

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
[Click here to join the meeting](#)
Meeting ID: 257 063 927 537
Passcode: ZFFRdC
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Wednesday, July 5, 2023

9:00 AM

Regular 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/Recognition

Resolution 23-08 Recognizing and Commending the Services of Supervisor Rex Bohn.

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 May 3, 2023, Regular Board Meeting.

Page 03

Action Recommended: Approve Minutes

Staff: Consuelo Espinosa

2. Eliminating Stale Balance in Account 3013 Capital Purchases

Page 07

Staff: Katie Collender

Board action is required to make adjustments to HTA's financial records.

Action Recommended: Approve Eliminating Stale Balance in Account 3013 Capital Purchases as of 6/30/2023.

F. Items Removed from Consent Calendar

G. Reports

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

Enclosed

Staff: Katie Collender

Action Recommend: Review and Discuss

H. New Business

1. Recommend Design/Build Procurement of the Hydrogen Fueling Station

Page 08

Staff: Jerome Qiriaz

HTA is now under contract with Schatz Energy Research Center and the Center for Transportation and the Environment (Consultants) to develop the bid documents for procuring a hydrogen station developer and manage the design and construction of the hydrogen station. Board authorization is needed before proceeding.

Action Recommended: Authorize the HTA General Manager to utilize the design-build process to procure design and construction of the hydrogen fueling station; and initiate the first step by developing and issuing a RFQ.

2. Adoption of the Fiscal Year 2023/24 Final Budget for Humboldt Transit Authority

Page 10

Staff: Katie Collender

The preliminary budget was adopted on June 7, 2023. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

Action Recommended:

1. *Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2023/24.*
2. *After hearing comments, close the public hearing.*
3. *Make changes if necessary & approve the final budget by adopting Resolution 23-10.*

3. Marketing to Promote Ridership

Staff: Greg Pratt

The HTA Board will continue to discuss marketing strategies to promote ridership.

Handout

Review, Discuss, and Direct Staff if Necessary.

4. HTA Projects Update

Page 15

Staff: Greg Pratt

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

June 7, 2023

PRESENT

Board Members

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

ABSENT

Natalie, Arroyo, County of Humboldt
Mike Wilson, County of Humboldt

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager
Katie Collender, Finance Manager
Carolann Aggeler, Administration and Finance Assistant
Andi Evans, Bookkeeper
Brian Connors, Operations Manager
Jim Wilson, Director of Maintenance
Jerome Qiriazzi, Transit Planner

Sherry Dunlap, Safety & ADA Coordinator

Also in attendance were Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, CAE Transport; Steve Luther, HCAOG; Oona Smith, HCAOG; Althea Christensen, Community Member; Colin Fiske, Coalition for Responsible Transportation Priorities; Netra B. Khatri, City of Arcata.

CALL TO ORDER

Chairperson Stillman called the meeting to order at 9:04 am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

None

SPECIAL PRESENTATIONS

Scott Adair, Economic Development Director in Humboldt County and Connie Stewart, Executive Director of Initiative for HSU & Chief Policy Advisor for CCRP, presented information about Community Workforce Agreements. As presented, Work Force Agreements opens doors to local diversity business and workers in underserved demographics, by creating more entry-level apprentice job opportunities helping to expand the local skilled trades workforce.

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 Castellano, second by Supervisor Trent to approve the Consent Calendar.

Motion carries unanimously.

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 May 03, 2023, Regular Meeting.

Action Recommended: Approve Minutes

2. Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)

In 2020, HTA established a Public Transportation Agency Safety Plan to increase the safety of its drivers and passengers and to strengthen the agency's safety and risk management program. The program has been a success and Staff has made a few minor edits for the 22/23 fiscal year's plan.

PTASP Enclosed

Action Recommended: Approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 23-07.

3. Agreement Between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services

Staff is recommending a one-year contract for CAE Transport to provide Dial-A-Ride services in Humboldt County.

~Agreement Enclosed

Action Recommended: Approve Agreement between the Humboldt Transit Authority and CAE Transport, Inc. for Paratransit Transportation (Dial-A-Ride) Services

Reports

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

Finance Manager Katie Collender gave the board an update on the financial statements for all systems, and that all systems are showing good growth and overall improvement. Katie Collender also reminded the board that for the month of June, free rides will be provided for the Arcata & Mad River Bus System.

NEW BUSINESS

2. National Dump the Pump Day

Dump the Pump Day first started in June of 2006. This year the event was held on June 15, 2023, and its purpose was to provide convenient travel options to help people to save money. Staff proposed to promote the event and offer free rides on June 15, 2023, on HTA Systems.

Motion by Councilmember Castellano, second by Supervisor Madrone to Authorize Staff to Promote Dump the Pump Day by offering free rides on all HTA Systems. Motion carried unanimously.

3. Humboldt Transit Authority's Innovative Clean Transit Rollout Plan

Transit Planner Jerome Qiriazzi and Director of Maintenance Jim Wilson presented The Innovative Clean Transit (ICT) plan and explained that each transit agency must submit a complete Zero-Emission Bus Rollout Plan approved by its governing body, showing how it plans to achieve a full transition to zero-emission buses (ZEBs).

Motion by Councilmember Madrone, second by Supervisor Castellano to Approve Humboldt Transit Authority's Zero Emission Rollout Plan by Adopting Resolution 23-09. Motion carried unanimously.

4. Agreement between the City of Arcata and the Humboldt Transit Authority for Operations and Maintenance of the Arcata & Mad River Transit System (AMRTS) and Vehicles.

General Manager Greg Pratt announced that since 2001, HTA has been providing maintenance for all AMRTS buses and vehicles, and that the City of Arcata would like to amend the contract to include driving and operations of the AMRTS routes beginning July 1, 2023.

Motion by Councilmember Madrone, second by supervisor Trent to Approve Amendment and Restatement of the Agreement between the City of Arcata and Humboldt Transit Authority for Operations and Maintenance of the AMRTS System and Vehicles and Authorize the General Manager to Execute all Applicable Documents. Motion carried unanimously.

Preliminary Budget for Humboldt Transit Authority FY 2023/2024.

Finance Manager Katie Collender reported that she prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek & Southern Humboldt Intercity Systems, Redwood Coast Express, and for contracting with the City of Arcata for Operations & Maintenance services. Katie Collender also expressed that HTA is working to rebuild ridership that was lost during the pandemic, while striving towards its operational goals. In the end, she gave the board an update on how the agency will meet financial obligations in the upcoming year.

Motion by Councilmember Madrone, second by Supervisor Trent to approve the budget as proposed by staff and reviewed by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget. Motion carried unanimously.

5. Marketing to Promote Ridership

General Manager Greg Pratt announced that HTA is brainstorming marketing for promoting ridership by working on consolidating the agency fares. Additionally, added that the card validators are active and have been passenger friendly. Also reminded the board that the Eureka to Ukiah route will commence on January 1, 2024, as well as that the Redwood Coast Transit System began to meet our buses in Eureka with transfers. Finally, HTA is currently working with HCAOG to explore marketing and promotional ideas.

Councilmember Tammi Trent inquired if HTA had considered working with local social service agencies regarding homelessness to discuss a bus voucher relocation program, as well as suggested ideas for promoting local special events to gain ridership.

Councilmember Alex Stillman suggested advertising by creating a video on how to use the new credit card validators and payment system. Also suggested brainstorming the idea about adding local parking areas when utilizing the transit.

Colin Fiske commended staff for the new payment system. He also recommended the idea of promoting marketing on service improvements with specific details.

HTA's Finance Manager Katie Collender mentioned that HTA may benefit from having a wrap on the bus promoting tap and pay.

Supervisor Steve Madrone suggested increasing ridership by adding more bus runs and improving travel time on the bus by possibly adding micro transit or transit on demand.

Althea Christensen suggested running more direct routes and combining services to support the systems in place to improve ridership.

Board directed Staff to bring this item back to the July 5, 2023, Regular Board Meeting as an agenda item "Promoting Transit" to discuss ideas for increasing ridership.

BOARD COMMUNICATIONS

NONE

STAFF COMMUNICATIONS

NONE

CLOSED SESSION

NONE

ADJOURNMENT

Meeting adjourned at 10:52 a.m.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

FROM: Katie Collender, Finance Manager

DATE: July 5, 2023

SUBJECT: Eliminating Stale Balance in Account 3013 Capital Purchases

HTA's electronic financial records date back to 2012. Since this time, there have been sparse entries have been entered under account 3013 Capital Purchases, 11 between 2012 and 2014, one in 2017, and one in 2021. Many of these are entries reversing each other as they were done in error. The first entries, from the end of fiscal year 2011-2021, alone create a balance of \$1,324,805. Currently there is a balance of \$1,042,346.79, which signals that HTA should have this amount in reserves for capital investment. If the starting number in 2012 was indeed accurate, years of not reducing it with capital expenditures has left it untouched. This inactive reserve of dubious origin could hurt HTA's ability to secure loans or other funding to support execution of the TIRCP grant award.

Staff recommends clearing this stale account so that the HTA balance sheet can more accurately reflect its net position.

Action Recommended: Approve Eliminating Stale Balance in Account 3013 Capital Purchases as of 6/30/2023.



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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: July 5, 2023

SUBJECT: Recommended Design/Build Procurement of the Hydrogen Fueling Station

BACKGROUND and RATIONAL

As part of HTA's successful grant application to Transit and Intercity Rail Capital Program (TIRCP) Cycle 5, HTA is funded to construct a hydrogen fueling station and procure eleven fuel cell electric buses.

HTA is now under contract with the Schatz Energy Research Center and the Center for Transportation and the Environment (Consultants) to develop the bid documents for procuring a hydrogen station developer, and manage the design and construction of the hydrogen station.

HTA's Procurement Policy allows for Design/Build Procurement for projects in excess of \$1,000,000. The cost of the hydrogen station is expected to be, and is budgeted for, well in excess of this amount. HTA's Consultants highly recommend a design/build procurement because there is significant risk that a fueling station developer would not bid on a design developed by a different company. The hydrogen supply market for the transportation sector is still very nascent such that station development is much more successful when both design and construction are done by the same contractor.

As described in HTA's Procurement Policy (amended as of March 29, 2023), a design/build procurement follows the following steps:

1. The General Manager prepares a Request for Qualifications (RFQ) and prepares for Board approval a recommended prequalified shortlist of design/build entities.
2. The General Manager prepares a Request for Proposals (RFP) and invites shortlisted entities to submit competitive sealed proposals.
 - a. The RFP may use a "low bid" method or a "best value" method for the final selection process. HTA plans to use a "best value" method for this procurement. Minimum evaluation criteria that must be included for the "best value" method, with relative weighting values to be determined by HTA, are:
 - i. Price
 - ii. Technical design and construction expertise
 - iii. Life-cycle costs over 15 or more years
3. A recommendation of award is brought to the Board of Directors for final selection.

FISCAL IMPACT

HTA does not anticipate a significant fiscal impact to the project beyond what is already awarded and allocated for the hydrogen fueling station under the TIRCP Cycle 5 grant.



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ADVANTAGES/DISADVANTAGES

The primary advantage for approving a design/build procurement process for the hydrogen station is it will greatly increase the likelihood of receiving responsive bids.

HTA staff does not see any disadvantages to using the design/build procurement approach.

ALTERNATIVES ANALYSIS

Should the Board not approve the use of a design/build procurement approach, the remaining procurement option is to release separate procurement each for design and construction. This would follow the following steps:

1. Release a Request for Qualification (RFQ) to procure an Architectural and Engineering (A&E) firm to complete the design of the hydrogen station. An RFQ can use either a “low bid” method or “best value” method. This contract qualifies as a Major Purchase.
2. A recommendation of award is brought to the Board of Directors for final selection.
3. Release an Invitation for Bid (IFB) to procure a Construction Contractor through a competitive process with the contract awarded to the lowest responsive and responsible bidder. This contract qualifies as a Major Purchase.
4. A recommendation of award is brought to the Board of Directors for final selection.

The disadvantage to using this alternative approach is the significant increase in likelihood that HTA does not receive responsive bidders to one or both bid requests.

PRIOR RELEVANT BOARD ACTION / POLICIES

- Board action on May 5th, 2021, authorizing the GM to apply for grants that provide funding for zero emission bus projects.
- Resolution 22-21, adopted October 14th, 2022, which authorized the GM to execute a Master Agreement and Program Supplements for State-Funded Transit Projects.
- Resolution 23-05, adopted March 29th, 2023, which rescinded and replaced Resolution 22-13 with HTA’s current procurement policy.
- Resolution 23-06, adopted May 3rd, 2023, which revised portions of Resolution 22-26 concerning agreements with the Schatz Energy Research Center and the Center for Transportation and the Environment for professional services related to the TIRCP Grant.
- Resolution 23-09, adopted June 7th, 2023, approving the Zero Emission Bus Rollout Plan for the Humboldt Transit Authority.

Action Recommended: Authorize the HTA General Manager to utilize the design-build process to procure design and construction of the hydrogen fueling station; and, initiate the first step by developing and issuing a RFQ.



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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: July 5, 2023

SUBJECT: Adopting the 2023/24 Final Budget for Humboldt Transit Authority

Included in this agenda packet is the Final Draft Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee and was adopted by the Board as an approved preliminary budget during its regular June 7, 2023, meeting.

Staff also placed a notice in the Times-Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions have been received from any members of the public, nor were any changes made by the board or the finance committee.

Members of the public may still make comments regarding this budget during the public hearing portion of the July 5, 2023, board meeting. At that time, the board may also make changes to the budget if they so desire.

Action Necessary:

- 1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2023/24.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & approve the final budget by adopting Resolution 23-10.***

HUMBOLDT TRANSIT AUTHORITY
FINAL DRAFT BUDGET
2023-2024

	Operations Total	Administration	Maintenance	Total	Prior Year	Difference	Percentage Change
REVENUE							
Operating Revenue							
400.40 Contract Transportation	\$ 729,253			\$ 729,253	\$ 196,369	\$ 532,884	↑ 271%
400.30 Fares	\$ 974,059			\$ 974,059	\$ 965,500	\$ 8,559	→ 1%
Non-operating Revenues							
410.10 Advertising Revenue		\$ 175,000		\$ 175,000	\$ 51,000	\$ 124,000	↑ 243%
410.80 Rent & Leases							
414.00 JPA Member Assessment	\$ 4,004,736			\$ 4,004,736	\$ 3,565,864	\$ 438,872	↑ 12%
411.00 Federal Operating	\$ 1,171,341			\$ 1,171,341	\$ 895,422	\$ 275,919	↑ 31%
411.50 CARES Act	\$ 930,928			\$ 930,928	\$ 1,216,235	\$ (285,307)	↓ -23%
412.00 State Operating Funds							
412.01 STAF	\$ 413,940	\$ 261,194	\$ 451,649	\$ 1,126,783	\$ 1,045,522	\$ 81,261	→ 8%
412.02 SGR State OF Good Repair	\$ 42,000		\$ 180,784	\$ 222,784	\$ 203,147	\$ 19,637	→ 10%
412.03 LCTOP	\$ 373,000			\$ 373,000	\$ 360,372	\$ 12,628	→ 4%
412.04 TIRCP		\$ 325,000		\$ 325,000			
TOTAL REVENUE	\$ 8,639,257	\$ 761,194	\$ 632,433	\$ 10,032,884	\$ 8,499,431	\$ 1,533,453	↑ 18%
DIRECT EXPENSE							
Payroll							
680.00 Labor							
Administration	\$ 27,546	\$ 947,556		\$ 975,102	\$ 749,902	\$ 225,200	↓ 30%
Maintenance	\$ 40,000		\$ 602,000	\$ 642,000	\$ 651,524	\$ (9,524)	↓ -1%
Operations	\$ 1,961,417			\$ 1,961,417	\$ 1,317,800	\$ 643,617	↑ 49%
680.1 Birthday	\$ 7,900	\$ 3,100	\$ 2,500	\$ 13,500	\$ 14,500	\$ (1,000)	↑ -7%
680.6 Vacation	\$ 209,200	\$ 121,500	\$ 84,000	\$ 414,700	\$ 339,850	\$ 74,850	↓ 22%
680.2 Holiday Time	\$ 76,420	\$ 31,000	\$ 27,000	\$ 134,420	\$ 112,000	\$ 22,420	↓ 20%
670.00 Employment Taxes	\$ 40,625	\$ 13,400	\$ 12,100	\$ 66,125	\$ 56,000	\$ 10,125	↓ 18%
673.00 Worker's Comp Insurance	\$ 280,100	\$ 16,500	\$ 86,400	\$ 383,000	\$ 380,500	\$ 2,500	→ 1%
690.00 Health & Welfare							
6042.1 Health and Dental	\$ 576,924	\$ 197,000	\$ 172,000	\$ 945,924	\$ 810,000	\$ 135,924	↓ 17%
6042.3 Vision	\$ 3,384	\$ 4,700	\$ 3,100	\$ 11,184	\$ 11,000	\$ 184	→ 2%
6042.4 Life	\$ 2,485	\$ 800	\$ 900	\$ 4,185	\$ 3,700	\$ 485	↓ 13%
6042.2 Retiree Health	\$ 168,000	\$ 21,000	\$ 9,500	\$ 198,500	\$ 180,000	\$ 18,500	↓ 10%
672.00 PERS Retirement	\$ 378,800	\$ 102,000	\$ 72,000	\$ 552,800	\$ 470,000	\$ 82,800	↓ 18%
674.00 Physicals/DMV/Backgrounds	\$ 9,700	\$ 7,600	\$ 1,700	\$ 19,000	\$ 15,250	\$ 3,750	↓ 25%
General							
603.00 Dues & Subscriptions		\$ 4,000	\$ 4,000	\$ 8,000	\$ 7,100	\$ 900	↓ 13%
604.00 General Operating Supplies		\$ 5,000	\$ 2,000	\$ 7,000	\$ 5,100	\$ 1,900	↓ 37%
609.00 Office Supplies		\$ 10,200	\$ 4,000	\$ 14,200	\$ 14,000	\$ 200	→ 1%
611.00 Printing Expense	\$ 500	\$ 350	\$ 1,800	\$ 2,650	\$ 2,500	\$ 150	↓ 6%
616.10 Meetings & Trainings		\$ 48,000	\$ 15,800	\$ 63,800	\$ 50,000	\$ 13,800	↓ 28%
Administration							
6120.00 Legal Expenses		\$ 55,000		\$ 55,000	\$ 25,000	\$ 30,000	↓ 120%
6121.00 Accounting & Bookkeeping		\$ 22,000		\$ 22,000	\$ 35,000	\$ (13,000)	↑ -37%
6122.00 Outside consultants		\$ 32,000		\$ 32,000	\$ 75,000	\$ (43,000)	↑ -57%
600.00 Marketing and Advertising		\$ 50,000		\$ 50,000	\$ 25,000	\$ 25,000	↓ 100%
602.00 Cost of Funds	\$ 6,240	\$ 9,200		\$ 15,440	\$ 13,000	\$ 2,440	↓ 19%
605.00 Property Insurance		\$ 17,000		\$ 17,000	\$ 20,000	\$ (3,000)	↑ -15%
6052.00 ERMA Liability		\$ 15,000		\$ 15,000	\$ 17,000	\$ (2,000)	↑ -12%
608.00 Mileage & Per Diem		\$ 8,000	\$ 3,000	\$ 11,000	\$ 11,000	\$ -	→ 0%
610.00 Postage		\$ 3,250		\$ 3,250	\$ 2,750	\$ 500	↓ 18%
613.00 Service Charges		\$ 1,000		\$ 1,000	\$ 1,000	\$ -	→ 0%
615.00 Specialized Services	\$ 979,223			\$ 979,223	\$ 964,917	\$ 14,306	→ 1%
Operations							
688.20 Uniforms & Shoes	\$ 8,410		\$ 2,100	\$ 10,510	\$ 6,500	\$ 4,010	↓ 62%
662.00 GFI -Ticket Stock & Equip	\$ 7,130			\$ 7,130	\$ 6,000	\$ 1,130	↓ 19%
663.00 Onboard WIFI	\$ 18,500			\$ 18,500	\$ 21,100	\$ (2,600)	↑ -12%
661.00 Schedule Printing & Updates	\$ 550			\$ 550	\$ 600	\$ (50)	↑ -8%
664.00 Liability & Vehicle Insurance							
664 Premiums	\$ 353,614		\$ 6,700	\$ 360,314	\$ 341,700	\$ 18,614	↓ 5%
664.1 Deductibles	\$ 9,630			\$ 9,630	\$ 6,500	\$ 3,130	↓ 48%
666.00 Operations Supplies	\$ 2,060			\$ 2,060	\$ 2,000	\$ 60	→ 3%
Maintenance							
620.00 Gen. Maintenance Supplies			\$ 18,000	\$ 18,000	\$ 17,500	\$ 500	→ 3%
635.00 Shop Tools			\$ 24,000	\$ 24,000	\$ 22,000	\$ 2,000	↓ 9%
688.30 Safety Supplies & Gear	\$ 37,670	\$ 2,800	\$ 6,500	\$ 46,970	\$ 45,000	\$ 1,970	→ 4%
688.10 Uniforms - Shop			\$ 19,000	\$ 19,000	\$ 18,500	\$ 500	→ 3%
Vehicles							
651.00 Contract Repairs	\$ 44,000		\$ 2,500	\$ 46,500	\$ 38,000	\$ 8,500	↓ 22%
653.00 Fuel	\$ 950,000		\$ 12,000	\$ 962,000	\$ 629,000	\$ 333,000	↓ 53%
614.00 Special Studies/Permits			\$ 7,800	\$ 7,800	\$ 18,000	\$ (10,200)	↑ -57%
655.00 Parts	\$ 282,000		\$ 5,000	\$ 287,000	\$ 235,000	\$ 52,000	↓ 22%
656.00 Small Tool Allowance			\$ 5,000	\$ 5,000	\$ 4,500	\$ 500	↓ 11%
657.00 Tires	\$ 149,000		\$ 2,000	\$ 151,000	\$ 147,998	\$ 3,002	→ 2%
Facilities							
601.00 Computer and Software	\$ 264,800			\$ 264,800	\$ 202,145	\$ 62,655	↓ 31%
630.00 Facility Contract Repairs	\$ 9,900			\$ 9,900	\$ 11,998	\$ (2,098)	↑ -17%
631.00 Rentals & Leases	\$ 10,200			\$ 10,200	\$ 11,998	\$ (1,798)	↑ -15%
632.00 Contract Maint.	\$ 67,800			\$ 67,800	\$ 79,500	\$ (11,700)	↑ -15%
633.00 Utilities	\$ 64,200			\$ 64,200	\$ 74,998	\$ (10,798)	↑ -14%
634.00 Gen Facility M & R	\$ 21,600			\$ 21,600	\$ 25,501	\$ (3,901)	↑ -15%
Total Direct Expense	\$ 7,069,528	\$ 1,748,956	\$ 1,214,400	\$ 10,032,884	\$ 8,499,431	\$ 1,533,453	↓ 18%
Revenues minus Direct Expense	\$ 1,569,729	\$ (987,762)	\$ (581,967)	\$ -	\$ -		
Allocated Admin. & Maint. Costs	\$ 1,569,729						
Total Expenses including Indirect	\$ 8,325,311						
NET Total	\$ -						
Allocation Percentages							
Admin. Allocation	-987,762						
Maint. Allocation	-581,967						
Total Allocations by service							

NOTES: Admin & Maintenance Allocation Percentages are based on vehicle mileage.

HUMBOLDT TRANSIT AUTHORITY
FINAL DRAFT BUDGET
2023-2024

	Redwood Transit System (RTS)	Eureka Transit System (ETS)	Southern Humboldt Intercity (SHI)	Willow Creek (WC)	AMRTS Operations & Maintenance	CTSA	Dial-A-Ride (DAR) Contract	Redwood Coast Express (RCX)	Operations Total	Administration	Maintenance	Total	Prior Year	Difference	Percentage Change
REVENUE															
Operating Revenue															
400.40 Contract Transportation	\$ 119,800	\$ 5,442		\$ 118	\$ 603,893				\$ 729,253			\$ 729,253	\$ 196,369	\$ 532,884	↑ 271%
400.30 Fares	\$ 593,140	\$ 219,386	\$ 51,423	\$ 27,732		\$ 72,378		\$ 10,000	\$ 974,059			\$ 974,059	\$ 965,500	\$ 8,559	→ 1%
Non-operating Revenues															
410.10 Advertising Revenue										\$ 175,000		\$ 175,000	\$ 51,000	\$ 124,000	↑ 243%
410.80 Rent & Leases															
414.00 JPA Member Assessment	\$ 1,783,512	\$ 268,158	\$ 626,803	\$ 303,944		\$ 133,246	\$ 889,073		\$ 4,004,736			\$ 4,004,736	\$ 3,565,864	\$ 438,872	↑ 12%
411.00 Federal Operating	\$ 503,971	\$ 104,598	\$ 300,000	\$ 152,841				\$ 109,931	\$ 1,171,341			\$ 1,171,341	\$ 895,422	\$ 275,919	↑ 31%
411.50 CARES Act	\$ 180,937	\$ 367,094	\$ 57,752	\$ 140,276		\$ 96,117		\$ 88,752	\$ 930,928			\$ 930,928	\$ 1,216,235	\$ (285,307)	↓ -23%
412.00 State Operating Funds															
412.01 STAF	\$ 268,940		\$ 10,000			\$ 45,750	\$ 89,250		\$ 413,940	\$ 261,194	\$ 451,649	\$ 1,126,783	\$ 1,045,522	\$ 81,261	→ 8%
412.02 SGR State OF Good Repair						\$ 42,000			\$ 42,000		\$ 180,784	\$ 222,784	\$ 203,147	\$ 19,637	→ 10%
412.03 LCTOP	\$ 228,000	\$ 110,000	\$ 15,000	\$ 20,000					\$ 373,000			\$ 373,000	\$ 360,372	\$ 12,628	→ 4%
412.04 TIRCP										\$ 325,000		\$ 325,000			
TOTAL REVENUE	\$ 3,678,300	\$ 1,074,678	\$ 1,060,978	\$ 644,911	\$ 603,893	\$ 389,491	\$ 978,323	\$ 208,683	\$ 8,639,257	\$ 761,194	\$ 632,433	\$ 10,032,884	\$ 8,499,431	\$ 1,533,453	↑ 18%
DIRECT EXPENSE															
Payroll															
680.00 Labor															
Administration								\$ 27,546	\$ 27,546	\$ 947,556		\$ 975,102	\$ 749,902	\$ 225,200	↓ 30%
Maintenance								\$ 40,000	\$ 40,000		\$ 602,000	\$ 642,000	\$ 651,524	\$ (9,524)	↑ -1%
Operations	\$ 1,076,000	\$ 250,000	\$ 250,000	\$ 130,000	\$ 202,417			\$ 53,000	\$ 1,961,417			\$ 1,961,417	\$ 1,317,800	\$ 643,617	↓ 49%
680.1 Birthday	\$ 4,000	\$ 900	\$ 900	\$ 500	\$ 700			\$ 900	\$ 7,900	\$ 3,100	\$ 2,500	\$ 13,500	\$ 14,500	\$ (1,000)	↑ -7%
680.6 Vacation	\$ 114,000	\$ 25,000	\$ 25,000	\$ 18,000	\$ 22,000			\$ 5,200	\$ 209,200	\$ 121,500	\$ 84,000	\$ 414,700	\$ 339,850	\$ 74,850	↓ 22%
680.2 Holiday Time	\$ 42,000	\$ 9,500	\$ 9,500	\$ 6,000	\$ 7,500			\$ 1,920	\$ 76,420	\$ 31,000	\$ 27,000	\$ 134,420	\$ 112,000	\$ 22,420	↓ 20%
670.00 Employment Taxes	\$ 22,100	\$ 5,000	\$ 5,000	\$ 3,000	\$ 4,500			\$ 1,025	\$ 40,625	\$ 13,400	\$ 12,100	\$ 66,125	\$ 56,000	\$ 10,125	↓ 18%
673.00 Worker's Comp Insurance	\$ 170,600	\$ 27,500	\$ 27,500	\$ 22,300	\$ 25,200			\$ 7,000	\$ 280,100	\$ 16,500	\$ 86,400	\$ 383,000	\$ 380,500	\$ 2,500	→ 1%
690.00 Health & Welfare															
6042.1 Health and Dental	\$ 192,352	\$ 113,886	\$ 113,886	\$ 65,000	\$ 73,100			\$ 18,700	\$ 576,924	\$ 197,000	\$ 172,000	\$ 945,924	\$ 810,000	\$ 135,924	↓ 17%
6042.3 Vision	\$ 1,100	\$ 680	\$ 680	\$ 340	\$ 430			\$ 154	\$ 3,384	\$ 4,700	\$ 3,100	\$ 11,184	\$ 11,000	\$ 184	→ 2%
6042.4 Life	\$ 825	\$ 500	\$ 500	\$ 270	\$ 310			\$ 80	\$ 2,485	\$ 800	\$ 900	\$ 4,185	\$ 3,700	\$ 485	↓ 13%
6042.2 Retiree Health	\$ 82,000	\$ 37,000	\$ 37,000	\$ 12,000					\$ 168,000	\$ 21,000	\$ 9,500	\$ 198,500	\$ 180,000	\$ 18,500	↓ 10%
672.00 PERS Retirement	\$ 224,400	\$ 47,500	\$ 47,500	\$ 20,400	\$ 34,000			\$ 5,000	\$ 378,800	\$ 102,000	\$ 72,000	\$ 552,800	\$ 470,000	\$ 82,800	↓ 18%
674.00 Physicals/DMV/Backgrounds	\$ 4,500	\$ 2,500	\$ 1,000	\$ 500	\$ 700			\$ 500	\$ 9,700	\$ 7,600	\$ 1,700	\$ 19,000	\$ 15,250	\$ 3,750	↓ 25%
General															
603.00 Dues & Subscriptions										\$ 4,000	\$ 4,000	\$ 8,000	\$ 7,100	\$ 900	↓ 13%
604.00 General Operating Supplies										\$ 5,000	\$ 2,000	\$ 7,000	\$ 5,100	\$ 1,900	↓ 37%
609.00 Office Supplies										\$ 10,200	\$ 4,000	\$ 14,200	\$ 14,000	\$ 200	→ 1%
611.00 Printing Expense						\$ 500			\$ 500	\$ 350	\$ 1,800	\$ 2,650	\$ 2,500	\$ 150	↓ 6%
616.10 Meetings & Trainings										\$ 48,000	\$ 15,800	\$ 63,800	\$ 50,000	\$ 13,800	↓ 28%
Administration															
6120.00 Legal Expenses										\$ 55,000		\$ 55,000	\$ 25,000	\$ 30,000	↓ 120%
6121.00 Accounting & Bookkeeping										\$ 22,000		\$ 22,000	\$ 35,000	\$ (13,000)	↑ -37%
6122.00 Outside consultants										\$ 32,000		\$ 32,000	\$ 75,000	\$ (43,000)	↑ -57%
600.00 Marketing and Advertising										\$ 50,000		\$ 50,000	\$ 25,000	\$ 25,000	↓ 100%
602.00 Cost of Funds	\$ 3,000	\$ 700	\$ 700	\$ 320	\$ 700	\$ 820			\$ 6,240	\$ 9,200		\$ 15,440	\$ 13,000	\$ 2,440	↓ 19%
605.00 Property Insurance										\$ 17,000		\$ 17,000	\$ 20,000	\$ (3,000)	↑ -15%
6052.00 ERMA Liability										\$ 15,000		\$ 15,000	\$ 17,000	\$ (2,000)	↑ -12%
608.00 Mileage & Per Diem										\$ 8,000	\$ 3,000	\$ 11,000	\$ 11,000	\$ -	→ 0%
610.00 Postage										\$ 3,250		\$ 3,250	\$ 2,750	\$ 500	↓ 18%
613.00 Service Charges										\$ 1,000		\$ 1,000	\$ 1,000	\$ -	→ 0%
615.00 Specialized Services	\$ 500	\$ 100	\$ 100	\$ 50	\$ 50	\$ 100	\$ 978,323		\$ 979,223			\$ 979,223	\$ 964,917	\$ 14,306	→ 1%

HUMBOLDT TRANSIT AUTHORITY
FINAL DRAFT BUDGET
2023-2024

	Redwood Transit System (RTS)	Eureka Transit System (ETS)	Southern Humboldt Intercity (SHI)	Willow Creek (WC)	AMRTS Operations & Maintenance	CTSA	Dial-A-Ride (DAR) Contract	Redwood Coast Express (RCX)	Operations Total	Administration	Maintenance	Total	Prior Year	Difference	Percentage Change
Operations															
688.20 Uniforms & Shoes	\$ 4,500	\$ 2,100	\$ 700	\$ 450	\$ 450			\$ 210	\$ 8,410		\$ 2,100	\$ 10,510	\$ 6,500	\$ 4,010	↓ 62%
662.00 GFI -Ticket Stock & Equip	\$ 3,000	\$ 1,500	\$ 1,500	\$ 600	\$ 30	\$ 500			\$ 7,130			\$ 7,130	\$ 6,000	\$ 1,130	↓ 19%
663.00 Onboard WIFI	\$ 9,500	\$ 4,800	\$ 3,000	\$ 1,200					\$ 18,500			\$ 18,500	\$ 21,100	\$ (2,600)	↑ -12%
661.00 Schedule Printing &Updates	\$ 300	\$ 100	\$ 100	\$ 50					\$ 550			\$ 550	\$ 600	\$ (50)	↑ -8%
664.00 Liability & Vehicle Insurance															
664 Premiums	\$ 194,616	\$ 40,392	\$ 40,392	\$ 18,360		\$ 47,736		\$ 12,118	\$ 353,614		\$ 6,700	\$ 360,314	\$ 341,700	\$ 18,614	↓ 5%
664.1 Deductibles	\$ 5,300	\$ 1,100	\$ 1,100	\$ 500		\$ 1,300		\$ 330	\$ 9,630			\$ 9,630	\$ 6,500	\$ 3,130	↓ 48%
666.00 Operations Supplies	\$ 1,000	\$ 500	\$ 300	\$ 135	\$ 125				\$ 2,060			\$ 2,060	\$ 2,000	\$ 60	→ 3%
Maintenance															
620.00 Gen. Maintenance Supplies											\$ 18,000	\$ 18,000	\$ 17,500	\$ 500	→ 3%
635.00 Shop Tools											\$ 24,000	\$ 24,000	\$ 22,000	\$ 2,000	↓ 9%
688.30 Safety Supplies & Gear	\$ 13,000	\$ 7,000	\$ 4,200	\$ 1,700	\$ 5,050	\$ 6,720			\$ 37,670	\$ 2,800	\$ 6,500	\$ 46,970	\$ 45,000	\$ 1,970	→ 4%
688.10 Uniforms - Shop											\$ 19,000	\$ 19,000	\$ 18,500	\$ 500	→ 3%
Vehicles															
651.00 Contract Repairs	\$ 16,000	\$ 8,000	\$ 7,000	\$ 5,000	\$ 7,000	\$ 1,000			\$ 44,000		\$ 2,500	\$ 46,500	\$ 38,000	\$ 8,500	↓ 22%
653.00 Fuel	\$ 420,000	\$ 180,000	\$ 175,000	\$ 150,000				\$ 25,000	\$ 950,000		\$ 12,000	\$ 962,000	\$ 629,000	\$ 333,000	↓ 53%
614.00 Special Studies/Permits											\$ 7,800	\$ 7,800	\$ 18,000	\$ (10,200)	↑ -57%
655.00 Parts	\$ 105,000	\$ 45,000	\$ 44,000	\$ 25,000	\$ 45,000	\$ 12,000		\$ 6,000	\$ 282,000		\$ 5,000	\$ 287,000	\$ 235,000	\$ 52,000	↓ 22%
656.00 Small Tool Allowance											\$ 5,000	\$ 5,000	\$ 4,500	\$ 500	↓ 11%
657.00 Tires	\$ 72,000	\$ 26,000	\$ 27,000	\$ 20,000				\$ 4,000	\$ 149,000		\$ 2,000	\$ 151,000	\$ 147,998	\$ 3,002	→ 2%
Facilities															
601.00 Computer and Software	\$ 35,800	\$ 35,800	\$ 35,800	\$ 35,800	\$ 35,800	\$ 85,800			\$ 264,800			\$ 264,800	\$ 202,145	\$ 62,655	↓ 31%
630.00 Facility Contract Repairs	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650			\$ 9,900			\$ 9,900	\$ 11,998	\$ (2,098)	↑ -17%
631.00 Rentals & Leases	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700			\$ 10,200			\$ 10,200	\$ 11,998	\$ (1,798)	↑ -15%
632.00 Contract Maint.	\$ 11,300	\$ 11,300	\$ 11,300	\$ 11,300	\$ 11,300	\$ 11,300			\$ 67,800			\$ 67,800	\$ 79,500	\$ (11,700)	↑ -15%
633.00 Utilities	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700			\$ 64,200			\$ 64,200	\$ 74,998	\$ (10,798)	↑ -14%
634.00 Gen Facility M & R	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600			\$ 21,600			\$ 21,600	\$ 25,501	\$ (3,901)	↑ -15%
Total Direct Expense	\$ 2,846,343	\$ 902,008	\$ 888,308	\$ 566,425	\$ 494,012	\$ 185,426	\$ 978,323	\$ 208,683	\$ 7,069,528	\$ 1,748,956	\$ 1,214,400	\$ 10,032,884	\$ 8,499,431	\$ 1,533,453	↓ 18%
Revenues minus Direct Expense	\$ 831,957	\$ 172,670	\$ 172,670	\$ 78,486	\$ 109,881	\$ 204,065	\$ -	\$ -	\$ 1,569,729	\$ (987,762)	\$ (581,967)	\$ -	\$ -		
Allocated Admin. & Maint. Costs	\$ 831,957	\$ 172,670	\$ 172,670	\$ 78,486	\$ 109,881	\$ 204,065			\$ 1,569,729						
Total Expenses including Indirect	\$ 3,678,300	\$ 1,074,678	\$ 1,060,978	\$ 644,911	\$ 494,012	\$ 185,426	\$ 978,323	\$ 208,683	\$ 8,325,311						
NET Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Allocation Percentages	53%	11%	11%	5%	7%	13%									
Admin. Allocation -987,762	\$ (523,514)	\$ (108,654)	\$ (108,654)	\$ (49,388)	\$ (69,143)	\$ (128,409)									
Maint. Allocation -581,967	\$ (308,443)	\$ (64,016)	\$ (64,016)	\$ (29,098)	\$ (40,738)	\$ (75,656)									
Total Allocations by service	\$ (831,957)	\$ (172,670)	\$ (172,670)	\$ (78,486)	\$ (109,881)	\$ (204,065)									

NOTES: Admin & Maintenance Allocation Percentages are based on vehicle mileage.

NOTES: AMRTS and DAR are contracted and administered by HTA. Maintenance and Administration costs are part of the contracts and are subtracted prior to allocations.

**RESOLUTION 23-10
HUMBOLDT TRANSIT AUTHORITY BUDGET ADOPTION
FOR FISCAL YEAR 2023-2024**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for fiscal year 2023-2024 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, be, and the same hereby is, approved and adopted.

REVENUES

Transit Fares	\$974,059
JPA Member Assessment	\$4,004,736
State Operating Grants	\$2,047,567
Federal Operating Grants	\$1,171,341
Cares Act	\$930,928
Other	\$904,253
Total Means of Financing	\$10,032,884

EXPENSES

Payroll & Benefits	\$6,321,857
General	\$95,650
Administration	\$1,200,913
Operations	\$408,694
Maintenance	\$107,970
Vehicles	\$1,459,300
Facilities	\$438,500
Total Expenses	\$10,032,884

BE IT FURTHER RESOLVED that the details of the budget are contained in the complete budget which is on file in the offices of the Humboldt Transit Authority at 133 V Street, Eureka, California. Said complete budget is included herein by reference as though fully set forth.

PASSED, APPROVED AND ADOPTED this fifth day of July 2023, 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: July 5, 2023

SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Cycle 5 Grant Process and Timeline

1. Hydrogen Buses & Pilot Bus
Contract with New Flyer signed.
2. Hydrogen Fueling Station
Contracts signed with CTE and Shatz: Next Step, Design Build Procurement Process.
3. Redwood Coast Express
Working towards a January 1, 2024, start date.
4. Intermodal Transit Center
HTA Legal Counsel developing MOU

TIRCP Cycle 6 Grant Awarded

- a. Over-the-Road Hydrogen Fuel Cell Motor Coach Prototype

Branding

- No update

Operations

- Credit Card Validators

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