

Board of Directors  
NATALIE ARROYO  
County of Humboldt  
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City of Arcata  
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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

**May 7, 2025**

**9:00 AM**

**Regular Board Meeting**

**A. Call Meeting to Order**

**B. Roll Call & Introductions**

**C. Community Members Communication**

Members of the community are invited to comment on items or issues not on the agenda.

**D. Special 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 April 2, 2025, Regular Board Meeting.

Page 04

Staff: [Consuelo Espinosa](#)

**Action Recommended: Approve Minutes**

2. The Transit Award Management System (TrAMS) Authorized User

Page 08

Staff: [Greg Pratt](#)

To use the Federal Transit Administration's Transit Award Management System (TrAMS), a resolution designating the authorized representative is required.

**Action Recommended: Designate the General Manager as the authorized representative for TrAMS by adopting Resolution 25-05.**

**F. Items Removed from Consent Calendar**

## G. Reports

1. Unmet Needs Report of Findings Page 10  
HCAOG Consultant: Michelle Nielson  
A presentation of the Unmet Need Findings adopted by the Humboldt County Association of Governments Board of Directors.  
**No Action Required**
2. Caltrans District 1 Report  
Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand  
**No Action Required**
3. Draft February 2025 statistics and financial statements for all systems operated by HTA. Enclosed  
Staff: Katie Collender  
**No Action Required**

## H. New Business

1. Proposed Allocation for Deputy General Manager Page 14  
Staff: Greg Pratt  
With the increase in HTA Operations, Staff recommend adding the position of Deputy General Manager to assist with the additional workload.  
**Action Recommended: Approve the Amendment to Humboldt Transit Authority's Salary Schedule, Classification Plan, and Deputy General Manager Job Description by Adopting Resolution 25-06**
2. Redwood Transit System (RTS) Express Schedule Concept Handout  
Staff: Greg Pratt  
Based on comments received from the public over the last couple of years, and the current Unmet Needs report submitted to the HCAOG Board, Staff will present an option to address frequency and express bus service on Redwood Transit System while receiving input from the Board.
3. HTA Projects Update Page 21  
Staff: Jerome Qiriaz  
Staff will update the Board on current and future projects.  
**Action Recommended: Review, Discuss, and Make Recommendations if Necessary.**
4. 2023/2024 Fiscal & Compliance Audit Page 23  
Staff: Katie Collender  
Pursuant to the Transportation Development Act Section 99260; the California Administrative Code; and, the rules and regulations of the Humboldt County Association of Governments, the Humboldt Transit Authority is audited on an annual basis. The audit is conducted in accordance with Government Auditing Standards issued by the Controller General of the United States and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Government, to obtain reasonable assurance that financial statements are free of material misstatement.  
**No Action Required**  
~Audit enclosed

**I. Board Communications**

1. Schedule Strategic Planning Meeting

**J. Staff Communications**

1. Schedule Special Meeting
2. Schedule Finance and Operations Committee Meeting for FY 25/26 budget.

**K. Closed Session**

None

**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**

**April 2, 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  
Debra L. Garnes, City of Rio Dell  
Natalie Arroyo, County of Humboldt

**ABSENT**

Tami Trent, City of Fortuna

Attended Via Teams

Charlotte Merkle, County of Humboldt; Vance Law, City of Arcata; Oona Smith, HCAOG; Althea Christensen, Member of the Public; Catherine Sundquist, CAE Transport; and Colin Fiske, CRTP.

Staff

Greg Pratt, General Manager  
Consuelo Espinosa, Human Resources Manager  
Carolann Aggeler, Admin & Finance Assistant  
Andi Evans, Bookkeeper  
Katie Collender, Finance Manager  
Jerome Qiriazzi, Transit Planner

Jim Wilson, Director of Maintenance

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

**CALL TO ORDER**

Chairperson Natalie Arroyo called the meeting to order at 9:02 am.

**ROLL CALL & INTRODUCTIONS**

Introductions were made.

**COMMUNITY MEMBERS COMMUNICATION**

Joanne McGarry, provided public comments, and shared her appreciation for bus drivers' courtesy and noted the challenges of attending events on Sundays due to lack of bus service, citing her need to hitchhike to a recent town hall meeting. She emphasized the need for better Sunday and evening transit options, raised concerns about emergency alert protocols on buses, and expressed support for collective travel and the upcoming Climate Action Plan. She also noted ongoing discussions with General Manager, Greg Pratt regarding Arcata transit needs.

## 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 Supervisor Wilson, second by Councilmember Leslie Castellano approved to approve Items 1 & 3 of the consent calendar and to pull item 2 to discuss the transfer of assets for the Arcata & Mad River Transit Systems to the Humboldt Transit Authority (HTA), and approval of the submission for the Low Carbon Transit Operations Program (LCTOP) grant. Motion carried unanimously.***

Minutes from April 2, 2025, Regular Board Meeting

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

### Low Carbon Transit Operators Program (LCTOP) Grant

Staff requested 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.

***Motion by Supervisor Wilson, second by Councilmember Leslie Castellano to Adopt resolution 25-04 authorizing application for LCTOP grant funds and authorize the General Manager to execute all required documents of the LCTOP. Motion carried unanimously.***

## ITEMS REMOVED FROM CONSENT CALENDAR

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

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.

Alex Stillman expressed appreciation for the transition to the Humboldt Transit Authority (HTA), noting public questions about bus appearance (e.g., color and wraps) and emphasized the importance of maintaining visibility and appeal. She also reflected on the history of the system and its local legacy. Leslie Castellano inquired about budget implications, and Alex clarified the vehicles had been in storage and the transition was long anticipated.

Public comment from Joanne McGarry stressed the importance of retaining the Arcata Transit Center as a key community resource, especially for students and vulnerable populations, including those re-entering from Pelican Bay. Additional concerns were shared about preserving accessibility and support services during the transition.

***Motion by Councilmember Stillman, second by Councilmember Leslie Castellano to Approve the transfer of the City of Arcata's Transit System (AMRTS) by adopting Resolution 25-03. Motion carried unanimously.***

## NEW BUSINESS

### Paratransit Services (Dial-a-Ride)

Staff: [Greg Pratt](#)

General Manager Greg Pratt presented a follow-up on the potential transition of Dial-A-Ride operations in-house due to rising costs. The board had previously directed staff to explore this option. Key considerations included administration, maintenance, and operations. Staff noted that administrative impacts would be minimal since HTA already handles certifications and some customer service, and additional support is available through a transit information call center and app-based ride scheduling. Maintenance needs remain unchanged, with HTA already servicing Dial-A-Ride vehicles for several years, and four new buses are being prepared for deployment. Operationally, HTA sees potential efficiencies by integrating Dial-A-Ride into its existing driver pool, rather than maintaining a separate team of seven drivers. Cross-training of drivers and phased transitions were discussed to ensure a smooth process. Public and board member comments supportive, with an interest in exploring on-demand Sunday service as an outcome of increased driver flexibility. Recruitment for drivers is ongoing, and staff will continue working with current Dial-A-Ride personnel to facilitate the transition, pending board approval.

***Motion by Supervisor Wilson, second by Councilmember Alex Stillman to begin transitioning the Dial-A-Ride operation to the Humboldt Transit Authority and to contact the member entities involved. Motion carried unanimously.***

### Free Fares Discussion

Staff: [Greg Pratt](#)

General Manager Greg Pratt initiated a discussion on the potential benefits and challenges of implementing free fare programs, originally prompted by community interest and board-level inquiry. Preliminary research indicated mixed outcomes from other agencies, including increased ridership (30–40%), varied impacts on driver morale, and occasional operational issues—especially during COVID-19, when free fare periods sometimes led to misuse of services. Cost analysis is ongoing, but initial findings show fare collection systems (e.g., fareboxes, validators, armored transport) incur significant expenses. Supervisor Wilson emphasized the importance of behavioral dynamics in fare exchanges and suggested that even nominal fares may influence rider behavior positively. Staff proposed a pilot program offering free fares for youth and seniors from June through August, and free fares for all passengers in July to commemorate HTA’s 50th anniversary. The pilot aims to gather local data on ridership, cost, and operational impacts to inform future decisions.

***Motion by Supervisor Wilson, second by Councilmember Debra Garnes, to approve free fares for youth and seniors from July 2025 through August 2025, and to approve free fares for all passengers July 2025.***

***Motion carried unanimously.***

### HTA Project Update

Staff: [Jerome Qiriazhi](#)

HTA’s Transit Planner Jerome Qiriazhi provided updates on several key initiatives, highlighting the upcoming 4th Annual North State Transit Symposium scheduled for July 15–17, 2025, in Fortuna, which will coincide with HTA’s 50th anniversary celebrations. A ribbon-cutting event is also being planned for May to showcase the new pilot hydrogen bus, which has arrived and is undergoing testing and commissioning. The temporary hydrogen fuel dispenser is being installed and connected, with fuel delivery beginning. Staff are also designing a custom wrap for the new bus, which features distinct design elements and hydrogen fuel markings. Delivery scheduling for the remaining 10 hydrogen buses is underway, and negotiations continue for a permanent hydrogen fueling station, targeted for completion by the end of 2026. Staff may call a special board meeting in April to finalize related contracts. Additional updates included ongoing work on real-time bus stop signage and announcements, as well as potential participation in a Caltrans-led pilot project to install subsidized statewide real-time bus stop infrastructure.

## REPORTS

### Caltrans District 1 Report

Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand

Tasha Allstrand, Senior Construction Planner with Caltrans, introduced herself and shared that Caltrans has established a new unit at headquarters dedicated to transit planning, including the addition of a full-time transit planning staff member. A new two-year District Transit Plan effort has recently launched, aimed at identifying transit needs along the state highway system. Caltrans intends to work closely with HTA throughout this process and will provide updates to the board as the plan progresses.

### Draft January 2025 statistics and financial statements for all systems operated by HTA

Staff: Katie Collender

Finance Manager Katie Collender gave the board an update showing strong January 2025 fare revenues, with an increase from \$79,000 in 2024 to \$107,000 in 2025—partly due to new housing pass programs and increased community purchases. She also expressed that farebox recovery remains strong at nearly 15%, and per-passenger revenue is also up year-over-year. Regarding the North State Express, early fare revenue remains low but stated that growth is expected with continued promotion and expanded service. Staff emphasized the need for additional funding to improve frequency and weekend service.

### Draft Budget Format

Staff: Katie Collender

Finance Manager Katie Collender introduced a new long-range budget format, combining historical data, current-year budgets, and four-year forecasts. The proposed format aims to improve long-term planning, transparency, and public understanding of funding streams. The board responded positively, requesting minor adjustments such as adding a legend for funding source acronyms. The new format will be reviewed by the Finance and Operations Committee before final adoption.

## BOARD COMMUNICATIONS

Supervisor Wilson discussed regional transit connectivity, specifically regarding Chico's absence from a draft North State transit map. She stated that while the map was designed to highlight areas with limited or no service, Chico officials expressed interest in being included to help communicate travel options to the coast and strengthen future service integration. Staff confirmed that a more comprehensive and inclusive map is in development. Additionally, Councilmember Debra Garnes informed the board about California Assembly Bill 262, which seeks to create a state disaster relief fund for smaller and rural communities that do not meet FEMA's \$72 million damage threshold. The bill was inspired by recent events in Rio Dell, and Garnes encouraged jurisdictions to submit letters of support.

## STAFF COMMUNICATIONS

None

## CLOSED SESSION

Public Comment: None

The Board met in closed session pursuant to Government Code Section 54957(b)(1) to conduct a performance evaluation of the General Manager, and Section 54957.6 to confer with the designated representative regarding the unrepresented employee (General Manager).

Report Out of Closed Session:

The Board authorized a one-step salary increase for the General Manager. Motion by Councilmember Alex Stillman, seconded by Councilmember Debra Garnes. Motion carried unanimously.

## ADJOURNMENT

10:52 am



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 7, 2025

SUBJECT: The Transit Award Management System (TrAMS) Authorized User

The Federal Transit Administration (FTA) as part of the U.S. Department of Transportation (DOT) provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. Financial assistance to states and local transit providers (from here on referred to as recipients) is provided through federal grants and cooperative agreements. Recipients of these federal funds are responsible for managing their programs in accordance with federal requirements, and the FTA is responsible for ensuring that the recipients of these funds follow federal mandates along with statutory and administrative requirements.

The Transit Award Management System (TrAMS) is a web-based tool that was developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide the FTA with a method to review, approve, control, and oversee the distribution of funds. The TrAMS application is based on the Appian Business Process Management (BPM) platform. The platform provides workflow control through role-based access and by assigning 'Tasks' to the appropriate 'User Roles' when a particular step in a grants life cycle should be performed. Recipients initiate the grants process within the TrAMS application and are notified by email of any assigned tasks. Access to specific TrAMS grant functions are restricted to only be available during certain times within the grants life cycle and to users who are allowed to perform those tasks.

In order to participate in the TrAMS program, the agency must designate a position as the authorized representative through resolution.

***Action Recommended: Designate the General Manager as the authorized representative for TrAMS by adopting Resolution 25-05.***



## Resolution No. 25-05

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the Humboldt Transit Authority Governing Board of Directors:

1. That the General Manager is authorized to execute and file an application for federal assistance on behalf of the Humboldt Transit Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. (If the applicant is requesting Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, either alone or in addition to other federal assistance administered by the Federal Transit Administration, the resolution should state whether the applicant is the designated recipient as defined by 49 U.S.C. 5307(a)(2), or whether the applicant has received authority from the designated recipient to apply for Urbanized Area Formula Program assistance.
2. That the General Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That the General Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Humboldt Transit Authority.

### CERTIFICATION

The undersigned duly qualified Board Chair, acting on behalf of the Humboldt Transit Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Humboldt Transit Authority held on May 7, 2025.

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Chair of the Humboldt Transit Authority  
Governing Board of Directors

ATTEST:

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HTA Secretary to the Board of Directors

**Staff Summary:**

As the Regional Transportation Planning Agency (RTPA) for Humboldt County, Humboldt County Association of Governments (HCAOG) is responsible for the administration of Transportation Development Act (TDA) funds. Local Transportation Funds (LTF), which are funded through ¼ percent of the statewide sales tax and apportioned based on population, are the primary funding source for most transit systems. As part of its TDA duties, HCAOG is required to implement an annual unmet transit needs process which has three key components: soliciting testimony on unmet transit needs; analyzing needs in accordance with adopted definitions of unmet transit needs reasonable to meet; and adoption of a finding regarding unmet transit needs that may exist for the upcoming fiscal year. HCAOG's Social Services Transportation Advisory Council (SSTAC) leads the unmet needs process. Unmet transit needs findings (UTN) ensure that transit needs found reasonable to meet are funded prior to jurisdictions expending TDA funds on non-transit purposes.

The FY 2025-26 Unmet Transit Needs Report of Findings (dated March 2025) found there are unmet transit needs that are reasonable to meet but cannot be funded. As part of their April 2, 2025 meeting the SSTAC unanimously recommended the HCAOG Board adopt the Report. On April 17, 2025, the HCAOG Board considered the SSTAC's recommendation on the FY 2025-26 Unmet Transit Needs Report of Findings, and unanimously approved Resolution 25-10 determining that there are unmet transit needs that are reasonable to meet but cannot be funded.

**Summary of Public Outreach:**

The following is a summary of public outreach completed in the fall 2024. The purpose of the outreach was to solicit community input through a variety of forums and channels.

- A total of 9 noticed public hearings were held: all the cities held hearings, except for the city of Fortuna. HTA and HCAOG also held noticed public hearings. Staff's presentation for each public hearing included information about how individuals could provide input (the two slides are excerpted as an attached PDF).
- Although the city of Fortuna did not hold a separate hearing, City staff offered to post fliers to advertise the other hearings, the online survey, and other options for persons to provide input. The HCAOG contract planner provided marketing materials to City staff in early November 2024.
- Two public meetings were held:
  - Humboldt County Public Works had a Board of Supervisors agenda item on transit needs as part of their regular December 17, 2024 meeting.
  - The North Coast Tribal Transportation Commission also discussed transit needs as at their November 4, 2024 meeting.
- To help alert the public about the transit needs hearings and the availability of the online survey, HTA ran a flier on their in-bus electronic message boards for several weeks.
- HCAOG staff coordinated with College of the Redwoods, and fliers were posted on campus.
- CRTP published the flier in their November 2024 member newsletter.
- In December 2024 and before the close of the online survey, two series of reminders (English and Spanish) for the availability of the online survey were posted on HCAOG's social media.
- The HCAOG contact planner reached out to representatives of Comunidad Unida del Norte de Arcata/Community United to ask if the online survey reminders could be shared on CUNA's social media.
- A total of 77 individuals completed the online English language survey. A Spanish language survey was also available and was advertised as described above; however, this version of the survey did not receive any responses.

**Unmet Needs Reasonable to Meet Analysis:**

HCAOG's adopted definitions and criteria for unmet transit needs are on pages seven through nine of the attached Report of Findings (ROF). The criteria include the adopted standard for a minimum of two comments to

demonstrate community support, and to include an analysis of performance measures including subsidy per trip and ridership per hour of new services.

For each comment that was determined to meet the criteria of an unmet need, staff analyzed if it would be “reasonable to meet” and made a recommendation. The attached ROF provides an analysis of the unmet needs and recommended findings for each. Table 7 (on page 15) provides a summary analysis of estimated performance of unmet needs including the estimated subsidy per trip and ridership per hour of new services. In addition, where the 2023-2028 Transit Development Plan (TDP) included estimated performance of the same or similar new services considered as UTNs, the TDP analysis was included as a row in the table to provide an additional data point.

For each comment that was determined to meet the criteria of an unmet need, staff analyzed if it would be “reasonable to meet”. In the preparation of the draft report staff requested input from the transit providers, i.e., Humboldt Transit Authority (HTA) and Arcata and Mad River Transit System (A&MRTS). Many of the transit requests received in 2024 have been shared by the public as part of previous UTN cycles. Staff’s recommendation to the SSTAC was to update the findings from FY 2024-25 and to find the following:<sup>1</sup>

(A) The following requests do not meet the definition of an unmet need:

1. Later service in the evening on weekdays on RTS.

(B) The following requests are unmet needs and are reasonable to meet but cannot be funded:

2. More frequent service on RTS.
3. Provide express service on RTS.
4. More frequent service on A&MRTS.
5. Later night Saturday service on RTS
6. Sunday service on RTS.
7. Expanded ETS service to Greater Eureka, specifically Myrtle town.
8. Expanded service in Blue Lake
9. Expanded A&MRTS service to South Arcata
10. A&MRTS Service to Bayside
11. Later service on Southern Humboldt Intercity

(C) Comments concerning dial-a-ride and paratransit service: The Report’s recommendation on these comments is for that paratransit providers reach out to social service providers and their clients to obtain specifics on Dial A Ride (DAR) service gaps and how best to address them. Fixed-route transit operators are obliged to provide paratransit service pursuant to the Americans with Disabilities Act (ADA). As such, this is not an unmet need.

In the March 5 draft ROF, the needs for more frequent service and express service (number 2 and 3 in the above list) on RTS were combined. Based on SSTAC input provided at this meeting, these needs were separated and made into stand-alone requests for the April 2 draft ROF. The analysis for the request for more frequent service on RTS, reports that during peak hours (on weekdays) RTS headways between McKinleyville and Arcata are 60-minutes. HTA will pilot a microtransit service between McKinleyville and Arcata beginning in the next fiscal year. While this will be an on-demand service, and not a fixed route service, it will increase frequency of service while also meet the estimated farebox return ratio. However, the funding that supports operation of this microtransit service is short-term and temporary, and HTA does not have other available and appropriate funding at this time. HCAOG received two requests to increase frequency from Arcata to College of the Redwoods. Although this segment of the RTS route has 30-minute headways during peak hours, these two requests indicate a need for

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<sup>1</sup> Note: the numbering of the requests below correspond to how they are numbered in the draft Report of Findings.

increased headway (e.g., 15-minute headways). Again, there is no funding available to increase frequency of service. As such, the request for more frequent service on RTS was found to be an unmet need that is reasonable to meet but cannot be funded.

As reviewed in the report, while requests to provide express service on RTS is estimated to have farebox return ratio of 17%, an additional \$463,400 funding per year and the provision of two buses would be necessary to implement. At this time HTA does not have funding that is available and appropriate to operate an express service.

The SSTAC also discussed the request for more frequent service on A&MRTS. While A&MRTS has implemented the Green/Gold route, with Cal Poly Humboldt (CPH) providing funding, Green/Gold is not a full implementation of the Green route described in the TDP. Also, there is the potential that CPH could reduce or pull the route's operational funding. Similar to HTA, A&MRTS does not have funding available to increase frequency of service.

The staff report to the SSTAC included a discussion of how the farebox findings for late-night Saturday service on RTS and Sunday service on RTS were dependent on operating costs. While commenters specifically requested Sunday transit on the RTS service, the SSTAC discussed the 2023-2028 TDP's recommendation that implementing Sunday service would perform better by implementing Sunday service on ETS and A&MRTS as well because, in part, riders would have improved connectivity in comparison to implementing Sunday service on only RTS.

The SSTAC discussed whether the unmet transit needs sufficient broad-based community support threshold of two persons may be too low (see page 8 for the full description of this criterion). It was stated that a ridership increase of two persons is unlikely to be sufficient to meet the overall performance metrics of a transit provider. The SSTAC also discussed the fare-box ratio requirement which has been paused by the State since COVID-19, and there is consideration for removing the fare-box ratio requirement. As indicated on page 8 of the attached report, the reasonable to meet criteria includes a marginal farebox return ratio of 10% standard. Should the State update its requirements, the SSTAC discussed revising HCAOG's requirements to be updated accordingly.

At the April 17, 2025 HCAOG regular meeting, the contract planner's presentation for the agenda item reviewed the following;

- The public outreach completed for the 2025-26 unmet transit needs process;
- The SSTAC's input on the draft ROF and revisions made in response to their input;
- The ROF's determinations.

Following the presentation and receiving public input, the HCAOG Board considered and unanimously approved Resolution 25-10, adopting the FY 24-25 Unmet Needs Report determining there are unmet transit needs that are reasonable to meet but cannot be funded.

The adopted FY 2025-26 Unmet Transit Needs Report of Findings can be read and downloaded at this link: <https://www.hcaog.net/sites/default/files/FY%2025-26%20UTN%20ROF.pdf>



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**

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

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**RESOLUTION 25-10**

**RESOLUTION OF THE HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS  
ADOPTION OF THE TRANSPORTATION DEVELOPMENT ACT UNMET TRANSIT NEEDS  
REPORT OF FINDINGS FOR FISCAL YEAR 2025-26**

**WHEREAS**, the Humboldt County Association of Governments, in its official capacity as the Regional Transportation Planning Agency, hereinafter referred to as the RTPA, is responsible for annually adopting a Transportation Development Act (TDA) Report of Findings; and

**WHEREAS**, the RTPA has administered the annual unmet transit needs processes in accordance and consistent with Sections 99238.5, and 99401.5, Articles 4 and 8, Chapter 4, Division 10, Part 11, of the Public Utilities Code (PUC), to include consulting with the Social Services Transportation Advisory Council (SSTAC), conducting public hearings, identifying needs, assessing transit dependent groups, assessing existing programs, and analyzing potential programs to meet those identified needs; and

**WHEREAS**, the RTPA does find that, consistent with the TDA Report of Findings for the 2025-26 fiscal year, although there are unmet transit needs that are reasonable to meet, these transit needs cannot be funded; and

**WHEREAS**, such findings have been made based on deliberation and consideration of comments generated during the conduct of the unmet needs process and measured against the evaluative criteria established in the RTPA's adopted definitions for the terms "unmet transit need" and "reasonable to meet."

**NOW, THEREFORE, BE IT RESOLVED** that the Humboldt County Association of Governments, in its capacity as the RTPA for Humboldt County, hereby adopts the TDA Unmet Transit Needs Report of Findings for Fiscal Year 2025-26, including the findings contained therein.

**PASSED AND ADOPTED** by the Humboldt County Association of Governments, in the City of Eureka, County of Humboldt, State of California, this 17<sup>th</sup> day of April 2025, by the following vote:

AYES: 8 MEMBERS Johnson, madrone, naper, Bergel, Atkins-Salazar,  
Jorgensen, Kenny, Orr


NOES: 0 MEMBERS:

ABSENT: 0 MEMBERS:

ABSTAIN: 0 MEMBERS:

Attest:

  
Debbie Egger, Interim Executive Director

  
Mike Johnson, HCAOG Chair



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: May 7, 2025

SUBJECT: Proposed Allocation for Deputy General Manager

Over the past two years, the Humboldt Transit Authority (HTA) has made significant strides in regional transportation services. HTA assumed operations of the Arcata & Mad River Transit System (AMRTS), filled the transportation gap to the Bay Area following the withdrawal of Greyhound, and is in the process of bringing paratransit services in-house.

Looking ahead, HTA is planning further expansion:

- Paratransit services for seniors and individuals with disabilities will be enhanced.
- Microtransit services will be introduced in McKinleyville through funding from the REAP 2.0 grant.
- Microtransit expansion in Eureka will be supported by the Affordable Housing Sustainable Communities (AHSC) grant.

Since 2023, HTA has increased its staffing by 22%, with projections reaching a 41% increase by the start of the 2025/26 fiscal year. Additionally, HTA has secured nearly \$70 million in capital funding, which is actively supporting various infrastructure and service projects.

With the growth of service expansion, enhanced regional coordination, increased reporting responsibilities, and greater project oversight, existing administrative capacity has been stretched past capacity. To support ongoing and future growth, staff is recommending the addition of a Deputy General Manager position.

This position would be funded through Local Transportation Funds retained from HTA's assumption of paratransit and AMRTS services. A salary comparison conducted by Bryce Consulting has been provided, and the proposed wage range is included in the attached resolution.

***Action Recommended: Approve the Amendment to Humboldt Transit Authority's Salary Schedule, Classification Plan, and Deputy General Manager Job Description by Adopting Resolution 25-06.***

**RESOLUTION 25-06**  
**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, 23-13, 24-07, and 25-02; 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 25-02 is hereby rescinded and replaced by Resolution 25-06.
- Add Deputy General Manager to the Unrepresented Allocation Plan. *Exhibit A attached.*
- *Approve Job Description for Deputy General Manager. Exhibit B attached.*
- Adopting the Salary Schedule for Unrepresented Employees effective May 7, 2025.

						10 Year	15 Year	20 Year
<b>Classification</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Deputy General Mgr.	\$60.36	\$63.38	\$66.55	\$69.88	\$73.37	\$77.04	\$80.89	\$84.94
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 seventh day of May 2025, 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

May 7, 2025

	Current Allocated Positions	Filled	Proposed
<b>Unrepresented Positions</b>			
Deputy General Manager	0	0	1
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	1	
Bookkeeper	1	1	
Administrative Assistant II	1	1	
Administrative Assistant I	1	0	
Transit Planner	1	1	
Marketing & Finance Intern	1	1	
<b>Represented Positions</b>			
Shop Supervisor	1	1	
Transportation 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	3	
Vehicle Service Worker (part-time)	2	1	
Cleaner/Janitor	1	0	
Cleaner/Janitor (part-time)	1	0	
Driver Trainer	1	1	
Driver	33	32	
Extraboard Driver	5	2	
Extraboard Driver Part-Time	7	3	

## **Humboldt Transit Authority Deputy General Manager**

### **Job Overview**

- **Role:** Assists the General Manager in planning, organizing, and managing the Authority's operations.
- **Responsibilities:** Acts as a key advisor by representing the Authority's interests and overseeing various operations.
- **Supervision:** Receives direction from the General Manager and may supervise management, professional, and administrative staff.

### **Core Duties and Responsibilities**

1. **Acting in the Absence of the General Manager:** Stepping in for the General Manager when assigned.
2. **Coordination and Assistance:** Coordinates activities between departments and external organizations, advises the General Manager, and assists with departmental matters.
3. **Strategic Planning:** Participates in developing and implementing the Authority's goals, objectives, and work plan.
4. **Program and Project Management:** Develops and implements assigned programs and projects, managing workflow and evaluating procedures.
5. **Personnel Management:** Involves selecting, training, and evaluating staff, maintaining discipline, and ensuring high operational standards.
6. **Representing the Authority:** Acts as a representative of the Authority at the local, regional, state, and federal levels, participating in community and professional groups as assigned.
7. **Customer Service:** Builds positive relationships with employees, contractors, and the public, ensuring the Authority's interests are maintained with integrity and professionalism.
8. **Fostering Collaboration and Teamwork:** Promotes a collaborative and inclusive environment within the organization.
9. **Miscellaneous Tasks:** Performs related duties as assigned, adapting to the needs of the Authority.

### **Knowledge and Skills**

1. **Transit Administration:** Knowledge of modern transit operations, policies, and procedures.
2. **Public Relations:** Skills in handling relationships with community groups and government agencies.
3. **Leadership and Personnel Management:** Expertise in leadership, motivation, conflict resolution, and personnel management.
4. **Policy and Regulatory Knowledge:** Understanding of the compliance issues affecting the transit industry and budget preparation.
5. **Communication:** Proficiency in both oral and written communication, including technical report writing.
6. **Customer Service:** Knowledge of excellent customer service principles and practices.

## **Humboldt Transit Authority Deputy General Manager**

### **Abilities**

1. **Operational Oversight:** Ability to plan, direct, and control operations.
2. **Problem Solving:** Analytical skills to solve problems and implement solutions.
3. **Staff Supervision:** Capable of supervising and evaluating personnel and fostering cooperation.
4. **Budget and Policy Management:** Skills in preparing budgets and developing policies.
5. **Safety and Efficiency:** Commitment to adhering to safety practices and maintaining a high level of job performance.
6. **Technology Proficiency:** Ability to use modern office equipment and technology.



Date: March 14, 2025  
To: Greg Pratt, General Manager  
From: Shellie Anderson, Principal  
Subject: Deputy General Manager

---

In 2023, Bryce Consulting updated the Authority's job descriptions and conducted a compensation study. At that time, a Deputy General Manager classification was created for future use. Few of the agencies had a comparable classification so it was recommended that when the Authority determined the appropriate time to implement the classification, the salary would be set based on internal alignment rather than market. In reviewing the classifications, it is recommended that the salary be set 20% below the General Manager which would also place it 15% above the Finance Manager. This would provide adequate spread between classifications based on responsibility.



133 V Street  
Eureka, CA 95501

*A Public Entity Serving Humboldt County Since 1976*

Office: (707) 443-0826  
Fax: (707) 443-2032  
[www.hta.org](http://www.hta.org)

TO: HTA Chair Natalie Arroyo  
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: May 7, 2025

SUBJECT: Humboldt Transit Authority Project Updates

4<sup>th</sup> Annual North State Transit Symposium and HTA's 50<sup>th</sup> Anniversary  
Save the date for July 16 – 17 at the Fortuna River Lodge.

Hydrogen Project Ribbon Cutting

HTA is planning a formal ribbon cutting and media event involving the temporary fueler and the pilot bus. We are looking at June 4<sup>th</sup> right after the Board meeting. We are working on a promotional video for social media, and will be extending invites out in the next week.

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. HTA and the Schatz Center have completed testing. Results have exceeded expectations. The bus will be able to complete all block schedules that HTA currently has, including the route to Ukiah. Staff and the Schatz Center are working on a final report documenting the results.
- Hydrogen Production Buses
  - a. Staff will have submitted a Purchase Order for ten (10) additional hydrogen buses.
  - b. Staff will be traveling to St. Cloud, Missouri for the pre-production meeting this month.
- Hydrogen Fueling Infrastructure
  - a. Temporary Fueler
    - i. Staff are finalizing acceptance of the temporary fueler. We have completed six (6) full bus fills. Linde has worked through a punch list that included:
      - 1. Addressing fill rates and target fill pressures
      - 2. Slight modifications to arrangement of safety systems
      - 3. Training for HTA staff and Humboldt Bay Fire
    - ii. There has been some trial-and-error both with the dispenser programming and with the pilot bus programming. Staff are still working on ironing out some dispenser programming settings, but overall the fueler is working reliably and as expected.
  - b. Permanent Station
    - i. HTA staff is continuing negotiations with Linde.
    - ii. Planning a Special Meeting on March 23<sup>rd</sup> to discuss a contract



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- Maintenance Bay Upgrades:
  - a. Plan check package has been submitted to the City. Staff are waiting for plan check comments.

***Action Recommended:***

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

Anderson, Lucas, Somerville, & Borges, LLP  
1335 Main Street  
Fortuna, CA 95540

February 12, 2025

Board of Directors  
Humboldt Transit Authority  
133 V Street  
Eureka, California 95501

Ladies and Gentlemen,

We have audited the financial statements of Humboldt Transit Authority (HTA) for the year ended June 30, 2024 and have issued our report thereon dated February 12, 2025. As part of our audit, we reviewed and tested HTA's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability of assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of HTA's system of internal accounting control for the year ended June 30, 2024 which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, we submit, for your consideration, our comments and recommendations on the operating methods, accounting policies and procedures, and other matters which came to our attention during the course of the audit.

### **CURRENT YEAR FINDINGS**

1. Compliance with TDA Fund Eligibility:

No Excess Operating Funds were received for the year ending June 30, 2024.

In conclusion, we wish to thank the staff of Humboldt Transit Authority for their cooperation and assistance during our audit.

**ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP**