

Board of Directors
NATALIE ARROYO
County of Humboldt
LESLIE CASTELLANO
City of Eureka
DEBRA GARNES
City of Rio Dell
STEVE LADWIG
City of Trinidad
ALEX STILLMAN
City of Arcata
TAMI TRENT
City of Fortuna
MIKE WILSON
County of Humboldt

HTA Board Staff
GREG PRATT
General Manager
CONSUELO ESPINOSA
Secretary to the Board



**Humboldt Transit Authority
Governing Board of Directors
HTA Conference Room - 133 V Street Eureka
AGENDA**

Public Participation In-person or Teleconference

Microsoft Teams

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 213 534 824 793

Passcode: BKGW33

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August 7, 2024

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 Presentations

1. County of Humboldt: Tom Mattson/Sean Quincy
2. Studio Six: HTA Marketing Update.

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 July 3, 2024, Special Board Meeting.

Staff: [Consuelo Espinosa](#)

Action Recommended: Approve Minutes

Page 04

2. Energize Grant: Request for Price Quotation (RFPQ) Award. Page 08

Staff: [Greg Pratt](#); [Jim Wilson](#)

Humboldt Transit Authority was awarded an Energize Grant through the CEC to purchase and install two level 3 chargers. Staff sent out a Request for Price Quotation (RFPQ) and received three responses. HTA's procurement policy for RFPQ's is to award the contract to the lowest responsible and responsive bidder.

Action Recommended: Award Hooven & Reese, Inc the Contract to Purchase and Install Two Level 3 Chargers in HTA's East Bus Yard and Authorize the General Manager to Sign All Necessary Agreements, Pending HTA Legal Counsel Review.

~Contract Enclosed

3. Letter of Support for Archimedes Energy Park Project Page 16

Staff: [Jerome Qiriaz](#)

Letter of support for a renewable hydrogen production project in Yolo County.

Action Recommended: Approve the General Manager to sign and submit the Letter of Support for the Archimedes Energy Park Project.

4. Notice of Untimely Claim Page 17

Staff: [Greg Pratt](#)

A claim was presented to HTA by Progressive Insurance for damages to another vehicle. However, the claim was submitted over six months past the original date of occurrence.

Action Recommended: Authorize the General Manager to send a Notice of Untimely Claim to Progressive Insurance.

F. Items Removed from Consent Calendar

G. Reports

1. Draft May 2024 statistics and financial statements for all systems operated by HTA. Enclosed

Staff: [Katie Collender](#)

Action Recommended: Review and Discuss.

H. New Business

1. Memorandum of Understanding between Humboldt Transit Authority (HTA) Page 19

Staff: [Greg Pratt](#); [LCW Jack Hughes](#)

Humboldt Transit Authority and the American Federation of State, County, and Municipal Employees (AFSMCE) successfully negotiated a draft contract for July 1, 2024 – June 30, 2027. The employee's contract between HTA and the union expired on June 30, 2024.

~Draft MOU enclosed

Action Recommended: Approve changes to the contract to the July 1, 2024 - June 30, 2027 Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 24-08.

2. Humboldt Transit Authority Fare Consolidation (Public Hearing) Page 22

Staff: [Greg Pratt](#) & [Katie Collender](#)

Staff will present HTA's proposed fare structure that will make riding HTA and AMRTS buses more affordable and simplify passes used on six different systems.

Action Recommended:

1. *Open a Public Hearing Opportunity for Members of the Public to Comment on the Proposed Fare Structure.*
2. *After Hearing Comments, Close the Public Hearing.*
3. *Direct Staff to Hold a 2nd Public Hearing at the September 4, 2024, Regular Board Meeting.*

3. HTA Projects Update

Page 24

Staff: [Jerome Qiriaz](#)

Staff will update the Board on current and future projects.

Action Recommended: Review, Discuss, and Make Recommendations if Necessary.

4. Adoption of the Fiscal Year 2024/25 Final Budget for Humboldt Transit Authority

Page 27

Staff: [Katie Collender](#)

The preliminary budget was adopted on July 3, 2024. All requirements have been met in preparation for the adoption of the final budget for Humboldt Transit Authority.

Action Recommended:

1. *Open a public hearing opportunity for members of the public to comment on the adopted preliminary budget for fiscal year 2024/25.*
2. *After hearing comments, close the public hearing.*
3. *Make changes if necessary & approve the final budget by adopting Resolution 24-07.*

5. Approve the General Manager to Release an RFQ/RFP to Procure Temporary Hydrogen Fueling

Page 32

Staff: [Jerome Qiriaz](#)

Given the need for hydrogen fueling by December in time for our first fuel cell electric bus, and the failed procurement in the first RFP round for a hydrogen station Design-Bulder, HTA is looking to separately procure temporary hydrogen fueling to ensure timely availability of fuel.

Action Recommended:

1. *Authorize the General Manager to issue an RFQ/RFP for the procurement of temporary hydrogen fueling equipment and services for a period not to exceed two (2) years, and to include the following scope of work:*
 - a. *Site preparation and equipment delivery,*
 - b. *Commissioning of the temporary fueling station,*
 - c. *Performance testing of the temporary fueling station,*
 - d. *Training of HTA staff,*
 - e. *Operation and maintenance services,*
 - f. *Fuel supply, and*
 - g. *Project closeout, decommissioning, and removal of the temporary fueling station.*

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 HUMBOLDT TRANSIT AUTHORITY
SPECIAL BOARD MEETING

July 3, 2024

9:00 am

PRESENT

Board Members

Alex Stillman, City of Arcata
Steve Ladwig, City of Trinidad
Debra L. Garnes, City of Rio Dell
Leslie Castellano, City of Eureka
Mike Wilson, County of Humboldt
Natalie Arroyo, County of Humboldt

ABSENT

Tami Trent, City of Fortuna

Attended Via Zoom

HCAOG; Vance Law, City of Arcata; Colin Fiske, Coalition for Responsible Transportation Priorities; Charlotte Merkle, County of Humboldt, and Beth Burks, HCAOG;

Staff

Greg Pratt, General Manager
Consuelo Espinosa, Human Resources Manager
Katie Collender, Finance Manager
Jerome Qiriazzi, Transit Planner
Jim Wilson, Director of Maintenance

Carolann Aggeler, Admin & Finance Assistant
Andi Evans, Bookkeeper
Sherry Dunlap, Safety & ADA Coordinator

Also in attendance was Nancy Diamond, HTA's Legal Counsel; Jack Hughes, HTA Designated Representative, and Joanne McGarry, Member of the Public.

CALL TO ORDER

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

ROLL CALL & INTRODUCTIONS

Introductions were made.

COMMUNITY MEMBERS COMMUNICATION

Joanne McGarry shared the need for Sunday service and expressed concern about the new HTA Answering Service, as she has been stranded at a bus stop for over an hour twice in the last couple of weeks. She also stated that HTA staff are not directly available to communicate with when calling the HTA Answering Service. In addition, she mentioned her concern for public safety when buses do not arrive on time and stated that it would be helpful if there was an option to be directly transferred to office staff when calling the answering service.

SPECIAL PRESENTATIONS

None

CONSENT CALENDAR

By motion, recommend the approval of the following items considered to be routine and enacted in one motion. Items may be removed from the consent calendar upon request and will be heard separately.

Motion by Supervisor Ladwig, second by Councilmember Stillman to approve the Consent Calendar. Motion carried unanimously.

Minutes from July 3, 2024, Regular Board Meeting

Action Recommended: Approve minutes.

Agreement for Operation of Bus Transit System in the Willow Creek Area by and between HTA and the County of Humboldt.

Staff: Greg Pratt

Staff recommended a three-year agreement between HTA and the County to provide transportation to/from Willow Creek. ~Contract Enclosed.

Action Recommended: Approve the Agreement for Operation of Bus Transit System in the Willow Creek Area by and between Humboldt Transit Authority and the County of Humboldt.

Agreement for Operation of the Southern Humboldt Bus Transit System by and between HTA and the County of Humboldt.

Staff: Greg Pratt

Staff recommended a three-year agreement between HTA and the County to provide transportation to/from the Southern Humboldt region. ~Contract Enclosed.

Action Recommended: Approve the Agreement for Operation of the Southern Humboldt Bus Transit System by and between County of Humboldt and the Humboldt Transit Authority

Agreement between the City of Arcata and the Humboldt Transit Authority for Operations and Maintenance of the Arcata & Mad River Transit System (AMRTS) and Vehicles.

Staff: Greg Pratt

Since 2001, HTA has been providing maintenance for all AMRTS buses and vehicles. The City of Arcata would like to amend the contract to include driving and operations of the AMRTS routes beginning July 1, 2024.

~Agreement Enclosed

Action Recommended: Approve Amendment and Restatement of the Agreement between the City of Arcata and Humboldt Transit Authority for Operations and Maintenance of the AMRTS System and Vehicles and Authorize the General Manager to Execute all Applicable Documents.

Humboldt Transit Authority Public Transportation Agency Safety Plan (PTASP)

In 2020, HTA established a Public Transportation Agency Safety Plan to increase the safety of its drivers and passengers and to strengthen the agency's safety and risk management program. The program has been a success and Staff has made a few minor edits for the 24/25 fiscal year's plan.

~PTASP Enclosed

Action Recommended: Approve the Public Transportation Agency Safety Plan for the Humboldt Transit Authority by adopting Resolution 24-05.

2023-2024 FY Budget Continuation until Adoption of 2024-2025 FY Budget

Staff: Greg Pratt

Staff are recommending the adoption of Resolution 24-04 to continue the current fiscal year budget. The draft 2024-2025 fiscal year budget will be ready for review at the July Special Board meeting, and final adoption at the August Regular Board meeting.

Action recommended: Continue HTA's 2023-2024 Budget until adoption of the 2024-2025 budget by adopting Resolution 24-06

Items Removed from Consent Calendar
None

REPORTS

Finance Manager Katie Callendar gave the board an update that passenger ridership has increased by 7%. She also shared that the fare revenue is at 10% with a total farebox ratio of 18.21%. Additionally, she shared that beginning this new fiscal year we will be able to provide a staff report for the Redwood Coast Express (RCX) System moving forward.

NEW BUSINESS

Humboldt Transit Authority Fare Consolidation

Finance Manager Katie Collender announced that staff have been working to make the fare structure simple, and that it will allow HTA and AMRTS buses to be more affordable as well as simplifying passes that are used on six different systems. Additionally, she requested feedback from the board for next month's Public Hearing and expressed that everyone is excited about this collaboration.

Motion by Supervisor Arroyo, second by Councilmember Garnes, to Direct Staff to Hold a Public Hearing at the August 7, 2024, Regular Meeting for the Proposed Fare Structure. Motion carried unanimously.

HTA Projects Update

HTA's Transit Planner Jerome Qiraizi gave the board an update on future projects:

- HTA staff submitted a funding allocation plan and formal request for funding in February to qualified bidders. HTA received four (4) bidders and shared that we will also be releasing a new RFP in July.
- A kickoff meeting with the Danco Group was held on July 2, 2024, that provided an update for the Transit and Housing Center.
- Humboldt Transit Authority reached out to the Harbor District to schedule a kickoff meeting for the week of July 8, to discuss various efforts related to transitioning to Zero Emission Fleet.
- HTA staff announced that community questions have surfaced over the end of the Greyhound bus service.

Preliminary Budget for Humboldt Transit Authority FY 2024/2025

Finance Manager Katie Collender announced that staff has prepared a preliminary budget for the consolidated Transportation Services Agency, operating the Redwood Transit System, the Eureka Transit Service, Willow Creek & Souther Humboldt Intercity Systems, Redwood Coast Express, and for contracting with the City of Arcata Operations & Maintenance Services. She also added that HTA is committed to rebuilding the ridership base lost during the pandemic and that this will be accomplished by expanding outreach, simplifying fares processes, and listening to community needs.

Motion by Supervisor Wilson, second by Supervisor Ladwig to review the budget as proposed by staff and reviewed by the Finance and Operations Committee. Make changes if necessary and direct staff to publish a notice regarding public input on the proposed budget. Motion carried unanimously.

TRANSPORTATION OPTIONS FOR THE 101 CORRIDOR

Finance Manager Katie Collender gave the board an update about service changes to the 101 corridor between Arcata and the Bay Area, due to the Greyhound Bus discontinuing service on July 1, 2024.

BOARD COMMUNICATIONS

None

STAFF COMMUNICATIONS

None

Closed Session

Pursuant to Government Code Section 54957.6. the board went into closed session with agency designated representative: Jack Hughes; Employee organization: Local 1684, American Federation of State, County and Municipal Employees.

Public Comment:

None

Nothing to Report

ADJOURNMENT

10:42 am



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

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

TO: Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 7, 2024

SUBJECT: Energize Grant: Recommended Award to Hooven & Reese, Inc.

The Energy Infrastructure Incentives for Zero-Emission (EnergIIZE) Commercial Vehicles Project provides incentives for zero-emission vehicle (ZEV) infrastructure equipment for Medium-Duty and Heavy-Duty (MDHD) battery electric and hydrogen fuel cell vehicles in California. The Drayage Set-Aside pairs vehicle incentives from the California Air Resources Board's (CARB) Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) with infrastructure EnergIIZE incentives for electric vehicle charging and/or hydrogen refueling infrastructure equipment.

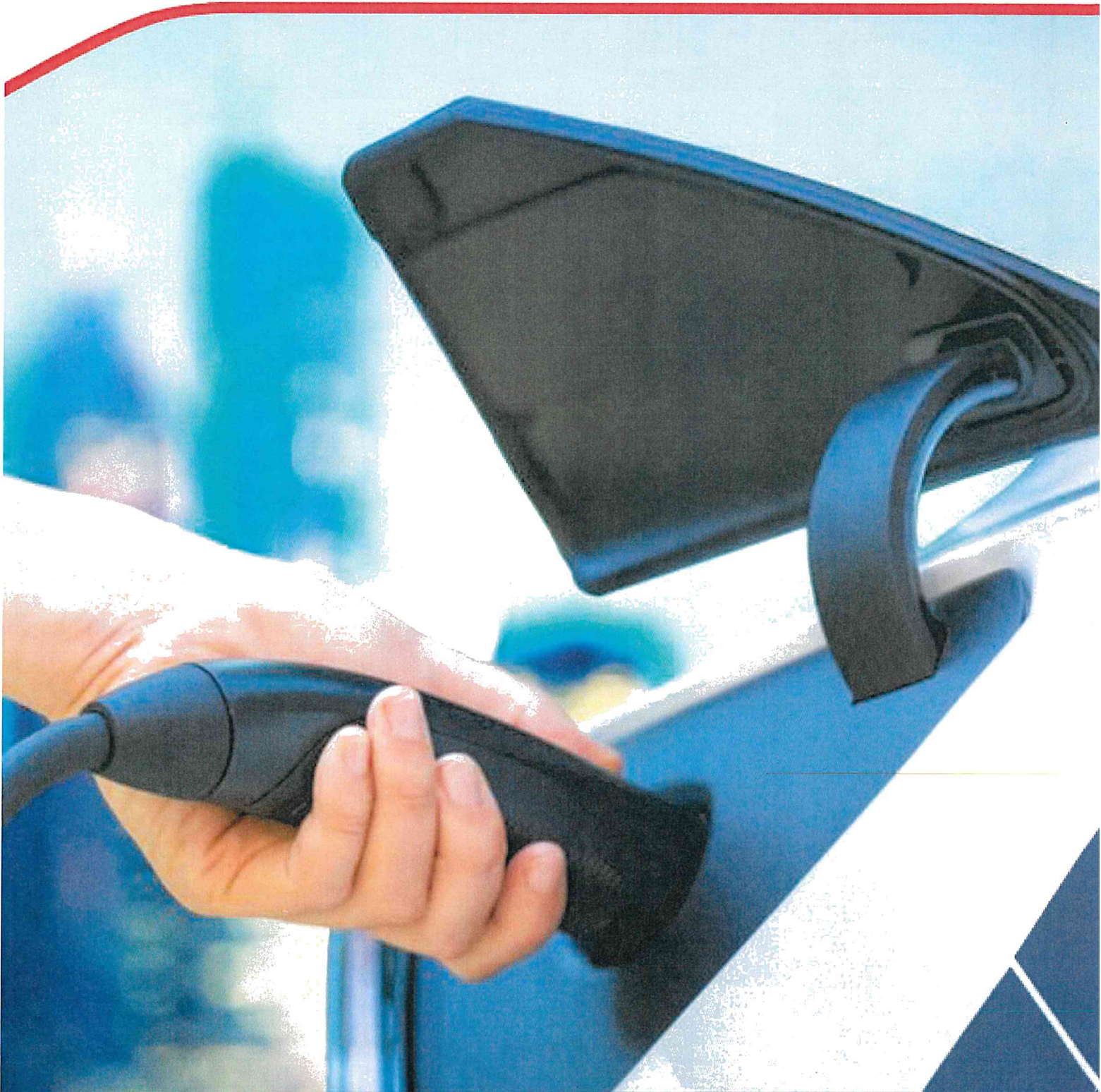
Earlier this year, Humboldt Transit Authority was awarded \$139,046.40 through the EnergIIZE program funded by California Energy Commission's Clean Transportation Program and implemented by CALSTART. Staff sent out a RFPQ purchase and install two Level 3 charging stations in Humboldt Transit Authority's East Yard. Attached are the full responses and below is a summary.

<u>Proposer</u>	<u>Total</u>
Hooven & Reese, Inc.	\$170,244.46
Abundance Builders	\$183,065.33
Qmerit	\$246,533.44

After Staff reviewed all proposals, it was determined that Hooven & Reese, Inc. was the responsible and responsive bidder with the lowest bid.

Action Recommended: Award Hooven & Reese, Inc the Contract to Purchase and Install Two Level 3 Chargers in HTA's East Bus Yard and Authorize the General Manager to Sign All Necessary Agreements, Pending HTA Legal Counsel Review.

~Contract Enclosed



Humboldt Transit Authority

Attn: Mr. Jim Wilson,
Director of Maintenance
133 V Street
Eureka, CA 95501

Installation Quote

On behalf of Qmerit's contracting network, thank you for the opportunity to earn your business. The proposal includes all labor and materials unless otherwise specified in the clarifications and exclusions of this quote.

Description	Cost
Prepare site for installing (2) new, additional CPE250 charging stations. • Approximately 50'x 6" concrete cutting • Approximately 120 square feet demolition of concrete surface, extracting concrete waste to on-site disposal container • Excavating for new conduits to be installed • 2" SCH40 PVC from existing pull-box to both new stations for AC connections. @ \$437.00 • 3" SCH40 PVC between both new stations for DC connections @ \$541.50 • ¾" SCH 40 PVC between both new stations for communication @ \$149.50 • Installing new re-bar as per structural drawings • Installing (2) CPE250-CMT Mounting Kits (supplied with CP hardware) • Installing (4) new bollards as per engineering specs. • Pour and finish new concrete as per engineering specs. • Prepare electrical rough-In • Install (1) additional 100-amp breaker in existing switchboard. • Pull all wires needed in to existing and newly installed conduits as per electrical engineering specs. • (3) x #3 AWG THWN-2, (1) x #8 AWG THWN-2 EGC copper wire for AC connection @ \$3,910.00 • (4) x 3/0 AWG XHHW-2 and (1) x #6 AWG THWN-2 EGC copper wire for DC connections @ \$2,990.00 • Install (2) new CPE250C-625-CCS1-CHD EV charging stations. • Test and commission new charging stations. • Finishing the parking Lot • Finish bollards to match existing. • Adding striping to (2) more parking stalls to match existing. • Provide and install (2) tire stops to match existing.	\$95,059.00

Humboldt Transit Authority

Attn: Mr. Jim Wilson,
Director of Maintenance
133 V Street
Eureka, CA 95501



Installation Quote (continued)

Description	Cost
(2) CPE250C-625-CCS1-CHD ChargePoint Express 250 Station (62.5 kW) - includes Express 250 Station, 2x Power Modules, 1x CCS1 200A cable, 1x CHAdeMO cable, North America Modem/SIM, cUL and UL listed, requires UNIVERSAL-CMT-METRIC, not included. Includes integrated EMV Chip Reader terminal (with tool kit) @ \$49,504.00 ea.	\$99,008.00
(2) CPE250-TOOLKIT-F ChargePoint Tool Kit	Included
(2) CPE250-CMT-Imperial ChargePoint Concrete Mounting Template used for the base mounting for the CPE250 and Express Plus Stations and is used to align conduits and mounting bolts. This template is to be installed into the foundation before the concrete pad is poured. Imperial Units (feet and inches).. Included with the CPE250. Required for CPE200 swap to CPE250. If replacement CMT is needed, order CPE250-CMT-IMPERIAL-RP	Included
(2) CPCLD-ENTERPRISE-DC-5 5-Year Prepaid Enterprise DC Cloud Plan @ \$5,400.00 / station	\$10,800.00
(2) EXPRESS-ASSURE5 5-Year Prepaid Assure Plan @ \$13,650.00 / station	\$27,300.00
(2) CPSUPPORT-ACTIVE Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One-time initial service per station. @ \$349.00 / station	\$698.00
(2) CPE250 – COMMISSIONING This service includes on-site validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage so that the station meets all ChargePoint and local code requirements. In addition to verifying and testing the installation, Commissioning also ensures the station is connected to the ChargePoint network, completing software updates and pairing configuration if applicable. In parallel, the ChargePoint Activations team will configure the station and apply policies according to the customer's specifications. A final Commissioning Report will be provided to the customer. Note that if Commissioning cannot be performed due to site or installation deficiencies for which ChargePoint is not responsible, the customer will incur a rescheduling fee to cover redeployment costs. @ \$1,250.00 / station	\$2,500.00
Freight for EV Charging Stations	\$1,840.00
Estimated Tax on EV Charging Stations	\$9,328.44
Total Costs	\$246,533.44

*Sales tax for the above proposal has been estimated and will be noted on final invoice

Humboldt Transit Authority

Attn: Mr. Jim Wilson,
Director of Maintenance
133 V Street
Eureka, CA 95501

Notes

- Work to be performed during normal business hours 7:00am-5:00pm, Monday-Friday
- Daily housekeeping of trade specific material/debris
- Pricing is valid for 60 days from date of estimate.

Exclusions

- Any changes requested or required from a third-party having jurisdiction (host, property owner, AHJ, Customer, etc.) may result in a change order
- Not responsible for pre-existing power conditioning/voltage fluctuation issues.
- Any items not noted in above scope of work.
- ADA/accessibility construction and design considerations for all locations.
- Special Inspections, third party testing and lab reports or findings.
- Any damage to existing conditions during excavating.
- Any labor or materials to repair damaged conditions.
- Any pre-existing electrical installation to bring up to new code and local requirements.
- Any removal of trash or debris off site.
- Extreme conditions, including, but not limited to, unusually hard subsurface conditions, excavation of Boulders/Tree Roots, etc.
- Any incurred scope in the event of Force Majeure, such as rain and flooding of trenching, water extraction would result in a change order.
- Electrical Vehicle Charger modification after installation.
- Utility Fees
- Property Line and Boundary Survey.
- Easement Analysis and Survey.
- Re-creation of property sets.
- Load Study on Existing Service.
- Geotechnical engineering Service.
- Parking lot calculations.
- Certified Accessibility Specialist review, report and certification.
- Sales Tax

Payment Schedule

- 25% mobilization fee invoiced upon receipt of signed proposal
- Remaining balance invoiced upon completion of project

Payment Terms

- Mobilization Fee – Due upon receipt of invoice
- Progress and Final Payment – Terms Net30

Pollyanna Price

Signature

Ms. Pollyanna Price (208) 500-8743

Business Development Manager, Qmerit Solutions

Signature

2024

2024



Abundance Builders
5465 Dows Prairie Rd
Mckinleyville, Ca 95519
(707)834-1870
CSLB License #1026026 B C-10
EVITP #4037805

Bid for Humboldt Transit Authority Charging Stations

CPE250C-625-CCS1-200A-CHDEXPRESS 250 STATION 62.5KW. \$80842.10

5YR PREPAID, DC, COMMERCIAL CLOUD. \$8854.73

CPE250-COMMISSIONING \$2791.58
THIS SERVICE INCLUDES ON-SITE VA

CPSUPPORT-SITEACTIVE
INITIAL STATION ACTIVATION & CONF \$788.20

CPE250-ASSURE-5
5 PREPAID YEARS OF CHARGEPOINT AS. \$30858.94

Shipping est \$11000

3 phase breakers \$1140.57

Equipment, Warranties and Support price total including tax and 10% markup. **\$136,276.33**

Installation Labor and BOS: **\$46,789.00**

Scope of work: Installation of (2) Chargepoint DC chargers, Plans and Permitting, Prevailing Wage Compliance, Jobsite Mobilization, Tie in to (E) 400 amp distribution panel and pull box, Underground Conduit, Pedestals, Bollards, Excavation, Concrete repair to grade, Signage, Pavement marking

All work done by Abundance Builders

Licensed C-10 contractor and apprentice ET

Certified Chargepoint Installer, EVITP #4037805

Estimated Start Date: 4 weeks from contract signing, contingent upon Permit Issued by AHJ

Phase I: Chargers ordered, Groundwork complete including conduit and pedestals,

Progress Payment due **\$150,000**

Phase II: Chargers installed and commissioned, Permit Signed

Completion Date: 2 weeks after receiving Chargepoint Chargers.

Estimated working days on site: 10

Payment Due: **\$14758.80**

Retention Due: 30 days **\$18306.53**

Total Job Cost: **\$183065.33**

Hooven & Reese, Inc.
3445 Central Avenue
McKinleyville, CA 95519

Proposal



Phone: 707-839-1291
Fax: 707-839-2836

Proposal: 1098
Date: 7/8/2024

To: Humboldt Transit Authority Attn: Jim Wilson 133 V Street Eureka, CA 95501	Project: Eureka Transit Authority EV 133 W Street Eureka, CA 95501
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Estimator	License# 1078205	DIR # PW-LR-1000859605
Seth Adams		

Scope of Work

Install 2 new ChargePoint CPE-250 DC level 3 chargers
Plans and Permitting
Jobsite Mobilization
Tie in to (E) 400-Amp distribution panel and pull box
Underground Conduit
Pedestals
Bollards
Excavation
Concrete repair to grade
Signage
Pavement markings

California Prevailing Wage Rates Apply

Sales Tax = \$8,216.17 (Total of all materials subject to 8.25% sales tax)

Reference	Description	Quantity	UOM	Unit Price	Extended Price
01	Electrical Installation Labor	1.00	LS	8,937.81	8,937.81
01a	Electrical Installation Material	1.00	LS	1,089.59	1,089.59
02	Civil Work	1.00	LS	7,040.22	7,040.22
03	ChargePoint Equipment - CPE250	2.00	EA	53,317.53	106,635.07
04	5 yr Assure Warranty	2.00	EA	19,438.68	38,877.37
05	ChargePoint Cloud EVSE Services Plan 5 year connectivity to ChargePoint Network	2.00	EA	2,277.10	4,554.21
06	Shipping	2.00	EA	1,555.09	3,110.19

Hooven & Reese, Inc.
3445 Central Avenue
McKinleyville, CA 95519

Proposal



Phone: 707-839-1291
Fax: 707-839-2836

Proposal: 1098
Date: 7/8/2024

To: Humboldt Transit Authority Attn: Jim Wilson 133 V Street Eureka, CA 95501	Project: Eureka Transit Authority EV 133 W Street Eureka, CA 95501
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Estimator	License# 1078205	DIR # PW-LR-1000859605
Seth Adams		

Proposal Total:	170,244.46
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Acceptance	
Accepted by:	_____
Title:	_____
Date:	_____



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1975

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

August 7, 2024

Ron Bertolina
General Counsel
Davis 2660 LLC
7919 Folsom Boulevard Suite 300
Sacramento CA, 95826

Subject: Letter of Support for Green Grid Inc.'s Archimedes Energy Park Project

Dear Mr. Bertolina,

Humboldt Transit Authority (HTA) recognizes the importance and role of green hydrogen in meeting HTA's zero emission transportation goals. The upcoming Archimedes Energy Park project located in Yolo County is a promising green hydrogen production facility. HTA supports and encourages development of green hydrogen production in California.

HTA is currently in the procurement process for construction of a liquid hydrogen fueling station and fuel supply. At the end of the anticipated upcoming contract, HTA will competitively procure a fuel supply contract. HTA anticipates a demand between 340 – 490 kg/day by the time HTA procures a new contract. HTA looks forward to Green Grid Inc.'s future bid.

Please contact the undersigned if you have any questions.

Sincerely,

Humboldt Transit Authority

Greg Pratt
General Manager



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: August 7, 2024

SUBJECT: Notice of Untimely Claim

On August 19, 2023, our bus came in contact with another vehicle in Arcata on F Street. On July 23, 2024, HTA received a claim for damages that was past the six months requirement for submitting a claim.

Sedgwick, HTA Claims Administrator, advised Staff to send a Notice of Untimely Claim to Progressive Insurance. The notice is included in your packet.

Action Recommended: Authorize the General Manager to Send a Notice of Untimely Claim to Progressive Insurance.



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: August 7, 2024

SUBJECT: Memorandum of Understanding between Humboldt Transit Authority (HTA) and American Federation of State, County, and Municipal Employees (AFSMCE) for July 1, 2024 – June 30, 2027.

The employee's contract between the American Federation of State, County, and Municipal Employees and Humboldt Transit Authority expired on June 30, 2024. We have successfully negotiated a draft contract with the represented employees. Below are some of the highlights.

1. Increased base wages by 6.0% for all bargaining unit members for fiscal years 2024/25. Shop Supervisor, QC Supervisor, Lead Mechanic, Equipment Mechanic, and Equipment Technician I/II will receive an additional 5% for fiscal year 2024/25. 2% wage increase for all members for fiscal year, 2025/26, and 2026/27.
2. Established Management Rights and Meet/Confer Obligations.
3. Established parameters for video surveillance usage as it pertains to training and accidents.

Action Recommended: Approve changes to the contract to the July 1, 2024 - June 30, 2027, Memorandum of Understanding between Humboldt Transit Authority and the American Federation of State, Municipal and County Employees by adopting Resolution 24-08.

RESOLUTION 24-08

**A RESOLUTION APPROVING A SUCCESSOR MEMORANDUM OF UNDERSTANDING BETWEEN THE
HUMBOLDT TRANSIT AUTHORITY AND THE LOCAL 1684,
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO**

WHEREAS, the Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) entered into a memorandum of understanding (MOU) for the time period July 1, 2024 through June 30, 2027; and

WHEREAS, the parties have negotiated a successor MOU.

NOW, THEREFORE, BE IT RESOLVED by the Humboldt Transit Authority Governing Board of Directors that the successor memorandum of understanding between Humboldt Transit Authority (HTA) and the Local 1684, American Federation of State, County and Municipal Employees, AFL-CIO (AFCME) for the time period July 1, 2024 to June 30, 2027 is hereby approved.

PASSED, APPROVED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors, on August 7, 2024 by the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing Board of
Directors

ATTEST: HTA Secretary to the Board

7/1/2024 - Drivers/VSWs 6% Shop 11%									Increase
Position	A	B	C	D	E	F	G	H	
Shop Supervisor	\$ 34.59	\$ 36.33	\$ 38.15	\$ 40.05	\$ 42.05	\$ 44.16	\$ 46.35	\$ 48.67	11%
QC Supervisor	\$ 28.64	\$ 30.07	\$ 31.57	\$ 33.14	\$ 34.81	\$ 36.55	\$ 38.38	\$ 40.30	11%
Lead Mechanic	\$ 32.18	\$ 33.79	\$ 35.48	\$ 37.25	\$ 39.12	\$ 41.07	\$ 43.12	\$ 45.28	11%
Senior Mechanic	\$ 30.82	\$ 32.36	\$ 33.98	\$ 35.68	\$ 37.45	\$ 39.33	\$ 41.29	\$ 43.36	11%
Equipment Mechanic	\$ 28.64	\$ 30.07	\$ 31.57	\$ 33.14	\$ 34.81	\$ 36.55	\$ 38.38	\$ 40.30	11%
Equipment Technician I	\$ 22.67	\$ 23.80	\$ 24.99	\$ 26.23	\$ 27.55	\$ 28.93	\$ 30.37	\$ 31.89	11%
Equipment Technician II	\$ 25.76	\$ 27.05	\$ 28.40	\$ 29.83	\$ 31.31	\$ 32.88	\$ 34.53	\$ 36.25	11%
Vehicle Service Worker	\$ 21.73	\$ 22.82	\$ 23.97	\$ 25.16	\$ 26.42	\$ 27.74	\$ 29.13	\$ 30.58	6%
Vehicle Service Worker (part-time)	\$ 21.73	\$ 22.82	\$ 23.97	\$ 25.16	\$ 26.42	\$ 27.74	\$ 29.13	\$ 30.58	6%
Cleaner/Janitor	\$ 19.38	\$ 20.36	\$ 21.37	\$ 22.44	\$ 23.57	\$ 24.74	\$ 25.99	\$ 27.28	11%
Cleaner/Janitor (part-time)	\$ 18.15	\$ 19.06	\$ 20.01	\$ 21.02	\$ 22.08	\$ 23.18	\$ 24.34	\$ 25.55	11%
Driver Trainer	\$ 23.11	\$ 24.26	\$ 25.48	\$ 26.75	\$ 28.10	\$ 29.50	\$ 30.97	\$ 32.52	6%
Driver	\$ 21.73	\$ 22.82	\$ 23.97	\$ 25.16	\$ 26.42	\$ 27.74	\$ 29.13	\$ 30.58	6%
Extraboard Driver	\$ 21.73	\$ 22.82	\$ 23.97	\$ 25.16	\$ 26.42	\$ 27.74	\$ 29.13	\$ 30.58	6%
Extraboard Driver (part-time)	\$ 21.73	\$ 22.82	\$ 23.97	\$ 25.16	\$ 26.42	\$ 27.74	\$ 29.13	\$ 30.58	6%

7/1/2025 - 2%									Increase
Position	A	B	C	D	E	F	G	H	
Shop Supervisor	\$ 35.28	\$ 37.06	\$ 38.91	\$ 40.85	\$ 42.89	\$ 45.04	\$ 47.28	\$ 49.64	2%
QC Supervisor	\$ 29.21	\$ 30.67	\$ 32.20	\$ 33.80	\$ 35.51	\$ 37.28	\$ 39.15	\$ 41.11	2%
Lead Mechanic	\$ 32.82	\$ 34.47	\$ 36.19	\$ 38.00	\$ 39.90	\$ 41.89	\$ 43.98	\$ 46.19	2%
Senior Mechanic	\$ 31.44	\$ 33.01	\$ 34.66	\$ 36.39	\$ 38.20	\$ 40.12	\$ 42.12	\$ 44.23	2%
Equipment Mechanic	\$ 29.21	\$ 30.67	\$ 32.20	\$ 33.80	\$ 35.51	\$ 37.28	\$ 39.15	\$ 41.11	2%
Equipment Technician I	\$ 23.12	\$ 24.28	\$ 25.49	\$ 26.75	\$ 28.10	\$ 29.51	\$ 30.98	\$ 32.53	2%
Equipment Technician II	\$ 26.28	\$ 27.59	\$ 28.97	\$ 30.43	\$ 31.94	\$ 33.54	\$ 35.22	\$ 36.98	2%
Vehicle Service Worker	\$ 22.16	\$ 23.28	\$ 24.45	\$ 25.66	\$ 26.95	\$ 28.29	\$ 29.71	\$ 31.19	2%
Vehicle Service Worker (part-time)	\$ 22.16	\$ 23.28	\$ 24.45	\$ 25.66	\$ 26.95	\$ 28.29	\$ 29.71	\$ 31.19	2%
Cleaner/Janitor	\$ 19.77	\$ 20.77	\$ 21.80	\$ 22.89	\$ 24.04	\$ 25.23	\$ 26.51	\$ 27.83	2%
Cleaner/Janitor (part-time)	\$ 18.51	\$ 19.44	\$ 20.41	\$ 21.44	\$ 22.52	\$ 23.64	\$ 24.83	\$ 26.06	2%
Driver Trainer	\$ 23.57	\$ 24.75	\$ 25.99	\$ 27.29	\$ 28.66	\$ 30.09	\$ 31.59	\$ 33.17	2%
Driver	\$ 22.16	\$ 23.28	\$ 24.45	\$ 25.66	\$ 26.95	\$ 28.29	\$ 29.71	\$ 31.19	2%
Extraboard Driver	\$ 22.16	\$ 23.28	\$ 24.45	\$ 25.66	\$ 26.95	\$ 28.29	\$ 29.71	\$ 31.19	2%
Extraboard Driver (part-time)	\$ 22.16	\$ 23.28	\$ 24.45	\$ 25.66	\$ 26.95	\$ 28.29	\$ 29.71	\$ 31.19	2%

7/1/2026 -2%									Increase
Position	A	B	C	D	E	F	G	H	
Shop Supervisor	\$ 35.99	\$ 37.80	\$ 39.69	\$ 41.67	\$ 43.75	\$ 45.94	\$ 48.23	\$ 50.63	2%
QC Supervisor	\$ 29.79	\$ 31.28	\$ 32.84	\$ 34.48	\$ 36.22	\$ 38.03	\$ 39.93	\$ 41.93	2%
Lead Mechanic	\$ 33.48	\$ 35.16	\$ 36.91	\$ 38.76	\$ 40.70	\$ 42.73	\$ 44.86	\$ 47.11	2%
Senior Mechanic	\$ 32.07	\$ 33.67	\$ 35.35	\$ 37.12	\$ 38.96	\$ 40.92	\$ 42.96	\$ 45.11	2%
Equipment Mechanic	\$ 29.79	\$ 31.28	\$ 32.84	\$ 34.48	\$ 36.22	\$ 38.03	\$ 39.93	\$ 41.93	2%
Equipment Technician I	\$ 23.58	\$ 24.77	\$ 26.00	\$ 27.29	\$ 28.66	\$ 30.10	\$ 31.60	\$ 33.18	2%
Equipment Technician II	\$ 26.81	\$ 28.14	\$ 29.55	\$ 31.04	\$ 32.58	\$ 34.21	\$ 35.92	\$ 37.72	2%
Vehicle Service Worker	\$ 22.60	\$ 23.75	\$ 24.94	\$ 26.17	\$ 27.49	\$ 28.86	\$ 30.30	\$ 31.81	2%
Vehicle Service Worker (part-time)	\$ 22.60	\$ 23.75	\$ 24.94	\$ 26.17	\$ 27.49	\$ 28.86	\$ 30.30	\$ 31.81	2%
Cleaner/Janitor	\$ 20.17	\$ 21.19	\$ 22.24	\$ 23.35	\$ 24.52	\$ 25.73	\$ 27.04	\$ 28.39	2%
Cleaner/Janitor (part-time)	\$ 18.88	\$ 19.83	\$ 20.82	\$ 21.87	\$ 22.97	\$ 24.11	\$ 25.33	\$ 26.58	2%
Driver Trainer	\$ 24.04	\$ 25.25	\$ 26.51	\$ 27.84	\$ 29.23	\$ 30.69	\$ 32.22	\$ 33.83	2%
Driver	\$ 22.60	\$ 23.75	\$ 24.94	\$ 26.17	\$ 27.49	\$ 28.86	\$ 30.30	\$ 31.81	2%
Extraboard Driver	\$ 22.60	\$ 23.75	\$ 24.94	\$ 26.17	\$ 27.49	\$ 28.86	\$ 30.30	\$ 31.81	2%
Extraboard Driver (part-time)	\$ 22.60	\$ 23.75	\$ 24.94	\$ 26.17	\$ 27.49	\$ 28.86	\$ 30.30	\$ 31.81	2%



133 V Street
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TO: HTA Chair Arroyo
All Governing Board Members

FROM: Greg Pratt, General Manager
Katie Collender, Finance Manager

DATE: August 7, 2024

SUBJECT: Humboldt Transit Authority Fare Consolidation Public Hearing

At today's meeting HTA will hold a public hearing to allow members of the public to comment on the proposed fare structure changes. This has been advertised on the HTA website and its social media accounts where members of the public are invited to attend the August 7th or September 4th board meetings to share feedback, or submit it online at forms.office.com/r/V0fBUNRque.

As a result of the COVID pandemic, California minimum farebox requirements have been suspended through fiscal year 2025/2026 while transit agencies across the state work to rebuild ridership and fare revenue. HTA's strategic focus is on increasing the number and frequency of trips taken across all systems. The level of knowledge required to navigate a transit system with distinct routes and fares can turn away potential riders, both locals and visitors.

Staff has identified the current fare structure as a potential barrier to riders. HTA currently has over 20 types of tickets and 50 different price points. Low Carbon Transit Operations Program (LCTOP) funds were used to pilot a 31-day regional pass accepted on all systems. This pass has been wildly successful with passengers. Tap to pay contactless payments were implemented in March 2023 with pricing and fare capping across all routes. Reducing the number of tickets and price points streamlines depot inventory, speeds up the boarding process, reduces onboard sales (contact) with drivers, and means fewer fees for employees and customers to memorize. Staff believe that further consolidation is in the best interests of the agency and the public and proposes eliminating the current fare structure in favor of a simplified alternative. ~*Current Fare Structure Attached*.

As a separate entity, A&MRTS has chosen to participate but is retaining its day and month passes.

Action Recommended:

- 1. Open a Public Hearing Opportunity for Members of the Public to Comment on the Proposed Fare Structure.***
- 2. After Hearing Comments, Close the Public Hearing.***
- 3. Direct Staff to Hold a 2nd Public Hearing at the September 4, 2024, Regular Board Meeting.***



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Proposed Cash, Passes and Tap to Pay

Media	Price
Single Ride Pass or Cash Fare	\$2.00
\$2/2 hour Tap to Pay Fare	\$2.00
Day Pass	\$5.00
7 Day Pass	\$15.00
31 Day Pass	\$50.00

Proposed Stored Value Passes

Media	Per Ride Regular	Per Ride Reduced
\$10 Stored Value Pass	\$2.00	\$1.00
\$20 Stored Value Pass	\$2.00	\$1.00

A&MRTS Passes

Media	Regular	Reduced
A&MRTS Day Pass	\$2.50	\$1.50
A&MRTS Month Pass	\$30.00	\$25.00

HTA/AMRTS Current Fare Structure

Tap to Pay (RTS, ETS, SH, A, MRTS & WC)

2 hours	\$2.00
Daily (24 HOUR) MAXIMUM	\$6.00
Weekly (7 DAY) MAXIMUM	\$20.00
Monthly (31 DAY) MAXIMUM	\$50.00

Mainline RTS service (Scotia–Trinidad)

	In-Town Cash Fare	Card Fares	Cash Fare	Day Pass	Week Pass	31 Day
Adult (18-62)	\$2.10	\$2.10	\$3.50	\$5.25	\$15.75	\$62.00
Youth (3-17)	\$2.10	\$1.80	\$3.15	\$5.25	\$13.75	\$57.00
Senior (62+)	\$2.10	\$1.80	\$3.15	\$5.25	\$13.75	\$57.00
Disabled (WITH VALID ID)	\$2.10	\$1.80	\$3.15	\$5.25	\$13.75	\$57.00

Eureka Transit Service (ETS)

	1 ride	Multi-ride rate (Regional transit pass)	Day pass	Monthly pass
Adult (18-62)	\$1.70	\$1.40	\$3.95	\$48
Youth (3-17)	\$1.30	\$0.95	\$3.00	\$41
Senior (62+)	\$1.30	\$0.95	\$3.00	\$41
Disabled (with valid ID card)	\$1.30	\$0.95	\$3.00	\$41

Note: Redwood Coast Express introductory fare is \$2

Arcata & Mad River Service (A & MRTS)

	1 ride	Multi-ride rate REGIONAL TRANSIT PASS	Day pass	Monthly pass
Adult (18-62)	\$1.75	\$1.25	\$2.50	\$30.00
Youth (3-17)	\$1.25	\$1.00	\$1.50	\$25.00
Senior (62+)	\$1.25	\$1.00	\$1.50	\$25.00
Disabled (WITH VALID ID)	\$1.25	\$1.00	\$1.50	\$25.00

Willow Creek Service (WC)

	Card Fare	Cash Fare	Day Pass	31 Day
Adult (18-62)	\$3.30	\$5.00	\$8.00	\$86.00
Youth (3-17)	\$2.75	\$4.40	\$8.00	\$81.00
Senior (62+)	\$2.75	\$4.40	\$8.00	\$81.00
Disabled (with valid ID card)	\$2.75	\$4.40	\$8.00	\$81.00

Southern Humboldt Intercity Service (SH)

	Card Fare	Cash Fare	31 Day
Intercity Southern Humboldt Service			
Adult (18-62)	\$4.00	\$6.25	\$113.00
Youth (3-17)	\$3.45	\$5.75	\$102.00
Senior (62+)	\$3.45	\$5.75	\$102.00
Disabled (WITH VALID ID)	\$3.45	\$5.75	\$102.00

	Card Fare	Cash Fare	31 Day
Southern Humboldt Local Service (Between Benbow and Redcrest)			
Adult (18-62)	1.20	1.65	
Youth (3-17)	0.95	1.40	
Senior (62+)	0.95	1.40	
Disabled (WITH VALID ID)	0.95	1.40	



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TO: Chair Arroyo
All Governing Board Members

FROM: Jerome Qiriaz, Transit Planner

DATE: August 7, 2024

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.

- Redwood Coast Express (RCX)
 - a. No update
- Hydrogen Fueling Station
 - a. RFP 23-01 Version 2 for a hydrogen fueling station was released this week.
 - b. Requesting approval to separately procure a temporary hydrogen fueling station (see agenda item H.5)
- Hydrogen Buses & Pilot Bus
 - a. On track for delivery of the pilot bus in December 2024
 - b. Staff has finalized the pre-production process.
- Intermodal Transit Center
 - a. The design process is progressing well.

TIRCP Cycle 6 Grant

This project will fund the development and testing of a fuel cell electric over-the-road coach.

- HTA received a status update from CalSTA. This project may not kick off until early next year.

Microtransit

This topic captures various microtransit-related projects.

- Humboldt Bay Region
 - a. HTA staff are still piloting the software and improving driver training
- Samoa-Manila Service Area
 - a. No update
- Eureka Service Area
 - a. No update
- McKinleyville Service Area
 - a. The REAP Grant through HCAOG was awarded. HTA staff are beginning to plan out the service.



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First Mile / Last Mile Service

This topic captures various projects related to first mile / last mile mobility.

- Eureka Oldtown Service
 - No update
- Bikeshare
 - No update

Planning and Operations

This is a catch-all for various projects related to planning and operations.

- Simplified Time-Based Fare Structure
 - a. HTA is conducting a public hearing on the fare consolidation. See Agenda Item H.1.
- Credit Card Validators
 - a. No update
- System Planning and Scheduling
 - a. HTA staff have been developing scenarios for offering 15-minute headway service during peak times on RTS in response to the 2024 Unmet Needs Report.
 - b. HCAOG was awarded funding for the Humboldt PAACT Project through the CalTrans Sustainable Transportation Planning Grant Program. This grant will build strong government-to-government partnerships, harnessing interagency leadership to explore strategies for developing a more connected, efficient, and user-focused mobility network (walking, rolling, transit, car/rideshare, etc) that attracts significantly more users in upcoming years by:
 - i. Conducting a transit network analysis to complement the short-term Transit Development Plan by identifying long-term opportunities to coordinate or consolidate routes, services, and/or governance, and leverage additional funding sources to expand transit service.
 - ii. Build strong working relationships among HCAOG, HTA, Caltrans, local tribes, cities, and county agencies in order to plan transportation and land use together, taking into account socio-economic and equity factors and funding mechanisms.
 - iii. Develop deliverables that will serve as a guide for agencies with land-use authority to increase consideration, and coordination, of multi-modal access in land use goals, policy, codes, and discretionary permitting.

Regional Projects Coordination

This is a catch-all for projects that we are currently coordinating on and/or providing input.

- No projects over the last month

Facility Redesign

This project captures the long term goal of redesigning the HTA Administrative and Maintenance Facility, including replacing the majority of buildings which are reaching their end of useful life.

- No update



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North State Intercity Bus Coordination

This project captures work with CalTrans, North State transit agencies, and bus-to-rail operators to coordinate routes, schedules, and operators to achieve the California State Rail Plan and the California Intercity Bus Study.

- The Shasta Regional Transportation Agency just kicked off a North State Bus and Rail plan that will integrate with the State Rail Plan and the California Intercity Bus Study. This plan includes connectivity over 299, and will consider connectivity along highway 101.

Marketing

This captures current efforts related to marketing transit.

- Marketing consultant has finalized marketing materials for the airport.
- The consultant has paused the RCX campaign per request from staff to allow for broader regional coordination on naming and promotion strategy.
- The RideHumboldt rebranding marketing campaign will follow RCX and is planned to be released in correlation with the start of the CalPoly fall semester. Staff will be following up with the Board shortly regarding campaign materials, strategies, and events.
- See agenda item D.2

Zero Emission Fleet Transition

This captures the various efforts related to transitioning our fleet to zero emission. HTA's current Zero Emission Fleet Rollout Plan can be found at the following link:

https://hcaog.net/sites/default/files/hta_zero_emission_bus_rollout_plan_v1.0.pdf

- HTA is continuing to work closely with the Go-Biz on development of a business case guidebook and north state implementation roadmap for adoption of hydrogen fuel cell buses for transit agencies. The business case guidebook will be completed in August, and final learnings and deliverables completed in October. HTA staff will share the results of this collaboration with the Board when completed.
- The State DGS procurement for hydrogen fuel is expected to be open for bids soon. HTA staff contributed significantly to this process, and expects this effort to help streamline procurement of hydrogen fuel for HTA in the future.

Action Recommended:

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



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TO: Chair Arroyo
All Governing Board Members

FROM: Katie Collender, Finance Manager

DATE: August 7, 2024

SUBJECT: Adoption of the Fiscal Year 2024/25 Final Budget for Humboldt Transit Authority

Included in this agenda packet is the Final Draft Budget for the Humboldt Transit Authority. This budget was reviewed by the HTA Finance & Operations Committee and was adopted by the Board as an approved preliminary budget during its regular June 3, 2024, 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 & Operations committee.

Members of the public may still make comments regarding this budget during the public hearing portion of the August 7, 2024 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 2024/25.***
- 2. After hearing comments, close the public hearing.***
- 3. Make changes if necessary & approve the final budget by adopting Resolution 24-07.***

HUMBOLDT TRANSIT AUTHORITY
DRAFT BUDGET
2024-2025

	Operations Total	Administration	Maintenance	Total	Prior FY Total	Difference	Percentage Increase (Decrease)
REVENUE							
Operating Revenue							
400.40 Contract Transportation	\$ 1,905,469			\$ 1,905,469	\$ 729,253	\$ 1,176,216	↑ 161%
400.30 Fares	\$ 1,097,800			\$ 1,097,800	\$ 974,059	\$ 123,741	↑ 13%
Non-operating Revenues	\$ -			\$ -			
410.1 Advertising Revenue	\$ -	\$ 185,000		\$ 185,000	\$ 175,000	\$ 10,000	→ 6%
410.10 Miscellaneous Revenue	\$ -	\$ 25,500	\$ 14,000	\$ 39,500			
414.00 JPA Member Assessment	\$ 3,248,551			\$ 3,248,551	\$ 4,004,736	\$ (756,185)	↓ -19%
411.00 Federal Operating	\$ 1,752,270			\$ 1,752,270	\$ 1,171,341	\$ 580,929	↑ 50%
411.50 CARES Act	\$ -			\$ -	\$ 930,928	\$ (930,928)	↓ -100%
412.00 State Operating Funds	\$ -			\$ -			
412.01 STAF	\$ 250,423		\$ 75,150	\$ 325,573	\$ 1,126,783	\$ (801,210)	↓ -71%
412.02 SGR State Of Good Repair	\$ 250,435			\$ 250,435	\$ 222,784	\$ 27,651	↑ 12%
412.03 LCTOP	\$ 385,676			\$ 385,676	\$ 373,000	\$ 12,676	↑ 3%
412.04 TIRCP	\$ 1,358,307	\$ 325,000		\$ 1,683,307	\$ 325,000	\$ 1,358,307	↑ 418%
TOTAL REVENUE	\$ 10,248,931	\$ 535,500	\$ 89,150	\$ 10,873,581	\$ 10,032,884	\$ 840,697	→ 8%
DIRECT EXPENSE							
Payroll							
680.00 Labor							
Administration	\$ 90,000	\$ 775,000		\$ 865,000	\$ 975,102	\$ (110,102)	↑ -11%
Maintenance	\$ -		\$ 695,000	\$ 695,000	\$ 642,000	\$ 53,000	↓ 8%
Operations	\$ 2,355,900			\$ 2,355,900	\$ 1,961,417	\$ 394,483	↓ 20%
680.1 Birthday	\$ 9,000	\$ 3,200	\$ 2,700	\$ 14,900	\$ 13,500	\$ 1,400	↓ 10%
680.6 Vacation	\$ 243,350	\$ 125,000	\$ 93,000	\$ 461,350	\$ 414,700	\$ 46,650	↓ 11%
680.2 Holiday Time	\$ 94,750	\$ 32,000	\$ 28,000	\$ 154,750	\$ 134,420	\$ 20,330	↓ 15%
680.10 Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
670.00 Employment Taxes	\$ 53,900	\$ 14,000	\$ 14,500	\$ 82,400	\$ 66,125	\$ 16,275	↓ 25%
673.00 Worker's Comp Insurance	\$ 309,000	\$ 14,000	\$ 100,000	\$ 423,000	\$ 383,000	\$ 40,000	↓ 10%
690.00 Health & Welfare	\$ -			\$ -			
6042.1 Health and Dental	\$ 643,000	\$ 185,000	\$ 150,000	\$ 978,000	\$ 945,924	\$ 32,076	→ 3%
6042.3 Vision	\$ 4,820	\$ 2,500	\$ 4,000	\$ 11,320	\$ 11,184	\$ 136	→ 1%
6042.4 Life	\$ 1,725	\$ 376	\$ 403	\$ 2,504	\$ 4,185	\$ (1,681)	↑ -40%
6042.2 Retiree Health	\$ 172,000	\$ 21,000	\$ 9,500	\$ 202,500	\$ 198,500	\$ 4,000	→ 2%
672.00 PERS Retirement	\$ 467,500	\$ 90,000	\$ 72,000	\$ 629,500	\$ 552,800	\$ 76,700	↓ 14%
674.00 Physicals/DMV/Backgrounds	\$ 17,350	\$ 300	\$ 2,200	\$ 19,850	\$ 19,000	\$ 850	→ 4%
General Operating Expenses	\$ -			\$ -			
General	\$ -			\$ -			
603.00 Dues & Subscriptions	\$ -	\$ 4,100	\$ 4,000	\$ 8,100	\$ 8,000	\$ 100	→ 1%
604.00 General Operating Supplies	\$ -	\$ 5,000	\$ 2,100	\$ 7,100	\$ 7,000	\$ 100	→ 1%
609.00 Office Supplies	\$ -	\$ 10,200	\$ 4,100	\$ 14,300	\$ 14,200	\$ 100	→ 1%
611.00 Printing Expense	\$ 500	\$ 350	\$ 1,800	\$ 2,650	\$ 2,650	\$ -	→ 0%
616.10 Meetings & Trainings	\$ -	\$ 46,000	\$ 20,000	\$ 66,000	\$ 63,800	\$ 2,200	→ 3%
Administration	\$ -			\$ -			
6120.00 Legal Expenses	\$ -	\$ 125,000		\$ 125,000	\$ 55,000	\$ 70,000	↓ 127%
6121.00 Accounting & Bookkeeping	\$ -	\$ 23,000		\$ 23,000	\$ 22,000	\$ 1,000	→ 5%
6122.00 Outside consultants	\$ -	\$ 32,200		\$ 32,200	\$ 32,000	\$ 200	→ 1%
600.00 Marketing and Advertising	\$ -	\$ 50,000		\$ 50,000	\$ 50,000	\$ -	→ 0%
602.00 Cost of Funds	\$ 7,500	\$ 11,000		\$ 18,500	\$ 15,440	\$ 3,060	↓ 20%
605.00 Property Insurance	\$ -	\$ 25,000		\$ 25,000	\$ 17,000	\$ 8,000	↓ 47%
6052.00 ERMA Liability	\$ -	\$ 16,000		\$ 16,000	\$ 15,000	\$ 1,000	↓ 7%
608.00 Mileage & Per Diem	\$ -	\$ 8,000	\$ 3,100	\$ 11,100	\$ 11,000	\$ 100	→ 1%
610.00 Postage	\$ -	\$ 3,250		\$ 3,250	\$ 3,250	\$ -	→ 0%
613.00 Service Charges	\$ -	\$ 1,000		\$ 1,000	\$ 1,000	\$ -	→ 0%
615.00 Specialized Services	\$ 831,578	\$ 20,500		\$ 852,078	\$ 979,223	\$ (127,145)	↑ -13%
Operations	\$ -			\$ -			
688.20 Uniforms & Shoes	\$ 12,950	\$ 4,000	\$ 23,000	\$ 39,950	\$ 10,510	\$ 29,440	↓ 280%
662.00 GFI -Ticket Stock & Equip	\$ 14,500			\$ 14,500	\$ 7,130	\$ 7,370	↓ 103%
663.00 Onboard WIFI	\$ 22,000			\$ 22,000	\$ 18,500	\$ 3,500	↓ 19%
661.00 Schedule Printing & Updates	\$ 600			\$ 600	\$ 550	\$ 50	↓ 9%
664.00 Liability & Vehicle Insurance	\$ -			\$ -			
664 Premiums	\$ 457,000			\$ 457,000	\$ 360,314	\$ 96,686	↓ 27%
664.1 Deductibles	\$ 9,700			\$ 9,700	\$ 9,630	\$ 70	→ 1%
666.00 Operations Supplies	\$ 2,160			\$ 2,160	\$ 2,060	\$ 100	→ 5%
Maintenance	\$ -			\$ -			
620.00 Gen. Maintenance Supplies	\$ -		\$ 20,000	\$ 20,000	\$ 18,000	\$ 2,000	↓ 11%
635.00 Shop Tools	\$ -		\$ 21,000	\$ 21,000	\$ 24,000	\$ (3,000)	↑ -13%
688.30 Safety Supplies & Gear	\$ 38,470	\$ 2,800	\$ 6,500	\$ 47,770	\$ 46,970	\$ 800	→ 2%
688.10 Uniforms - Shop	\$ -		\$ 24,000	\$ 24,000	\$ 19,000	\$ 5,000	↓ 26%
Vehicles	\$ -			\$ -			
651.00 Contract Repairs	\$ 46,000		\$ 2,500	\$ 48,500	\$ 46,500	\$ 2,000	→ 4%
653.00 Fuel	\$ 892,980		\$ 12,000	\$ 904,980	\$ 962,000	\$ (57,020)	↑ -6%
614.00 Special Studies/Permits	\$ -		\$ 7,800	\$ 7,800	\$ 7,800	\$ -	→ 0%
655.00 Parts	\$ 371,669		\$ 12,000	\$ 383,669	\$ 287,000	\$ 96,669	↓ 34%
656.00 Small Tool Allowance	\$ -		\$ 5,000	\$ 5,000	\$ 5,000	\$ -	→ 0%
657.00 Tires	\$ 136,000		\$ 2,000	\$ 138,000	\$ 151,000	\$ (13,000)	↑ -9%
Facilities	\$ -			\$ -			
601.00 Computer and Software	\$ 354,500			\$ 354,500	\$ 264,800	\$ 89,700	↓ 34%
630.00 Facility Contract Repairs	\$ 7,000			\$ 7,000	\$ 9,900	\$ (2,900)	↑ -29%
631.00 Rentals & Leases	\$ 11,200			\$ 11,200	\$ 10,200	\$ 1,000	↓ 10%
632.00 Contract Maint.	\$ 87,500			\$ 87,500	\$ 67,800	\$ 19,700	↓ 29%
633.00 Utilities	\$ 84,000			\$ 84,000	\$ 64,200	\$ 19,800	↓ 31%
634.00 Gen Facility M & R	\$ 31,500			\$ 31,500	\$ 21,600	\$ 9,900	↓ 46%
Total Direct Expense	\$ 7,881,602	\$ 1,649,776	\$ 1,342,203	\$ 10,873,581	\$ 10,032,884	\$ 840,697	↓ 8%
Revenues minus Direct Expense	\$ 2,367,329	\$ (1,114,276)	\$ (1,253,053)	\$ -	\$ -	\$ -	
Allocated Admin. & Maint. Costs	\$ 2,367,329						
Total Expenses including Indirect	\$ 10,248,931						
NET Total	\$ -						
Allocation Percentages							
Admin. Allocation	-1,114,276						
Maint. Allocation	-1,253,053						
Total Allocations by service							

NOTES: Admin & Maintenance Allocation Percentages are based on vehicle mileage.

HUMBOLDT TRANSIT AUTHORITY DRAFT BUDGET 2024-2025															
	Redwood Transit System (RTS)	Eureka Transit System (ETS)	Southern Humboldt Intercity (SHI)	Willow Creek (WC)	AMRTS Operations & Maintenance	Redwood Coast Express (RCX)	CTSA	Dial-A-Ride (DAR) Contract	Operations Total	Administration	Maintenance	Total	Prior FY Total	Difference	Percentage Increase (Decrease)
REVENUE															
Operating Revenue															
400.40 Contract Transportation	\$ 146,200	\$ 8,080		\$ 15,500	\$ 762,554			\$ 973,135	\$ 1,905,469			\$ 1,905,469	\$ 729,253	\$ 1,176,216	↑ 161%
400.30 Fares	\$ 607,200	\$ 224,400	\$ 120,000	\$ 59,000		\$ 43,000	\$ 44,200		\$ 1,097,800			\$ 1,097,800	\$ 974,059	\$ 123,741	↑ 13%
Non-operating Revenues									\$ -			\$ -			
410.1 Advertising Revenue									\$ -	\$ 185,000		\$ 185,000	\$ 175,000	\$ 10,000	→ 6%
410.10 Miscellaneous Revenue									\$ -	\$ 25,500	\$ 14,000	\$ 39,500			
414.00 JPA Member Assessment	\$ 1,961,863	\$ 218,698	\$ 626,803	\$ 303,944			\$ 137,243		\$ 3,248,551			\$ 3,248,551	\$ 4,004,736	\$ (756,185)	↓ -19%
411.00 Federal Operating	\$ 826,014	\$ 209,852	\$ 300,000	\$ 205,031		\$ 211,373			\$ 1,752,270			\$ 1,752,270	\$ 1,171,341	\$ 580,929	↑ 50%
411.50 CARES Act									\$ -			\$ -	\$ 930,928	\$ (930,928)	↓ -100%
412.00 State Operating Funds									\$ -			\$ -			
412.01 STAF	\$ 100,000	\$ 150,423							\$ 250,423		\$ 75,150	\$ 325,573	\$ 1,126,783	\$ (801,210)	↓ -71%
412.02 SGR State Of Good Repair	\$ 150,000	\$ 58,435					\$ 42,000		\$ 250,435			\$ 250,435	\$ 222,784	\$ 27,651	↑ 12%
412.03 LCTOP	\$ 261,013	\$ 124,663							\$ 385,676			\$ 385,676	\$ 373,000	\$ 12,676	→ 3%
412.04 TIRCP	\$ 687,427	\$ 124,282	\$ 50,050			\$ 170,073	\$ 326,475		\$ 1,358,307	\$ 325,000		\$ 1,683,307	\$ 325,000	\$ 1,358,307	↑ 418%
TOTAL REVENUE	\$ 4,739,717	\$ 1,118,833	\$ 1,096,853	\$ 583,475	\$ 762,554	\$ 424,446	\$ 549,918	\$ 973,135	\$ 10,248,931	\$ 535,500	\$ 89,150	\$ 10,873,581	\$ 10,032,884	\$ 840,697	→ 8%
DIRECT EXPENSE															
Payroll															
680.00 Labor															
Administration							\$ 90,000		\$ 90,000	\$ 775,000		\$ 865,000	\$ 975,102	\$ (110,102)	↑ -11%
Maintenance									\$ -		\$ 695,000	\$ 695,000	\$ 642,000	\$ 53,000	↓ 8%
Operations	\$ 1,300,000	\$ 270,000	\$ 270,000	\$ 150,000	\$ 245,900	\$ 120,000			\$ 2,355,900			\$ 2,355,900	\$ 1,961,417	\$ 394,483	↓ 20%
680.1 Birthday	\$ 5,100	\$ 1,100	\$ 1,100	\$ 500	\$ 700	\$ 250	\$ 250		\$ 9,000	\$ 3,200	\$ 2,700	\$ 14,900	\$ 13,500	\$ 1,400	↓ 10%
680.6 Vacation	\$ 133,100	\$ 29,000	\$ 29,000	\$ 13,500	\$ 17,750	\$ 7,000	\$ 14,000		\$ 243,350	\$ 125,000	\$ 93,000	\$ 461,350	\$ 414,700	\$ 46,650	↓ 11%
680.2 Holiday Time	\$ 53,000	\$ 11,500	\$ 11,500	\$ 5,250	\$ 7,000	\$ 3,500	\$ 3,000		\$ 94,750	\$ 32,000	\$ 28,000	\$ 154,750	\$ 134,420	\$ 20,330	↓ 15%
680.10 Overtime	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
670.00 Employment Taxes	\$ 25,000	\$ 6,250	\$ 6,250	\$ 3,000	\$ 4,000	\$ 1,200	\$ 8,200		\$ 53,900	\$ 14,000	\$ 14,500	\$ 82,400	\$ 66,125	\$ 16,275	↓ 25%
673.00 Worker's Comp Insurance	\$ 180,000	\$ 40,000	\$ 40,000	\$ 17,000	\$ 24,000	\$ 7,000	\$ 1,000		\$ 309,000	\$ 14,000	\$ 100,000	\$ 423,000	\$ 383,000	\$ 40,000	↓ 10%
690.00 Health & Welfare									\$ -			\$ -			
6042.1 Health and Dental	\$ 350,000	\$ 80,000	\$ 80,000	\$ 37,000	\$ 58,000	\$ 14,000	\$ 24,000		\$ 643,000	\$ 185,000	\$ 150,000	\$ 978,000	\$ 945,924	\$ 32,076	→ 3%
6042.3 Vision	\$ 1,200	\$ 1,000	\$ 1,000	\$ 400	\$ 600	\$ 120	\$ 500		\$ 4,820	\$ 2,500	\$ 4,000	\$ 11,320	\$ 11,184	\$ 136	→ 1%
6042.4 Life	\$ 700	\$ 400	\$ 200	\$ 200	\$ 150	\$ 60	\$ 15		\$ 1,725	\$ 376	\$ 403	\$ 2,504	\$ 4,185	\$ (1,681)	↑ -40%
6042.2 Retiree Health	\$ 95,000	\$ 23,000	\$ 23,000	\$ 12,000	\$ 12,000	\$ 7,000			\$ 172,000	\$ 21,000	\$ 9,500	\$ 202,500	\$ 198,500	\$ 4,000	→ 2%
672.00 PERS Retirement	\$ 271,500	\$ 59,000	\$ 59,000	\$ 27,000	\$ 36,000	\$ 5,000	\$ 10,000		\$ 467,500	\$ 90,000	\$ 72,000	\$ 629,500	\$ 552,800	\$ 76,700	↓ 14%
674.00 Physicals/DMV/Backgrounds	\$ 7,000	\$ 3,250	\$ 3,250	\$ 1,500	\$ 2,000	\$ 350			\$ 17,350	\$ 300	\$ 2,200	\$ 19,850	\$ 19,000	\$ 850	→ 4%
General Operating Expenses									\$ -			\$ -			
General									\$ -			\$ -			
603.00 Dues & Subscriptions									\$ -	\$ 4,100	\$ 4,000	\$ 8,100	\$ 8,000	\$ 100	→ 1%
604.00 General Operating Supplies									\$ -	\$ 5,000	\$ 2,100	\$ 7,100	\$ 7,000	\$ 100	→ 1%
609.00 Office Supplies									\$ -	\$ 10,200	\$ 4,100	\$ 14,300	\$ 14,200	\$ 100	→ 1%
611.00 Printing Expense							\$ 500		\$ 500	\$ 350	\$ 1,800	\$ 2,650	\$ 2,650	\$ -	→ 0%
616.10 Meetings & Trainings									\$ -	\$ 46,000	\$ 20,000	\$ 66,000	\$ 63,800	\$ 2,200	→ 3%

HUMBOLDT TRANSIT AUTHORITY DRAFT BUDGET 2024-2025															
	Redwood Transit System (RTS)	Eureka Transit System (ETS)	Southern Humboldt Intercity (SHI)	Willow Creek (WC)	AMRTS Operations & Maintenance	Redwood Coast Express (RCX)	CTSA	Dial-A-Ride (DAR) Contract	Operations Total	Administration	Maintenance	Total	Prior FY Total	Difference	Percentage Increase (Decrease)
Administration									\$ -			\$ -			
6120.00 Legal Expenses									\$ -	\$ 125,000		\$ 125,000	\$ 55,000	\$ 70,000	↓ 127%
6121.00 Accounting & Bookkeeping									\$ -	\$ 23,000		\$ 23,000	\$ 22,000	\$ 1,000	→ 5%
6122.00 Outside consultants									\$ -	\$ 32,200		\$ 32,200	\$ 32,000	\$ 200	→ 1%
600.00 Marketing and Advertising									\$ -	\$ 50,000		\$ 50,000	\$ 50,000	\$ -	→ 0%
602.00 Cost of Funds	\$ 3,200	\$ 1,000	\$ 1,000	\$ 500	\$ 700	\$ 300	\$ 800		\$ 7,500	\$ 11,000		\$ 18,500	\$ 15,440	\$ 3,060	↓ 20%
605.00 Property Insurance									\$ -	\$ 25,000		\$ 25,000	\$ 17,000	\$ 8,000	↓ 47%
6052.00 ERMA Liability									\$ -	\$ 16,000		\$ 16,000	\$ 15,000	\$ 1,000	↓ 7%
608.00 Mileage & Per Diem									\$ -	\$ 8,000	\$ 3,100	\$ 11,100	\$ 11,000	\$ 100	→ 1%
610.00 Postage									\$ -	\$ 3,250		\$ 3,250	\$ 3,250	\$ -	→ 0%
613.00 Service Charges									\$ -	\$ 1,000		\$ 1,000	\$ 1,000	\$ -	→ 0%
615.00 Specialized Services	\$ 500	\$ 100	\$ 100	\$ 50	\$ 50	\$ 50	\$ 100	\$ 830,628	\$ 831,578	\$ 20,500		\$ 852,078	\$ 979,223	\$ (127,145)	↑ -13%
Operations									\$ -			\$ -			
688.20 Uniforms & Shoes	\$ 7,200	\$ 1,500	\$ 1,500	\$ 750	\$ 1,700	\$ 300			\$ 12,950	\$ 4,000	\$ 23,000	\$ 39,950	\$ 10,510	\$ 29,440	↓ 280%
662.00 GFI -Ticket Stock & Equip	\$ 6,000	\$ 2,500	\$ 2,500	\$ 1,000	\$ 1,000	\$ 500	\$ 1,000		\$ 14,500			\$ 14,500	\$ 7,130	\$ 7,370	↓ 103%
663.00 Onboard WIFI	\$ 9,500	\$ 4,800	\$ 3,000	\$ 1,200		\$ 500	\$ 3,000		\$ 22,000			\$ 22,000	\$ 18,500	\$ 3,500	↓ 19%
661.00 Schedule Printing &Updates	\$ 300	\$ 100	\$ 100	\$ 50		\$ 50			\$ 600			\$ 600	\$ 550	\$ 50	↓ 9%
664.00 Liability & Vehicle Insurance									\$ -			\$ -			
664 Premiums	\$ 245,000	\$ 54,000	\$ 54,000	\$ 25,000		\$ 25,000		\$ 54,000	\$ 457,000			\$ 457,000	\$ 360,314	\$ 96,686	↓ 27%
664.1 Deductibles	\$ 5,000	\$ 2,000	\$ 2,000	\$ 500		\$ 200			\$ 9,700			\$ 9,700	\$ 9,630	\$ 70	→ 1%
666.00 Operations Supplies	\$ 1,000	\$ 500	\$ 300	\$ 135	\$ 125	\$ 100			\$ 2,160			\$ 2,160	\$ 2,060	\$ 100	→ 5%
Maintenance									\$ -			\$ -			
620.00 Gen. Maintenance Supplies									\$ -		\$ 20,000	\$ 20,000	\$ 18,000	\$ 2,000	↓ 11%
635.00 Shop Tools									\$ -		\$ 21,000	\$ 21,000	\$ 24,000	\$ (3,000)	↑ -13%
688.30 Safety Supplies & Gear	\$ 13,000	\$ 7,000	\$ 4,200	\$ 1,700	\$ 5,050	\$ 800	\$ 6,720		\$ 38,470	\$ 2,800	\$ 6,500	\$ 47,770	\$ 46,970	\$ 800	→ 2%
688.10 Uniforms - Shop									\$ -		\$ 24,000	\$ 24,000	\$ 19,000	\$ 5,000	↓ 26%
Vehicles									\$ -			\$ -			
651.00 Contract Repairs	\$ 16,000	\$ 8,000	\$ 7,000	\$ 5,000	\$ 7,000	\$ 2,000	\$ 1,000		\$ 46,000		\$ 2,500	\$ 48,500	\$ 46,500	\$ 2,000	→ 4%
653.00 Fuel	\$ 520,000	\$ 130,000	\$ 74,000	\$ 36,100		\$ 44,373		\$ 88,507	\$ 892,980		\$ 12,000	\$ 904,980	\$ 962,000	\$ (57,020)	↑ -6%
614.00 Special Studies/Permits									\$ -		\$ 7,800	\$ 7,800	\$ 7,800	\$ -	→ 0%
655.00 Parts	\$ 220,000	\$ 45,000	\$ 20,000	\$ 12,000	\$ 40,669	\$ 10,000	\$ 24,000		\$ 371,669		\$ 12,000	\$ 383,669	\$ 287,000	\$ 96,669	↓ 34%
656.00 Small Tool Allowance									\$ -		\$ 5,000	\$ 5,000	\$ 5,000	\$ -	→ 0%
657.00 Tires	\$ 60,000	\$ 26,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 5,000			\$ 136,000		\$ 2,000	\$ 138,000	\$ 151,000	\$ (13,000)	↑ -9%
Facilities									\$ -			\$ -			
601.00 Computer and Software	\$ 43,500	\$ 43,500	\$ 43,500	\$ 43,500	\$ 43,500	\$ 43,500	\$ 93,500		\$ 354,500			\$ 354,500	\$ 264,800	\$ 89,700	↓ 34%
630.00 Facility Contract Repairs	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		\$ 7,000			\$ 7,000	\$ 9,900	\$ (2,900)	↑ -29%
631.00 Rentals & Leases	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600		\$ 11,200			\$ 11,200	\$ 10,200	\$ 1,000	↓ 10%
632.00 Contract Maint.	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500		\$ 87,500			\$ 87,500	\$ 67,800	\$ 19,700	↓ 29%
633.00 Utilities	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		\$ 84,000			\$ 84,000	\$ 64,200	\$ 19,800	↓ 31%
634.00 Gen Facility M & R	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500		\$ 31,500			\$ 31,500	\$ 21,600	\$ 9,900	↓ 46%
Total Direct Expense	\$ 3,603,400	\$ 882,100	\$ 789,100	\$ 441,435	\$ 549,494	\$ 329,753	\$ 313,185	\$ 973,135	\$ 7,881,602	\$ 1,649,776	\$ 1,342,203	\$ 10,873,581	\$ 10,032,884	\$ 840,697	↓ 8%
Revenues minus Direct Expense	\$ 1,136,317	\$ 236,733	\$ 307,753	\$ 142,040	\$ 213,060	\$ 94,693	\$ 236,733	\$ -	\$ 2,367,329	\$ (1,114,276)	\$ (1,253,053)	\$ -	\$ -	\$ -	
Allocated Admin. & Maint. Costs	\$ 1,136,317	\$ 236,733	\$ 307,753	\$ 142,040	\$ 213,060	\$ 94,693	\$ 236,733	\$ -	\$ 2,367,329						
Total Expenses including Indirect	\$ 4,739,717	\$ 1,118,833	\$ 1,096,853	\$ 583,475	\$ 762,554	\$ 424,446	\$ 549,918	\$ 973,135	\$ 10,248,931						
NET Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Allocation Percentages	48%	10%	13%	6%	9%	4%	10%								
Admin. Allocation -1,114,276	\$ (534,852)	\$ (111,428)	\$ (144,856)	\$ (66,857)	\$ (100,285)	\$ (44,571)	\$ (111,428)								
Maint. Allocation -1,253,053	\$ (601,465)	\$ (125,305)	\$ (162,897)	\$ (75,183)	\$ (112,775)	\$ (50,122)	\$ (125,305)								
Total Allocations by service	\$ (1,136,317)	\$ (236,733)	\$ (307,753)	\$ (142,040)	\$ (213,060)	\$ (94,693)	\$ (236,733)								

NOTES: Admin & Maintenance Allocation Percentages are based on vehicle mileage.

**RESOLUTION 24-07
HUMBOLDT TRANSIT AUTHORITY BUDGET ADOPTION
FOR FISCAL YEAR 2024-2025**

WHEREAS, all legal requirements for the adoption of the budget of the Humboldt Transit Authority for fiscal year 2024-2025 have been complied with;

NOW, THEREFORE, BE IT RESOLVED that the following budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, be, and the same hereby is, approved and adopted.

REVENUES

Transit Fares	\$1,097,800
JPA Member Assessment	\$3,248,551
State Operating Grants	\$2,644,991
Federal Operating Grants	\$1,752,270
Other	\$2,129,969
Total Means of Financing	\$10,873,581

EXPENSES

Payroll & Benefits	\$6,895,974
General	\$98,150
Administration	\$1,157,128
Operations	\$545,910
Maintenance	\$112,770
Vehicles	\$1,487,949
Facilities	\$575,700
Total Expenses	\$10,873,581

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 seventh day of August 2024, on the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:
HTA Secretary to the Board



133 V Street
Eureka, CA 95501

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Office: (707) 443-0826
Fax: (707) 443-2032
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TO: Chair Natalie Arroyo
All Governing Board Members
FROM: Jerome Qiriaz, Transit Planner
DATE: August 7, 2024
SUBJECT: Hydrogen Fueling Station: Response to Submitted Proposal

BACKGROUND

As part of HTA's successful grant application to Transit and Intercity Rail Capital Program (TIRCP) Cycle 5, HTA is funded to construct a hydrogen fueling station and procure eleven fuel cell electric buses.

At the October 5, 2022 Regular Board Meeting, the Board of Directors formed the TIRCP Ad-Hoc Committee to provide advice and direction on the project, including changes to the cost allocation plan and approval of expenses over the amount of \$150,000.

On December 7, 2022 HTA received approval by the California Transportation Commission (CTC) for our allocation request for the first funding phase for the hydrogen station to develop a 30% design and solicit competitive proposals.

At the July 5, 2023 Regular Board Meeting, the Board authorized the General Manager to utilize the design-build process to procure design and construction of the hydrogen fueling station, and to initiate the first step by developing and issuing a Request for Qualifications (RFQ).

On September 11, 2023 HTA staff released an RFQ for the Hydrogen Refueling Station Project 23-01, posted at <https://hta.org/procurement-opportunities/rfq-23-01/>. On October 11th, 2023 the TIRCP Ad-Hoc Committee reviewed and approved the list of Qualified Bidders, and this list was announced on October 16th, 2023.

On February 14th, 2024 the TIRCP Ad-Hoc Committee reviewed and approved the Request for Proposals (RFP) for the Hydrogen Refueling Station Project 23-01 to be released to the Qualified Bidders. On February 15th, 2024 HTA staff released the RFP, posted at <https://hta.org/procurement-opportunities/project-23-01/>.

On March 21st, 2024 HTA received approval by the CTC for our allocation request for the second funding phase for the hydrogen station to complete design and construction. Conditions of the approval include the requirement that HTA must enter into a contract with a design-build firm no later than September 21st, 2024. HTA is able to request a time extension if needed.

On May 6th, 2024 HTA received one proposal from Linde Engineering North America, LLC (Linde).

At the June 6th, 2024 Regular Board Meeting, the Board rejected the single proposal to RFP 23-01 received due to the inability to determine if the proposed price was fair and reasonable. The Board also authorized the General Manager to issue a new RFP for design and construction of the hydrogen fueling station to the existing qualified bidders list after approval of the RFP by the TIRCP Ad-Hoc Committee.



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On July 30th, 2024 the TIRCP Ad-Hoc Committee reviewed and approved the changes to RFP 23-01 as proposed by HTA staff, including separating out a portion of the scope of work associated with a temporary hydrogen fueler and procuring this service through a separate procurement process.

DISCUSSION AND RATIONAL

HTA will be getting its first fuel cell electric bus (FCEB) in late December of this year. In addition, HTA anticipates the first of the remaining 10 – 15 buses to start arriving summer of 2026. The permanent fueling station is not planned for completion until late 2026. Therefore, a temporary fueling solution is needed for the buses until the permanent fueling station is completed. An overview of the timeline of the various hydrogen projects happening concurrently is shown in Figure 1.

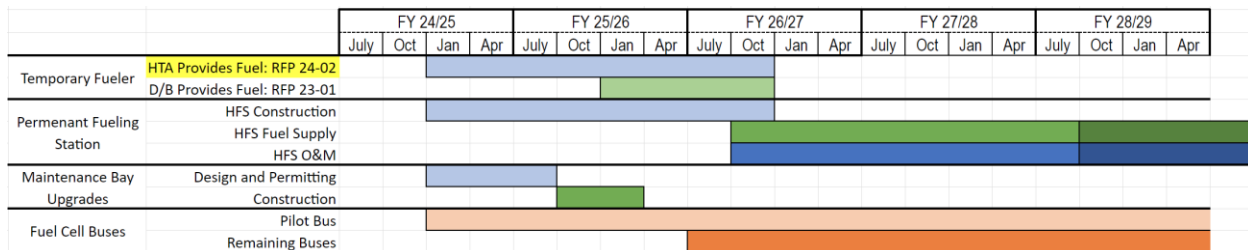


Figure 1: Preliminary schedule of various hydrogen projects. Highlighted project is the topic of this staff report.

Included in the scope of work of RFP 23-01 Version 1 that was released in February of this year was the requirement for the Design-Builder to provide a temporary fueler until the permanent station is complete. However, going out to bid a second time with RFP 23-01 Version 2 means we have lost roughly 6 months of lead time that may be critical for qualified bidders to be able to source the temporary fueler equipment needed.

HTA staff and consultants discussed the possible pros and cons of separately procuring temporary fueling, and settled on the following solution:

- In RFP 23-01 Version 2, keep the temporary fueling scope of work but require a later delivery date. The Design-Builder is responsible for extending the availability of temporary fueling should there be any significant delays in completion of the permanent hydrogen fueling station.
- Release a separate RFP 24-02 to procure a temporary fueling station over a period not to exceed two (2) years.

The scope of work of RFP 24-02 will include (see handout):

- Site preparation and equipment delivery
- Commissioning of the temporary fueling station
- Performance testing of the temporary fueling station
- Training of HTA staff
- Operation and maintenance services
- Fuel supply
- Project closeout, decommissioning, and removal of the temporary fueling station



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FISCAL IMPACT

Developing and releasing a new RFQ/RFP will incur additional staff time. There are sufficient funds in the TIRCP Cycle 5 grant to cover these costs. HTA staff plans to use TIRCP Cycle 5 funds to cover the cost of the temporary fueler procured directly by HTA. The costs of the temporary fueler provided by the Design-Builder will also be covered by TIRCP Cycle 5 funds.

Additional costs will be incurred by HTA for preparing the site location where the temporary fueler will be delivered, and providing electrical service to the site. These funds will be covered by STA funds and/or SB 125 funding. These costs will count towards the already committed match funding to the TIRCP Cycle 5 grant.

No other fiscal impact is expected.

ADVANTAGES/DISADVANTAGES

The primary advantages of doing a separate procurement of a temporary fueler are to:

- Increase the likelihood of obtaining a temporary fueler in time for delivery of the pilot bus in December, and
- Ensure an equitable scope of work for all qualified bidders.

The primary disadvantages of doing a separate procurement of a temporary fueler are:

- Increased complexity and work for HTA staff from managing an additional RFP and an additional contract, and
- Increased TIRCP Cycle 5 grant management complexity.

In addition, there are benefits and drawbacks of keeping the temporary fueler within the scope of work for RFP 23-01 Version 2. These include:

- The primary benefit is the Design-Builder will be responsible for the logistics of ensuring availability of fuel should there be delays in final acceptance of the permanent station.
- The primary drawback is there will potentially be a transition period between the two contracts where there will be two temporary fuelers onsite which further strains already limited space for daily operations.

ALTERNATIVE BOARD ACTIONS

The Board could choose amongst the following alternative options:

1. Keep the full scope of work of the temporary fueler in RFP 23-01 Version 2 and direct staff not to procure a separate contract for temporary fueling.
 - a. This reduces the complexity of the project, but risks staff recommending an award to a Design-Builder who is not able to procure a temporary fueler in time for delivery of the pilot bus.
2. Completely remove the scope of the temporary fueling from RFP 23-01 Version 2 and keep the full scope within a separately procured contract.



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- a. This reduces the complexity of the project, but potentially risks losing temporary fueling should there be significant delays in final acceptance of the permanent fueling station.

PRIOR RELEVANT BOARD ACTION / POLICIES

- Board action on May 5th, 2021, authorizing the GM to apply for grants that provide funding for zero emission bus projects.
- Board action on October 5th, 2022 which formed the TIRCP Ad-Hoc Committee.
- Resolution 22-21, adopted October 5th, 2022, which authorized the GM to execute a Master Agreement and Program Supplements for State-Funded Transit Projects.
- Resolution 23-05, adopted March 29th, 2023, which rescinded and replaced Resolution 22-13 with HTA's current procurement policy.
- Board action on July 5, 2023 authorizing staff to release a design-build RFQ for Project 23-01, and authorizing the TIRCP Ad-Hoc Committee to approve release of the RFP for Project 23-01.
- Board action on June 6, 2024 rejecting the single proposal to RFP 23-01 received, and authorizing the General Manager to issue a new RFP for design and construction of the hydrogen fueling station to the existing qualified bidders list.

Action Recommended:

- 1) ***Authorize the General Manager to issue an RFQ/RFP for the procurement of temporary hydrogen fueling equipment and services for a period not to exceed two (2) years, and to include the following scope of work:***
 - a. *Site preparation and equipment delivery,*
 - b. *Commissioning of the temporary fueling station,*
 - c. *Performance testing of the temporary fueling station,*
 - d. *Training of HTA staff,*
 - e. *Operation and maintenance services,*
 - f. *Fuel supply, and*
 - g. *Project closeout, decommissioning, and removal of the temporary fueling station.*