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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  
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**Wednesday, August 2, 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**

**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 July 5, 2023, Regular Board Meeting.

**Action Recommended: Approve Minutes**

**Staff: Consuelo Espinosa**

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**F. Items Removed from Consent Calendar**

**G. Reports**

1. Draft May 2023 statistics and financial statements for all systems operated by HTA

**Staff: Katie Collender**

**Action Recommend: Review and Discuss**

Enclosed

## H. New Business

### 1. 2021/2022 Fiscal & Compliance Audit

Staff [Katie Collender](#)

Page 08

Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance. The audit was completed with no findings. Staff will present the audit report and answer any questions from board members or the public.

**Action Recommended: Receive, Review, and Direct Staff if Necessary.**

### 2. Claim against HTA

Page 12

Attorney Erik V. Kirk submitted a claim against the Humboldt Transit Authority on behalf of Ted Sheets and Charles Edwards on July 3, 2023. A Notice of Insufficient Claim was sent out on July 18, 2023 and on July 27, 2023 an amended claim was received.

**Action Recommended: Reject the Claim submitted by Attorney Eric V Kirk on behalf of Ted Sheets and Charles Edwards. Attached is a Proposed Letter of Rejection.**

Staff: [Greg Pratt](#)

### 3. HTA Projects Update

Page 17

Staff will update the Board on current and future projects.

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

Staff: [Jerome Qiriazzi](#)

### 4. Microtransit Pilot Program

Page 19

Staff is proposing utilizing downtime on the Dial-A-Ride (DAR) system to open up rides to the general public. HTA is also exploring the use of microtransit, aka on-demand, that will provide transit within the DAR service area, including the Peninsula.

**Action Recommended: Approve the Microtransit Pilot Program, Service Area, and Fare Structure.**

Staff: [Greg Pratt](#)

### 5. Marketing to Promote Ridership

Handout

Staff: [Greg Pratt](#)

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

**Review, Discuss, and Direct Staff if Necessary**

### 6. Delegation of authority to HTA Board TIRCP Grant Ad Hoc Committee to make interim decisions concerning hydrogen fueling station design-build Contractor procurement.

Page 25

[Legal Counsel: Nancy Diamond](#)

HTA staff and its contract partners have begun RFQ development on an accelerated timeline, necessitated by the multifaceted nature of this project and the protracted California Transportation Commission (CTC) grant fund allocation approval process. Staff is requesting the Board authorize the Ad Hoc Committee to approve the design build contractors and authorize the General Manager to issue the RFQ for construction of the hydrogen fueling station.

**Action Recommended: Delegate authority to the HTA TIRCP Grant Ad Hoc Committee to:**  
**1) approve the short list of qualified design build contractors, and 2) authorize the General Manager to issue a RFP for construction of the hydrogen fueling station.**

### 7. Humboldt Transit Authority Personnel Policy for Unrepresented Employees.

Page 27

Staff: [Consuelo Espinosa](#)

Due to changes to the Calpers Circular Letter 200-003-20 and language clean-up, changes are needed to the Personnel Policy for Unrepresented Employees.

**Action Recommended: Approve Amendment to the Humboldt Transit Authority's Personnel Policy for Unrepresented Employees by Adopting Resolution 23-11**

**I. Board Communications**

**J. Staff Communications**

**K. Closed Session:**

1. Before going into closed session, the Board will take Public Comment on the item.
2. Pursuant to Government Code Section 54956.9, the board will meet in Closed Session to discuss a liability claim filed by Charles Edwards and Ted Sheets dba ADS in MOTION on July 3, 2023.
3. The Board will go into Closed Session pursuant to Government Code Section 54957.6. Agency representative: Greg Pratt; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
4. Pursuant to Government Code Section 54957.1, at the conclusion of the closed sessions, a public report will be made by the Board Chair disclosing action taken as required.

**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**

**July 7, 2023**

**PRESENT**

**ABSENT**

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  
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 Qiriaz, Transit Planner  
Sherry Dunlap, Safety & ADA Coordinator

Also in attendance were Nancy Diamond, HTA Legal Counsel; Catherine Sundquist, CAE Transport; Oona Smith, HCAOG.

**CALL TO ORDER**

Chairperson Arroyo called the meeting to order at 9:01 am.

**ROLL CALL & Introductions**

Introductions were made.

**COMMUNITY MEMBERS COMMUNICATION**

None

**SPECIAL PRESENTATIONS**

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

**CONSENT CALENDAR**

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

***Motion by Councilmember Stillman, second by Supervisor 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 May 3, 2023, Regular Board Meeting.

**Action Recommended: Approve Minutes**

*Staff: Consuelo Espinosa*

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

## Items Removed from Consent Calendar

2. Eliminating Stale Balance in Account 3013 Capital Purchases

*Staff: Katie Collender*

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

Supervisor Arroyo removed this from the consent calendar to discuss HTA's electronic financial records dated back to 2012. Staff recommended clearing the stale account so that the HTA balance sheet can more accurately reflect its net position, and to allow HTA's ability to secure loans or other funding to support the execution of the TIRCP grant award. The General Manager also made mention that HTA's Legal Council is working closely with staff in identifying those nonexistent funds.

**Motion by Councilmember Stillman second by Supervisor Wilson to Approve Eliminating Stale Balance in Account 3013 Capital Purchases as of 6/30/2023. Motion carried unanimously.**

## Reports

1. Draft April 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 with increasing ridership. Katie also gave board an update on the Tap-n-Pay system that went live in March of 2023. Since the implementation, a soft roll out the Tap-n-Pay system has been successful without any advertising as of date. In March HTA had 172 Taps and In May 655. The Finance Manager also added that the Tap-n-Pay system reduces cash flow, and that the Monthly Regional Transit Passes have been popular, as well as that we have seen an increase with the use of the Jack Pass since last year.

Councilmember Arroyo inquired if the Southern Humboldt Bus System was included with the use of the Monthly Regional Transit Month Pass. And Supervisor Wilson would like to continue promoting County Passes as a model project for other agencies.

## NEW BUSINESS

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

HTA's Transit Planner Jerome Qirazi, informed the board that 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.

HTA's Legal Council also informed the board that this item will come back to the board in several stages before the final entities are selected.

**Motion by Councilmember Wilson, second by Supervisor Castellano to 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. Motion carries unanimously.***

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

Finance Manager Katie Collender included the Final Draft Budget for the Humboldt Transit Authority. The 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. A notice was placed in the Time Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions were received.

1. *A public hearing was opened at 9:20 am to give the public an opportunity to comment on the adopted preliminary budget for fiscal year 2023/24. No Comments were made.*

2. *The public hearing was closed.*

***Motion by Councilmember Arroyo, second by Supervisor Wilson to Approve the Final Budget by adopting Resolution 23-10, as well as thanking HTA's Finance Manager Katie Collender for providing clear materials making it easier to understand the budget. Motion carried unanimously.***

4. Marketing to Promote Ridership

General Manager Greg Pratt gave board an update about HTA's current strategies to promote ridership:

- Continue to promote Monthly Regional Transit Passes to be utilized by local businesses.
- Credit Card Validators are still in the process of being tested. HTA has a graphic designer to help promote Credit Card Validators.
- Marketing upcoming projects such as the Redwood Coast Express, General Manager Greg Pratt mentioned that HTA is still hiring bus drivers to run the system by January 2024.
- Supervisor Stillman brought up advertising by promoting ridership through Friday Night Market.
- Supervisor Castellano suggested running Express Buses to Events.
- Supervisor Wilson also suggested a scavenger hunt with newly enrolled students at Cal Poly.
- Supervisor Arroyo suggested the possibility of a Cal Poly student document how to take transit to transit to trails what is within a ¼ mile radius, and how to explore more about our communities; Promoting local art by seeking local artists to create a bus wrap; Promote ridership through Arcata Main Street, social media and Tik Toc influencers.
- Oona Smith with HCAOG suggested coordination of cities to promote Tap-n-Pay, as well as Bike Share and Credit Card Validators. Video on how to secure a bike on the bus.
- 

5. HTA Projects Update:

General Manager Greg Pratt gave board a project update:

- The contract with New Flyer has been signed and HTA has an approved design build process.
- Contracts have been signed with CTE and Schatz. Next steps Design Build Procurement Process with New Flyer.
- Redwood Coast Express start date Juan 1, 2024.
- HTA's Legal Counsel Nancy Diamond is currently working with the City of Eureka to help develop an MOU.
- HTA was not awarded the 5339 Grant which included the Facility and Administrative upgrades.
- TIRCP Cycle 6 Grant award was granted which will provide HTA with an Over-the-Road Hydrogen Fuel Cell Motor Coach to run the Redwood Coast Express bus route. HTA's Operations Manager Brian Connors will update the board next month regarding operator training and cross training.

## **BOARD COMMUNICATIONS**

NONE

## **STAFF COMMUNICATIONS**

General Manager Greg Pratt announced that the week of July 12<sup>th</sup> & 13, HTA will be hosting a Transit Symposium at the Sequoia Center in Eureka, where several topics will be focused on Zero Emissions, Hydrogen and Electric infrastructure, and bringing back ridership. The North State Super Region working group, consisting of 16 counties, transit agencies from the Central Coast, as well as several employees from Cal Trans will be joining. The board was welcomed to stop in. Appreciation was given to Andi Evans, HTA's Bookkeeper and HTA's finance staff for organizing this event.

## **CLOSED SESSION**

NONE

## **ADJOURNMENT**

Meeting adjourned at 10:00 a.m.



133 V Street  
Eureka, CA 95501

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TO: Chair Arroyo  
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: August 2, 2023

SUBJECT: 2021/2022 Fiscal & Compliance Audit

Pursuant to the Transportation Development Act (TDA) Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis to determine compliance. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance that financial statements are free of material misstatement.

Although Assembly Bill 90 provides a waiver for the imposition of penalties for not maintaining the required ration of 10%, HTA's farebox was at 13.36% during the pandemic. Through Assembly Bill 125 this farebox exemption was extended through the 2025/26 FY. There were no findings in the 21/22 FY audit and no excess in allowable TDA funds were received.

HTA Staff will present the audit and answer any questions from Board Members or the public.

***Action Recommended: Receive, Review, and Direct Staff if Necessary.***



## MANAGEMENT LETTER

DRAFT

June 13, 2023

Board of Directors  
Humboldt Transit Authority  
133 V Street  
Eureka, California 95501

Ladies and Gentlemen,

We have audited the financial statements of Humboldt Transit Authority (HTA) for the year ended June 30, 2022 and have issued our report thereon dated June 13, 2023. As part of our audit, we reviewed and tested HTA's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability of assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of HTA's system of internal accounting control for the year ended June 30, 2022 which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, we submit, for your consideration, our comments and recommendations on the operating methods, accounting policies and procedures, and other matters which came to our attention during the course of the audit.

### **CURRENT YEAR FINDINGS**

1. Compliance with TDA Fund Eligibility:

No Excess Operating Funds were received as of June 30, 2022.

In conclusion, we wish to thank the staff of Humboldt Transit Authority for their cooperation and assistance during our audit.

**ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP**



133 V Street  
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## **Notice of Rejection of Claim**

August 2, 2023

Addressee: Eric V. Kirk  
381 Bayside Road  
Arcata, CA 95522

Dear Mr. Kirk:

Notice is hereby given that the claim you presented on behalf of Ted Sheets and Charles Edwards to the Humboldt Transit Authority on July 3, 2023, that was previously returned as insufficient, and resubmitted on July 27, 2023, was rejected on August 2, 2023, by the Humboldt Transit Authority Governing Board of Directors.

### **WARNING**

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6

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

Please be advised that If the court should determine that the proceeding was not brought in good faith and with reasonable cause, an additional issue shall be decided as to the defense costs reasonably and necessarily incurred by the party or parties opposing the proceeding, and the court shall render judgment in favor of that party in the amount of all reasonable and necessary defense costs, in addition to those costs normally awarded to the prevailing party pursuant to Code of Civil Procedure Sec.1038

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

---

Natalie Arroyo  
Chair of the HTA Governing Board of Directors

CHRIS JOHNSON HAMER  
ERIC V. KIRK  
JASON J. EADS  
JOSHUA KAUFMAN  
JEFFREY W. MONSELL

STOKES, HAMER, KIRK & EADS, LLP  
ATTORNEYS AT LAW  
A LIMITED LIABILITY PARTNERSHIP

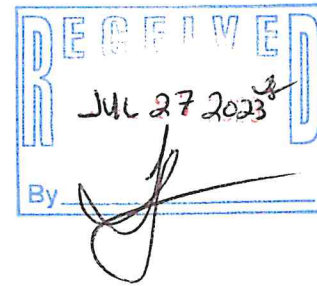
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JOHN R. STOKES, III \*RETIRED

381 BAYSIDE ROAD, STE. A  
ARCATA, CALIFORNIA  
95521



THOMAS D. ROWE (1948-2011)  
JOHN R. STOKES (1917-2001)  
DOROTHY L. STEEVES (1926-1996)

July 26, 2023

Greg Pratt  
Humboldt Transit Authority  
133 V Street  
Eureka, CA 95501

Re: Claim of Charles Edwards and Ted Sheets dba Ads in Motion  
presented on July 3, 2023

Dear Mr. Pratt:

Enclosed please find an amended government claim, which I am presenting as a matter of courtesy although it is my contention that the claim presented on July 3, 2023 meets the statutory requirements and that it fully apprised your agency of the details and nature of the claim based upon the what has been produced in the ongoing litigation.

We regard the claim as having been properly presented on July 3, and therefore if we have not received written a response pursuant to Government Code §913 within 45 days of that date, unless an agreement is reached to extend that time limitation, we will regard the claim to have been rejected.

Please do not hesitate to call me with any questions, and thank you for your immediate attention to this matter.

Very truly yours,

STOKES, HAMER, KIRK & EADS, LLP

Eric V. Kirk

EVK/aa  
encl.  
cc: clients

## **TORT/BREACH OF CONTRACT CLAIM AGAINST PUBLIC ENTITY**

### **California Government Code Sections 810 to 996.6**

**Claimants:** Charles Edwards and Ted Sheets through their partnership organization Ads in Motion - 726 2<sup>nd</sup> Street, Eureka, CA 95501.

Please forward all notices to Eric V. Kirk at Stokes, Hamer, Kirk & Eads, LLP at 381 Bayside Road, Arcata, California, (707) 822-1771.

**Liable Party:** Humboldt Transit Authority (HTA)

#### **Circumstances and Location of Relevant Transactions and Breaches of Duty:**

The contract was entered into between claimants and the HTA in Humboldt County and performances by each party were to take place in Humboldt County. The breaches of duty arose from the contract between the parties for which claimants, for monetary compensation, would procure advertisers and generate advertisements to be displayed on the HTA busses. A claim for certain breaches has already been timely made. Claimants also seek compensation for indirect expenses pursuant to the contract drafted by HTA. There is apparently a dispute as to what constitutes "indirect expenses," however HTA has refused to negotiate in good faith or even state its position as to what it intended to constitute indirect expenses when it drafted the contract. Claimants also seek equitable estoppel against HTA for a contractual pro.

A meeting between agents of HTA, specifically Gregg Pratt and Katie Collender, and Ted Sheets, Richard Hutchison, and members of his staff took place on the offices of Hutchison, Hohman & Co., LLP at 2601 Harrison Avenue just outside the limits of the City of Eureka, County of Humboldt, State of California on July 3, 2022. The purpose of the meeting was to clear up all misunderstanding about the payments to HTA; what expenses had been deducted; and hat the Hutchison firm had done to clean up

the financial records. Mr. Sheets and the Hutchison firm made available the HTA agents the prior Quickbook records, contracts, receipts, bank statements, and other documents to confirm the numbers that the Hutchison firm had generated. Ted Sheeds also brought an Ads-in-Motion checkbook in order to make a direct payment to HTA should the numbers and agreement pertaining to "indirect expenses" be resolved at that meeting if the it meant that HTA was entitled to additional money - which was the stated intention of the meeting. A discussion arose about expense which had been deducted, and Greg Pratt took the position that no deductions should have been deducted. But the reports had been prepared by Hutchison to account for the deductions based upon industry standards of "indirect expenses." Greg Pratt requested that the report be generated for each year, and the Hutchison firm informed him that they would have to segregate the numbers from the other county clients as the prior bookkeeper had blended them in the Quickbooks record, and offered to provide them at a later time (which they were). The HTA representatives refused to move to the discussion of what HTA had intended to constitute "indirect expenses" when it drafted the contract so that the Hutchison firm could properly ascertain what each party was owed out of the advertising revenues, and instead abruptly rose from their seats and left the building without explanation.

As the drafter of the contract, HTA was obligated to clarify its ambiguous terminology and negotiate reasonable terms of what constituted "indirect expenses" under the contract. Months later, the question remains unresolved because despite the meeting and a subsequent mediation, HTA refuses to address the question. Instead, HTA is now demanding an unspecified amount of money its agents seem to believe it is owed and in failing to make any reasonable effort to resolve the issue is breaching its covenant of good faith and fair dealing and the implied terms of the written contract it drafted. There remains a substantial amount of money in an escrow account consisting of payments made by advertisers to claimant post-breach, and after HTA refused one post-breach payment the money remains in the account pending resolution of the issue so that claimant can ascertain what is owed to each party from the funds.

Regarding the equitable estoppel claim, the HTA agents involved are unknown to the claimant at this time. Once it has been confirmed that claimants have been denied business due to the unlawful practice of favoritism and/or arbitrary exclusion of claimant from generating advertisements for HTA's advertisers, a supplemental tort claim will be presented once the specifics and amounts are known to claimant.

**Agents Causing Injury:** Claimant's losses were caused by HTA agents including but not limited to HTA's general manager Greg Pratt. The actions to be estopped were caused by HTA agents, names unknown.

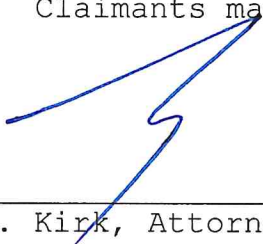
**Date of Injury:** Claimants sought to clarify the contractual provisions as of a meeting of July 3, 2022 when

**Amount of Damages:** \$100,000.00 estimate intended to preserve rights.

**Court Case Jurisdiction:** If a lawsuit is filed, the case will be of unlimited jurisdiction as the damages exceed \$25,000. The venue and geographic jurisdiction will necessitate filing in the Superior Court of the County of Humboldt. Claimants may also seek non-monetary relief.

Dated: \_\_\_\_\_

July 26, 2023

  
\_\_\_\_\_  
Eric V. Kirk, Attorney for  
Claimants





133 V Street  
Eureka, CA 95501

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

FROM: Jerome Qiriaz, Transit Planner

DATE: August 2, 2023

SUBJECT: Humboldt Transit Authority Project Updates

#### TIRCP Cycle 5 Grant Process and Timeline

This project funds the purchase of fuel cell electric city buses, construction of a hydrogen fueling station, upgrades to maintenance bays, and construction of an intermodal transit center.

- Redwood Coast Express
  - a. On track for a January 1, 2024, start date.
- Hydrogen Fueling Station
  - a. See Agenda H-6
- Hydrogen Buses & Pilot Bus
  - a. On track for delivery of the pilot bus in December, 2024
- Intermodal Transit Center
  - a. Draft MOU circulating amongst the City of Eureka and CalPoly Humboldt
  - b. Feasibility design wrapping up. This design will inform a design/build bid package

#### TIRCP Cycle 6 Grant Awarded

This project will fund the development and testing of a fuel cell electric over-the-road coach.

- No update

#### Microtransit

This topic captures various microtransit-related projects.

- Samoa-Manila Service Area
  - a. See Agenda Item H-4
- Eureka Service Area
  - a. No update on grant announcement
- McKinleyville Service Area
  - a. No update on grant announcement

#### First Mile / Last Mile Service

This topic captures various projects related to first mile / last mile mobility.

- Eureka Oldtown Service
  - No update
- Bikeshare Integration with Popular Bus Stops
  - No update



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### Operations

This is a catch-all for various projects related to operations.

- Simplified Time-Based Fare Structure
  - a. No update
- Credit Card Validators
  - a. Exploring issuing transit passes as QR codes that are scanned by the validators
  - b. Ordered validators for A&MRTS buses
- System Planning and Scheduling
  - a. Spinning up new planning and scheduling software called Optibus. This will help improve and maintain the quality of GTFS data, improve route design process, and improve scheduling and transfers between systems
- Real-time System Data - Swiftly
  - a. Ordered equipment for A&MRTS buses
- Passenger-Facing Trip Planning Tools
  - a. Exploring real-time signage for CalPoly stop

### Facility Redesign

This project captures the long term goal of redesigning the HTA Administrative and Maintenance Facility, including replacing the majority of buildings which are reaching their end of useful life.

- Both 2023 grant funding applications were not awarded. Working with consultants LDA Partners to phase the project into small pieces to increase likelihood of award.

### North State Intercity Bus Coordination

This project captures work with CalTrans, North State transit agencies, and bus-to-rail operators to coordinate routes, schedules, and operators to achieve the California State Rail Plan and the California Intercity Bus Study.

- CalTrans DRMT just released the North Coast US 101 Corridor Intercity Bus Consolidation Study – Final Recommendations Report.

### *Action Recommended:*

- *Review, discuss, and make recommendations of other items if necessary.*



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 2, 2023

SUBJECT: Microtransit Pilot Program

February 2023, HTA purchased new dispatching software for the paratransit system, also referred to as Dial-A-Ride (DAR). The software was chosen because it also has the capability of doubling as a microtransit service with a phone application that allows passengers to schedule rides with their phones. This allows opening up the DAR fleet to serve general public transit passengers alongside continuing service to DAR passengers, referred to as “comingling”. Comingling is of interest because it can help increase the rides per hour and overall efficiency of the DAR fleet.

HTA is planning to pilot the “comingling” feature by opening up the service to all communities in the full DAR service area. DAR passengers will still make their reservations 24 hours in advance as is currently done, and their reservations will have priority over general public ride requests. Currently, it costs certified DAR users \$3/zone (see Attachment #1) with a \$9 cap per ride. With DAR still under its 10% farebox ratio, carrying passengers from the general public will bring in more fares when DAR vehicles are being underutilized.

The proposed microtransit pilot program’s service area will mirror the DAR service area and will be a bus stop to bus stop service, as opposed to a door-to-door service that DAR passengers receive. Based on the operating cost per trip on Attachment #4, Staff is proposing charging \$4/zone for microtransit users with no cap. Available space will be contingent on DAR scheduled times that were booked the prior day. If this program is successful, Staff can continue to focus on improvements to the overall transportation system in Humboldt County, as pointed out in HCAOG’s “Mobility-On-Demand Strategic Development Plan” that was completed in 2020.

Staff received \$89,250 from the State Transit Assistant Fund for operating assistance to provide another DAR vehicle that will open up more time slots for microtransit users. See Attachment #3. This additional vehicle will focus on the Eureka service area where demand is expected to be highest. Staff is also considering using the additional vehicle to enable service to residents in Samoa.

Due to a lack of ridership, Samoa Transit was discontinued on June 30, 2023. The average ridership was 4.5 passengers per day, or .28 passengers per trip. The proposed microtransit fare structure between Samoa and Eureka would cost \$8.00 due to crossing 2 zones, unless subsidized.



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### **FISCAL IMPACT**

There is no fiscal impact to HTA above currently approved costs. The microtransit pilot will utilize existing software that is used to dispatch and manage the current DAR service. HTA also received State Transit Assistance funding that will support the implementation of microtransit.

### **ADVANTAGES / DISADVANTAGES**

The advantages of approving the microtransit pilot program are:

1. Explore the potential to improve the efficiency of the existing DAR service
2. Explore the viability of this software to deploy microtransit in other service areas

Staff does not see any disadvantages to implementing this pilot program.

### **ALTERNATIVES ANALYSIS**

An alternative to the proposed pilot program is to continue service as usual. The alternative would not significantly change the fiscal impact to HTA, but would risk continued less efficient use of the existing DAR fleet.

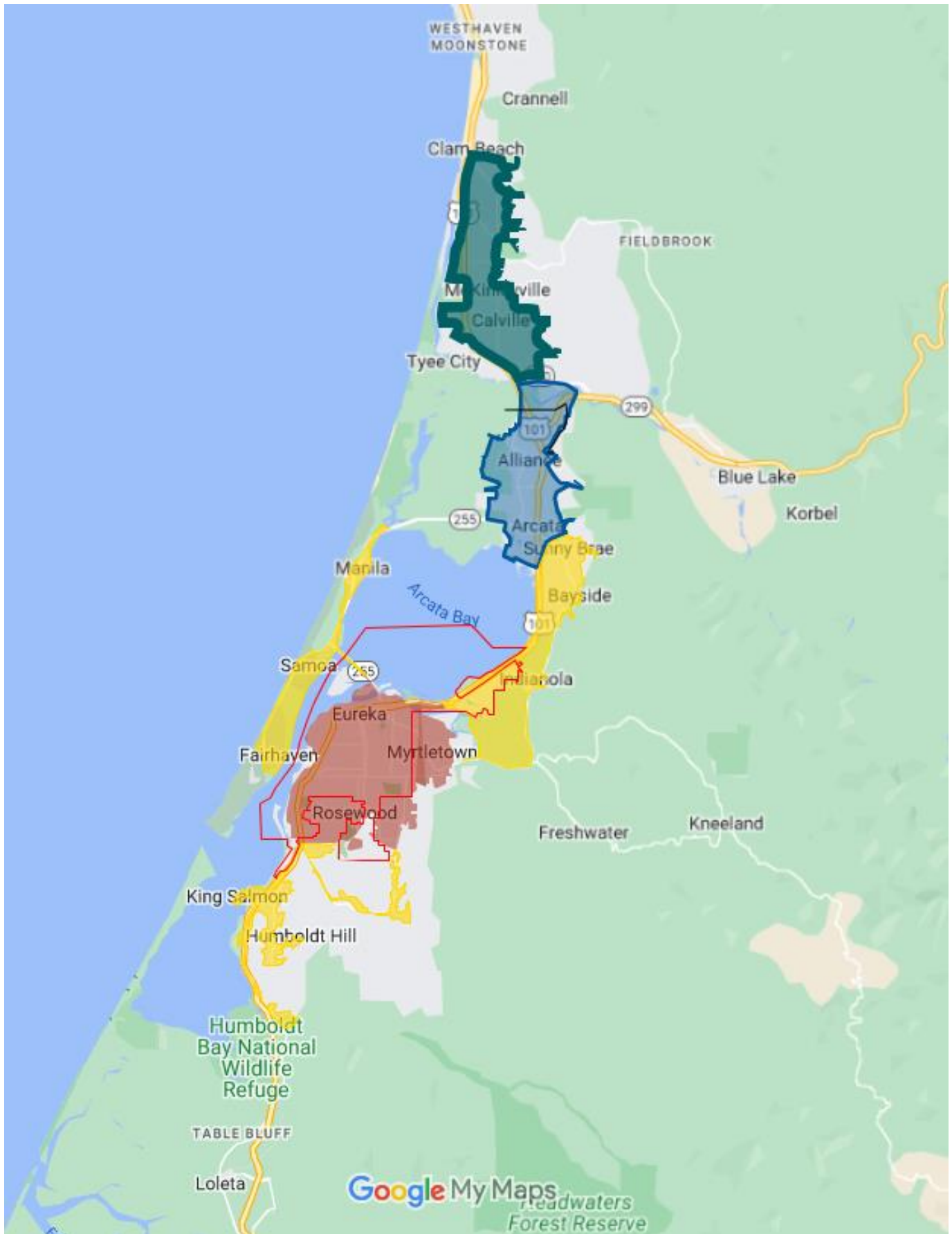
Another alternative could be to explore other possible solutions to “comingling”. However, staff has not observed any significant difference in comingling solutions proposed in the industry. By piloting the current proposed pilot Staff will be able to gain insight and knowledge into the nuances of comingling. Staff will be able to present more informed recommendations to the Board about microtransit solutions through experience gained during this pilot.

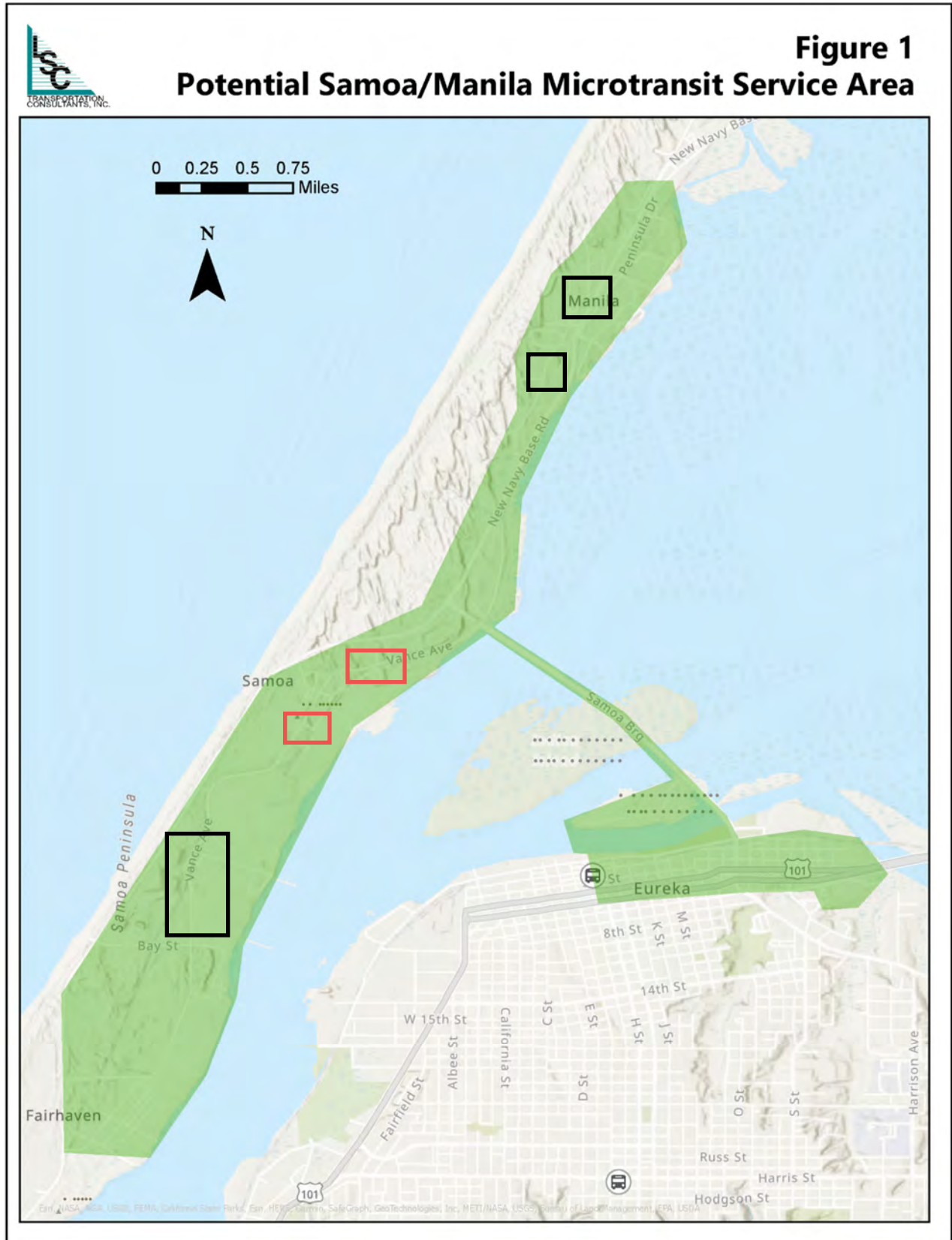
### **RELEVANT PLANS, BOARD ACTION, AND/OR POLICIES**

- Humboldt County Transit Development Plan 2017-2022, Chapter 6, Dial-A-Ride Considerations
- Triennial Performance Audit of the Humboldt Transit Authority for Fiscal Years 206-17, 2017-18, and 2018-19.
- Mobility-On-Demand Strategic Development Plan

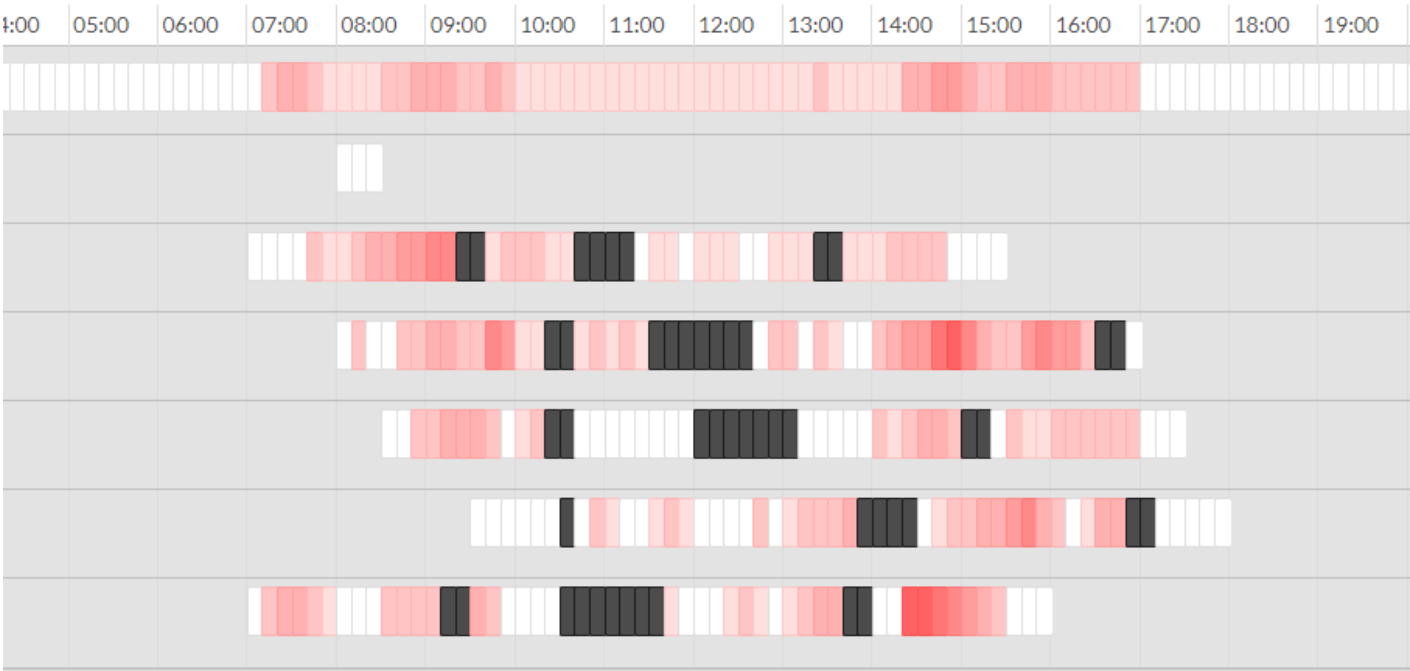
***Action Recommended: Approve the Microtransit Pilot Program, Service Area, and Fare Structure.***

# ATTACHMENT 1





ATTACHMENT 3





**TABLE 2 : Humboldt Transit Authority Dial-A-Ride Services Performance Measures**

Performance Measures	Current Audit Period		
	FY 2019-20	FY 2020-21	FY 2021-22
<b>One-Way Passenger-Trips</b>	20,510	15,142	15,134
<i>% Change from Previous Year(2)</i>	-13.6%	-26.2%	-0.1%
<b>Vehicle Service Hours</b>	9,741	8,968	6,910
<i>% Change from Previous Year(2)</i>	-5.8%	-7.9%	-22.9%
<b>Vehicle Service Miles</b>	114,373	102,915	85,034
<i>% Change from Previous Year(2)</i>	-14.5%	-10.0%	-17.4%
<b>Operating Costs</b>	\$1,005,693	\$976,336	\$1,080,001
<i>% Change from Previous Year(2)</i>	-8.1%	-2.9%	10.6%
<b># Employees</b>	14.00	8.00	8.00
<i>% Change from Previous Year(2)</i>	-17.6%	-42.9%	0.0%
<b>Farebox Revenues</b>	\$60,276	\$9	\$70,011
<i>% Change from Previous Year(2)</i>	-29.7%	-100.0%	777800.0%
<b>Operating Cost per One-Way Passenger-Trip</b>	\$49.03	\$64.48	\$71.36
<i>% Change from Previous Year(2)</i>	6.3%	31.5%	10.7%
<b>Operating Cost per Vehicle Service Hour</b>	\$103.24	\$108.87	\$156.30
<i>% Change from Previous Year(2)</i>	-2.4%	5.4%	43.6%
<b>Passengers per Vehicle Service Hour</b>	2.11	1.69	2.19
<i>% Change from Previous Year(2)</i>	-8.2%	-19.8%	29.7%
<b>Passengers per Vehicle Service Mile</b>	0.18	0.15	0.18
<i>% Change from Previous Year(2)</i>	1.0%	-18.0%	21.0%
<b>Vehicle Service Hours per Employee</b>	695.8	1121.0	863.8
<i>% Change from Previous Year(2)</i>	14.3%	61.1%	-22.9%
<b>Farebox Recovery Ratio</b>	5.99%	0.00%	6.48%
<i>% Change from Previous Year(2)</i>	-23.5%	-100.0%	703132.5%

Source: HTA Internal Farebox Reports, FY's 2019-20, 2020-21, and 2021-22 and Fiscal Audits 2019-2022





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TO: Chair Arroyo  
All Governing Board Members

FROM: Nancy Diamond, HTA General Counsel

DATE: August 2, 2023

SUBJECT: Delegation of authority to HTA Board TIRCP Grant Ad Hoc Committee to make interim decisions concerning hydrogen fueling station design-build Contractor procurement

### **BACKGROUND and RATIONAL**

At its meeting on July 5, 2023, the HTA Board of Directors authorized the General Manager to initiate the process to acquire a design-build contractor for the hydrogen fueling station by developing and issuing a Request for Qualifications (RFQ). Thereafter the Board will:

1. Prequalify, or short-list, design-build entities;
2. Issue a request for proposals (RFP) to invite the prequalified entities to submit competitive sealed bids for the design-build contract; and
3. Award the design-build contract.

HTA staff and its contract partners, Schatz Energy Research Center (SERC) and the Center for Transportation and the Environment (CTE), have begun RFQ development on an accelerated timeline, necessitated by the multifaceted nature of this project and the protracted California Transportation Commission (CTC) grant fund allocation approval process. Under this schedule, HTA seeks to issue the RFQ by late August 2023, have the design-build entities prequalified by early October 2023, and issue the RFP by mid-October 2023. In order to meet this timeline to ensure that hydrogen station construction stays on schedule, staff requests that the Board delegate to its TIRCP Grant Ad Hoc Committee the authority to approve both the prequalified list of design-build entities and the issuance of the RFP. Final contract award will be brought to the Board in February 2024.

### **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.

### **ALTERNATIVE BOARD ACTIONS**

Should the Board not delegate authority to the Ad Hoc Committee, staff would bring the interim decisions (approval of shortlisted qualified contractors and authorization to issue RFP) to the full Board on October 4, 2023. While this is doable on the proposed timeline, delegating to the Ad Hoc Committee would allow staff and consultants some flexibility to accommodate minor delays in the schedule while keeping the large project on track.



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#### **PRIOR RELEVANT BOARD ACTION / POLICIES**

- Board action on May 5, 2021, authorizing the GM to apply for grants that provide funding for zero emission bus projects.
- Resolution 22-21, adopted October 14, 2022, which authorized the GM to execute a Master Agreement and Program Supplements for State-Funded Transit Projects.
- Resolution 23-05, adopted March 29, 2023, which rescinded and replaced Resolution 22-13 with HTA's current procurement policy.
- Resolution 23-06, adopted May 3, 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 7, 2023, approving the Zero Emission Bus Rollout Plan for the Humboldt Transit Authority.
- Board action on July 5, 2023, authorizing the General Manager to issue the hydrogen fueling station construction design-build RFQ.

***Action Recommended: Delegate authority to the HTA TIRCP Grant Ad Hoc Committee to: 1) approve the short list of qualified design build contractors, and 2) authorize the General Manager to issue a RFP for construction of the hydrogen fueling station.***



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TO: Chair Arroyo  
All Governing Board Members

FROM: Consuelo Espinosa, Human Resources Manager

DATE: August 2, 2023

SUBJECT: Humboldt Transit Authority Personnel Policy

All changes to the Humboldt Transit Authority Personnel Policy Manual for unrepresented employees requires board authorization. The majority of the changes have been made due to CalPERS Circular Letter; 200-003-20 which identifies that HTA will only contribute the employers share for PEPRA members, as well as additional clean up language that includes:

1. Vacation accruals were changed from hours to years of service.
2. The harassment policy was removed. It is a stand-alone policy for all HTA employees.
3. Corrected what HTA pays for life insurance for employees over 65.
  - a. HTA's changes; 10k for employees under 65 to 6.5k for those over 65.
4. Health insurance into retirement stipulation that terminated employees are not eligible, mirroring AFSCME MOU.
5. Clarification regarding employers share for CalPERS PEPRA members.

***Action Recommended: Approve Amendment to the Humboldt Transit Authority's Personnel Policy for Unrepresented Employees by Adopting Resolution 23-11***

**RESOLUTION 23-11**  
**RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY**  
**AMENDING THE PERSONNEL POLICY AND SALARY SCHEDULE**

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

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

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

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

1. Resolution 18-11 is hereby rescinded and replaced by Resolution 23-11 adopting the enclosed Personnel Policy for Unrepresented Employees effective August 2, 2023.
2. Vacation accruals were changed from hours to years of service.
3. The harassment policy was removed. It is a stand-alone policy for all HTA employees.
4. Corrected what HTA pays for life insurance for employees over 65.
  - a. HTA's changes; 10k for employees under 65 to 6.5k for those over 65.
5. Health insurance into retirement stipulation that terminated employees are not eligible, mirroring AFSCME MOU.
6. Clarification regarding employers share for CalPERS PEPRA members.

**PASSED, APPROVED AND ADOPTED** this second day of August 2023, on the following vote:

AYES:  
NOES:  
ABSENT:

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Chair of the HTA Governing  
Board of Directors

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ATTEST:

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HTA Secretary to the Board