

Humboldt Transit Authority
Governing Board of Directors
AGENDA
Regular Meeting August 17, 2016
HTA Conference Room - 133 V Street Eureka
9:00 a.m.

- I. Call meeting to Order
- II. Roll Call & Introductions
- III. Community Members Communication
Members of the community are invited to comment on items or issues not on the agenda.
- IV. 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.

- a. General Manager Job Description. Page 01
Due to recent additions to the General Managers duties, an updated job description has been created to reflect those changes.
Action Recommended: Approve the General Manager's Job Description dated July 1, 2016.
- b. General Manager Salary Adjustment. Page 04
The Board completed a performance review of the General Manager and determined that his performance merits a salary increase within the approved General Manager salary range and commensurate with increased CTSA administration job responsibilities.
Action Recommended: Approve salary increase for the General Manager to \$45.10 per hour, retroactive to the first pay period after July 1, 2016.
- c. Minutes from the July 20, 2016 Regular Board Meeting. Page 05
Action Recommended: Approve minutes
- d. Letter of Support Page 08
Redwood Rural Health Center is applying for a grant to continue to provide preventative dental services, eligibility assistance, care coordination, and behavior health services.
Action Recommended: Submit a letter to Redwoods Rural Health Center Supporting Their Grant Application.
- e. June 2016 statistics and financial statements for all systems operated by HTA Enclosed
Action Recommended: Receive & File

- V. Items Removed from the Consent Calendar
- VI. Discussion Agenda
- a. Promotion & Marketing for Humboldt Transit Authority Page 10
Staff will give the board an update on the research it requested as it pertains to marketing and promotional ideas for public transportation.
Action Recommended: Review and Direct Staff as Board Deems Necessary
- VII. Action Items
- a. Humboldt Transit Authority Bike and Ride Policy. Page 12
The board directed staff to work with Councilmember Arroyo to address bike and ride procedures for Redwood Transit. A draft policy, brochure for passengers, and updated training procedures for board review are enclosed.
Action Recommended: Review, Discuss, and Direct Staff.
- b. Facilities Solar Project and Security Page 17
Through the California Office of Emergencies Grant Program, Staff has secured over \$350,000 to upgrade security around HTA's facility and to install solar panels and storage to keep the facility operational at all times to reduced energy costs to the authority.
Action Recommended:
 - 1. Open the public hearing for members of the public to comment on the proposed Solar Project***
 - 2. After hearing comments, close the public hearing.***
 - 3. Make changes if necessary and approve Resolution 16-17 to Adopt Certain Findings Authorizing the Authority to Enter Into a Design-Build Contract for the Humboldt Transit Authority Bus Facility Solar Project;***
 - 4. Authorize the General Manager to Distribute a Request for Proposals for a qualified energy services company to provide design-build solar project installation services.***
- VIII. Communications
- a. Board
- b. Staff:
- IX. 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.



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 Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 17, 2016

SUBJECT: General Manager Job Description

Consolidated Transportation Services Agencies (CTSA's) were created in 1979, when the state legislature passed Assembly Bill 120, "Social Services Transportation Improvement Act". The vision behind creating the CTSA model was to foster coordination among social service transportation providers and to improve the quality of transportation services to low mobility groups while achieving cost savings, lower insurance premiums, and more efficient use of vehicles and funding resources. The legislation took the middle course between absolutely mandating and simply facilitating the coordination of transportation services. Designation of CTSA's and implementation of other aspects of the Act were seen as a flexible mechanism, that are not mandated but recommended, to deal with the problem of inefficient or duplicative transportation services.

At the March 17, 2016 Humboldt County Association of Government's board meeting, the Humboldt Transit Authority was given the designation of CTSA . The HTA Board accepted this designation, and the General Manager has been administering this program, including overseeing the Dial-a-Ride procurement process since that time. Over the past three months, duties associated with the CTSA have taken up to 50% of the General Manager's time. The current General Manager job description does not include the additional CTSA tasks and has therefore become outdated. Attached for Board approval is an updated job description with the added duties of administering the CTSA.

Action Recommended: Approve the General Manager's Job Description dated July 1, 2016

General Manager Job Description
(July 1, 2016)
(Additions have been underlined)

Description of basic function and responsibility:

The General Manager is under the direction of the Governing Board of Directors and is responsible for the ongoing operation of the Redwood Transit System, Eureka Transit Service, Willow Creek Intercity System, Southern Humboldt Systems, and the Tish Non-Village System as well as ongoing participation in all systems administered by HTA. The General Manager is responsible for the material coordination of all related activities between operations, administration and maintenance.

- Supervises and directs all activities relative to public transportation under the HTA Governing Board's direction.
- Participates in the annual budget preparation and submits it to the board for final approval. Monitors budget throughout the year.
- Supervisor of all drivers, office staff and maintenance staff. Administers the applicable terms and conditions of the MOU, salary manual and other relevant documents.
- Develops policy proposals and recommendations for board action. Implements those policies and manages daily operation of all system administered by HTA.
- Administers all contracts entered into between HTA and any other entity/agency as approved by the board.
- Represents management in all union matters and participates in all union negotiations.
- Interviews, appoints, assigns, supervises and dismisses all HTA employees.
- Responsible for final discipline of all HTA employees.
- Designated HTA purchasing agent.
- Responsible for the proper administration of all State and Federal grant contracts.
- Prepares specifications for all equipment purchases and makes selection for final purchases.

Consolidated Transportation Services Agencies duties added February 16, 2016

- Combined purchasing of necessary paratransit equipment so that some cost savings through larger number of unit purchases can be realized.
- Adequate training of paratransit vehicle drivers to insure the safe operation of vehicles. Proper driver training should promote lower insurance costs and encourage use of the service.
- Centralized dispatching of paratransit vehicles so that efficient use of vehicles results.

- Centralized maintenance of paratransit vehicles so that adequate and routine vehicle maintenance scheduling is possible.
- Centralized administration of various social service transportation programs so that elimination of numerous duplicative and costly administrative organizations can provide more efficient and cost effective transportation services permitting social service agencies to respond to specific social needs.
- Identification and consolidation of all existing sources of funding for social service transportation services can provide more effective and cost efficient use of scarce resource dollars. Consolidation of categorical program funds can foster eventual elimination of unnecessary and unwarranted program constraints.
- Review monthly reports and monitor performance of the paratransit system.

Memorandum

To: The Honorable Chair and Members of the Board

From: Nancy Diamond, HTA General Counsel

Date: August 11, 2016

Re: General Manager, Personnel Action re Salary

The HTA Board appointed Greg Pratt as its General Manager on December 21, 2011, at the hourly rate of \$37.02, the low end of the approved General Manager hourly salary range set at \$37.02 - \$47.12. In 2014, the Board approved a 3.5% salary increase for the General Manager to \$38.31 per hour.

The Board-approved classification plan for management excludes step increases for the General Manager position. Under this plan, management employees receive 5 automatic step increases that provide for 7% salary increases at 6 months and at 1.5 years after hire, and 6% salary increases at 2.5, 3.5 and 10 years after hire. (Note that these increases have been made in the past without additional cost of living salary adjustments.) Because these increases do not apply to the General Manager position, the current General Manager salary has remained flat except for the 2014 increase.

Additionally, the General Manager position has taken on increasing responsibility and duties, which now include administering the Consolidated Transportation Services Agency (CTSA).

The Board completed a performance review of the General Manager on July 20, 2016, and determined that his performance merits an increase to \$45.10 per hour, which is consistent with step increases provided to management, and additionally updates the salary commensurate with the increased CTSA administration job responsibilities. This amount is within the approved General Manager salary range and has been accounted for in the approved 2016-2017 fiscal year budget.

Action Recommended: Approve salary increase for the General Manager to \$45.10 per hour, retroactive to the first pay period after July 1, 2016.

MINUTES FOR THE HUMBOLDT TRANSIT AUTHORITY

REGULAR BOARD MEETING

July 20, 2016

ROLL CALL

PRESENT

Board Members

Mark Lovelace, County of Humboldt
Tim Marks, City of Rio Dell
Natalie Arroyo, City of Eureka
Julie Fulkerson, City of Trinidad
Tami Trent, City of Fortuna
Paul Patino, City of Arcata (Alt)
Rex Bohn, County of Humboldt

ABSENT

Michael Winkler, City of Arcata

Staff

Greg Pratt, General Manager
Jim Wilson, Director of Maintenance
Karen Wilson, Manager of Operations
Alene Webb, Finance Manager
Brenda Fregoso, Secretary to the Board

CALL TO ORDER

Supervisor Lovelace called the meeting to order at 9:01 a.m.

Introductions were made.

Also in attendance was Nancy Diamond, HTA Legal Counsel; Richard Tollison, Eureka resident; Turtle, HTA passenger.

COMMUNITY MEMBERS COMMUNICATION

Turtle, HTA passenger, addressed the board with item VI on this agenda under Action Items; Bikes on Humboldt Transit Authority Buses.

CONSENT CALENDAR

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

Motion by Councilmember Fulkerson, second by Councilmember Patino to approve the Consent Calendar.

Motion carries unanimously

- a. Agreement between the Humboldt County Office of Education (HCOE) and the Humboldt Transit Authority to provide vehicle maintenance and repair service

At the Humboldt County Office of Education's June 2016 meeting, the board accepted Humboldt Transit Authority's proposal to provide preventive maintenance and repairs to twelve school buses.

Action Recommended: Execute the Agreement between Humboldt County Office of Education and Humboldt Transit Authority to provide vehicle maintenance and repair services.

- b. Minutes from the June 15, 2016 Regular Board Meeting

Action Recommended: Approve minutes

- c. May 2016 statistics and financial statements for all systems operated by HTA

Action Recommended: Receive and File

Items removed from the Consent Calendar.

None

ACTION ITEMS

- a. Bikes on Humboldt Transit Authority Buses

HTA employees request the Board to consider reviewing the current practice of brining bikes inside Redwood Transit System buses.

General Manager Greg Pratt gave the board information on how drivers have the discretion of letting bikes inside the bus. Councilmember Arroyo suggested contacting other transit agencies for information on what their agencies do when bike racks are full. Also she suggested contacting Humboldt Bay Bicycle Commuters Association.

Motion by Councilmember Fulkerson, second by Councilmember Arroyo to form a small committee before next board meeting to discuss the issue and to put the item on the next agenda for further discussion.

Motion carries unanimously

Closed Session

At 9:22 a.m. the board went into closed session.

- a. Public Comment

None

- b. Pursuant to Government Code Section 54957(b)(1) the Board met in closed session to conduct and evaluation of performance for employee currently holding the position of General Manager, Greg Pratt.

- c. Pursuant to Government Code Section 54957.6 the Board met in closed session to give direction to its appointed representative concerning negotiations over salary for the unrepresented General Manager, Greg Pratt.
- d. Pursuant to government Code Section 54957.1 at the conclusion of the closed session a public report will be made by the Board Chair disclosing action taken as required.
- e. The Board reconvened in Open Session.

The board resumed open session at 10:28 a.m.; Supervisor Rex Bohn left the Closed Session meeting at 10:07 a.m. Supervisor Lovelace announced that there was nothing to report.

COMMUNICATIONS:

- a. Board
None
- b. Staff
None

Meeting adjourned at 10:29



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www.hta.org

August 17, 2016

Tina Tvedt, MHA
Executive Director
Redwoods Rural Health Center
101 West Coast Rd./PO Box 769
Redway, CA 95560

Re: Community Health Center Program Grant Application

Dear Ms. Tvedt,

We are pleased to offer our support of your upcoming application to the Health Resources and Services Administration so that you may continue providing comprehensive, culturally competent, quality primary health care services to medically underserved and uninsured individuals living in our area. We are aware that this is a continuation of the services you are providing in Redway, as well as at the satellite sites at the South Fork High School and Redway Family Resource Center and in Alderpoint, CA.

Humboldt Transit Authority is the primary public transit system in the county, providing a fixed-route trunk service along the U.S. 101 Corridor as well as servicing The Southern Humboldt community between Benbow and Miranda providing a deviated fixed route service. Local residents use the transit system to take advantage of the several programs offered by the Redwoods Rural Health Center.

We look forward to collaborating with you as we continue to seek the best means of providing cost effective health care services to our community members. Your efforts to help disadvantaged individuals establish relationships with a primary care patient-centered medical home are critical to long-term, positive health outcomes. We are pleased that this grant will allow you to continue your preventive dental services, eligibility assistance, care coordination, and behavioral health services for individuals and families regardless of their insurance status or ability to pay.



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We enjoy a mutually beneficial relationship with Redwoods Rural Health Center, and we look forward to continued collaboration as we collectively seek the very best means of addressing the wide and differing range of needs among our low-income and uninsured individuals and families here in Southern Humboldt.

Sincerely,

Mark Lovelace
Chair of the Humboldt Transit Authority
Governing Board of Directors



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 17, 2016

SUBJECT: Promotion & Marketing for Humboldt Transit Authority

Earlier this year, the board requested that staff conduct research regarding the promotion of ridership on HTA systems, and report on upcoming plans for marketing.

The California Constitution does not allow public agencies to make gifts of public funds or to give gifts that have a monetary value; Article 16, Section 6 from the California Constitution states that no public funds may be used as gifts to any individuals, municipal or other corporations, unless the expense or gift is found to be in the public interest. A "gift" is not limited to money, but also includes anything of value. That can include use of equipment, employee time, supplies, as well as "free" transit passes. However, an important exception to this rule is if the gift can be shown to serve a substantial public purpose.

Such an expenditure or gift must be authorized by the Board of Directors; the Board of Directors should adopt a resolution with clarification that the expenditure or gift serves a substantial public purpose, and said purpose should be stated in the adopted resolution.

Examples of the types of programs that would serve a substantial public purpose, and would be allowed, are:

1. Free one-day passes for all users of a new phone application for ticket purchases. The substantial public purpose would be to educate the public about the new app, which would ease the ticket purchase process and increase ridership.
2. Free rides for all customers who chose to ride the new electric bus on a "special" day. The substantial public purpose would be to educate the public about our zero pollution transmission bus, which would increase ridership and create community support.



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3. Free rides for one day for all systems, for example, to celebrate the Annual National Dump the Pump Day, which happens every June. The substantial public purpose would be to educate and encourage new riders to try the bus instead of driving, or try riding an alternate mode of transportation.

Examples of the types of programs that would not provide a substantial public purpose, and therefore would not be allowed are:

1. Gifts of funds or gifts of monetary value cannot be given based solely on moral grounds; this would include free rides for an exclusive demographic.
2. No public funds can be used for charitable purposes, no matter how worthy the cause. This would include donations of free tickets to a non-profit.
3. Goodwill and Public Relations are not considered to be actual and necessary expenditures. Free tickets given for these reasons would not be shown to provide a direct substantial benefit to Humboldt Transit Authority.

Over the last year, staff has partnered with Redwood Acres, Benbow Golf Course, CR, and the local Veterans to promote ridership. Staff has also gone offsite to different locations to work with youth and seniors for training programs on riding public transportation

Upcoming plans to promote ridership include: The possibility of a event for mobile ticketing, Try it Transit Day, researching grants to stimulate ridership by subsidizing passes, and working with public agencies to coordinate work hours with transit schedules.



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 17, 2016

SUBJECT: Humboldt Transit Authority Bike and Ride Policy

Until 2003, the Redwood Transit System had a four bike rack system in the rear of the bus where passenger could store their bikes. At that time, passengers would come into the office to have a picture I.D. taken along with training. However, the height of the racks and locks needed greatly slowed down the boarding process. Because of the danger of having passengers load their bikes behind the bus and out of the sight of the driver, HTA switched to front bike racks.

The front racks hold 2 to 3 bikes depending on the model of rack so at times there isn't enough room on the racks to accommodate all bike riding passenger. Since 2003, administrative practices have allowed bikes inside the bus in wheel chair spaces when not needed for wheel chairs, and when the bikes are properly secured. Since that time, HTA has posted several notices and held safety meetings of how to accommodate bikes being brought inside the bus.

Although the policy has remained consistent since in 2003, there have been inconsistent applications for bringing bikes on board RTS buses. At the 2016 July Regular HTA meeting, the Board directed staff to work with Councilmember Arroyo to develop and bring back a formal Bike Policy for their review. The attached Policy is based on input from Councilmember Arroyo and is largely consistent with the existing policy. Also included for Board review is a rider brochure explaining the procedure, and the driver training document that includes how to tie down bicycles in the wheelchair position.

Action Recommended: Review, Discuss, Make Necessary Changes, and Bring back to the September Regular HTA Meeting for Final Adoption.

HUMBOLDT TRANSIT AUTHORITY

TRAINING CHECKLIST

- ___ Destination Sign
- ___ Hazardous Condition Reports
- ___ Radio Procedures
- ___ Lost & found procedures
- ___ HTA Procedures & Guidelines Manual
- ___ Shop – *Area Designated for Shop Staff*
- ___ Dispatch Sheet
- ___ Bid Packet (Run Instructions)
- ___ Schedule Adherence
- ___ Break Room Courtesy: Wi-Fi In-box
- ___ Diesel Exhaust Fluid (DEF)
- ___ Rangers___ GFI___
- ___ Read Past Bulletins
- ___ Fares – RTS, ETS, Willow Creek, So Hum, Tish-Non
- ___ Video Surveillance
- ___ Trip Sheet (last card sold #'s, limited English proficiency count. LEP) & VDR's
- ___ Cell Phones
- ___ Bike Policy, Bike Rack & Bike Securement
- ___ Cell Phone
- ___ Driver Change
- ___ Automatic Tire Chains (DVD)
- ___ 1 Hour Drug & Alcohol Training (DVD)
- ___ Difference between Accident and Incident

My initials indicate that I have received sufficient training and have a thorough understanding of the operation of the vehicles, equipment and procedures listed above.

Driver's signature

Date

Instructor's signature

Date

HUMBOLDT TRANSIT AUTHORITY

PROFICIENCY CHECKLIST

- ___ Brake Test: Air _____ Hydraulic_____
- ___ Pre-Trip & Post-Trip Inspections
- ___ Seat belt use
- ___ Mirror Use
- ___ Verification of Transit Training (VTT)
- ___ ETS Bus: Low Floor_____ Hybrid_____
- ___ RTS Bus: Low Floor_____ Hybrid_____
- ___ Cutaways: FORD_____ CHEVY_____ INTERNATIONAL_____ FREIGHTLINER_____
- ___ Blinkers & Emergency Flashers
- ___ Parking Brakes & Interlocks
- ___ Wheelchair lift Operations LU-6_____ LU-11_____, Ricon_____ & Braun_____
- ___ Wheelchair Securements Q-Strait_____ Q-Pod_____
- ___ Reading of Gauges/Light Switches
- ___ Emergency Equipment First Aid Kit, Fire Extinguisher (use) _____ Triangles (set-up) _____
- ___ ADA Regulations
- ___ Passenger Relations
- ___ Call Out Major Transfer Points & Stops
- ___ TSI Vehicle Operations
- ___ TSI Customer Relations
- ___ TSI Emergency Management_____ Accident Procedures_____

My initials indicate that I have received sufficient training and have a thorough understanding of the operation of the vehicles, equipment and procedures listed above

Drivers' Signature

Date

Instructor's signature

Date

Humboldt Transit Authority provides public transportation for urban and rural communities of Humboldt County, California

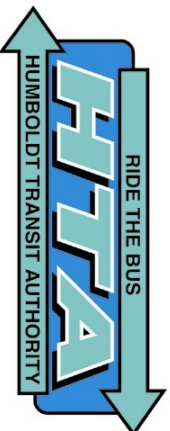
Humboldt Transit Authority operates with the mission to provide safe, courteous and reliable transportation services to the people of Humboldt County and our surrounding areas. Our goals in servicing the public include exhibiting excellence in safety and customer service, environmentally sound vehicles and technology, and joining together all facets of our community.

*HTA operates Saturday
Schedule for the following days:*

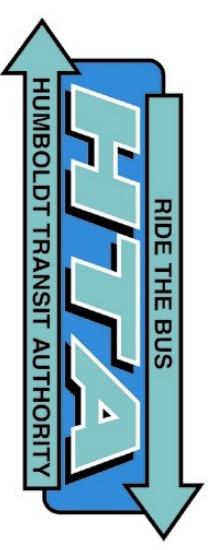
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Labor Day
- Day after Thanksgiving
- Day after Christmas

*NO SERVICE operated on
the following Holidays:*

- New Years Day
- Independence Day
- Thanksgiving Day
- Christmas Day



BIKE & RIDE PROCEDURES



Humboldt Transit Authority

133 V Street
Eureka, CA 95501

P: (707) 443-0826
F: (707) 443-2032

admin@hta.org
www.hta.org

Office Hours

Monday to Friday
8:00am to 4:30pm

(Closed Noon to 1:00pm for lunch)



BIKE AND RIDE

Bicycle racks are only provided on the RTS, Tish-Non Village, Willow Creek, So-Hum Local and Intercity Transit Systems.

1. When the bus approaches and stops, have the bike ready to load, then let the driver know that you will be loading a bike
2. Approaching from the curbside, lower the rack with one hand while supporting the bike with the other hand
3. Place the bike into either of the racks wheel wells. Both bike positions are completely independent of each other making it easy to load in seconds
4. Pull the support arm out and up over the front tire of the bike. The rack contacts the bicycles tires only, no contact is made with the bicycle frame
5. ***HTA is not responsible for any damaged, lost, or stolen items.***



Depending on the bus, bike racks can carry two to three bikes. Spaces on the rack are first come, first served. Single seat, two wheeled bikes are allowed. Both wheels must fit into the bike rack wheel slots and the support arm/hook must fit over the top of the bike wheel. No part of the bike can block the driver's view. Tandem, three wheeled, or motor driven bikes are not allowed.

There is no guarantee that there will be space on any specific bus for your bicycle. If a wheelchair user requires the space on the bus, passengers with bicycles inside buses will be bumped and provided a free pass to use on the next bus trip.

BIKES ON THE BUS

1. Drivers will allow up to two bikes to be brought on board if there is enough room to do so.
2. Seating for passengers will always take priority over space for bikes.
3. Bikes must be properly secured in the designated wheelchair securement station.
4. The driver can determine whether or not the bike is secured properly.
5. If a rider in a wheelchair is occupying the designated wheelchair securement station, the bike will not be allowed on board.
6. If either the wheelchair securement station or seating in the securement area is needed by a rider mid-journey, the bike will need to be removed. If there is no room to move the bike onto the bike rack, the rider must get off the bus (with his / her bike).
7. Bikes will not be allowed to protrude into the aisle way.
8. Bikes already secured inside the bus may remain inside even if space becomes available on the exterior bike rack.
9. Muddy or greasy bikes are not permitted inside the bus.

Have questions or would like to report a complaint or complaint? Please

contact our dispatcher during office

hours by email or phone:

**admin@hta.org
(707)443-0826**



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TO: Chair Lovelace
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: August 17, 2016

SUBJECT: Humboldt Transit Authority Solar and Security Improvements

The Humboldt Transit Authority has secured over \$350,000 in grant funds to install solar panels and storage to its facility and has applied for additional grant funds for the project. The funds can also be used to improve facility lighting, enhance the security system, and secure fencing around the maintenance yard. The project would be fully funded by grants at no cost to the authority and save over \$21,000/year in energy costs (see Exhibit A).

Government Code Section 4217.12 allows a public agency to follow a stream-lined procurement policy for energy savings projects such as the proposed bus facility solar project that allow the Authority to enter into design build contracts. Additionally through this process and as authorized under Public Utilities Code section 388, HTA can competitively solicit energy service companies to complete the project using a pool of contractors pre-qualified by the State.

In order to use this procurement process, the Board must make findings after noticed public hearing that the energy savings from the project will result in a reduced cost to the HTA. Resolution 16-17 makes the necessary findings consistent with State requirements.

Action Recommended:

- 1. Approve Resolution 16-17 Adopting Certain Findings Authorizing the Authority to Enter Into a Design-Build Contract for the Humboldt Transit Authority Bus Facility Solar Project, and***
- 2. Authorize the General Manager to Distribute a Request for Proposals for a qualified energy services company to provide design-build solar project installation services.***

RESOLUTION 16-17

RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS ADOPTING CERTAIN FINDINGS AUTHORIZING THE AUTHORITY TO ENTER INTO A DESIGN-BUILD CONTRACT FOR THE HUMBOLDT TRANSIT AUTHORITY BUS FACILITY SOLAR PROJECT

WHEREAS, the Humboldt Transit Authority is researching the feasibility of installing a solar power and storage system at the Authority's Bus Facility to reduce energy cost and improve facility security by allowing the agency to continue to be fully functional during power outages; and,

WHEREAS, the solar power project's feasibility will be greatly enhanced by the use of a design-build contract; and

WHEREAS, Chapter 3.2 of Division 5 of the California Government Code, Energy Conservation Contracts, Sections 4217.10 through 4217.18 ("Code Sections"), was created to help local governments develop energy conservation, cogeneration, and alternate energy supply sources at the facilities of public agencies, such as the HTA's proposed solar power and storage system, by stream lining the associated procurement process, including the use of design-build contracts; and,

WHEREAS, a design-build process will allow the Authority to forego the cost, time and effort associated with development of formal bid plans and specifications; and

WHEREAS, to use the Code Section procurement process, the Board must make specified findings as required by Government Code section 4217.12 at a noticed public hearing concerning the anticipated cost of the proposed energy conservation measures or facility; and

WHEREAS, the HTA Board held a regularly scheduled meeting on August 17, 2016 to consider the findings, public notice of which was provided at least two weeks in advance;

WHEREAS, the HTA Board has received and reviewed information sufficient to allow it to make the requisite findings set out below.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Humboldt Transit Authority finds:

- 1) That the Recitals set forth above are true and correct; and
- 2) That the anticipated cost to the HTA for electrical energy or conservation services provided by the proposed solar power and storage system (the "energy conservation facility"), as set forth in Exhibit A, attached hereto and incorporated herein, will be less than the anticipated marginal cost to the HTA of electrical, or other energy that would have been consumed by HTA in the absence of those purchases; and,

- 3) It is in the best interest of the HTA to enter into an energy service design-build contract.

PASSED AND ADOPTED by the Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the 17th of August 2016, by the following vote:

AYES:

NOES:

ABSENT:

Chair of the HTA Governing
Board of Directors

ATTEST:

HTA Secretary to the Board

Attachment



Exhibit A

Humboldt Transit Authority

133 V Street

Eureka, CA, 95501

Customer Report

Redwood Coast Energy Authority

633 3rd Street, Eureka, CA 95501

Tel (707) 269-1700

Fax (707) 269-1777

www.redwoodenergy.org

Presented To: Greg Pratt

T:

0 M:

0

Email:

0

Title: General Manager

Address:

Site Contact: Lori Biondini

T: 707.269.1700

M:

Email:

lbiondini@redwoodenergy.org

Solar Assessment Summary -

Total Cost of System: \$ 405,000.00

Federal Tax Credit: - \$ -

Your Estimated Final Cost: \$ 405,000.00

Savings in First Year: \$ 21,861.78

1st Year Return on Investment: 5.4%

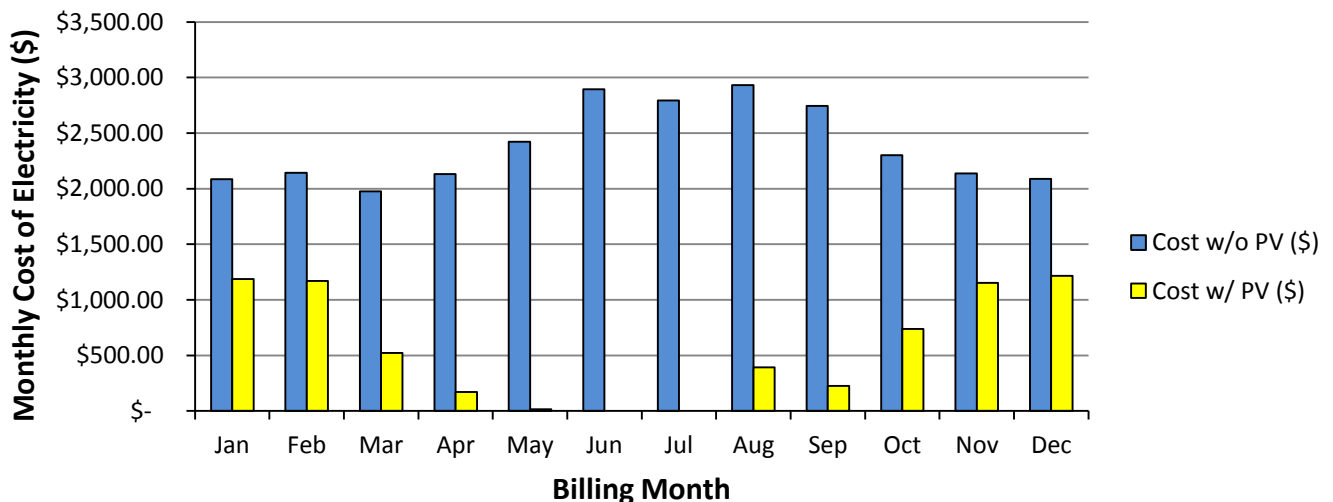
Simple Payback: 13.4 years

Estimated Energy Savings: 123,983 kWh/yr

Power Reduction: 2231691.0 kWh

CO₂ Emissions Reduction: 2,807,333.41 lbs

Year Billing Comparison w/ PV System



The Redwood Coast Energy Authority is funded by California utility ratepayers under the auspices of the California Public Utilities Commission.

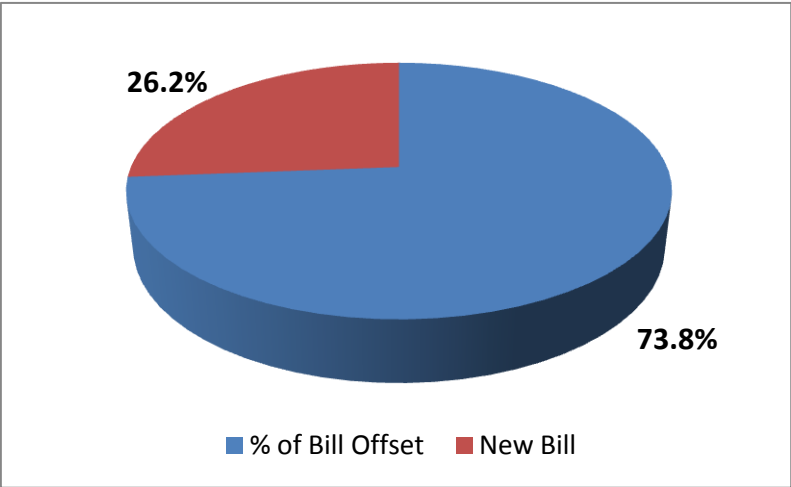
The costs and energy production are based upon using **Sharp brand 250 Watt panels** and **Enphase brand M250 microinverters**. The panels are assumed to be flush mounted to the roof, and will therefore be at the specific tilt and orientation of that roof. If a different tilt and orientation is used, the energy production will change and costs may potentially rise due to an increase in materials and labor.

PROPOSED SOLAR PV SYSTEM

System Size STC Rating:	90.0 kW STC DC
Site's Average Sun Hours:	5.0 sun-hours (based on solar data from Arcata, CA)
Annual Solar Production:	123,983 kWh
Annual Electric Usage:	168,102 kWh
Annual kWh Offset %	73.8 %

ELECTRIC BILL COMPARISON

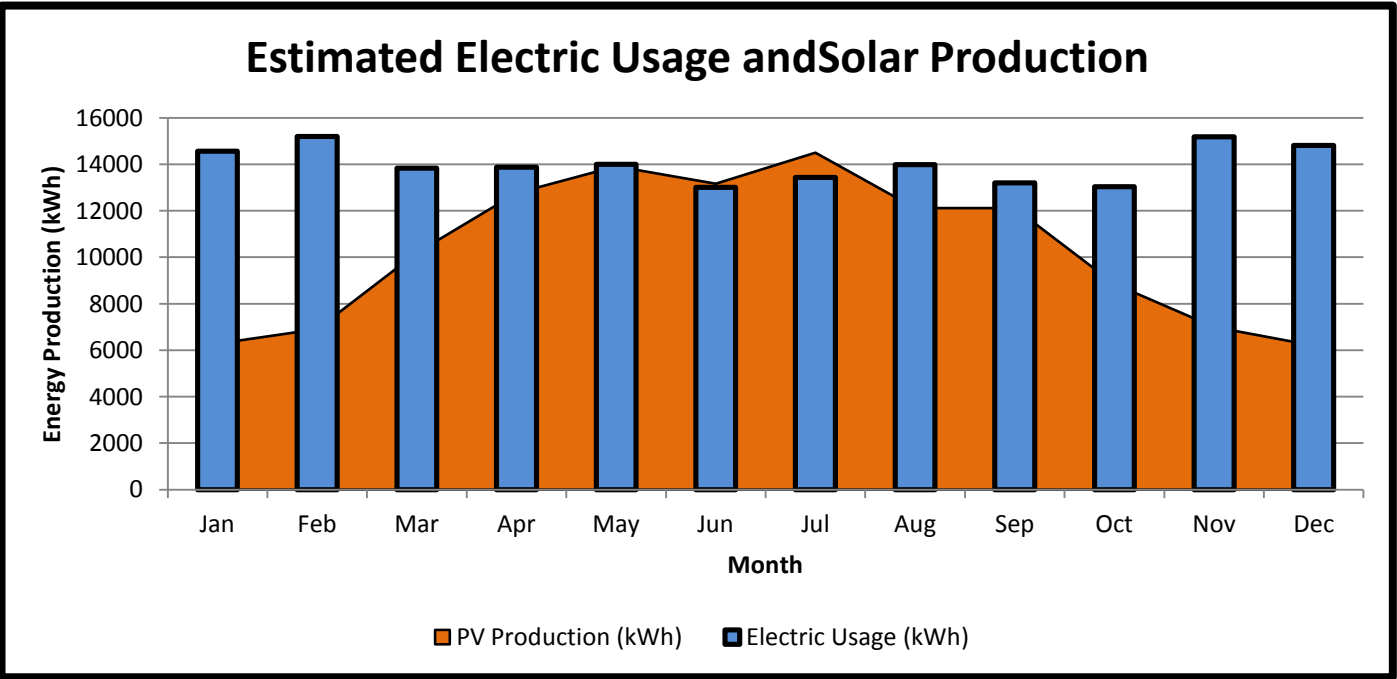
Before and After Solar



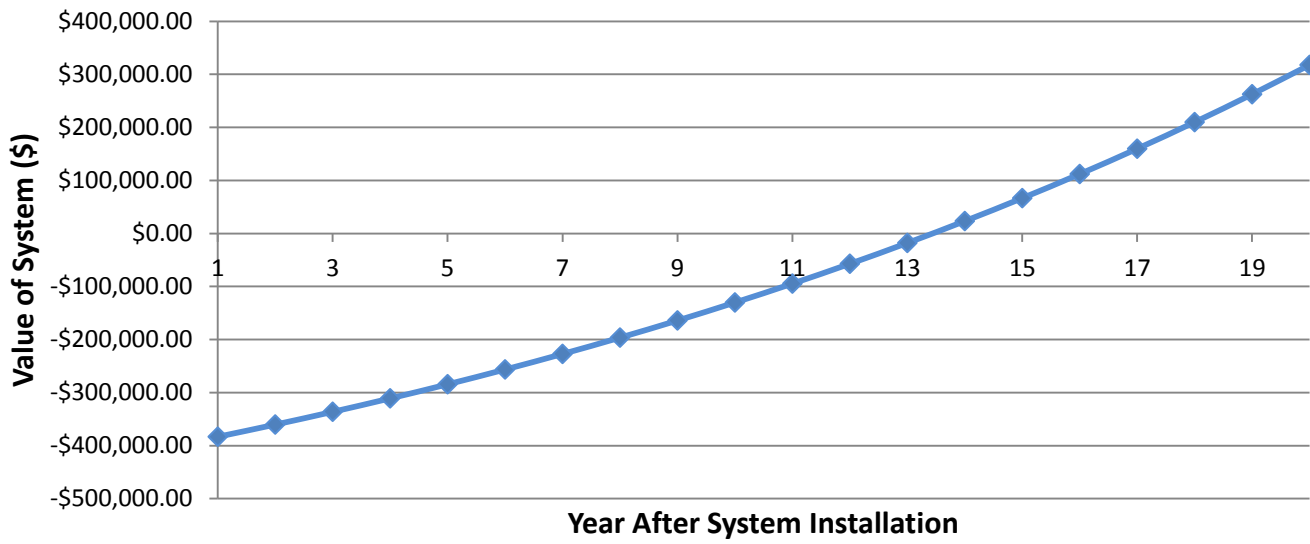
Over 20 years, the system is estimated to offset :

2,479,657 kWh of electricity
3,119,259 lbs of CO2

Estimated Electric Usage and Solar Production



Life Cycle Cost of System



Report Disclaimer:

This report uses code and methods developed and obtained through Sandia National Laboratories (Sandia Corporation, 2014) and the National Renewable Energy Laboratory (NREL, 2014). This code uses meteorological data obtained through the Solar Research Monitoring Station (NREL, 2014), which is maintained and calibrated by Humboldt State University (HSU) and NREL. The estimated energy production of the modeled system is based on typical insolation data from Arcata, CA. The use of this data represents a conservative estimate of the potential performance of this system in Blue Lake, CA. This estimate is not to be used as a guaranteed performance evaluation and before purchasing or installing such a system, consultation with a solar installation professional is strongly encouraged.

This model assumes:

- The Photovoltaic System is comprised of Sharp Brand 250 Watt Panels (Sharp Electronic Corporation, 2014) and uses Enphase Brand M250 microinverters (Enphase Energy, 2014) (see attached technical sheets)
- Inverter efficiency is 90%
- The panels are arranged at the specific tilt and orientation of your roof
- The panels are flush mounted to the roof
- The cost of the system is \$4.50 per Watt
- All structures and wiring are code compliant
- The cost associated with energy savings is based on your electricity rate
- The PV panels will not degrade with time
- The system is tied to the grid and does not use battery backup
- All energy production and consumption is calculated on a monthly basis
- The system is designed to offset the client's electric bill, not their total energy consumption (where applicable)

The Redwood Coast Energy Authority makes no guarantee of the cost or performance of the modeled photovoltaic system. This report is intended to be used as an informational tool and is an estimate. For a more in-depth breakdown of costs, components, economics, and system specifics please refer to a local solar installer or electrician.

Aerial view of V Street building roof with estimated total solar capacity, not accounting for any roof protrusions or fenestrations, assuming 0% shading:

System Capacity: 51.9 kWdc (346 m²)



Aerial view of potential future build site with estimated size of a 90 kW solar system:

System Capacity: 90.0 kWdc (600 m²)





Humboldt Transit Authority
 2223 2nd Street
 Eureka, CA, 95501
Customer Report

Redwood Coast Energy Authority

633 3rd Street, Eureka, CA 95501
 Tel (707) 269-1700
 Fax (707) 269-1777
www.redwoodenergy.org

Presented To: Greg Pratt T: 0 M: 0 Email: 0

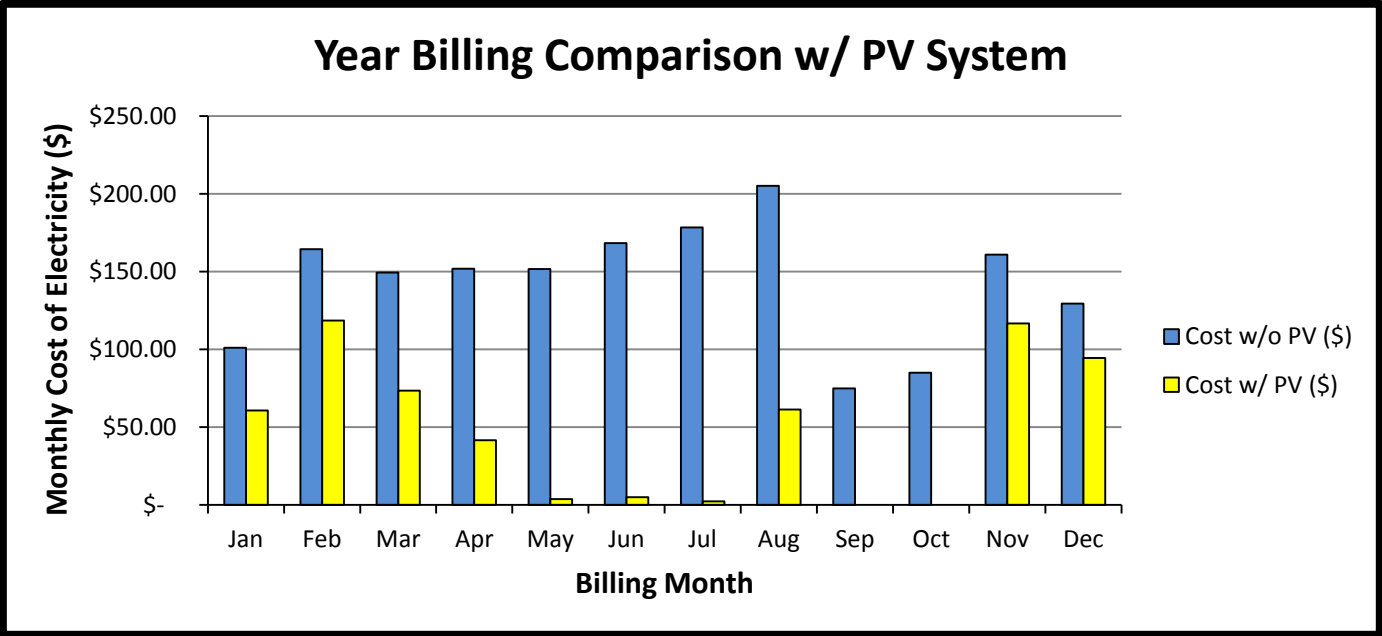
Title: General Manager Address: 2223 2nd Street

Site Contact: Lori Biondini T: 707.269.1700 M: Email: lbiondini@redwoodenergy.org

Solar Assessment Summary -

Total Cost of System:	\$	20,250.00
Federal Tax Credit:	- \$	-
Your Estimated Final Cost:	\$	20,250.00
Savings in First Year:	\$	1,142.51
1st Year Return on Investment:		5.6%
Simple Payback:		13.0 years
Estimated Energy Savings:		5,928 kWh/yr
Power Reduction:		106712.5 kWh
CO ₂ Emissions Reduction:		134,237.95 lbs

Year Billing Comparison w/ PV System



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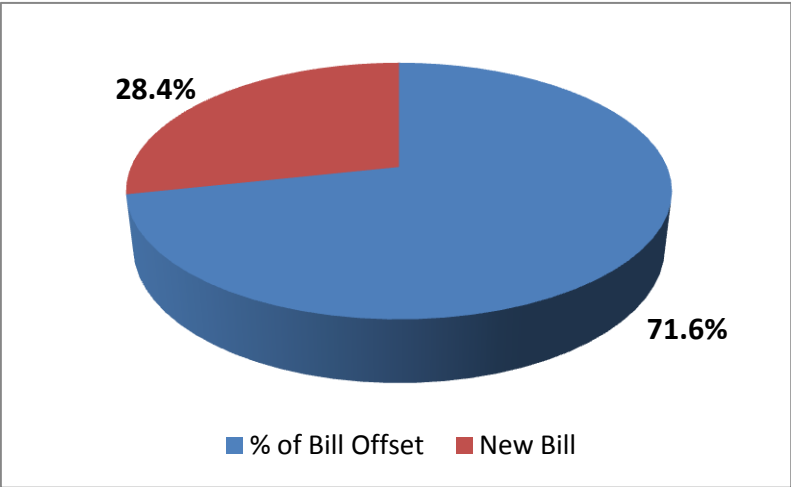
The costs and energy production are based upon using **Sharp brand 250 Watt panels** and **Enphase brand M250 microinverters**. The panels are assumed to be flush mounted to the roof, and will therefore be at the specific tilt and orientation of that roof. If a different tilt and orientation is used, the energy production will change and costs may potentially rise due to an increase in materials and labor.

PROPOSED SOLAR PV SYSTEM

System Size STC Rating:	4.5 kW STC DC
Site's Average Sun Hours:	4.5 sun-hours (based on solar data from Arcata, CA)
Annual Solar Production:	5,928 kWh
Annual Electric Usage:	8,280 kWh
Annual kWh Offset %	71.6 %

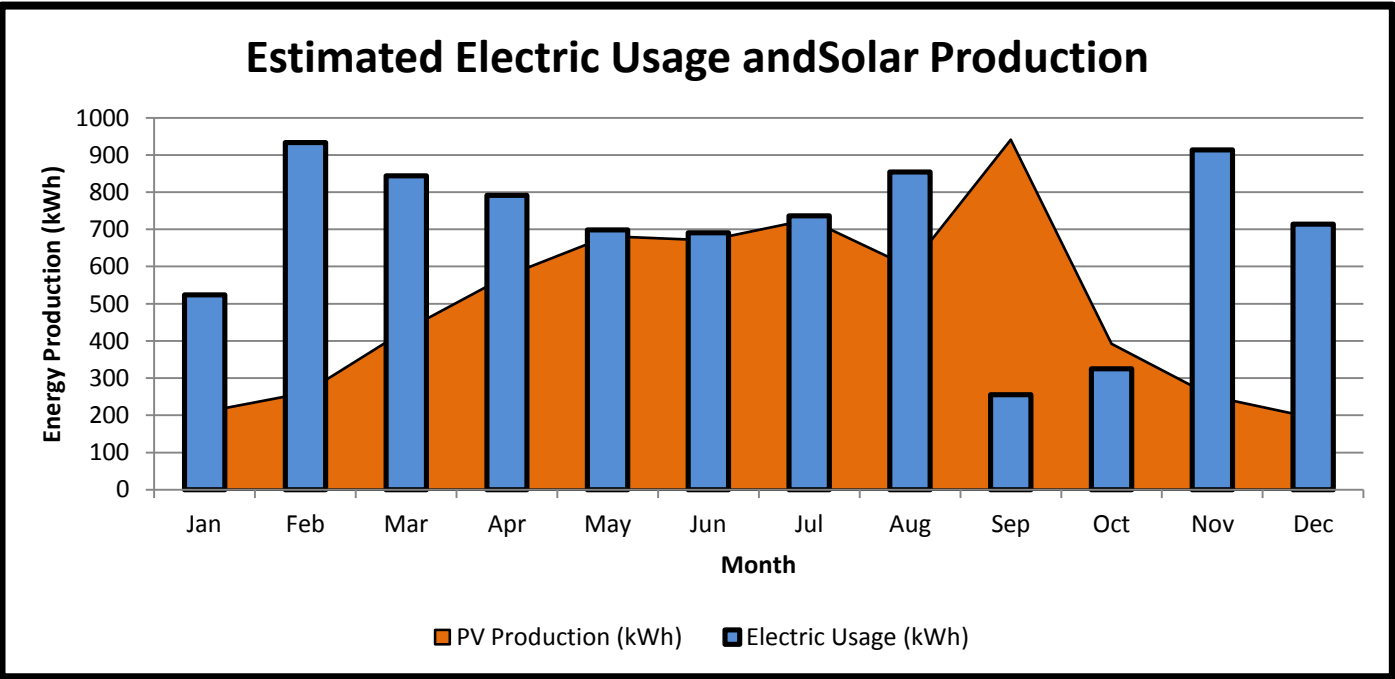
ELECTRIC BILL COMPARISON

Before and After Solar

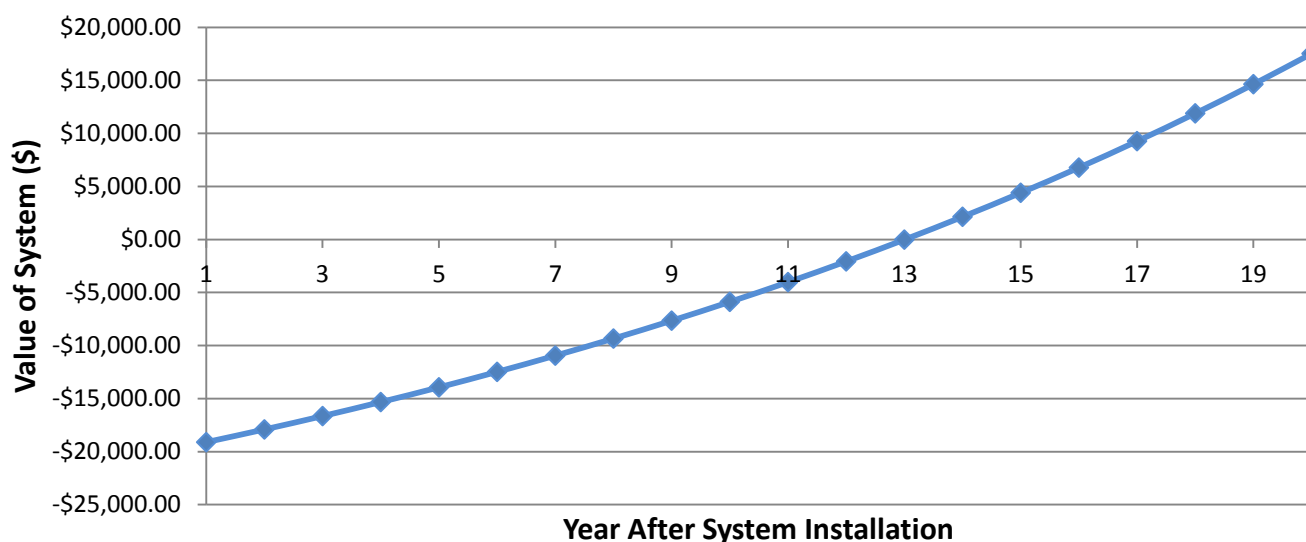


Over 20 years, the system is estimated to offset :

118,569 kWh of electricity
149,153 lbs of CO2



Life Cycle Cost of System



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This model assumes:

- The Photovoltaic System is comprised of Sharp Brand 250 Watt Panels (Sharp Electronic Corporation, 2014) and uses Enphase Brand M250 microinverters (Enphase Energy, 2014) (see attached technical sheets)
- Inverter efficiency is 90%
- The panels are arranged at the specific tilt and orientation of your roof
- The panels are flush mounted to the roof
- The cost of the system is \$4.50 per Watt
- All structures and wiring are code compliant
- The cost associated with energy savings is based on your electricity rate
- The PV panels will not degrade with time
- The system is tied to the grid and does not use battery backup
- All energy production and consumption is calculated on a monthly basis
- The system is designed to offset the client's electric bill, not their total energy consumption (where applicable)

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Aerial view of building roof with estimated total solar capacity, not accounting for any roof protrusions or fenestrations that would need to be worked around:

System Capacity: 41.7 kWdc (278 m²)



Aerial view of building roof with estimated size of a 4.5 kW system:

System Capacity: 4.5 kWdc (30 m²)

