

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

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



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

Public Participation In-person or Teleconference

Microsoft Teams

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 257 063 927 537

Passcode: ZFFRdC

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Board Members Attending Remotely

Council Member Debra Garnes will attend the meeting from remotely from:
Rio Dell City Hall 675 Wildwood Avenue 95562

October 4, 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

None

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 September 6, 2023, Regular Board Meeting.

Action Recommended: Approve Minutes

Staff: [Consuelo Espinosa](#)

F. Items Removed from Consent Calendar

Page 04

G. Reports

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

Staff: [Katie Collender](#)

Action Recommend: Review and Discuss

Handoout

H. New Business

1. Unmet Transportation Needs Public Hearing for FY 2024/25

The Transportation Development Act requires the Unmet Transportation Needs Process to be completed annually.

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

Staff: [Greg Pratt & Sherry Dunlap](#)

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2. Letters of Support

The timing of funding opportunities for public agencies sometimes makes it difficult schedule letters of support for HTA Board meetings and return them in time for grant deadlines. Staff is requesting utilizing our Ad Hoc committee to approve the General Manager to sign letters of support.

Action Recommended: Authorize the Ad Hoc Committee to Approve Time Sensitive Letters of Support and Authorize the General Manager to Sign.

Staff: [Greg Pratt](#)

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3. Blue Lake Transportation

Staff was notified that the Blue Lake Rancheria Transit System is discontinuing service on October 2, 2023. After discussions with the Rancheria and the Blue Lake City Manager, Staff has a recommendation for service.

Staff: [Greg Pratt](#)

Action Recommended: Approve Transportation for the City Blue Lake and the Blue Lake Rancheria by Utilizing the Willow Creek Intercity System.

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4. HTA Projects Update

Staff will update the Board on current and future projects.

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

Staff: [Jerome Qiriazzi](#)

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5. Microtransit Pilot Program with Service to Samoa

Staff: [Katie Collender](#)

Over the last seven months, Staff has been working with Dial-A-Ride (DAR) provider CAE Transport and RideCo to implement new dispatching software that will allow the program to be open to the general public. Also known as microtransit, riders will be able to utilize DAR vehicles to schedule rides in real-time using the RideCo application.

Authorize Staff to Allow Dial-a-Ride Trips to be Shared with the General Public and Implement Microtransit Pilot Program.

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I. Board Communications

J. Staff Communications

K. Closed Session:

1. Public Comment
2. The Board will meet in closed session pursuant to Government Code Section 54957(b)(1) (employee performance evaluation): General Manager, and Government Code Section 54957.6 (meeting with designated representative, unrepresented employee General Manager): Designated representative Board Chair.
3. Report out of closed session.

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

September 6, 2023

PRESENT

Board Members

Tami Trent, City of Fortuna
Alex Stillman, City of Arcata
Leslie Castellano, City of Eureka
Steve Ladwig, City of Trinidad
Debra L. Garnes, City of Rio Dell (Alt)
Natalie Arroyo, County of Humboldt

ABSENT

Julie Woodall, City of Rio Dell
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
Jerome Qiriazzi, Transit Planner
Sherry Dunlap, Safety & ADA Coordinator
Jim Wilson, Director of Maintenance

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Oona Smith, HCAOG; Colin Fiske, Coalition for Responsible Transportation Priorities; Shellie Anderson, Bryce Consulting, Inc.; and Althea Christensen, Member of the Public.

CALL TO ORDER

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

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Members and the community were invited to participate in the first annual National Week Without Driving this October 2-8, 2023.

SPECIAL PRESENTATIONS

None

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.

Motion by Councilmember Stillman, second by Councilmember Trent to approve the Consent Calendar. Motion carried unanimously.

Items Removed from Consent Calendar

None

New Business

1. Classification and Compensation Study

General Manager Greg Pratt announced that a study for unrepresented staff wages had been completed by Bryce Consulting, Inc., and that a study had not been performed in over 20 years.

Bryce Consulting representative Shellie Anderson presented the findings to the board and stated that HTA was around 25% below market for total compensation compared to the median values of other surveyed agencies. Shellie added that to remain competitive in a tight labor market and continue to accomplish ambitious upcoming projects, HTA's ability to recruit and retain high performing staff was critical. Going forward, she recommended refreshing this data on an annual or bi-annual basis to avoid falling this far below market again. Councilmember Stilman shared that the study was a good thing and relevant to keeping good employees. Councilmember Trent opposed and expressed that other counties and local city wages were comparable to HTA's current wages. Councilmember Ladwig added that wage studies should be done on a regular basis equivalent to the market. Councilmember Castellano stated that she was comfortable moving forward with the data presented and as shown, in comparison with other cities across local government and organizations of the same size. Councilmember Arroyo stated that Mendocino County is comparable to HTA and that she was not surprised to see the large gaps in between which accounted for the increases.

Additionally, Greg requested that the board approve the allocation of an additional part-time Vehicle Service Worker Position in the Maintenance Shop. He added that adding another part-time Vehicle Service Worker will allow HTA mechanics to be paired together and complete more maintenance/re-maintenance jobs. Motion by Councilmember Castellano, second by Councilmember Garnes to Approve the Unrepresented Salary Schedule and Represented Allocation Plan by adopting Resolution 23-13.

Motion passed by the following vote:

AYES: Castellano, Garnes, Ladwig, Arroyo, Stilman

NOES: Trent

ABSENT: Wilson

2. Mendocino Forest Products (MFP) Letter of Support

Greg Pratt shared that MFP are in the process of developing plans for a wood waste-to-hydrogen plant at their sawmill in Ukiah, California. Greg also shared that they are seeking grant funds from CALFIRE's Wood Products and Bioenergy Business and Workforce Development Grant program to help fund front-end loading engineering work on this project, and that they requested a letter of support from HTA.

Motion by Councilmember Stilman, second by Councilmember Castellano to Approve the Letter of Support for Mendocino Forest Products and Authorize the General Manager to Sign. Motion carried unanimously.

3. Reconnecting Arcata Letter of Support

Greg Pratt shared that for the last couple of months HTA Staff has been meeting with Caltrans District 1 and Co-Applicants Cal Poly Humboldt, City of Arcata, and Humboldt Area Association of Governments Caltrans District 1, and they are requesting a letter of support on the State and Federal side, for reconnecting Communities; Highways to Boulevards Program 2023.

Motion by Councilmember Stilman, second by Councilmember Castellano to Approve the Letters of Support for Caltrans and Authorize the General Manager to Sign. Motion carried unanimously.

4. Free Rides Request from the Humboldt Equity Consortium

Greg Pratt announced that the Spanish language fair, Festejando Nuestra Comunidad will be at Cal Poly on Saturday, September 16, 2023, and that HTA has been asked to provide free rides to and from event. Councilmember Castellano expressed that she would like see free rides for the North County Fair that is on the same day.

Motion by Councilmember Arroyo, second by Councilmember Castellano to Approve Free Rides for Members of the Public on Saturday, September 16, 2023. Motion carried unanimously.

5. HTA Projects Update

HTA's Transit Planner Jerome Qiriazzi gave the board an update on the following projects:

1. The Hydrogen Fueling Stations Request for Qualifications is at its first step in the design build procurement process, nearly ready for release.
2. The City of Eureka, Linc Housing, and HTA were successfully funded operational funds for two electric microtransit vehicles.
3. Leslie Castellano announced that the credit card validators were installed in the Arcata City buses and that they are working well.

Reports

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

Finance Manager Katie Collender announced that the end of the FY 2022/23 had ended with a few journal entries to review. She also added that there was a 24% increase in total ridership, 47% increase in Month Pass purchases, and that farebox was at 15%, which exceeded even though it was not required. She also added that HTA was seeing standing room only for some of the am routes.

BOARD COMMUNICATIONS

Councilmember Leslie Castellano shared that the City of Eureka would be making a public announcement on the Link Housing Project at the next City Council Meeting.

STAFF COMMUNICATIONS

General Manager Greg Pratt thanked the board for supporting Staff with the classification and compensation study with wage increases. Operations Manager Brian Connors also thanked the board for the increase in wages for HTA's Transit Operators and indicated that morale is much improved.

CLOSED SESSION

The Board will meet in closed session pursuant to Government Code Section 54957(b)(1) (employee performance evaluation): General Manager, and Government Code Section 54957.6 (meeting with designated representative, unrepresented employee General Manager): Designated representative Board Chair.

No public comment.

Nothing was reported out.

ADJOURNMENT

Meeting adjourned at 10:14 a.m.



133 V Street
Eureka, CA 95501

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 4, 2023

SUBJECT: Unmet Transportation Needs Public Hearing for FY 2024/25

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

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

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

2. Additionally, to be considered “reasonable to meet” the service must be projected to meet a minimum “marginal farebox return ratio” of 10 percent within two years. If multiple competing services are requested, other factors such as estimated subsidy per passenger trip and passengers per vehicle hour of service may also be considered. Ridership and farebox return ratio thresholds will also be considered for continuing newly introduced services.
3. Pursuant to the requirements of Transportation Development Act (TDA) Statutes (Public Utilities Code Section 99401.5 (c)), a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.
4. Once a service is determined to be “reasonable to meet” and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically whether the service meets a minimum 10 percent marginal farebox ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent within the first year, or 100 percent within two years, the service may be cancelled and deemed “no longer reasonable to meet.” An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.



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

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

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

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



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies

611 I Street, Suite B
Eureka, CA 95501
(707) 444-8208
www.hcaog.net

Citizen Participation Process for Assessing Unmet Transit Needs

Transportation Development Act

The Humboldt County Association of Governments (HCAOG) is responsible for allocating Transportation Development Act (TDA) funds within the region. The TDA provides two major sources of funding, Local Transportation Funds (LTF) derived from a ¼ cent of the general sales tax and State Transportation Assistance Funds (STAF) derived from a tax on diesel fuel. Together, these TDA funds provide a significant revenue source for public transit in Humboldt County. The Unmet Transit Needs process is carried out annually to identify and evaluate any potential needs that are not being met through existing public transportation services. HCAOG is required to assess unmet transit needs prior to allocating LTF money for non-transit purposes, while STA is programmed to the Humboldt Transit Authority and Arcata and Mad River Transit.

Each jurisdiction has their own LTF account. Eureka and Arcata use the entirety of their LTF allocation for transit purposes. The County of Humboldt, Cities of Fortuna, Rio Dell, Blue Lake and Trinidad have funds remaining after paying their share for eligible transit uses. In these cases, the TDA allows LTF to be applied to local streets and roads budgets, including pedestrian and bicycle projects. In Ferndale, there are no eligible public transit services and the LTF allocation is applied to non-transit purposes.

Public Process to Make a Finding

HCAOG's Social Services Transportation Advisory Council (SSTAC) leads the UTN process. Although only one hearing is required, public meetings are held to ensure residents in each jurisdiction are heard. The SSTAC considers all public testimony and input, determines if the suggestions meet the adopted definition of an unmet transit need and applies adopted criteria to determine if the need is "reasonable to meet".

After comments close on December 31, the SSTAC will consider all the comments at their meeting on February 2023, direct staff on any needs to further analyze, and in April 2023 forward one of the following findings to the HCAOG board for consideration:

- (a) there are no unmet transit needs; or
- (b) there are no unmet transit needs which are "reasonable to meet"; or
- (c) there are unmet transit needs, including those that are "reasonable to meet"

Potential Impacts to Local Transportation Funding

If HCAOG adopts finding (c), then the unmet transit needs shall be funded before any allocation is made for non-transit purposes (i.e. streets and roads) within the jurisdiction. Funds for new or expanded transit services can be set-aside from sources other than TDA funds. For instance, in 2018 the HCAOG Board voted to set aside Low Carbon Transit Operations Program (LCTOP) funds for late-night weekday service on the Redwood Transit Service. The service was found based on ridership at that time to be an unmet transit need reasonable to meet, but could not be funded due to insufficient Local Transportation Funds available to all required entities. When COVID hit and ridership plummeted, these LCTOP funds were repurposed to support free fares.

Examples of Past Public Input and Findings

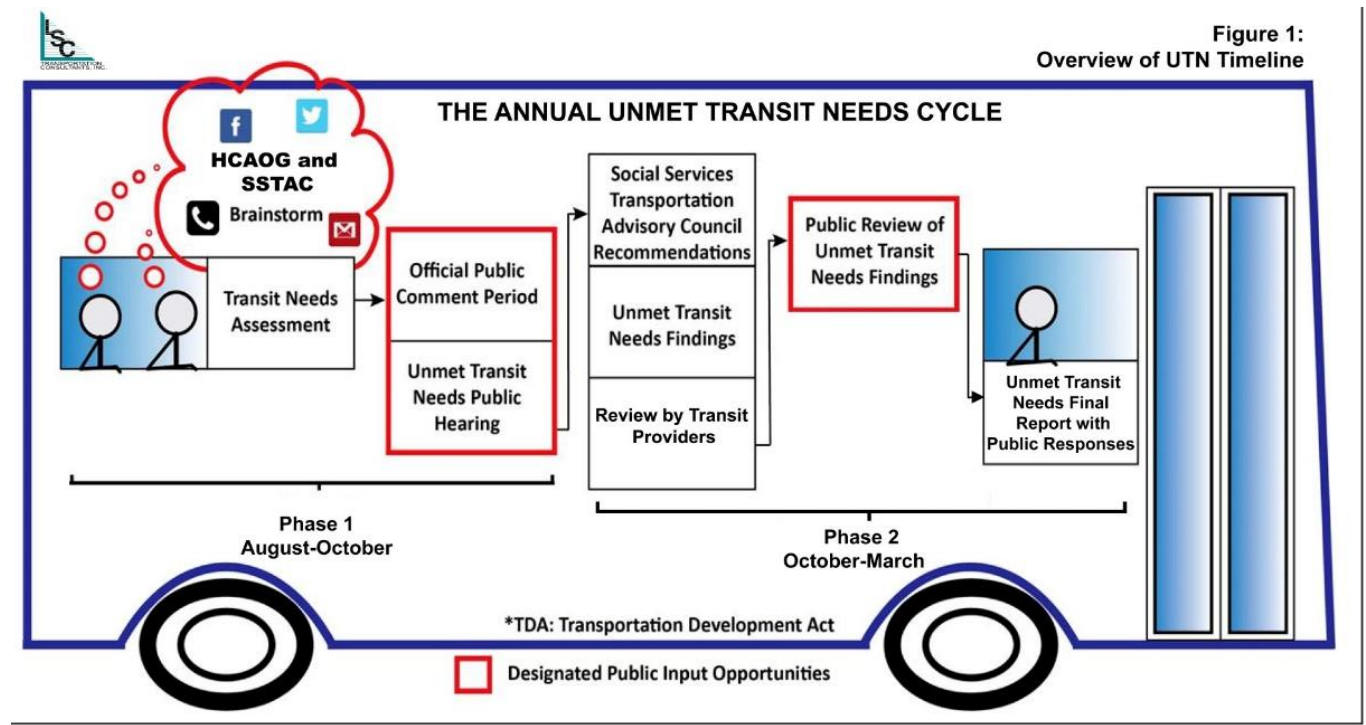
As a result of UTN findings in 2015-16, new transit services began to Tish Non-Village (Bear River Rancheria) and along Old Arcata Road. Both services were discontinued after two years because not enough people used the new service to sustain it.

Public comments often ask for later night service, Sunday service, more frequent peak service between McKinleyville-Arcata-Eureka, and bus service to rural communities. Based on existing ridership, each of these fail to meet the required 10% farebox return ratio -- meaning there are not enough projected transit riders to meet minimum performance criteria necessary to sustain the services. If these conditions change, the Humboldt Transit Authority does not need a formal UTN finding to start new services.

Comments received through this annual process can provide valuable feedback to transit operators. For example, in 2021 several people commented that they needed a westbound bus stop near Titlow Hill for their children to get to school in Arcata on the Willow Creek Intercity line. The operational request was sent to Humboldt Transit Authority and HTA was able to set up a trial flag stop for use during the school year. Not all operational requests can be accommodated, but agencies make every effort to respond. In addition, public comments made during the Unmet Transit Needs process can be beneficial as a record of community need and help secure grant-funded opportunities such as first-last mile mobility solutions to expand access to transit.

Opportunities for Public Comment on Unmet Transit Needs

- The form linked at the project page: <https://hcaog.net/documents/unmet-transit-needs> or visit the survey directly at <https://bit.ly/humboldttransit>
- At one of the advertised public meetings;
- Written comments and/or feedback gathered from staff during direct outreach;
- Comment submittals by email or telephone: [stephen.luther@hcaog.net/444-8208](mailto:stephen.luther@hcaog.net)



UNMET TRANSIT NEEDS DEFINITION & REASONABLE TO MEET CRITERIA

Unmet transit needs are, at a minimum:

- (1) Trips requested from residents who do not have access to public transportation, specialized transportation, or private transport services or resources for the purpose of traveling to medical care, shopping, social/recreational activities, education/training, and employment; or
- (2) Proposed public transportation, specialized transportation, or private transport services identified in the following, but not limited to: a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit–Human Services Transportation Plan.

HCAOG Plans can be found at: <http://hcaog.net/library>

Additionally, unmet transit needs do not include:

- ❖ Improvements funded or scheduled for implementation in the next fiscal year. Two potential new services that will be reevaluated this year are:
 - Express bus service between McKinleyville and Eureka during peak hours
 - Late Night Weekday Service on the Regional Transit System
- ❖ Minor operational improvements or changes such as bus stops, schedules, and minor route changes. Minor operational improvements are changes to service which do not affect the operating cost of the transit service either by requiring additional staff and/or additional vehicle hours of service or miles of service.
- ❖ Trips for primary or secondary school transportation
- ❖ Sidewalk improvements or street and road needs

Reasonable to meet criteria:

- (1) To be considered “reasonable to meet”, a service must be operationally feasible and financially sustainable, as defined below:
 - a) The service must have adequate roadways, and must be safe to operate.
 - b) Enough money should be available from identified sources of funding to pay for the marginal operating costs of the service continuously for three years.
- (2) The service must be projected to meet a minimum “marginal farebox-return-ratio” of 10 percent within 2 years. If multiple competing services are requested, other factors may also be considered such as estimated subsidy per passenger trip and passengers per vehicle hour of service. For new service, ridership and farebox-return-ratio thresholds will be considered.
- (3) Pursuant to the requirements of TDA Statutes (Public Utilities Code Section 99401.5c, a determination of needs that are “reasonable to meet” shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.
- (4) Once a service is determined to be “reasonable to meet” and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically, whether the service meets a minimum 10 percent marginal farebox-return-ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent with the first year, or 100 percent within two years, the service may be cancelled and deemed “no longer reasonable to meet.” An exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.



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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 4, 2023

SUBJECT: Letters of Support

On October 5, 2022 the Ad Hoc Committee was formed to provide advice and direction when it comes to changes to the Transit Intercity Rail Capital Program cost allocation plan and to approve expenses over the amount of \$150,000. An ad hoc committee falls under the direction and discretion of the Chair and reports directly to the Board. The Ad Hoc Committee consists of Steve Ladwig, Leslie Castellano, and Alex Stillman.

HTA Staff receives several requests for letters of support from many agencies applying for grants. The majority of these requests benefits HTA and its passengers such as road improvements and improved facilities for passengers. All letters of support submitted to HTA must be authorized by the Board. Because of submission timelines and Board meeting dates, sometimes we are not able to accommodate their requests.

Staff is requesting the Board authorize the Ad Hoc Committee to approve letters of support that are time sensitive to agencies applying for grant funds.

Action Recommended: Authorize the Ad Hoc Committee to Approve Time Sensitive Letters of Support and Authorize the General Manager to Sign.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 4, 2023

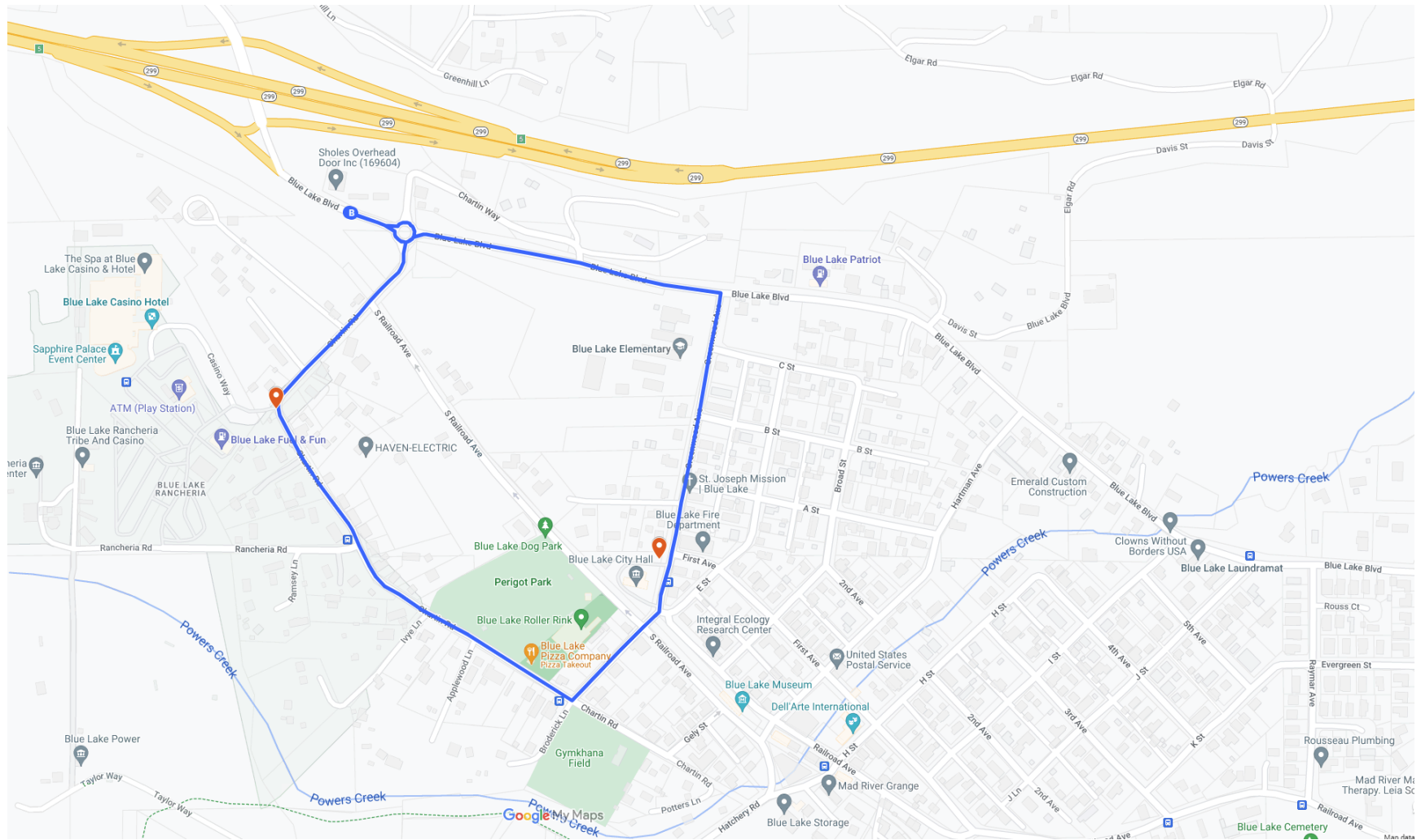
SUBJECT: Blue Lake Transportation

After servicing the community of Blue Lake for 20 years, the Blue Lake Rancheria Transit System will be discontinuing its service on October 2, 2023. The route provides service between the City of Blue Lake and the City of Arcata with five westbound trips and five eastbound trips.

HTA Staff was contacted by the Blue Lake Rancheria and the City of Blue Lake to see if there were any viable transportation options that we could provide. HTA Staff performed a test run through Blue Lake with the Willow Creek Intercity bus to chart the best route and timing using a 40' bus (see attached map and schedule). The proposed route and bus stops were accepted by both the City and the Rancheria.

The Willow Creek Intercity System is operated by HTA and funded by the County of Humboldt so any additional cost would need to be covered by the City and Rancheria. Staff estimates that servicing two bus stops in Blue Lake with three westbound trips to Arcata and two return trips would cost approximately \$32,000/year. Staff will continue to work with both the City of Blue Lake and the Blue Lake Rancheria and if approved, Staff can have the system up and running in one week. (Monday-Friday)

Action Recommended: Approve Transportation for the City Blue Lake and the Blue Lake Rancheria by Utilizing the Willow Creek Intercity System.



Proposed Willow Creek Schedule and Route

Monday - Friday

	AM 1	AM 3	PM 5
Westbound			
Willow Creek	6:55	9:35	5:03
Blue Lake City Hall	7:40	10:20	5:48
Chartin Rd. & Chartin Rd.	7:41	10:21	5:49
Valley West	<i>drop off by request only</i>		
H St & 16th St (Arcata High)	7:57	10:37	5:57
Arcata Transit Center	7:58	10:38	5:58
		AM 2	PM 4
Eastbound			
Arcata Transit Center		8:25	3:45
G St & 16th St (Arcata High)		8:26	3:46
Valley West Blvd (McDonald's)		8:30	3:50
Blue Lake City Hall		8:37	3:57
Chartin Rd. & Chartin Rd.		8:38	3:58
Willow Creek		9:28	4:48



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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: October 4, 2023

SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Cycle 5 Grant

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 (RCX)
 - a. On track for a January 1, 2024, start date.
 - b. Working on a RFP with HCAOG to procure marketing services to promote the RCX route, and general transit services
- Hydrogen Fueling Station
 - a. The RFQ response due date was last Friday (9/29). Staff will be reviewing submissions and taking recommendations for a Qualified Bidders List to the Adhoc Committee on October 11.
 - b. The RFP is tentatively planned for release on October 16. Staff is working with consultants CTE and Schatz Center to craft the design and performance specifications.
- Hydrogen Buses & Pilot Bus
 - a. HTA staff have planned a pre-production meeting visit to New Flyer's production facility in Anniston, Alabama for the week of November 13th, 2023.
 - b. On track for delivery of the pilot bus in December, 2024
- Intermodal Transit Center
 - a. Update and discussion item will be added to the November 1st agenda

TIRCP Cycle 6 Grant

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

- Waiting for CalTrans project manager to reach out and initiate the contracting process

Microtransit

This topic captures various microtransit-related projects.

- Humboldt Bay Region
 - a. HTA is on track for a soft launch of opening up the Dial-A-Ride fleet to microtransit rides on October 23rd. The microtransit service area will mirror the current Dial-A-Ride service area.
- Samoa-Manila Service Area
 - a. Microtransit service is planned as part of the roll-out for the Humboldt Bay Region which is expected to start October 23.
 - b. HTA will be using awarded STA funds to purchase an electric microtransit vehicle that will be assigned just to the Eureka and Samoa-Manila service zones. The arrival of this vehicle is unknown at this point.
- Eureka Service Area
 - a. No update



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- McKinleyville Service Area
 - a. No update

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

Planning and Operations

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

- Simplified Time-Based Fare Structure
 - a. See attached report on how time-based fare structure is being utilized.
- Credit Card Validators
 - a. No update
- System Planning and Scheduling
 - a. Updates to Willow Creek route to ensure Arcata Highschool students get to school on time when there is road construction and delays on Hwy 299
 - b. Blue Lake Rancheria discontinued service. See Agenda Item H.4
 - c. HTA staff will start training on new software features to our current Optibus platform that will integrate route planning, fleet scheduling, driver rostering, daily operations, and driver hours tracking.

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.

- No update

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.

- No updates

Zero Emission Fleet Transition

This captures the various efforts related to transitioning our fleet to zero emission. HTA's current Zero Emission Fleet Rollout Plan can be found at the following link:

https://hcaog.net/sites/default/files/hta_zero_emission_bus_rollout_plan_v1.0.pdf

- Hydrogen station and New Flyer buses, see TIRCP Cycle 5 Grant
- Prototype hydrogen coach, see TIRCP Cycle 6 Grant
- We submitted a grant to install two additional electric bus chargers in our yard. If awarded, this would bring the total number of chargers to 5.
- We've joined a statewide review committee to provide input on a draft statewide hydrogen fuel procurement program that the State Department of General Services would manage. The goal of this program is to help reduce the cost of hydrogen fuel.



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- We're working with a grant team to partner with Culver City transit to develop a prototype hydrogen cutaway. There is currently no market option for a fuel cell version of our 26,000 GVWR freightliner cutaways that run to Southern Humboldt and Willow Creek. These high floor higher seating capacity cutaways are critical for running in remote areas where chains are required. This grant would develop a prototype to help fill this market gap.

Action Recommended:

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



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Tap-To-Pay Use Report

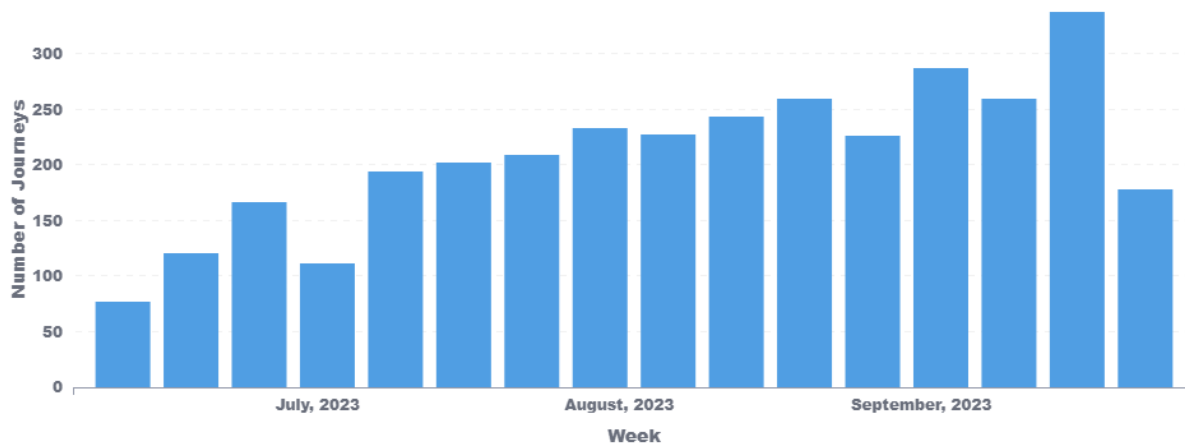
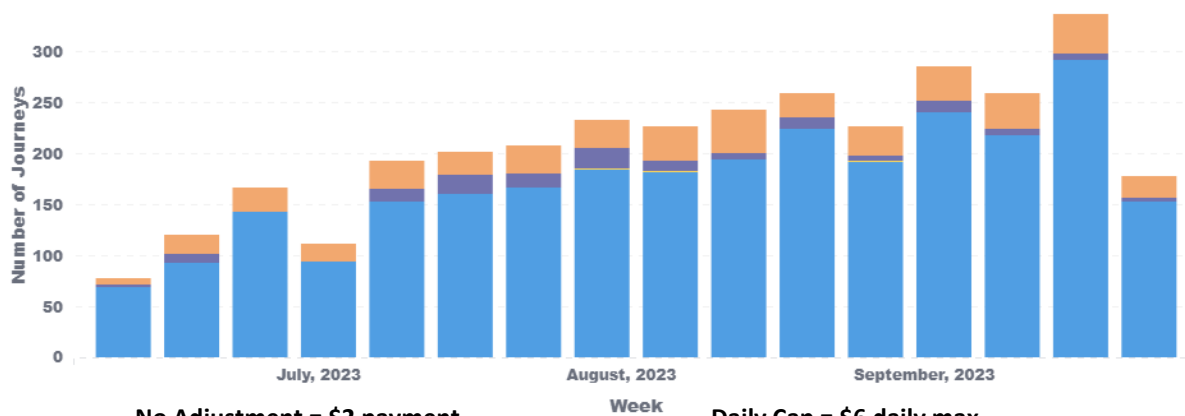


Figure 1: Total weekly trips across all systems.

Adjusted-Price Journeys Relative to Total Journey Count, Grouped by Week

Time Based Cap Multi-Day Cap Daily Cap No Adjustment



No Adjustment = \$2 payment

Time-Based Cap = Free transfer within 2 hours

Daily Cap = \$6 daily max

Multi-Day = Weekly or Monthly Cap

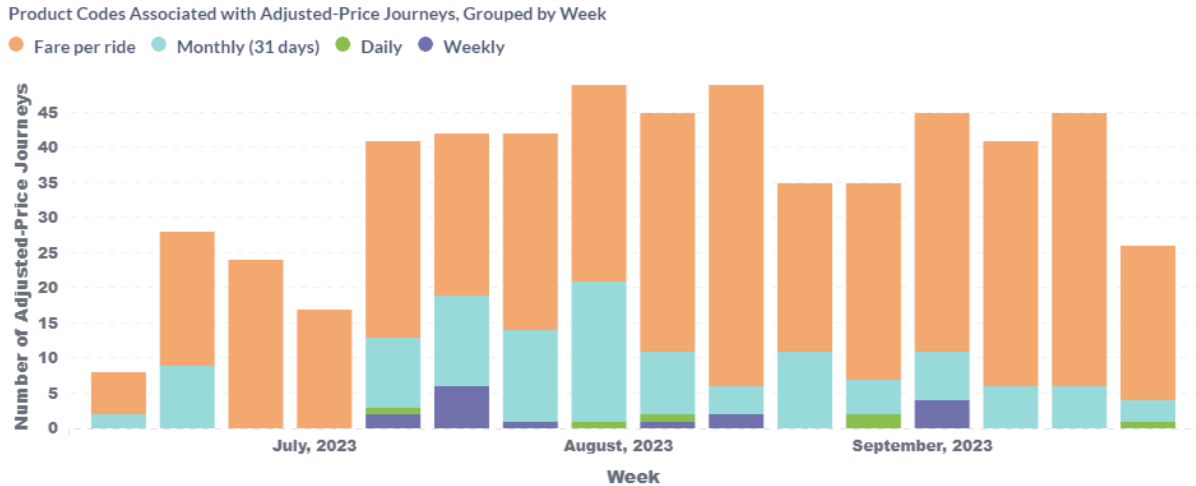
Figure 2: Total weekly trips by payment type.



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Fare per ride = Free transfer within 2 hours

Daily = \$6 daily max

Weekly = \$20 weekly max

Monthly = \$50 Monthly Cap

Figure 3: Total weekly price-adjusted only trips (not including No Adjustment trips)

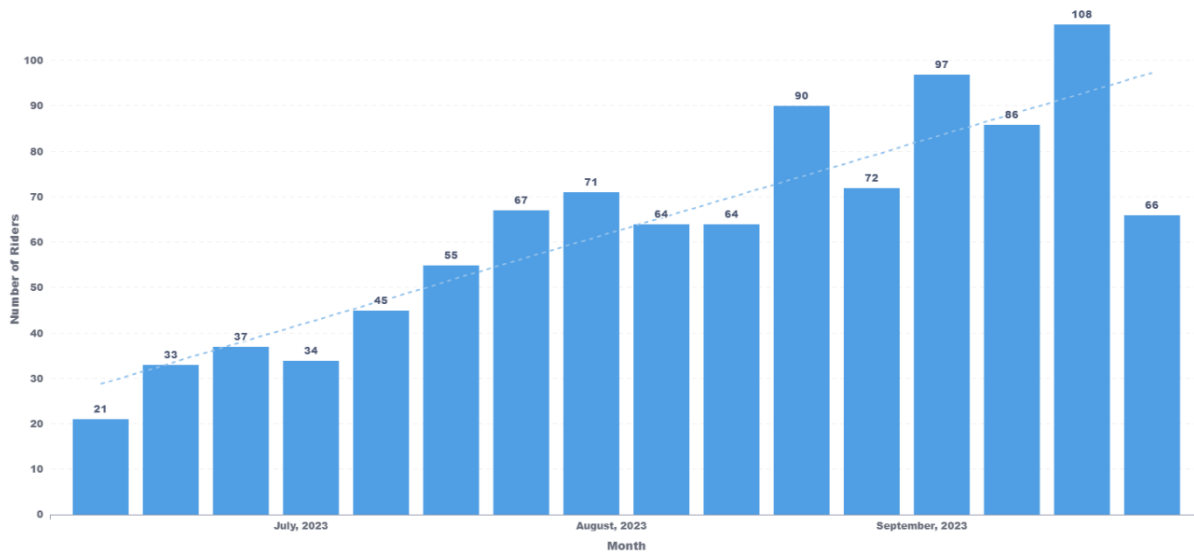


Figure 4: Number of unique weekly riders



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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: October 4, 2023

SUBJECT: Microtransit Pilot Program with Service to Samoa

As the Consolidated Transportation Services Agency for Humboldt County, HTA provides Dial-a-Ride (DAR) services to qualifying riders. These services are required within three quarters (3/4) of a mile around fixed route bus service. Therefore, this service is only mandated around ETS and A&MRTS routes, but is currently offered well outside of these areas, shown in Figure 1. The different colored zones in the figure correspond with ticket prices. Travel within one zone is \$3.00, between two zones is \$6.00, and across more than two is capped at \$9.00.

HTA owns and maintains the DAR vehicles but subcontracts the operation to City Ambulance of Eureka (CAE). In February 2023, HTA implemented RideCo on-demand transit software to streamline the scheduling and routing process. It includes the option of an app for riders to self-book service and it will optimize the use of vehicles and routes. CAE has been using it successfully, and some DAR customers have started booking on the app themselves. The app is only open to DAR customers at this time, but HTA would like to open its use to the public to fill vacancies. Preference would still be given to DAR clients, who may book 24 hours or more in advance whereas the public would only be allowed to book on the same day. Figure 2 a visual of each vehicle's occupancy on a typical day. Black areas are breaks, white are empty, and the red gradient reflects density of riders. Even in the darkest red areas, which signifies higher concentration, it is a relative shade. The darkest red in Figure 2 shows a 13-person vehicle with 4 occupants.

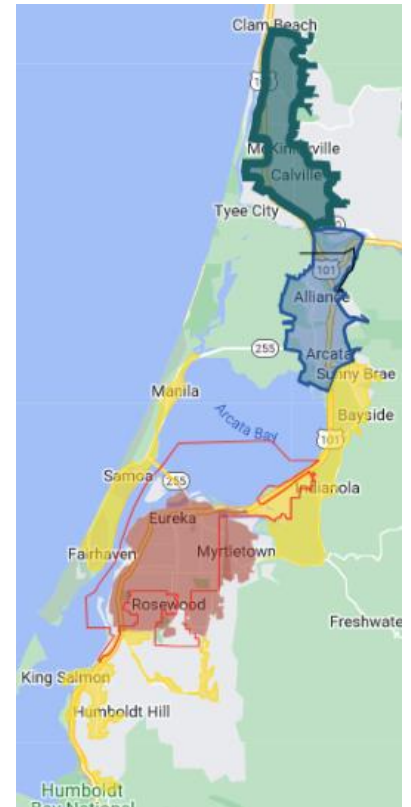
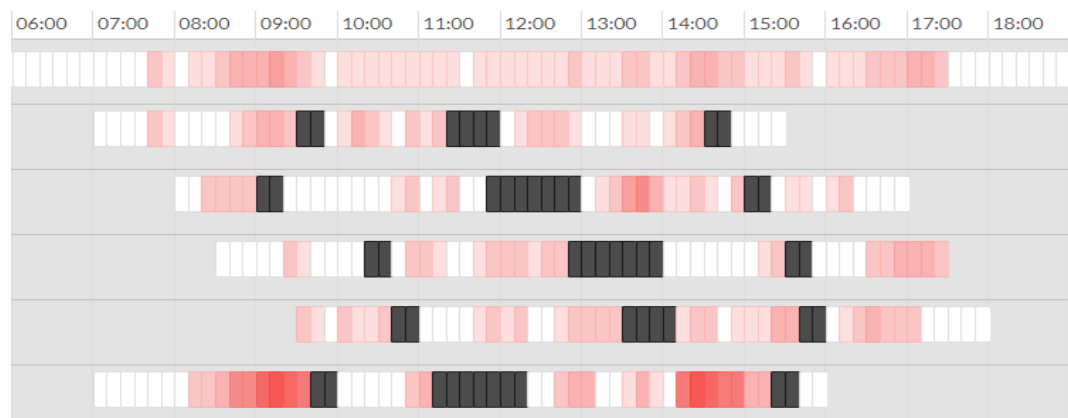


Figure 1, Dial-a-Ride Service Zones

Figure 2, Dial-a-Ride Vehicle Occupancy on 9/26/2023





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In addition to the existing DAR vehicles, HTA received State Transit Assistance Program funds to operate a microtransit vehicle in the Eureka and Samoa zones this fiscal year. With HTA's driver shortages, the driver will be provided by CAE, who has a driver available to begin these services at any time. Fares will be \$4.00 per zone without a cap, using the DAR zones pictured in Figure 1.

Staff would like to open the DAR vacancies to the public and add a microtransit vehicle to the Eureka and Samoa zones, with a soft opening on or around October 23, 2023. After a period of testing, this will be marketed as part of the Ride Humboldt brand structure.

Authorize Staff to Allow Dial-a-Ride Trips to be Shared with the General Public and Implement Microtransit Pilot Program.