

Board of Directors  
NATALIE ARROYO  
County of Humboldt  
LESLIE CASTELLANO  
City of Eureka  
DEBRA GARNES  
City of Rio Dell  
ALEX STILLMAN  
City of Arcata  
TAMI TRENT  
City of Fortuna  
JACK TUTTLE  
City of Trinidad  
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  
Join on your computer, mobile app or room device  
[Join the meeting now](#)  
Meeting ID: 258 851 465 789  
Passcode: QT26zy2B

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**April 2, 2025** **9:00 AM** **Regular Board Meeting**

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**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 Presentation**

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 March 5, 2025, Regular Board Meeting. Page 04

Staff: [Consuelo Espinosa](#)

**Action Recommended: Approve Minutes**

2. Transfer of all Management, Functions and Assets of the Arcata & Mad River Transit System (AMRTS) to the Humboldt Transit Authority. Page 10

Staff: [Greg Pratt](#)

To complete the process of HTA accepting the AMRTS, a resolution to transfer all management, functions and assets of the Arcata & Mad River Transit (AMRTS) System to the Humboldt Transit Authority is enclosed.

**Action Recommended: Approve the transfer of the City of Arcata's Transit System (AMRTS) by adopting Resolution 25-03**

3. Low Carbon Transit Operators Program (LCTOP) Grant Page 13  
Staff requests approval to apply for fiscal year 2024-2025 LCTOP funds available to our region in the amount of \$ 402,198 for free and/or reduced regional bus passes for ridership recruitment efforts.  
**Action Recommended: Adopt resolution 25-04 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP.**

F. **Items Removed from Consent Calendar**

G. **New Business**

1. Paratransit Services (Dial-A-Ride) Page 17  
**Staff: Greg Pratt**  
At the prior HTA Meeting, the Board directed staff to review the implications of moving the Dial-A-Ride system from using a contractor to an “in-house” operation.  
**Action Recommended: Direct Staff to begin transitioning the Dial-A-Ride operation to the Humboldt Transit Authority and to contact the member entities involved.**

2. Free Fares Discussion Page 19  
**Staff: Greg Pratt**  
At the 2025 March HTA Regular Meeting, the Board requested that Staff bring the topic of free fares to discuss the positive outcomes or challenges associated with free fares. In addition, Staff is recommending two free fares programs for the summer.  
**Action Recommended:**  
**A. Approve free fares for youth and seniors from June 2025 through August 2025.**  
**B. Approve free fares for all passengers July 2025.**

3. HTA Projects Update Page 20  
**Staff: Jerome Qiriaz**  
Staff will update the Board on current and future projects.  
**Action Recommended: Review, Discuss, and Make Recommendations if Necessary.**

H. **Reports**

1. Caltrans District 1 Report  
**Caltrans Staff: Saskia Rymer-Burnett & Tatiana Ahlstrand**
2. Draft December 2024 statistics and financial statements for all systems operated by HTA. Enclosed
3. Draft Budget Format  
**Staff: Katie Collender**  
**No Action Required**

I. **Board Communications**

J. **Staff Communications**

#### **K. Closed Session**

1. Public Comment
2. The Board will meet in closed session pursuant for the following:
  - A. Government Code Section 54957(b)(1) (employee performance evaluation): General Manager.
  - B. Government Code Section 54957.6 (meeting with designated representative, unrepresented employee): Unrepresented Employee, General Manager, Designated representative, Board Chair.
3. Report out of closed session.

#### **L. Adjournment**

*Humboldt Transit Authority (HTA) is committed to a policy of non-discrimination pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Persons who require special accommodations, accessible seating, or documentation in alternative formats under the American with Disabilities Act or persons who require translation services (free of charge) should contact HTA at least two days prior to the meeting.*

*Humboldt Transit Authority (HTA) se compromete a una norma de no discriminación de acuerdo a los requisitos del Artículo VI del Acto Derechos Civiles de 1964. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con HTA al menos dos días antes de la reunión.*

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**  
**REGULAR BOARD MEETING**

**March 5, 2025**

**9:00 am**

**PRESENT**

Board Members

Alex Stillman, City of Arcata  
Jack Tuttle, City of Trinidad  
Leslie Castellano, City of Eureka  
Mike Wilson, County of Humboldt  
Tami Trent, City of Fortuna

**ABSENT**

Natalie Arroyo, County of Humboldt  
Debra L. Garnes, City of Rio Dell

Attended Via Teams

Charlotte Merkle, County of Humboldt; Vance Law, City of Arcata; Oona Smith, HCAOG; Netra Khatri, City of Arcata; and Colin Fiske, CRTP.

Staff

Greg Pratt, General Manager

Jim Wilson, Director of Maintenance

Consuelo Espinosa, Human Resources Manager  
Carolann Aggeler, Admin & Finance Assistant  
Andi Evans, Bookkeeper  
Katie Collender, Finance Manager

Jerome Qiriazzi, Transit Planner

Also in attendance were Nancy Diamond, HTA Legal Counsel; and Joanne McGarry, Member of the Public.

**CALL TO ORDER**

Vice Chair Alex Stillman called the meeting to order at 9:00 am.

**ROLL CALL & INTRODUCTIONS**

Introductions were made.

**COMMUNITY MEMBERS COMMUNICATION**

Joanne McGarry, a regular bus rider, expressed her appreciation for the bus drivers, highlighting their patience and professionalism, especially when assisting passengers in wheelchairs. However, Joanne raised concerns about the visibility out of bus windows, noting that plastered ads often obstruct the view, which detracts from the riding experience. Joanne emphasized the importance of maintaining the functionality of the Arcata Transit Center. Additionally, she pointed out that the signage indicating whether a bus is northbound or southbound is sometimes difficult to see, especially when covered by ads. She recommended adding signage to the back of buses for better visibility. Joanne also mentioned the difficulty of reading bus schedules, particularly for older individuals, and suggested improvements to make the schedules easier to understand. Despite these concerns, she expressed her enthusiasm for the bus service and encouraged others to use it.

## SPECIAL PRESENTATIONS

None

## CONSENT CALENDAR

By motion, recommend the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the consent calendar upon request and will be heard separately.

***Motion by Councilmember Castellano, second by Supervisor Wilson to Approve Amendments to the Classification Plan and Job Descriptions by adopting Resolution 25-02. Motion carried unanimously.***

Minutes from February 12, 2025, Regular Board Meeting

***Action Recommended: Approve minutes.***

## Items Removed from Consent Calendar

Joanne McGarry expressed her appreciation for the Teen Challenge organization being contracted for bus shelter maintenance. She inquired about the price increase, the contract length, and the possibility of terminating the contract if another organization could provide services. She suggested consulting a lawyer about the contract's flexibility, especially with changes due to the inclusion of the Arcata bus service.

Greg Pratt clarified that the contract is actually for three years, not five as previously mentioned, and the price increase is due to the addition of 14 new shelters and increased cleaning services. The cost reflects the expanded services in Eureka and the potential addition of Arcata transit.

## NEW BUSINESS

Draft Agreement to Transfer All Management, Functions and Assets of the Arcata & Mad River Transit System to the Humboldt Transit Authority

Staff: [Greg Pratt](#)

General Manager Greg Pratt discussed the draft agreement to transfer all management functions of the Arcata Mad River Transit System (AMRTS) to the Humboldt Transit Authority (HTA). The transfer is planned for July 1, 2025. Staff reported that HTA has provided maintenance for Arcata's fleet since 2001 and has already been successful in managing operations and workforce needs. The financial and operational implications are minimal, and staff believes the transition will proceed smoothly.

Colin Fiske expressed support for the consolidation but raised concerns about the long-term effects on federal transportation funding. Supervisor Steve Madrone also supported the consolidation but highlighted community concerns about service routes, particularly regarding the detour to Blue Lake and Glendale. He suggested that integrating these areas into the system could improve service efficiency.

Joanne McGarry encouraged HTA to stay in communication with the City of Arcata as they plan street designs, emphasizing the importance of maintaining public transit corridors, particularly between Samoa and Arcata. She also voiced concerns about the future of the Arcata Transit Center, which she values as a community asset.

Colin Fiske also expressed support for the transition and hoped it would lead to more efficient route designs. He joined Joanne's concerns about the transit center and inquired about plans for its future.

Vice Chair Alex Stilman assured us that the building would not be left empty. It will continue to serve as a rest area for drivers and as office space for city operations.

Netra Khatri from the City of Arcata thanked the board and staff for their collaboration and confirmed that financial concerns related to the transition have been addressed. He updated the board that the transit center would be used until April 30, 2025, after which there would be no full-time staff. Discussions are ongoing about possibly leasing space to HTA for part-time use. He also addressed coordination with Pelican Bay regarding inmate transportation and confirmed that efforts are underway to improve this process.

***Motion by Supervisor Wilson, second by Mayor Trent to Accept the transfer of ownership of the Arcata & Mad River Transit System's administration, vehicles, planning, operations, and maintenance by executing the transfer of ownership between the City of Arcata and the Humboldt Transit Authority. Motion carried unanimously.***

#### Paratransit Services Dia-a-Ride

Staff: [Greg Pratt](#)

Greg Pratt, General Manager, shared that as the Consolidated Transportation Service Agency (CTSA) for Humboldt County, it is HTA's responsibility to expand transit options for seniors and individuals with mobility limitations, reduce public transit costs, and enhance transportation efficiency. Pratt emphasized that funding for transit has not kept pace with rising operational costs, and HTA is facing challenges maintaining the Dial-A-Ride program. He requested board authorization to explore bringing the Dial-A-Ride service in-house to reduce costs while maintaining service levels.

Councilmember Leslie Castellano expressed excitement about the consolidation and the potential for better coordination with micro transit. Supervisor Mike Wilson expressed his support and shared concerns about the service before and after the pandemic, especially due to a driver shortage. Councilmember Jack Tuttle inquired about vehicle types and accessibility for passengers with mobility issues. Pratt confirmed that all vehicles are ADA-compliant and go through a certification process for users with mobility limitations. Overall, the board discussed the benefits of bringing Dial-A-Ride services in-house, with an emphasis on increasing efficiency, coordinating services, and exploring new transportation options.

Finance Manager Katie Collender highlighted the possibility of HTA purchasing Non-ADA vehicles to reduce costs, as long as service times remain the same. She also mentioned the exploration of non-emergency medical transportation. He also mentioned the Area 1 Agency on Aging program as a volunteer option for hospital transportation. Supervisor Madrone expressed interest in discussing micro transit and service improvements for McKinleyville and Trinidad.

Colin Fisk of CRTP supported the idea of bringing Dial-A-Ride in-house for potential cost savings. He emphasized the importance of engaging users in service improvements and ensuring coordination between Dial-A-Ride and fixed-route services. Supervisor Wilson expressed that bringing services in-house, as seen with the Arcata consolidation, could improve flexibility and efficiency.

***Motion by Supervisor Wilson, second by Councilmember Castellano to review the implications of transitioning the Dial-a-Ride operation to Humboldt Transit Authority and bring the item back to the board with recommendations. Motion carried unanimously.***

### Measure O

Staff: [Greg Pratt](#)

General Manager Greg Pratt provided an update on Measure O, a 1% sales tax initiative aimed at repairing roads, maintaining bridges, fixing potholes, enhancing transit services, and improving evacuation routes. Staff have participated in several meetings with the County regarding transit funding. Pratt also noted that the bus fleet is aging, with 13 out of 16 buses having over 500,000 miles at the end of this calendar year, and there are plans to lease or purchase over-the-road motor coaches to meet growing demand. Measure O funding is projected to provide \$24 million annually, with an initial focus on building the bus fleet, expanding services, and addressing capacity challenges in the first few years.

Supervisor Mike Wilson highlighted that this allocation could vary yearly, with more funding directed toward transit in later years as services scale up. Supervisor Steve Madrone added that the funding plan includes a gradual build-up of transit services, with \$900,000 allocated in year one, increasing to \$4.5 million by year five. He also mentioned that road funding, managed by Public Works Director Tom Mattson, would be coordinated to ensure efficiency.

During the meeting, Saskia Rymer Burnett from CalTrans District 1, the District Transit Planner, asked for clarification on how the allocation for transit in Measure O was determined, expressing concern that the figure might be too low for funding transit needs. She sought an explanation of how the task force arrived at this average percentage, as some may consider it insufficient for transit funding. In response, Supervisor Madrone explained that the allocation resulted from a robust discussion and the averaging of individual recommendations from the task force members, which reflected diverse perspectives. He assured us that the allocation would be reviewed annually and could shift as transit services grow and evolve.

General Manager Greg Pratt expressed concerns about increasing services as this would rely heavily on Measure O funds, which are uncertain due to their year-to-year nature. He warned that a reduction in funding from the county could lead to an \$8 million deficit, putting the agency in a precarious financial position. Supervisor Mike Wilson emphasized the importance of avoiding unsustainable growth, particularly given the uncertainty of federal funding. Supervisor Steve Madrone highlighted the need for balance between maintaining existing services and addressing unmet needs without relying too heavily on one-time funds. Finance Manager Kaite Collender added that while the agency had successfully expanded services without additional funds in the past, growing the deficit without a sustainable funding source would create long-term financial instability. Additionally, Mayor Tami Trent suggested prioritizing bus replacements as a sensible starting point.

Colin Fiske from CRPT emphasized the growing unmet transit needs, particularly regarding service span and frequency. He noted that while these needs are well-documented, there is no strict limit on how HTA can allocate funds, as decisions are ultimately made by HCOG. Fiske also highlighted the need for increased funding to address both current and future transit demands, especially with the adoption of the Climate Action Plan and the growing structural deficit in transit funding. Oona Smith from HCOG added a technical note, explaining that the annual unmet transit needs report is based on specific legal definitions and does not automatically dictate priority transit projects, as those decisions are influenced by broader funding considerations.

Supervisor Madrone assured us that there would be annual audits and reviews to ensure accountability in fund allocation. Saskia's inquiry about the oversight of Measure O funds was addressed by Supervisor Madrone, who confirmed that there will be annual audits and reviews by the audit committee, ensuring that funds are spent efficiently and directed toward priority areas.

HTA Project Update  
Staff: [Katie Collender](#)

Finance Manager Katie Collender provided an update on various current and upcoming projects. The TIRCP Cycle 5 grant, including the extended range hydrogen bus pilot, is progressing, with New Flyers having completed the bus build. Staff members are actively inspecting the new bus, and both the bus and a temporary fueler are expected to arrive by the end of March. Discussions for a permanent fueling station are ongoing. Additionally, work is continuing on the Earth Center project with developers, and documents are being prepared for a tax credit application. The maintenance upgrade project is also moving forward, with contractors on site. The City of Eureka is involved in updating the coastal development permit, which is necessary for several projects, including the Cedar House demolition, which will occur before November. Supervisor Mike Wilson highlighted the potential impact of 15-minute headway bus services on development entitlements along transit corridors, noting that these services could enable increased density and other development incentives, particularly in areas already zoned for development.



Draft December 2024 statistics and financial statements for all systems operated by HTA

Staff: Katie Collender

Finance Manager Katie Collender provided a midyear financial update, noting that the budget is on track with most areas sticking to projections. There was a slight overage in administration and general expenses, which is offset by other revenues, including the TIRCP Cycle 5 competitive grant. Regarding the December financial statistics, passenger numbers were up 12% compared to the previous year, with increased service hours contributing to this growth. Supervisor Steve Madrone expressed appreciation for the detailed updates, while Councilmember Alex Stillman raised the idea of utilizing hydrogen fuel for garbage trucks, suggesting it as a future consideration, especially in light of the upcoming hydrogen fuel station.

BOARD COMMUNICATIONS

Supervisor Mike Wilson shared a positive experience, mentioning that his child flew in last week and took the bus from the airport to town. She was very happy with the service.

STAFF COMMUNICATIONS

None

Closed Session

None

ADJOURNMENT

10:55 am



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 2, 2025

SUBJECT: Transfer All Management, Functions and Assets of the Arcata & Mad River Transit System (AMRTS) to the Humboldt Transit Authority

HTA has managed the fleet and operated AMRTS under an agreement with the City of Arcata since 2001, initially as a maintenance contract that later expanded to include operations. This agreement is set to expire on June 30, 2025.

In November 2024, the City of Arcata submitted a Letter of Intent requesting the full transfer of AMRTS administration, vehicles, planning, operations, and maintenance services to HTA. Both parties share a commitment to improving regional transit efficiency and agree that consolidating operations under a single authority will best serve this goal.

At the December 4, 2024, HTA Regular Meeting, the Board directed staff to evaluate the implications of assuming full responsibility for AMRTS. Given that HTA already performs most AMRTS functions, the transition would have a minimal impact on staff workload, aside from the additional responsibility of applying for Local, State, and Federal funding annually. Following careful review, staff recommended, and the Board approved, moving forward with the transfer.

March 21, 2025, HTA and the City of Arcata entered into an agreement in which the City of Arcata agreed to transfer all ownership of all transit system operations and management functions of the AMRTS to HTA, including ownership of all AMRTS vehicles  
~See attached Resolution for equipment list.

***Action Recommended: Approve the transfer of the City of Arcata's Transit System (AMRTS) by adopting Resolution 25-03***

**RESOLUTION No. 25-03**

**A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS  
ACCEPTING THE ARCATA & MAD RIVER TRANSIT SYSTEM (AMRTS)  
FROM THE CITY OF ARCATA**

**WHEREAS**, HTA has maintained vehicles for the Arcata & Mad River Transit System (AMRTS) since November 21, 2001, and has provided operations for AMRTS since July 1, 2023 pursuant to an agreement with the City of Arcata;

**WHEREAS**, operation of the AMRTS is funded through an annual application to the Humboldt County Association of Governments (HCOAG) for Local Transportation Fund (LTF), Transportation Development Act (TDA) grants, with the fiscal year 2015-2026 apportionment estimated to be \$698,212;

**WHEREAS**, on January 15, 2025, citing the City of Arcata's desire to increase the efficiency of transit services for the region, HTA's proven operational knowledge of the AMRTS, and a desire to provide the best possible transit service to Arcata residents, the Arcata City Council adopted a resolution to transfer and relinquish to HTA all management, functions, and assets of the ETS;

**WHEREAS**, said January 15, 2025, action of the Arcata City Council additionally authorized HTA (i) to annually file a claim with HCAOG for all local, state and federal transit funds annually appropriated and allocated to support the ETS administration, planning, operation and on-going maintenance including State of Good Repair (SGR) funds, State Transit Assistance (STA) funds and Local Transit Funds (LTF); and (ii) to directly receive all local, state annual appropriations allocated for the AMRTS;

**WHEREAS**, on March 21, 2025, HTA and the City of Arcata entered into an agreement in which the City of Arcata agreed to transfer all ownership of all transit system operations and management functions of the AMRTS to HTA, including ownership all AMRTS vehicles; and

**WHEREAS**, consolidation of the AMRTS within HTA will result in economic efficiencies that will in turn promote a more effective transit system for the community.

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

1. HTA accepts from the City of Arcata all ownership, control, responsibility, obligation, and assets of the Arcata & Mad River Transit System (AMRTS) effective July 1, 2025, including without limitation the following buses and vehicles used by the AMRTS:

**Table 1: A&MRTS Vehicles**

Name	ID #	Type	Year	Make	Model	VIN	Est. Cash		Usage	Miles
							Seating	Value		
Arcata	900	Auto	2005	Ford	Escape	1FMCU95H56KC27813	4	\$ 3,200	Staff	98,956
Arcata	902	Auto	2012	Ford	Fusion	3FADP0L38CR399852	5	\$ 5,000	Staff	63,629
Arcata	903	Van	2014	Dodge	Caravan	2C7WDGBG0ER432279	6	\$ 12,000	Staff	21,958
Arcata	904	Auto	2022	Ford	Escape Hybrid	1FMCU0B21NUA94415	5	\$ 34,700	Staff	260
Arcata	922	Bus	2009	Gillig	35 Foot Transit Bus	15GGB271X91177352	31	\$ 81,040	Fixed Route	307,595
Arcata	923	Bus	2009	Gillig	35 Foot Transit Bus	15GGB271191177353	31	\$ 81,040	Fixed Route	309,763
Arcata	924	Bus	2014	Gillig	low floor	15GGB2711E1183292	32	\$ 165,264	Fixed Route	318,227
Arcata	925	Bus	2014	Gillig	Low floor	15GGB271XE1183291	32	\$ 165,264	Fixed Route	291,915
Arcata	926	Bus	2022	Gillig	Low Floor / BEB	15GGB2815N3197701	30	\$ 721,733	Fixed Route	8,989
Arcata	927	Bus	2022	Gillig	Low Floor / BEB	15GGB2815N3197702	30	\$ 721,733	Fixed Route	6,866
Arcata	932	Bus	2010	Ford	Glaval	1FDFE4FS0ADA79008	20	\$ 17,810	Fixed Route	13,632
Arcata	934	Bus	2019	ARBOC	26' G 2019	1HA6GUBB3KN014598	20	\$ 96,300	Fixed Route	3,761

- The General Manager is authorized to execute any and all documents and take any and all actions required to complete the AMRTS transfer.

PASSED AND ADOPTED by the Board of Directors of the Humboldt Transit Authority at a regular meeting held on the 2nd of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

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Natalie Arroyo, Chair of the HTA  
Governing Board of Directors

ATTEST:

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HTA Secretary to the Board



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: April 2, 2025

SUBJECT: Low Carbon Transit Operations Program (LCTOP)

LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority of serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services and intermodal transit facilities, and may offset equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to show a reduction in greenhouse gas emissions.

Staff was notified by the Humboldt County Association of Governments (HCAOG) that there is a total of \$402,198 in LCTOP funds available to HTA for projects that will reduce greenhouse gas emissions. Staff would like to apply the total amount for free and/or reduced passes and other strategies to attract ridership.

***Action Recommended: Adopt resolution 25-04 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP grant.***



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**FY 2024-2025 LCTOP**

**RESOLUTION #25-04**

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT(S):**

**HTA Reduced Fares and Ticket Vouchers: \$402,198**

**WHEREAS**, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Humboldt Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Greg Pratt, General Manager.

**WHEREAS**, the Humboldt Transit Authority wishes to implement the following LCTOP project(s),

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Humboldt Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Greg Pratt, General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

*(Continued to next page)*



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**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Humboldt Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2024-2025 LCTOP funds:

**Project Information**

**Project Name:** HTA Reduced Fares and Ticket Vouchers

**Short description of project:** This project will provide free transit passes, and develop and implement a marketing campaign, to raise awareness of public transportation. This will give riders an opportunity to try transit at a reduced fare.

**Amount of LCTOP funds requested:** \$402,198

**Benefit to a Priority Populations:** Yes

**Amount to benefit Priority Populations:** Estimated \$201,099

**Contributing Sponsors (if applicable):** Humboldt County Association of Governments (HCAOG), and the City of Arcata

AYES:

NOES:

ABSENT:

AGENCY BOARD DESIGNEE:

Natalie Arroyo _____ (Print Name)	Chair of the HTA Governing Board of Directors _____ (Title)
---	--

\_\_\_\_\_  
(Signature)

Approved this 2 day of April, 2025



# FY 2024-2025 LCTOP Authorized Agent

**AS THE** Chair  
 (Chief Executive Officer/Director/President/Secretary)

**OF THE** Humboldt Transit Authority Governing Board of Directors  
 (Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

- Jerome Qiriaz, Transit Planner OR  
 (Name and Title of Authorized Agent)
- Greg Pratt, General Manager OR  
 (Name and Title of Authorized Agent)
- Click here to enter text. OR  
 (Name and Title of Authorized Agent)
- Click here to enter text. OR  
 (Name and Title of Authorized Agent)

Natalie Arroyo Chair of the HTA Governing Board of Directors  
 (Print Name) (Title)

\_\_\_\_\_  
 (Signature)

Approved this 2 day of April, 2025





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: April 2, 2025

SUBJECT: Paratransit Dial-A-Ride (DAR) Transfer to HTA

Dial-A-Ride Service provides origin-to-destination, shared-ride transportation for individuals who, due to disabling conditions, are unable to use public transit all or some of the time. This service complements fixed-route bus systems, ensuring greater accessibility for mobility-limited individuals. For over 30 years, the Humboldt Transit Authority (HTA) has contracted with CAE Transport, also known as City Cab, to provide paratransit services in the region.

As the designated Consolidated Transportation Service Agency (CTSA) for Humboldt County, HTA oversees regional public transportation services and ensures compliance with federal transit regulations. The CTSA's primary objectives are to expand transit options for seniors and individuals with mobility limitations, reduce the cost for public transit, and enhance the efficiency of community transportation operations.

A combination of rising costs to public transit and no increases in operational funding has made keeping the level of service challenging. As the CTSA, we are tasked with reducing the cost and sustaining a high level of service for the public. HTA Staff understands that consolidating funding and resources, could help streamline the service, ensuring consistency and efficiency.

At the March 5, 2025 HTA meeting, the Board directed staff to review the implications of transitioning the paratransit service, AKA Dial-A-Ride to the Humboldt Transit Authority. Staff has carefully reviewed the implications and the responses are outlined as follows:

Items considered:

- **Administration:** HTA currently manages the certification process for Dial-A-Ride (DAR) applicants. Public inquiries about the service are handled by both HTA and CAE Transport. While passengers can book rides through an app-based reservation system, CAE staff assists those who need to schedule rides by phone.  
**Findings:** HTA currently has the staff to respond to DAR users and has a call center that has been successfully launched for all HTA services that can be utilized.
- **Maintenance and Repairs:** HTA owns and maintains a fleet of 12 paratransit-style ADA accessible cutaway vans. The change will have a minimal impact, but staff will still review any potential barriers.  
**Findings:** No impacts.



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- Operations: The system operates Monday through Friday from 7:00 am to 6:00 pm and Saturday from 9:00 am to 5:00 pm. The DAR service area includes the communities of Eureka, Arcata, McKinleyville, Old Arcata Road, Manila, Samoa, Humboldt Hill, King Salmon, Fields Landing, and College of the Redwoods. Currently, CAE operates five buses during the week and three buses on Saturday.  
Findings: HTA will need four full time and one part-time Class C drivers to operate the system. Currently, CAE Transport has seven drivers employed to provide service. Staff is in talks with CAE about bringing all interested drivers over and going through the HTA hiring process.

***Action Recommended: Direct Staff to proceed in transitioning the Dial-A-Ride over to HTA with an effective date of July 1, 2025.***



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: April 2, 2025

SUBJECT: Free Fares Discussion

Supervisor Wilson has requested that the Board consider placing the topic of free fares on the agenda to initiate discussions on its potential positive impacts and challenges. In response, staff has conducted an initial study on various transit agencies of different sizes and service areas. While this research has been valuable, further study is needed to assess feasibility and impact.

To collect relevant data and firsthand feedback, staff recommends implementing a one-month free fare pilot program. This will allow for comprehensive analysis, including input from both drivers and passengers. Marketing and outreach efforts will be important for public engagement, and this initiative could be aligned with HTA's 50-year operating anniversary in July.

Additionally, staff proposes offering free fares for youth and seniors from June through August. Both programs would be funded through the Low Carbon Transit Operators Program (LCTOP) Grant.

**Ridership Trends:**

<u>Time Period</u>	<u>Ridership</u>	<u>Increase</u>	<u>Free Fares</u>	<u>Increase</u>	<u>Users</u>
2022 June – August Ridership RTS	62,081		6,689		Youth Only
2023 June – August Ridership RTS	68,121	9%	8,441	21%	Youth Only
2024 June – August Ridership RTS	74,457	9%	20,447	39%	Youth & Seniors

**Action Recommendation:**

1. *Approve a one-month free fare pilot program to evaluate impacts and gather feedback.*
2. *Authorize the implementation of free fares for youth and seniors from June through August, funded by the LCTOP Grant.*
3. *Direct staff to conduct a detailed analysis of the outcomes and report findings to the Board.*



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TO: HTA Chair Natalie Arroyo  
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: April 2, 2025

SUBJECT: Humboldt Transit Authority Project Updates

4<sup>th</sup> Annual North State Transit Symposium and HTA's 50<sup>th</sup> Anniversary

HTA will be hosting the 4<sup>th</sup> annual North State Transit Symposium at the River Lodge in Fortuna. HTA will also be celebrating it's 50<sup>th</sup> anniversary at this Symposium.

Hydrogen Project Ribbon Cutting

HTA is planning a formal ribbon cutting and media event involving the temporary fueler and the pilot bus. Date still to be determined.

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.

- Extended Range Hydrogen Bus Pilot
  - a. The pilot bus was delivered the evening of 3/24. Staff and consultants have been busy commissioning and inspecting the bus along with New Flyer staff who were onsite all last week. The next two weeks will involve extensive on-road testing to verify range and performance requirements.
- Hydrogen Production Buses
  - a. Staff has started discussing the line entry schedule for the remaining ten fuel cell electric buses. Current tentative plans are for these buses to start arriving early next year.
- Hydrogen Fueling Infrastructure
  - a. Temporary Fueler
    - i. The dispenser was delivered on 3/17. The tube trailer that contains the hydrogen fuel arrives today. Commissioning of the fueler will happen today or tomorrow.
  - b. Permanent Station
    - i. HTA staff is continuing negotiations with Linde.
- Earth Center
  - a. The first application for tax credits was unsuccessful. Danco will be trying again during the next round which is expected in June.
  - b. HTA staff continue to work with Danco on the design process.
- Maintenance Bay Upgrades:
  - a. The 30% design set has been completed. The project is on track to start construction late summer / early fall of this year.

Regional Projects Coordination



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- HTA staff are working weekly with the City of Eureka on the Sunset Heights affordable housing project and their planned application for AHSC funding. Staff supported the City in two public meetings for this project.
- HTA staff gave a presentation to the City of Eureka Transportation Safety Committee.
- HTA staff are working with the City of Arcata on the Sunset Ave project.
- HTA staff continues to stay engaged with the Regional Climate Action Plan effort.
- HTA will be part of a hydrogen panel at this year's POWER CA offshore wind conference.

#### Operations

- Staff have fully switched over to the new Optibus platform for planning, scheduling, operations, dispatch, and payroll.
- Staff is working on setting up a pilot of onboard real-time bus stop announcement and display units. Demo units will hopefully be installed in one bus in the next couple months.
- HTA is contracting with Whitchurch Engineering to install bus stop signage along the North State Express 101 route.
- Staff will be meeting with the Cal-ITP project to potentially be involved in a pilot deployment of real-time signage at bus stops using equipment procured through a statewide contract.

#### ***Action Recommended:***

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