

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: 234 271 049 372 3

Passcode: RZ37YT78

January 7, 2026

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 December 3, 2025, Regular Board Meeting](#)

Staff have prepared the minutes from the prior meeting.

[Staff: Consuelo Espinosa](#)

*Action Recommended: Approve Minutes*

Page 03

2. [General Counsel Contract Amendment](#)

Page 09

[Staff: Katie Collender](#)

Staff have negotiated a contract amendment with HTA general counsel through December 31, 2029.

*Action Recommended: Approve the Amendment Between the Law Offices of Nancy Diamond and the Humboldt Transit Authority and Authorize the General Manager and Board Chair to Execute the Amendment*

3. [Whitchurch Engineering Contract Amendments](#)

Page 11

[Staff: Katie Collender](#)

The scope of the interior office remodel and bus stop sign installation projects has expanded and requires contract amendments to continue.

*Action Recommended: Approve the Amended Agreements Between Whitchurch Engineering and the Humboldt Transit Authority and Authorize the General Manager to Execute the Updated Agreements*

4. Amendment to the Humboldt Transit Authority Personnel Policy, Classification Plan and Salary Schedule

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**Staff: Katie Collender**

Board authorization is required for all changes to the Personnel Policy, Classification Plan and Salary Schedule amendments. Staff recommend adding a full-time Marketing Coordinator (funded by the TIRCP grant) and a full-time mechanic.

*Action Recommended: Approve the Amendments to Humboldt Transit Authority's Personnel Policy, Classification Plan and Salary Schedule by Adopting Resolution 26-01*

F. Item Removed from Consent Calendar

G. Reports

1. Caltrans District 1 Report

**Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand**

*No Action Required*

2. Draft October 2025 statistics and financial statements for all systems operated by HTA

Handout

**Staff: Carolann Aggeler**

*No Action Required*

H. New Business

1. Accept General Manager's Retirement, Appoint New General Manager

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**General Counsel: Nancy Diamond**

The Board will discuss the retirement of HTA's General Manager and consider a succession plan.

*Action Recommended: Receive Report and Take Action as Recommended*

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

Handout

**Staff: Katie Collender**

HTA and AFSCME have negotiated in good faith for a modified work schedule for represented personnel.

*Action Recommended: Approve the Side Letter Agreement with Salary Schedule Between AFSCME and HTA and authorize the General Manager to sign the Agreement*

3. Federal Transit Administration (FTA) Charter Service Regulations

Handout

**Staff: Katie Collender**

Staff have prepared an overview of FTA Charter Service Regulations.

*No Action Required*

I. Board Communications

J. Staff Communications

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 HUBOLDT TRANSIT AUTHORITY  
REGULAR BOARD MEETING  
December 3, 2025  
9:00 AM

Present

Absent

Board Members

Tami Trent – City of Fortuna  
Alex Stillman – City of Arcata  
Natalie Arroyo – County of Humboldt (via videoconference)  
Leslie Castellano – City of Eureka  
Jack Tuttle - City of Trinidad

Mike Wilson – County of Humboldt  
Debra Garnes – City of Rio Dell

Staff

Greg Pratt – HTA General Manager  
Katie Collender – Deputy General Manager  
Carolann Aggeler – Finance Manager  
Andi Evans – Finance and Administration Assistant (via videoconference)  
Trisha Anderson – Bookkeeper (via videoconference)  
Jim Wilson – HTA Director of Maintenance  
Cody Ferreira – HTA ADA & Safety Coordinator  
Jerome Qiriazi – Transit Planner

Also present –

Nancy Diamond, HTA Legal Counsel; Stevie Luther, HCAOG; and Joanne McGarry, Member of the Public.

CALL TO ORDER

A motion was made by Councilmember Leslie Castellano and seconded by Councilmember Alex Stillman to approve Natalie's participation in the meeting via video conference due to hardship. The motion carried unanimously.

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

COMMUNITY MEMBER COMMUNICATIONS

Joanne McGarry provided public comment on printed materials, the former Arcata Transit Center, potential route expansion, and volunteering.

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 November 5, 2025, Regular Board Meeting

Staff: Consuelo Espinosa

Action Recommended: Approve Minutes

### Humboldt Transit Authority Regular Board Meeting Dates

Staff: Katie Collender

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

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

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

***Motion by Councilmember Alex Stillman, seconded by Councilmember Leslie Castellano, to approve the consent calendar.***

Roll Call Vote:

- Chair Arroyo – Yes
- Councilmember Castellano – Yes
- Councilmember Stillman – Yes
- Councilmember Trent – Yes
- Councilmember Tuttle – Yes

***The motion carried unanimously.***

## ITEMS REMOVED FROM CONCENT CALENDAR

None

## REPORTS

### Caltrans District 1 Report

Caltrans Staff: Saskia Rymer-Burnett & Tasha Ahlstrand

None

### HTA Projects Update

Staff: Jerome Qiriazi

HTA's Transit Planner, Jerome Qiriazi provided the project update, reporting that much of the recent activity has focused on hydrogen fueling infrastructure and other TIRCP Cycle 5 projects. He stated that the hydrogen fueling station project is progressing well, noting completion of the HAZOP process in early November, during which the 30 percent design was thoroughly reviewed with engineers to identify potential hazards and mitigation measures. He added that the permitting process has begun with both the City and PG&E. An update was also provided on the Eureka Transit Center project, with staff noting that the tax credit award timeline was pushed to the current month, which allows additional time for the developer to close following the award.

Staff further reported that the Maintenance Director recently traveled to Alabama to review hydrogen buses currently in production. Six buses are nearing the end of manufacturing, and four were inspected in detail to address issues early in the production process. A configuration audit is planned for January, which will establish the standard design for the fleet. While seat supply shortages remain a concern, the buses are anticipated to begin arriving in February or March. Additional updates included progress on the Next Generation Facility project, with LDA Partners providing early draft room data sheets and a program matrix as part of the initial programming phase. Jerome also noted recent marketing efforts, including a photo and video shoot to support future marketing materials, a "how to ride" video featuring Busquatch, and a driver recruitment video. Board members asked clarifying questions regarding upcoming announcements and site conditions, and staff confirmed that demolition of the existing house at the project site is moving forward, with bidding for a demolition contractor expected soon and required permits underway.

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

[Staff: Carolann Aggeler](#)

HTA's Finance Manager, Carolann Aggeler, presented the September ridership statistics, noting that one quarter into the fiscal year overall ridership is up 29 percent. She reported that the Southern Humboldt route continues to be a standout, with ridership up 58 percent compared to the same period last year, and added that Willow Creek and the North State Express 101 are also showing strong growth. Ms. Aggeler discussed Jack Pass ridership, explaining that while numbers appeared especially high overall due in part to increased use of the HHM shuttle, there has been consistent growth across the system, reflecting the impact of expanded marketing efforts. She also noted modest ridership increases for RTS and ETS in September, attributing continued improvement to ongoing outreach and promotion by staff, including the marketing intern's efforts on campus.

NEW BUSINESS

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

[Staff: Katie Collender](#)

This item was continued to the next meeting to allow AFSCME time to finalize voting.

Public comment was received from Joanne McGarry who expressed appreciation for HTA bus drivers and their professionalism and encouraged the Board to consider incentives that support and retain drivers, including potential schedule or compensation changes.

## Unmet Transportation Needs Public Hearing for FY 2025/26

Staff: Stevie Luther, HCAOG Staff

### 9:28 AM – Open Public Hearing

Chair Arroyo opened the public hearing to allow citizens to comment on transit needs in Humboldt. Stevie Luther, HCAOG Associate Regional Planner, provided an overview of the annual Unmet Transit Needs process. He explained that hearings had been conducted throughout local jurisdictions during the fall, as well as the required HCAOG hearing in November, to gather public input on transit needs not currently being met. Luther noted that all comments are reviewed by the Social Services Technical Advisory Council in accordance with adopted definitions. Staff also collaborate with HTA to assess operational feasibility. He highlighted that requests must meet at least a 10 percent marginal farebox return ratio, have funding to operate. Requests that do not meet this requirement may be recognized as desired by the community but “not reasonable to meet.” Luther offered to return in April or May to report findings to the HTA Board.

Joanne McGarry provided public comment as a regular bus rider. She suggested expansion of the Arcata-Mad River transit routes, potential integration of the dormitory shuttle into a regular route for efficiency, increased service frequency on late nights and Sundays, and better accessibility of transit information for riders without digital access.

Board members discussed additional public input, including requests for late-night weekend service and potential summer routes to recreational areas such as Prairie Creek and Big Lagoon. General Manager Greg Pratt and staff explained limitations regarding charter service regulations, funding, and operational constraints, while confirming that creative solutions could be explored for public-accessible service during special events. Greg Pratt and Stevie Luther emphasized that funding for unmet needs could be considered prior to diverting LTF funds to non-transit purposes, with careful analysis to ensure fiscal responsibility.

### 9:40 AM – Close Public Hearing

Chair Arroyo closed the public hearing, Stevie Luther from HCAOG took notes on the conversation.

## Elections

### Board Elections – Chair, Vice Chair, and Committee Assignments

The Board discussed terms and eligibility for officer positions. Leslie Castellano clarified that agency appointments are typically one-year terms, while elected members’ terms may vary. Natalie Arroyo noted that a Board member, Mayor Debra Garnes, had previously expressed interest in serving as Vice Chair.

A motion was made to appoint Natalie Arroyo as Chair and Debra Garnes as Vice Chair.

Regarding committee assignments, the Finance & Operations Committee members were confirmed as Leslie Castellano, Tami Trent, and Jack Tuttle. It was noted that Debra Garnes would be removed from the committee to accommodate her Vice Chair role.

Motion: Motion by Councilmember Alex Stillman to elect the following positions: Natalie Arroyo as Chair, Debra Garnes as Vice Chair, and Finance & Operations Committee members as Leslie Castellano, Tami Trent, and Jack Tuttle.

Second: Jack Tuttle

Roll Call Vote:

- Chair Arroyo – Yes
- Councilmember Castellano – Yes
- Councilmember Stillman – Yes
- Councilmember Trent – Yes
- Councilmember Tuttle – Yes

Motion passed unanimously.

#### Board Communications

Councilmember Leslie Castellano mentioned the upcoming Eureka Holiday Lights viewing on December 17th and 18th, noting that HTA is partnering with the City of Eureka to host the event. She thanked staff for their extra efforts in making the event possible. Castellano also requested an update on microtransit operations in the coming months to better understand its status and progress.

Councilmember Jack Tuttle agreed that a microtransit update would be helpful. He clarified that prior discussions had occurred at the city council level.

General Manager Greg Pratt explained that microtransit rollout has been delayed due to staffing constraints but will expand as more drivers are hired. He mentioned the potential to pair microtransit with Redwood Transit and other local services, as well as to extend hours and coverage to underserved areas. Pratt emphasized that a more detailed update in the coming months would provide a clearer picture of operations.

Councilmember Jack Tuttle also noted that a community member inquired about Dial-a-Ride service to the airport and confirmed that the service is currently in development.

#### Staff Communications

Finance Manager Carolann Aggeler provided updates on upcoming community events, highlighting the Truckers Parade in Fortuna on December 12<sup>th</sup> and in Eureka on December 13<sup>th</sup>. She noted that HTA will have a bus participating in the parade, and staff plan to decorate the bus in advance, incorporating creative designs such as the wave motif. Board members are welcome to ride on the bus if space allows, and details regarding departure times and meeting locations will be shared closer to the event. General Manager Greg Pratt mentioned that a staff sign-up sheet is available for participation and encouraged board members to join for the experience. Natalie Arroyo and staff discussed coordination logistics, noting that the event is family-friendly and a fun opportunity for community engagement. No additional staff communications were raised.

Closed Session – General Manager Evaluation

1. Public Comment: The Board invited public comment regarding closed session items.
2. Closed Session Discussion: The Board met in closed session to conduct the performance evaluation of the General Manager pursuant to Government Code Section 54957(b)(1) and to meet with its designated representative regarding the unrepresented employee pursuant to Government Code Section 54957.6.
3. Report Out: No reportable action was taken.

Meeting Adjourned

10:45 AM

TO: Chair Arroyo  
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: January 7, 2026

SUBJECT: General Counsel Contract Amendment

Nancy Diamond was first retained as Humboldt Transit Authority's General Counsel in 2012. Her contract was renewed again in 2017 and 2022. Nancy has worked closely with HTA staff assisting with topics ranging from construction projects, contracting and personnel matters. Currently, she is helping staff navigate through the legal technicalities of the proposed Intermodal Transit Center and Hydrogen Fueling station.

Staff proposes extending her contract term through December 31, 2029. Her rate was last updated at the end of 2024 to \$265.00 per hour. This amendment updates this to \$285.00 per hour, with future increases subject to written notice and approval by the Board Chair and General Manager.

Other provisions in the contract remain unchanged. These include:

- Insurance at least as much as \$2,000,000 per occurrence and annual aggregate.
- HTA may obtain other legal services as needed for special matters.
- Either party may terminate the contract on 30 days' notice.

*Action Recommended: Approve the Amendment Between the Law Offices of Nancy Diamond and the Humboldt Transit Authority and Authorize the General Manager and Board Chair to Execute the Amendment*

**AMENDMENT No. 1 TO  
CONTRACT FOR LEGAL SERVICES WITH  
LAW OFFICES OF NANCY DIAMOND**

This is an amendment (“Amendment”) to that certain Agreement by and between the HUMBOLDT TRANSIT AUTHORITY (“HTA”) and the LAW OFFICES OF NANCY DIAMOND, “Attorney” for Legal Services, dated January 1, 2022 (“Agreement”). This Amendment is effective on January 1, 2026.

**RECITALS**

**WHEREAS**, the Agreement expires on December 1, 2025, and the parties wish to extend the Agreement on the terms and conditions below.

**NOW THEREFORE**, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. **Term.** Section VI, “Term,” is hereby extended until December 31, 2029.
2. **Attorney Rates.** Section II, “Compensation and Expense Reimbursement,” Subsection A, “Hourly Fee Schedule,” is hereby replaced with the following:

**“A. Hourly Fee Schedule:** HTA agrees to compensate Attorney for services and expenses incurred on HTA's behalf at the rate of \$285.00 per hour. After July 1, 2026, this hourly rate is subject to increase upon written notice by Attorney and approval by the Board Chair and General Manager.
3. **Ratification of Agreement.** The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment shall control.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No.1 effective on the date above.

**Humboldt Transit Authority:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Natalie Arroyo, Chair of the Board

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Greg Pratt, General Manager and  
Clerk of the Board

**Law Offices of Nancy Diamond:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nancy Diamond, Attorney

TO: Chair Arroyo  
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: January 7, 2026

SUBJECT: Whitchurch Engineering Contract Amendments

Humboldt Transit Authority (HTA) solicited qualified Architecture and Engineering firms to utilize for upcoming construction projects. Whitchurch Engineering and LDA Partners were both approved as qualified respondents. Whitchurch Engineering has since been awarded multiple time-sensitive site projects. As these projects progress, their budgets will exceed the General Manager's spending authority.

Amendments required for the following projects:

- Project 2502.1: Interior office remodel to accommodate additional staff relocating from the Cedar House demolition. The revised contract amount is \$83,000.00 with the following additions:
  - Structural Calculations to design a single custom sign footing
  - Updated site plans and construction details on all encroachment permits
  - Private property owner contact and planning
  - Construction administration after construction permit approval including prevailing wage monitoring for construction
- Project 2503: Bus stop signage project along the North State Express 101 and Redwood Transit System within the City of Eureka. The revised contract amount is \$61,400.00 with the following additions:
  - Redesign of the building mechanical systems
  - Egress plan development
  - Client redesign request after 60% progress
  - Additional client meetings
  - Site plan development
  - Construction hardship accessibility improvements
  - Prevailing wage monitoring for construction

There is grant funding in fiscal year 2025-2026 for these projects.

***Action Recommended: Approve the amended agreements between Whitchurch Engineering and the Humboldt Transit Authority and authorize the General Manager to execute the updated agreements***

**AMENDMENT NO. 1 TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE HUMBOLDT TRANSIT AUTHORITY AND  
WHITCHURCH ENGINEERING  
FOR SERVICES RELATED TO 100% DESIGN OF OFFICE REMODEL**

This is an amendment (“Amendment”) to that certain agreement by and between the Humboldt Transit Authority (“HTA”) and Whitchurch Engineering (“CONSULTANT”), effective July 30, 2025 entitled *Agreement for Professional Services Related to 100% Design of Office Remodel*, referred to herein as the “Agreement.” This Amendment is effective on \_\_\_\_\_.

**RECITALS**

**WHEREAS**, HTA engaged CONSULTANT for professional engineering services related to the remodel of HTA’s administrative office;

**WHEREAS**, the Parties seek to amend the Agreement to increase the scope of CONSULTANT’s services to include services needed in relocating the administrative offices to alternate locations.

**NOW THEREFORE**, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. **Scope of Services**. Exhibit A to the Agreement, Scope of Services, is hereby amended by the addition of Exhibit A-1, Additional Scope of Services, attached hereto and incorporated herein.
2. **Compensation**. Section 3, Compensation, of the Agreement is hereby replaced in its entirety with the following:

“**3. Compensation.** CONSULTANT shall be paid for Services on a time and materials basis, based on the rate and budget attached hereto and incorporated herein as Exhibit C, “Compensation” for a maximum amount not to exceed **Forty-Eight Thousand Dollars (\$48,000)**.
3. **Ratification of Agreement**. The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment No. 1 shall control.

**IN WITNESS WHEREOF**, the Parties have caused this Amendment No. 1 to be signed and executed to be effective on the day and year first above written.

**HUMBOLDT TRANSIT AUTHORITY**

**WHITCHURCH ENGINEERING**

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Nancy Diamond, Authority Counsel

Dated: \_\_\_\_\_

## **EXHIBIT A-1** **ADDITIONAL SCOPE OF SERVICES**

Change Order #1 (CO#1) for HTA2502.1 “100% Design of Office Remodel” covers the following items performed at the request of the client, outside of the original contract scope:

1. Redesign of the building mechanical systems
  - a. The original contract scope only included minor alterations. A full HVAC system redesign was determined to be required.
2. Egress plan development
  - a. The original contract assumed no changes to occupancy or egress requirements. Because of changes to spaces and egress, an egress plan was required.
3. Client redesign request after 60% progress
  - a. The client requested significant changes to the office layout for Room 106 during the 90% plan review, requiring a revision to egress, HVAC, ceiling plan, schedules, etc. at a late project state.
4. Additional client meetings
  - a. Per the contract, client meetings were limited to one meeting for 60% and 90% reviews. Bi-weekly meetings were held for coordination and updates.
5. Site plan development:
  - a. The contract scope did not include the development of a site plan. A site plan was required to show exterior improvements.
6. Construction hardship accessibility improvements
  - a. Due to the project construction cost of the project, more building evaluation and accessibility improvements than anticipated, including some site civil work, was required.
7. Prevailing wage monitoring for construction
  - a. 4 hours a week at \$150 an hour for 17 weeks

The following adjustments to the current contract scope are also suggested based on the items listed above:

1. Revision to Task 3: Construction Oversight, Item 3D
  - a. Answer Requests for Information (RFI's) - Up to 7 RFI's
  - b. Architectural RFI's (5)
  - c. Mechanical RFI's (2)
  - d. RFI's / substitutions resulting in design change are not included as part of this scope

The estimate for the changes listed is an additional \$40,000.00 (Forty Thousand Eight Hundred Dollars) - Not to Exceed, performed on a time and materials basis, in addition to the original contract (effective July 30, 2025) amount.

**AMENDMENT NO. 1 TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE HUMBOLDT TRANSIT AUTHORITY AND  
WHITCHURCH ENGINEERING  
FOR SERVICES RELATED TO BUS ROUTE SIGNAGE**

This is an amendment (“Amendment”) to that certain agreement by and between the Humboldt Transit Authority (“HTA”) and Whitchurch Engineering (“CONSULTANT”), effective April 30, 2025 entitled *Agreement for Professional Services Related to Bus Route Signage*, referred to herein as the “Agreement.” This Amendment is effective on \_\_\_\_\_.

**RECITALS**

**WHEREAS**, HTA is the recipient of a grant award from the California State Transportation Agency Transit and Intercity Rail Capital Program (“TIRCP Grant”) awarded for HTA transit-related purposes (“Project”);

**WHEREAS**, CONSULTANT has the demonstrated qualifications, skills and training necessary to perform certain services needed by HTA in conjunction with the Project, and HTA desires to retain CONSULTANT to complete the services based on the terms and conditions below.

**NOW THEREFORE**, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. **Scope of Services**. Exhibit A to the Agreement, Scope of Services, is hereby amended by the addition of Exhibit A-1, Additional Scope of Services, attached hereto and incorporated herein.
2. **Compensation**. Section 3, Compensation, of the Agreement is hereby replaced in its entirety with the following:

**“3. Compensation.** CONSULTANT shall be paid for Services on a time and materials basis, based on the rate and budget attached hereto and incorporated herein as Exhibit C, “Compensation” for a maximum amount not to exceed **Sixty-One Thousand Four Hundred Dollars (\$61,400)**.
3. **Ratification of Agreement**. The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment No. 1 shall control.

**IN WITNESS WHEREOF**, the Parties have caused this Amendment No. 1 to be signed and executed to be effective on the day and year first above written.

**HUMBOLDT TRANSIT AUTHORITY**

**WHITCHURCH ENGINEERING**

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Name:  
Title:

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Name:  
Title:

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Nancy Diamond, Authority Counsel

Dated: \_\_\_\_\_

**EXHIBIT A-1**  
**ADDITIONAL SCOPE OF SERVICES**

Change Order #1 (CO#1) for HTA2503 “Bus Route Signage” covers the following items performed at the request of the client, outside of the original contract scope:

1. Structural Calculations to design a single custom sign footing
  - a. Original scope of work assumed a small number of signs and a standard detail for a standard sign installation. The addition of multiple heavier electronic signs required custom calculations.
2. Updated site plans and construction details on all encroachment permits
  - a. Client feedback including multiple additional pole mounted signs requiring revisions to sign installation details and pole footings.
  - b. The original assumption included standardized signage requirements for each jurisdiction, however each jurisdiction did not have a standardized set of details for installation. Revisions to encroachment permit site plans and traffic plans are required to reflect these changes.
3. Private property owner contact and planning
  - a. Several bus stops are located on private property and discussion with private property owners for approval or feedback is required to move forward.
4. Construction administration after construction permit approval
  - a. Prevailing wage expenditure and wage tracking (certified payroll) on multiple sites (4 hours a week for 9 weeks).
  - b. Confirm contract compliance.
  - c. Preparing and reviewing change orders dependent on-site conditions.
  - d. Answer Requests for Information (RFI) as necessary

The following adjustments to the current contract scope are also proposed based on the items listed above:

Revisions to:

1. Task 3: Bid support
  - a. Final revision to HTA approved bid document after including project specific information.
2. Task 4: Construction Oversight
  - a. Answer specific RFI information request in regard to the custom sign footing.

The estimate for the changes listed is an additional \$15,400 (Fifteen Thousand Four Hundred Dollars and Zero Cents) – Not to Exceed, performed on a times and materials basis, in addition to the original contract (effective date April 30, 2025) amount.



TO: Chair Arroyo  
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: January 7, 2026

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

Community outreach is an essential component of Humboldt Transit Authority's (HTA's) success in delivering high quality transit service to Humboldt County. The Cycle 5 and Cycle 7 Transit and Intercity Rail Capital Program (TIRCP) grants include a healthy budget for marketing. In October 2024 the HTA Board approved the creation of a part-time Marketing and Finance Intern position, funded by this grant. Experience with this role has demonstrated significant value and highlights the need for a full-time position to effectively support HTA's ongoing marketing and outreach objectives.

HTA has experienced exceptional growth in the past few years, in addition to the introduction of new technologies, which has impacted all departments. HTA received its first hydrogen fuel cell bus in March 2025, with ten more set to arrive early this year. It has been determined that an additional mechanic position is necessary to adequately maintain HTA's growing fleet, which has increased over 30% in the past 18 months. This position was included in the fiscal year 2025-2026 budget as expected mid-year growth.

*Action Recommended: Approve the Amendments to Humboldt Transit Authority's Personnel Policy, Classification Plan and Salary Schedule by Adopting Resolution 26-01*

**HUMBOLDT TRANSIT AUTHORITY**  
**MARKETING COORDINATOR**

**DEFINITION:**

The Marketing Coordinator at Humboldt Transit Authority is responsible for developing and implementing marketing and communication strategies that promote transit services, improve public awareness, and enhance community engagement. This position plays a key role in supporting campaigns, research, and outreach initiatives while collaborating with staff in a fast-paced, team-oriented environment. The Marketing Coordinator contributes directly to projects that impact the community and supports the Authority's mission to provide reliable, accessible public transportation.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives immediate supervision from the Finance Manager and direction from the General Manager. May provide coordination or guidance to support staff as assigned.

**EXAMPLES OF DUTIES:**

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

- Assist in the creation, planning, budgeting, and execution of marketing campaigns aimed at promoting transit services, programs, and events.
- Create and edit graphics and video content for social media, newsletters, brochures, and the agency website.
- Support community engagement through events, public meetings, and outreach programs.
- Conduct research on public transit trends, commuter preferences, and competitor transit systems to support marketing strategies.
- Track and analyze campaign performance and community feedback to measure effectiveness and recommend improvements.
- Draft and evaluate results from surveys, opinion polls, and questionnaires.
- Participate in production of monthly data and statistical reports for Board of Directors meetings.
- Design public-facing documents such as schedules, brochures, and public notices.
- Perform administrative and finance-related tasks such as maintaining spreadsheets, organizing files, preparing reports, and coordinating with team members.
- Assist with the fleet advertising program by issuing invoices, maintaining the fleet availability database, supporting sign production, and interacting with current and prospective customers.

- Contact external customers via telephone or in person; respond to questions or complaints or refer customers appropriately; provide general information regarding Authority services.
- Type, proofread, and design a variety of documents including correspondence, agendas, reports, memos, and statistical reports.
- Ensure ticket orders are filled and enter sales in accounting software.
- Perform administrative tasks in support of special projects including collection, review, compilation, and verification of information.
- Represent the Authority with dignity, integrity, and cooperation in all interactions with staff and the public.
- Foster an environment that embraces integrity, service, inclusion, and collaboration.
- Be an integral team member, demonstrating flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Authority employees, and the public using principles of excellent customer service.
- Perform related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

- Strong written and verbal communication skills with attention to detail; business English including vocabulary, spelling, grammar, and punctuation.
- Principles and practices of excellent customer service.
- Modern office practices, methods, and computer equipment including relevant software programs. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), QuickBooks, video editing, and visual design software.
- Social media platforms (Facebook, Instagram, Twitter, LinkedIn) and basic marketing tools (Google Analytics, email marketing software).
- Creative thinking and problem-solving techniques.
- Ability to work both independently and collaboratively in a fast-paced environment.

##### Ability to:

- Learn Authority services, policies, and procedures.
- Analyze work papers, reports, and special projects; interpret technical and numerical information; observe and problem-solve operational and procedural issues.
- Sit for long periods; perform twisting, grasping, fine manipulation, and keyboarding; lift or carry up to 25 lbs.
- Develop and maintain filing and organizational systems.
- Compose general correspondence and written materials.
- Understand and carry out oral and written instructions; prioritize workload to meet deadlines.
- Read, write, and comprehend English at a level necessary for effective job performance.

- Communicate tactfully and effectively in both oral and written form.
- Operate modern office equipment and applicable software.
- Maintain regular attendance and adhere to a prescribed work schedule.
- Be available during established working hours and for special activities or events.
- Use appropriate safety procedures and practices.
- Establish and maintain effective working relationships with those encountered in the course of work.
- Contribute effectively to Authority goals, objectives, and activities.

#### EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Marketing, Communications, Business, or a related field; or
- Equivalent experience in marketing, communications, or public outreach.

#### SPECIAL REQUIREMENTS:

- Possession and continued maintenance of a valid California Class C driver's license is required.

**RESOLUTION 26-01**  
**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; 25-17; 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 25-17 is hereby rescinded and replaced by Resolution 26-01.
- Allocate one full-time Marketing Coordinator position.
- Allocate
- Adopting the Salary Schedule for Unrepresented Employees effective on the pay period beginning January 4, 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>
<u>Marketing Coordinator</u>	<u>\$34.32</u>	<u>\$36.03</u>	<u>\$37.83</u>	<u>\$39.72</u>	<u>\$41.70</u>	<u>\$43.79</u>	<u>\$45.98</u>	<u>\$48.28</u>
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 seventh day of January 2026, on the following vote:

AYES:

NOES:

ABSENT:

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Chair of the HTA Governing  
Board of Directors

ATTEST:

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HTA Secretary to the Board

# Exhibit A

## Humboldt Transit Authority Classification Plan

	Current Allocated Positions	Filled	Proposed
<b>Unrepresented Positions</b>			
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	
Marketing Coordinator	0	0	1
Administrative Assistant II	1	0	
Administrative Assistant I	1	0	
<b>Represented Positions</b>			
Shop Supervisor	1	1	
Transportation Supervisor	1	0	
Lead Mechanic	1	0	
Senior Mechanic	1	1	
Equipment Mechanic	3	3	1
Equipment Technician I	1	1	
Equipment Technician II	2	0	
Vehicle Service Worker	3	3	
Cleaner/Janitor	1	0	
Driver Trainer	1	0	
Driver	40	36	
Extraboard Driver	5	5	



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TO: All HTA Governing Board Members

FROM: Natalie Arroyo, Chair of the Board  
Nancy Diamond, HTA General Counsel

DATE: January 7, 2026

SUBJECT: Accept General Manager's Retirement, Appoint New General Manager

Greg Pratt was first hired by HTA as Operations Manager on March 5, 2001, and was appointed as HTA's General Manager on December 21, 2011. In addition to successfully managing and growing HTA operations, some of the many projects and accomplishments he has achieved during his time as General Manager, include:

- Transforming HTA into a statewide public transit leader in new technology and exceptional rural service;
- Overseeing the successful incorporation of the Eureka Transit Service (ETS) and Arcata & Mad River Transit Service (A&MRTS) into HTA's transit operations;
- Assuming the state-required functions of Consolidated Transportation Services Agency (CTSA) for the County, and subsequently incorporating Dial-a-Ride (DAR) paratransit service into HTA operations;
- Forming the Far North Group of transit agencies, Cal Trans Headquarters, Cal Trans Districts 1 and 2, Greyhound, and Amtrack into the North State Super Region to represent transit in 16 North State Counties;
- Coordinating a network of local agencies to create express routes across Humboldt County, called the North State Express 101 and North State Express 299;
- Obtaining over \$100 million in grant funds for bus acquisition and capital projects;
- Initiating the transition of HTA's diesel fleet to zero emission vehicles, including the acquisition of electric cell and first ever long-range hydrogen fuel cell buses;
- Overseeing the procurement of a services to design and build the first hydrogen station north of the Bay Area;
- Developing a partnership with the City of Eureka to design and build the EaRTH Center, a transit facility to be co-located with affordable housing;
- Overseeing the deployment of contactless payment solutions and fare standardization for transit riders.

For this work, Greg has received numerous state awards including:

- 2022 CalACT State Award for Outstanding Transit Agency of the Year
- 2023 CalACT State Award for Transportation Manager of the Year
- 2023 California Transportation Agency (CTA) State Award for Transit Professional of the Year



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He now desires to retire on May 18, 2026.

Katie Collender was hired in November 2021 to the position of Finance Manager. She has a decade of public administration experience in Humboldt County government, with seven years in management. In May 2025, the General Manager selected her to fill the Deputy General Manager position. Katie has proven her ability to balance the competing demands of day-to-day operations with complex long-term projects all while promoting the best interests of the agency and the public.

Katie has demonstrated that she has the qualifications, skills, and knowledge necessary to be a successful General Manager for HTA. Appointing Katie Collender to the General Manager position will provide a smooth transition that will allow HTA to continue providing, and improving upon, its high-level of public service. Additionally, her in-depth understanding of the complex on-going hydrogen-station, EaRTH Center, and administrative office redesign construction projects will allow this work to continue in a timely fashion without disruption.

***Action recommended: Accept the retirement of General Manager, Greg Pratt, effective May 18, 2026; and, appoint Katie Collender to the position of General Manager effective May 19, 2026, with the appointment classification step to be determined by the Board at a future date prior to May 19, 2026.***