

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: 263 166 159 009
Passcode: TLw8Np
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February 7, 2024

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. Elections

At the beginning of the year, new officers are elected to the Following positions:

Chair, Vice-Chair, and Finance & Operations Committee.

The HTA Chair also serves on the Policy Advisory Committee for HCAOG.

Current Positions:

Chair: Supervisor Arroyo, Vice Chair: Councilmember Ladwig

Finance & Operations Committee: Ladwig, Wilson, & Trent

E. Special Presentations

None

F. 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 December 6, 2023, Regular Board Meeting continued on December 11, 2024. Page 04
Staff: [Consuelo Espinosa](#)
Action Recommended: *Approve Minutes*

2. General Manager Salary Adjustment. Page 08
HTA Legal Counsel: [Nancy Diamond](#)
The Board completed a performance review of the General Manager and determined that his performance merits a salary increase within the approved General Manager step classification.
Action Recommended: *Approve placement of General Manager Greg Pratt at Step F of the Unrepresented Employees' Salary Schedule, retroactive to September 3, 2023.*

3. Humboldt Transit Authority Agency Designated Representative for the 2024/25 Successor MOU. Page 09
Staff: [Greg Pratt](#)
Jack Hughes has been HTA's designated representative for negotiations since 2015. Staff is requesting the Board appoint Mr. Hughes as the designated representative for the upcoming 2024/25 FY MOU.
Action Recommended: *Appoint Jack Hughes as Humboldt Transit Authority's Designated Representative for Negotiations Between the Humboldt Transit Authority and the American Federation of State, County and Municipal Employees.*

G. Items Removed from Consent Calendar

H. Reports

1. Draft November 2024 statistics and financial statements for all systems operated by HTA Enclosed
Staff: [Katie Collender](#)
Action Recommended: Review and Discuss

I. New Business

1. Unmet Transit Needs Review Page 11
Staff: [Greg Pratt & HCAOG: Stevie Luther](#)
Every year, the Region Transportation Planning Agency (HCAOG) runs the Unmet Transit Need Hearings for the County of Humboldt with direction from the Social Services Transportation Advisory Council. Senior Transportation Planner Stevie Luther will review the current list for the 2024/25 FY.
~Comment List Enclosed
Action Recommended: *Review, Discuss, and Make Recommendations if Necessary.*

2. HTA Planning Page 15
Staff: [Greg Pratt](#)
At the December 2023, HTA Board meeting, the Board directed Staff to list recommendations from the 5-Year Transportation Development Plan and the Triennial Review recently completed in order to plan, prioritize, and seek funding.
Action Recommended: *Review, Discuss, and Make Recommendations if Necessary.*

3. HTA Projects Update Page 17
Staff: [Jerome Qiriaz](#)
Staff will update the Board on current and future projects.
Action Recommended: *Review, Discuss, and Make Recommendations if Necessary.*

- J. Board Communications
- K. Staff Communications
- L. Closed Session
- None

M. 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

December 6, 2023

PRESENT

Board Members

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

ABSENT

Julie Woodall, City of Rio Dell
Steve Ladwig, City of Trinidad

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources 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

Katie Collender, Finance Manager

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Beth Burkes, HCAOG; Stevie Luther, HCAOG; Oona Smith, HCOAG; Vance Law, AMRTS; Gordon Shaw, LSC Transportation Consultants, Inc; Aaron Zell, Humboldt County Department of Health, and Human Services; Alissa Norman, Tri-County Independent Living; Colin Fiske, Coalition for Responsible Transportation Priorities; and Members of the Public; Joann McGarry.

CALL TO ORDER

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

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Colin Fiske with CRTP announced that the annual Champion Award was presented on local news to all HTA Drivers, Mechanics, and Staff. The annual award is given to locals who further CRTP's mission of promoting public transportation.

Joann McGarry, member of the public shared three (3) transit needs:

1. Route Improvement: More service to Loleta and Ferndale. Relocation of the AMRTS bus stop to west of town.
2. Fares: Concern regarding drivers being lenient in collecting bus fares. Easier access to pay fares without stumbling for change. Seek funds for free bus rides.
3. Signage: The Transit App signage is posted very small and hard to read on the bus. Suggested that HTA partner with Cal Poly for ideas to improve on signage and how to get the word out for those navigating transit without smartphones.

SPECIAL PRESENTATIONS

Gordon Shaw with LSC Transportation Consultants, Inc presented a final report regarding the adopted 2023-2028 Transportation Development Plan (TDP), which aims to improve public transit now and in the future. Additionally, provided feedback which identified potential changes that could improve public transit over the next five years that included ridership, funding, converting fleets to zero emissions vehicles, branding, fares, coordination, demographic factors, population growth, service frequency, paratransit, bus stop improvements, supporting first and last miles from a new transit center, and existing transit needs for all systems operated by the Humboldt Transit Authority. Additionally, expressed the need to remove Saturday Willow Creek Service, and the expansion of micro transit into the McKinleyville area.

Councilmember Alex Stillman inquired about details for a new Transit Center for the City of Arcata.

Supervisor Natalie Arroyo and Mike Wilson suggested that HTA look into how to finance and streamline Dial-a-Ride in the Eureka area. Also requested that planning be placed on the agenda for future discussion.

Public Comment:

- Colin Fiske suggested meeting targets to increase ridership.
- Joann McGarry expressed the need for extending weekday late night and Sunday service. Also suggested a network for people riding micro transit who may not be able to navigate or access the app, as well as a call by phone option.
- Alisa Norman gave a shout out to General Manager Greg Pratt for increasing transportation options.

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

Minutes from December 6, 2023, Regular Board Meeting

Items Removed from Consent Calendar

None

REPORTS

None

NEW BUSINESS

1. Free Bus Rides on Extreme Weather Days

Supervisor Arroyo announced that last year HTA provided 100 monthly bus passes for distribution through service providers affiliated with the Continuum of Care and nonprofit programs supporting transportation challenges to community members, including those experiencing homelessness and individuals with disabilities. She also expressed the need to continue working with HTA to expand the pilot program to service providers, as well as the board adopting a new policy offering free bus rides to emergency shelters to anyone on declared extreme weather days.

Public Comment:

- Colin Fiske emphasized the need to provide emergency transportation for those in need.
- Aaron Zell made mention that this year the county coordinated several warming centers that will be open to the public during extreme weather situations. Also, made mention about having some kind of pilot program this year.
- Joann McGarry suggested the possibility of placing under utilized shuttles into service to get people to those warming centers.
- Aaron Zell made mention that so as long as people get to the Arcata terminal, there are waking distance hubs that can be accessed.

Motion by Supervisor Wilson, second by Councilmember Castellano to Approve an Implementation Policy Offering Free Bus Rides to Anyone on Declared Extreme Weather Days for the 2024 Calendar Year Only. Motion carried unanimously.

2. HTA Projects Update

HTA's Transit Planner Jerome Qiraizi gave the board an update on future projects:

- *The Hydrogen Fueling Station RFP has been further delayed until January. The Board TIRCP Adhoc Committee will approve the RFP prior to release.*
- *HTA staff attended a pre-production meeting for the first New Fyler's production bus.*
- *HTA is working with HCAOG on the CalTrans Sustainable Communities grant.*

Public Comment:

Oona Smith with HCAOG added the need to pursue a comprehensive transit analysis of travel patterns in the County and how that information can be used to inform improvements to all fixed route systems.

BOARD COMMUNICATIONS

NONE

STAFF COMMUNICATIONS

NONE

CLOSED SESSION

Public Comment

None

The board meet in closed session at 10:35 am, pursuant to Government Code Section 54957 (b)(1) for an employee performance evaluation of an Unrepresented Employee, HTA's General Manager Greg Pratt.

Report out of closed session.

Board meeting to be continued on December 11, 2023, at 9:00am.

ADJOURNMENT

Meeting to be continued on December 11th, 2023, at 9:00 a.m.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
CONTINUATION MEETING OF THE DECEMBER 6TH, 2023, REGULAR BOARD MEETING
December 11, 2023

PRESENT

Board Members

Tami Trent, City of Fortuna
Leslie Castellano, City of Eureka
Debra L. Garnes, City of Rio Dell (Alt)
Natalie Arroyo, County of Humboldt
Mike Wilson, County of Humboldt
Debra Garnes, City of Rio Dell

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager

Also in attendance was Nancy Diamond, HTA's Legal Counsel.

ABSENT

Alex Stillman, City of Arcata
Steve Ladwig, City of Trinidad

CALL TO ORDER

Chairperson Arroyo called the meeting to order at 9:03 am.

ROLL CALL & Introductions

Introductions were made.

CLOSED SESSION

Public Comment

None

The Board meet in closed session pursuant for the following:

- A. Government Code Section 54957(b)(1) (employee performance evaluation): General Manager.
- B. Government Code Section 54957.6 (meeting with designated representative, unrepresented employee): Unrepresented Employee, General Manager, Designated representative, Board Chair.

Report out of closed session.

Nothing to report.

Adjournment

The meeting was adjourned at 9:59 am.

Memorandum

To: The Honorable Chair and Members of the
Humboldt Transit Authority Board of Directors
From: Nancy Diamond, HTA General Counsel
Date: December 28, 2023
Re: General Manager, Personnel Action re Salary

The HTA Board adopted a revised salary schedule for its unrepresented employees on September 6, 2023, which included a classification step and range schedule for the General Manager position. Previously, the General Manager salary was specified as a range only without step classifications. When adopting the revised salary schedule on September 6, 2023, the Board deferred identifying the step classification at which to place General Manager Greg Pratt, with the result that Mr. Pratt's compensation remained at the previous level.

The Board completed a performance review of the General Manager on December 6, 2023, and commend Mr. Pratt for his outstanding performance during the prior year in which he continued to bring innovation to Humboldt Transit Authority, received the *2023 CTA State Award for Transit Professional of the Year* 2023, received the *2023 CalACT State Award for Transportation Manager of the Year*, and received on behalf of HTA the *2022 CalACT State Award for Outstanding Transit Agency of the Year*.

Based on this, as well as Mr. Pratt's employment history with HTA since 2001 and status as General Manager since 2011, the Board has determined to place Mr. Pratt at Step F of the HTA Unrepresented Employees' Salary Schedule, retroactive to September 3, 2023, which is currently \$16,024.05 per month.

Action Recommended: Approve placement of General Manager Greg Pratt at Step F of the Unrepresented Employees' Salary Schedule, retroactive to September 3, 2023.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 7, 2024

SUBJECT: Humboldt Transit Authority Agency Designated Representative for the 2024/25 Successor MOU.

Jack Hughes, an attorney from Liebert Cassidy Whitmore, has been the Humboldt Transit Authority's designated representative for labor negotiations for the past nine years. He has successfully negotiated three MOUs with the American Federation of State, County, and Municipal (AFSCME), wage reopeners, and assisted HTA staff to stay current with labor laws.

The current MOU sunsets on June 30, 2024, and Staff would like to begin the process of negotiating for the 2024/25 – 2026/27 MOU and recommend Jack Hughes as HTA's designated representative.

Action Recommended: Appoint Jack Hughes as Humboldt Transit Authority's Designated Representative for Negotiations Between the Humboldt Transit Authority and the American Federation of State, County and Municipal Employees.



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TO: Chair Arroyo
All Governing Board Members

FROM: Stevie Luther, HCAOG Associate Transportation Planner

DATE: February 7, 2024

SUBJECT: Unmet Needs

Background on Unmet Transit Needs

HCAOG runs the Unmet Transit Needs (UTN) process annually with direction from the Social Services Transportation Advisory Council (SSTAC). The process is required by the California Transportation Development Act (TDA) to solicit input from the public on trips that cannot currently be made with public transit, and to determine if those unmet transit needs are reasonable to meet according to criteria adopted by HCAOG. Any unmet needs that are found reasonable to meet must be funded before TDA monies like the Local Transportation Fund (LTF) can be used for non-transit purposes. Except for the cities of Arcata and Eureka which apply the entirety of their LTF to public transit, cities and the County claim all or a portion of their LTF to use in Streets and Roads budgets as allowed in Article 8 of the TDA. After finding late night Saturday service on RTS reasonable to meet in 2018, the HCAOG Board took action to dedicate a portion of other state funds (LCTOP) to save up and start the service. This allowed the LTF funds to continue to be used for streets and roads. Sunday service on RTS was found reasonable to meet last year, as was a late-night Saturday run between Arcata and Eureka. Operational funding was going to be sourced from SB 125 transit funds. However, these funds are largely required to stabilize existing operations. The UTN analysis for FY 24-25 may find Sunday service is not reasonable to meet based on additional operational costs of providing staff on Sundays. The late-night Saturday service should also be reevaluated when data is available for how the additional evening run on RTS performs. HCAOG adopts definitions and criteria for the Unmet Needs in consultation with the SSTAC. In June 2023, HCAOG's Triennial Performance Audit recommended revisions to the Unmet Needs criteria. The suggestions were to add a condition for community support of a new transit service and to incorporate an analysis of performance measures. The SSTAC discussed these proposed changes and made the addition that an unmet need should demonstrate community support defined by a minimum of two requests. In addition, the wording of criteria of number two was edited to make it more clear that staff would include an analysis of subsidy per passenger trip and passengers per hour to provide more data in evaluating unmet needs. The HCAOG Board adopted the revised criteria below in December 2023, with changes underlined.

Definition of Unmet Transit Need:

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



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2. Proposed public transportation, specialized transportation, or private transport services that are identified in the following (but is not limited to): a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit–Human Services Transportation Plan.
3. Sufficient broad-based community support exists, meaning that persons who will likely use the service on a routine basis demonstrate support with at a minimum two requests for general public service and for disabled service.

Unmet transit needs do **not** include the following:

- Improvements funded or scheduled for implementation in the next fiscal year.
 - 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.

Criteria to be found 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.
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. Performance measures including estimated subsidy per passenger trip and passengers per vehicle hour of service will 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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Example Analysis

Below are examples of the analysis HCAOG staff will include in the upcoming FY 24-25 Unmet Transit Needs Report of Findings. Please note these are preliminary draft findings and the numbers may change after further quality review.

Sunday Service on ETS

According to June 2023 HTA Board Report, Saturday ridership on ETS saw a year over year increase of 17% above the fiscal year ending in 2022, growing from 8,726 to 10,175 passengers. This increase corresponded with a 13% increase in vehicle hours. Saturday service on the Eureka Transit Service currently has a farebox ratio of 9.2%. Past ridership on ETS and general principles for transit indicate that ridership would be lower on a Sunday than a Saturday. Even assuming 50% of Saturday trips and cutting the service time in half to reduce operating costs, the Sunday ETS service would not meet the minimum performance standards necessary to be considered reasonable to meet.

Analysis of ETS Sunday Service

Service	Total riders	Collected Fares	Operating Cost	Farebox Ratio	Subsidy per passenger	Passenger/hour
ETS overall	123,629 [#]	\$204,175	\$1,403,009	14.55%	\$9.70	11.28
ETS Saturday	5,212 total* = 200 trips/day average	200 trips/day x \$1.22 avg fare = \$244	\$128.00/hr x 16 hours (2 routes at 8 hours each) = \$2,048	244 / 2,048 = 11.9%	(\$165,926 – 12,413) / 10,175 = \$15.08 [^]	10,175 riders / 1,296 hours = 7.85
ETS Sunday	5,212 * 0.5 = 2,606 total = 100 trips/day	100 trips/day x \$1.22 avg fare = \$122	\$128.00/hr x 8 hours (2 routes at 4 hours each) = \$1,024	122 / 1,024 = 11.9%	(\$1,024 - \$122) / 100 = \$9.02	100 riders / 8 hrs = 12.5 [@]

[#] FY 22-23 YTD total as reported in HTA Board Report June 2023.

^{*}6-month total over 26 operating days July 1 through December 31, 2023. The subsidy and passenger per hour were calculated using the FY 22-23 YTD data.

[^]Multiplied Sat/Holiday hours (1,296) by operating cost per vehicle hour (128) then multiplied Saturday ETS passengers (10,175) by \$1.22 avg fare for ETS provided by HTA.

[@] These numbers are off. I need to double check the Saturday ETS ridership and operating days were pulled correctly from the raw data. The assumption that 50% of total Saturday riders would ride on Sunday even while Sunday vehicle hours are reduced by half is incorrect. As described below for Sunday RTS service, there would also be increased operating costs in terms of additional staffing that are not fully accounted for here.

Sunday Service on RTS.

In 2012, Sunday service on Redwood Transit was found an unmet transit need reasonable to meet. HTA began Sunday service and ran it until the service was discontinued during the Covid-19 emergency in 2020. When the service operated, average daily ridership on Sundays was around 376, about 50% of the Saturday service ridership. The FY 23-24 UTN Report analyzed Sunday service based on FY 22-23 RTS Saturday ridership data, and found an estimated farebox return ratio of 10.4% for RTS Sunday service. Based on this finding, Sunday service was determined an unmet need reasonable to meet. However, further discussions with transit operators and transit analysts have turned up several problems with this analysis. First, prior new services resulting from UTN



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findings have performed with less than the optimal predicted ridership, and for that reason previous HCAOG UTN reports have noted the estimated farebox return should be well above the required 10% in order to be considered a viable route. The predicted Sunday farebox return was just 10.4% and actual performance after two years would likely underperform the estimate. In addition, HTA noted that the operating costs for Sunday service are higher because operational staffing must be provided for Sunday. This includes two mechanics, two fuelers, and a dispatcher. Over the course of a year, these additional positions would raise the total operating cost for HTA, so a proper analysis would adjust the operating cost per hour accordingly to measure the marginal farebox return. Lastly, the recently completed Transit Development Plan highlighted Sunday service as an important short-term service improvement. However, the consultants pointed out that Sunday service should not be implemented on one line until there is a plan/funding to implement on all routes (ETS, RTS, and A&MRTS) simultaneously. The effectiveness of Sunday service, in terms of productivity, efficiency, and mobility would be hampered without the ability to transfer to other intra-city services.

There were an average of 489 daily riders on RTS on Saturdays for the 27 operating days over the period from July 1 to December 31, 2023. Based on FY 19-20 records for RTS (the last full year in which Sunday service ran), there were 52% as many riders on Sundays as on Saturdays. With 13,224 riders in the six-month period covered by the data, it would be expected that about 6,612 passengers would ride RTS on Sundays, which comes to 245 passengers per day and average collected fares of \$539. With routes totaling 31.48 hours run-time the total daily operating cost comes to \$4,218. This equates to a marginal farebox return ratio of 12.7% which meets the criteria for reasonable to meet. The Sunday service may operate at limited hours compared to Saturday, which would decrease operational costs but would also lower ridership and potentially decrease the farebox return ratio.

Farebox Analysis for RTS Sunday Service

Service	Total riders 27 [#] operating days	Collected Fares	Operating Cost	Farebox Ratio	Subsidy per passenger	Passenger/hour
RTS Saturday	13,224 total = 489 trips/day	489 riders / day x \$2.20 avg fare = \$1,075.80	\$134.00/hr x 31.48 hours = \$4,218.77	1,075 / 4,218 = 25.5%	(4218-1075) / 489 = \$6.42	489/31.48 = 15.5
RTS Sunday	13,224 * 0.5 = 6,612 total = 245 trips/day	245 trips/day x \$2.20 avg fare = \$538.75	\$134.00/hr x 31.48 hours = \$4,218/day	538 / 4,218 = 12.7%	(4218-539) / 245 = \$15.01	245/31.48 = 7.8

Need to check operating days, these ridership numbers may include holidays. The

Changes to Redwood Transit Service span of service: This would provide service earlier in the morning and later in the evening on weekdays.

Response: Pre-pandemic, RTS operated an earlier morning and a later evening run. As ridership levels have begun to rebound post-Covid, Humboldt Transit Authority anticipates running these routes in the next fiscal year. Services that are planned and funded for the next fiscal year are not considered unmet needs. HTA General Manager Greg Pratt has noted that a significant barrier to implementing this change is hiring, training and retaining new bus drivers. Increasing driver salaries has led to new hires in the last year, but retaining drivers by offering good schedules has been a challenge as HTA has had to pivot to staffing the A&MRTS Green and Gold Route and the Redwood Coast Express. HTA is very close to having the availability of enough drivers to schedule blocks that will allow for the requested increase in span of service.



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Appendix B: Recent History of Unmet Needs Requests

Hearing Year/Finding	HCAOG Response or Action
FY 2015/16	
Service to Tish Non Community Village Service on Old Arcata Road	Both services began, underperformed, and were discontinued.
FY 2016/17	
Fieldbrook / Glendale / Korbel / Blue Lake routes considered with survey	Not reasonable to meet based on farebox return.
FY 2017/18	
No unmet needs reasonable to meet.	Late-night and weekend service to CR and service to Samoa found not reasonable to meet based on farebox return
FY 2018/19	
Late-night weekday service on RTS	Lacked funding to begin service. LCTOP funds reserved and service scheduled to begin in 2020. Funding repurposed to provide free transit during Covid. SSTAC recommended this unmet need be revisited in future UTN cycles.
FY 2019/20	
Saturday service to Blue Lake Bus stop on south Broadway	Service began October 12, 2019. Willow Creek line makes 3 stops in Blue Lake on Saturdays. Bus stop planned in Caltrans project for south Broadway.
FY 2020/21	
No unmet needs reasonable to meet.	Express bus between McKinleyville and Eureka during peak commute hours found not reasonable to meet due to Covid-19. SSTAC recommended this unmet need be revisited in future UTN cycles.
FY 2022/23	
Service to points in Mendocino County	Not reasonable to meet due to farebox returns. Express service between Eureka and Ukiah is planned through the Transit and Intercity Rail Capital Program (TIRCP) grant.
FY 2023/24	
Sunday service on RTS Late night Saturday service on RTS between Arcata and Eureka	Both services were found reasonable to meet based on farebox. Additional operating funding was planned to be secured through SB 125, however funding needed to stabilize existing operations. Findings may be revisited in FY 24-25 based on additional information about operational costs for Sunday service, and to assess performance of additional evening RTS before expanding span further.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: February 7, 2024

SUBJECT: HTA Planning

At the December 6, 2023, Regular Board Meeting, Gordon Shaw with LSC Transportation Consultants, Inc. presented County of Humboldt's Transportation Development Plan (TDP). The TDP listed several recommendations on how HTA could improve overall services and referenced HTA's Triennial Review's recommendations.

The Board requested Staff to compile a list of recommendations in order to plan for future improvements, prioritize based off of need, and research potential funding streams in order to implement. Attached is a list of recommendations from HTA's TDP and Triennial Review that shows Staff's progress to date.

At the next HTA Board meeting, Staff will include goals from HCAOG's Regional Transportation Plan, also known as VROOM, and Caltrans' 2020-2024 Strategic Plan.

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

Completed

Track Revenue and Non-Revenue Miles and Hours.

If farebox falls below 10%, utilize allowances made by AB 149. No farebox requirement
Provide Service to Mendocino County.

Microtransit. Open paratransit up to the general public. Testing began October 2024

Samoa/Manila Microtransit Service: Began October 2024

Contactless Payment Technology.

Microtransit Serving Southwest Eureka

In Process

Fuel Cell Infrastructure.

Microtransit in McKinleyville

Earth Center (City of Eureka Multi-Modal Hub).

McKinleyville Transit Hub.

Blue Lake Microtransit.

Later Weekday Service on RTS

Funding Needed

RTS Express Service

- McKinleyville to CR
- CalPoly Humboldt to CR
- CalPoly Humboldt to Eureka

Later Saturday Service on RTS

Sunday Service on RTS

ETS Route Modifications

ETS Expand Weekday service to 7:00 pm

ETS Expand Weekday service to 9:00 pm using two routes

ETS Sunday Service

ETS Increase Frequency

Operations and Maintenance Facility Upgrades.

Redway Satellite Office

Invest in Passenger Facilities and Amenities

City of Eureka Bike Lockers and Bike Racks

Under Review

Willow Creek eliminate Saturday Service

Reduce Willow Creek Saturday Service to two round trips

DAR Rider Policies

- Eligibility
- No Shows and Cancellations

McKinleyville Fixed Route Transit Service

Potential Studies

DAR Funding Agreement

5307 Designation

Bus Passenger Facilities Plan

Utilize Park & Ride Lots



133 V Street
Eureka, CA 95501

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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: February 7, 2024

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. RCX started on January 16th.
 - b. HCAOG under contract negotiations with marketing consultant.
- Hydrogen Fueling Station
 - a. The RFP will be released next week. The Board TIRCP Adhoc Committee will approve the RFP prior to release.
 - b. Staff submitted allocation request for remaining funds for construction for the March 21st CTC meeting.
- Hydrogen Buses & Pilot Bus
 - a. HTA staff Jim Wilson and Kelly Masterson are finalizing the bus specifications.
 - b. On track for delivery of the pilot bus in December, 2024
- Intermodal Transit Center
 - a. No update

TIRCP Cycle 6 Grant

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

- Received confirmation of funding source and project manager. Project will be managed by CalSTA staff, not CalTrans. Starting the contracting process this month.

Microtransit

This topic captures various microtransit-related projects.

- Humboldt Bay Region
 - a. HTA continuing soft launch of microtransit. HTA staff are doing extensive testing and improving driver training.
- Samoa-Manila Service Area
 - a. Samoa stops were added to the service soft launch service area
- Eureka Service Area
 - a. AHSC funding was awarded which provides funding for extended microtransit within Eureka. Timeline unknown at this time when contracting for funds will start.
- McKinleyville Service Area
 - a. Funds were awarded for extended microtransit service within McKinleyville. Timeline unknown at this time when contracting for funds will start.



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First Mile / Last Mile Service

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

- Eureka Oldtown Service
 - No update
- Bikeshare
 - No update

Planning and Operations

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

- Simplified Time-Based Fare Structure
 - a. HTA staff are close to finalizing a streamlined ticketing system. Update from staff anticipated for next month.
- Credit Card Validators
 - a. No update
- System Planning and Scheduling
 - a. HCAOG submitted a grant application to the CalTrans Sustainable Communities grant in January. If funded, this project will pursue a Comprehensive Analysis of travel patterns in the County and how this information can be used to inform improvements to all fixed route systems. The project would also seek to enhance coordination and integration between land use planning and multi-modal infrastructure planning across tribes and jurisdictions in the County.

Regional Projects Coordination

This is a catch-all for projects that we are currently coordinating on and/or providing input.

- CalTrans South Broadway Improvement Project
- Arcata Reconnecting Communities Project
- Great Redwood Trail: Eureka-CR Trail Advisory Committee
- Eureka Bike Plan

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.

- A complete site survey of our facility will be completed this month
- Staff will be pursuing a planning grant through the Federal Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program. This grant will seek to fund a facility Master Plan and complete design package. This will be used to pursue federal and/or state funding for construction.

North State Intercity Bus Coordination



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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

- State Hydrogen Fuel Procurement effort is making progress. Planned solicitation release has been delayed to March.
- The Rural Hydrogen Case Study funded by Go-Biz is progressing well. The goal of this project is to proactively identify and address challenges with adoption of hydrogen as a fuel in rural areas.
- Prototype fuel cell 26,000 GVWR cutaway, waiting on grant award announcement from CARB.
- Hydrogen station and New Flyer buses, see TIRCP Cycle 5 Grant
- Prototype hydrogen coach, see TIRCP Cycle 6 Grant

Action Recommended:

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