

Board of Directors
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County of Humboldt

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: 213 534 824 793
Passcode: BKGW33
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July 3, 2024

9:00 AM

Special 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 June 5, 2024, Regular Board Meeting and June 5, 2024 Special Meeting.

Page 04

[Staff: Consuelo Espinosa](#)

Action Recommended: Approve Minutes

2. Agreement for Operation of Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt.

Page 09

[Staff: Greg Pratt](#)

Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from Willow Creek. ~Contract Enclosed.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and the County of Humboldt.

3. Agreement for Operation of the Southern Humboldt Bus Transit System by and between HTA and the County of Humboldt. Page 10
 Staff: [Greg Pratt](#)
 Staff is recommending a three-year agreement between HTA and the County to provide transportation to/from the Southern Humboldt region. ~Contract Enclosed.
Action Recommended: Approve the Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority
4. Agreement between the City of Arcata and the Humboldt Transit Authority for Operations and Maintenance of the Arcata & Mad River Transit System (AMRTS) and Vehicles. Page 11
 Staff: [Greg Pratt](#)
 Since 2001, HTA has been providing maintenance for all AMRTS buses and vehicles. The City of Arcata would like to amend the contract to include driving and operations of the AMRTS routes beginning July 1, 2024.
 ~Agreement Enclosed
Action Recommended: Approve Amendment and Restatement of the Agreement between the City of Arcata and Humboldt Transit Authority for Operations and Maintenance of the AMRTS System and Vehicles and Authorize the General Manager to Execute all Applicable Documents.
5. Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP) Page 12
 In 2020, HTA established a Public Transportation Agency Safety Plan to increase the safety of its drivers and passengers and to strengthen the agency's safety and risk management program. The program has been a success and Staff has made a few minor edits for the 24/25 fiscal year's plan.
 ~PTASP Enclosed
Action Recommended: Approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 24-05.
6. 2023-2024 FY Budget Continuation until Adoption of 2024-2025 FY Budget Page 15
 Staff: [Greg Pratt](#)
 Staff is recommending adoption of Resolution 24-04 to continue the current fiscal year budget. The draft 2024-2025 fiscal year budget will be ready for review at the July Special Board meeting, and final adoption at the August Regular Board meeting.
Action recommended: Continue HTA's 2023-2024 Budget until adoption of the 2024-2025 budget by adopting Resolution 24-06

F. Items Removed from Consent Calendar

G. Reports

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

H. New Business

1. Humboldt Transit Authority Fare Consolidation Page 17
 Staff: [Katie Collender](#)
 Staff will present an alternative fare structure that will make riding HTA and AMRTS buses more affordable and simplify passes used on six different systems.
Action Recommended: Review, Discuss, and Direct Staff to Hold a Public Hearing at the August 7, 2024, Regular Meeting for the Proposed Fare Structure.
2. HTA Projects Update Page 21
 Staff: [Jerome Qiriaz](#)
 Staff will update the Board on current and future projects.
Action Recommended: Review, Discuss, and Make Recommendations if Necessary.

3. Preliminary Budget for Humboldt Transit Authority FY 2024/2025.

Page 24

Staff: [Katie Collender](#)

Staff has prepared a preliminary budget for the Consolidated Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek & Southern Humboldt Intercity Systems, Redwood Coast Express, and for contracting with the City of Arcata for Operations & Maintenance services.

Action Recommended: Review the budget as proposed by staff and reviewed by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget.

4. Transportation Options for the 101 Corridor

Handout

Staff: [Katie Collender](#)

Staff will update the Board on service changes on the 101 corridor between Arcata and the Bay Area.

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

I. **Board Communications**

J. **Staff Communications**

K. **Closed Session**

1. Public Comment
2. The Board will go into Closed Session pursuant to Government Code Section 54957.6. Agency designated representative: [Jack Hughes](#); Employee organization: Local 1684, American Federation of State, County and Municipal Employees.
3. Pursuant to Government Code Section 54956.9(a) the Board will meet in Closed Session to discuss the following existing litigation: Charles Edwards and Ted Sheets dba ADS in MOTION vs. Humboldt Transit Authority; Greg Pratt and Katie Collender. Humboldt County Superior Court Case # CV2300002
4. 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

June 5, 2024

9:00 am

PRESENT

Board Members

Tami Trent, City of Fortuna
Alex Stillman, City of Arcata
Steve Ladwig, City of Trinidad
Debra L. Garnes, City of Rio Dell
Leslie Castellano, City of Eureka
Mike Wilson, County of Humboldt

ABSENT

Natalie Arroyo, County of Humboldt

Attended Via Zoom

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager
Katie Collender, Finance Manager
Carolann Aggeler, Administration and Finance Assistant
Andi Evans, Bookkeeper
Jerome Qiriazzi, Transit Planner
Sherry Dunlap, Safety & ADA Coordinator
Jim Wilson, Director of Maintenance

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Beth Burks, HCAOG; Vance Law, City of Arcata; Colin Fiske, Coalition for Responsible Transportation Priorities; Kelsey Martin, Coalition for Responsible Transportation Priorities; Jack Hughes, Employee Organization, Local 1684 AFSCME; Joann McGarry, Member of the Public; and Althea Christensen, Member of the Public.

CALL TO ORDER

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

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Joann McGarry expressed the need for bench seating at bus stops and inquired about a shuttle service to the annual Oyster Festival. Additionally, Joann shared that the cash fare system can be challenging for people with mobility impairments and requested that HTA explore simplifying the cash fare system on the bus. Althea Christensen shared that the buses were at capacity during the Kinetic Sculpture Race and suggested that HTA add additional service in the future. She also suggested that HTA offer preload able bus passes at several business locations to help minimize the waiting times on the bus.

SPECIAL PRESENTATIONS

None

SPECIAL BOARD MEETING

9:10 AM

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

Minutes from June 5, 2024, Regular Board Meeting

Action Recommended: Approve minutes.

Letter of Support for Sonoma –Marin Area Rail Transit (Smart) District Train

A representative from SMART requested a letter of support from the Humboldt Transit Authority for RAISE grant application. Their project includes improvements between Healdsburg and Cloverdale.

Action Recommended. Execute a Letter of Support for Sonoma County's RAISE Grant Application providing improvements to rail between Healdsburg and Cloverdale.

5311 Regional Apportionment Grant Funds

Board authorization is required to submit an application for Section 5311.

Action Recommended: Adopt Resolution 24-03 Authorizing Application for FTA Section 5311 Grant Funds and authorize the General Manager to Sign the Grant Agreements.

Agreement Be the Humboldt Transit Authority and CAE Transport, Inc. Paratransit Transportation (Dial-a-Ride Services

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

~Agreement Enclosed

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

Items Removed from Consent Calendar

None

REPORTS

Finance Manager Katie Callendar gave the board an update that there is an overall 14.00% increase in farebox ratio. She also shared that there has been an increase with the use of Tap to Pay and that in September HTA will provide marketing material.

NEW BUSINESS

Promoting Ridership on all Systems

General Manager Greg Pratt announced that in order to promote public transportation, staff would like to continue with the annual Summer Youth Pass for children under 18 by offering free rides and adding senior citizens. Additionally, he shared that staff would be marketing the Dump the Pump Day to encourage the public to try transportation at no cost.

Motion by Supervisor Ladwig, second by Supervisor Wilson, to Approve Free Rides for Senior Citizens and Children 17 and under from June through August, along with free rides for everyone for "Dump the Pump" day on June 20, 2024. Motion carried unanimously.

HTA Projects Update

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

- HTA staff submitted a funding allocation plan and formal request for funding in February. Caltrans grant management staff are following up with CalSTA staff for the next steps.
- The Eureka City Council awarded Danco as the developer for the Transit and Housing Center.

Hydrogen Fueling Station: Response to Submitted Proposal

HTA's Transit Planner Jerome Qiriazzi shared that in February of this year, HTA submitted a Request for Proposal to construct a hydrogen fueling station and received one single response. Additionally, he added that out of the four qualified bidders, HTA received only one proposal because the Procurement Coordinator was unable to determine if the price was fair and reasonable.

Staff proposed that the board reject the single proposal to RFP 23-01 due to the inability to determine if the proposed price was fair and reasonable. Additionally, that the board authorize HTA's General Manager to issue a new RFP for redesign and construction of the hydrogen fueling station to the existing qualified bidder after approval by the TIRCP Ad-Hoc Committee.

Motion by Supervisor Wilson, second by Councilmember Garnes to Reject the Single Proposal to RFP 23-01 and Authorize the General Manager to Issue a New RFP for Design and Construction of the Hydrogen Fueling Station to the Existing Qualified Bidders List after Approval of the RFP by the TIRCP Ad-Hoc Committee. Motion carried unanimously.

BOARD COMMUNICATIONS

Councilmember Steve Madrone shared that he has received great feedback regarding the service to Willowcreek and Hoopa.

Councilmember Garnes thanked HTA's Operations Manager for getting a bus to Rio Del City Hall.

STAFF COMMUNICATIONS

HTA's Transit Planner Jerome Qiriazzi announced that the pictures from the marketing firm Studio Six were great.

Finance Manager Katie Collender announced that her staff has marketing material for Dump the Pump, the Oyster Festival, and Students & Senior ride free during the summer program.

Closed Session

Pursuant to Government Code Section 54957.6. the board went into closed session with agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.

Public Comment:

None

ADJOURNMENT

11:15 a.m.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
SPECIAL BOARD MEETING

June 5, 2024

9:05 am

PRESENT

Board Members

Tami Trent, City of Fortuna

Alex Stillman, City of Arcata

Steve Ladwig, City of Trinidad

Debra L. Garnes, City of Rio Dell

Leslie Castellano, City of Eureka

Mike Wilson, County of Humboldt

ABSENT

Natalie Arroyo, County of Humboldt

Attended Via Zoom

Staff

Greg Pratt, General Manager

Consuelo Espinosa, Human Resources Manager

Katie Collender, Finance Manager

Carolann Aggeler, Administration and Finance Assistant

Andi Evans, Bookkeeper

Jerome Qiriazzi, Transit Planner

Sherry Dunlap, Safety & ADA Coordinator

Jim Wilson, Director of Maintenance

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Beth Burks, HCAOG; Vance Law, City of Arcata; Colin Fiske, Coalition for Responsible Transportation Priorities; Kelsey Martin, Coalition for Responsible Transportation Priorities; Jack Hughes, Employee Organization, Local 1684 AFSCME; Joann McGarry, Member of the Public; and Althea Christensen, Member of the Public.

CALL TO ORDER

The Alternate Chair called the meeting to order at 9:10 am.

ROLL CALL & Introductions

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

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.

Agreement Be the Humboldt Transit Authority and CAE Transport, Inc. Paratransit Transportation (Dial-a-Ride Services

Staff has prepared a funding agreement for regional Dial-a-Ride services in fiscal year 2024-2025. The contract is for a one-year term and will have a 14% increase from last year.

~Agreement Enclosed

Motion by Supervisor Wilson, second by Supervisor Ladwig to approve Agreement between the Humboldt Transit Authority, City of Arcata, County of Humboldt, and the Humboldt County Association of Governments regarding Dial-a-Ride Services Operating and Administrative Cost-Sharing. Motion carried unanimously.

Items Removed from Consent Calendar

None

Board Communications

None

Staff Communications

None

Closed Session

None

Adjournment

9:13 am



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: July 3, 2024

SUBJECT: Agreement for Operation of Bus Transit System in the Willow Creek Area
by and between HTA and the County of Humboldt.

Since July 2001, HTA has been operating bus service between Willow Creek and Arcata six days per week, connecting with RTS, AMRTS, Karuk Transportation, and Trinity Transit. The system continues to be successful and has been a reliable source of transportation for residents that need to get to Arcata/Eureka for their essential needs. HTA Staff also coordinates class schedules for getting students to Arcata High School. Recently, Willow Creek has been providing service to/from Blue Lake picking up an average of five passengers per day since the Rancheria discontinued service.

The contract is up for renewal and there are no schedule changes at this time. The only change from the prior agreement is a 3% increase for years two and three. Because the system is funded by the County's Local Transportation Fund, it is scheduled for approval on the Humboldt County Board of Supervisors upcoming agenda. HTA Staff was successful in receiving Federal Transit Administration Grant Funds to assist in the overall cost of the system.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and the County of Humboldt.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 3, 2024

SUBJECT: Agreement for Operation of Bus Transit System in the Southern Humboldt Area by and Between County of Humboldt and Humboldt Transit Authority

Since 2010, the Humboldt Transit Authority has been operating the Southern Humboldt Transit System providing Intercity bus service for the Southern Region to connect to the Northern County. HTA recently started the Redwood Coast Express which also gives Southern Humboldt residence an express option between Garberville and Eureka.

The contract is up for renewal and there are no schedule changes at this time. The only change from the prior agreement is a 3% increase per year as shown in the enclosed contract. Because the system is funded by the County's Local Transportation Fund, it is scheduled for approval on the Humboldt County Board of Supervisors upcoming agenda. HTA Staff was successful in receiving Federal Transit Administration Grant Funds to assist in the overall cost of the system.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Southern Humboldt Area by and Between County of Humboldt and Humboldt Transit Authority.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 3, 2024

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

Since 2001, HTA has been providing maintenance for all AMRTS buses and vehicles. This includes garage space for AMRTS buses, providing necessary inspections, fueling, and daily cleanings and most recently, providing the day-to-day operations. Routing and hours of operation still remain under the direction of the Arcata City Council and any substantial changes to fares, routes, and hours need their approval. This agreement is for a one-year term.

Action Recommended: Approve Amendment and Restatement of the Agreement between the City of Arcata and Humboldt Transit Authority for Operations and Maintenance of the AMRTS System and Vehicles and Authorize the General Manager to Execute all Applicable Documents.



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 3, 2024

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

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

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

Each year the Authority's PTASP plan reviews the plan and the accomplishments of the current year to develop a revised plan that contains amended goals for continuous improvement. Specific goals for system reliability are required as part of the plan. The chart below shows the accomplishments of the 2023/2024 PTASP Safety Performance goals.

| Mode of Transit Service | Fatalities Goal | Fatalities Experienced | Injuries Goal | Injury Experienced | Safety Events Experienced | System Reliability Goals | % of System Reliability Goal Achieved |
|-------------------------|-----------------|------------------------|---------------|--------------------|---------------------------|--------------------------|---------------------------------------|
| Commuter | 0.0 | 0.0 | 0.0 | 0.0 | 27.0 | 8,500 | 74.6% |
| Dial-A-Ride | 0.0 | 0.0 | 0.0 | 0.0 | 7.0 | 20,000 | 135.8% |
| Fixed Route | 0.0 | 0.0 | 0.0 | 0.0 | 13.0 | 6,500 | 92% |
| Intercity | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 36,000 | 190.4% |



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2024/2025 HTA PTASP Safety Performance goals are illustrated in the table below. The distance between the need to remove a bus from service (reliability) Milage has been decreased for the Commuter and Dial-A-Ride systems and increased for the fixed route and intercity runs due to an aging fleet and other factors considered such as trends over the last two years.

| Mode of Transit Service | Fatalities | Injuries | Safety Events | System Reliability |
|-------------------------|------------|----------|---------------|--------------------|
| Commuter | 0.0 | 0.0 | 0.0 | 7,000 |
| Dial-A-Ride | 0.0 | 0.0 | 0.0 | 15,000.00 |
| Fixed Route | 0.0 | 0.0 | 0.0 | 5,500.00 |
| Intercity | 0.0 | 0.0 | 0.0 | 36,000.00 |
| AMRTS | N/A | N/A | N/A | 5,000 |

The past year's projections on the PTASP are taken from quarterly rates totals and adjusted to reflect a probable goal to achieve. This year's projections are relying on the same information that has been used in the past with adjustments that are reflective of an achievable goal narrative based on last two year's data included in the PTASP. In addition to the projections, we have implemented training for all drivers involved in an at fault accident.

The PTASP Committee - HTA is voluntarily meeting the new FTA requirements for large bus transit agencies to include the agency's safety team in the in the Agency's PTASP review process. Attached to this report is the draft for the 2024/2025 Humboldt Transit Authority PTASP for the Board's approval.

Action Recommended: Approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 24-05

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

RESOLUTION NO. 24-05,

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority does hereby approve and accept the agency's 2024/25 Public Transportation Agency Safety Plan.

PASSED, APPROVED AND ADOPTED this 3rd day of July 2024 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Name: Natalie Arroyo

Title: Chair of the HTA Governing Board of Directors

Signature: _____

Date: _____

Attest:

Secretary to the Board



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TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: July 3, 2024

SUBJECT: Continuing 2023-2024 FY Budget until Adoption of 2024-2025 Budget

Staff typically presents a preliminary annual budget for the upcoming fiscal year to the Board for review at its May meeting. After Board approval of the preliminary budget, staff then publishes notice seeking input on the proposed budget and brings the final budget to the Board in May or June, before the beginning of the fiscal year.

Negotiations between AFSCME and HTA this year have delayed preparation of the 2024-2025 budget. The preliminary budget has been reviewed by the Finance and Operations Committee and will be presented to the Board at a special meeting on July 3, 2024. If approved, staff will publish notice and prepare the final 2024-2025 for Board review and adoption at its regular meeting on August 7, 2024.

In order to fund HTA operations and activities until the 2024-2025 budget is approved, the Board is being asked to adopt Resolution 24-06 which will continue 2023-2024 budget until adoption of the 2024-2025 budget.

Action recommended: Continue HTA's 2023-2024 Budget Until Adoption of the 2024-2025 Budget by Adopting Resolution 24-06.

Resolution No. 24-06

**A Resolution of the Governing Board of the Humboldt Transit Authority
Continuing the 2023-24 Fiscal Year Authority Budget Until
Adoption of the 2024-25 Fiscal Year Authority Budget**

WHEREAS, the Humboldt Transit Authority's joint powers agreement requires the HTA Governing Board to adopt an annual budget for each fiscal year starting on July 1 and ending the following June 30;

WHEREAS, the Governing Board typically adopts the annual budget at a meeting that occurs before the end of the prior fiscal year and after reviewing a preliminary budget at an earlier meeting;

WHEREAS, due to Union negotiations still in progress, the 2024-2025 final budget will not be ready for Board adoption before the end of the 2023-2024 fiscal year;

WHEREAS, the Governing Board reviewed a preliminary 2024-2025 budget at its regular meeting on July 3, 2024;

WHEREAS, the Governing Board desires to continue the 2023-2024 fiscal year budget until the 2024-2025 fiscal year budget can be adopted, most likely on August 7, 2024.

NOW THEREFORE, BE IT RESOLVED the Governing Board of the Humboldt Transit Authority hereby extends the 2023-2024 fiscal year budget until such time as the 2024-2025 fiscal year budget is adopted.

PASSED, APPROVED AND ADOPTED this 3rd day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

DATED: July 3, 2024

Chair of the HTA Governing Board

ATTEST:

DATED: July 3, 2024

Secretary to the Board



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TO: HTA Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: July 3, 2024

SUBJECT: Proposed Fare Consolidation

As a result of the COVID pandemic, California minimum farebox requirements have been suspended through fiscal year 2025/2026 while transit agencies across the state work to rebuild ridership and fare revenue. HTA's strategic focus is on increasing the number and frequency of trips taken across all systems. The level of knowledge required to navigate a transit system with distinct routes and fares can turn away potential riders, both locals and visitors.

Staff has identified the current fare structure as a potential barrier to riders. HTA currently has over 20 types of tickets and 50 different price points. Low Carbon Transit Operations Program (LCTOP) funds were used to pilot a 31-day regional pass accepted on all systems. This pass has been wildly successful with passengers. Tap to pay contactless payments were implemented in March 2023 with pricing and fare capping across all routes. Reducing the number of tickets and price points streamlines depot inventory, speeds up the boarding process, reduces onboard sales (contact) with drivers, and means fewer fees for employees and customers to memorize. Staff believe that further consolidation is in the best interests of the agency and the public and proposes eliminating the current fare structure in favor of a simplified alternative. *~Current Fare Structure Attached.*

As a separate entity, A&MRTS has chosen to participate but is retaining its day and month passes.

Proposed Cash, Passes and Tap to Pay

| Media | Price |
|-------------------------------|---------|
| Single Ride Pass or Cash Fare | \$2.00 |
| \$2/2 hour Tap to Pay Fare | \$2.00 |
| Day Pass | \$5.00 |
| 7 Day Pass | \$15.00 |
| 31 Day Pass | \$50.00 |

Proposed Stored Value Passes

| Media | Per Ride Regular | Per Ride Reduced |
|------------------------|------------------|------------------|
| \$10 Stored Value Pass | \$2.00 | \$1.00 |
| \$20 Stored Value Pass | \$2.00 | \$1.00 |

A&MRTS Passes

| Media | Regular | Reduced |
|-------------------|---------|---------|
| A&MRTS Day Pass | \$2.50 | \$1.50 |
| A&MRTS Month Pass | \$30.00 | \$25.00 |

Action Recommended: Review, Discuss, and Direct Staff to Hold a Public Hearing at the August 7, 2024, Regular Meeting for the Proposed Fare Structure.



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Eureka, CA 95501

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HTA/AMRTS Current Fare Structure

Tap to Pay (RTS, ETS, SH, A, MRTS & WC)

| | |
|-----------------------------|---------|
| 2 hours | \$2.00 |
| Daily (24 HOUR) MAXIMUM | \$6.00 |
| Weekly (7 DAY) MAXIMUM | \$20.00 |
| Monthly (31 DAY) MAXIMUM | \$50.00 |

Mainline RTS service (Scotia–Trinidad)

| | In-Town Cash Fare | Card Fares | Cash Fare | Day Pass | Week Pass | 31 Day |
|-----------------------------|-------------------------|---------------|--------------|-------------|--------------|---------|
| Adult (18-62) | \$2.10 | \$2.10 | \$3.50 | \$5.25 | \$15.75 | \$62.00 |
| Youth (3-17) | \$2.10 | \$1.80 | \$3.15 | \$5.25 | \$13.75 | \$57.00 |
| Senior (62+) | \$2.10 | \$1.80 | \$3.15 | \$5.25 | \$13.75 | \$57.00 |
| Disabled (WITH VALID ID) | \$2.10 | \$1.80 | \$3.15 | \$5.25 | \$13.75 | \$57.00 |

Arcata & Mad River Service (A & MRTS)

| | 1 ride | Multi-ride rate REGIONAL TRANSIT PASS | Day pass | Monthly pass |
|-----------------------------|--------|--|----------|--------------|
| Adult (18-62) | \$1.75 | \$1.25 | \$2.50 | \$30.00 |
| Youth (3-17) | \$1.25 | \$1.00 | \$1.50 | \$25.00 |
| Senior (62+) | \$1.25 | \$1.00 | \$1.50 | \$25.00 |
| Disabled (WITH VALID ID) | \$1.25 | \$1.00 | \$1.50 | \$25.00 |

Willow Creek Service (WC)

| | Card Fare | Cash Fare | Day Pass | 31 Day |
|----------------------------------|-----------|-----------|----------|---------|
| Adult (18-62) | \$3.30 | \$5.00 | \$8.00 | \$86.00 |
| Youth (3-17) | \$2.75 | \$4.40 | \$8.00 | \$81.00 |
| Senior (62+) | \$2.75 | \$4.40 | \$8.00 | \$81.00 |
| Disabled (with valid ID card) | \$2.75 | \$4.40 | \$8.00 | \$81.00 |

Southern Humboldt Intercity Service (SH)

| | Card Fare | Cash Fare | 31 Day |
|--|-----------|-----------|----------|
| Intercity Southern Humboldt Service | | | |
| Adult (18-62) | \$4.00 | \$6.25 | \$113.00 |
| Youth (3-17) | \$3.45 | \$5.75 | \$102.00 |
| Senior (62+) | \$3.45 | \$5.75 | \$102.00 |
| Disabled (WITH VALID ID) | \$3.45 | \$5.75 | \$102.00 |





| | Card Fare | Cash Fare | 31 Day |
|--|-----------|-----------|--------|
| Southern Humboldt Local Service (Between Benbow and Redcrest) | | | |
| Adult (18-62) | 1.20 | 1.65 | |
| Youth (3-17) | 0.95 | 1.40 | |
| Senior (62+) | 0.95 | 1.40 | |
| Disabled (WITH VALID ID) | 0.95 | 1.40 | |

Eureka Transit Service (ETS)


| | 1 ride | Multi-ride rate (Regional transit pass) | Day pass | Monthly pass |
|----------------------------------|--------|---|----------|--------------|
| Adult (18-62) | \$1.70 | \$1.40 | \$3.95 | \$48 |
| Youth (3-17) | \$1.30 | \$0.95 | \$3.00 | \$41 |
| Senior (62+) | \$1.30 | \$0.95 | \$3.00 | \$41 |
| Disabled (with valid ID card) | \$1.30 | \$0.95 | \$3.00 | \$41 |


Note: Redwood Coast Express introductory fare is \$2

Proposed HTA Fare Structure

| Media | Price | Description |
|--------------------|---------|--|
| Single Ride Ticket | \$2.00 |  <p>SINGLE RIDE PASS See website for exclusions Scan The Code For Bus Schedule Information RideHumboldt Void if laminated, mutilated or altered in any way. Not responsible for lost or stolen passes. NO REFUNDS INSERT</p> |
| Cash Fare | \$2.00 | |
| \$2 / 2 hours | \$2.00 |  |
| Day Pass | \$5.00 |  <p>1 DAY RIDE PASS See website for exclusions Scan The Code For Bus Schedule Information RideHumboldt Void if laminated, mutilated or altered in any way. Not responsible for lost or stolen passes. NO REFUNDS INSERT</p> |
| 7 Day Pass | \$15.00 |  <p>7 DAY RIDE PASS See website for exclusions Scan The Code For Bus Schedule Information RideHumboldt Void if laminated, mutilated or altered in any way. Not responsible for lost or stolen passes. NO REFUNDS INSERT</p> |

| Media | Price | Description |
|-------------|---------|--|
| 31 Day Pass | \$50.00 |  <p>The graphic for the 31 Day Ride Pass is green and white. It features the text '31 DAY RIDE PASS' in large green letters at the top. Below this is a small green button with the text 'See website for exclusions'. A QR code is positioned below the button, with the text 'Scan The Code For Bus Schedule Information' underneath it. The RideHumboldt logo, which includes a stylized mountain and tree icon, is centered below the QR code. At the bottom, there is a disclaimer: 'Void if laminated, mutilated or altered in any way. Not responsible for lost or stolen passes. NO REFUNDS' and the word 'INSERT' flanked by two downward-pointing triangles.</p> |

| Media | Per Ride Regular | Per Ride Reduced | Description |
|------------------------|------------------|------------------|--|
| \$10 Stored Value Pass | \$2.00 | \$1.00 |  <p>The graphic for the \$10 Ride Pass is blue and white. It features the text '\$10 RIDE PASS' in large blue letters at the top. Below this is a small blue button with the text 'See website for exclusions'. A QR code is positioned below the button, with the text 'Scan The Code For Bus Schedule Information' underneath it. The RideHumboldt logo is centered below the QR code. At the bottom, there is a disclaimer: 'Void if laminated, mutilated or altered in any way. Not responsible for lost or stolen passes. NO REFUNDS' and the word 'INSERT' flanked by two downward-pointing triangles.</p> |

| | | | |
|------------------------|--------|--------|--|
| \$20 Stored Value Pass | \$2.00 | \$1.00 |  <p>The graphic for the \$20 Ride Pass is red and white. It features the text '\$20 RIDE PASS' in large red letters at the top. Below this is a small red button with the text 'See website for exclusions'. A QR code is positioned below the button, with the text 'Scan The Code For Bus Schedule Information' underneath it. The RideHumboldt logo is centered below the QR code. At the bottom, there is a disclaimer: 'Void if laminated, mutilated or altered in any way. Not responsible for lost or stolen passes. NO REFUNDS' and the word 'INSERT' flanked by two downward-pointing triangles.</p> |
|------------------------|--------|--------|--|



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: Jerome Qiriaz, Transit Planner

DATE: July 3, 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. Marketing consultant developing a campaign for release this summer for the RCX route
- Hydrogen Fueling Station
 - a. Third party consultant Rebel Group is conducting debrief interviews with qualified bidders. Results of interviews will be anonymized and provided to HTA for consideration in revisions to planned release of new RFP.
 - b. New RFP currently planned for release late July.
- Hydrogen Buses & Pilot Bus
 - a. On track for delivery of the pilot bus in December 2024
 - b. Staff has finalized the pre-production process.
- Intermodal Transit Center
 - a. HTA staff had our kickoff meeting with project developer Danco last week.

TIRCP Cycle 6 Grant

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

- HTA staff sent our funding allocation plan and formal request for funding in February. We are waiting to hear back from CalSTA staff on next steps.
- CalTrans grant management staff are following up with CalSTA to inquire about the status of this.

Microtransit

This topic captures various microtransit-related projects.

- Humboldt Bay Region
 - a. HTA staff are still piloting the software and improving driver training
- Samoa-Manila Service Area
 - a. No update
- Eureka Service Area
 - a. No update
- McKinleyville Service Area
 - a. No update



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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. See Agenda Item H.1.
- Credit Card Validators
 - a. No update
- System Planning and Scheduling
 - a. HTA staff is testing the new Optibus software in parallel with normal payroll for the upcoming pay period. If successful, the Optibus software will integrate and centralize transit route planning, vehicle assignments and driver bids, and daily operations in with the payroll process to streamline processes, reduce duplication, and minimize data entry errors. There are a number of potential drawbacks for the finance team, so this pilot will help staff determine if there are enough benefits to make a switch.
 - b. HTA will be rolling out a slight adjustment to the RCX schedule this month to fine tune the drive times between stops.
 - c. HTA will be rolling out some adjustments to the SoHum route to account for ongoing construction along Avenue of the Giants between Phillipsville and Miranda.

Regional Projects Coordination

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

- County Climate Action Plan
- POWER CA conference
 - HTA will be speaking on a panel discussing hydrogen
- Eureka Bicycle Plan
- CalTrans repaving of 4th and 5th streets in Eureka

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.

- See Agenda Item H.4.



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Marketing

This captures current efforts related to marketing transit.

- Marketing consultant StudioSix is working on marketing materials for the airport
- StudioSix is working on the RCX campaign, targeting releasing in July
- The RideHumboldt rebranding marketing campaign will follow RCX and is planned to be released in correlation with the start of the CalPoly fall semester.

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

- HTA is continuing to work closely with the Go-Biz on development of a business case guidebook and north state implementation roadmap for adoption of hydrogen fuel cell buses for transit agencies. The business case guidebook will be completed in August, and final learnings and deliverables completed in October. HTA staff will share the results of this collaboration with the Board when completed.
- The State DGS procurement for hydrogen fuel is expected to be open for bids soon. HTA staff contributed significantly to this process, and expects this effort to help streamline procurement of hydrogen fuel for HTA in the future.

Action Recommended:

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



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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: July 3, 2024

SUBJECT: Draft Fiscal Year 2024/2025 Budget

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

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



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1. Revenue

- a. Contract transportation is much higher due to increased use of the Jackpass, JPA member employer passes, additional service on A&MRTS. The Dial-a-Ride (DAR) operations contract is more expensive than last year and was moved to this account.
- b. We've seen steady ridership growth, so fare revenue is projected to increase even with a possible fare structure change.
- c. The DAR operations contract was moved to contract transportation skewing what is an increase in RTS contributions.
- d. HTA's allocation of 5311 commuter and fixed route grants are being used entirely to offset operating costs this fiscal year. Staff requested more for the Redwood Coast Express (RCX) route, as it will be a full year of service versus last year's six months.
- e. Cares Act funds have been expended and are no longer available.
- f. More STA funds are being used this year for capital than last year, HTA's award is largely unchanged despite the percentage decrease shown. The SGR allocation to HTA is higher this year than last year. The regional pools are shared between HTA and A&MRTS.
- g. LCTOP will be used for free fares, pass subsidies and ridership recruitment.
- h. Various percentages of current administrative positions whose workloads are displaced with TIRCP grant activities will be offset with that funding. In addition, SB 125 is expected to arrive this fiscal year and is required to balance the budget. Subsidy by route is shown on the expanded budget.

2. Expenses

- a. Payroll
 - i. AFSCME MOU negotiations are still underway, but payroll is estimated using possible increases and number of positions required for service in the fiscal year.
 - ii. The expanded contract for A&MRTS and the full year of Redwood Coast Express will require more drivers, reflected here.
 - iii. Insurance
 - 1. Worker's compensation insurance is holding fairly steady, due to HTA's favorable loss history.
 - 2. Health insurance costs continue to rise, landing mostly on HTA as it pays the full cost of the lowest premium at all dependent levels.
 - 3. HTA still has savings per employee in dental and life insurance after HTA changed carriers last year and locked in rates.
 - iv. CalPERS employer costs rose for PEPR and Classic employees.
- b. Administration
 - i. Higher legal expenses are partially a result of the TIRCP grant, and funding is provided to offset.
 - ii. To correspond with this fiscal year's focus on ridership recruitment, the marketing budget was expanded.
 - iii. Under specialized services, the contract with CAE has increased.



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- c. Operations
 - i. CalTIP is budgeting for higher contributions, but HTA's favorable experience modification factor has mitigated some effects.
 - d. Maintenance
 - i. No significant changes expected aside from normal cost escalation.
 - e. Vehicles
 - i. Outside repair shops are charging more, increasing the contract repairs estimate.
 - ii. The per gallon cost of fuel continues to rise overall and will increase with the addition of more service. HTA expects to receive the first hydrogen pilot bus in January of 2025, fueled with a mobile tank covered by the TIRCP grant. Once HTA is paying directly hydrogen fuel, this line item will increase greatly.
 - f. Facilities
 - i. Software has become more expensive, especially as more companies have moved to a subscription billing model.
 - ii. HTA is prioritizing technology that improves the rider's experience, such as passenger communication tools and electronic transactions.
 - iii. Utilities continue to rise, as does the cost of facility upkeep.
3. Additional Information
- a. Allocation percentages are based on vehicle miles.
 - b. High inflation continues to impact expenses for goods and services. Continued federal funds rate hikes have slowed this slightly, and there has been some levelling off in price escalation.

Action Recommended: Review the budget as proposed by staff and reviewed by the Finance and Operations Committee. Make changes if necessary. If approved, direct staff to publish a notice regarding public input on the proposed budget.