

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

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



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

Public Participation In-person or Teleconference

Microsoft Teams

Join on your computer, mobile app or room device

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Meeting ID: 258 851 465 789

Passcode: QT26zy2B

October 1, 2025

9:00 AM

Regular Board Meeting

A. Call Meeting to Order

B. Roll Call & Introductions

C. Community Members Communication

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

D. Special Presentation

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 September 3, 2025, Regular Board Meetings.

Page 03

[Staff: Consuelo Espinosa](#)

Action Recommended: Approve Minutes

2. Amendment to Humboldt Transit Authority's Classification Plan, Job Description and Salary Schedule.

Page 09

[Staff: Greg Pratt](#)

Board authorization is required for all changes to the Salary Schedule, Classification Plan, and Job Descriptions. Due to the increase workload, staff is requesting the board allocate the position of Project Manager which will be funded through the Transit Intercity Rail Capital Program.

Action Recommended: Approve the Amendment to Humboldt Transit Authority's Salary Schedule, Classification Plan and Job Description by Adopting Resolution 25-15.

F. Item Removed from Consent Calendar

G. Reports

1. Caltrans District 1 Report

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

No Action Required

2. HTA Projects Update

[Staff: Katie Collender](#)

Staff will update the Board on current and future projects.

No Action Required

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3. Draft June 2025 statistics and financial statements for all systems operated by HTA.

[Staff: Carolann Aggeler](#)

No Action Required

Handout

H. New Business

None

I. Closed Session

1. Public Comment on Closed Session Items

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

3. Pursuant to Government Code Section 54957.6 the Board will meet in Closed Session to discuss employee matters, represented and unrepresented employees. Agency designated representatives: Greg Pratt and Katie Collender; Employee organization for represented employees: Local 1684, American Federation of State, County and Municipal Employees.

4. Report out of Closed Session.

Board Communications

J. Staff Communications

K. Adjournment

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

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

MINUTES FOR THE HUBOLDT TRANSIT AUTHORITY
REGULAR BOARD MEETING
September 3, 2025
9:00 AM

Present

Absent

Board Members

Tami Trent – City of Fortuna

Debra Garnes – City of Rio Dell

Julie Woodall – City of Rio Dell (Alt.)

Alex Stillman – City of Arcata

Natalie Arroyo – County of Humboldt

Jack Tuttle - City of Trinidad

Mike Wilson – County of Humboldt

Leslie Castellano – City of Eureka

Attended via Teams

Charlotte Merkel, County of Humboldt; and Oona Smith, HCAOG; Colin Fisk; Jerome Qiriaz, HTA; Colin Fiske, CRTP; Saskia Rymer-Burnett, Caltrans District 1; and Andi Evans, HTA.

Staff

Greg Pratt – HTA General Manager

Katie Collender – Deputy General Manager

Andi Evans – Interim Finance and Administration Assistant

Carolann Aggeler – Interim Finance Manager

Jim Wilson – HTA Director of Maintenance

Cody Ferreira – HTA ADA & Safety Coordinator

Jerome Qiriaz – Transit Planner

Also present –

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

CALL TO ORDER

Chairperson Natalie Aroyo called the meeting to order at 9:01 am.

CLOSED SESSION

Time: 9:02 AM

Public Comment on Closed Session Items:

No public comment was received.

Closed Session Item:

Pursuant to Government Code Section 54956.9(a), the Board met in Closed Session to discuss existing litigation: *Charles Edwards and Ted Sheets dba ADS in MOTION vs. Humboldt Transit Authority, et al.*; Humboldt County Superior Court Case # CV2300002.

Report Out of Closed Session:

No reportable action was taken.

ROLL CALL AND INTRODUCTIONS

Introductions were made at 10:13 am.

COMMUNITY MEMBERS COMMUNICATIONS

Joanne McGarry, a regular bus rider, expressed appreciation for having access to transit, noting she was able to use her Jack Pass successfully after three months. She shared concerns about transporting her heavy electric bike, noting she was informed e-bikes are not allowed on front racks but may be brought onboard if space allows, which can be challenging.

She also discussed accessibility challenges faced by a friend with cognitive impairments, who was removed from the bus for not having fare. She is exploring solutions such as providing him with \$2 bills or a monthly pass, though he tends to lose items.

Additionally, McGarry noted difficulties accessing bus schedules, particularly at the Arcata Library, where only online versions are available. She also highlighted the small print on schedules at transit centers and suggested improvements to make transit information more user-friendly, especially for older adults and new riders.

SPECIAL PRESENTATIONS**Week Without Driving Proclamation**

Chair Natalie Arroyo introduced a special presentation and proclamation recognizing Week Without Driving (September 29 – October 5), an initiative encouraging individuals to experience the transportation challenges faced by non-drivers in the community.

Colin Fiske of the Coalition for Responsible Transportation Priorities (CRTP) provided background on the initiative, which became a national event three years ago. He emphasized the importance of understanding barriers to mobility for the approximately 36,000 residents in Humboldt County without driver's licenses, as well as others who are unable to drive due to cost or other limitations. CRTP, HTA, HCOG, and Tri-County Independent Living co-sponsor the event locally.

Fiske encouraged board and staff participation and clarified that the pledge is voluntary and flexible, even partial participation (a few days or select trips) is welcomed. He also shared that this year includes a new effort to connect decision-makers with regular transit riders for ride-alongs during the week.

Several board members expressed support and discussed their ability to participate. Leslie Castellano, Katie Collender, Greg Pratt, and others took the pledge, even if only partially, due to travel or schedule conflicts. Natalie Arroyo shared she would be driving out of town during the week but plans to use transit while away and reflect on the experience in a future article.

Arroyo read the formal proclamation, highlighting the social, economic, environmental, and accessibility impacts of car dependency. She officially proclaimed September 29 through October 5 as Week Without Driving in Humboldt County and encouraged public participation.

Motion by Supervisor Wilson and second by Councilmember Julie Woodall to Approve the Week without Driving Proclamation. Motion carried unanimously.

CONSENT CALENDAR

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

1. Minutes from August 6, 2025, Regular Board Meetings
Staff: [Consuelo Espinosa](#)
Action Recommended: Approve Minutes
2. Biennial Report of Conflict of Interest Code
Staff: [Greg Pratt](#)
Government Code §87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment.
Action Recommended: Adopt Resolution 25-12 Approving HTA's Conflict of Interest
3. Claim against HTA
Staff: [Greg Pratt](#)
On August 6, 2025, a claim for damages was submitted to HTA by Sean Powers for an incident that occurred with his bike on bus #887 on July 18, 2025.
Action Recommended: Reject the Claim submitted Sean Powers.
4. Amendment to Humboldt Transit Authority's Classification Plan and Salary Schedule.
Staff: [Greg Pratt](#)
Board authorization is required for all changes to the Salary Schedule, Classification Plan, and Job Descriptions.
Action Recommended: Approve the Amendment to Humboldt Transit Authority's Salary Schedule and Classification Plan by Adopting Resolution 25-13.
5. Federal Transit Administration Section 5310 Grant Funds
Staff: [Jerome Qirazi](#)
Board authorization is required to submit an application for Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Traditional Grant Program to purchase capital equipment for the Regions DAR program.
Action Recommended: Adopt Resolution 25-14 Authorizing Application for FTA Section 5310 Grant Funds and the General Manager to Sign the Grant Agreement.

Motion by Councilmember Alex Stillman, seconded by Councilmember Leslie Castellano, to approve the Consent Calendar. Motion carried unanimously.

ITEMS REMOVED FROM CONCENT CALENDAR

None

REPORTS

Caltrans District 1 Report

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

Saskia Barnett from Caltrans District 1 provided an update on the District Transit Plan public engagement process. She shared that phase one includes two kickoff/focus group meetings scheduled for September 23 and 25, 2025, primarily targeting transit agencies and Regional Transportation Planning Agencies (RTPAs). Phase two outreach, planned for January 2026, will engage cities, counties, community organizations, advocacy groups, and the general public.

Barnett noted opportunities for one-on-one meetings between transit agencies and consultants during the current engagement phase. This outreach includes transit agencies across four counties and tribal transportation services. She also mentioned the possibility of HTA presenting the outreach and survey tool at the October North State Super Region meeting.

Board Chair Natalie Arroyo requested that meeting information be emailed to the board for potential interest in attending. No further questions were raised.

HTA Projects Update

Staff: [Katie Collender](#)

- Under the TIRCP Cycle 5 grant, the extended-range hydrogen bus pilot is expected to enter service next month.
- Hydrogen production buses are anticipated to arrive in January 2026. A notice to proceed was issued for the hydrogen fueling station contract with Lindy.
- No update yet from Danco regarding tax credits for the transit center.
- Real-time signage pilots are underway on the North State Express Route and in Eureka; permitting is in process.
- The PACT grant (in partnership with HCOG) is moving forward with an RFP for consultant support.
- The Next Generation Facility Project is underway, with consultant LDA conducting a site visit and assessment.
- HTA successfully took over AMRTS service on July 1, and the Cal Poly Humboldt Express Shuttle is transporting up to 600 students per day.
- Dial-a-Ride performance has improved, with shared rides increasing to 65% and on-time performance up to 91% (from 61% the previous year).

Board Discussion:

- Board members discussed the smaller vehicles used for the Cal Poly Express Shuttle due to ongoing construction. A larger vehicle may be deployed in the future to address increased demand and neighborhood parking issues.
- Updates were shared on the Arcata Annie & Mary Trail project, which is progressing positively and complements transit accessibility.
- Questions were raised about potential future HTA service related to Cal Poly's proposed Foster Avenue housing project. Staff clarified no formal request has been made but will monitor developments.

- Saskia Barnett (Caltrans) inquired about the Cal Poly Humboldt Express Shuttle service frequency. Greg Pratt confirmed it operates from 7 AM to 5 PM with 15-minute headways using 25-foot buses. Cal Poly is reportedly arranging evening transportation separately.
- Staff agreed to place further discussion on the Foster Avenue project on a future agenda once more details are available.

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

Staff: Carolann Aggeler

Interim Finance Manager Carolann Aggeler presented the year-end financial report for June 2025.

- The fiscal year concluded in June. A detailed analysis of the Free Fare Summer program (June–August) will be shared in a future report.
- Overall ridership increased by 7%.
- Cash fare usage rose significantly following fare consolidation to a flat \$2 rate, making exact change easier for riders.
- Stored value card and single-ride pass usage declined, likely due to simplified fare structures and reduced agency need for multiple pass types.
- Use of open-loop credit card fares continues to increase.
- Southern Humboldt Transit saw the largest ridership growth at 15%.
- AMRTS ridership declined by 2%, attributed to lower student use; future growth expected with new housing.
- North State Express experienced major gains, with June setting a record at 255 riders.

NEW BUSINESS

None

Board Communications

Councilmember Alex Stillman shared her experience distributing agency promotional materials (“swag”) at Cal Poly Humboldt. The outreach was well received, with most items handed out despite rainy conditions. She suggested making leftover items (buttons, hats, etc.) available to drivers. Stillman also raised a community interest in expanding the bike-share program, particularly for trail users needing pickup/drop-off access in Eureka. She noted that the current bike-share infrastructure is stronger in Arcata and suggested exploring expansion on the Eureka side. Stillman also recommended clearer public instruction on how to secure bikes to bus bike racks, as current guidance is limited.

Councilmember Leslie Castellano encouraged HTA to engage with upcoming planning efforts led by the Eureka Cultural Arts District, which may offer opportunities for creative and transportation-related collaboration, especially near the Earth Center.

Councilmember Jack Tuttle reported concerns about a new parking lot project on Foster Avenue that lacks planned improvements for pedestrian and bicycle access. He urged HTA to request project details and participate in the review process, as the project is currently in the CEQA phase.

Board Member Natalie Arroyo inquired about participating in the annual Trucker Parade in December, expressing interest in having more board members join the bus for the event compared to previous years. She requested that the item be placed on a future agenda

Staff Communications

Greg Pratt reported that Tribal Transit will discontinue its service between Weitchpec, Orleans, and Willow Creek effective September 26. The reason for the discontinuation was not specified. Katie Colander highlighted recent outreach efforts at Cal Poly Humboldt, where HTA participated in new student orientation with a booth and scavenger hunt designed to introduce students to the transit system. Marketing intern Maria led the initiative, supported by Carolann Aggeler and Cody Ferreira, who engaged directly with students—many of whom were new to the area and unfamiliar with local transit. Staff distributed nearly all promotional flyers and noted strong interest in both local and regional transportation options, including how to connect to Southern California and other destinations. The team received questions about hydrogen-powered buses and had positive interactions around HTA's growing services. HTA will also be participating in the upcoming North Country Fair (September 20–21) with a similar educational and interactive setup, including the hydrogen bus and a farebox experience. Discussion included ideas to increase scavenger hunt prizes and potentially extend the campaign timeline. Finally, Greg Pratt introduced a first draft of the North State Express concept—a regional intercity transit network proposal aimed at securing multi-year state funding. The concept outlines coordinated service across multiple agencies, aligning with state transportation goals. Board members were invited to provide feedback and to share the concept with local and state representatives as advocacy efforts progress.

Meeting Adjourned

11:09 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: October 1, 2025

SUBJECT: Amendment to Humboldt Transit Authority's Classification Plan, Job Description and Salary Schedule.

In 2025, HTA was awarded funding through the State of California's Transit and Intercity Rail Capital Program (TIRCP) to:

1. support the expansion of zero-emission transit operations.
2. create 15-minutes headways during peak hours on RTS.
3. rebranding bus stops and integrate the with real-time technology.
4. Enhance the EaRTH Center to enhance the passenger experience and improve safety.
5. Constructing Phase 1 of the North Coast Zero Emissions Training Center.
6. Acquisition of five hydrogen fuel cell buses.

At present, HTA's Transit Planner has been managing both existing responsibilities and the oversight of several major grant-funded capital projects that were funded by TIRCP Cycle 5. These include the EaRTH Center, a full facility redesign, and the construction of a hydrogen fueling station, among other initiatives. While these projects are essential to HTA's long-term success, the scope and complexity have created a workload that is no longer sustainable for a single staff member.

The creation of Project Manager position will relieve the Transit Planner of dual responsibilities, ensuring that core planning duties continue uninterrupted while also providing the dedicated leadership needed to manage complex hydrogen and infrastructure projects. Without additional staffing support, HTA risks project delays that could compromise the success of the TIRCP-funded initiatives.

Funding for this position will be drawn directly from the TIRCP grant allocation, with no impact to the HTA's General Fund.

~Job Description and Allocation Plan Enclosed.

Action Recommended: Approve the Amendment to Humboldt Transit Authority's Salary Schedule, Classification Plan and Job Description by Adopting Resolution 25-15.

RESOLUTION 25-15
RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY
AMENDING THE CLASSIFICATION PLAN AND SALARY SCHEDULE

WHEREAS, on January 18, 2012, Humboldt Transit Authority adopted Resolution 12-01 implementing the Personnel Policy for unrepresented employees; and,

WHEREAS, this document has been amended by Resolution 16-05, 16-12, 18-11, 19-03, 20-11, 21-05, 21-09, 21-17, and 23-13; 24-07, 25-02, 25-06, 25-15; and,

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

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

1. Resolution 25-13 is hereby rescinded and replaced by Resolution 25-15.
2. Allocate one position for the title Project Manager.
3. Approve the Job Description and wage scale for the position of Project Manager

<i>Classification</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> 10 Year	<i>G</i> 15 Year	<i>H</i> 20 Year
Deputy General Manager	\$62.17	\$65.28	\$68.54	\$71.97	\$75.57	\$79.35	\$83.32	\$87.49
Operations Manager	\$49.14	\$51.60	\$54.18	\$56.89	\$59.73	\$62.72	\$65.86	\$69.15
Director of Maintenance	\$48.39	\$50.81	\$53.35	\$56.02	\$58.82	\$61.76	\$64.85	\$68.09
Human Resource Manager	\$47.90	\$50.30	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40
Finance Manager	\$54.02	\$56.72	\$59.56	\$62.54	\$65.67	\$68.95	\$72.40	\$76.02
Project Manager	\$44.98	\$47.23	\$49.59	\$52.07	\$54.67	\$57.40	\$60.27	\$63.28
Transit Planner*	\$40.89	\$42.93	\$45.08	\$47.33	\$49.70	\$52.19	\$54.80	\$57.54
Administrative & Finance Asst.	\$32.08	\$33.68	\$35.36	\$37.13	\$38.99	\$40.94	\$42.99	\$45.14
Safety & ADA Coordinator	\$32.08	\$33.68	\$35.36	\$37.13	\$38.99	\$40.94	\$42.99	\$45.14
Bookkeeper	\$29.15	\$30.61	\$32.14	\$33.75	\$35.44	\$37.21	\$39.07	\$41.02
Administrative Assistant II	\$23.96	\$25.16	\$26.42	\$27.74	\$29.13	\$30.59	\$32.12	\$33.73
Administrative Assistant I	\$21.79	\$22.88	\$24.02	\$25.22	\$26.48	\$27.80	\$29.19	\$30.65

*\$5,000 per year added to base due to incumbent's extensive knowledge of hydrogen fuel cell buses, battery electric buses, and zero emission infrastructure.

PASSED, APPROVED AND ADOPTED this first day of October 2025, on the following vote:

AYES:
NOES:
ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

Exhibit A

Humboldt Transit Authority Classification Plan

October 1, 2025

	Current Allocated Positions	Filled	Proposed
Unrepresented Positions			
Deputy General Manager	1	1	
Operations Manager	1	1	
Director of Maintenance	1	1	
Human Resource Manager	1	1	
Finance Manager	1	1	
Project Manager	0	0	1
Administrative & Finance Asst.	1	1	
Safety & ADA Coordinator	1	1	
Bookkeeper	1	0	
Administrative Assistant II	1	0	
Administrative Assistant I	1	0	
Transit Planner	1	1	
Marketing & Finance Intern	1	1	
Represented Positions			
Shop Supervisor	1	1	
Transportation Supervisor	1	1	
Lead Mechanic	1	0	
Senior Mechanic	1	1	
Equipment Mechanic	3	3	4
Equipment Technician I	1	1	
Equipment Technician II	2	0	
Vehicle Service Worker	3	3	4
Vehicle Service Worker (part-time)	2	1	
Cleaner/Janitor	1	0	
Cleaner/Janitor (part-time)	1	0	
Driver Trainer	1	1	
Driver	34	32	45
Extraboard Driver	5	2	
Extraboard Driver Part-Time	7	3	



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TO: HTA Chair Natalie Arroyo
All Governing Board Members

FROM: Katie Collender, Deputy General Manager

DATE: October 1, 2025

SUBJECT: Humboldt Transit Authority Project Updates

TIRCP Cycle 5 Grant

This project funds the purchase of fuel cell electric buses, construction of a hydrogen fueling station, upgrades to maintenance bays, and construction of an intermodal transit center.

- Hydrogen Fueling Infrastructure
 - a. Linde is getting a head start on permitting process
 - b. Design is currently at about 5%
- Eureka Transit Center
 - a. Second tax credit application was not awarded. Hoping tax credits are awarded in November.
- Maintenance Bay Upgrades
 - a. Releasing construction contractor IFB soon.

TIRCP Cycle 7 Grant

This project funds the planning and capital infrastructure for 15-minute service, adds additional budget to the intermodal transit station, installs art installations at transit infrastructure, and procures additional fuel cell electric buses.

- Staff are planning to request the first funding allocation from CTC in December

Partnering Assets and Authorities for Comprehensive Transit (PAACT) Project

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

- HTA staff are supporting HCAOG in their selection of a consultant this week.
- This project will occur during 2026, wrapping up spring of 2027.

Next Generation Facility Project

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

- Staff submitted to the federal Rural and Tribal Assistance Pilot Program for funding to augment current funding to allow the completion of a master plan.

No Action Required