

Humboldt Transit Authority  
Governing Board of Directors  
AGENDA  
Regular Meeting June 28, 2017  
HTA Conference Room - 133 V Street Eureka  
9:00 a.m.

- I. Call meeting to Order
- II. Introductions & Recognition
- III. Community Members Communication  
Members of the community are invited to comment on items or issues not on the agenda.
- IV. Discussion Items
  - a. April 2017 statistics and financial statements for all systems operated by HTA Enclosed  
**Action Recommended: Receive & File**
- V. Action Items
  - a. Minutes Page 03  
Minutes from the May 24, 2017 Regular Board Meeting.
  - b. Redwood Transit System Charter Page 05  
The Humboldt County Board of Supervisors is requesting a discounted charter for the CSAC North Coast Regional Meeting.  
  
Agreement Between City Ambulance of Eureka Inc. (CAE) and Humboldt Transit Authority to Provide Vehicle Maintenance and Repair Services Page 06  
CAE Staff is requesting HTA provide maintenance and repairs on eleven of their Dial-A-Ride vehicles that provide paratransit services to the region.
  - c. Adoption of the Fiscal Year 2017/18 Final Budget for Humboldt Transit Authority Page 12  
The preliminary budget was adopted on May 24, 2017. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.
  - d. Fiscal Years 2013-14 through 2015-16 Triennial Performance Audits Page 17  
California State Department of Transportation requires performance audits of its sub-recipients to evaluate the efficiency, effectiveness, and economy of the operation of the entity being audited.  
~Performance Audits Enclosed

- VI. Communications
  - a. Board
  - b. Staff: radios
  
- VII. Adjournment

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

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

**MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY**

**REGULAR BOARD MEETING**

**May 24, 2017**

**ROLL CALL**

**PRESENT**

Board Members

Rex Bohn, County of Humboldt  
Tim Marks, City of Rio Dell  
Tami Trent, City of Fortuna  
Natalie Arroyo, City of Eureka  
Mike Wilson, County of Humboldt  
Michael Winkler, City of Arcata (Alt)

**ABSENT**

Paul Pitino, City of Arcata  
Steve Ludwig, City of Trinidad

Staff

Greg Pratt, General Manager  
Consuelo Espinosa, ADA Specialist  
Alene Webb, Finance Manager  
Brenda Fregoso, Secretary to the Board  
Karen Wilson, Manager of Operations

Jim Wilson, Director of Maintenance

**CALL TO ORDER**

Chairperson Arroyo called the meeting to order at 9:00 a.m.

Also in attendance were Nancy Diamond, HTA Legal Counsel; Richard Tollison, Public Resident.

**COMMUNITY MEMBERS COMMUNICATION**

None

**CONSENT CALENDAR**

**By motion, recommended the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the Consent Calendar upon request and will be heard separately.**

Motion by Councilmember Trent, second by Councilmember Marks to approve the Consent Calendar.  
*Motion carries unanimously*

- a. Minutes from the April 19, 2017 Regular Board Meeting

**Action Recommended: Approve minutes**

- b. February and March 2017 statistics and financial statements for all systems operated by HTA

**Action Recommended: Receive and File**

- c. Federal Transit Administration Section 5311 Grant Funds

Staff is recommending submitting an application for 5311 Regional Apportionment to purchase capital equipment and operating assistance.

**Action Recommended: Adopt Resolution 17-09 Authorizing Application for FTA Section 5311 Grant Funds and the General Manager to sign the Grant Agreement.**

**Items Removed from the Consent Calendar**

None

**ACTION ITEMS**

- a. Preliminary Budget for Humboldt Transit Authority FY 2017/18

Staff prepared a preliminary budget for the consolidated transportation Service Agency, operating the Redwood Transit System, Willow Creek Extension, Southern Humboldt Systems, Tish Non-Village, and for contracting with the Cities of Eureka and Arcata for maintenance and transit services. The Finance and Operations Committee reviewed the budget during their meeting on May 11, 2017.

General Manager Greg Pratt discussed highlights from the budget with the board.

Motion by Supervisor Wilson, second by Councilmember Arroyo to approve the 2017/18 proposed budget and direct staff to publish a notice regarding public input.

*Motion Carried Unanimously*

- b. Humboldt Transit Authority's Drug and Alcohol Policy

Because of the changes of the Federal Regulations 49 CFR Part 40, a revised Humboldt Transit Authority Drug & Alcohol Policy is needed to stay in compliance.

General Manager Greg Pratt gave the board updates on the changes to the HTA Drug and Alcohol Policy.

Motion by Supervisor Bohn, second by Councilmember Trent to approve the amendment to Humboldt Transit Authority's Drug and Alcohol policy by adopting Resolution 17-10.

*Motion Carried Unanimously*

**COMMUNICATIONS:**

- a. **Board**

Supervisor Wilson discussed the upcoming HTA related projects with staff and board members.

Councilmember Arroyo discussed HTA's relation with the City of Eureka's Transit System.

- b. **Staff**

None

Meeting adjourned at 9:22 a.m.



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: June 28, 2017

SUBJECT: Redwood Transit System Charter

CSAC will be holding a North Coast Regional Meeting in Eureka on June 29, 2017. Attendees from Northern California counties will be arriving the day before and will be staying at the Carter House. CSAC has requested an informational tour of commercial cannabis businesses on the afternoon of the 28th for those participants who are interested.

HTA Staff was contacted by the Board of Supervisors over a month ago to look into the possibility of providing a bus and driver to transport the group to and from Fieldbrook. HTA Operations and Maintenance have the resources available and the cost for three hours would be \$240.00. The request is for cost-free charter or to provide it at a discount.

Under 49 CFR 604, Government officials on official government business: A recipient may provide charter service to government officials (Federal, State, and local) for official government business, which can include non-transit related purposes.

***Action Recommended: Review and Direct Staff.***



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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 28, 2017

SUBJECT: Agreement Between City Ambulance of Eureka Inc. (CAE) and Humboldt Transit Authority to Provide Vehicle Maintenance and Repair Services

On July 1, 2016, HTA became the Coordinated Transportation Services Agency (CTSA) for the region. The overall goals for the CTSA are to:

1. Increase transportation options for seniors, the disabled, and persons of low income.
2. Reduce the costs for public transportation.
3. Identify and implement efficiencies in community transportation operations.

Last month, HTA was approached by City Ambulance of Eureka to provide maintenance on their eleven paratransit vehicles as they do not have mechanics on staff to perform the work. Currently, the HTA Maintenance Department performs maintenance for all HTA systems, the Eureka Transit Service, the Arcata & Mad River Transit System, and eleven of the Humboldt County Office of Education buses. HTA's Director of Maintenance has assessed his staff and has the capacity to do the work without jeopardizing its current obligations

~Contract Enclosed

***Action Recommended: Approve the Agreement Between City Ambulance of Eureka Inc. and Humboldt Transit Authority to Provide Vehicle Maintenance and Repair Services.***

**AGREEMENT BETWEEN  
THE HUMBOLDT TRANSIT AUTHORITY AND  
CITY AMBULANCE OF EUREKA, INC. TO PROVIDE MAINTENANCE, AND  
REPAIR SERVICE**

THIS AGREEMENT, made in Eureka, California, this \_\_\_ day of \_\_\_\_, 2017, by and between the City Ambulance of Eureka, Inc., a California corporation doing business as Humboldt Dial-a-Ride, hereinafter referred to as "CAE," and the Humboldt Transit Authority, a joint powers authority, hereinafter referred to as "HTA."

WHEREAS, CAE provides Dial-a-Ride transportation services in the Humboldt County region under a separate agreement with HTA; and

WHEREAS, CAE desires to contract with HTA for regular maintenance services and repairs of eleven (11) DAR vehicles; and,

WHEREAS, HTA desires and has the capacity to provide regular maintenance service for the CAE DAR vehicles; and,

WHEREAS, HTA possesses the power under California Government Code Section 6502 and the joint exercise of powers agreement under which it is constituted to provide such services and receive payment therefore.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and obligations contained herein, the parties agree as follows:

1. Operation and Management. HTA is hereby engaged by CAE to provide regular preventive maintenance inspections, maintenance and repair service, tune-ups, and repairs, for eleven DAR vehicles as hereinafter provided.
2. Term. Service under this contract will begin on July 1, 2017, and continue until December 31, 2017, with an option to extend the agreement for up to one (1) year, upon written approval of both parties hereto.
3. Personnel, Independent Contractor. HTA shall at all times provide sufficient personnel to render the preventive maintenance inspection, maintenance, and repair service as provided for herein. HTA shall hire, supervise, and discharge all personnel involved in the inspection, maintenance, and repair service as provided herein. HTA shall make all reasonable efforts to insure that maintenance personnel are thoroughly qualified. HTA shall compensate all personnel, and shall pay all state, federal, and local employment taxes and any benefits or other compensation due said personnel by virtue of their employment. It is expressly understood that the relationship between CAE and HTA shall be that of independent contractor and that the relationship of employer and employee shall exist only between HTA and said personnel. HTA shall, at its own expense, maintain Workers' Compensation Insurance to cover all personnel during their employment by HTA.

4. Shop Hours. HTA shall maintain a local maintenance shop within its own facility. The shop shall remain open 4:30 a.m. to 12:00 p.m., Monday through Friday and 7:00 a.m. to 9:00 p.m., Saturday, and Sunday except holidays.
5. Maintenance: HTA shall service and maintain all CAE vehicles used in the DAR operation and shall at all times keep the vehicles in a neat and clean condition while they are at HTA's facility. Said equipment shall be maintained in accordance with the maintenance specifications as specified by the manufacturer and to the satisfaction of the California Highway Patrol. HTA shall provide, at the per hour price plus parts as specified in this Agreement, the following maintenance services: periodic lubrication of the vehicle chassis, steam cleaning the engine compartment, providing tools for maintenance, misc. small parts (nuts bolts screws) and chassis lube (the "Included Maintenance").
6. Other maintenance and repairs. HTA may conduct such other maintenance and repairs as requested by CAE from time to time, depending on the availability of HTA resources. In addition, HTA shall keep such maintenance records as requested by CAE in writing. Such records shall include records of all maintenance, repairs and checks performed on vehicles, listed according to date, mileage, and/or engine hours. HTA shall maintain records showing total maintenance costs and labor time.
7. Road Calls. HTA shall provide roadside repairs for CAE DAR vehicles. Except as expressly set forth in this Agreement, roadside service will be limited to the DAR service area. HTA may elect to perform roadside repairs for CAE DAR vehicles outside of the DAR service area, as CAE may request from time to time, but the decision to perform any such repairs shall always be at HTA's sole discretion. HTA shall keep records of road calls including all repairs performed on vehicle during such road call. One DAR vehicle will be parked at HTA facility at all times for vehicle switch outs.
8. Annual California Highway Patrol Terminal Inspection. HTA shall provide comprehensive maintenance records and support personnel, as well as any other maintenance related documentation required for a California Highway Patrol annual terminal equipment inspection. Personnel records, such as driver licenses; drug testing records; medical examinations; etc., which are required by said annual inspections, will be maintained by the CAE.
9. Inability to Perform. The parties hereto shall be excused from performing their respective obligations hereunder in the event they are prevented from so performing by reason of fire, flood, earthquake, storm, other acts of natural causes, explosion, strike, war, insurrection, riot, acts of any government, and/or other causes similar to the foregoing which are beyond the control of, and not the fault of the party claiming excuse of performance hereunder; provided, however, the party claiming excuse of performance hereunder shall, within five (5) days after such party has notice of such cause or causes, present to the other party written notice of the facts constituting such cause and claiming excuse of performance under this paragraph. In the event HTA is excused from



performing its obligations hereunder for any of the aforesaid reasons, CAE may, at CAE's absolute discretion, perform all such obligations itself without liability to HTA therefore.

10. Equal Employment Opportunity. HTA shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, political belief, or physical handicap.
11. No Assignment. Neither party shall assign, transfer, or otherwise substitute its interest in this Agreement or its obligation hereunder without the written consent of the other.
12. Compensation (Included Maintenance). CAE agrees to pay HTA for the performance of the Included Maintenance set forth in this Agreement in the amount of \$82.00 per hour plus parts (parts at cost) per vehicle serviced.
13. Compensation (Other Maintenance and Repairs). CAE agrees to pay HTA for the performance of any maintenance or repairs not specifically included within the definition of Included Maintenance at the rate of \$82.00 per hour plus parts. Road calls will be charged to CAE at the road call flat rate of \$100 plus \$82 per hour plus parts during regular business hours (8 am to 4:30 pm) and at the road call flat rate of \$100 plus \$100 per hour plus parts after regular business hours. Time billed for each road call will be calculated based upon elapsed time between (1) when HTA's personnel leaves HTA's facility to respond to such road call, and (2) when HTA's personnel returns to HTA's facility after responding to such road call. Any road calls outside of the DAR service area shall be subject to additional fees, in addition to the fees set forth in the foregoing sentences, as reasonably determined by HTA on a case by case basis. HTA will notify CAE of any repairs exceeding \$1000.00 for approval.
14. Outside Repairs. HTA will be the primary contact for all maintenance and repairs and shall be notified by CAE of any planned outside repairs. HTA will be given repair documents from CAE for repairs not performed by HTA for record. HTA will not be held responsible or liable for maintenance or repairs not performed by HTA.
15. Termination Without Cause. The parties hereto at any time shall have the option to terminate this Agreement without cause by giving written notice thereof to the other party not less than fifteen calendar days prior to the effective date of such termination, which effective date shall be set forth in said notice. In the event of termination hereunder, further respective obligations of the parties hereto shall cease as of the effective date of termination except for the obligation of CAE to pay HTA for services rendered prior to the termination date.
16. CAE to Hold HTA Harmless. CAE shall hold HTA and its officers, agents, and employees harmless from any liability for damages or claims for damages resulting or alleged to have resulted from personal injury, including death, as well as from liability for claims for property damages, including loss of the use thereof, which may arise or are claimed to arise or be occasioned in anyway, in whole or in part, from CAE's use of

HTA's facility, and use of HTA's vehicle maintenance and repair services pursuant to this Agreement, except where caused by the sole negligence or willful misconduct of HTA. CAE shall further, at CAE's expense, defend HTA and its officers, agents and employees from any claims, actions or suits for any damages or loss whatsoever, caused or alleged to have been caused from the failure of CAE's vehicles to be adequately designed and constructed for the intended purpose, and shall pay or satisfy any judgments rendered against any such entity as a result of such claims, actions or suits.

17. Amendment. This Agreement may be amended or modified only by a written agreement signed by both parties.

18. Waiver. No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and duly executed by both parties. The provisions of this paragraph may not be waived except as herein set forth.

19. Notices. All notices herein required shall be in writing and delivered in person or sent by United States mail, postage prepaid to the following addresses:

Notices to HTA shall be addressed as follows:

General Manager  
Humboldt Transit Authority 133 V Street  
Eureka, CA 95501-0844

Notices to CAE shall be addressed as follows:

City Ambulance of Eureka  
135 W 7th St  
Eureka, CA 95501

20. Supersedes Previous Agreements. This Agreement supersedes any and all other agreements between the parties concerning the subject matter of this Agreement. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or any representations including the execution and delivery hereof except such representations as are specifically set forth herein; and each party acknowledges that it has relied on its own judgment in entering into the agreement. The parties further acknowledge that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with its dealings with the other.

21. Binding on Successors. This Agreement shall be binding on and inure to the benefit of the respective parties and their legal representatives, successors, assigns, except as provided above.

22. Attorney's Fees. If any legal action is brought to enforce or interpret this Agreement, the prevailing party shall be entitled to reasonable attorney's fees.

**IN WITNESS WHEREOF**, this Agreement is made effective on the date first above written.

**CITY AMBULANCE OF EUREKA**

By: \_\_\_\_\_

Jaison Chand

Title:

Date: \_\_\_\_\_

**HUMBOLDT TRANSIT AUTHORITY**

By: \_\_\_\_\_

Greg Pratt, General Manager

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Nancy Diamond, General Counsel



133 V Street  
Eureka, CA 95501

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TO: Chair Arroyo  
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: June 28, 2017

SUBJECT: Adopting the 2017/18 Final Budget for the Humboldt Transit Authority

Included in this agenda packet is the Final Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee on May 11, 2017, and was adopted by the Board as an approved preliminary budget during its regular May 24, 2017 meeting.

Staff also placed a notice in the Times-Standard newspaper offering the public an opportunity to comment on the preliminary budget. No comments or suggestions have been received from any members of the public, nor were any changes made by the board or the finance committee.

Any members of the public may still make comments regarding this budget during a public hearing opportunity to be conducted during the regular June 28, 2017 board meeting at that time, the board may also make changes to the budget if they so desire.

**Action Necessary:**

- 1. Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2017/18.**
- 2. After hearing comments, close the public hearing.**
- 3. Make changes if necessary & approve the final budget by adopting Resolution 17-11.**

REVENUE	RTS 2017-2018	ETS 2018	TNT 2018	WC 2018	SHI 2018	SHL 2018	AMRTS 2017-2018	DAR & CTSA 2017-2018	Admin/HTA 2017-2018	Maint. Shop/Facility 2017-2018	Total 2017-2018
<b>Operating Revenue</b>											
400.40 Contract Transportation	230,000	940,200	18,000	2,000	91,000	14,000	90,000	890,668	80,000	85,000	2,152,868
410.50 Insurance reimbursement	1,029,000			38,000				39,462	500		1,229,462
400.70 Passes & ID Cards											500
400.60 Outside Service Revenue											85,000
400.10 Misc. Revenues											-
<b>Non-operating Revenues</b>											
410.10 Advertising Revenue									33,600		33,600
410.80 Rent & Leases									95,000	10,000	105,000
414.00 LTF/JPA Member Assessment	1,524,035		133,209	267,351	318,656	143,974		22,195			2,437,225
411.00 Federal Operating					172,532						172,532
412.00 STAF - State Operating Funds	51,016								180,689	25,000	278,900
310.00 Unrestricted Net Assets									10,000		10,000
413.00 Interest Income											-
<b>TOTAL REVENUE</b>	<b>2,834,051</b>	<b>940,200</b>	<b>201,209</b>	<b>307,351</b>	<b>582,188</b>	<b>157,974</b>	<b>90,000</b>	<b>952,325</b>	<b>399,789</b>	<b>120,000</b>	<b>6,585,087</b>
<b>PAYROLL, AND RELATED BENEFITS</b>											
680.00 Labor											
Administration									422,620	418,739	526,376
Maintenance											448,739
Operations	607,939	264,879	37,625	51,221	109,674	27,874	30,000	102,740			1,099,212
680.1 Birthday	2,100	1,500	250	250	300	150			1,400	2,000	7,950
680.6 Earned Leave	50,600	18,692	1,045	4,000	6,000	2,000			35,000	30,000	147,337
680.2 Holiday Time	21,000	9,400	1,000	1,500	2,500	750			11,500	16,000	63,650
680.10 Overtime	9,000	5,000	1,000	2,000	2,500	500			3,000	6,000	29,000
670.00 Employment Taxes	13,000	5,765	1,650	1,650	2,750	1,000			8,000	10,000	43,815
676.00 Employee Bereavement	750	700	200	200	200	200			500	250	3,000
673.00 Worker's Compensation Insurance	130,702	38,940	8,778	11,000	24,640	5,940	2,000		2,700	62,300	287,000
690.00 Health & Welfare											
6042.1 Medical	296,625	148,050	23,100	31,500	54,584	13,951			137,550	157,500	862,860
603.00 Dues & Subscriptions	30,000	14,000	2,000	4,552	7,302	2,407			10,000	20,000	90,261
604.00 General Operating Supplies	3,000	1,250	300	600	900	300			3,000	1,200	10,550
609.00 Office Supplies	1,600	500	100	197	300	64			670	900	4,331
611.00 Printing Expense	103,000	40,319	6,502	100	16,650	3,100			500	13,000	183,171
616.00 Training & Development									60,000	45,000	196,500
616.10 Meeting & Consultation									200	1,000	7,750
<b>Administration</b>											
6120.00 Legal Expenses									30,000	2,000	32,000
6121.00 Accounting & Bookkeeping									30,000		30,000
6122.00 Outside consultants									80,000		80,000
600.00 Advertising Expense									10,000		10,000
602.00 Cost of Funds									5,000		5,000
605.00 General Liability Insurance									17,000		17,000
6062.00 ERMA Liability									10,282		10,282
608.00 Mileage & Per Diem									10,000	4,000	14,000
610.00 Postage									4,500	250	5,750
613.00 Service Charges									1,000		1,000
615.00 Specialized Services											790,440

HUMBOLDT TRANSIT AUTHORITY  
DRAFT BUDGET  
FISCAL YEAR 2017-2018

	RTS 2017-2018	ETS 2017-2018	TNT 2017-2018	WC 2017-2018	SHI 2017-2018	SHL 2017-2018	AMRTS 2017-2018	DAR & CTSA 2017-2018	Admin/HTA 2017-2018	Maint. Shop/Facility 2017-2018	Total 2017-2018
<b>Operations</b>											
688.20 Uniforms & Shoes	4,500	2,600	300	300	1,000	300				540	9,540
662.00 GFI - Ticket Stock & equip	14,000	2,500	500	500	1,500	500	300				19,800
663.00 WIFI/GPS/MWR/Id	29,000	2,000	1,300	1,300	6,000	1,500					41,100
661.00 Schedule Printing & Updates	6,000	3,500	250	250	3,000	250					13,250
664.00 Vehicle Insurance											-
664 Preniums	147,912			21,369	43,301	11,132			1,000	5,023	258,558
664.1 Deducibles	10,000	2,000		22,691	2,000	2,000			500	780	41,691
666.00 Operations Supplies							220				1,500
<b>Maintenance</b>											
620.00 Gen. Maintenance Supplies							2,926			17,074	20,000
636.00 Shop Tools							2,195			12,805	15,000
688.30 Safety Supplies & Gear							293			1,707	2,000
688.10 Uniforms - Shop							3,306			22,794	26,100
<b>Vehicles</b>											
650.00 Contract Maintenance										2,000	2,000
651.00 Contract Repairs	7,500	2,250	250	1,250	1,500	250	1,500			7,500	22,000
653.00 Fuel	347,394	95,192	17,393	40,935	77,374	14,976				7,500	600,764
614.00 Special Studies/Permits										4,500	4,500
656.00 Parts	84,000	10,000	5,000	8,000	25,000	3,000	23,500			12,000	170,500
656.00 Small Tool Allowance							614			3,586	4,200
657.00 Tires	22,000	8,000	1,500	7,000	12,000	3,000	2,000			1,000	56,500
<b>Facilities</b>											
601.00 IT hardware, maint., licenses	11,930	11,930	11,930	11,930	11,930	11,930	7,930				99,010
631.00 Rentals & Leases	750	750	750	750	750	750	750				6,000
632.00 Subcontract Maint.	1,825	1,825	1,825	1,825	1,825	1,825	1,825				14,600
633.00 Utilities	7,125	7,125	7,125	7,125	7,125	7,125	7,125				57,000
634.00 Facility M & R	2,500	2,500	2,500	2,500	2,500	2,500	2,500				20,000
<b>Total Direct Expense</b>	<b>2,019,252</b>	<b>726,867</b>	<b>148,009</b>	<b>240,684</b>	<b>432,853</b>	<b>121,974</b>	<b>90,000</b>	<b>952,325</b>	<b>947,422</b>	<b>905,698</b>	<b>6,585,087</b>
<b>Revenues minus Direct Costs</b>	<b>814,799</b>	<b>213,333</b>	<b>53,200</b>	<b>66,667</b>	<b>149,333</b>	<b>36,000</b>			<b>547,633</b>	<b>785,698</b>	
<b>Minus Allocated Admin. &amp; Maint. Costs</b>	<b>814,798</b>	<b>213,333</b>	<b>53,200</b>	<b>66,667</b>	<b>149,333</b>	<b>36,000</b>					
<b>NET Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Allocation Percentages</b>	<b>61.11%</b>	<b>16.00%</b>	<b>3.99%</b>	<b>5.00%</b>	<b>11.20%</b>	<b>2.70%</b>	<b>0.00%</b>	<b>0.00%</b>			
Admin. Allocation	547,633	87,621	21,851	27,382	61,335	14,786	0	0			
Maint. Allocation	785,698	125,712	31,349	39,285	87,998	21,214	0	0			
<b>Total Allocations by service</b>	<b>814,798</b>	<b>213,333</b>	<b>53,200</b>	<b>66,667</b>	<b>149,333</b>	<b>36,000</b>	<b>0</b>	<b>0</b>			
<b>Capital Projects</b>	<b>950,000</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>190,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>1,615,000</b>
<b>Capital Funds</b>	<b>950,000</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>190,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>1,615,000</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RESOLUTION 17-11**  
**ADOPTING BUDGET OF HUMBOLDT TRANSIT AUTHORITY**  
**FOR FISCAL YEAR 2017-2018**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for the fiscal year 2017-2018 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018 be, and the same hereby is, approved and adopted.

APPROPRIATIONS OF EXPENDITURE WITHIN EACH BUDGET UNIT

Salaries and Employee Benefits

Payroll	\$2,074,327
Employee Benefits	\$1,937,175

Services and Supplies

General	\$72,500
Administration	\$205,032
Operations	\$385,439
Maintenance - General	\$63,100
Vehicles	\$860,464
Facilities	\$196,610
Specialized Services	\$790,440
Total Operational Budget	\$6,585,087

THE MEANS OF FINANCING THE BUDGET REQUIREMENTS

TDA Joint Powers Assessments	\$2,437,225
Auxiliary Transportation Revenues	\$2,152,868
Transit Fares	\$1,229,462
Non-transportation Revenues	\$304,100
Operating Grants	\$451,432
Interest Income	\$10,000
Total Means of Financing	\$6,585,087

*Capital Purchases for projects*  
*STAF & 5311*      \$1,615,087

BE IT FURTHER RESOLVED that the details of the budget are contained in the complete budget which is on file in the offices of the Humboldt Transit Authority at 133 'V' Street, Eureka, California. Said complete budget is included herein by reference as though fully set forth.

PASSED, APPROVED AND ADOPTED this Twenty-eighth day of June 2017, on the following vote:

AYES:

NOES:

ABSENT:

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Chair of the HTA Governing  
Board of Directors

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ATTEST:  
HTA Secretary to the Board





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: June 28, 2017

SUBJECT: 2013-2016 Triennial Performance Audit

HCAOG retained the consultant services of Michael Baker International (Consultant) to conduct its Transportation Development Act (TDA) Performance Audits for Fiscal Years 2013-14 through 2015-16. As a Regional Transportation Planning Agency (RTPA), HCAOG is required by Public Utilities Code (PUC) Sections 99246 and 99248 to prepare and submit an audit of its performance on a triennial basis to the California State Department of Transportation. Section 99246(b) of the Public Utilities Code, states that performance audits shall evaluate the efficiency, effectiveness and economy of the operation of the entity being audited.

#### HTA's Performance Audit Recommendations

1. Ensure that the TDA fiscal audit reflects farebox recovery standard changes, and include additional locally generated revenue in the farebox recovery pursuant to Senate Bill (SB) 508.

*Response: Staff worked with the fiscal and compliance auditor during the 15/16 audit process to reflect earnings from rents, leases, and advertising dollars. Although the system wide farebox for all systems dropped to 10%, HTA staff still has to insure the same farebox recovery amounts to make budget.*

2. Enhance performance monitoring with RouteMatch implementation.

*Response: HTA has worked with RouteMatch and City Ambulance of Eureka to produce accurate reports that track cancellations, no-shows, schedule adherence, complaints, and on-time performance.*

3. Continue planning for HTA facility expansion.

*Response: HTA is aware of the growth and the need for more office space, bus parking and maintenance bays. Staff is in the process of applying for an encroachment permit to close off W Street and is evaluating options for the Nixon House.*



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### City of Eureka/ETS Performance Audit Recommendations

1. Closely monitor Dial-a-Ride (DAR) performance trends.  
*Response: HTA Staff worked closely with City Ambulance over the past six months to implement the new Dial-A-Ride Software. The reports generated from the software have already greatly increased the accuracy of the data. HTA staff submitted its first DAR report (enclosed) for the month of April and will continue to monitor the performance trends.*
2. Calculate full-time equivalents in the Transit Operators Financial Transactions Report according to the TDA definition.
3. *~City of Eureka Recommendation*
4. Ensure that the TDA fiscal audit reflects farebox recovery standard changes, and include additional locally generated revenue in the farebox recovery pursuant to Senate Bill (SB) 508.  
*Response: Reporting additional local generated revenue will be the responsibility of City of Eureka Staff. HTA continues to work with the City of Eureka to keep the farebox above 30% to assist in funding the contract.*
5. Ensure timely submittal of TDA fund request.  
*~City of Eureka Recommendation*

**Action Recommended: Review, discuss, and direct staff if necessary.**