* Dial-A-Ride service is provided to eligible persons and their personal care attendants (PCAs) and/or approved companions at such times and places as may be requested within a service area comprising the following:

- **Eureka (3):** This service area is the same as that for the Eureka Transit Service which includes Pine Hill, Myrtleowne, Bayshore Mall, and Cutten (as far out as Campton Road).
- **Arcata (2):** This service area is the same as that for the Arcata Transit Service.
- **Non-mandated Areas (1 & 4):** Including the College of the Redwoods including the areas of Humboldt Hill, Fields Landing, King Salmon, Old Arcata Road, Manila, McKinleyville, Ridgewood Heights and Elk River.

ADA Paratransit service is provided within $\frac{3}{4}$ mile of fixed-route transit service. Outside of the fixed route services in Arcata and Eureka, the service areas are not an American with Disabilities Act (ADA) paratransit service. However, vehicles are required to be equipped to service mobility devices/wheelchairs and residents with limited mobility.



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: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Low Carbon Transit Operations Program (LCTOP)

LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority of serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services and intermodal transit facilities, and may offset equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to show a reduction in greenhouse gas emissions.

Staff was notified by the Humboldt County Association of Governments (HCAOG) that there is a total of \$373,111 in LCTOP funds available to HTA for projects that will reduce greenhouse gas emissions. Staff would like to apply the total amount for free and/or reduced regional passes and other strategies to attract ridership.

Action Recommended: Adopt resolution 23-04 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP grant.



FY 2022-2023 LCTOP
Authorized Agent

AS THE Board Vice-Chair
(Chief Executive Officer/Director/President/Secretary)

OF THE Humboldt Transit Authority Governing Board of Directors
(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Greg Pratt, General Manager OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Steve Ladwig Vice-Chair of the HTA
(Print Name) (Title)
Governing Board of Directors

(Signature)

Approved this 29 day of March, 2023



FY 2022-2023 LCTOP Certifications and Assurances

Lead Agency: Humboldt Transit Authority

Project Title: Reduced Fares and Ticket Vouchers

Prepared by: Greg Pratt

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 27th each year.**
 - b. **A Close Out Report within six months of project completion.**
 - c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
 - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
 - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with



FY 2022-2023 LCTOP

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times



FY 2022-2023 LCTOP

during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

- 3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor’s LCTOP funded projects at Caltrans’ discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Greg Pratt

(Print Authorized Agent)

General Manager

(Title)

(Signature)

(Date)



FY 2022-2023 LCTOP

RESOLUTION 23-04

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):
Reduced Fares and Ticket Vouchers \$373,111

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Humboldt Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Greg Pratt, General Manager.

WHEREAS, the Humboldt Transit Authority wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Greg Pratt, General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2022-2023 LCTOP funds:

(Continued to next page)



FY 2022-2023 LCTOP

List project(s), including the following information:

Project Name: Reduced Fares and Ticket Vouchers

Amount of LCTOP funds requested: \$373,111

Short description of project: This project will distribute free and reduced transit rides to promote public transportation.

Benefit to a Priority Populations: Offer free and reduced rides to the community that has been affected by the pandemic and to encourage riders to try public transit.

Amount to benefit Priority Populations:

Contributing Sponsors (if applicable): Humboldt County Association of Governments

AGENCY BOARD DESIGNEE:

BY: _____



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: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Humboldt Transit Authority Procurement Policy

In 2012, HTA adopted its Procurement Policy, and it has been amended in 2015, 2018, and most recently June of 2022 to update Federal definitions.

Over the last couple of months, Staff has been working with Legal Counsel to clean up language, include Design Build, and to address inefficiencies in the document.

A redline version of the Procurement Policy will be available at the meeting.

Action Recommended: Approve the Amendment to the Humboldt Transit Authority Procurement Policy by Adopting Resolution 23-05.

RESOLUTION NO. 23-05

A RESOLUTION ADOPTING THE HUMBOLDT TRANSIT AUTHORITY
PROCUREMENT POLICY

WHEREAS, on September 16, 2015, Humboldt Transit Authority adopted Resolution 15-14 implementing its Procurement Policy and amended with Resolution 22-13; and

WHEREAS, Humboldt Transit Authority (HTA) is updating its Procurement Policy in an effort to ensure compliance with federal and state procurement requirements and realize efficiencies within the procurement process; and

WHEREAS, it is in the public interest to establish procedures to procure and contract for materials, services, and work, and to acquire, use, and dispose of real, personal, and intangible property; and

WHEREAS, procurement processes with open and full competition, pursuant to federal and state procurement law, are in the public's interest; and

WHEREAS, the Humboldt Transit Authority Governing Board of Directors has determined that it is in the public interest to facilitate certain procurements by delegating authority to review and approve contracts to the General Manager and the Board's appointed committees.

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

1. Resolution 22-13 is hereby rescinded and replaced by Resolution 23-05 adopting the enclosed Procurement Policy effective March 29, 2023.

PASSED, APPROVED AND ADOPTED this 29th day of March 2023, on the following vote:

AYES:

NOES:

ABSENT:

Vice-Chair of the HTA Governing Board of Directors

ATTEST:

HTA Secretary to the Board



133 V Street
Eureka, CA 95501

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www.hta.org

TO: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Regional Fares for HTA Credit Card Validators on Fixed Route, Intercity, and Commuter Systems

Earlier this month, credit card validators were installed in all HTA fixed route, intercity and commuter buses. They accept Visa and Mastercard contactless-enabled bank cards and mobile wallets (Apple Pay, Google Pay, Samsung Pay, and Fitbit Pay). In the past two weeks, validators have been tested by Staff and are now ready for use by the general public.

A feature of these validators is that they allow fare capping, tracking rider usage as they tap onto each bus and allowing fare structure to move away from a per-ride basis. Staff proposes that the following simplified, rider-friendly prices be approved by the Board. These fares would be good for all HTA systems except Dial-a-Ride, which has its own fare structure.

- \$2.00 – 2 Hours
- \$6.00 – 1 Day
- \$20.00 – 7 Day
- \$50.00 – 31 Day

Fare capping guarantees that you won't be charged more than a predetermined amount over a specified timeframe, no matter how many times you ride. This works as long as you pay with the same contactless card or mobile wallet. We are still working with the vendor on discounts and paying for multiple fares with one card.

Action Recommended: Approve Contactless Fare Payment Structure for Redwood, Eureka, Willow Creek, and Southern Humboldt Transit Systems.



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TO: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Humboldt Transit Authority Fare Structure

As with many transit agencies, ridership is still 35-40% lower than it was before the Coronavirus pandemic. Staff has identified opportunities to rebuild ridership, including accepting credit cards and mobile wallets, simplifying agency fare structure and offering low promotional pricing.

Staff proposes changing all our fare media to match the Contactless Fare Payment structure. Having four different systems with 4 different sets of fare media is confusing to passengers and can be intimidating to someone contemplating using public transit for the first time. Under this proposed structure, one pass would be good for all HTA systems (except Dial-a-Ride).

- \$1.00 – Regional Single Ride
- \$6.00 – Regional 1 Day Pass
- \$20.00 – Regional 7 Day Pass
- \$50.00 – Regional 31 Day Pass (already established)

The \$50.00 Regional Pass has been extremely successful. Currently it is being subsidized by the Low Carbon Transit Operations Program (LCTOP) and Staff would like to continue selling them at the same price if and when LCTOP funds run out until such a time that the price is reevaluated.

With the support of the Board, Staff will take this item HCAOG's Social Services Transportation Advisory Council (SSTAC) meeting and then bring it back at a future HTA Board for a public hearing.

Action Recommended:

- 1. Direct Staff to Present New Fares and Structure to the SSTAC and Bring it back to the HTA Board for a Public Hearing.***
- 2. Continue Selling Regional Passes at a Discount when LCTOP Subsidized Funds are Expended.***



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TO: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Humboldt Transit Authority Bus Advertising

In August of 2022, HTA Staff began to transition to the in-house administration of bus advertisements. During that time, Staff contacted the current customers to establish contracts and created a media packet with program guidelines. Multiple new ads have already been placed and because the program is managed internally, HTA is able to retain more funding to subsidize operations.

The Finance Department is equipped to continue administering the advertising program without an impact to their other duties. At this time, Staff is requesting that this program remain in-house. Staff will submit quarterly reports to the Board to monitor the program and its progress.

Action Recommended: Authorize Staff to Administer the Bus Advertising Program and Provide Quarterly Reports to the Board.



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TO: Vice-Chair Ladwig
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 29, 2023

SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Grant Process and Timeline

1. HTA's Cost Allocation Plan Approved.
Also awaiting process to obtain up-front grant funds from CalSTA. (July 2023)
2. Hydrogen Buses
Contract to be signed
3. Hydrogen Fueling Station
Will need to go out to bid.
4. Redwood Coast Express
Working towards a January 1, 2024, start date.
5. Intermodal Transit Center
Will have more information in April.
6. 2023 TIRCP Grant Submitted
 - a. Over-the-Road Hydrogen Fuel Cell Motor Coach Prototype
 - b. Planning and Design for Phase I Phase II of the Facility Plan and Construction.
 - c. Partnered with Redwood Coast (RCT) Transit & Yurok for Intercity Connections.
 - i. Electric shuttles and charging infrastructure for Yurok and RCT.
 - ii. Additional Over-the-Road coaches for HTA and Redwood Coast Transit
 - iii. Transit Center for Crescent City

Outreach

- o July 12-13, 2023, North State Transit Symposium Hosted by HTA July 12-13, 2023
Zero emission bus/infrastructure & building up ridership (Sequoia Center)
- o August (TBD) CalPoly Humboldt Move in/orientation. (Arcata)

Branding

- Universal branding for Humboldt County Systems.
- Fare integration

Operations

- Infotainment Screens
- Credit Card Validators

Action Recommended: Review, Discuss, and Make Recommendations if Necessary.