

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
KATIE COLLENDER
Deputy 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

December 3, 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 November 5, 2025, Regular Board Meeting

Page 04

[Staff: Consuelo Espinosa](#)

Action Recommended: Approve Minutes

2. Humboldt Transit Authority Regular Board Meeting Dates

Page 08

[Staff: Katie Collender](#)

Action Recommended: Approve the Schedule for Regular Board Meetings for the 2026 Calendar Year by Adopting Resolution 25-16

3. Amendment to Humboldt Transit Authority's Personnel Policy, Classification Plan and Salary Schedule Page 10
Staff: Katie Collender
Board authorization is required for all changes to the Personnel Policy, Classification Plan and Salary Schedule amendments. Included in these changes is a reduced work schedule for all unrepresented employees.
Action Recommended: Approve the Amendments to Humboldt Transit Authority's Personnel Policy, Classification Plan and Salary Schedule by Adopting Resolution 25-17

F. Item Removed from Consent Calendar

G. Reports

1. Caltrans District 1 Report Page 14
Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand
No Action Required
2. HTA Projects Update Page 14
Staff: Jerome Qiriazi
Staff will update the Board on current and future projects.
No Action Required
3. Draft September 2025 statistics and financial statements for all systems operated by HTA Handout
Staff: Carolann Aggeler
No Action Required

H. New Business

1. Side Letter Agreement Between Humboldt Transit Authority (HTA) and American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO Page 15
Staff: Katie Collender
HTA and AFSCME have negotiated in good faith for a reduced work schedule for represented personnel.
Action Recommended: Approve the Side Letter Agreement Between AFSCME and HTA and Authorize the General Manager to Sign the Agreement
2. Unmet Transportation Needs Public Hearing for FY 2025/26 Page 16
Staff: Stevie Luther, HCAOG Staff
State law requires the Regional Transportation Planning Agencies and their composite communities address unmet transit needs on a yearly basis. This item provides the opportunity for the public to identify unmet needs and the Council to forward such needs to the RTPA for consideration.
Action Recommended:
 1. *Open a public hearing to allow citizens to comment on transit needs in Humboldt.*
 2. *Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments.*
3. Elections
For the upcoming calendar year, new officers are elected to the Following positions to take effect on January 1, 2026:
Chair, Vice-Chair, and Finance & Operations Committee.
The HTA Chair also serves on the Policy Advisory Committee for HCAOG.
Current Positions:
Chair: Supervisor Arroyo, Vice Chair: Councilmember Stillman
Finance & Operations Committee: Castellano, Garnes, & Trent

I. Board Communications

J. Staff Communications

K. Closed Session

1. Public Comment
2. The Board will meet in closed session pursuant to the following:
 - A. Government Code Section 54957(b)(1) (employee performance evaluation): General Manager.
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 HUBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
November 5, 2025
9:00 AM

Present

Absent

Board Members

Tami Trent – City of Fortuna
Julie Woodall – City of Rio Dell
Alex Stillman – City of Arcata
Natalie Arroyo – County of Humboldt
Mike Wilson – County of Humboldt
Debra Garnes – City of Rio Dell
Mario Hernandez – City of Eureka (Alt)

Jack Tuttle - City of Trinidad
Leslie Castellano – City of Eureka

Attended via Teams

Colin Fiske, CRTP; Andi Evans, HTA Finance and Administration Assistant; Trisha Anderson, HTA Bookkeeper.

Staff

Greg Pratt – HTA General Manager
Katie Collender – Deputy General Manager
Andi Evans – Finance and Administration Assistant
Carolann Aggeler – Interim Finance Manager
Jim Wilson – HTA Director of Maintenance
Cody Ferrelra – HTA ADA & Safety Coordinator
Jerome Qiriazi – Transit Planner

Also present –

Nancy Diamond, HTA Legal Counsel; Saskia Rymer- Burnett, CalTrans District 1;

CALL TO ORDER

Chairperson Natalie Arroyo called the meeting to order at 9:04 am.

COMMUNITY MEMBERS COMMUNICATIONS

None

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.

Minutes from October 1, 2025, Regular Board Meetings.

Staff: Consuelo Espinosa

Action Recommended: Approve Minutes

HTA's Representative for California Transportation Indemnity Pool (CalTIP)

Board resolution is required for any changes to Humboldt Transit Authority representatives for the CalTIP insurance pool.

Approve changes to HTA representation for CalTIP's board of directors by approving Resolution 25-15.

Motion by Councilmember Garnes, seconded by Councilmember Trent, to approve the Consent Calendar. ***Motion carried unanimously.***

ITEMS REMOVED FROM CONCENT CALENDAR

None

REPORTS

Caltrans District 1 Report

Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand

Saskia Barnett from Caltrans District 1, provided an update on the District Transit Plan, noting that all agencies have completed their input using the survey tool. She shared that an internal Caltrans meeting is scheduled for November 12 to review the plans and determine next steps. Burnett also reported on the Sustainable Transportation Planning Grants, reminding attendees that draft applications may be submitted by Friday for feedback, with final applications due on November 21.

HTA Projects Update

Staff: Jerome Qiriazi

Correction to Previous Update

- The earlier progress report incorrectly stated that Danco had already received tax credit awards.
- The project's tax credit allocation will be considered by the California Tax Credit Allocation Committee on November 19, when the award and percentage will be finalized.

Eureka Transit Center Progress

- Despite the correction, the project remains on a positive trajectory.
- Design work is expected to accelerate quickly if tax credits are awarded.
- Additional TIRCP Cycle 7 funding is available but not critical to project advancement.
- The tax credit award is the final key funding component needed for the project to proceed.

Hydrogen Fueling Station

- The hydrogen fueling infrastructure is progressing well and remains on schedule.
- A recent site walk with the project manager and lead engineer reviewed key project elements.
- Substantial completion is expected by the end of next year.

Hydrogen Bus Fleet

- Two of the 10 new TIRCP-funded hydrogen buses are currently in production in Anniston, Alabama.
- Maintenance staff will conduct inspections in the coming weeks.
- The agency's current hydrogen bus is now in service and performing as expected.

PACT Project (HCOG)

- Consultant team selection has been recommended (EKS and Associates with GHD and Jarrett Walker and Associates).
- The agency expressed enthusiasm about the project's upcoming launch.

Press Release Planning

- Board members expressed interest in preparing a press release when the tax credit award is announced.
- A joint release with the City of Eureka is preferred.
- Staff will draft a release, including preliminary construction timeline details, once updated information is available.

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

Staff: [Carolann Aggeler](#)

HTA's Finance Manager, Carolann Aggeler, presented the August statistics, noting that it was the final month of free fares for seniors, which is reflected in the report. Overall ridership increased by approximately 25% systemwide, with particularly strong growth in Southern Humboldt and on the North State Express Route 101, which saw a 21% increase in weekday ridership. The Saturday NSE service, launched in January of the previous year, will soon have a full year of data available for review. Cash fares continue to be higher than expected, while week passes remain popular and monthly passes appear to have stabilized, likely because week passes offer a better value for many riders.

NEW BUSINESS

None

Board Communications

None

Staff Communications

None

Closed Session

1. Public Comment:
Public comment was invited regarding the closed session items.
2. Closed Session Discussion:
The Board met in closed session for the following matters:
A. Pursuant to Government Code Section 54957(b)(1), the Board conducted a performance evaluation of the General Manager.
3. Report Out of Closed Session:
No reportable action was taken.

Meeting Adjourned

10:08 AM

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: December 3, 2025

SUBJECT: Humboldt Transit Authority Meeting Dates

The Humboldt Transit Authority Joint Powers Agreement addresses Board Meeting dates as follows:

3.3. Regular Meetings. The Governing Board shall provide for its regular and special meetings; provided, however, that at least one regular meeting shall be held quarterly. The date, hour and place of the holding of the regular meetings shall be fixed by resolution of the Governing Board and a copy of such resolution shall be filed with each party hereto.

Staff has included Resolution 25-16 with proposed meeting dates and time for the 2026 Calendar year. Special meetings will be scheduled as needed and coordinated with board members.

Action Recommended: Approve the Schedule for Regular Board Meetings for the 2026 Calendar Year by Adopting Resolution 25-16.

RESOLUTION No. 25-16

A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS FIXING THE DAY AND TIME FOR REGULAR BOARD MEETINGS

WHEREAS, the Joint Powers Agreement for the Humboldt Transit Authority (HTA) requires the HTA Governing Board to hold at least one regular meeting per quarter, at a date, hour and place to be determined by resolution of the Governing Board; and

WHEREAS, special meetings may be called at other times in the discretion of the Board Chair working with General Manager.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority hereby adopts its regular meeting schedule as follows:

- First Wednesday of January at 9:00 am
- First Wednesday of February at 9:00 am
- First Wednesday of March at 9:00 am
- Second Wednesday of April at 9:00 am
- First Wednesday of May at 9:00 am
- First Wednesday of June at 9:00 am
- First Wednesday of August at 9:00 am
- First Wednesday of September at 9:00 am
- First Wednesday of October at 9:00 am
- First Wednesday of November at 9:00 am
- First Wednesday of December at 9:00 am

BE IT FURTHER RESOLVED that all regular meetings shall be held in the Conference Room of the HTA, 133 V Street, Eureka, CA.

PASSED AND ADOPTED by the Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the third day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board

ATTEST:

HTA Secretary to the Board

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: December 3, 2025

SUBJECT: Amendment to Humboldt Transit Authority's Personnel Policy, Classification Plan and Salary Schedule

All changes to the Humboldt Transit Authority Personnel Policy Manual for unrepresented employees require board authorization. The HTA Governing Board of Directors has proposed a reduced work schedule of thirty-four hours over four days to recruit and retain personnel. To accomplish this, a wage adjustment is needed to keep weekly pay at reduced hours equal to current wages at a standard forty-hour work week.

To align policy with a reduced work schedule, minor changes were necessary to section 8.4 Work Hours and Pay Provisions. Below are the proposed changes.

8.4 Work Hours and Pay Provisions

a. Full-time unrepresented employees shall work eight and a half (8.5) hours per day, four (54) days per week. Part-time employees shall work such hours a day and days a week as are set by the General Manager.

Action Recommended: Approve the Amendments to Humboldt Transit Authority's Personnel Policy, Classification Plan and Salary Schedule by Adopting Resolution 25-17

RESOLUTION 25-17
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; 25-13; and,

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

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

- Resolution 25-13 is hereby rescinded and replaced by Resolution 25-17.
- Allocating six additional full-time driver positions to reflect inclusion of Dial-a-Ride program. Classification Plan attached as Exhibit A.
- Adopting the Salary Schedule for Represented and Unrepresented Employees effective on the pay period beginning December 7, 2025.

Unrepresented Positions

<i>Classification</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
General Manager	\$87.80	\$92.19	\$96.79	\$101.62	\$106.70	\$112.04	\$117.65	\$123.54
Deputy General Manager	\$73.16	\$76.81	\$80.65	\$84.68	\$88.91	\$93.36	\$98.03	\$102.94
Operations Manager	\$57.84	\$60.73	\$63.76	\$66.94	\$70.28	\$73.80	\$77.49	\$81.37
Director of Maintenance	\$56.96	\$59.80	\$62.79	\$65.92	\$69.21	\$72.68	\$76.32	\$80.14
Human Resource Manager	\$56.38	\$59.19	\$62.14	\$65.24	\$68.50	\$71.93	\$75.53	\$79.31
Finance Manager	\$63.60	\$66.77	\$70.10	\$73.60	\$77.27	\$81.14	\$85.20	\$89.46
Project Manager	\$52.94	\$55.58	\$58.35	\$61.26	\$64.32	\$67.54	\$70.92	\$74.47
Transit Planner	\$48.13	\$50.53	\$53.05	\$55.70	\$58.48	\$61.41	\$64.49	\$67.72
Admin. & Finance Asst.	\$37.76	\$39.64	\$41.62	\$43.70	\$45.88	\$48.18	\$50.59	\$53.12
Safety & ADA Coordinator	\$37.76	\$39.64	\$41.62	\$43.70	\$45.88	\$48.18	\$50.59	\$53.12
Bookkeeper	\$34.32	\$36.03	\$37.83	\$39.72	\$41.70	\$43.79	\$45.98	\$48.28

<i>Classification</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
Administrative Assistant II	\$28.21	\$29.62	\$31.10	\$32.65	\$34.28	\$36.00	\$37.80	\$39.69
Administrative Assistant I	\$25.65	\$26.93	\$28.27	\$29.68	\$31.16	\$32.72	\$34.36	\$36.08

PASSED, APPROVED AND ADOPTED this third day of December 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

	Current Allocated Positions	Filled	Proposed
Unrepresented Positions			
General Manager	1	1	
Deputy General Manager	1	1	
Operations Manager	1	1	
Director of Maintenance	1	1	
Human Resource Manager	1	1	
Finance Manager	1	1	
Project Manager	1	1	
Transit Planner	1	1	
Administrative & Finance Asst.	1	1	
Safety & ADA Coordinator	1	1	
Bookkeeper	1	1	
Administrative Assistant II	1	0	
Administrative Assistant I	1	0	
Represented Positions			
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	
Cleaner/Janitor	1	0	
Driver Trainer	1	1	
Driver	34	34	40
Extraboard Driver	5	5	



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TO: HTA Chair Natalie Arroyo
All Governing Board Members
FROM: Jerome Qiriazi, Transit Planner
DATE: December 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.

- Hydrogen Fueling Infrastructure
 - a. Hazard and Operability Study (HazOpS) completed. This was a week-long process that was extremely productive. Linde has a strong and knowledgeable engineering team on this project. The Hydrogen Safety Panel was also extremely helpful and informative throughout the process.
 - b. Application for Design Review was submitted to the City.
 - c. Interconnection application was submitted to PG&E.
- Eureka Transit Center
 - a. Award of tax credits pushed to December meeting. Project team was thankful for this additional time.
 - b. Staff have begun regular meetings with the developer.
- Production Buses
 - a. Four of the 10 buses have entered the production line
 - b. Director of Maintenance completed site visit and inspection on the production line in Alabama.

Next Generation Facility Project

This project seeks to fund the design and construction of a new administration and maintenance facility for HTA that accommodates current needs and anticipated future growth.

- Staff received an early draft of the Room Data Sheets and Program Matrix from the consultant LDA. These identify square footage needs for all infrastructure needed, including future growth and vehicle parking and circulation. Staff will be reviewing and iterating on these over the next few weeks.

Marketing

This covers various marketing efforts staff are pursuing.

- Staff had a successful photo shoot last week with the marketing consultant. HCAOG provided huge support in recruiting volunteers as models for action shots. We had a great response from the community interested in volunteering. We also had multiple drivers who volunteered to be interviewed for our driver recruitment video to help encourage applications for new drivers.

No Action Required



TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: December 3, 2025

SUBJECT: Side Letter Agreement Between Humboldt Transit Authority (HTA) and American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO

In 2024, HTA and AFSCME successfully negotiated a contract through the 2026/27 fiscal year. In an effort to recruit and retain Drivers and Shop Personnel the HTA Governing Board of Directors proposed a reduced work schedule and a wage increase to keep weekly pay at reduced hours equal to current wages at a standard 40-hour work week. HTA and AFSCME have been in the process of meeting and conferring in good faith to implement these changes for all represented employees.

Handout: Side Letter Agreement and updated AFSCME Wage Scale.

Action Recommended: Approve the Side Letter Agreement Between AFSCME and HTA and Authorize the General Manager to Sign the Agreement

TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: December 3, 2025

SUBJECT: Unmet Transportation Needs Public Hearing for FY 2025/26

Unmet Transit Needs are then subject to the adopted criteria to determine if the need is "reasonable to meet":

1. To be considered reasonable to meet, a service must be operationally feasible and financially sustainable, as defined below:
 - a. To be considered operationally feasible, the service must have adequate running time, adequate roadways, and must be safe to operate.
 - b. To be considered financially sustainable, enough money should be available from identified sources of funding to pay for the marginal operating cost of the service continuously for three years.

For instance, comments that request transit 24 hours, seven days a week is not considered financially sustainable in Humboldt County.
2. Additionally, to be considered "reasonable to meet" the service must be projected to meet a minimum "marginal farebox return ratio" of 10 percent within two years. If multiple competing services are requested, other factors such as estimated subsidy per passenger trip and passengers per vehicle hour of service may also be considered. Ridership and farebox return ratio thresholds will also be considered for continuing newly introduced services.
3. Pursuant to the requirements of Transportation Development Act (TDA) Statutes (Public Utilities Code Section 99401.5 (c)), a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds.
4. Once a service is determined to be "reasonable to meet" and is implemented, it can be expected that the ridership in the first 1-2 years of the new service will be less than the projected optimal ridership. Ridership should be evaluated at 6-month intervals to determine if service is meeting performance standards adopted by the transit provider, and specifically whether the service meets a minimum 10 percent marginal farebox ratio. If the service is being adequately promoted and fails to be within 60 percent of the identified standards after six months, 90 percent within the first year, or 100 percent within two years, the service may be cancelled and deemed "no longer reasonable to meet." An



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exception to this rule is when a community or group is willing to participate in sharing the ongoing cost of the new service.

After considering all available information compiled pursuant to the Unmet Transit Needs public participation process, the SSTAC forwards a recommendation to the HCAOG Board to one of the following findings:

- (1) there are no unmet transit needs;
- (2) there are no unmet transit needs that are reasonable to meet; or
- (3) there are unmet transit needs, including needs that are reasonable to meet.

If HCAOG adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit need shall be funded before any allocation is made for other (non-transit) uses within the jurisdiction. Local jurisdictions may decide to voluntarily fund needs that are determined not to be "reasonable to meet" from the jurisdiction's TDA funds or other revenue sources.

1. *Open a public hearing to allow citizens to comment on transit needs in Humboldt.*
2. *Close the public hearing and direct staff to forward a summary of the meeting to the Humboldt County Association of Governments.*