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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  
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**Wednesday, June 7, 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**

Community Workforce Agreements: Scott Adair, Economic Development Director, County of Humboldt

**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 04

**Action Recommended: Approve Minutes**

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

Page 06

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**

**F. Items Removed from Consent Calendar**

**G. Reports**

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

Staff: [Katie Collender](#)

**Action Recommend: Review and Discuss**

Enclosed

**H. New Business**

1. National Dump the Pump Day

Staff: [Greg Pratt](#)

Dump the Pump Day first started in June of 2006. This year the event is on June 15, 2023, and the purpose is to present public transport as a convenient travel option that helps people to save money. Staff would like to promote the event and offer free rides on June 15, 2023. Board authorization is required for promotional events on Redwood, Eureka Willow Creek, and Southern Humboldt Systems.

**Action Recommended: Authorize Staff to Promote Dump the Pump Day by offering free rides on all HTA Systems.**

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

Staff: [Jerome Qirazi & Jim Wilson](#)

The Innovative Clean Transit (ICT) regulation (Cal. Code Regs. Tit. 13 § 2023.1(d)) requires each transit agency to 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).

~Policy Enclosed

**Action Recommended: Approve Humboldt Transit Authority's Zero Emission Rollout Plan by Adopting Resolution 23-09.**

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3. 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.

Staff: [Greg Pratt](#)

Since 2001, HTA has been providing maintenance for all AMRTS buses and vehicles. The City of Arcata would like to amend the contract to include driving and operations of the AMRTS routes beginning July 1, 2023.

~Agreement Enclosed

**Action Recommended: 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.**

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Preliminary Budget for Humboldt Transit Authority FY 2023/2024.

Staff: [Katie Collender](#)

Staff has 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.

**Action Recommended: Review 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.**

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4. Marketing to Promote Ridership

Staff: [Greg Pratt](#)

The Board directed Staff at the May 3, 2023, Regular Board Meeting to place “Promoting Transit” on the agenda to discuss ideas for increasing ridership.

***Review, Discuss, and Direct Staff 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**

**May 03, 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  
Natalie, Arroyo, County of Humboldt  
Mike Wilson, County of Humboldt

**ABSENT**

Steve Ladwig, City of Trinidad

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  
Sherry Dunlap, Safety & ADA Coordinator  
Jim Wilson, Director of Maintenance

Jerome Qiriazzi, Transit Planner

Also in attendance were Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, CAE Transport; Steve Luther, HCAOG; Oona Smith, HCAOG; Althea Christensen, Community Member; Mark Guest, Community Member.

**CALL TO ORDER**

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

**ROLL CALL & Introductions**

Introductions were made.

**COMMUNITY MEMBERS COMMUNICATION**

None

**SPECIAL PRESENTATIONS**

None

**CONSENT CALENDAR**

**By motion, recommended the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.**

***Motion by Councilmember Woodall, second by Supervisor Wilson 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 March 29, 2023, Regular Meeting.

***Action Recommended: Approve Minutes***

2. Promoting Ridership on all HTA Systems.

To encourage ridership, Staff is seeking Board authorization to offer free bus rides for passengers under the age of 18. This would apply to all HTA systems.

***Action Recommended: Authorize Staff to Promote Ridership on all HTA Systems by Offering Free Rides to Passengers Under the Age of 18 between June and August.***

## Reports

1. Draft January 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 really good growth with the exception of the Dial-a-Ride system.

## NEW BUSINESS

2. Transit Intercity Rail Capital Program (TIRCP) Scope of Work Change

General Manager Greg Pratt announced that due to the California Transportation Commission limiting the number of third-party contracts, each component of the project had to be revised by HTA Staff to the original Scope of Work and had to resubmit a revised budgetary plan to the CTC.

***Motion by Councilmember Castellano, second by Supervisor Wilson to Adopt Resolution No. 20-06, a Resolution of the Humboldt Transit Authority Governing Board of Directors Revising Prior Approval Given in Resolution No. 22-26 to enter into agreements with the Schatz Energy Research Center and the Center for Transportation and the Environment Professional Services Related to the TIRCP Grant. Motion carried unanimously.***

3. Projects Update

- HTA's Cost Allocation Plan Approved: General Manager Greg Pratt announced that HTA is awaiting process to obtain up-front grant funds from CalSTA.
- Hydrogen Fueling Station: HTA is still working to get projects moving forward with a contract to be signed.
- Redwood Coast Express: HTA is still working towards January 1, 2024, as a start date and that Consuelo has been successfully recruiting bus drivers.
- Intermodal Transit Center: Update at the next board meeting in June.
- TIRCP Cycle 6 Grant Awarded: General Manager Greg Pratt announced that HTA is excited about the development of over-the-road Hydrogen Fuel Cell Electric Motor Coach Prototype which is the first in the Country.
- Branding: HTA plans to meet with all the stakeholders about the universal branding for all Humboldt County Systems, so that everyone is familiar with Ride Humboldt. Additionally, that the fare integration system is ready to start marketing, and that HTA has submitted a request for a case study that will also include the Far North Group.

## **BOARD COMMUNICATIONS**

Councilmember Wilson informed the board that there will be a couple conferences in July, which will be an online forum referenced to Climate and discussion on commuting fleet vehicles.

Councilmember Arroyo informed staff that the board made decision to move forward with the public opinion research on items to go on the future ballot tax, that will improve parking conditions and include transit for funding streams.

## **STAFF COMMUNICATIONS**

General Manager Greg Pratt announced that the FTA, Federal Infrastructure & Jobs Act that congress signed into law by President Joe Biden on November 15, 2021, will be providing funds for federal-aid highways, safety programs, and transit programs. With that, he suggested the idea of bringing on someone from Workforce Development to educate Staff and the Board on work force agreements.

## **CLOSED SESSION**

Pursuant to Government Code Section 54956.9 (a) the board meet in closed session to discuss the following existing litigation: Charles Edwards and Ted Sheets dba ADA in MOTION vs. Humboldt Transit Authority, Greg Pratt, and Katie Collender, and Humboldt County Superior Court Case # CV2300002.

## **ADJOURNMENT**

Meeting adjourned at 10:54 a.m.



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 7, 2023

SUBJECT: Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)

On July 19, 2018, Federal Transit Administration (FTA) published the [Public Transportation Agency Safety Plan \(PTASP\) Final Rule](#), which requires certain operators of public transportation systems that receive federal funds under FTA's [Urbanized Area Formula Grants](#) to develop safety plans that included the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective on July 19, 2019, with a compliance deadline of July 19, 2020.

The rule applied to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307); recipients of FTA's [Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program](#) (Section 5310) and/or [Rural Area Formula Program](#) (Section 5311) are currently excluded. Therefore, the Authority who only receives financial assistance via Section 5310 and Section 5311 and is not required to have a PTASP at this time. However, the Authority's senior management team and its Sedgwick safety and risk management consultant, believed that establishing and implementing the program would strengthen the Authority's safety and risk management program, thus providing increased safety for the public who use the Authority's services and the safety of the Authority's employees while also reducing operating costs through improved safety and risk management. The Authority's Board approved the first HTA PTASP in July 2020.

Each year the Authority's PTASP plan reviews the plan and the accomplishments of the current year to develop a revised plan that contains amended goals for continuous improvement. Specific goals for system reliability are required as part of the plan. The chart below shows the accomplishments of the 2022/2023 PTASP Safety Performance goals.

Mode of Transit Service	Fatalities Goal	Fatalities Experienced	Injuries Goal	Injury Experienced	Safety Events Goal	Safety Events Experienced	System Reliability Goals	% of System Reliability Goal Achieved
Commuter	0.0	0.0	0.0	2.0	0.0		9,700	74.8%
Dial-A-Ride	0.0	0.0	0.0	0.0	0.0	0.0	25,000	26.9%
Fixed Route	0.0	0.0	0.0	0.0	0.0	0.0	4,800	113%
Intercity	0.0	0.0	0.0	1.0	0.0	0.0	31,000	118%



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2023/2024 HTA PTASP Safety Performance goals are illustrated in the table below. The distance between the need to remove a bus from service (reliability) Milage has been decreased for the Commuter and Dial-A-Ride systems and increased for the fixed route and intercity runs due to an aging fleet and other factors considered such as trends over the last two years.

Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability
Commuter	0.0	0.0	0.0	9,500
Dial-A-Ride	0.0	0.0	0.0	20,000.00
Fixed Route	0.0	0.0	0.0	6,500.00
Intercity	0.0	0.0	0.0	36,000.00

The past year's projections on the PTASP are taken from quarterly rates totals and adjusted to reflect a probable goal to achieve. This year's projections are relying on the same information that has been used in the past with adjustments that are reflective of an achievable goal narrative based on last two year's data included in the PTASP.

In addition to the projections, we have implemented training for all drivers involved in an at fault accident.

The PTASP Committee - HTA is voluntarily meeting the new FTA requirements for large bus transit agencies to include the agency's safety team in the in the Agency's PTASP review process. Attached to this report is the draft for the 2023/2024 Humboldt Transit Authority PTASP for the Board's approval.

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



**Appendix A – Resolution to Re-Certify and Approve the HTA PTASP**

**RESOLUTION NO. 23-07,**

**APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) FOR THE  
HUMBOLDT TRANSIT AUTHORITY**

WHEREAS, the Humboldt Transit Authority directly operates, oversees safe, friendly, and reliable public transportation in the County of Humboldt; and

WHEREAS, the Redwood, Eureka Transit and AMRTS are local fixed-routes and Willow Creek and Southern Humboldt are intercity systems operated by the Humboldt Transit Authority. The local paratransit public transportation service is operated through a sub-contractor by CAE Transport Inc.; and

WHEREAS, the Public Transportation Agency Safety Plan formalizes safety programs and procedures in place at the Humboldt Transit Authority and improves the safety risk management, safety assurance, and safety oversight processes; and

WHEREAS, the safe operation of public transportation for Humboldt Transit Authority is the top priority of the Authority and the Governing Board.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority does hereby approve and accept the agency's 2023/24 Public Transportation Agency Safety Plan.

PASSED, APPROVED AND ADOPTED this 7th day of June 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Name: Natalie Arroyo

Title: Chair of the HTA Governing Board of Directors

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary to the Board



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 7, 2023

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

In March of 2016, Humboldt Transit Authority became the county's Coordinated Transportation Services Agency (CTSA) to oversee and manage the paratransit system in the region. The purpose of the CTSA is to address paratransit inefficiencies, monitor system performance, reduce costs, and improve coordination with other agencies.

The HTA Maintenance Department continues to maintain low repair costs with scheduled routine maintenance and assistance from the State of Good Repair grant, which has helped stabilize costs. CAE and HTA will continue to use ridership data and trends to better serve the community, member entities, and the public.

Staff is recommending extending the agreement between CAE Transport and the Humboldt Transit Authority for a one-year term with a 5% increase from the prior year. The affected entities have been notified and approved the funding agreement for the 23/24 FY.

*~Contract Enclosed*

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



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TO: Chair Arroyo  
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner  
Jim Wilson, Maintenance Director

DATE: June 7, 2023

SUBJECT: Recommend Adoption of the Zero Emission Bus Rollout Plan

### **BACKGROUND and RATIONAL**

#### **Innovative Clean Transit Regulation**

In 2019 the California Air Resources Board (CARB) adopted the Innovative Clean Transit (ICT) Regulation which is codified in Title 13 California Code of Regulations, Section 2023. The ICT Regulation applies requirements on transit agencies purchasing buses with a gross vehicle weight rating (GVWR) greater than 14,000 pounds. The requirements for small transit agencies, which HTA qualifies as, are summarized as the following:

- Starting January 1, 2023, a transit agency must retain a newly purchased zero-emission bus for at least five years starting from the date of being placed in the active bus fleet to satisfy the zero-emission bus purchase requirements.
- Starting January 1, 2026, twenty-five percent of the total number of new bus purchases in each calendar year must be zero-emission buses; and starting January 1, 2029, all new bus purchases must be zero-emission buses.
- The required minimum number of zero-emission buses can be achieved with any combination of new zero-emission bus purchases and zero-emission buses already present in the fleet.
- Purchase of cutaway, over-the-road, double-decker, and articulated buses are subject to these requirements only if there is an available Altoona tested model available.
- Requests for exemption are allowed, must be filed for each year that the exemption applies, and must demonstrate at least one of the following circumstances
  - Delay in bus delivery caused by setback in construction of infrastructure needed.
  - Available zero-emission buses cannot meet a transit agency's daily mileage needs.
  - Available zero-emission buses do not have adequate gradeability performance.
  - A zero-emission bus type for applicable weight class is unavailable.
  - Financial hardship.

Furthermore, the ICT Regulation requires transit agencies to develop a Zero Emission Bus Rollout Plan. This Plan must be approved by the Board, and submitted to CARB no later than July 1, 2023. This Plan is intended to be a living document, and does not legally bind HTA to the Plan.



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### Federal Transit Administration Zero Emission Fleet Transition Plan

On November 15, 2021 the Infrastructure Investment and Jobs Act enacted the Bipartisan Infrastructure Law. This law amended the statutory provisions for the Grants for Buses and Bus Facilities Competitive Program (49 U.S.C. § 5339(b)) and the Low or No Emission Program (49 U.S.C. § 5339(c)) to include a requirement that any application for projects related to zero-emission vehicles include a Zero-Emission Transition Plan.

The Zero-Emission Fleet Transition Plan must:

- Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current request for resources and future acquisitions.
- Address the availability of current and future resources to meet costs for the transition and implementation.
- Consider policy and legislation impacting relevant technologies.
- Include an evaluation of existing and future facilities and their relationship to the technology transition.
- Describe the partnership of the applicant with the utility or alternative fuel provider.
- Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid displacement of the existing workforce.

In February, 2023 the Board approved HTA staff to apply to grants for funding for a new maintenance facility. On April 7<sup>th</sup> staff submitted applications to both the Grants for Buses and Bus Facilities Competitive Program and the Low or No Emission Program. To meet the requirements of these grant programs, staff decided to combine the ICT Rollout Plan and the FTA Transition Plan into the same document.

### **FISCAL IMPACT**

The marginal cost of zero emission buses is significant in today's market. In general zero emission buses are twice the cost of their gasoline or diesel equivalents. The impact to HTA's capital expenditures will be significant.

HTA anticipates grant funding to cover all of the marginal cost of zero emission buses in the near term. HTA also anticipates grant funding to cover the large majority of the capital cost of fueling infrastructure. In 2022 HTA secured a grant from the Transit and Intercity Rail Capital Program Cycle 5 that covers 100% of the cost of 11 fuel cell electric buses and hydrogen fueling station. HTA anticipates continued success in securing grant funding to subsidize the marginal cost of zero emission buses.

However, the impact to operating costs associated with higher fuel cost compared with gasoline and diesel is expected to be significant. HTA has been regularly and proactively communicating with state agencies regarding this concern. Recently this has included:



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- Frequent conversations with CARB staff, including the Low Carbon Fuel Standard team regarding consideration of extended capacity credits to medium-heavy duty fueling stations owned by transit agencies.
- Coordinating with the California Governor's Office of Business and Economic Development (GoBiz) regarding development of a Statewide Hydrogen Fuel Procurement Contract with the goal of reducing the cost per kg of hydrogen fuel. Staff believes the California Department of General Services will release Statewide contract summer of 2024.
- Expressing concerns to the California Transportation Commission at a townhall meeting in Redding on April 12<sup>th</sup>, 2023
- Participating in a 1-year project spearheaded by GoBiz called "Implementation Working Group Convening & Business Case Analysis for Zero-Emission Transit in California's Far North Super Region." This project was just awarded to a consultant in May, and staff anticipates the study to be completed by spring of 2024.
- Expressing concerns to the California Energy Commission through the Clean Transportation Program Investment Plan Advisory Committee.
- Engaging in and tracking the California statewide application to the DOE Hydrogen Hub grant solicitation, coordinated through the Alliance for Renewable Clean Hydrogen Energy Systems
- Engaging with local offshore wind development companies regarding opportunities for local hydrogen production.

There will also be a near term fiscal impact associated with training and tooling up maintenance staff and operations to accommodate the rapid shift to a zero emission fleet. HTA currently has grant funding in hand to cover these costs through 2025. HTA anticipates continuing to secure grant funding to cover this cost. For example, FTA grants for zero emission buses and infrastructure require that 5% of total grant funds be dedicated to training and workforce development.

#### **ADVANTAGES/DISADVANTAGES**

Advantages include:

- Compliance with State regulation,
- Alignment with the 2022-2042 Regional Transportation Plan regional targets, and
- Play a leading role in facilitating zero emission fleet transition efforts throughout the County and the North State

Disadvantages include:

- Significant change to current maintenance operations over a short period of time
- Challenges with operating relatively new technology in an early market
- Potential challenges with operating four different fuels (gasoline, diesel, electricity, and hydrogen) over the next 10-15 years.



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### **ALTERNATIVES ANALYSIS**

HTA staff sees two alternatives to the recommended action:

1. Choose not to adopt a Zero Emission Bus Rollout Plan. Staff does not recommend this alternative as this would bring HTA out of compliance with State regulation. The penalties associated with this are unknown.
2. Choose to request modifications to the proposed Zero Emission Bus Rollout Plan. This would delay HTA staff's ability to meet the deadline of submitting a Rollout Plan to CARB by July 1<sup>st</sup>, 2023. Staff believes that HTA would be able to submit a Rollout Plan to CARB late without penalty, but this is not desirable.

***Action Recommended: Adopt Resolution 23-09 approving the Zero Emission Bus Rollout Plan for the Humboldt Transit Authority.***

**RESOLUTION NO. 23-09,**

**APPROVING THE ZERO-EMISSION BUS ROLLOUT PLAN  
FOR THE HUMBOLDT TRANSIT AUTHORITY**

WHEREAS, the Humboldt Transit Authority directly operates, oversees safe, friendly, and reliable public transportation in the County of Humboldt; and

WHEREAS, California Code of Regulations Title 13, Division 3, Chapter 1, Article 4.3, Part 2023.1(d) Zero Emissions Bus Rollout Plan Requirements requires that a transit agency Zero-Emission Bus Rollout Plan must be approved by its governing Board and submitted to the California Air Resources Board no later than July 1<sup>st</sup>, 2023; and

WHEREAS, HTA procured its first zero emission bus October, 2018 to kickstart the process of assessing and understanding zero emission technologies; and

WHEREAS, in December 2<sup>nd</sup>, 2020 the HTA Board received a presentation on the results of a Comparative Analysis of Electric and Hydrogen Transit Fleets; and

WHEREAS, on May 5<sup>th</sup>, 2021 the HTA Board authorized staff to apply for grants that will provide funding for zero emission infrastructure and buses; and

WHEREAS the Humboldt County Association of Governments 2022-2042 Regional Transportation Plan identifies the following Regional Targets:

- 100% of public buses and school buses are zero emission by 2030;
- Each governmental agency starts converting fleet vehicles to zero-emission by 2022, with interim targets to meet the State's 2035 goals:
  - 25% of public fleet passenger cars, SUVs, and forklifts are zero-emission by 2025, and 50% by 2030.
  - 30% of public fleet medium-duty and pick-up trucks are zero-emission by 2030.
- 100% of public fleet work vehicles are zero emission by 2036.
- In Humboldt County, by 2024 hydrogen fuel is available for public transit and long-haul commercial fleet vehicles, with green hydrogen fuel available as much and as soon as possible;
- In Humboldt County, by 2030 there is sufficient hydrogen fueling infrastructure and green hydrogen fuel available to enable inter-county travel of medium and heavy-duty fuel-cell EVs; and

WHEREAS, Zero-Emission Bus Rollout Plan sets forth the Humboldt Transit Authority's plan which meets the following requirements:

- A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engine buses;
- Identification of the types of zero-emission bus technologies Humboldt Transit Authority is planning to deploy;
- A schedule for zero-emission and conventional internal combustion engine bus purchases and lease options;

- A schedule for conversion of conventional internal combustion engine buses to zero-emission technologies;
- A schedule for construction of facilities and infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission buses;
- Explanation of how Humboldt Transit Authority plans to deploy zero-emission buses in Disadvantaged Communities;
- A training plan and schedule for zero-emission bus operators and maintenance and repair staff; and
- Identification of potential funding sources.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Humboldt Transit Authority hereby approves the Humboldt Transit Authority's Zero-Emission Bus Rollout Plan as set forth in full.

BE IT FURTHER RESOLVED that insofar as the provisions of any Ordinance, Resolution, document, or previous action of the Board and/or the Executive Director, prior to the date of this Resolution, are inconsistent with the provisions of this Resolution or any policy adopted by this Resolution, this Resolution and the Board Policies adopted herein shall control.

PASSED, APPROVED AND ADOPTED this 7th day of June 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Name: Natalie Arroyo

Title: Chair of the HTA Governing Board of Directors

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary to the Board





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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 7, 2023

SUBJECT: 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.

Since 2001, HTA has been providing maintenance for all AMRTS buses and vehicles. This includes garage space for AMRTS buses, providing necessary inspections, fueling, and daily cleanings. Due to the difficulty of finding and retaining Commercial B drivers, the City of Arcata would like to amend the contract to include HTA providing drivers and the operations of the AMRTS routes beginning July 1, 2023.

Routing and hours of operation will remain under the direction of the Arcata City Council and any substantial changes to fares, routes, and hours will need to be approved by them. The City of Arcata Employees that currently drive AMRTS Routes will have the opportunity to apply for work at HTA, providing they meet the necessary requirements.

This agreement is for a one-year term to give both HTA and the City of Arcata time to evaluate the service and make adjustments to the contract if needed.

***Action Recommended: 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.***

**AMENDED AND RESTATED AGREEMENT BETWEEN CITY OF ARCATA AND HUMBOLDT TRANSIT  
AUTHORITY FOR OPERATION AND MAINTENANCE OF ARCATA AND MAD RIVER TRANSIT  
(A&MRTS) SYSTEM AND VEHICLES**

This is an amendment to and restatement of that certain agreement entered into by and between the City of Arcata, a municipal corporation of the State of California (hereinafter called "City"), and Humboldt Transit Authority, a joint powers authority (hereinafter called "HTA"), on July 1, 2020, entitled *Agreement for Parking and Maintenance Repair Service* ("Existing Agreement"). This amendment and restatement is effective on July 1, 2023 ("Effective Date").

**RECITALS**

**WHEREAS**, the City owns and operates a public transit system known as the Arcata and Mad River Transit System, or "A&MRTS;"

**WHEREAS**, HTA owns and operates public transit systems throughout Humboldt County including the Eureka Transit System (ETS), Redwood Transit System (RTS), Willow Creek Transit System, and Southern Humboldt Transit System;

**WHEREAS**, HTA has provided transit bus maintenance services for the A&MRTS buses since 2001, and currently provides such services through the Existing Agreement;

**WHEREAS**, the City does not have adequate staffing to continue cost effective operation of the A&MRTS and the City desires to have HTA administer and manage the operation and maintenance of the A&MRTS in a manner that continues to provide frequent and economical bus service to its residents and allows Arcata to maintain control over certain policy decisions associated with the A&MRTS, based on the terms and conditions set forth below; and

**WHEREAS**, Public Utility Code section 99288 authorizes a City to contract for transit operation services;

**WHEREAS**, HTA possesses the power under California Government Code section 6502 and the joint exercise of powers agreement under which it is constituted to provide such services and receive payment therefore.

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions, and obligations contained herein, the parties herein agree to amend the Existing Agreement and restate such amended agreement in its entirety as follows:

1. Operation and Management: HTA shall manage the operation of the City's fixed route A&MRTS. Said operation and management shall include, but not be limited to the following:
  - a. Providing necessary vehicle maintenance, equipment, office and garage space, and employee facilities;

- b. Providing regular preventive maintenance inspections, maintenance and repair services, tune-ups, and fueling services for all City owned transit vehicles;
  - c. Providing sufficient numbers of qualified personnel to render the services described in this Agreement; and
  - d. Complying with all federal, state and local laws, ordinances, and requirements including but not limited to all necessary licenses and permits for such transit services;
2. Term of Agreement: The initial term of this Agreement shall be for one year commencing July 1, 2023, and ending June 30, 2024, unless sooner terminated as provided herein.
3. Service, Routes and Fares, Changes:
- a. *Regular Service*. HTA will operate the A&MRTS using current fixed routes and schedules of service and times. HTA will provide at least 24 hours prior notice of any changes to the regular service to City's Designated Representative and to Cal Poly Humboldt. HTA will not make "substantial changes" to any current A&MRTS fares, routes, service, schedules and transfer privileges, as defined in Section 15 without authorization from City, should HTA desire to make substantial changes to fares, routes, service, schedules and transfer privileges.
  - b. *Substantial change*: The City reserves the right to make substantial changes to the A&MRTS policies including but not limited to fares, routes, and schedules. Except for in emergency situations, said substantial changes shall be by written notice from the City to the HTA provided no less than four (4) complete calendar months in advance of the desired service change implementation date.

For purposes of this Agreement, a "substantial change" in the service level shall be deemed to occur if such service change results in any one or more of the following conditions:

- 1) An increase of ten percent (10%) or more in total revenue vehicle service hours system-wide, as computed from the service level existing on July 1, 2023;
- 2) A decrease of twenty percent (20%) or more in total revenue vehicle service hours system wide, as computed from the service level existing on July 1, 2023;
- 3) A change in the number of buses HTA is required to operate and maintain as a result of service changes;
- 4) The addition or deletion of an entire route.

Any substantial change to the service level, as defined above, shall cause the amount of compensation provided for in Section 20 of this Agreement to be adjusted to compensate for any increase or decrease in the cost to HTA.

- c. *Temporary Service*: HTA will provide temporary special public service upon 30 days advance written request from the City Manager. The costs to HTA to provide such

service shall be compensated by the City, and shall be agreed to in advance by the Parties.

4. Personnel:

- a. *HTA Personnel:* HTA shall at all times provide sufficient personnel to operate the A&MRTS, as well as sufficient personnel to provide maintenance and repair services, as provided for herein. HTA shall hire, supervise, and discharge all HTA personnel involved in the operation of said bus transit system as well as the maintenance/repair of said transit vehicles. HTA shall make all reasonable efforts to ensure that bus operators are thoroughly qualified in the operation of transit vehicles, present a neat appearance and conduct themselves in a courteous, efficient manner. HTA shall make all reasonable efforts to ensure that maintenance/repair personnel are thoroughly qualified to perform their duties. HTA shall compensate all personnel and shall pay all state, federal and local employment taxes and any benefits or other compensation due said personnel by virtue of their employment. HTA shall, at HTA's expense, maintain Worker's Compensation insurance to cover all personnel during their employment by HTA. It is expressly understood that the relationship of employer and employee shall exist only between HTA and said personnel.
- b. *City Personnel:* The City shall hire, employ and supervise sufficient personnel to oversee the Arcata Intermodal Transit Station, located at 925 E Street in Arcata, CA. The City shall compensate all such personnel, and pay all state, federal and local employment taxes and any benefits or other compensation due said personnel by virtue of their employment. The City shall, at the City's expense, maintain Worker's Compensation insurance to cover all such personnel during their employment by the City. It is expressly understood that the relationship of employer and employee shall exist only between the City and said personnel.
- c. *Operator's License.* All bus operators shall have a valid Class B vehicle operator's license issued by the State of California, and shall meet all applicable local, state, and federal requirements for operation of transit vehicles.

5. Business Office: HTA shall maintain a local office, listed telephone, and website under the name Humboldt Transit Authority located at 133 V Street, Eureka, CA. The office shall remain open 8:00 a.m. to 4:30 p.m. (closed for lunch between 12:00 p.m. and 1:00 p.m.), Monday through Friday, except holidays. HTA shall provide reasonable advance notice to the City in the event it relocates its office.

6. Shop Hours. HTA shall maintain a local maintenance shop within its own facility. The shop shall remain open 5:00 a.m. to 10:00 p.m., Monday through Friday, and 7:00 a.m. to 8:30 p.m. on Saturday, except holidays. HTA may revise shop hours and, in such event, shall provide notice to the City's Designated Representative.

7. Vehicles: City shall, at City's expense, provide a minimum of six (6) 35' low floor coaches and two (2) Class C Cutaway transit vehicles for the operation of the City's fixed route service. All transit vehicles shall be equipped to conform to all applicable laws, rules, and regulations, and the cost of any alterations or modifications that may be necessitated by a change in any law, rule, or regulation shall be assumed by the City. City owned vehicles shall be used only on A&MRTS routes unless otherwise permissible by federal regulation and authorized by both the City Manager and the HTA General Manager.
8. Maintenance:
- a. *Maintenance Services:* HTA shall service and maintain all City owned vehicles used in the operation of the A&MRTS transit system and shall at all times keep the vehicles in a neat and clean condition. Such service and maintenance shall include, but not be limited to, the following:
    - 1) Maintaining equipment in accordance with the maintenance specifications as specified by the manufacturer and to the satisfaction of the California Highway Patrol.
    - 2) Providing for, and bearing the cost of, periodic lubrication of the buses and cleaning the exterior and interior of the vehicles.
    - 3) Providing for oil and other maintenance not otherwise specifically provided herein.
    - 4) Providing for repairs as may be necessitated by acts of vandalism.
    - 5) Providing for technological upgrades, as approved by the City.
    - 6) Maintaining General Transit Feed Specification (GTFS) equipment.
    - 7) Maintaining video surveillance equipment.
    - 8) Maintaining technological services related to buses
    - 9) Monitoring charging stations for potential repair and maintenance needs by HTA's third party vendor.
  - b. *Maintenance Costs:* Except as set out below in Section 9, Repairs, HTA shall bear the cost of such maintenance up to the amount which can be covered by the payments for this Agreement as provided for under Section 21, Compensation.
  - c. *Maintenance Records:* HTA shall keep such maintenance records as deemed appropriate by the City Manager and required laws and regulations. Such records shall include records of all maintenance and checks performed on vehicles, listed according to date, mileage, and engine hours. HTA shall maintain records showing total maintenance costs, labor time, operating costs, and periods of out of service for each vehicle.
9. Repairs of A&MRTS Vehicles:
- a. The cost of repairs to City's A&MRTS vehicles necessitated by collision with fixed or non-fixed objects will be borne by HTA; provided, however, that if such repair costs exceed \$250.00, HTA will pay the first \$250.00 per affected vehicle, and City will pay the repair costs in excess of \$250.00, up to the insurance deductible amount assigned

- to the affected A&MRTS vehicle.
- b. The cost of repairs to City's A&MRTS vehicles necessitated by causes other than collision will be paid as follows: HTA will pay the first \$400.00 per affected vehicle, and the City will pay the cost of repairs in excess of \$400.00, up to the insurance deductible amount assigned to the affected A&MRTS vehicle.
  - c. HTA will pay the full cost of repairs caused by faulty maintenance by HTA; if such repairs as are covered, then HTA need only pay the cost up to the insurance deductible amount assigned to the affected A&MRTS vehicle.
  - d. All repairs in excess of \$2,000.00 necessitated by any cause shall be approved by the City's Designated Representative before being made. Repairs covered under this Section include, but are not limited to, collision and those non-scheduled repairs which are not part of regular maintenance schedule as described in Section 7, Vehicles.
10. Road Calls. HTA shall, at HTA's expense, provide roadside repairs for City's A&MRTS vehicles based on the repair cost schedule set out in Section 8, Maintenance. HTA shall keep records of road calls including all repairs performed on vehicle during such road call.
11. Parking Facility. HTA shall provide a secured parking space for each A&MRTS bus when that bus is not in service. HTA shall also provide a secured parking space for two (2) A&MRTS support vehicles being used for driver relief transportation while that vehicle is not in service.
12. Annual California Highway Patrol Terminal Inspection. HTA shall provide comprehensive maintenance records and support personnel, as well as any other maintenance related documentation required for a California Highway Patrol annual terminal/equipment inspection.
13. Additional Operational Duties: As part of HTA's responsibilities in operating the AM&RTS, HTA will undertake the following:
- a. National Transit Database reporting.
  - b. DMV record keeping.
  - c. Title VI (accessibility) reporting and Limited English Proficiency (LEP) Title VI reporting.
  - d. Annual CHP Operators Reporting and Inspections.
  - e. Assistance in providing data for the City to complete compliance paperwork associated with California Department of Transportation (Caltrans) and Federal Transit Administration (FTA) requirements.
  - f. Compile monthly ridership data and provide summary for A&MRTS in excel format.
14. Bus Stops: City shall be responsible for installing and maintaining bus stops and shelters in such locations as City deems necessary for the operation of the fixed route service on all routes. Stops shall be marked by painted curbs, signs, or other means of identification as City shall determine. All such identification stops shall be of adequate length to permit vehicles to stop parallel to the curb. City shall be responsible for cleaning of all bus shelters.

City shall be responsible for repairs resulting from vandalism or accidents which are not the fault of the HTA.

15. Control of Vehicles: HTA drivers while operating a City vehicle pursuant to this Agreement, may, in their discretion, refuse transportation to any disorderly person or to any person who fails to abide by the rules and regulations of HTA, or who, while riding on said vehicle, violates any local, state, or federal law.
16. Equal Employment Opportunity: HTA is an Equal Employment Opportunity provider and does not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (including gender and pregnancy), gender expression, gender identity, mental or physical condition, age, political belief or physical disability.
17. Status: In the performance of its obligations hereunder, HTA shall have the status of an independent contractor, and shall not be deemed an employee, agent, or officer of City.
18. No Assignment: HTA shall not assign, transfer, or otherwise substitute its interest in this Agreement or its obligations hereunder without the written consent of City.
19. Advertising: City shall have the exclusive right, at its sole cost, to place advertising or public service announcements on the exterior and interior of City's buses. City shall be entitled to all revenue derived from the aforementioned advertising. The City shall coordinate with HTA to have advertisements/announcements installed or removed by an HTA approved vendor.
20. Accounting for Fares:
  - a. HTA will remove locked cash vaults from A&MRTS buses on a daily basis and count and record the contents of each vault. The fares collected in said vaults will be credited to the City of Arcata on a monthly basis. A report will accompany the monthly payment of fares to the City and will contain the following information for each operating day of each month: route, cash fares collected, ticket sales, pass sales, as well as any other type of fare collected. Such reports will be made available to the City by the 15th day of each month, or upon request by City.
  - b. City employees and their immediate families shall be entitled to free transportation on the A&MRTS upon presentation of a City-issued pass for this purpose. The City shall provide HTA with a copy of the form of pass, or types of pass forms, used.
  - c. At City's discretion, City may elect to sponsor A&MRTS public ridership fares during special community events, including but not limited to: Cal Poly Humboldt graduations, Godwit Days, and Oysterfest. For such City-designated special events, HTA shall maintain a tally of the ridership for the duration of the event and report the total sponsored ridership cost to the City. The City shall provide at least thirty (30) days' advanced notice to HTA of any such sponsored events.

21. Compensation:

- a. *General:* For fiscal year 2023 -2024 City will pay HTA for the performance of the service set forth in this Agreement as follows:
  - 1) Payment of the monthly fixed rate for operations and maintenance of \$50,324.44.
  - 2) Agreed to cost of temporary non-regular service provided at the City's request.
  - 3) Costs for tires, technology services and fuel will be invoiced separately.
  - 4) Any additional costs incurred by HTA for City-sponsored ridership fares used for special events pursuant to Section 20(c).
- b. *Overhead Allocation:* HTA will adjust overhead allocation rates charged to City based on the addition or deletion of services that HTA provides or administers .

22. Termination for Cause: All of the terms and conditions of this Agreement are considered material and in the event either party defaults in the performance of any of the covenants or agreements to be kept, done or performed by it under the terms of this Agreement, and written notice by mail or by personal service of said default is given to the other party within ten (10) calendar days of the date of default setting forth the nature of the default, and that party fails, neglects or refuses for a period of thirty (30) calendar days thereafter to remedy said default, then the other party without further notice and without suit or other proceedings may cancel this Agreement. In the event of the termination of this Agreement by breach or default by HTA as hereinabove specified, or any of the provisions of this Agreement, City shall have the right forthwith to take possession of all City-owned transit vehicles, equipment and supplies.

In the event of any major breach of the maintenance requirements set forth in Section 7 herein, and upon refusal of HTA to remedy said breach after ten (10) calendar days written notice thereof, City reserves the right to remedy the maintenance deficiencies and charge HTA the cost of said remedy. It being further provided, however, that in the event that any notice provided for in this paragraph is given to HTA for an alleged breach of agreement and HTA believes that it has remedied such breach but such remedy has been questioned by City, then in such event, the parties will discuss and attempt in good faith dispute resolution as to whether a violation constituting a breach of Agreement has been occurred and been remedied.

Any failure of either party to perform its obligations under this Agreement caused by earthquakes, fire, flood, strikes, or riots beyond the control of the party shall not be deemed a default under the provisions of this section.

23. Termination Without Cause: The parties hereto at any time shall have the option



to terminate this Agreement without cause by giving not less than 180 days written notice thereof to the other party. In the event of termination hereunder, further respective obligations of the parties hereto shall cease as of the effective date of termination.

24. Insurance: HTA and the City are both active members of the California Transit Indemnity Pool (CalTIP), a California Transit Systems Joint Powers Authority. Each party shall diligently fulfill its duties as Members and Covered Parties in accordance with the current Memorandums of Coverage (MOC) for the CalTIP Liability Program and the Vehicle Physical Damage Program, which are incorporated herein by reference.
- a. *Public Liability and Property Damage Insurance*: Through the CalTIP Liability Program, each party shall insure its respective Board or Council, officers, officials, employees, agents and volunteers against all claims for personal injury or death to any person or persons and property damage resulting from their respective performance of the duties and obligations hereunder in the amount of \$2,000,000.00 combined single limit.
  - b. *Vehicle Physical Damage (VPD)*: City shall maintain physical damage coverage for the A&MRTS vehicles of City's bus system for their fair market value. In the event of a loss, HTA shall notify the City immediately and fulfill the Member duties described in Section VII. CONDITIONS within the VPD MOC on the City's behalf.
25. Indemnity: For any claims arising out of transit operations utilizing A&MRTS vehicles, the City shall indemnify and save harmless HTA, its officers, agents, employees, and servants from all claims, suits, or action of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property, excluding the gross negligence or intentional misconduct of HTA, or its officers, agents, employees and servants, in performing services under this Agreement.

However, the City shall not be liable for bodily injury to any employee of HTA arising out of and in the course of employment by HTA, or any obligation thereof under workers' compensation, unemployment compensation, or disability benefits law, or under any similar law.

City's indemnification responsibilities shall not apply to claims arising out of or connected with the application of the principles of eminent domain, condemnation proceeding, retroactive condemnation, inverse condemnation or reverse condemnation, by whatever name called.

26. Return of Equipment upon Termination: Upon termination of this Agreement, HTA shall return to City all vehicles, equipment and supplies owned by City and used in the operation of the bus system. Such vehicles shall be in good operating condition, reasonable and normal wear and depreciation excepted.

27. HTA's Failure to Perform Scheduled Service Runs:

- a. HTA agrees that strict adherence to the fixed route schedule of operations in rendering the public service is of primary importance. In the event that vehicle service hours are not provided by the HTA, no payment will be made for any vehicle service hours not performed. If a nonconformance to a schedule is determined by the City to have been caused by special circumstances, the above provision may be waived by the City at its option.
- b. The continued failure of the HTA to adhere to the schedule of operations shall constitute a breach of the Agreement which shall be grounds for termination of the Agreement under Section 25, Termination for Cause.

28. Promotion: Promotion of the Arcata and Mad River Transit System and printing of tickets, schedules, and brochures shall be at the expense of the City. HTA shall assist City in activities promoting public awareness and use of City's bus service.

29. Designated Representatives. HTA and City designate the following specific individuals to act as HTA's and City's representatives and primary contact persons with respect to the services to be performed or furnished by HTA and responsibilities of City under this Agreement ("Designated Representative"). Such individuals shall have authority to transmit instructions, receive information, and implement the contract on behalf of each respective party. Either party may change the individual name of the Designated Representative by written notice to the other party.

**City Designated Representative:**

Name: Netra Khatri  
 Title: City Engineer  
 Phone: (707) 825-2173  
 Email: [nkhatr@cityofarcata.org](mailto:nkhatri@cityofarcata.org)

**HTA Designated Representative:**

Name: Greg Pratt  
 Title: General Manager  
 Phone: (707) 443-0826 ext. 101  
 Email: [greg@hta.org](mailto:greg@hta.org)

30. Counterparts. This Agreement may be executed in counterparts, each of which will be considered an original, but all of which will constitute one and the same agreement. Facsimile, portable document format (pdf), and verified electronic signatures shall be binding and considered as if an original.

**WITNESSTH,** the parties have executed his Agreement effective on the day set forth above.

*(Signatures on following page)*

**CITY OF ARCATA:**

By: Karen Diemer

Name: Karen Diemer

Title: City Manager

Date: 5.4.2023

**HUMBOLDT TRANSIT AUTHORITY:**

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_



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](http://www.hta.org)

TO: Chair Arroyo  
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: June 7, 2023

SUBJECT: Draft Fiscal Year 2023/2024 Budget

Staff has completed the annual budget for the upcoming fiscal year. Through the budgeting process HTA examines its transactions closely, identifies service changes, gathers funding estimates, and considers economic forecasts to produce a balanced draft budget that anticipates how the agency will meet financial obligations in the upcoming year while striving towards its operational goals.

HTA is committed to rebuilding the ridership base lost during the pandemic. This will be accomplished by expanding outreach, simplifying fare processes, listening to community needs, and continuing to build public and private partnerships. Investment in technology will further this goal while increasing comfort and streamlining processes for riders. An accessible, convenient, affordable transit system benefits all residents of Humboldt County and these priorities are embedded in next year's budget.

The Finance and Operations Committee reviewed the budget on May 26, 2023 and approved the draft. Explanations for increases and reductions from the prior year's budget are included.

***Action Recommended: Review 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.***



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## 1. Revenue

- a. Contract transportation is much higher as it now includes the Arcata operations revenue.
- b. In anticipation of the new fare structure, and with conservative ridership increases, there's only a slight increase in fares. If we achieve higher ridership, this will be even more favorable.
- c. After taking advertising in-house, revenue will more than double.
- d. HTA opted to use CARES rather than request a large increase from members last fiscal year, increasing contributions by only 3%. This year HTA requested a larger portion to make up for increased costs in RTS, 5%. The increases for SHI and WC followed the contractual structure agreed to in 2021. Staff withheld requesting more from the County for ETS, although with City of Eureka's LTF going largely to DAR this ended up requiring more Cares Act for that system.
- e. HTA's allocation of 5311 commuter and fixed route operating funds is only 2% more than the prior fiscal year, not on pace with costs. CalTRANS released more 5311(f) intercity operating funds to HTA this year for the Redwood Coast Express (RCX) route and concurrently allocated additional funding for SHI and WC.
- f. Cares Act funds were allocated to each system based on shortfalls from other revenue sources, encouragingly HTA requires less than last year in part due to advertising revenue and the TIRCP grant.
- g. STA and SGR allocations were larger in this fiscal year. The regional pools are shared between HTA and A&MRTS.
- h. LCTOP will be used for pass subsidies and ridership recruitment.
- i. Various percentages of current administrative positions whose workloads are displaced with TIRCP grant activities will be offset with that funding.
- j. The Samoa pilot program has ended and will not be renewed due to low ridership. Pending additional funding, HTA hopes to implement a microtransit alternative in the future.

## 2. Expenses

### a. Payroll

- i. Employee pay rates will rise three percent at the start of the fiscal year per their bargaining agreements. It is anticipated that represented employees will request a classification and compensation study during the next negotiating cycle, which will not impact this fiscal year. An unrepresented position salary study is underway, with predictions budgeted.
- ii. The contract for operating A&MRTS and the new Redwood Coast Express route will require more operators, reflected here.
- iii. Insurance
  1. Worker's compensation insurance is holding fairly steady, partially due to HTA's favorable loss history.



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2. Health insurance costs continue to rise, landing mostly on HTA as it pays the full cost of the lowest premium at all dependent levels.
        3. There is a cost savings per employee in dental and life insurance after HTA changed carriers this year.
      - iv. CalPERS employer costs rose for PEPRA and Classic employees.
    - b. Administration
      - i. Higher legal expenses are partially a result of the TIRCP grant, and funding is provided to offset.
      - ii. To correspond with this fiscal year's focus on ridership recruitment, the marketing budget was expanded.
      - iii. Under specialized services, the contract with CAE has been expanded past Dial-a-Ride services to include a pilot microtransit program in Eureka. This is made possible by the new dispatching software implemented in February.
    - c. Operations
      - i. CalTIP is budgeting for higher contributions, but HTA's favorable experience modification factor has mitigated some effects.
    - d. Maintenance
      - i. No significant changes expected aside from normal cost escalation.
    - e. Vehicles
      - i. Outside repair shops are charging more, increasing the contract repairs estimate.
      - ii. The per gallon cost of fuel continues to rise overall and will increase with the addition of more service.
    - f. Facilities
      - i. Software has become more expensive, especially as more companies have moved to a subscription billing model.
      - ii. HTA is prioritizing technology that improves the rider's experience, such as passenger communication tools and electronic transactions.
  3. Additional Information
    - a. Allocation percentages are based on actual vehicle miles from the prior year.
    - b. CARES funding has helped fill the void of decreased operational revenues, but it will come to an end. Staff are working on finding other sources to ensure a steady transition away from CARES reliance, especially through grant funding and communicating the need for ongoing operational funding from the state and federal governments.
    - c. High inflation continues to impact expenses for goods and services. Continued federal funds rate hikes have slowed this slightly, hopefully costs will stabilize during the upcoming year without a corresponding recession.

HUMBOLDT TRANSIT AUTHORITY  
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 LTF/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  
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 LTF/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  
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.