

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

September 3, 2025

9:00 AM

Regular Board Meeting

A. Call Meeting to Order

B. Closed Session

1. Public Comment on Closed Session Items
2. Pursuant to Government Code Section 54956.9(a) the Board will meet in Closed Session to discuss the following existing litigation: Charles Edwards and Ted Sheets dba ADS in MOTION vs. Humboldt Transit Authority, et al; Humboldt County Superior Court Case # CV2300002.
3. Report out of Closed Session

C. Roll Call & Introductions

D. Community Members Communication

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

E. Special Presentation

A week without driving Proclamation.

Page 03

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 6, 2025, Regular Board Meetings.

Page 04

Staff: [Consuelo Espinosa](#)

Action Recommended: Approve Minutes

2. Biennial Report of Conflict of Interest Code Page 10
Staff: [Greg Pratt](#)
Government Code §87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment.
Action Recommended: Adopt Resolution 25-12 Approving HTA's Conflict of Interest

3. Claim against HTA Page 14
Staff: [Greg Pratt](#)
On August 6, 2025, a claim for damages was submitted to HTA by Sean Powers for an incident that occurred with his bike on bus #887 on July 18, 2025.
Action Recommended: Reject the Claim submitted Sean Powers.

4. Amendment to Humboldt Transit Authority's Classification Plan and Salary Schedule. Page 19
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 and Classification Plan by Adopting Resolution 25-13.

5. Federal Transit Administration Section 5310 Grant Funds Page 23
Staff: [Jerome Qiriaz](#)
Board authorization is required to submit an application for Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Traditional Grant Program to purchase capital equipment for the Regions DAR program.
Action Recommended: Adopt Resolution 25-14 Authorizing Application for FTA Section 5310 Grant Funds and the General Manager to Sign the Grant Agreement.

G. Item Removed from Consent Calendar

H. Reports

1. Caltrans District 1 Report
Caltrans Staff: [Saskia Rymer-Burnett & Tasha Ahlstrand](#)
No Action Required

2. HTA Projects Update Page 25
Staff: [Jerome Qiriaz](#)
Staff will update the Board on current and future projects.
No Action Required

3. Draft June 2025 statistics and financial statements for all systems operated by HTA. Enclosed
Staff: [Carolann Aggeler](#)
No Action Required

I. New Business

J. Board Communications

K. Staff Communications

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.

Week Without Driving 2025 Proclamation

WHEREAS, access to mobility is a fundamental part of health, safety, economic development, environmental responsibility, and community connection, allowing Humboldt County residents and visitors 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, public transportation and a strong network of sidewalks and bike paths aren't available in every community, making it much more difficult to get around, visit family and friends, and take care of everyday tasks for those who cannot or do not drive; and

WHEREAS, improvements in walking and bike paths can improve alternate forms of mobility in communities across Humboldt County and our state, and public driver education initiatives can help educate drivers to have patience and understanding for those traveling by means other than a vehicle; 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, going a week without driving is great way to understand how we can improve our current transportation system to better meet the needs of Humboldt County residents and improve and enhance transportation options such as transit, light rail, biking, and walking pathways as key strategies in our decarbonization efforts;

NOW, THEREFORE, I, Natalie Arroyo, Chair of the Humboldt Transit Authority Board, do hereby proclaim September 29 through October 5, 2025 as Week Without Driving, and I encourage all people in Humboldt County to join me in this special observance.

MINUTES FOR THE HUBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING

August 6, 2025

9:00 AM

Present

Board Members

Tami Trent – City of Fortuna

Debra Garnes – City of Rio Dell

Alex Stillman – City of Arcata

Natalie Arroyo – County of Humboldt

Jack Tuttle - City of Trinidad

Mario Fernandez – City of Eureka

Absent

Mike Wilson – County of Humboldt

Leslie Castellano – City of Eureka

Attended via Teams

Charlotte Merkel, County of Humboldt; and Oona Smith, HCAOG; Colin Fisk.

Staff

Greg Pratt – HTA General Manager

Katie Collender – Deputy General Manager

Consuelo Espinosa – Human Resources Manager & Secretary to the Board

Andi Evans – Interim Finance and Administration Assistant

Carolann Aggeler – Interim Finance Manager

Jim Wilson – HTA Director of Maintenance

Cody Ferreira – HTA ADA & Safety Coordinator

Also present –

Nancy Diamond, HTA Legal Counsel; Dan Scales, HTA; Jerome Qiriaz, HTA; and Saskia Rymer-Burnett, CalTrans District 1; and Joanne McGarry, Member of the Public.

CALL TO ORDER

Chairperson Natalie Aroyo called the meeting to order at 9:00 am.

ROLL CALL AND INTRODUCTIONS

Introduction were made at 9:02 am.

COMMUNITY MEMBERS COMMUNICATIONS

Ms. McGarry introduced herself as a regular bus rider and Arcata resident. She noted that she has recently been driving to assist a friend who may benefit from using Dial-A-Ride services and had picked up information on the program. She expressed continued support for the concept of a "Friends of Humboldt Transit Authority" (FOTA), a proposed community group that could help monitor bus stops and ensure that schedule information is available and accessible. Ms. McGarry voiced concerns about some bus stops relying solely on QR codes, which she finds unhelpful and inaccessible, particularly for riders who do not use smartphones. She emphasized the importance of having clear, printed schedules that are easy to read and understand, highlighting that not all riders are comfortable with or have access to digital tools. She encouraged the Board to prioritize accessibility for all transit users, regardless of their access to technology. In conclusion, Ms. McGarry expressed appreciation for the bus drivers, commending them for their professionalism and service.

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.

1. Minutes from July 11, 2025, and minutes from July 25, 2025, Special Board Meetings.
[Staff: Consuelo Espinosa](#)
Action Recommended: Approve Minutes
2. Agreement between the Humboldt Transit Authority, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing.
[Staff: Greg Pratt](#)
Staff has prepared a funding agreement for regional Dial-A-Ride services in fiscal year 2025-2026. The contract is for a one-year term with no increase from last year.
~Agreement Enclosed
Action Recommended: Approve the Agreement between the Humboldt Transit Authority, County of Humboldt and the Humboldt County Association of Governments Regarding Dial-A-Ride Services Operating and Administrative Cost-Sharing.

Motion by Councilmember Mario Fernandez and second by Councilmember Alex Stillman to Approve the Consent Calendar.
Motion carried unanimously.

3. Notice of Untimely Claim

Staff: [Greg Pratt](#)

A claim was presented to HTA by Ted Sheets for damages to a bus decal. However, the claim was submitted well over six months past the original date of occurrence.

Action Recommended: Authorize the General Manager to send a Notice of Untimely Claim to Mr. Sheets.

REPORTS

Caltrans District 1 Report

Caltrans Staff: [Saskia Rymer-Burnett & Tasha Ahlstrand](#)

Saskia Rymer-Burnett congratulated HTA on hosting a successful state transit symposium, noting strong participation from Caltrans District 1 staff and valuable sessions. She provided updates on the District 1 Transit Plan, a two-year project currently in Phase 1. Key activities include finalizing goals and objectives, drafting an engagement strategy, and developing a needs assessment methodology.

An initial agency-only survey tool to identify transit needs along the state highway system will launch on August 22, with a comment window from August 25 to September 12. Broader engagement activities will follow in September and October, with a draft report available for comment in November.

She also shared that a Caltrans field trip on July 22 included a ride on HTA service between Eureka and Arcata. Observations were made regarding bus stop conditions, route logistics, and pull-out challenges on Broadway and 4th Street. The trip was well-attended and informative, with positive feedback on HTA's service and driver support.

Upcoming events include mandatory DBE training on October 1–2, and continued collaboration with HTA and other regional agencies on the District Transit Plan. Ms. Rymer-Burnett clarified that the plan focuses on needs along the state highway system but will include coordination with local and tribal transit providers, including HCAR and the Yurok Tribe Transit Authority.

HTA Projects Update

Staff: [Jerome Qiriazhi](#)

HTA's Transit Planner, Jerome Qiriazhi provided a brief overview of current projects. HTA is moving forward with early-stage design discussions for the planned hydrogen fueling station, with a meeting scheduled next week alongside Linde.

He also highlighted a collaborative project with Caltrans Headquarters under the California Active Transportation Program (CalATP), focused on implementing real-time digital signage at bus stops. Caltrans is conducting a statewide procurement of equipment providers, and HTA will leverage its TIRCP Cycle 7 funding to participate in the pilot program.

Public Comment:

Joanne McGarry expressed concerns about potential vandalism of future digital real-time signage at bus stops. She noted existing issues with vandalism of paper schedules and questioned what actions riders can take if they encounter damaged digital displays. She emphasized the need to consider long-term maintenance and protection of these new installations.

Draft April & May 2025 statistics and financial statements for all systems operated by HTA.

Staff: [Carolann Aggeler](#)

Carolann Aggeler, Interim Finance Manager provided an update on ridership and revenue statistics for April and May. She noted no major financial concerns but highlighted several positive trends.

A minor terminology update was noted on Line 14 fare reporting: the system has transitioned from “credit card fares” to “open loop,” aligning with industry standards for modern fare payment systems.

Public Comment:

Joanne McGarry expressed concern for incoming Cal Poly Humboldt students, particularly first-year students who may be unfamiliar with or overly reliant on personal vehicles. She noted that the university is introducing a “green pledge” at the start of students’ academic journey and emphasized the opportunity to align transit promotion with that initiative.

She encouraged HTA to proactively market the JackPass program and the benefits of public transit to new students from the moment they arrive on campus, suggesting bold outreach strategies to increase awareness and usage early in the academic year.

NEW BUSINESS

MOU with HCAOG for the PAACT Project

Staff: [Jerome Qiriaz](#)

HTA’s Transit Planner Jerome Qiriaz provided an overview of the PACT (Planning for Active and Coordinated Transportation) project, a countywide effort led by HCOG and funded by a Caltrans planning grant. The project aims to assess and improve the integration of transit and active transportation infrastructure with land use planning across Humboldt County.

Board Questions and Discussion:

- Clarification on project scope: Board members asked about potential overlap with Caltrans' District Transit Plan. Mr. Qiriazzi and HCOG staff (Onna Smith) clarified:
 - PACT is agency-focused, emphasizing intergovernmental coordination, land use integration, and long-range planning strategies.
 - Caltrans' District Transit Plan is more focused on transit needs along the state highway system and includes public outreach later in Phase 2.
 - While the two projects are separate, there may be opportunities for alignment and collaboration, particularly through shared advisory groups or plan coordination.

Motion by Mayor Debra Garnes, second by Councilmember Mario Fernandez to Authorize the General Manager to execute a MOU with HCAOG for the PAACT Project in the amount of \$55,735. Motion carried unanimously.

Board Communications

Chairperson Natalie Arroyo shared that the recent strategic planning session was very productive. During the meeting, an ad hoc committee was formed to work on developing and refining the mission and vision statements and to start drafting the written strategic plan based on feedback from the board and staff. Chair Arroyo is collaborating with Consuelo to compile notes and coordinate with interested members to help reduce staff workload. She hopes to lead the process without hiring a consultant, drawing on her prior strategic planning experience. She thanked everyone for their participation and thanked Leslie for hosting the meeting at Synopsys, noting the nice change of scenery.

Councilmember Alex Stillman raised a concern about several bus shelters in Arcata that are missing their backs. Although the backs are stored, staff have had difficulty keeping them on. HTA staff responded that Jim has been working with Nature to reinstall the backs, and cleaning of shelters has started. Alex asked if cleaners report damages and how they handle people living in shelters. Staff said cleaners report damages but are instructed not to engage people living there.

Jack Tuttle shared insights from his work in energy storage, noting a push towards solid-state batteries that may transform transportation, especially long-haul buses, within three to five years. He asked how flexible the agency is in adopting new technologies, expressing concern about being locked into hydrogen fuel cell technology. General Manager Greg Pratt explained that under the CARB Innovative Clean Transit rule, the agency must purchase zero-emission buses after 2029. After studies, they decided hydrogen is the best fit currently due to range requirements. However, they remain open to multiple technologies coexisting, such as diesel, gas, hydrogen, and battery electric buses.

Alex Stillman followed up by noting some community questions about hydrogen technology and alternatives. The Chair suggested avoiding too much discussion on board reports but mentioned a symposium with presentations by Jerome that could be recapped in a future agenda.

Tami Trent clarified a previous comment from the retreat, emphasizing she was talking about bus-shaped pins—not swag—as a way to spark conversations. Other members joined in support of the idea.

The board briefly discussed upcoming agendas, including strategic planning sessions like the City of Eureka’s on September 6th.

Staff Communications

Deputy General Manager Katie Collender announced that the “Week Without Driving” event is coming up from September 29 through October 5. The event will be co-sponsored with the Coalition for Responsible Transportation Priorities and HCOG, and there will be a proclamation at the next board meeting. She encouraged everyone to take the pledge and sign up, and suggested participating in a “ride-along” to engage with community members and experience transit firsthand.

Closed Session

None

Meeting Adjourned

9:56 AM



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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 3, 2025

SUBJECT: Biennial Report of Conflict of Interest

Government Code §87306.5 requires local agencies to submit to their code reviewing body, that would be the board, a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted no later than October 1 of each even-numbered year.

A standard form for the report is attached along with the disclosure categories as filed previously.

Action Recommended: Approve the Humboldt Transit Authority's Conflict of Interest Code by Adopting Resolution 25-12.

APPENDIX
TO
HUMBOLDT TRANSIT AUTHORITY
CONFLICT OF INTEREST CODE

<u>LIST OF DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORY</u>
GENERAL MANAGER	1 AND 2
DEPUTY GENERAL MANAGER	1 AND 2
FINANCE MANAGER	1 AND 2
DIRECTOR OF MAINTENANCE	1 AND 2
LEGAL COUNSEL	1 AND 2
GOVERNING BOARD	NONE ¹

LIST OF DISCLOSURE CATEGORIES

CATEGORY 1: Investments, Business Positions, and Interests in Real Property

CATEGORY 2: Sources of Income, both Personal and Business Entity

¹

¹ All members and alternative members of the Governing Board of Humboldt Transit Authority are also members of a County Board of Supervisors or a City Council, as specified in Government Code Section 87200, and as such are exempted by Government Code Section 80703 (B) from the requirement of filing statements of economic interests with this agency.

² Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

LOCAL AGENCY BIENNIAL REPORT

Government Code Section 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted no later than October 1 of each even-numbered year.

This agency has reviewed its conflict of interest code and has determined that:

- 1) _____ Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; that the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and further that the code includes all other provisions required by Government Code Section 87302; or,

- 2) X Our agency's code is in need of amendment. We have determined that the following amendments are necessary (check applicable items):

<u>X</u>	Include new positions which must be designated.
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_____ Make changes to the reportable sources of income, investments, business positions, or real property.

_____ Make changes to the positions assigned.

_____ Change or add the provisions required by Government Code Section 87302.

Contact Person:: Greg Pratt

Name of Agency: Humboldt Transit Authority

Mailing Address: 144 V Street, Eureka CA 95540

Signature of General Manager/Date

RESOLUTION 25-12

**RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY AMENDING APPENDIX TO CONFLICT
OF INTEREST CODE**

WHEREAS, on June 17, 1992 Humboldt Transit Authority adopted Resolution 92-06, adopting the standard conflict of interest code contained in 2 Cal. Code of Regs. Section 18730 together with Appendix designating disclosure positions and categories; and

WHEREAS, the Governing Board of Humboldt Transit Authority has reviewed their Conflict of Interest Code pursuant to Government Code Section 87306.5, and has determined that said Appendix is in need of amendment due to the restructuring of the HTA administrative staff positions;

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

1. That the Appendix to the Humboldt Transit Authority Conflict of Interest Code is hereby amended to read as set forth in Exhibit "A" attached hereto and made a part hereof.

2. Except as herein specifically amended, all other provisions of the Conflict of Interest Code shall remain in full force and effect.

PASSED, APPROVED AND ADOPTED this 3rd day of September 2025, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of
Directors

ATTEST:

HTA Secretary



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: September 3, 2025

SUBJECT: Claim against HTA

On August 6, 2025, a claim for damages was submitted to HTA by Sean Powers for an incident that occurred with his bike on bus #887 on July 18, 2025.

Sedgwick, HTA Claims Administrator, advised Staff to send a Notice of Rejection to Mr. Powers. The notice is included in your packet.

Action Recommended: Direct Staff to Send a Notice of Rejection to Sean Powers.



133 V Street
Eureka, CA 95501

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Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

September 3, 2025

Sean Powers
1021 Glendale Dr. #34
McKinleyville, CA 95519

Date Occurred: July 18, 2025
Claimant : Sean Powers
Claim Number : C566587614-0001-01

Dear Sean Powers:

NOTICE OF CLAIM REJECTION

NOTICE IS HEREBY GIVEN that the claim which was received by Humboldt Transit Authority on August 6, 2025 was rejected on August 8, 2025, and the undersigned hereby gives you notice to this effect.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action in a municipal or superior court of the State of California on this claim. See Government Code Section 945.6. This warning applies only to State claims and does not apply to statutes of limitations for Federal causes of action.

Please also be advised that, pursuant to Sections 128.5 and 1038 of the California Code of Civil Procedure, Humboldt Transit Authority will seek to recover all costs of defense in the event a lawsuit is filed in the matter, and it is determined that the action was not brought in good faith and with reasonable cause.

If you have any questions, please contact Jennifer Loncaric at 925-988-1525.

Sincerely,

Humboldt Transit Authority
Greg Pratt
General Manager

FILE WITH: HTA Claims Department 133 V Street Eureka CA 95501	CLAIM AGAINST: 	Date Stamp AUG 06 2025 By <i>SLG</i>
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NOTICE: The claim must be filed in accordance with the above address.

Instructions: Please read each section carefully. If additional space is required, please attach sheets, identifying the section(s) being answered. Answer each section as thoroughly as possible.

Pursuant to the Government Code of the State of California, a claim must be presented timely which includes the information prescribed by Government Code Sections 910 and 910.2

1. Name and mailing address of the Claimant(s):

Name of Claimant(s): *SEAN POWERS*

Telephone: [REDACTED]

Claimant(s): Home Address:

Alternate Numbers:

[REDACTED]

2. Address to which the person presenting the claim desires notices to be sent:

Name of Addressee: *Sean Powers*

Telephone: [REDACTED]

Mailing Address:

[REDACTED]

3. The date, place and other circumstances of the occurrence or transaction giving rise to the claim asserted:

Date of Occurrence: *July 18*

Time of Occurrence: *11 Am*

Exact Location: *Samoa Blvd Arcata*

Describe in full detail how the injury or damaged occurred: *Bike fell off Bike Rack and Back wheel and derailor was crushed by bus*

4. What action or inaction of the Humboldt Transit Authority or employees(s) allegedly caused your injury or damage?

I dont think so. Bike Rack didnt work correctly

5. The name(s) of the officials or employee(s) causing the injury, damage or loss, if known:

6. Description of the claimed injury, damage or loss incurred so far as it may be known at the time of the presentation of this claim:

Back Rim and derailor was dislodged From rack and on bump from railroad track crossing

7. If amount claimed totals less than \$10,000: State the estimated amount of any prospective injury, damage, or loss, insofar as it may be known as of the date of the presentation of this claim, together with the basis for computation of the amount claimed:

a. Amount claimed:

~~500~~ 350.00

b. Basis for computation:

*replacement of derailor and back rim for mountain bike including labor to install and tune up
 new. back wheel 150.00 derailor 60.00 labor 100.00 tube 30.00
 misc. tx*

If amount of claimed exceeds \$10,000: No dollar amount shall be included in this claim. However, indicate below whether the claim would be a limited civil case. A limited civil case is one where the recovery sought, not including attorney's fees, interest and court costs does not exceed \$25,000. An unlimited civil case is one in which the recovery sought is more than \$25,000. (See Code of Civil Procedure § 86.)

☒ Limited Civil Case (\$10,000 - \$25,000) ☐ Unlimited Civil Case (More than \$25,000)

You are required by law to provide the information requested above and your signature on Page 3, Section 15, in order to comply with Government Code § 910 and § 910.2. Additionally, in order to conduct a timely investigation the Humboldt Transit Authority requests that you provide the following information:

8. Claimant(s) Social Security Number(s): _____
9. Claimant(s) Date of Birth: _____
10. Claimant's Driver License Number and State _____
11. Are you Medicare Beneficiary? ☒ Yes ☐ NO
12. Medicare HICN number _____
13. Name, address and telephone number of any witnesses to the event of occurrence giving rise to this claim: _____

14. If the claim involves a motor vehicle incident, please provide the following information:

Claimant(s) Insurance Company:	Telephone:
Insurance Policy No:	
Insurance Agent:	Telephone:
Claimant's Vehicle Year/Make/Model:	License Plate No:

☒ Please check here if there was no insurance coverage in effect at the time of the incident.
(Please attach any repair bills, estimates, and photographs of your vehicle damage)

15. If this claim involves medical treatment for a claimed injury, please provide the name, address and telephone number of any doctors, hospitals or other medical providers (e.g. chiropractors, physical therapists, acupuncturists, etc.) providing treatment. (Government Code Section § 985.

16. Additionally, please provide the name, address and telephone number of any insurance company (or other similar entity), which has or is expected to make payments to you or any medical provider on your behalf as a result of your claimed injuries (e.g. Medi-Cal, unemployment insurance, disability insurance, etc.). (Government Section § 985(c)).

17. Declaration and Signature of Claimant(s): I/We the undersigned, declare under penalty of perjury that I/we have read the foregoing claim for damages and know the contents thereof; that the same is true of my/our knowledge and belief, save and except as to those matters stated on information and belief, and as to them, I/we believe to be true.

Signature: Sean Pomeroy Relationship: _____ Date: July 28 2025
(self, attorney, guardian, etc.)

Signature: _____ Relationship: _____ Date: _____
(self, attorney, guardian, etc.)

WARNING:

It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury. (P.C. 550(a)). Every person who violates this paragraph is guilty of a felony punishable by imprisonment in state prison for two, three, or five years and by a fine not exceeding fifty thousand dollars (\$50,000). (P.C. 550(c)(1)).

Pursuant to Code of Civil Procedure § 1038, the City may seek to recover all costs of defense in the event an action is filed that is later determined not to have been brought in good faith and with reasonable cause.



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: September 3, 2025

SUBJECT: Unrepresented Employee Compensation

Salary Schedule

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 quality staff remains critical. It was recommended to refresh this data by completing a formal wage study on a bi-annual basis to avoid falling this far below market again. This is the second year after the full survey, and although a full wage study was recommended, staff proposes 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% increase to consumer goods.

These increases were accounted for in the adopted fiscal year 2025-2026 budget. Staff recommend making these changes effective the pay date of August 31, 2025.

Action Recommended: Approve the Unrepresented Salary Schedule by adopting Resolution 25-13

RESOLUTION 25-13
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; 24-07; 25-02; 25-06; 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 25-06 is hereby rescinded and replaced by Resolution 25-13.
- *Exhibit A attached*
- Adopting the Salary Schedule for Unrepresented Employees effective on September 5, 2025 pay date.

Classification	A	B	C	D	E	F 10 Year	G 15 Year	H 20 Year
Deputy General Manager	\$62.17	\$65.28	\$68.54	\$71.97	\$75.57	\$79.35	\$83.32	\$87.49
Operations Manager	\$49.14	\$51.60	\$54.18	\$56.89	\$59.73	\$62.72	\$65.86	\$69.15
Director of Maintenance	\$48.39	\$50.81	\$53.35	\$56.02	\$58.82	\$61.76	\$64.85	\$68.09
Human Resource Manager	\$47.90	\$50.30	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40
Finance Manager	\$54.02	\$56.72	\$59.56	\$62.54	\$65.67	\$68.95	\$72.40	\$76.02
Transit Planner*	\$40.89	\$42.93	\$45.08	\$47.33	\$49.70	\$52.19	\$54.80	\$57.54
Administrative & Finance Asst.	\$32.08	\$33.68	\$35.36	\$37.13	\$38.99	\$40.94	\$42.99	\$45.14
Safety & ADA Coordinator	\$32.08	\$33.68	\$35.36	\$37.13	\$38.99	\$40.94	\$42.99	\$45.14
Bookkeeper	\$29.15	\$30.61	\$32.14	\$33.75	\$35.44	\$37.21	\$39.07	\$41.02
Administrative Assistant II	\$23.96	\$25.16	\$26.42	\$27.74	\$29.13	\$30.59	\$32.12	\$33.73
Administrative Assistant I	\$21.79	\$22.88	\$24.02	\$25.22	\$26.48	\$27.80	\$29.19	\$30.65

*\$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 third day of September 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

September 3, 2024

	Current Allocated Positions	Filled	Proposed
Unrepresented Positions			
Deputy General Manager	1	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	0	
Administrative Assistant II	1	0	
Administrative Assistant I	1	0	
Transit Planner	1	1	
Marketing & Finance Intern	1	1	
Represented Positions			
Shop Supervisor	1	1	
Transportation Supervisor	1	1	
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	34	32	
Extraboard Driver	5	2	
Extraboard Driver Part-Time	7	3	



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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: September 3, 2025

SUBJECT: Federal Transit Administration (FTA) Section 5310 Grant Funds

The California Department of Transportation has notified its sub-recipients that there are Federal Transit Administration Section 5310 grant funds available for Dial-A-Ride (DAR) services.

Staff is requesting approval from the HTA board to apply for four (4) Class A W/C equipped transit vehicles to be paid with 5310 Grant Funds. No match is required for 5310 vehicle replacement.

The vehicles would replace four older cutaways that have surpassed their useful life in both years and mileage based on FTA standards. Having newer equipment for the regions DAR service will reduce maintenance costs, reduce road calls, and improve on-time performance of the overall system.

Action Recommended: Adopt Resolution 25-14 Authorizing Application for FTA Section 5310 Grant Funds and authorize the General Manager to Sign the Grant Agreement.

Authorizing Resolution
RESOLUTION NO. 25-14

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310
(49 U.S.C. SECTION 5310) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (**FTA C 9070.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, The Humboldt Transit Authority (HTA) desires to apply for said financial assistance to permit operation of paratransit service in Humboldt County; and

WHEREAS, the Humboldt Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Humboldt Transit Authority does hereby authorize HTA General Manager, to file and execute applications on behalf of Humboldt Transit Authority with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (**FTA C 9070.1G**), as amended.

HTA General Manager, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

HTA General Manager, is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

HTA General Manager, is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

PASSED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the 3rd day of September, 2025 by the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of Directors

ATTEST:

Secretary to the Board



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TO: HTA Chair Natalie Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: September 3, 2025

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.

- Extended Range Hydrogen Bus Pilot
 - a. Targeting for the hydrogen bus to be in service starting next month
- Hydrogen Production Buses
 - a. On track for buses arriving starting January, 2026
- Hydrogen Fueling Infrastructure
 - a. Executed Contract with Linde for the liquid fueling station last month. Notice to Proceed is pending shortly.
- Eureka Transit Center
 - a. Danco submitted application for tax credits in July. Waiting to hear results.
- Maintenance Bay Upgrades
 - a. Building permit issued
 - b. Procuring construction contractor next month

Bus Stop Signage for North State Express: 101 Route

Staff are in the permitting process for installing signage poles and signs at all stops on the route

Real-Time Bus Stop Signage Pilot

Staff are working with CalTrans Mobility Data Standards Engineering Branch on their pilot statewide procurement of real-time bus stop signage. CalTrans is handling the competitive procurement and providing match funds to reduce the costs of installation. HTA will use this pilot to inform the technology selection for real-time signage funded under the TIRCP Cycle 7 Project.

Partnering Assets and Authorities for Comprehensive Transit (PAACT) Project

This is a planning project lead by HCAOG to support active transportation and land use planning needs at the regional level for achieving the Safe and Sustainable Transportation (SST) Targets in the Regional Transportation Plan (RTP).



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Next Generation Facility Project

The first phase of the Master Planning step in this project is kicking off this month. This is a project with LDA Partners, Inc. and GHD for the following scope:

- Assessment of existing and future facility needs
- Design and engineering criteria for architectural, civil, structural, electrical, mechanical, plumbing, fire protection, environmental studies
- Cost estimate based on design and engineering criteria
- Sea level rise projections out to 2080 consistent with City of Eureka Sea Level Rise Vulnerability and Capital Improvement Project (CIP) Adaptation Plan 2023
- Community outreach meeting

No Action Required