

Board of Directors
NATALIE ARROYO
County of Humboldt
LESLIE CASTELLANO
City of Eureka
DEBRA GARNES
City of Rio Dell
STEVE LADWIG
City of Trinidad
ALEX STILLMAN
City of Arcata
TAMI TRENT
City of Fortuna
MIKE WILSON
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
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October 2, 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. Proclamation

Week Without Driving

Page 04

E. Special Presentation

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 August 7, 2024, Regular Board Meeting.

Page 05

Staff: [Consuelo Espinosa](#)

Action Recommended: Approve Minutes

2. Amendment to Humboldt Transit Authority’s Classification Plan and Salary Schedule. Page 09
Staff: [Greg Pratt](#)
Board authorization is required for all changes to the Salary Schedule, Classification Plan, and Job Descriptions.
Action Recommended: Approve the Amendment to Humboldt Transit Authority’s Salary Schedule, Classification Plan, and Marketing & Finance Intern Job Description by Adopting Resolution 24-07.

3. Amendment to Humboldt Transit Authority’s Drug and Alcohol Policy. Page 16
Staff: [Greg Pratt](#)
Due to regulation changes from the Federal Transit Administration, an amendment is required to HTA’s Drug and Alcohol Policy to stay in compliance.
Action Recommended: Approve amendment to Humboldt Transit Authority’s Drug & Alcohol Program by adopting Resolution 24-08

G. Items Removed from Consent Calendar

H. Reports

1. Caltrans District II Report
Representatives from District II will update the Board on current and future planning and projects.
2. Draft June and July 2024 statistics and financial statements for all systems operated by HTA. Enclosed
Staff: [Katie Collender & Carolann Aggeler](#)
3. Free Fares Report Enclosed
Staff: [Katie Collender](#)

I. New Business

1. Humboldt Transit Authority Fare Consolidation (Public Hearing) Page 18
[Katie Collender](#)
Staff will present HTA’s proposed fare structure that will make riding HTA and AMRTS buses more affordable and simplify passes used on six different systems.
Action Recommended:
 - 1. Open a public hearing opportunity for members of the public to comment on the proposed fare structure.**
 - 2. After hearing comments, close the public hearing.**
 - 3. If approved, authorize Staff to begin implementation of the new fares for RTS, Willow Creek, Southern Humboldt, and the North State Express immediately, and implement changes to ETS and AMRTS effective November 1, 2024.**
2. Letter for Jurisdictions Regarding Draft Regional Climate Action Plan Implementation Measures that Require HTA Participation. Page 21
Staff: [Jerome Qiriazzi](#)
Several jurisdictions have requested a letter from HTA regarding the implementation measures in the Draft RCAP that involve HTA and how this agency is already engaged in efforts as outlined in HCAOG’s Regional Transit Plan.
Action Recommended: Authorize the General Manager to draft and sign a letter describing how the Draft RCAP implementation measures that involve HTA align with the 2022 – 2042 Regional Transportation Plan (RTP), and that HTA supports implementation measures that align with the current RTP.

3. HTA Projects Update

Page 24

Staff: [Jerome Qiriaz](#)

Staff will update the Board on current and future projects.

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

4. Recommendation of Award for Temporary Hydrogen Fueler

Page 25

In August 2024, Staff released a Request for Proposals for a temporary hydrogen fueling station to fuel hydrogen fuel cell buses in the interim until the permanent station is completed. The evaluation committee completed its assessment of the proposals and has a recommendation to the Board.

Action Recommended:

1. **Approve a conditional award to Linde Services, Inc. and authorize the General Manager to enter into contract negotiations subject to:**
 - a. **Review of final contract terms by legal counsel, and by the TIRCP Ad-Hoc Committee.**
2. **Approve a conditional award to Zero Emission Industries and authorize the General Manager to enter into contract negotiations subject to:**
 - a. **Failure to execute a contract with Linde Services, Inc. within 10 days after receiving the contract by HTA staff.**
 - b. **Review of final contract terms by legal counsel and by the TIRCP Ad-Hoc Committee.**

5. North State Express:

Page 29

Staff: [Greg Pratt](#)

Staff will update the Board on coordination efforts in the North State and receive direction on next steps.

Action Recommended: Review, Discuss, and Direct Staff.

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.

Week Without Driving 2024 Proclamation

WHEREAS, access to mobility is a fundamental part of health and community connection, allowing citizens to reach education and employment opportunities, medical services, shopping, recreation, and visit friends and family; and

WHEREAS, as the U.S. Bureau of Labor Statistics estimates the cost of owning a car is approximately 72 cents a mile, with average household spending on transportation reaching \$10,961 a year in 2021, many people cannot afford the cost of a car, and nearly a third of the people residing in the US do not have a driver's license, either because of their age or a condition that does not allow them to drive; and

WHEREAS, transportation represents the largest source of greenhouse gas emissions in the United States, and in order to meet our state's greenhouse gas emission reduction goals, we must reduce emissions in our transportation sector; and

WHEREAS, in addition to greenhouse gas emissions, cars also create tire dust that can enter watersheds; have necessitated freeway expansions that have been detrimental to neighborhoods historically home to communities of color; and require impervious surfaces for parking, with an estimated 3.4 parking spaces for every car in the United States, all of which have contributed to transportation being an important environmental justice concern; and

WHEREAS, going a week without driving is a great way to understand how we can improve our current transportation system to better meet the needs of citizens and improve and enhance transportation options such as transit, biking, and walking pathways as key strategies in our decarbonization efforts;

NOW, THEREFORE, I, Alex Stillman, Vice-Chair of the Humboldt Transit Authority Board, do hereby proclaim Monday September 30, 2024, through Sunday October 6, 2024 as the Week Without Driving, and I encourage all people in our region to join me in this special observance.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING

August 7, 2024

9:00 am

PRESENT

Board Members

Alex Stillman, City of Arcata
Steve Ladwig, City of Trinidad
Natalie Arroyo, County of Humboldt
Tami Trent, City of Fortuna

ABSENT

Mike Wilson, County of Humboldt
Debra L. Garnes, City of Rio Dell
Leslie Castellano, City of Eureka

Attended Via Teams

Vance Law, City of Arcata; Colin Fiske, Coalition for Responsible Transportation Priorities; Charlotte Merkle, County of Humboldt, Beth Burks, HCAOG; Oona Smith, HCAOG; Stevie Luther, HCAOG; Traci Jones, Studio Six; and Kelsey Martin, Coalition for Responsible Transportation Priorities.

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager
Katie Collender, Finance Manager
Jim Wilson, Director of Maintenance
Carolann Aggeler, Admin & Finance Assistant
Jerome Qirazi, Transit Planner

Sherry Dunlap, Safety & ADA Coordinator
Andi Evans, Bookkeeper

Also in attendance was Tom Mattson, Humboldt County Public Works; Sean Quincy, Humboldt County Public Works; and Joanne McGarry, Member of the Public.

CALL TO ORDER

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

ROLL CALL & INTRODUCTIONS

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Joanne McGarry announced the need to promote bus service and shared ideas that may encourage people to ride the bus. She gave an example such as providing large print schedules. Additionally, she inquired about an update regarding the relocation of the Arcata Transit Center bus stop.

SPECIAL PRESENTATIONS

Traci Jones with Studio Six gave the board a presentation providing an update on marketing strategies to better improve and increase ridership throughout the region. Specifically, targeting ideas to launching the new brand, Ride Humboldt, and promoting transit at the North Country Fair on September 21 and 22, 2024.

Tom Mattsen and Sean Quincy with Humboldt County Public Works gave the board a presentation on Natural Disaster and Preparedness needs for Humboldt County. The primary focus was on how Humboldt County can be better prepared for future events by repairing and upgrading our roads and public through a County tax measure.

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

Minutes from July 3, 2024, Special Board Meeting

Action Recommended: Approve minutes.

Energize Grant: Request for Price Quotation (RFPQ) Award.

Staff: [Greg Pratt](#); [Jim Wilson](#)

Humboldt Transit Authority was awarded an Energize Grant through the CEC to purchase and install two level 3 chargers. Staff sent out a Request for Price Quotation (RFPQ) and received three responses. HTA's procurement policy for RFPQ's is to award the contract to the lowest responsible and responsive bidder.

Action Recommended: Award Hooven & Reese, Inc the Contract to Purchase and Install Two Level 3 Chargers in HTA's East Bus Yard and Authorize the General Manager to Sign All Necessary Agreements, Pending HTA Legal Counsel Review.

~Contract Enclosed

Letter of Support for Archimedes Energy Park Project

Staff: [Jerome Qiriazzi](#)

Letter of support for a renewable hydrogen production project in Yolo County.

Action Recommended: Approve the General Manager to sign and submit the Letter of Support for the Archimedes Energy Park Project.

Notice of Untimely Claim

Staff: [Greg Pratt](#)

A claim was presented to HTA by Progressive Insurance for damages to another vehicle. However, the claim was submitted over six months past the original date of occurrence.

Action Recommended: Authorize the General Manager to send a Notice of Untimely Claim to Progressive Insurance. Motion carried unanimously.

Items Removed from Consent Calendar

None

REPORTS

Finance Manager Katie Callendar gave the board an overview of stats which included the credit card fares. She also shared that for May, ridership had increased. Additionally, she announced that an increase in ridership for the RCX system had improved since the Greyhound ended its service on July 1, 2024.

NEW BUSINESS

Memorandum of Understanding between Humboldt Transit Authority (HTA)

Jack Hughes, Local 1684 AFSCME and General Manager Greg Pratt announced that HTA had reached an agreement and negotiated a draft contract with AFSCME.

Motion by Supervisor Arroyo, second by Councilmember Ladwig, to approve changes to the contract to the July 1, 2024-June30, 2027 Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 24-08. Motion carried unanimously.

Humboldt Transit Authority Fare Consolidation (Public Hearing)

Finance Manager Katie Collender shared that members of the public were invited to comment on the proposed fare structure changes and that surveys and feedback could be submitted online and announced that HTA had received five completed surveys by members of the public.

Open Public Hearing: 9:52 am

Opportunity for Member of the Public to Comment on the Proposed Fare Structure.

Board Comments

None

Public Comment

Joanne McGarry shared that keeping it simple with three fare options would simplify the fare process. Colin Fiske shared that the consolidation of the fare structure would be more affordable and equitable and that CRTP would be happy to help to promote the survey.

Public Hearing Closed: 9:55 am

Second Public Hearing to be held at the September 4, 2024, Regular Board of Directors Meeting.

HTA Projects Update

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

- A request for approval for a separate procurement for a temporary hydrogen fueling station was approved and will enter into a design build contract.
- HCAOG was awarded the PACCT Project through Caltrans.
- The Shasta Regional Transportation Agency kicked off a North State Bus and Rail plan that will integrate the State Rail Plan and the California Intercity Bus Study. The plan includes connectivity over 299 and specifically looking at connectivity along highway 101. HTA will be participating in the collaboration across all Stake Holders.

Adoption of the Fiscal Year 2024/25 Final Budget for Humboldt Transit Authority

Finance Manager Katie Collender announced that the preliminary budget was adopted on July 3, 2024, and that all requirements were met in preparation for the adoption of the final budget for HTA.

Opened Public Hearing

Opportunity for Member of the Public to Comment on the Adoption of the Fiscal Year 2024/25 Final Budget for HTA.

Board Comments

None

Public Comment

None

Public Hearing Closed

Motion by Supervisor Ladwig, second by Councilmember Stillman to Approve the Fiscal Year 2024/25 Final Budget for Humboldt Transit Authority by adopting Resolution 24-07. Motion carried unanimously.

Approve the General Manager to Release an RFQ/RFP to Procure Temporary Hydrogen Fueling

HTA's Transit Planner Jerome Qiriazzi announced that given the need for hydrogen fueling by December in time for HTA's first fuel cell electric bus, and the failed procurement in the first RFP round for a hydrogen station Design-Bulder, that HTA is looking for board authorization to separately procure a temporary hydrogen fueling station to ensure timely availability of fuel.

Motion by Councilmember Stillman, and second by Supervisor Arroyo to Authorize the General Manager to issue an RFQ/RFP for the procurement of temporary hydrogen fueling equipment and services for a period not to exceed two (2) years, and to include the following scope of work:

- a. Site preparation and equipment delivery,***
- b. Commissioning of the temporary fueling station,***
- c. Performance testing of the temporary fueling station,***
- d. Training of HTA staff,***
- e. Operation and maintenance services,***
- f. Fuel supply, and***
- g. Project closeout, decommissioning, and removal of the temporary fueling station.***

BOARD COMMUNICATIONS

Chairperson Arroyo announced that she has not forgotten about scheduling a Strategic Planning meeting and that will take the responsibility to plan a meeting.

Councilmember Alex Stillman shared that on Friday, August 9th, a special meeting regarding the Earth Center would be held at HCAOG.

STAFF COMMUNICATIONS

General Manager Greg Pratt acknowledged staff and personally thanked the board for moving negotiations along.

The Director of Maintenance Jim Wilson announced that the first hydrogen fuel cell bus will arrive in December and that new graphics would be placed on the outside of the bus.

Closed Session

None

ADJOURNMENT

10:21 am



133 V Street
Eureka, CA 95501

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TO: HTA Vice-Chair Stillman
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 2, 2024

SUBJECT: Amendment to Humboldt Transit Authority's Classification Plan and Salary Schedule.

Staff would like to add the position of an Intern Part-Time Marketing and Finance Intern to HTA's Classification Plan. This position will help us manage the additional workload of implementing the marketing strategy developed in partnership with HCAOG and Studio Six. They will participate in public outreach at events, on social media, and by creating surveys. When there is a lull in marketing work, this position can assist with ticket sales, statistical analysis, and report preparation. The internship program will give us an opportunity to tap into local, highly motivated talent, expand our internal capabilities, and support a student with valuable real-world work experience without incurring the significant overhead of hiring a full-time employee.

After a market analysis and in collaboration with a marketing professor at Cal Poly Humboldt, an hourly rate of \$23 is being proposed. This position will be funded through the Cycle 5 Transit and Intercity Rail Capital Program (TIRCP). *A proposed job description is attached.*

With the increase of Redwood Transit System service at night, the addition of AMRTS, and the North State Express, Staff has brought on more drivers to cover runs. The current allocation is at capacity and leaves no room for future growth, such as microtransit and potential service in McKinleyville. Staff is recommending increasing the allocation of Drivers from 32 to 37 and increasing the allocation of Extraboard drivers from 11 to 14.

In September 2023 a study of unrepresented wages was completed for the first time in over 20 years. It found that HTA was around 25% below market for total compensation compared to the median values of other surveyed agencies. To remain competitive in a tight labor market and continue to accomplish its ambitious upcoming projects, HTA's ability to recruit and retain high performing staff remains critical. It was recommended to refresh this data on an annual or bi-annual basis to avoid falling this far below market again. As this is the first year after the survey, staff proposed using Pacific Division CPI to update the salary schedule rather than revisiting the larger data matrix. The last twelve months of CPI-U data shows a 3.6% increase to consumer goods.

These increases were accounted for in the adopted fiscal year 2024-2025 budget. Staff recommend making these changes effective the pay date of September 20, 2024.

Action Recommended: Approve the Amendment to Humboldt Transit Authority's Salary Schedule, Classification Plan, and Marketing & Finance Intern Job Description by Adopting Resolution 24-07.

HUMBOLDT TRANSIT AUTHORITY

MARKETING AND FINANCE INTERN

DEFINITION:

The Marketing and Finance Intern at Humboldt Transit Authority will gain valuable experience in public sector marketing and communications. It will assist in developing and implementing marketing strategies that promote our transit services, improve public awareness, and engage with the community. This internship provides an excellent opportunity to learn about public transportation and contribute to real projects that impact the community. The position will work closely with our team to support campaigns, research, and strategies while developing their skills in a fast-paced, collaborative environment.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Finance manager and direction from the General Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Assist in the creation, planning, budgeting, and execution of marketing campaigns aimed at promoting transit services, programs, and events.
- Help create and edit graphics and video content for various channels, including social media, newsletters, brochures, and the agency's website.
- Support efforts to engage with the community through events, public meetings, and outreach programs.
- Conduct research on public transit trends, commuter preferences, and competitor transit systems to support marketing strategies.
- Assist in tracking and analyzing campaign performance and community feedback to measure effectiveness and suggest improvements.
- Draft and evaluate results from surveys, opinion polls, and questionnaires.
- Participate in production of monthly data and statistical reports for meetings of the Board of Directors.
- Design public facing documents such as schedules, brochures, and notices.
- Perform general administrative and finance tasks such as maintaining spreadsheets, organizing files, preparing reports, and coordinating with team members.

- Assist with the fleet advertising program by issuing invoices, maintaining the fleet availability database, sign production, and interacting with existing and potential customers.
- Contact external customers via telephone or in person; respond to questions or complaints or refer customers to appropriate staff; provide a variety of general information regarding Authority services.
- Type, proofread, and design a variety of documents including general correspondence, agendas, reports, memos and statistical reports.
- Ensure ticket orders are filled and enter sales in accounting software.
- Perform administrative tasks in support of special projects which may include the collection, review, compilation and verification of information.
- Represent the Authority with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Authority employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Strong written and verbal communication skills with an eye for detail; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of excellent customer service.
- Modern office practices, methods, and computer equipment including relevant software programs. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Quickbooks, video editing, and visual design software.
- Familiarity with social media platforms (Facebook, Twitter, Instagram, LinkedIn) and basic marketing tools (Google Analytics, email marketing software).
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team in a fast-paced environment.

Ability to:

- Learn Authority services, policies and procedures.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Develop and maintain filing systems.
- Compose general correspondence and letters.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Be available during working hours established upon hire and for special activities or events.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of Authority goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Currently pursuing or recently completed a degree in Marketing, Communications, Business, or a related field.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

RESOLUTION 24-07
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE CLASSIFICATION PLAN AND SALARY SCHEDULE

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

WHEREAS, this document has been amended by Resolution 16-05, 16-12, 18-11, 19-03, 20-11, 21-05, 21-09, 21-17, and 23-13; and,

WHEREAS, the Governing Board of Directors of the Humboldt Transit Authority desires to amend its Salary Schedule and Classification Plan.

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

- Resolution 23-13 is hereby rescinded and replaced by Resolution 24-07.
- Add a part-time Marketing and Finance Intern to the Unrepresented Allocation Plan.
- *Exhibit A attached*
- Add Additional Drivers/Extraboard Drivers to the Represented Allocation Plan.
- Adopting the Salary Schedule for Unrepresented Employees effective September 1, 2024.

Classification	A	B	C	D	E	F	G	H
						10 Year	15 Year	20 Year
Operations Manager	\$47.71	\$50.09	\$52.60	\$55.23	\$57.99	\$60.89	\$63.93	\$67.13
Finance Manager	\$52.46	\$55.08	\$57.83	\$60.73	\$63.76	\$66.95	\$70.30	\$73.81
Maintenance Director	\$46.98	\$49.33	\$51.80	\$54.39	\$57.11	\$59.96	\$62.96	\$66.11
Human Resources Manager	\$46.50	\$48.82	\$51.26	\$53.83	\$56.52	\$59.34	\$62.31	\$65.43
Transit Planner*	\$39.69	\$41.68	\$43.76	\$45.95	\$48.25	\$50.66	\$53.19	\$55.85
Administrative and Finance Assistant	\$31.14	\$32.70	\$34.33	\$36.05	\$37.85	\$39.74	\$41.73	\$43.82
Safety & ADA Coordinator	\$31.14	\$32.70	\$34.33	\$36.05	\$37.85	\$39.74	\$41.73	\$43.82
Bookkeeper	\$28.31	\$29.72	\$31.21	\$32.77	\$34.41	\$36.13	\$37.94	\$39.83
Administrative Assistant II	\$23.27	\$24.43	\$25.65	\$26.94	\$28.28	\$29.70	\$31.18	\$32.74
Administrative Assistant I	\$21.15	\$22.21	\$23.32	\$24.49	\$25.71	\$27.00	\$28.35	\$29.76

*\$5,000 per year added to base due to incumbent's extensive knowledge of hydrogen fuel cell buses, battery electric buses, and zero emission infrastructure.

PASSED, APPROVED AND ADOPTED this second day of October 2024, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

Exhibit A

Humboldt Transit Authority Classification Plan

October 2, 2024

	Current Allocated Positions	Filled	Proposed
Unrepresented Positions			
Operations Manager	1	1	
Director of Maintenance	1	1	
Human Resource Manager	1	1	
Finance Manager	1	1	
Administrative & Finance Asst.	1	1	
Safety & ADA Coordinator	1	0	
Bookkeeper	1	1	
Administrative Assistant II	1	0	
Administrative Assistant I	1	1	
Transit Planner	1	1	
Marketing & Finance Intern	0	0	1
Represented Positions			
Shop Supervisor	1	1	
Quality Control Supervisor	1	0	
Lead Mechanic	1	0	
Senior Mechanic	1	1	
Equipment Mechanic	3	3	
Equipment Technician I	1	1	
Equipment Technician II	2	1	
Vehicle Service Worker	3	2	
Vehicle Service Worker (part-time)	2	1	
Cleaner/Janitor	1	0	
Cleaner/Janitor (part-time)	1	0	
Driver Trainer	1	1	
Driver	32	32	37
Extraboard Driver	12	11	14
Extraboard Driver (part-time)			



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TO: Vice-Chair Stillman
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: October 2, 2024

SUBJECT: Humboldt Transit Authority's Drug & Alcohol Policy

Due to changes in the Federal Transit Administrations published Drug and Alcohol Regulations, The Division of Rail and Mass Transportation (DRMT) determined that all sub-recipient Drug and Alcohol Polices were effectively out-of-date and needed to be updated to become compliant with current FTA Drug & Alcohol regulations.

Since the prior contracts termination there have been several changes to 49 CFR Part 40 that mandate the need for changes to locally adopted Drug and Alcohol Policies. An updated template policy for zero tolerance was developed in November 2023 by CalACT's contractor to reflect those changes. These template policies have been reviewed by the audit team/FTA and were found to be compliance.

~The draft policy is enclosed.

Action Recommended: Approve amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 24-08.

RESOLUTION 24-08
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE DRUG AND ALCOHOL TESTING PROGRAM POLICY

WHEREAS, on January 24, 2018, Humboldt Transit Authority adopted Resolution 18-05 implementing a drug and alcohol testing program in compliance with 49 CFR, part 40; and,

WHEREAS, this document has been amended by Resolution 21-03,

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their policy and has determined that said policy needs amendment because the Code of Federal Regulations has changed; and,

WHEREAS, it is convenient to republish the entire Drug and Alcohol Testing Program Policy as one document incorporating the appropriate changes made to the Code of Federal Regulations 49, Part 40, governing drug and alcohol testing for transportation properties.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Humboldt Transit Authority that Resolution 21-13 is hereby rescinded and are replaced by Resolution 24-08 adopting the attached document "Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority."

NOW, THEREFORE, BE IT FURTHER RESOLVED that;

1. Resolution 18-05 is hereby rescinded.
2. The attached Zero Tolerance Drug and Alcohol Testing Policy of the Humboldt Transit Authority is hereby adopted.
3. The General Manager is directed to accept the changes to the policy.

PASSED, APPROVED AND ADOPTED this second day of October 2024, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board



133 V Street
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TO: HTA Vice-Chair Stillman
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: October 2, 2024

SUBJECT: Humboldt Transit Authority Fare Consolidation Public Hearing

HTA held a hearing on August 7th to allow members of the public to comment on the proposed fare structure change. This hearing was advertised on the HTA website and its social media accounts, inviting members of the public to attend this meeting to share feedback, or submit them online at forms.office.com/r/VOfBUNRque.

Staff has identified the current fare structure as a potential barrier to attracting 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 ticket 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.

Feedback received to date has been greatly supportive of this change in fare structure. Thirty people have responded to the online survey, with 70% of respondents riding at least multiple times per month and 40% riding multiple times per week. Three commentors mentioned discounted rides for seniors, one of which rides monthly or more. These are available on stored value cards and a point of focus when communicating this change to the public.

Because passengers on the Redwood Transit System, the Willow Creek Intercity System, the North State Express, and the Southern Humboldt Intercity System will see decreases in fares, staff is recommending implementing the new fare structure immediately on those routes. The Eureka Transit Service and the Arcata & Mad River Transit Service will see cost savings but also minor increases to certain fares, so staff is recommending implementing the changes on November 1, 2024. This will give passengers time to adjust and learn the new fares as well as allowing staff time to contact affected agencies that purchase passes for their clients.



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Action Recommended

- 1. Open a public hearing opportunity for members of the public to comment on the proposed fare structure.***
- 2. After hearing comments, close the public hearing.***
- 3. If approved, authorize staff to begin implementation of the new fares for RTS, Willow Creek, Southern Humboldt, and the North State Express immediately, and implement changes to ETS and AMRTS effective November 1, 2024.***



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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

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

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

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	

Note: Redwood Coast Express introductory fare is \$2



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TO: Vice-Chair Stillman
All Governing Board Members
FROM: Jerome Qiriaz, Transit Planner
DATE: October 2, 2024
SUBJECT: Letter for Jurisdictions Regarding Draft Regional Climate Action Plan
Implementation Measures that Require HTA Participation

BACKGROUND

HTA has been participating in meetings with the County and incorporated jurisdictions regarding the Regional Climate Action Plan (RCAP). HTA staff have provided feedback on some of the chapters, and on the implementation measures involving HTA in the Draft RCAP. The County released the Draft RCAP on August 14th, 2024 for a 30-Day Public Review Period. Jurisdictions will be discussing the Draft RCAP at City Council meetings during this public comment period.

Staff from multiple jurisdictions requested a letter from HTA regarding the implementation measures in the Draft RCAP that involve HTA.

DISCUSSION AND RATIONAL

To support jurisdiction staff, HTA staff recommends drafting a letter for jurisdictions describing how the implementation measures in the Draft RCAP align with the current RTP, that HTA staff are already engaged in those efforts described in the Draft RCAP that involve HTA, and that HTA supports the current RTP and those plans incorporated therein. *A draft letter is enclosed.*

FISCAL IMPACT

There is no fiscal impact associated with HTA staff drafting a letter and distributing to jurisdictions.

ADVANTAGES / DISADVANTAGES

The advantage of providing this letter to jurisdictions is it will support their staff during City Council and Board of Supervisors meetings.

HTA staff do not see any disadvantages with providing a letter stating that HTA supports existing adopted plans of which the Draft RCAP implementation measures are aligned.

ALTERNATIVE BOARD ACTIONS

The Board could direct staff to provide a letter containing a different message regarding HTA's position on the Draft RCAP. The Board could also direct staff to not provide a letter. Neither of these options are recommended by HTA staff.

PRIOR RELEVANT BOARD ACTIONS / POLICIES

None

Action Recommended:

- ***Authorize the General Manager to draft and sign a letter describing how the Draft RCAP implementation measures that involve HTA align with the 2022 – 2042 Regional Transportation Plan (RTP), and that HTA supports implementation measures that align with the current RTP.***



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TO: City of Arcata
City of Blue Lake
City of Eureka
City of Ferndale
City of Fortuna
City of Rio Dell
City of Trinidad
County of Humboldt

FROM: Greg Pratt, General Manager

DATE: <Date>

SUBJECT: Letter for Jurisdictions Regarding Draft Regional Climate Action Plan Implementation Measures that Require HTA Participation

To Whom This May Concern,

Humboldt Transit Authority staff have been working with County staff and Incorporated City staff since February of this year on the development of the Draft Regional Climate Action Plan (Draft RCAP) that was released by the County on August 14th, 2024 for a 30-Day public comment period. HTA staff have provided feedback on some of the chapters, and on the implementation measures involving HTA in the Draft RCAP.

HTA involvement proposed in the Draft RCAP continues efforts that HTA staff are already doing, including:

- Increase frequency and span of service of transit routes,
- Improve passenger experience such as streamlined fares and transfers, and supporting infrastructure such as shelters and trip planning,
- Pursue grant opportunities,
- Implement community outreach and marketing efforts, and
- Support regional planning efforts on first/last mile infrastructure and connectivity to transit routes.

HTA staff have confirmed that all implementation measures involving HTA in the Draft RCAP are in alignment with the current Regional Transportation Plan (RTP) developed by HCAOG and approved by the HCAOG Board. The RTP also incorporates by reference and aligns with the following plans, many of which were developed with input from HTA staff:

- Humboldt County Coordinated Public Transit–Human Services Transportation Plan (2021)
- McKinleyville Transit Study (2021)
- Mobility-on-Demand Strategic Development Plan (2020)
- HCAOG Public Participation Plan (2018)



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- Humboldt Regional Bicycle Plan (2018)
- Humboldt County Transit Development Plan (2017 or most current)
- Humboldt Regional Trails Master Plan (2010)
- Humboldt County Regional Pedestrian Plan (2008)

In addition, the current RTP is in alignment with the following CalTrans plans:

- California Transportation Plan 2050 (2020)
- California Climate Action Plan for Transportation Infrastructure (2021)
- Active Transportation Plan for District 1 (2021)
- Smart Mobility Framework Guide (2020)
- District 1 Climate Change Vulnerability Assessment and Pilot Study (2014)

HTA supports the HCAOG RTP, and therefore supports plans and efforts that align with the RTP. Furthermore, HTA staff will continue to be involved in the RCAP effort as requested, and is committed to supporting jurisdictions as they navigate the RCAP process.

Please reach out to me at any time with any further questions, requests, or concerns.

Respectfully,

Greg Pratt, General Manager
707-443-0826 x101
greg@hta.org



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TO: HTA Vice-Chair Stillman
All Governing Board Members

FROM: Jerome Qiriazzi, Transit Planner

DATE: October 2, 2024

SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Cycle 5 Grant

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

- Hydrogen Fueling Station: The RFP for the Temporary Hydrogen Fueling Services was released last week. See <https://hta.org/procurement-opportunities/rfp-2402/> for details.
- Maintenance Bay Upgrades: HTA staff will be releasing an RFQ this month for the design of upgrades to our maintenance bays to allow work on the fuel systems of FCEBs.

Regional Projects Coordination

- Support on the development of the Draft Regional Climate Action Plan. See Agenda Item I.2.
- Supported County staff in their McKinleyville Town Center Project EIR process.
- Engaged with CalTrans and the City of Eureka on planned future pedestrian and transit paint work on 4th and 5th streets in Eureka.

North State Intercity Bus System

- RCX ridership is up. See Agenda Item I.5.

Marketing

- HTA launched the Ride Humboldt brand campaign at the North Country Fair. This includes:
 - Targeted social media ads and videos
 - Radio ads
 - Over the next couple of months, HTA will be releasing fully re-designed schedules, and new signage at bus stops
 - North Country Fair recap.

Action Recommended:

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



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TO: Vice-Chair Alex Stillman
All Governing Board Members
FROM: Jerome Qiriazzi, Transit Planner
DATE: October 2, 2024
SUBJECT: Recommendation of Award for Temporary Hydrogen Fueler

BACKGROUND

As part of HTA's successful grant application to Transit and Intercity Rail Capital Program (TIRCP) Cycle 5, HTA is funded to construct a hydrogen fueling station and procure eleven fuel cell electric buses.

At the October 5, 2022 Regular Board Meeting, the Board of Directors formed the TIRCP Ad-Hoc Committee to provide advice and direction on the project, including changes to the cost allocation plan and approval of expenses over the amount of \$150,000.

On December 7, 2022 HTA received approval by the California Transportation Commission (CTC) for our allocation request for the first funding phase for the hydrogen station to develop a 30% design and solicit competitive proposals.

At the July 5, 2023 Regular Board Meeting, the Board authorized the General Manager to utilize the design-build process to procure design and construction of the hydrogen fueling station, and to initiate the first step by developing and issuing a Request for Qualifications (RFQ).

On September 11, 2023 HTA staff released an RFQ for the Hydrogen Refueling Station Project 23-01, posted at <https://hta.org/procurement-opportunities/rfq-23-01/>. On October 11th, 2023 the TIRCP Ad-Hoc Committee reviewed and approved the list of Qualified Bidders, and this list was announced on October 16th, 2023.

On February 14th, 2024 the TIRCP Ad-Hoc Committee reviewed and approved the Request for Proposals (RFP) for the Hydrogen Refueling Station Project 23-01 to be released to the Qualified Bidders. On February 15th, 2024 HTA staff released the RFP, posted at <https://hta.org/procurement-opportunities/project-23-01/>.

On March 21st, 2024 HTA received approval by the CTC for our allocation request for the second funding phase for the hydrogen station to complete design and construction. Conditions of the approval include the requirement that HTA must enter into a contract with a design-build firm no later than September 21st, 2024. HTA is able to request a time extension if needed.

On May 6th, 2024 HTA received one proposal from Linde Engineering North America, LLC (Linde).

At the June 6th, 2024 Regular Board Meeting, the Board rejected the single proposal to RFP 23-01 received due to the inability to determine if the proposed price was fair and reasonable. The Board also authorized 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.



On July 30th, 2024 the TIRCP Ad-Hoc Committee reviewed and approved the changes to RFP 23-01 as proposed by HTA staff, including separating out a portion of the scope of work associated with a temporary hydrogen fueler and procuring this service through a separate procurement process.

On August 2nd, 2024 HTA staff released Version 2 of RFP 23-01. The current due date is October 8th.

On August 29th, 2024 HTA staff released the RFP for Project 24-02 to procure a temporary hydrogen fueling solution. The due date was September 24th, 2024.

DISCUSSION AND RATIONAL

HTA will be getting its first fuel cell electric bus (FCEB) in late December of this year. In addition, HTA anticipates the first of the remaining 10 buses to start arriving summer of 2026. The permanent fueling station is not planned for completion until late 2026. Therefore, a temporary fueling solution is needed for the buses until the permanent fueling station is completed. An overview of the timeline of the various hydrogen projects happening concurrently is shown in Figure 1.

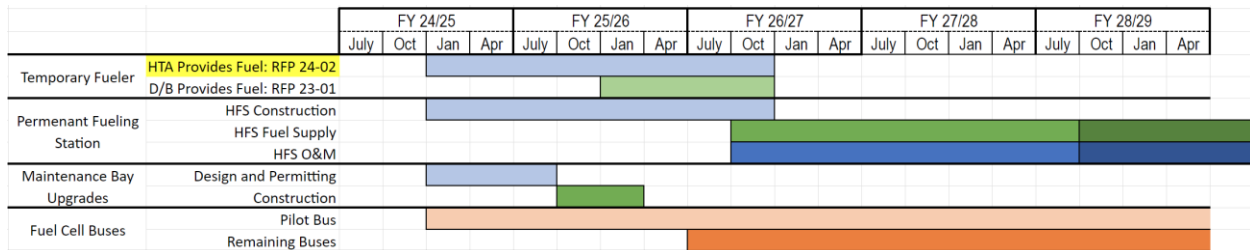


Figure 1: Preliminary schedule of various hydrogen projects. Highlighted project is the topic of this staff report.

HTA released an RFP for Project 24-02 to procure a Temporary Hydrogen Fueling solution and received six (6) responses. As shown in Table 1, four of the six were deemed responsive and were scored by the Evaluation Committee.

Table 1: Summary of bidders, responsiveness, and scores.

Bidder	Responsive	Score
Celly H2, LLC (Celly)	Yes	71.2
Chart Energy & Chemicals, Inc. (Chart)	No	
Engineering Procurement & Construction, Inc. (EPC)	Yes	63.8
Ivys, Inc. dba Ivys Energy Solutions (Ivys)	No	
Linde Services, Inc. (Linde)	Yes	79.9
Zero Emission Industries (ZEI)	Yes	73.7

Three of the responsive bidders essentially proposed the same solution: a simple low power dispenser connected to a tube trailer containing pressurized gaseous hydrogen, relying on the pressure in the tube trailer to deliver fuel into the bus. The fourth responsive bidder, EPC Inc., proposed a larger higher power system with compressors and buffer storage.



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Although three of the bidders proposed the same basic premise, the Evaluation Committee considered a variety of differences including technology maturity, qualifications and experience, ability to meet the required schedule, fuel supply reliability and delivery frequency, etc. The Evaluation Committee also followed up with questions to the four responsive bidders and included consideration of these answers in their scoring.

The Evaluation Committee scored Linde's proposal as the highest. Linde has decades of experience in deploying hydrogen fueling infrastructure and is fully vertically integrated including equipment supply, construction, and fuel production and delivery. Although they had the highest total quoted price, their fuel cost per kg was the lowest. In addition, Linde requested a significant number of changes to the provided contract terms. The Evaluation Committee's recommendation is contingent on a complete review of these requested changes by legal council prior to initiating contract negotiations.

The Evaluation Committee considered both Celly and ZEI as close in total score, but different in two very important ways regarding maturity of technology and ability to meet HTA's fueling requirements. The Evaluation Committee ranked ZEI as the second highest and recommends entering into negotiations with ZEI should negotiations with Linde stall.

Finally, while EPC presented a strong proposal with excellent detail, the Evaluation Committee felt the proposed solution was unnecessarily complex. In addition, no lease option was provided.

FISCAL IMPACT

TIRCP Cycle 5 funds are allocated for the significant majority of the costs for the first contract term of one year for three of the four responsive proposals. Should HTA staff elect to trigger contract option terms, staff anticipates being able to shift additional TIRCP Cycle 5 funding to cover these costs. Additional costs associated with site preparation and permitting are anticipated to be minimal based on the bids received. Sufficient STA funds are currently allocated to cover additional potential costs over what TIRCP Cycle 5 may cover.

TIRCP Cycle 5 funds are also sufficient to cover staff time for this project. Grant funds are also fully covering consultant costs for the Schatz Center and CTE who will support HTA staff in the implementation of this project.

ADVANTAGES/DISADVANTAGES

This project is necessary to ensure our first pilot fuel cell electric bus scheduled for delivery in January can be fueled.

ALTERNATIVE BOARD ACTIONS

The Board could choose to instruct HTA staff to re-evaluate the proposals received or could choose to direct staff to reject all proposals and cancel the project.



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PRIOR RELEVANT BOARD ACTION / POLICIES

- Board action on May 5th, 2021, authorizing the GM to apply for grants that provide funding for zero emission bus projects.
- Board action on October 5th, 2022 which formed the TIRCP Ad-Hoc Committee.
- Resolution 22-21, adopted October 5th, 2022, which authorized the GM to execute a Master Agreement and Program Supplements for State-Funded Transit Projects.
- Resolution 23-05, adopted March 29th, 2023, which rescinded and replaced Resolution 22-13 with HTA's current procurement policy.
- Board action on July 5, 2023 authorizing staff to release a design-build RFQ for Project 23-01, and authorizing the TIRCP Ad-Hoc Committee to approve release of the RFP for Project 23-01.
- Board action on June 6, 2024 rejecting the single proposal to RFP 23-01 received, and authorizing the General Manager to issue a new RFP for design and construction of the hydrogen fueling station to the existing qualified bidders list, and to issue a separate RFP for the procurement of a temporary fueler.

Action Recommended:

- 1) Approve a conditional award to Linde Services, Inc. and authorize the General Manager to enter into contract negotiations subject to:**
 - a. Review by legal council of requested changes to contract terms, and**
 - b. Review of final contract terms by the TIRCP Ad-Hoc Committee.**
- 2) Approve a conditional award to Zero Emission Industries and authorize the General Manager to enter into contract negotiations subject to:**
 - a. Failure to execute a contract with Linde Services, Inc. within 10 days after receiving the contract by HTA staff, and**
 - b. Review of final contract terms by the TIRCP Ad-Hoc Committee.**

PUBLIC TRANSIT INTERCITY BUS NETWORK

(Does not include Flixbus or Amtrak)

